

ACCOUNTING

MADE EASY



TurboCASH 4

TUTORIAL

With thanks to:

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WELCOME to TurboCASH



Thank you for choosing the *TurboCASH 4* program. 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.

This book is meant to be fun. Don't make a meal of it. It is impossible to cram 4 years of an accounting degree into a few hours, but we are going to try anyway. Some of the terminology that we use may seem obscure. This is intentionally so. We didn't make the rules in financial vocabulary, we simply follow it.

Financial people like Bank managers, shareholders, auditors, the Receiver all use the same language to talk about financial concepts. Financial people are arrogant and dismissive when they see that you don't grasp these concepts. If you are unable to talk the talk they will immediately assume that you are incompetent in the business of making profit. So get with the program, its not difficult. Soon you could be the center of discussion and cocktail parties.

TurboCASH 4 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, *TurboCASH* can accommodate these changes with ease.



Because TurboCASH can work in over 20 languages and in over 80 different tax regimes, there are many ways to set it up. The key to the TurboCASH 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.

If you have never used *TurboCASH* before, time should be well spent doing the Handyman tutorial before launching into your own Set of Books. When *TurboCASH* 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 *TurboCASH* program was developed with built-in flexibility.

We would also like to use this opportunity to introduce you to the *TurboCASH4* support team, which you may contact via e-mail at [Support at TurboCASH4](#) or via the [TurboCASH4 Skype Hotlines](#).

Visit our webpage <http://www.turbocash.net/> and click on the download stable version. You may also visit our project page at <http://sourceforge.net/projects/turbocash>.

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 TurboCASH. 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 TurboCASH program, you may press the **F1** key on your keyboard to access the Help Files in TurboCASH.

This book is divided into the following modules:

- **MODULE A** – Introduction to accounting and accounting principles.
- **MODULE B** – Installing, registering and launching with TurboCASH.
- **MODULE C** – A reference guide to the TurboCASH program, accounts, batches, documents and stock. Established users of TurboCASH may skip these Chapters.
- **MODULE D** – 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.
- **MODULE F** – 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** – 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** – This is a work-through tutorial, providing “hands-on” knowledge to enter your opening balances.
- **MODULE I** – 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, Payments, Receipt batches as well as the repeating batches.
- **MODULE J** – 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** – 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 may skip this MODULE.
- **MODULE L** – 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 M** – This is a working tutorial describing the **Bank Reconciliation** based on the data you have entered in the payments and receipts batches (journals) or the current bank account in MODULE I.
- **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** – 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.
- **MODULE P** – This is a hands-on tutorial describing to edit and change layout files for documents.

- **MODULE Q** – A list of the basic keyboard shortcuts for those users who prefers to use the keyboard instead of the mouse to get around *TurboCASH*.

The book has been structured in such a way that if you follow the step by step procedures, you will be able to run your company's Set of Books with *TurboCASH*. The Chart of Accounts represented in this book is a basic generalised one. It is up to you to expand and change the Chart of Accounts as per your particular business requirements (for example, you may need an account called "Commissions Paid").



Work as carefully and as accurately as possible, trying to find a mistake can be a nightmare.

Unless you are familiar with *TurboCASH*, it is recommended that you work through the tutorials before starting to create your own personalised Set of Books.

As you work through the tutorials, screen shots have been supplied to ensure that you can see exactly what information to enter in which field. These are called "screen dumps", and are appropriately placed in the text for your convenience.

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



Note (Additional information)



Tip / Help



Important



Proceed / Next step



Warning

The following icons have also been placed in the text for your convenience:

>Create, edit or to perform a specific action.

Click or select using the mouse.

Enter or press a key on the keyboard.

Leave a field blank. Go to the next field.



In our experience 95% of all *TurboCASH* 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.**

TurboCASH WEBSITE

The TurboCASH website is a powerfull content management system based on the Joomla award-winning open source Content Management System (CMS). The TurboCASH.net website is designed for the TurboCASH community. To access and benefit from the powerful features on the TurboCASH website, users need to:

- New Users first have to create an account (username and password).
- Existing Users (already registered on the website) need to use their username and password to log on to the website.



If you have lost your password, you only need to click on the **Lost Password?** link and enter your Username and E-mail address, then click on the Send Password button. A new password will be sent via e-mail. You may then use the new password to access the site.

Once you have registered your TurboCASH, on the TurboCASH.net website, your username and password can be used to log-in to access all features on the website. When registering TurboCASH on the website, your serial number and unlocking code will be sent to you via e-mail. (See Online Registration).

For example, you will have access to view and post entries on the forum, contribute, add content to the wiki pages, write your own user page on the wiki, contribute to documentation, write blogs (e.g. an editorial about your company), send short messages to other users, etc.

The TurboCASH Website

1. Activate your Internet connection and enter the <http://www.turbocash.net> web site address in the Browser's address bar. In this example, [Mozilla Firefox](#) (available as a free download on the Internet) is used to illustrate this.

The screenshot shows the TurboCASH website homepage. The browser title bar reads "TurboCASH Free Accounting Software - Home - Mozilla Firefox". The address bar shows the URL "http://www.turbocash.net". The main content area features the "Turbo CASH" logo at the top right, followed by a banner for "Accounting Made Easy \$30 eBook". Below the banner is a navigation menu with links: Home, Business Listings, Contact, Development, Download, Forum, Support, Shop, Unlocking Keys, and Wiki. On the left, there's a sidebar with a "REGISTER TURBOCASH" form, a guest count of "We have 11 guests and 1 member online", and a "USER STATISTICS" section showing 64929 registered users (11 today, 107 this month). The main content area includes a news article titled "First Shots of the War" by Philip Copeman, a sidebar ad for "DIRECT OFFICE SUPPLIES cc" offering a 40% discount, and a "TURBOCASH4 BUGS SOLVED" section listing various bugs and their status.

2. The TurboCASH Website Navigation is briefly structured as follows:

- a. **Home** – The main page when accessing the TurboCASH website. This page consists of current articles (new articles regularly), links to previous articles, user home pages, latest posts to the forum, etc.
- b. **Business Listings** – Find a business, consultant, etc. You may also add your business on the business listing.
- c. **Contact** – View contact information and e-mail facilities.
- d. **Development** – Report a Bug, Information about TurboCASH development, Translate TurboCASH, etc.

e. **Download** –

- *TurboCASH 4.xxx or TurboCASH 3.7xxx - Stable Version (Full product as well as Updates (patches and maintenance releases));*
- Sourceforge – Download any of the available files (latest, previous or beta *TurboCASH* releases, *TurboCASH* source code, *TurboCASH* extras, etc.

f. **Forum** – This consists of the latest forum posts as well as various categories.

Should you have a query or an issue, you may search and will probably find a solution to your query or issue. If not, you may post your query or issue. Members of the *TurboCASH* Community will soon help by posting answers or solutions to your query or issue.

g. **Support** – Paid Consultants, [Knowledge Base](#), [Screenshots](#), [Training Movies](#), Vista Instructions, Free Support, Mailing Lists, Support Groups, Training, etc.

h. **Online Shop** – Purchase plug-ins, e-books, printed books, payroll, stationery, *TurboCASH* CD's, data maintenance, paid support, e-commerce solutions (webstores), other CD's, *TurboCASH* training and seminars, etc. *TurboCASH* also offers a community portal where we host your products at a special price.

i. **Unlocking Keys** – When you register on the web site we send you an email with the unlocking codes from our server. *TurboCASH* has an enormous amount of registrations hourly. The arrival of your unlocking key could be delayed due to server queues, but this will usually be no longer than a few minutes. If it does not arrive in this time, the probability is that it has been stopped by your spam catcher etc. Send an email to unlock@turbocash.net. This e-mail address is being protected from spam bots, you need JavaScript enabled to view it and we will assist you promptly.

j. **Wiki** – Access the [Main Page of the Wiki](#). You may select your language and the country page for your language. Many topics can be found here. Development, Agents, Consultants, Affiliates, Registration Statistics, User Documentation, Developers Guide, Partners, etc.



You may click on the link of your Country to access your country page on the Wiki directly.



You may click on the **Bookmark Website** link to add a bookmark to the active web browser in which the *TurboCASH* web page is displayed.

TABLE OF CONTENTS

MODULE A - INTRODUCTION TO ACCOUNTING.....	14
A.1- USING A COMPUTER IN ACCOUNTING.....	15
A.1.1- INTRODUCTION	15
A.1.2- THE ACCOUNTING PROCESS.....	15
A.1.3- METHODS OF RECORDING.....	15
A.1.3.1- Manual System.....	16
A.1.3.2- Computerised System.....	17
A.1.4- MANUAL VERSUS COMPUTERISED ACCOUNTING SYSTEMS.....	18
A.2- ACCOUNTING PRINCIPLES.....	18
A.2.1- BASIC ACCOUNTING PRINCIPLES.....	18
A.2.2- DUAL ENTRY SYSTEM - DEBITS AND CREDITS.....	19
A.2.2.1- Dual Entry System.....	19
A.2.2.2- What are Debits and Credits?.....	19
A.2.3- MAIN CLASSIFICATION OF ACCOUNTS / FINANCIAL CATEGORIES.....	20
A.2.3.1- Accounting Equation - Income Statement	20
A.2.3.2- Accounting Equation - Balance Sheet	20
A.2.3.3- Accounting Equation - Income Statement and Balance Sheet.....	21
A.2.4- GROUPS/CLASSIFICATION OF FINANCIAL CATEGORIES.....	21
A.2.4.1- Account Groups for Financial Categories - Income Statement	21
A.2.4.2- Account Groups for Financial Categories - Balance Sheet.....	22
A.2.5- CHARTS OF ACCOUNTS in TurboCASH.....	22
A.2.5.1- Income / Expense Accounts on the Chart of Accounts.....	23
A.2.5.2- Balance Sheet Accounts on the Chart of Accounts.....	24
A.2.6- THE LEDGER.....	25
A.2.7- CONTROL ACCOUNTS.....	26
A.2.8- TRANSACTION LIST - DEBITS AND CREDITS	27
MODULE B - INSTALL, LAUNCH AND REGISTER TurboCASH.....	28
B.1- DOWNLOAD TurboCASH OR ORDER TurboCASH CD's?.....	29
B.2- HARDWARE AND SOFTWARE REQUIREMENTS.....	29
B.3- OPTIONS TO INSTALL TurboCASH4	29
B.4- INSTALL TurboCASH4 SINGLE-USER	30
B.5- LAUNCH TurboCASH4 FOR THE FIRST TIME	34
B.6- STARTING TurboCASH4	35
B.7- REGISTER TurboCASH	36
MODULE C - WORKING IN TurboCASH	37
C.1- TurboCASH FEATURES.....	39
C.1.1.1- Get Started Easily.....	39
C.1.1.2- Accounting Made Easy.....	39
C.1.1.3- Comprehensive Reporting.....	39
C.1.1.4- Powerful.....	40
C.2- THE TurboCASH PROGRAM.....	40
C.2.1- MENU BAR	41
C.2.1.1- File Menu.....	42
C.2.1.2- Edit Menu	42
C.2.1.3- Input Menu	42
C.2.1.4- Reports Menu.....	43
C.2.1.5- Setup Menu.....	44
C.2.1.6- Tools Menu.....	46
C.2.1.7- Help Menu.....	47
C.2.2- TOPBAR.....	47
C.2.3- SIDEBAR	48
C.2.4- WORKING WITH WINDOWS / SCREENS.....	51
C.2.4.1- Minimise, Restore and Closing of Programs or Screens.....	51
C.2.4.2- Switching to other Programs on your Desktop.....	52
C.2.4.3- ACCESSING MENU OPTIONS USING SHORTCUT KEYS	52
C.2.4.4- USING SEARCH OR LOOKUP FACILITIES	52
C.2.5- NAVIGATION IN TurboCASH.....	53
C.2.5.1.1- Yes / No, OK / Cancel, Back / Next and Finish Buttons.....	53
C.2.5.2- Moving between Fields on Screens when entering Data.....	53
C.2.5.3- Arrow Keys.....	54
C.2.5.4- Drop-Down Lists.....	54
C.2.5.5- Tick Boxes.....	54
C.2.5.6- GETTING HELP IN TurboCASH.....	54
C.2.6- CUSTOMISING THE TurboCASH PROGRAM.....	54
C.2.6.1- Colours.....	54
C.2.6.2- Theme.....	54
C.2.6.3- Select Language.....	54
C.2.6.4- ACCOUNTING PROCESS IN TurboCASH.....	54

C.3- WORKING WITH DEBTOR (CUSTOMER / CLIENT) ACCOUNTS.....	56
C.3.1- DEBTOR (CUSTOMER / CLIENT) SELECTION SCREEN.....	56
C.3.2- DEBTOR (CUSTOMER / CLIENT) EDIT FORM	57
C.3.2.1- Delivery Address.....	59
C.3.2.2- Accounting Information.....	60
C.3.2.3- Contacts	62
C.3.2.4- Appointment.....	62
C.3.2.5- Documents	63
C.3.2.6- Transactions.....	64
C.3.2.7- Bank Accounts	64
C.4- WORKING WITH CREDITOR (SUPPLIER) ACCOUNTS.....	65
C.4.1- CREDITOR (SUPPLIER) SELECTION SCREEN.....	65
C.4.2- CREDITOR (SUPPLIER) EDIT FORM	67
C.4.2.1- Delivery Address.....	68
C.4.2.2- Accounting Information.....	69
C.4.2.3- Contacts	71
C.4.2.4- Appointment.....	71
C.4.2.5- Documents	71
C.4.2.6- Transactions.....	72
C.4.2.7- Bank Accounts	72
C.5- WORKING WITH BATCHES (JOURNALS).....	73
C.5.1- SELECTING THE BATCH TYPE.....	73
C.5.2- THE BATCH ENTRY SCREEN.....	75
C.5.2.1- Title bar	75
C.5.2.2- Speed Buttons or Icons.....	75
C.5.2.3- Column Headings.....	76
C.5.2.4- Transaction Lines (Rows)	76
C.5.3- SETTING UP YOUR BATCHES.....	76
C.5.4- POSTING TO THE LEDGER.....	78
C.6- WORKING WITH DOCUMENTS.....	79
C.6.1- BASICS OF DOCUMENT PROCESSING.....	79
C.6.1.1- Documents Settings Check List.....	79
C.6.1.2- Steps of Document Processing.....	79
C.6.1.3- Options to Create Documents.....	80
C.6.2- DOCUMENT SELECTION SCREEN.....	80
C.6.2.1- Options to Locate / Find / Filter Documents	82
C.6.2.1.1- Document Type	82
C.6.2.1.2- Posted / Unposted / All	82
C.6.2.1.3- Column Headings	82
C.6.2.1.4- Filter and Search Options	83
C.6.2.2- Document Selection Screen Context Menu	84
C.6.2.3- DOCUMENT ENTRY SCREEN.....	85
C.6.2.4- Document Entry Screen (Unposted Documents)	86
C.6.2.5- Document Entry screen (Posted Documents)	89
C.6.3- PRINTING / REPRINTING DOCUMENTS.....	90
C.6.3.1- Print Confirmation.....	90
C.6.3.2- Other Document Printing Options.....	90
C.6.4- SETTINGS / CUSTOMISE DOCUMENT PROCESSING.....	90
C.6.4.1- Setup Stock Information.....	90
C.6.4.2- Setup Access Control	92
C.6.4.3- Setup Documents.....	92
C.6.4.3.1- Auto-post on Document Printing	92
C.6.4.3.2- Layout Files	92
C.6.4.3.3- Print Logo on Documents	93
C.7- WORKING WITH STOCK	94
C.7.1- PLAN STOCK CODES	94
C.7.2- STOCK TYPES.....	95
C.7.3- TRADING STOCK (DEFAULT) STOCK TYPE.....	96
C.7.4- OTHER STOCK TYPES.....	97
C.7.4.1- Purchases	97
C.7.4.2- Sales	97
C.7.5- STOCK SELECTION SCREEN	98
C.7.6- CREATE STOCK ITEMS.....	101
C.7.7- EDIT STOCK ITEMS.....	104
C.7.7.1- Document Groups.....	104
C.7.7.2- Transactions.....	106
C.7.7.3- Image.....	107
C.7.7.4- Multi-Group.....	107
C.7.7.5- Backorder.....	108
MODULE D - BACKUP AND RESTORE A SET OF BOOKS.....	109
D.1- OPTIONS TO MAKE BACKUPS OF BOOKS.....	110

D.2- CREATING A BACKUP FILE ONTO A DISK OR HARD DRIVE.....	110
D.3- CREATING AN E-MAIL BACKUP FILE	112
D.4- ACTIVATING / DEACTIVATING THE AUTO-BACKUP FEATURE.....	112
D.5- RESTORE A SET OF BOOKS.....	113
D.6- THE TurboCASH BACKUP FILE.....	114
MODULE E - CREATING A SET OF BOOKS AND SETUP.....	116
E.1- OPTIONS TO CREATE A SET OF BOOKS.....	117
E.2- CREATE A SET OF BOOKS USING THE CREATION WIZARD.....	117
E.3- COMPLETING YOUR SETUP PROCEDURES.....	119
E.3.1- SETUP - PREFERENCES.....	119
E.3.1.1- Backup Path.....	119
E.3.1.2- Font.....	119
E.3.1.3- Colours	119
E.3.1.4- Data Parameters.....	119
E.3.1.5- Define Labels.....	120
E.3.1.6- Printer.....	121
E.3.1.7- Theme.....	121
E.3.2- SETUP - SYSTEM PARAMETERS.....	121
E.3.2.1- Access Control.....	121
E.3.2.2- Batch Types.....	122
E.3.2.3- Company Info.....	123
E.3.2.4- Documents.....	125
E.3.2.5- Groups.....	127
E.3.2.5.1- Account Groups.....	127
E.3.2.5.2- Creditor Groups.....	128
E.3.2.5.3- Debtor Groups	128
E.3.2.5.4- Stock Groups.....	128
E.3.2.5.5- Document Groups.....	128
E.3.2.6- Financial Categories.....	129
E.3.2.7- Internet	130
E.3.2.8- Reporting Dates.....	130
E.3.2.9- Point-of-Sales.....	131
E.3.2.10- Salespersons.....	131
E.3.2.11- Statements.....	132
E.3.2.12- Stock Information	132
MODULE F - SETTING UP ACCOUNTS.....	134
F.1- SETTING UP GENERAL LEDGER ACCOUNTS	135
F.1.1- PLANNING YOUR CHART OF ACCOUNTS.....	135
F.1.2- EDITING YOUR CHART OF ACCOUNTS.....	137
F.1.3- CREATE / EDIT BANK ACCOUNTS	141
F.1.4- CREATE / EDIT TAX ACCOUNTS.....	142
F.2- CREDITOR (SUPPLIER) ACCOUNTS.....	144
F.2.1- CREATE / EDIT CREDITOR (SUPPLIER) ACCOUNTS.....	144
F.2.2- CREATE A CREDITOR ACCOUNT FOR OPENING BALANCES.....	147
F.3- DEBTOR (CUSTOMER / CLIENT) ACCOUNTS.....	147
F.3.1- CREATE / EDIT DEBTOR (CUSTOMER / CLIENT) ACCOUNTS.....	147
F.3.2- CREATE A DEBTOR ACCOUNT FOR OPENING BALANCES.....	150
F.4- PRINTING LISTS OF ACCOUNTS, DEBTORS AND CREDITORS.....	151
F.4.1- Chart of Accounts.....	151
F.4.1.1- Generating a Chart of Accounts in the T-Ledger Analyser.....	151
F.4.1.2- Generating a Chart of Accounts (Standard Reports).....	152
F.4.2- Debtors Listing.....	153
F.4.3- Creditors Listing.....	154
MODULE G - CREATE / EDIT STOCK ITEMS.....	155
G.1- INTRODUCTION.....	156
G.2- SETTING UP A STOCK ITEM FOR FINANCIAL ENTRY.....	156
G.3- SETTING UP A STOCK ITEM FOR SALES (NO STOCK).....	158
G.4- CREATE A TRADING STOCK ITEM.....	160
G.5- STOCK ITEM LISTING.....	162
MODULE H - ENTERING YOUR OPENING BALANCES.....	163
H.1- ENTERING OPENING BALANCES.....	164
H.2- DEBTOR / CREDITOR ACCOUNTS FOR OPENING BALANCES.....	164
H.2.1- Create a Debtor Account for Opening Balances.....	164
H.2.2- Create a Creditor Account for Opening Balances.....	164
H.3- CAPTURING OPENING BALANCES.....	164
H.3.1- Enter General Ledger Opening Balances.....	166
H.3.2- Capture the Debtor Opening Balances.....	169
H.3.3- Capture the Creditor Opening Balances.....	171
H.4- GENERATING BATCH REPORTS FOR POSTED BATCHES.....	173

H.5- GENERATING A TRIAL BALANCE	174
H.6- GENERATING A TRIAL BALANCE FROM THE T-LEDGER ANALYSER.....	176
MODULE I - PROCESSING BATCH TRANSACTIONS.....	178
I.1- PURCHASE AND SALES TRANSACTIONS – BATCHES OR DOCUMENTS.....	180
I.2- CAPTURING YOUR CASHBOOK.....	180
I.2.1- Entering your Payments.....	182
I.2.2- Entering your Receipts.....	184
I.3- PURCHASES.....	185
I.3.1- Entering Supplier Invoices (Purchase Journal).....	186
I.3.2- Updating Supplier Invoices to the Ledger	187
I.3.3- T-Account View of Transactions.....	188
I.4- CAPTURING YOUR SALES.....	190
I.4.1- Entering your Invoices.....	190
I.4.2- Updating Sales to the Ledger	193
I.4.3- T-Account View of Transactions.....	194
I.5- RECEIVING PAYMENTS FROM YOUR DEBTORS.....	195
I.5.1- Entering Payments from your Debtors	195
I.5.2- Posting the Receipts Batch.....	197
I.5.3- T-Account View of Transactions.....	198
I.6- CAPTURING THE REST OF YOUR PAYMENTS.....	200
I.6.1- Entering the Rest of your Payments	200
I.6.2- Posting the Payments Batch	201
I.6.3- T-Account View of Transactions.....	203
I.7- PETTY CASH PAYMENTS.....	206
I.7.1- Entering your Petty Cash Payments.....	206
I.7.2- Posting the Petty Cash Batch	208
I.7.3- T-Account View of Transactions.....	209
I.8- REPEATING TRANSACTIONS.....	211
I.8.1- Entering Repeating Transactions.....	211
I.8.2- Updating Repeating Transactions.....	214
I.8.3- T-Account View of Transactions.....	216
MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK.....	218
J.1- SALES AND PURCHASES TRANSACTIONS.....	219
J.1.1- Purchases.....	219
J.1.2- Sales	219
J.2- DOCUMENTS / STOCK SETTING AND PARAMETERS.....	220
J.3- PROCESSING CREDITORS - ORDERS AND PURCHASES.....	220
J.3.1- Creating an Order.....	221
J.3.2- Confirming / Converting an Order to a Purchase Document	224
J.3.3- Creating a Purchase Document	226
J.3.3.1- Editing a Purchase Document Confirmed from an Order.....	226
J.3.3.2- Creating a New Purchase Document.....	227
J.3.4- Updating Purchases to the Ledger.....	230
J.3.5- T-Account View of Transactions.....	231
J.4- PROCESSING DEBTORS - QUOTES AND INVOICES.....	233
J.4.1- Creating a Quote.....	233
J.4.2- Confirming a Quote - Converting a Quote to an Invoice.....	235
J.4.3- Creating an Invoice	237
J.4.3.1- Editing an Invoice Confirmed from a Quote.....	237
J.4.3.2- Creating a New Invoice.....	239
J.4.4- Creating an Invoice Copy Document Option.....	241
J.4.5- Updating your Invoices to the Ledger.....	242
J.4.6- T-Account View of Transactions.....	242
MODULE K - PROCESSING DOCUMENTS – TRADING STOCK	245
K.1- DOCUMENTS / STOCK SETTING AND PARAMETERS.....	246
K.2- BASICS OF TRADING STOCK.....	247
K.3- TAKING ON TRADING STOCK ITEMS.....	248
K.3.1- Entering Opening Quantities on Hand and Cost Prices.....	248
K.3.2- Generating a Stock Item Listing Report.....	249
K.4- PROCESSING CREDITORS - ORDERS AND PURCHASES.....	251
K.4.1- Creating an Order.....	251
K.4.2- Confirming / Converting an Order to a Purchase Document	253
K.4.3- Creating a Purchase Document or a Goods Received Note.....	254
K.4.3.1- Editing a Purchase Document Confirmed from an Order.....	254
K.4.3.2- Creating a New Purchase Document.....	255
K.4.4- Updating Purchases (GRN's) to the Ledger.....	257
K.4.5- T-Account View of Transactions.....	258
K.5- PROCESSING DEBTORS - QUOTES AND INVOICES.....	260
K.5.1- Creating a Quote.....	260
K.5.2- Confirming a Quote - Converting a Quote to an Invoice.....	261

K.5.3- Creating an Invoice	263
K.5.3.1- Editing an Invoice Confirmed from a Quote.....	263
K.5.3.2- Creating a New Invoice.....	265
K.5.4- Updating your Invoices to the Ledger.....	267
K.5.5- T-Account View of Transactions.....	267
MODULE L - CALENDAR / PLANNER.....	271
L.1- INTRODUCTION TO THE CALENDAR.....	272
L.2- CREATING INVOICES FOR HOURS.....	273
L.3- REPEATING INVOICES.....	275
MODULE M - BANK RECONCILIATION.....	278
M.1- INTRODUCTION TO THE BANK RECONCILIATION.....	279
M.2- BANK RECONCILIATION IN TurboCASH.....	279
M.2.1- Reconciling your Cashbook with Bank Statements.....	280
M.2.2- Bank Charges.....	281
M.3- TROUBLESHOOTING DIFFERENCES.....	283
MODULE N - BUDGETING.....	285
N.1- BUDGETING.....	286
N.2- ENTERING THE BUDGET FIGURES.....	287
N.3- VIEW AND ANALYSE BUDGET FIGURES – T-LEDGER ANALYSER.....	288
N.4- GENERATING A BUDGET vs ACTUAL REPORT.....	289
N.5- GENERATING A BUDGET PERFORMANCE REPORT.....	290
MODULE O - REPORTS.....	291
O.1- INTRODUCTION TO REPORTS.....	293
O.2- SUMMARY OF STANDARD REPORTS	293
O.3- GENERATING REPORTS.....	293
O.3.1- Send to Screen.....	294
O.3.2- Send to Printer.....	294
O.3.3- Send to File.....	295
O.3.4- Send to E-mail.....	295
O.3.5- Send to Fax.....	295
O.4- REPORTS IN THE T-LEDGER ANALYSER.....	295
O.5- IMPORTANT REPORTS.....	298
O.5.1- Trial Balance.....	298
O.5.1.1- Generating a Trial Balance in the T-Ledger Analyser.....	298
O.5.1.2- Generating a Trial Balance (Standard Reports).....	300
O.5.2- Income Statement.....	302
O.5.2.1- Generating an Income Statement in the T-Ledger Analyser.....	302
O.5.2.2- Generating an Income Statement (Standard Reports).....	303
O.5.3- Balance Sheet.....	305
O.5.3.1- Generating a Balance Sheet in the T-Ledger Analyser.....	305
O.5.3.2- Generating a Balance Sheet (Standard Reports).....	306
O.5.4- Debtors Age Analysis.....	308
O.5.5- Debtors Statements.....	309
O.5.6- Other Debtors / Creditors Reports	310
O.5.7- Batch Type Details Report.....	311
O.5.7.1- Batch Type Report from Reports menu	311
O.5.7.2- Batch Type Report from Batch Entry screen Context menu.....	312
O.5.8- General Ledger Reports.....	313
O.5.9- Reports to Manage and Analise Stock, Sales and Purchases	313
O.5.9.1- Stock Item Reports.....	313
O.5.9.2- Sales Analysis Reports.....	313
O.5.9.3- Purchase Analysis Reports.....	314
MODULE P - REPORTMAN.....	315
P.1- INTRODUCTION TO REPORTMAN IN TurboCASH4.....	317
P.2- ACCESS REPORTMAN.....	317
P.3- REPORTMAN INTERFACE.....	318
P.3.1- Practice Task – Open TestInvoice.rep.....	318
P.3.2- Report Structure and Data	318
P.3.3- Data access configuration.....	319
P.3.4- Objects	321
P.3.5- Edit Objects.....	322
P.3.5.1- Editing Icons	322
P.3.5.2- Moving Object Icons	322
P.3.6- Preview Output.....	322
P.3.7- Preview the report.....	323
P.3.8- Report Structure	323
P.3.9- Selecting Objects on the Report Structure	324
P.3.10- Adding expressions to the report.....	325
P.3.11- Practice Task – Add a New Dataset	325

MODULE Q - LIST OF SHORTCUT KEYS.....	327
Q.1- Function Keys on the TurboCASH Main Program.....	328
Q.2- Function Keys on the Batch Entry Screens.....	328
Q.3- Function Keys on the Document Entry Screens.....	328
Q.4- Shift and Function Keys.....	328
Q.5- Alt and Function Keys.....	329
Q.6- Ctrl and Function Keys	329
Q.7- Ctrl and Alphabetical Character Keys.....	329
Q.8- Ctrl and Alt Keys and Alphabetical Character Keys.....	329

MODULE A - INTRODUCTION TO ACCOUNTING

IN THIS MODULE

MODULE A - INTRODUCTION TO ACCOUNTING.....	14
A.1- USING A COMPUTER IN ACCOUNTING.....	15
A.1.1- INTRODUCTION	15
A.1.2- THE ACCOUNTING PROCESS.....	15
A.1.3- METHODS OF RECORDING.....	15
A.1.3.1- Manual System.....	16
A.1.3.2- Computerised System.....	17
A.1.4- MANUAL VERSUS COMPUTERISED ACCOUNTING SYSTEMS.....	18
A.2- ACCOUNTING PRINCIPLES.....	18
A.2.1- BASIC ACCOUNTING PRINCIPLES.....	18
A.2.2- DUAL ENTRY SYSTEM - DEBITS AND CREDITS.....	19
A.2.2.1- Dual Entry System.....	19
A.2.2.2- What are Debits and Credits?.....	19
A.2.3- MAIN CLASSIFICATION OF ACCOUNTS / FINANCIAL CATEGORIES.....	20
A.2.3.1- Accounting Equation - Income Statement	20
A.2.3.2- Accounting Equation - Balance Sheet	20
A.2.3.3- Accounting Equation - Income Statement and Balance Sheet	21
A.2.4- GROUPS/CLASSIFICATION OF FINANCIAL CATEGORIES.....	21
A.2.4.1- Account Groups for Financial Categories - Income Statement	21
A.2.4.2- Account Groups for Financial Categories - Balance Sheet.....	22
A.2.5- CHARTS OF ACCOUNTS in TurboCASH.....	22
A.2.5.1- Income / Expense Accounts on the Chart of Accounts.....	23
A.2.5.2- Balance Sheet Accounts on the Chart of Accounts.....	24
A.2.6- THE LEDGER.....	25
A.2.7- CONTROL ACCOUNTS.....	26
A.2.8- TRANSACTION LIST - DEBITS AND CREDITS	27

A.1- USING A COMPUTER IN ACCOUNTING

A.1.1- INTRODUCTION

"I am having sleepless nights! I get summonses and demand letters from everywhere! I started my business with 100 000! What happened to the money? Why can't I pay my bills? Why are my sales dropping? What will happen if I get investigated by The Receiver? Why are my expenses getting out of hand? Why don't my debtors pay me? What is the value of my stock? Who has wasted my money and resources? Who is mismanaging my business? I will have to close down! My business may be liquidated!"

It is of utmost importance to evaluate financial information with a view to judging business performance accurately. Where no accurate information is kept, things quickly get out of hand.

Businesses fail, each year as a result of incorrect decisions taken. You may be surprised that some businesses fail because of brilliant decisions taken on incorrect or outdated financial information.

Have you ever heard the expression: "*You need to have money to make money*"? Any business or organisation utilises money or resources to make money. This is also the reason why businesses exist. However, certain organisations do not wish to make a profit. These organisations exist to achieve certain benefits by making the most of the limited funds or resources.

A.1.2- THE ACCOUNTING PROCESS

Imagine if you have to make decisions based on boxes and boxes of slips and documents!

Financial information is the summary of all this financial data into the following two basic reports:

- An Income and Expenses Report or Income Statement reflecting how well or poor the business or organisation has performed over a specific period.
- A 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. TurboCASH contains many of these reports and includes a report writer to supplement your own reports.

A.1.3- METHODS OF RECORDING

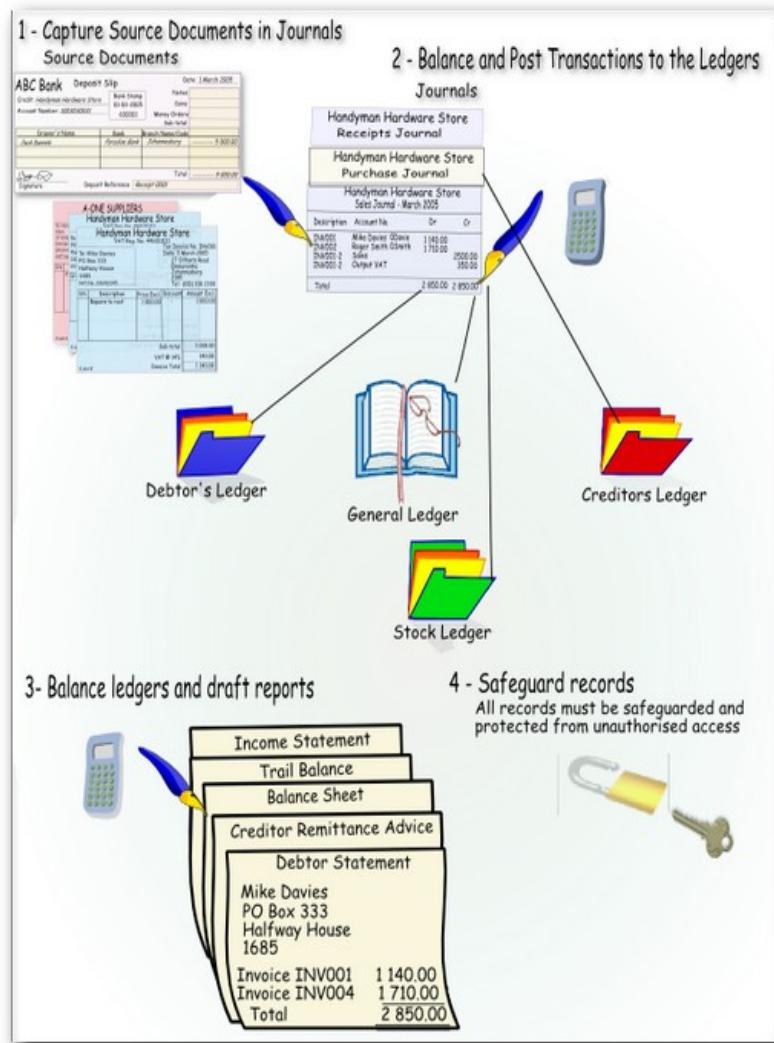
Accounting may be done either manually (by hand) or with the aid of a computer, either way, the processes are basically the same:

1. Input
2. Process
3. Output
4. Safeguarding of records

It is a good idea to make a comparison between these two methods.

A.1.3.1- Manual System

In this system all the transactions are manually or physically written up by hand. The manual system can be illustrated as follows:

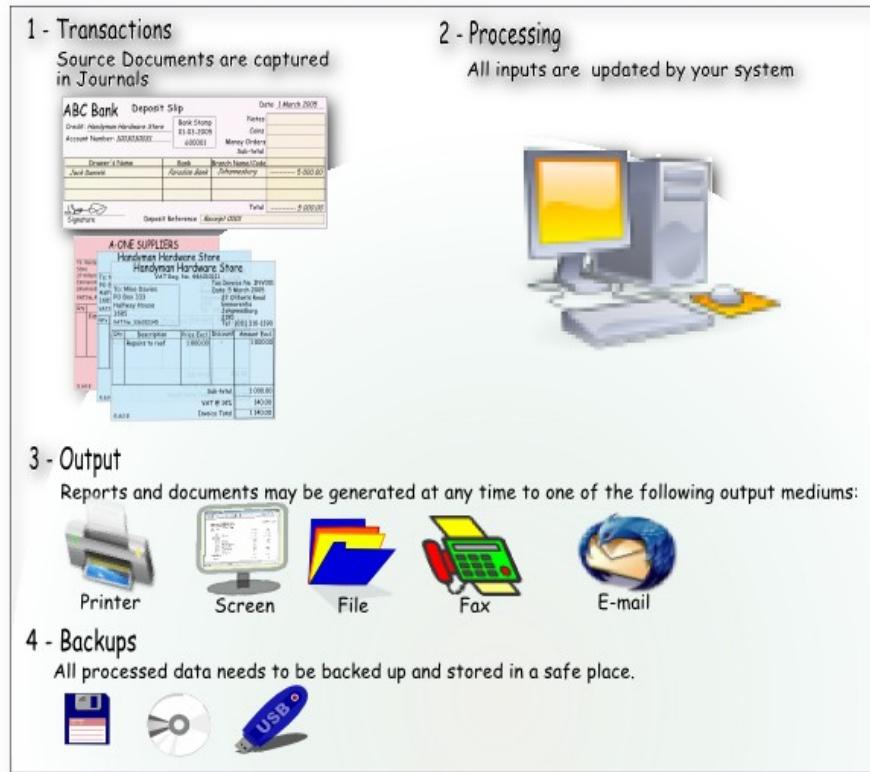


The basic processes in a manual system is as follows:

Step	Process	Description
1.	Input	All transaction data (i.e. cash slips, deposits, cheques, invoices, etc.) are sorted according to transaction type and written into specific journals by hand.
2.	Process	The journals are balanced, posted to the general ledger and subsidiary ledgers, which are in turn balanced. This process is very time consuming. A trial balance listing all the debit and credit balances is drafted to check the arithmetic accuracy and financial reports and statements are then drafted. Some reports are:
		<ul style="list-style-type: none"> ✓ Income Statement ✓ Balance Sheet ✓ Debtor Statements ✓ Creditor Remittance Advice, etc.
3.	Output	A trial balance listing all the debit and credit balances is drafted to check the arithmetic accuracy and financial reports and statements are then drafted. Some reports are:
4.	Safeguard records	The books of account and supporting documents need to be safeguarded from unauthorised access, fire, theft, etc.

A.1.3.2- Computerised System

All records and transactions are captured or entered and processed in the accounting system via a computer keyboard and a mouse. Any transactions captured or entered automatically update all applicable records, when the transactions are posted. The computerised system can be illustrated as follows:



The basic processes in a computerised system is as follows:

Step	Process	Description
1.	Input	All transaction data (source documents i.e. cash slips, deposits, cheques, invoices, etc.) are sorted according to the type of transaction, physically entered into specific journals using a computer keyboard and / or mouse.
2.	Process	All the transaction data is automatically stored in the computerised accounting program on your system: <ul style="list-style-type: none"> ✓ The journals are balanced off, posted to the general ledger and subsidiary ledgers (i.e. debtor's ledger, creditor's ledger, stock records, etc.) by a mouse-click or by pressing a key on your keyboard. ✓ The general ledger and subsidiary ledgers are automatically updated and balanced off.
3.	Output	A Trial balance and a host of reports are readily available at the pressing of a few keys on the computer keyboard or a few mouse-clicks. Some reports are: <ul style="list-style-type: none"> ✓ Income Statement; Balance Sheet; Debtor Statements; Creditor Remittance Advises, etc.
4.	Backups	The books of account and supporting documents needs to be safeguarded from unauthorised access, fire, theft, etc.

A.1.4- MANUAL VERSUS COMPUTERISED ACCOUNTING SYSTEMS

The steps to be followed in a hand system and a computerised system have many similarities. The basic steps in the accounting process for a business is as follows:

Steps	Hand System	Computerised System
1.	Planning and opening an accounting system.	Planning and opening an accounting system.
2.	Entering of the first transactions or opening balances.	Entering of the first transactions or opening balances.
3.	Preparation of source documents - to write them up in the auxiliary journals or books of first entry.	Coding of source documents - to enter them in the auxiliary journals or books of first entry.
4.	Bank Reconciliation.	Bank Reconciliation.
5.	Closing off of the auxiliary journals or books of first entry and post them to the ledger accounts.	Posting of the auxiliary journals or books of first entry to the ledger accounts.
6.	Compile the Trial Balance.	Print the Trial Balance.
7.	Finalising of the Accounts and Adjustments.	Finalising of the Accounts and Adjustments.
8.	Compiling of Financial Statements and other Reports.	Printing of Financial Statements and other Reports.

Since we have briefly compared the four basic processes and the steps to be followed in a hand system versus a computerised system it is apparent that using a computerised accounting system has much more advantages than that of a manual accounting system.

It is apparent that the processes for both systems are basically the same. Some of the processes in the computerised system are automated. We can clearly see that some of the time consuming processes are eliminated in the computerised system. Furthermore, a computerised accounting system is pre-programmed and some defaults may also be set to eliminate human errors.

On the computerised system, any transactions or data are automatically updated and reports are readily available at any time. Once data is entered, retrieval or generation of reports is easy and can be done with a few keystrokes or clicks of the mouse. These reports can be used for analyses and interpretation to make decisions regarding your business financial performance and position.

Another huge advantage is that multiple hard copies can be made very simply if necessary, they are not bulky, and can be conveniently stored in a safe place/s of your choosing.



Spreadsheets are a modern variation of a manual system. Many of you may have come from a spreadsheet system and when, confronted with the daunting prospect of learning accounting you may want to rush back to the comfort of your spreadsheet.

There are a lot more rules and restrictions on data validation in an accounting package, but the end result will give you a much more powerful view of your data.

Stick with TurboCASH, the end will be worth it.

A.2- ACCOUNTING PRINCIPLES

A.2.1- BASIC ACCOUNTING PRINCIPLES

Many accounting systems have come and gone off the market, that propped to "make accounting easy". The main function of any accounting system is to present the financial reports or statements to possible investors, bank managers, creditors, consultants, etc. They need the financial information be in an understandable format.

Systems that short cut these rules have all failed because they fail to communicate the information to Accountants. Accountants speak a language. If TurboCASH seems obscure at first, it is because you are not familiar with this language. You don't need to be fluent in it, but you do need to understand the basics.

TurboCASH is a Generally Accepted Accounting Practice (GAAP) compliant system. Fortunately there are steps in TurboCASH to point you in the right direction and to minimise the need for accounting knowledge.

A.2.2- DUAL ENTRY SYSTEM - DEBITS AND CREDITS

A.2.2.1- Dual Entry System

For 300 years accounting systems have operated on the basic rule of the dual entry system. For each transaction you will have debit and credit entries, which will be of equal value. When a transaction is entered or processed in the accounting system a credit is entered for each debit of equal value, and vice versa.

A.2.2.2- What are Debits and Credits?

Any transaction is based on a give and receive principle. If you give something you should receive something of equal value in return.

Business transactions are always written up or entered into two accounts. The principle is to Debit the Receiver and Credit the Giver. If you know where your left-hand side and right-hand side is, you already know something about accounting. 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 R 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 R 100 from the business.

Customer Tom's Account					
Debit				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 R 100 to the customer.

Sales Account					
Debit				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 R 100 as a source document.

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

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

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

Bank					
Debit				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.2.3- MAIN CLASSIFICATION OF ACCOUNTS / FINANCIAL CATEGORIES

A.2.3.1- Accounting Equation - Income Statement

The income statement reflects all the income accounts and expense accounts of the business. These income and expense accounts are also known as the nominal accounts. It consists of two basic Financial Categories:

Financial Category	What do they tell us?	Examples of accounts
Income accounts (Nominal accounts)	These accounts reflect the income sources of the business.	Sales Interest received
Expense accounts (Nominal accounts)	These accounts reflect the expenses that the business incurs to generate the 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 Earnings Account) as it will increase the owner / owners equity (interest) in the business.



$$\text{PROFIT} = \text{INCOME} - \text{EXPENSES}$$

A.2.3.2- Accounting Equation - Balance Sheet

There are three types of accounts, which are normally, reflected in the balance sheet, proprietary accounts, asset accounts and liabilities accounts. These accounts will reflect what the business is worth as at a specific date. Owner's equity and loan accounts will also be reflected, as will monies owed and the value of assets held (e.g. stock, motor vehicles, plant and machinery).

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.	Land and buildings 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



$$\text{CAPITAL} = \text{ASSETS} - \text{LIABILITIES}$$

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.2.3.3- Accounting Equation - Income Statement and Balance Sheet

All transactions have an influence on either the assets, liabilities, capital, income or expense items. Sales increase assets (the bank or debtors) and income. On the other hand expenses, such as advertisements, decrease the assets (cash in the bank) or increase the liabilities (creditors). Income will increase the profit and expenses will decrease the profit. Since most of the transactions have an effect on both the Income Statement and the Balance Sheet, we have to look at the full accounting equation or expand the accounting equation. The accounting equation will then be as follows:



$$\begin{array}{l} \text{ASSETS} + \text{EXPENSES} = \text{INCOME} + \text{CAPITAL} + \text{LIABILITIES} \\ \text{DEBITS} = \text{CREDITS} \end{array}$$

A.2.4- 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.2.4.1- Account Groups for 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 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 TurboCASH) should be assigned to an appropriate reporting group and linked to a financial category in TurboCASH (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.2.4.2- Account Groups for 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	The value of the owners' equity.	CREDIT
	MEMBERS' CONTRIBUTION SHARE CAPITAL	Sole Proprietor or Partnership Close Corporation Companies	
 ASSETS	FIXED ASSETS	Physical items with a value, E.g. Land and Buildings, Plant and Machinery, Motor Vehicles, Furniture and Fittings, Computers, etc.	DEBIT
	CURRENT ASSETS	Cash in the Bank, Petty Cash, and Value of the Debtors ledger, stock holding and prepaid expenses.	
 LIABILITIES	LONG-TERM LIABILITIES	All amounts owed to third parties or financial obligations repayable normally more than one year.	CREDIT
	CURRENT LIABILITIES	All amounts owed by the business to Creditors, Taxes payable, accounts payable and provisions for expenses.	

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

A.2.5- CHARTS OF ACCOUNTS in *TurboCASH*

TurboCASH has ready created Sets of Books, (templates) for use when you create your own Set of Books. These Sets of Books were installed on your system along with *TurboCASH*. All the necessary settings are already pre-set for your convenience.

In *TurboCASH*, 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 Example-SA 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.2.5.1- Income / Expense Accounts on the Chart of Accounts

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



$$\text{NETT PROFIT / NET LOSS} = \text{INCOME} - \text{EXPENSE ACCOUNTS}$$

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
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.2.5.2- Balance Sheet Accounts on the Chart of Accounts

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



$$\text{CAPITAL} = \text{ASSETS} - \text{LIABILITIES}$$

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	
G735	POS-Cash Transfer Account	CURRENT ASSETS	
G740	POS-Till Account	CURRENT ASSETS	
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 14%	CURRENT LIABILITY	Tax Account
T950010	Input VAT (Exp) - 14%	CURRENT ASSETS	Tax Account
T950015	Zero Rated VAT - 0%	CURRENT LIABILITY	Tax Account
G950100	VAT PAYMENT ACCOUNT	CURRENT LIABILITY	
G999	SUSPENSE ACCOUNT	CURRENT LIABILITY	



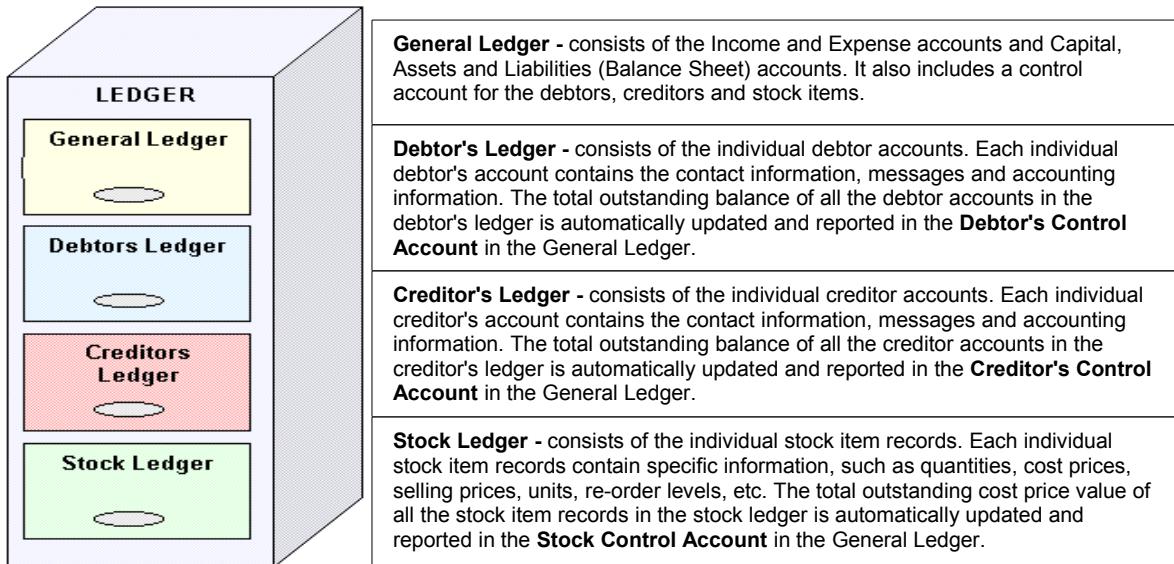
The chart of accounts may be customised to suit your specific needs. You may change descriptions, add new accounts and sub-accounts. TurboCASH allows you to create up to 999 main accounts. For each of these main accounts you may also create up to 999 sub-accounts.

In a Set of Books consisting of a 4-Digit Main Accounts, you may create up to 9999 main accounts.

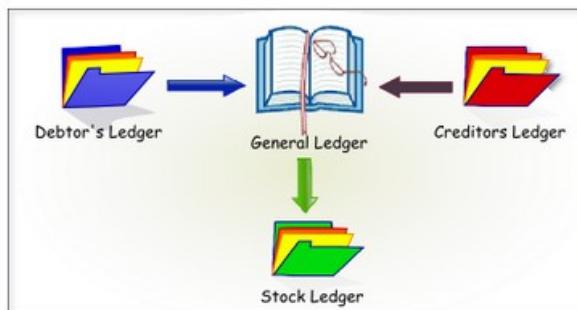
In a Set of books consisting of 5-digit main accounts, you may create up to 99999 main accounts.

A.2.6- 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:



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. It can be illustrated as follows:



A.2.7- CONTROL ACCOUNTS

In the General Ledger, you would only have one debtor's account and one creditors account. If you sell on credit to your customers, how will you keep track of each of the individual debtors' accounts? If you buy on credit from your suppliers, how will you keep track of each of the individual creditors' accounts? If you trade with stock items, how will all the hundreds of stock items fit into the General Ledger? How will they fit into your Chart of Accounts? Only the total of all individual debtor's accounts and the total of all individual creditor's accounts and the total of your individual stock item records are listed in the Trial Balance and in the financial statements.

Imagine what the size of your General Ledger would be if you have 800 debtor accounts, 400 creditor accounts and 200 stock items. If you open ledger accounts for each of your individual debtors and creditors and stock items in the respective subsidiary ledgers, your General Ledger would have approximately 1400 less accounts. Now you will have three more ledgers in which you can manage and store specific information regarding each of the accounts for your debtors, creditors and stock items. Only the total of each of these three ledgers will be reflected in your General Ledger, Trial Balance and Balance Sheet. You will also have a separate list of all your debtors, creditors and stock items.

Another benefit of control accounts is, that in large business enterprises, you may delegate the subsidiary ledgers to the debtor's clerk who can manage and balance the debit and credit entries in the individual ledger accounts and compile a list of the balances at the end of a period. These balances must then balance with the debtors control account. The debtor's clerk can also use the ledger accounts for credit control and to collect the debt. The same principles may apply for the purchases department.

In the General Ledger you would keep the control accounts regarding your debtor accounts, creditor accounts and the stock items (if you trade in stock items). The details are kept in the individual subsidiary ledgers (debtor's ledger, creditor's ledger and stock ledgers). The subsidiary ledgers and the General Ledger can be illustrated as follows:

Control Accounts					
General Ledger					
Dr	Debtor's Control	Cr	Dr	Creditor's Control	Cr
Balance	5 000				Balance 1 800
Dr	Stock Control	Cr			
Balance	2 000				
Debtor's Ledger			Creditor's Ledger		
Dr	Debtor A	Cr	Dr	Creditor A	Cr
Balance	3 500				Balance 800
Dr	Debtor B	Cr	Dr	Creditor B	Cr
Balance	1 500				Balance 1 000
Stock Ledger					
Dr	Stock Item A	Cr			
Balance	900				
Dr	Stock Item B	Cr			
Balance	1 100				

1. **Debtor's Control Account** – This account reflects the total amount owed by all the individual debtors. 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 creditors. 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.2.8- 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

MODULE B - INSTALL, LAUNCH AND REGISTER *TurboCASH*

IN THIS MODULE

MODULE B - INSTALL, LAUNCH AND REGISTER TurboCASH.....	28
B.1- DOWNLOAD TurboCASH OR ORDER TurboCASH CD's?.....	29
B.2- HARDWARE AND SOFTWARE REQUIREMENTS.....	29
B.3- OPTIONS TO INSTALL TurboCASH4	29
B.4- INSTALL TurboCASH4 SINGLE-USER	30
B.5- LAUNCH TurboCASH4 FOR THE FIRST TIME	34
B.6- STARTING TurboCASH4	35
B.7- REGISTER TurboCASH	36

B.1- DOWNLOAD TurboCASH OR ORDER TurboCASH CD's?

TurboCASH is Open Source Accounting Software. TurboCASH is published under the GNU GPL. This guarantees you rights that TurboCASH will always be FREE as a download on Sourceforge, our Open Source Software partners.

Third party developers develop TurboCASH Plug-ins. These are usually not Open Source components. They offer developers an opportunity to add specialised features to TurboCASH.

B.2- HARDWARE AND SOFTWARE REQUIREMENTS

In order to run TurboCASH you will need, as a minimum, the following:

- An IBM compatible computer running a 32-bit Microsoft Windows 98, Windows 2000, Windows ME, Windows NT, Windows XP or Vista or Windows 7.
- 256 MB of RAM for a single user and 512 MB for a multi-user.
- 36 Speed or higher CD ROM
- SVGA screen (1024x768 screen resolution or higher).
- Approximately 650MB hard disk space.

Recent decreases in the cost of hardware have made even the simplest of modern machines, orders of magnitude better than older machines. TurboCASH is a database. It will run more securely on a better machine. The costs saved by using an old machine 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.3- OPTIONS TO INSTALL TurboCASH4

After downloading the TurboCASH4 software Installation of the TurboCASH4 program <http://www.turbocash.net>; or purchasing the TurboCASH4 CD from our online shop, or retail outlets; you may proceed to install the software. After opening or double-clicking on the installation file, similar screens as displayed in this documentation (captured on Windows Vista), will be displayed on your system.

The TurboCASH4 Installation process consists of the following basic steps:

1. Installation of the TurboCASH4 program <http://www.turbocash.net> Need to select to install the following components:
2. Install Firebird <http://www.firebirdsql.org> Compulsory for first time installations of TurboCASH4:
 - Install Firebird Database Server (Needed to run TurboCASH4 local 1 user only); and / or;
 - Install Firebird Database Server (Needed to run TurboCASH4 on a server or client)
3. Install FlameRobin SQL Browser Type (Database Admin Software) <http://www.flamerobin.org> (Optional).



- This documentation will describe to do a standard installation to run TurboCASH4 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 or compile the source yourself.

B.4- INSTALL TurboCASH4 SINGLE-USER

Visit our webpage <http://www.turbocash.net/> and click on the download stable version. You may also visit our project page at <http://sourceforge.net/projects/turbocash>.

To Install TurboCASH4 Single-User:

- Once the TurboCASH4 installation file is downloaded, select the file and open it. The Select Setup Language screen is displayed:

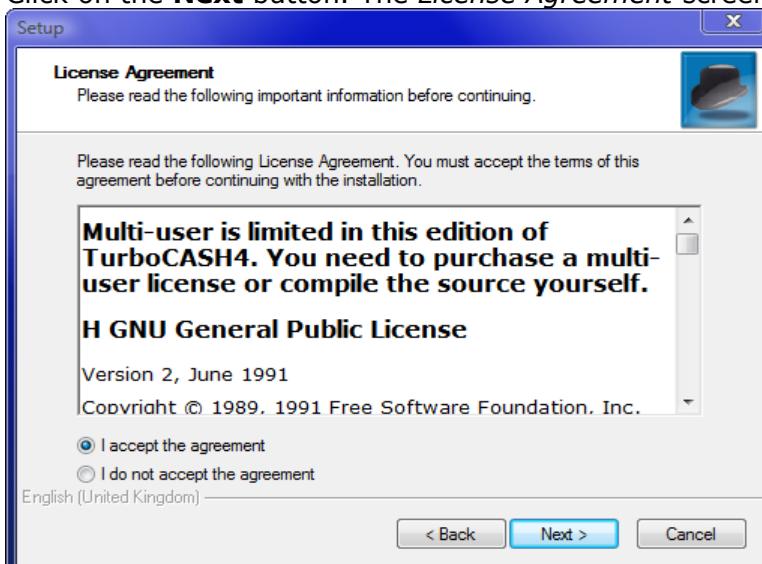


Some languages may not display correctly; if your system locale in the **Regional and Language Settings** option in the **Control Panel** of your system does not support the language and system locale (uni-code).

- Select your language and click on the **OK** button. The *Welcome to the TurboCASH4 Setup Wizard* screen is displayed:

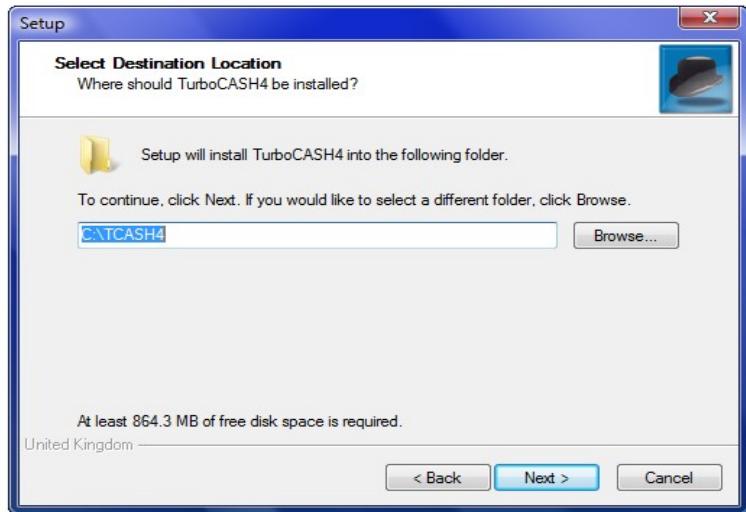


- Click on the **Next** button. The *License Agreement* screen is displayed:



- 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 on the **Next** button. The *Select Destination Location* screen is displayed:

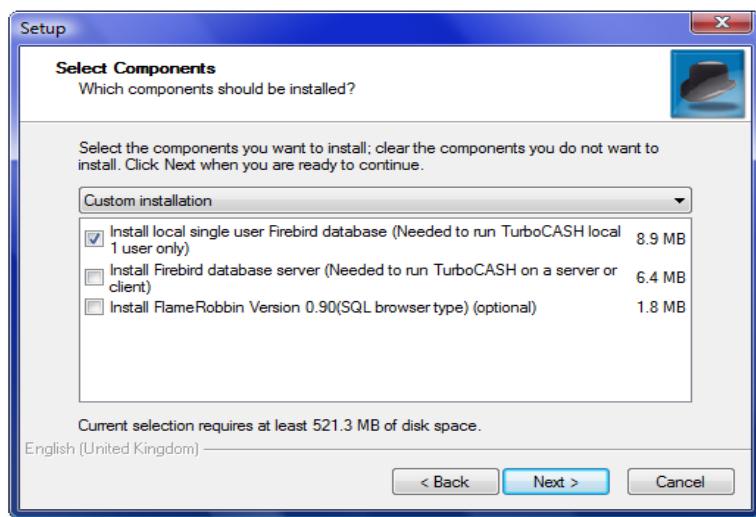


4. The default path is TCASH4 on your system's default drive, (e.g. C:/TCASH4).



You may click on the **Browse** button to select any other folder than the default path where you wish to install *TurboCASH4* on the *Browse for Folder* screen.

5. Once finished, click on the **Next** button. The *Select Components* screen is displayed:



6. A list of the components will be displayed. Select or deselect (remove the tick) for the following options, if necessary:

- a. **Install Firebird Database Server** (Needed to run *TurboCASH4* local 1 user only) - If you are installing *TurboCASH4* for the first time, you need to make sure that this option is selected.



Select this option if you need to run *TurboCASH4* locally for 1 user only.

- b. **Install Firebird Database Server** (Needed to run *TurboCASH4* on a server or client).

For the purpose of the single-user installation, do not select this option.

- c. **Install FlameRobin SQL Browser Type** - (Optional) - This will install the FlameRobin Database Admin software to manage your *TurboCASH4* databases (Sets of Books).

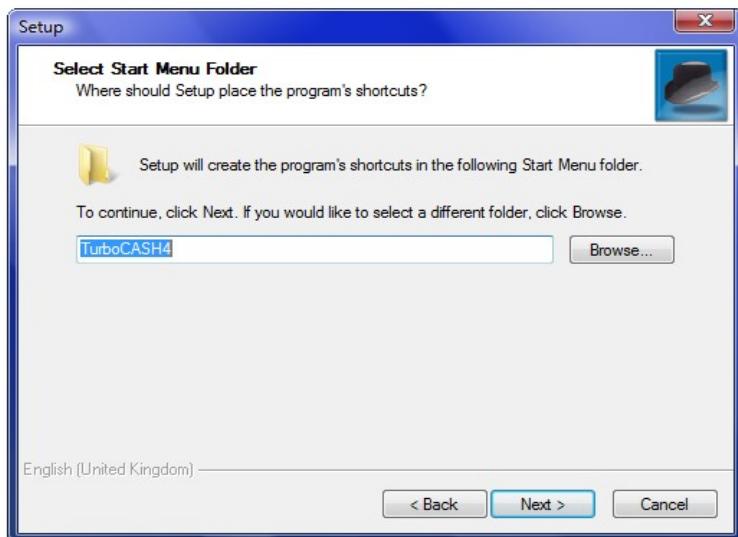


For the purpose of the single-user installation, do not select this option.



The FlameRobin software is used to browse, check and edit data. The installation of FlameRobin is optional and is not required to run TurboCASH4. The use of FlameRobin is not recommended for users which have insufficient knowledge and expertise.

7. Once finished, selecting the components to be installed, click on the **Next** button. The *Select Start Menu Folder* screen is displayed:

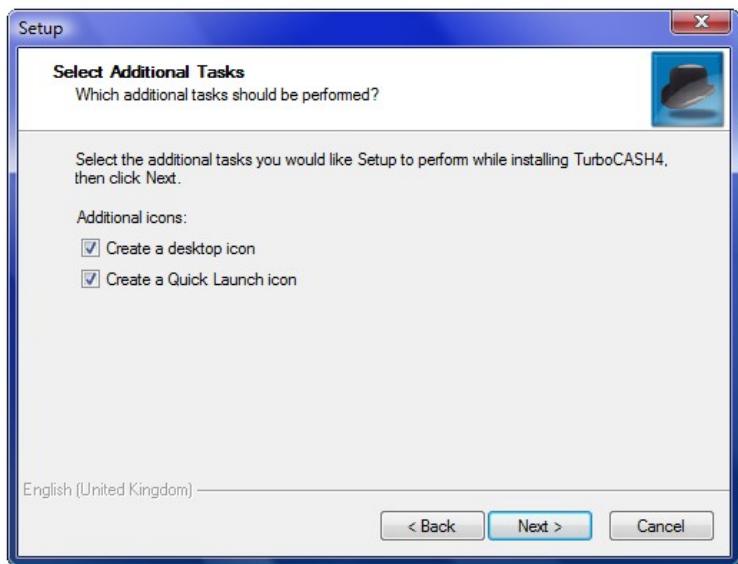


8. The default name for the Start Menu Folder is *TurboCASH4*.



You may over type this with your own description, if necessary. This will create an item on the **Start→Programs** menu list with items for Convert tc 3books, Convert tc 4 books, *TurboCASH4*, Uninstall *TurboCASH4* on your Windows™ Taskbar.

9. Once finished, click on the **Next** button. The *Select Additional Tasks* screen is displayed:



10. By default no options are selected. Select the following options, if you wish them to be installed:

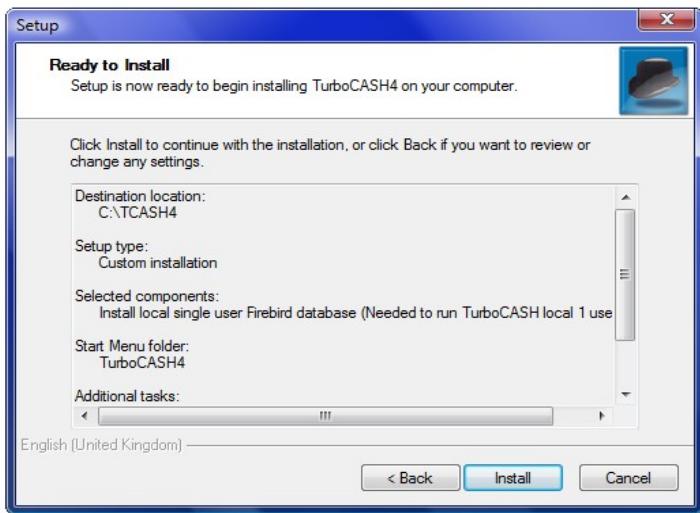
- Create desktop icon** - This will create an icon on your desktop from where you may start or launch the *TurboCASH4* program.
- Create Quick Launch icon** - This will create an icon on your Quick Launch Toolbar on your Windows™ Taskbar. You may then start or launch the *TurboCASH4* program directly from the Quick Launch Toolbar.



If you do not select any of these options, the Uninstall *TurboCASH4* menu item will not be listed in the **Start→Programs→TurboCASH4** Windows menu list.

Should you wish to Uninstall *TurboCASH4*, you need to select the *Uninstall.exe* in the *TCASH4* directory (using Windows Explorer) or uninstall it from the *Uninstall command* (menu) in the *Add / Remove Programs* in Windows XP (or *Programs and Features* in the Windows Vista).

11. Once finished, click on the **Next** button. The *Ready to Install* screen is displayed:



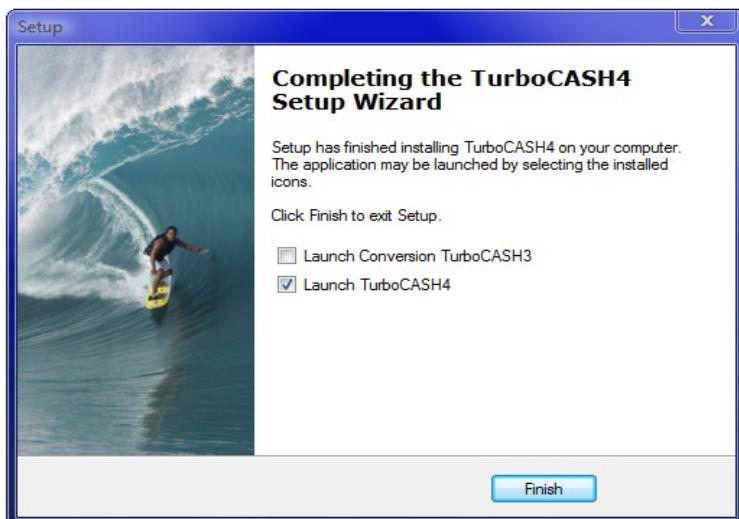
12. Please check the following selections to be installed:

- Destination Location
- Setup Type
- Selected Components
- Start Menu Folder
- 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 select or deselect the necessary options.

13. Click on the **Install** button. The *TurboCASH4* installation process will start. Once the *TurboCASH4* installation process is finished, the *Completing the TurboCASH4 Setup Wizard* screen is displayed:



The following Components will not be listed, if it was not selected in the *Select Components* screen:

- Install Firebird
- Install FlameRobin SQL Browser Type

14. Please select or deselect (remove the tick) the following options to be installed or launched:

- a. **Launch Conversion TC3** - You may select this option, if you already have Sets of Books in *TurboCASH 3.xxx* on your system.



You may also access the Convert from *TurboCASH 3* to *TurboCASH4* option on the Creation Wizard on the **File→Create Set of Books** option.

If you are starting to use *TurboCASH4* for the first time, and do not have any *TurboCASH 3.xxx* Sets of Books on your system, deselect (remove the tick) this option.

- b. **Launch TurboCASH4** - If this option is selected, the *TurboCASH4* program will automatically be launched.



If you do not select this option, you may then launch or start *TurboCASH4* from the following options (if selected or where specified): -

- Desktop icon.
- Quick Launch icon (on the Quick Launch Toolbar on your Windows™ Taskbar).
- **Start→Programs→TurboCASH4** menu from the Windows™ Taskbar.

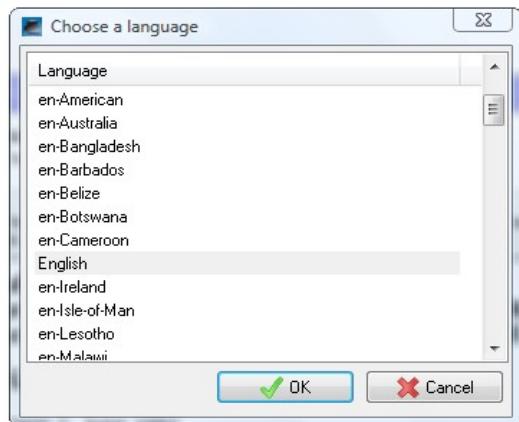
15. Once finished selecting or deselecting the necessary options, click on the **Finish** button. The *TurboCASH* program will be started if you did not remove the tick on the Launch *TurboCASH4* option.



Please make sure that you have made the necessary backups of your Sets of Books in *TurboCASH 3.xxx* and / or *TurboCASH4.xxx* on your system, before converting any *TurboCASH* Sets of Books to *TurboCASH4*.

B.5- LAUNCH *TurboCASH4* FOR THE FIRST TIME

1. The first screen which will display after *TurboCASH* is launched for the first time, is the *Choose a Language* screen.



2. Select your Language and click on **OK** the button.



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 **File → Switch Language** menu.

B.6- STARTING TurboCASH4

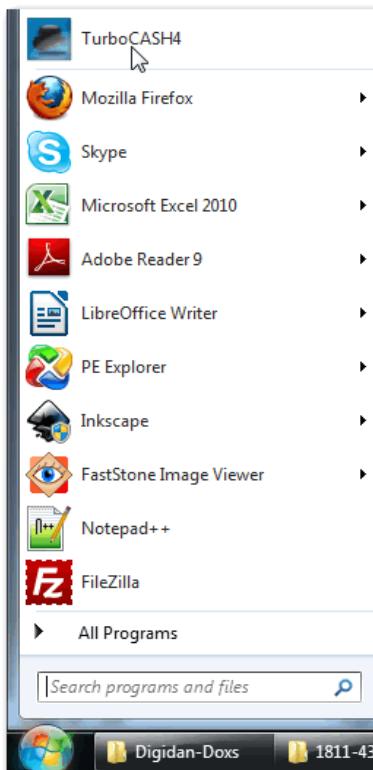
To Start TurboCASH4:



1. To start *TurboCASH*, double click on the *TurboCASH4* icon created for you on your Desktop.

Or select *TurboCASH* on the **Start Menu - Programs** → **TurboCASH4** → **TurboCASH4**.

The following screen will display a progress indicator.



The *TurboCASH* program will be launched. If your program is not registered, you will be asked if you wish to register the program.

2. Once you have opened *TurboCASH*, you see a main menu bar at the top of the screen.



At first only the items under the **File** menu are open to you. Before you can select any of the menu options, you will need to "Open a Set of Books" (Click on the **Open** icon; or click on the **File** → **Open Set of Books** menu).

B.7- REGISTER TurboCASH

Unregistered copies of TurboCASH are limited to 150 transactions. If for any reason you cannot be unlocked or registered immediately, you can continue to work in TurboCASH. You will not lose your data or the company parameters that you have set up in TurboCASH. You will only be limited to the number of transactions until your program is correctly registered.

Unregistered Multi-User configurations of TurboCASH, are limited to 5000 transactions.

To use any of the powerful plugins, you need to purchase a license for most of the Plugins. Before you can Register Plugins, you first need to Register TurboCASH.

To Register TurboCASH:

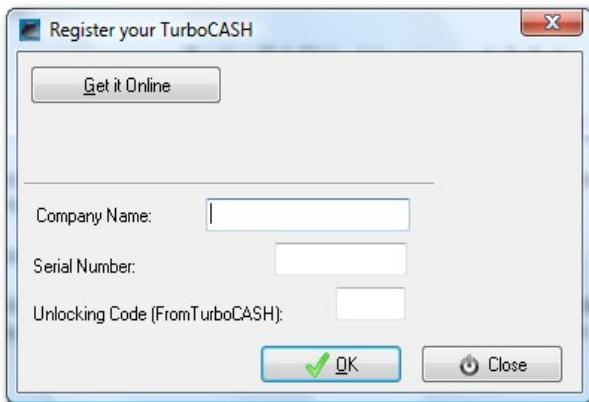
1. Click on the **Register** icon on the topbar). When you launch *TurboCASH* for the first time (or each time, if the program is not registered), the **Register** icon will be displayed on the topbar.

Alternatively, you may click on the **Register->Online Registration** menu.



Alt + H + R.

The *Register your TurboCASH* screen is displayed:



If you have not initiated this Registration screen at this stage, you may later access this screen from the **Help → Online Registration** menu.

2. You may register to get your serial number and unlocking code via the following options:
 - Telephonically during office hours (Mondays to Fridays from 08h30 to 16h30) by phoning *TurboCASH* on Telephone number +27 11 726 7553
 - Register on the Internet on the following options while connected to the Internet:
 - Click on the the **Get it Online** button of the *Register your TurboCASH* screen.
 - Click on the Register option on our Website at <http://www.turbocash.net>.
3. Once you have received your serial number and an unlocking code, enter the Company Name (the owner of this copy of *TurboCASH* to be registered. You may also enter your personal name if you are the owner of the business).
4. Once the details and codes are entered, click on the **OK** button.

MODULE C - WORKING IN TurboCASH

IN THIS MODULE

MODULE C - WORKING IN TurboCASH	37
C.1- TurboCASH FEATURES.....	39
C.1.1.1- Get Started Easily.....	39
C.1.1.2- Accounting Made Easy.....	39
C.1.1.3- Comprehensive Reporting.....	39
C.1.1.4- Powerful.....	40
C.2- THE TurboCASH PROGRAM.....	40
C.2.1- MENU BAR	41
C.2.1.1- File Menu.....	42
C.2.1.2- Edit Menu	42
C.2.1.3- Input Menu	42
C.2.1.4- Reports Menu.....	43
C.2.1.5- Setup Menu.....	44
C.2.1.6- Tools Menu.....	46
C.2.1.7- Help Menu.....	47
C.2.2- TOPBAR.....	47
C.2.3- SIDEBAR	48
C.2.4- WORKING WITH WINDOWS / SCREENS.....	51
C.2.4.1- Minimise, Restore and Closing of Programs or Screens.....	51
C.2.4.2- Switching to other Programs on your Desktop.....	52
C.2.4.3- ACCESSING MENU OPTIONS USING SHORTCUT KEYS	52
C.2.4.4- USING SEARCH OR LOOKUP FACILITIES	52
C.2.5- NAVIGATION IN TurboCASH.....	53
C.2.5.1.1- Yes / No, OK / Cancel, Back / Next and Finish Buttons.....	53
C.2.5.2- Moving between Fields on Screens when entering Data.....	53
C.2.5.3- Arrow Keys.....	54
C.2.5.4- Drop-Down Lists.....	54
C.2.5.5- Tick Boxes.....	54
C.2.5.6- GETTING HELP IN TurboCASH.....	54
C.2.6- CUSTOMISING THE TurboCASH PROGRAM.....	54
C.2.6.1- Colours.....	54
C.2.6.2- Theme.....	54
C.2.6.3- Select Language.....	54
C.2.6.4- ACCOUNTING PROCESS IN TurboCASH.....	54
C.3- WORKING WITH DEBTOR (CUSTOMER / CLIENT) ACCOUNTS.....	56
C.3.1- DEBTOR (CUSTOMER / CLIENT) SELECTION SCREEN.....	56
C.3.2- DEBTOR (CUSTOMER / CLIENT) EDIT FORM	57
C.3.2.1- Delivery Address.....	59
C.3.2.2- Accounting Information.....	60
C.3.2.3- Contacts	62
C.3.2.4- Appointment.....	62
C.3.2.5- Documents	63
C.3.2.6- Transactions.....	64
C.3.2.7- Bank Accounts	64
C.4- WORKING WITH CREDITOR (SUPPLIER) ACCOUNTS.....	65
C.4.1- CREDITOR (SUPPLIER) SELECTION SCREEN.....	65
C.4.2- CREDITOR (SUPPLIER) EDIT FORM	67
C.4.2.1- Delivery Address.....	68
C.4.2.2- Accounting Information.....	69
C.4.2.3- Contacts	71
C.4.2.4- Appointment.....	71
C.4.2.5- Documents	71
C.4.2.6- Transactions.....	72
C.4.2.7- Bank Accounts	72
C.5- WORKING WITH BATCHES (JOURNALS).....	73
C.5.1- SELECTING THE BATCH TYPE.....	73
C.5.2- THE BATCH ENTRY SCREEN.....	75
C.5.2.1- Title bar	75
C.5.2.2- Speed Buttons or Icons.....	75
C.5.2.3- Column Headings.....	76
C.5.2.4- Transaction Lines (Rows)	76
C.5.3- SETTING UP YOUR BATCHES.....	76
C.5.4- POSTING TO THE LEDGER.....	78
C.6- WORKING WITH DOCUMENTS.....	79

C.6.1- BASICS OF DOCUMENT PROCESSING.....	79
C.6.1.1- Documents Settings Check List.....	79
C.6.1.2- Steps of Document Processing.....	79
C.6.1.3- Options to Create Documents.....	80
C.6.2- DOCUMENT SELECTION SCREEN.....	80
C.6.2.1- Options to Locate / Find / Filter Documents	82
C.6.2.1.1- Document Type	82
C.6.2.1.2- Posted / Unposted / All	82
C.6.2.1.3- Column Headings	82
C.6.2.1.4- Filter and Search Options	83
C.6.2.2- Document Selection Screen Context Menu	84
C.6.2.3- DOCUMENT ENTRY SCREEN.....	85
C.6.2.4- Document Entry Screen (Unposted Documents)	86
C.6.2.5- Document Entry screen (Posted Documents)	89
C.6.3- PRINTING / REPRINTING DOCUMENTS.....	90
C.6.3.1- Print Confirmation.....	90
C.6.3.2- Other Document Printing Options.....	90
C.6.4- SETTINGS / CUSTOMISE DOCUMENT PROCESSING.....	90
C.6.4.1- Setup Stock Information.....	90
C.6.4.2- Setup Access Control	92
C.6.4.3- Setup Documents.....	92
C.6.4.3.1- Auto-post on Document Printing	92
C.6.4.3.2- Layout Files	92
C.6.4.3.3- Print Logo on Documents	93
C.7- WORKING WITH STOCK	94
C.7.1- PLAN STOCK CODES	94
C.7.2- STOCK TYPES.....	95
C.7.3- TRADING STOCK (DEFAULT) STOCK TYPE.....	96
C.7.4- OTHER STOCK TYPES.....	97
C.7.4.1- Purchases	97
C.7.4.2- Sales	97
C.7.5- STOCK SELECTION SCREEN	98
C.7.6- CREATE STOCK ITEMS.....	101
C.7.7- EDIT STOCK ITEMS.....	104
C.7.7.1- Document Groups.....	104
C.7.7.2- Transactions.....	106
C.7.7.3- Image.....	107
C.7.7.4- Multi-Group.....	107
C.7.7.5- Backorder.....	108

C.1- TurboCASH FEATURES

The *TurboCASH* program is an exceptionally powerful accounting program yet easy to use. *TurboCASH* 4 helps you to get started quickly and automates many time consuming processes.

C.1.1.1- Get Started Easily

- Easy step-by-step installation.
- Use our templates or create your own Set of Books.
- Comprehensive manuals and tutorials.

C.1.1.2- Accounting Made Easy

- Batch-driven entries allow mistakes to be edited before posting to the ledger.
- Bank Reconciliation before cash-book transactions are posted.
- T-Ledger Analyser and T-Account viewer
- Online Registration
- Comprehensive Help System
- No month-end procedures
- Generate Repeating Transactions and Invoices.
- Multiple Language / Country Specific – Can be installed in 81 Language / Country configurations. Some languages / countries are; - English, Afrikaans, American English, Arabic, Australian English, Arabic, Bosna i Hercegovina, Chinese, Croatian, Dutch, Español, Français, German, Greek, Hrvatski, India, Indonesian, Ireland, Italiano, Lithuanian, Mauritius, Netherlands, Slovenian, Srbija i Crna Gora, Türkçe, Swahili, Turkish, Xhôsa, etc.

C.1.1.3- Comprehensive Reporting

All reports can be viewed on screen, printed, saved or exported in a file format, send via e-mail or faxed. Standard reports include:

- Bank Reconciliation.
- Budget Performance.
- Sales and Purchase Analysis.
- Trial Balance.
- Income Statement.
- Balance Sheet.
- T-Ledger Analyser
- Report Manager

In addition to the standard reports, you may design your own customised user reports with the powerful Report Writer. The new Report Designer allows you to write your own external reports and documents using the data in a Set of Books in *TurboCASH*.

C.1.1.4- Powerful

- Up to 256 Batch Types
- 10 Bank Accounts
- 256 Reporting Groups
- 40 000 Debtors / Creditors
- 64 000 Stock Items
- Projects
- Cost Center 1 and Cost Center 2

C.2- THE TurboCASH PROGRAM

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

For the purposes of this documentation, the images (screenshots) 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.

TurboCASH 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 *TurboCASH* program screen will be briefly discussed:



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

1. **Title bar** – Displays the Version of the *TurboCASH* program, the registered user's name (if the program is registered) and the user logged into the Set of Books (if passwords were setup in the **Setup → System Parameters → Access Control** menu).
2. **Menubar** – Access the functions, features and utilities via seven (7) main menus. Some menu items contains sub-menus. The main menus are File, Edit, Input, Reports, Setup, Tools and Help.
2. **Topbar (Speed Toolbar)** – Access the seven (7) important functions by clicking on the icons. These icons are; Open, Backup/Restore, Batch Entry, Invoice, Reconciliation, Open Item Link, Search. In addition to these, the Register icon will also be displayed until your *TurboCASH4* is registered.
3. **Sidebar** - Access to seven (7) buttons to access and manage the main features in *TurboCASH*. These are; Default, Debtor, Creditor, Stock Items, Calendar, Documents and the T-Ledger Analyser.
4. **Status bar** - The Name of the opened (active) Set of Books will be displayed in the fourth section. In the fifth (last) section a numerical value will be displayed. In the last section of the Statusbar, the full path of the opened Set of Books is displayed.

In addition to these menu options, you may use various shortcut keys on your keyboard to navigate and access the various options in the *TurboCASH* program.



Most of these program options are only accessible if a valid Set of Books are opened. If no Set of Books are opened, most of the functions and features will be inactive (disabled):

1. **Menubar** -
 - **Active** - File, Tools (only certain functions) and Help menu.
 - **Inactive** - Edit, Input, Reports and Setup.
2. **Topbar (Speed Toolbar)** -
 - **Active** - Open and Backup / Restore icons.
 - **Inactive** - Batch Entry, Invoice, Reconciliation, Open Item Link and Search.
3. **Sidebar (Quick Menu)** -
 - **Active** - Default (i.e. Bug Report, Wiki, Help and Forum).
 - **Inactive** - Debtor, Creditor, Stock Items, Calendar, Documents and T-Ledger Viewer.

C.2.1- MENU BAR

The various features or options in which you may choose to work may be accessed from seven (7) menu options in the main menu. Clicking on each of these main menu options, it will display a list of items for that menu.



Pressing **Alt** together with any of the underlined letters in the main menu allows access to the options through the keyboard. A list will be displayed. Each of these menu options also has 1 underlined character.

While keeping the **Alt** key down, you may press the underlined character to select or access the required menu option.

C.2.1.1- File Menu

This menu lists all the functions, which you can perform with TurboCASH, relating to Sets of Books:

Menu option	Brief description
Open Set of Books Alt+O	1. Open Set of Books - Open an existing Set of Books in any valid folder on the system.
Create Set of Books F10	2. Create Set of Books - Create, copy or convert a Set of Books using the creation wizard. (<i>TurboCASH allows you to create up to 999 sets of books, which can be managed from the File menu</i>).
Close Set of Books F11	3. Close Set of Books - Close an open Set of Books.
Delete Set of Books Ctrl+F10	4. Delete Set of Books - Delete a Set of Books permanently from the system.
Save As Ctrl+S	5. Save As - Save an existing Set of Books as an exact copy.
Backup / Restore Set of Books	6. Backup / Restore Set of Books - Backup or restore a Set of Books from a backup file or disk.
Switch Language	7. Switch Language - Choose to work in English, Afrikaans, French, German, Netherlands, etc.
Exit TurboCASH Alt+X	8. Exit TurboCASH - Exit or Close the <i>TurboCASH</i> program.

C.2.1.2- Edit Menu

This menu lists all the functions, which you can perform to create edit or delete master records.

Menu option	Brief description
Accounts F4	1. Accounts - Create, edit and delete bank, ledger and tax accounts. You may also enter / edit the budget figures for accounts.
Creditor F5	2. Creditor Accounts – Maintain creditor (supplier) accounts.
Debtor	3. Debtor Accounts – Maintain debtor (customer) accounts.
Contact	4. Contact - Create or edit contact information for debtor and creditor accounts.
Delete	5. Delete - Delete contacts, user reports and documents.
Repeating Transactions	6. Repeating Transactions - Enter any transactions, which occur frequently in batches (journals).
Repeating Invoices Ctrl+W	7. Repeating Invoices - Select invoices to repeat from the invoice history.
Stock Items F12	8. Stock Items - Create a new stock item or edit or delete existing stock items.
User Reports	9. User Reports - Create a new user report or edit any existing user reports. User Reports may also be exported and saved or imported from a valid file format .

C.2.1.3- Input Menu

This menu lists the functions for the daily or periodic processing of transactions in a Set of Books. You will access options on this menu to capture transactions in journals from source documents, generate invoices, etc. and to post it to the general ledger.

The various input or process options are available for Stock Items, Batch Entry, Documents, Open Item Link, Bank Reconciliation and to update the Ledger. In the case of Documents, an ▶ arrow indicates that there are more options available.

These options include documents Invoices, Point-of-Sales Invoices, Credit Notes and Quotes for debtors and Purchases, Supplier Returns and Orders for creditors. You may also select to confirm a Quotes and Orders, to update the transactions to the ledger and to manage outstanding backorders.

Menu option	Brief description
Adjust Stock Shift+Ctrl+A	1. Adjust Stock - Take-on of stock items and adjust quantities, cost and selling prices.
Batch Entry F2	2. Batch Entry - Enter, capture, import and process transactions in different batches (journals).
Documents ▶ Ctrl+L	3. Documents - Generate documents such as Invoices, Credit Notes, Purchases, Supplier Returns, Orders, Quotes and Point-of-Sale Invoices, etc. You may also print documents, delivery notes, confirm quotes and orders and manage Backorders Outstanding.
Open Item Link Ctrl+R	4. Open Item Link - Link receipts or payments to specific invoices for debtors and creditors. You may also process open item links for general ledger accounts.
Reconcile Bank F3	5. Reconcile Bank - Reconcile a bank account in TurboCASH with the bank statement.
Update Ledger	6. Update Ledger - Update (post) transactions in documents and batches to the ledger.
Calendar	7. Calendar - Powerful feature to schedule and manage appointments (general, debtors and creditors), tasks, repeating invoices and contacts. 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.
Projects	8. Projects - These are by default inactive. You need create status groups (Setup → System Parameters → Groups menu) and activate Projects (Setup → Preferences → Data Parameters menu). Projects may be activated for each batch type in the Batch Setup (Advanced tab).

The **Documents** menu option should only be used if you are trading in stock items and have set-up Stock Items, and documents. It may also be used if you do not trade in stock items, but wish to generate documents and have set up service stock items.

C.2.1.4- Reports Menu

This menu lists all the standard reports in TurboCASH, which are required to manage the information in a Set of Books. Special reports, which you may have set up or created on the **Edit - User Reports** menu option, may also be generated.

The various reports options are available, the ▶ arrow indicates that there are more options available.

Menu option	Brief description
Batch Type	1. Batch Type - Reports of transactions in batches and documents posted to the ledger.
Creditor ▶	2. Creditor - Ageing, remittance advice, labels, transactions and listing reports for creditors.
Contact Listing ▶	3. Contact Listing - Lists contact information for creditor and debtor accounts.
Debtor ▶	4. Debtor - Ageing, statements, labels, transactions and listing reports for debtors.
General Ledger ▶	5. General Ledger - Budgets, lists (chart of accounts), cash flow, transactions, movements, trial balance, financial statements (Income Statement and Balance Sheet) and historical reports. The T-Ledger Analyser may also be accessed from this menu.
Reconciliation	 If you have used Cost Centres in batches and / or documents, you may also generate reports for Cost Centre 1 and Cost Centre 2.
Documents Listing ▶	6. Reconciliation - Reports of bank accounts reconciled with bank statements.
Stock ▶	7. Document Listing - Lists all documents (invoices, credit notes, quotes, purchases, returns and orders).
Sales Analysis ▶	8. Stock - Stock activity, backorders, movements, labels, reorder, and
Point-of-Sale ▶	
Purchase Analysis ▶	
Tax	
User Reports	
Reportman Reports ▶	

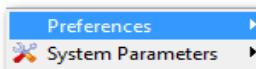
Menu option	Brief description
	item listing. (More Stock reports are available from the stock Sidebar).
9.	Sales Analysis - 10 standard reports to analyse your sales by stock item, salespersons, debtors, etc.
10.	Point-of-Sale - Cash-up and Sales Reports.
11.	Purchase Analysis - Analyse purchases by supplier or product.
12.	Tax - Reports on the Tax (VAT) for transactions if you are registered for VAT.
13.	User Reports - Specific reports, which you may have designed for your specific requirements.
14.	Reportman Reports - Some examples and functional reports may be printed from this menu. (<i>C:\TCASH4\plug_ins\reports\userreports</i>).

TurboCASH will display a Report Options screen for each of these reports. You only need to select the information you wish to include in a report. When the cursor is in certain fields on these report options screens, a lookup facility will display a list of valid codes and descriptions for that field to help you find what you need. In some fields, a drop-down list will display the valid options to select from.

C.2.1.5- Setup Menu

This menu option allows you to configure TurboCASH to suit your specific requirements. This menu option is the second option you need to set or confirm the defaults when you set up a Set of Books.

There are two basic items on this menu, i.e. Preferences and System Parameters. It is important to set certain preferences and the parameters up correctly, before you start to create or edit any accounts and start to process transactions in a Set of Books. Once this is done you may only need to access certain menu options from time to time.



The **Preferences** menu option lists the following menu items:

Menu option	Brief description
Backup Path	1. Backup Path - Set the default backup drive and folders on your system on which you wish to create backup files or disks.
Fonts	2. Fonts - Set the default fonts in which you wish the reports and documents to be displayed.
Colours	3. Colours - The default colours for the topbar and sidebar are fixed in the themes.
Data Parameters	4. Data 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 specify the symbol for large numbers (e.g. 1000 to be displayed as 1,000 if a comma is specified) and / or select to display the default system currency symbol. If you are generating documents, (invoices, credit notes, quotes, purchases, supplier returns and orders for your stock items, you may specify the number of documents to be printed). Select 1 of 2 methods for reconciling bank statements with the transactions in your cashbook (receipts and payments batches).
Define Labels	5. Define Labels - Define labels for creditors, debtors and stock items.
Printer	6. Printer - Select the default printer on which reports and documents are printed.
Theme	7. Theme - Select one of 15 themes or background pictures to be displayed in the program. You may also add your own favourite background pictures.

The **System Parameters** menu option lists the following menu items:

Menu option	Brief description
 Access Control  Batch Types  Company Info Ctrl+F5  Documents  Groups  Financial Categories  Internet  Point-of-Sale  Reporting Dates  Salesperson  Statements  Stock Information	<ol style="list-style-type: none"> 1. Access Control - Set the passwords, users and access to certain menu options for each of your users. 2. Batch Types - Create or delete batch types or journals in which you wish to enter the transactions. 3. Company Information - 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. You also need to set the default tax method and output method for reports (to screen, printer, file, e-mail or fax). Load your logo or picture, which you wish to be displayed on the documents. Set the default currency format and date format in your Windows Operating System. 4. Documents - Set the defaults for documents, such as the numbers, batch types, headings and messages and document layout files. Set the page and margin size of paper used on for Dot-Matrix Printers. 5. Financial Categories - Link your Ledger Account Groups to Assets, Capital, Expenses, Income or Liabilities. 6. Groups - Set up to 2 Groups for ledger Accounts, Debtors, Creditors, Stock Items and Documents for generating reports. 7. Internet - Configure your Internet, e-mail accounts to send reports, lists and documents via the internet or to configure a network server. 8. Point-of-Sale - Set the Point-of-Sale parameters, configure printers, peripherals, etc. 9. Reporting Dates - Set the start date of your financial year and the periods in a financial year. You may also close a specific period for posting transactions to the ledger. 10. Salespersons - Add or remove any salespersons, which will be selling your stock items or cashiers operating Point-of-Sale. 11. Statements - Select the paper type and enter any messages to be displayed on Statements you wish to send to your debtors. 12. Stock Information - Add or delete the units in which you wish to sell stock items and define up to 3 selling price descriptions. You may also set the parameters for Cost of Sales (account, batch type, whether you will be using average or latest cost). This also contains various settings when processing documents.

C.2.1.6- Tools Menu

This menu option allows you to access various utilities and plugins / extensions.

You may also perform the global processes in a Set of Books to perform year-end procedures and to clear or reset the transactions and balances. The global processes should only be performed under certain circumstances.

Menu option	Brief description
Calculator Global Processes Search Report Designer T-Ledger Analyser Open Item Link T-Account Viewer	1. Calculator - Launches the calculator. 2. Global Processes - Clear or reset the transactions and balances, perform year-end procedures, reverse the transactions in posted batches (journals) and documents and copy the data from a selected Set of Books. 3. Search - Helps you search and / or filter for specific data. 4. Report Designer - Design your own reports and layout files for documents from TurboCASH data. 5. T-Ledger Analyser - View and Export the Trial Balance, Income Statement, Balance Sheet, Column balances for the ledger, Debtors, Creditors, etc. 6. Open Item Link - Manage links for accounts (i.e. General Ledger, Debtors and Creditors) set as open item accounts. You may also select to receive or make a payment. 7. T-Account Viewer - View the accounts in the traditional T-Account format. 8. Export - Export data to a file - documents, accounts, debtors, creditors, stock items and posted batches. 9. Import - Import data from a file - documents, accounts, debtors, creditors and stock items. 10. Data Integrity Check - Check the integrity of the data for selected Set of Books. 11. Script Engine - Launches the Pascal Script Engine. 12. Customise Language - Customise the labels of the program. 13. Generate Reportman Directories - Reportman still under development - to be advised. 14. Show / Hide Sidebar - If you hide the Sidebar, you need to access the Creditors, Debtors and Stock from the Edit menu, The Calendar and Documents from the Input menu. The T-Account Analyser may then be accessed from the Tools → T-Ledger Analyser or the Reports → General Ledger → T-Ledger Analyser menus. 15. Show / Hide Topbar - If you hide the Topbar, you need to use the menu system to access the functions in TurboCASH. 16. Plugins - Access available plugins / extensions to the TurboCASH4 program.
Export Import Data Integrity Check	
Script Engine	
Customise Language Generate Reportman Directories Show / Hide Sidebar Show / Hide Topbar Plugin Close Active Forms	
Plugins	



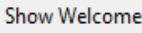
These plugins are licensed under commercial licenses. You need to purchase a license on which a registration code and instructions will be mailed to you to unlock the full features of these plugins. Multi-User and Plugins need to be registered in the **Tools → Plugins → RegisterPlugins** menu.



HandyTools is a free Plugin to set the colour conditions for documents. Other options in the **HandyTools should only be used by advanced users**. A range of other plugins are also available.

C.2.1.7- Help Menu

This menu allows you to access the comprehensive help files, view information regarding the TurboCASH program and information regarding support. You may register TurboCASH on the Internet, Update or upgrade your TurboCASH program or even go directly to the TurboCASH support page on the Web.

Menu option	Brief description
 Help F1  About TurboCASH  Support  Show Welcome	<ol style="list-style-type: none"> 1. Help - Launch the TurboCASH Help System where you may locate topics on TurboCASH. 2. About TurboCASH - View the version and release date of the program and the version of your Operating System. 3. Support - View contact information of TurboCASH or go to the Support page via the Internet. 4. Show Welcome - View the Welcome to TurboCASH and other useful information and links. 5. Online Registration - Register the TurboCASH program via the Internet. 6. Forum - Visit our Forum to find solutions or to post comments, etc. 7. Bug-report - View and report any bugs on our bug-tracking system at FlySpray on http://www.turbocash.net 8. Wiki – Access your Country Page from the Wiki.



Your Internet connection must be activated before any link can be made to the Registration and Support or online update web pages of TurboCASH.

C.2.2- TOPBAR

This toolbar allows you to quickly access the following most frequently used options without accessing the options using the menu lists.



By default, the Topbar icons will be displayed. If necessary, you may select to Show / Hide Topbar on the **Tools** menu.



Moving the mouse cursor over an option will highlight that option. Clicking on that option will open a screen enabling you to perform that function. A brief description of the options follows:

Icon	Brief description
	The Open Set of Books screen will be displayed on which you need to select a Set of Books or to browse for a Set of Books on any folder on your system.
	The Backup / Restore screen will be displayed on which you need to select if you wish to backup an existing Set of Books or if you wish to restore a Set of Books. You may also specify a file or folder or a disk on which to restore a Set of Books on your system.
	This option should be frequently used. Backup files should be stored in a safe place. Should you make a mistake, or your data get lost by fire, theft, etc., you can easily restore the data from a backup file.

Icon	Brief description
	The Batch Type screen will be displayed on which you need to select any of the available batches or journals in which you need to enter or capture your source documents.
	The Invoicing screen will be displayed on which you may start processing invoices. You may also select to process any of the following documents: <ul style="list-style-type: none"> Sales Documents (Invoices, POS Invoices, Credit Notes and Quotations). Purchase Documents (Purchases, Supplier Returns and Orders).
	The Reconcile Bank Account screen will be displayed on which you need to select the bank account to reconcile with a bank statement. You also need to select the date until which you wish to reconcile and the closing balance of the bank statement.
	The Bank Import Plug-in allows you to import Bank Statements from a valid (supported) file format. The transactions from your bank statement will be imported into a Payments and Receipt batch. You only need to select the accounts and / or tax accounts and process the batch.
	The Bank Import Plugin is licensed under a Commercial License. It is already included in the <i>TurboCASH4</i> installation. To use this, you need to purchase (once-off fee) to activate the plugin.
	The Open Item Link screen will be displayed on which you need to select if you wish to edit the links for open item debtors or creditors accounts. You may also process Open Item Links for genera ledger accounts if you have set the Accounts in the Edit → Accounts menu as Yes in the <i>Open Item Link</i> field.
	Launches the Search Investigator screen, on which you may define search criteria to search for specific data or information in a Set of Books.
	This icon will only be displayed on the Topbar, if your copy of TurboCASH is not registered. Once you have registered TurboCASH, and you restart the TurboCASH4 program, it will be removed from the Topbar.

C.2.3- SIDEBAR

Access to seven (7) buttons to access and manage the main features in *TurboCASH*. These are; Default, Debtor, Creditor, Stock Items, Calendar, Documents and the T-Ledger Analyser.



By default, the Sidebar (Quick Menu) will be displayed. If necessary, you may select to show or hide the Sidebar on the **Tools** menu.

1. **Default** - Access to documentation, information and help on the *TurboCASH* Wiki, Forum and Bug Report facility. By clicking on the **Help** icon, the *TurboCASH* Help system will be launched.
 - **Welcome to TurboCASH** - This is an html file which welcomes you to the *TurboCASH* community. If you click on the Introduction to Important functions link on this screen, a html page (dashboard) will be displayed, listing important functions and links. By clicking on these links, you will be able to access the selected functions (i.e. screens) in *TurboCASH*.



At the bottom of the Welcome to *TurboCASH* screen, you may print the last 5 Purchase documents and last 5 Invoices and / or search or view the Debtor (Customer) and Creditor (Supplier) details.

Search for Debtors / Creditors

Search for: Search Enter a percentage sign + any character(s) + close off with a percentage sign and press the Search key.

Last 5 Documents (Purchases and Invoices)

Purchases				Sales			
Key	Invoice	Incl. Amt	Creditor	Key	Invoice	Incl. Amt	Debtor
Show Details	PU000002	2280.00	BEST Suppliers	Show Details	IN000005	1710.00	Mr Mike Davies
Show Details	PU000001	1710.00	A-ONE Suppliers	Show Details	IN000004	2280.00	Mr Roger Smith
Show Details	PU000001	1710.00	A-ONE Suppliers	Show Details	IN000003	1710.00	Mr Mike Davies
Show Details	PU000002	3420.00	Mr Roger Smith	Show Details	IN000002	3420.00	Mr Roger Smith
Show Details	IN000001	1140.00	Mr Mike Davies	Show Details	IN000001	1140.00	Mr Mike Davies

- If you close the Welcome screen, a background picture (Background1.jpg located in the "Bin/Theme/Ruby" or selected theme folder) is displayed. You may replace it by copying your own background picture (photo, logo, product, etc.) into that folder.



The Welcome screen is displayed by default on the Default option. To hide or replace the Welcome screen, you may select to Show the Calendar instead of the Welcome screen when you open the Set of Books.

Should you launch the sidebar, you may click on the Debtor, Creditor, Stock Items or T-Ledger Analyser buttons to hide the Welcome screen.

- Debtor** – By default a Cash Customer and / or a Sundry Debtors account will be listed (if your Set of Books are created using a template). You need to add your debtor (customer) accounts. On the list of debtor (customer) accounts, about twenty (20) options (filters) will be available to find, search and locate (select) a specific debtor (customer) account. Once you have selected a debtor (customer) account, you may edit any of the selected debtor (customer) information or delete a debtor (customer) account.



This contains the details for each debtor (customer) account (code, name, address, phone, fax, e-mail, country, tax and company registration numbers, language, contact, salesperson and groups).

In addition to this, each account may contain the following:

- Delivery Address** and Messages, Layout files for Invoices, Credit Notes and Quotes).
- Accounting Information** – Account enabled or disabled, Open Item Account, Due Days, Credit Limit, Charge Amount, Customer Discount, Monthly Interest percentage on overdue accounts, Selling Price, Bank account information , Settings for default account and / or default tax account.
- Contacts** – List of the contacts for the specific debtor (customer) account.
- Appointments** – Any appointments or events scheduled for the debtor (customer) account.
- Documents** – Any Invoices, Point-of-Sale Invoices, Credit Notes and / or Quotes generated for the debtor (customer) account.
- Transactions** – Any debit and credit transactions (in batches and / or documents) posted (updated) to the ledger.



Plugins (e.g. Price Agreements and Subscriptions), which may be purchased separately will be added as tabs on debtor (customer) accounts.

- Creditor** – By default a Sundry Creditors account will be listed (if your Set of Books are created using a template). You need to add your creditor (supplier) accounts. On the list of creditor (supplier) accounts, about twenty (20) options (filters) will be available to find, search and locate (select) a specific creditor (supplier) account. Once you have selected a creditor (supplier) account, you may edit any of the selected creditor (supplier) information or delete a creditor (supplier) account.



This contains the details for each creditor (supplier) account (code, name, address, phone, fax, e-mail, country, tax and company registration numbers, language, contact and groups).

In addition to this, each account may contain the following:

- Delivery Address** and Messages, Layout files for Purchases, Supplier Returns and Orders).
- Accounting Information** – Account enabled or disabled, Open Item Account, Due Days, Credit Limit, Charge Amount, Bank account information, Settings for default account and / or default tax account.
- Contacts** – List of the contacts for the specific creditor (supplier) account.
- Appointments** – Any appointments or events scheduled for the creditor (supplier) account.

- **Documents** – Any Invoices, Point-of-Sale Invoices, Credit Notes and / or Quotes generated for the creditor (supplier) account.
- **Transactions** – Any debit and credit transactions (in batches and / or documents) posted (updated) to the ledger.



Plugins (e.g. Price Agreements and Subscriptions), which may be purchased separately will be added as tabs on creditor (supplier) accounts.

4. **Stock Items** – You need to add your stock (inventory) items. On the list of stock (inventory) items, you may search and select and / or filter for stock (inventory) items by Item Code, Description, Extra Description Stock Reporting Group1 and / or Stock Reporting Group 2. Once you have selected a stock (inventory) item, you may edit/delete stock (inventory) item.

On the Advanced Mode, you may:



- **Import / Export** (All, Average and Latest Cost, Quantity and Average Cost, Quantity and Latest Cost, Selling Prices, Stock Take-on and Barcodes)
- **Adjust Stock** – Adjust Selling Prices.
- **Settings** – Stock Information and Stock Groups 1 and / or 2.

For each selected item you may:

- **Ledger** – Select Accounts (i.e. Sales, Cost of Sales and Stock Control accounts) and 2 Preferred Suppliers.
- **Document Groups** – Date, Items, Document number and Description.
- **Transactions** – Date, Items, Cost Price and Selling Price.
- **Images** – Select and delete images. These Stock Images will display on the Button Lookup, if activated.
- **Backorders** – Manage the Backorders for debtor (customer) accounts.



Plugins (e.g. Price Agreements), which may be purchased separately will be added as tabs on debtor (customer) accounts.

5. **Calendar** - Powerful feature to schedule and manage appointments (general, debtors and creditors), tasks, repeating invoices and contacts. 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.



You may set the Calendar as the default option when you open a Set of Books. To do this, select (tick) the Show Calendar option in the Special Settings section of the **Setup → Preferences → Data Parameters** menu.



Multi-User Calendar may also be purchased for Multi-user versions.

6. **Documents** – Generate documents such as Invoices, Credit Notes, Purchases, Supplier Returns, Orders, Quotes and Point-of-Sale Invoices, etc. You may also print documents, delivery notes and confirm quotes and orders.
7. **T-Ledger Analyser** – All processed (posted) transactions will be accumulated in the T-Ledger Analyser. There are various ways in which the transactions may be viewed, exported and analysed. The options is as follows:

- **Transactions and Balances** – These are the balances and 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 6 Report Types, which may be selected (i.e. Trial Balance, Balance Sheet, Income Statement, Column Balances, Column Balances – Debtor, Column Balances – Creditor).
- **Budget** – Budget figures as entered in the **Edit → Accounts** menu option.
- **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 **Tools** → **T-Account Viewer** menu option. When launching it from the **Tools** menu, 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 Number** (generated by *TurboCASH*). This will list only the transactions for a specific batch (journal).
- **Account Code** (e.g. G010-000 Sales, B810-000 Current Bank Account, T850-010 Input VAT/GST/Sale 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.

8. **T-Ledger Analyser2** – This is the same as the T-Ledger Analyser. It allows you to view, analyse and print the reports without loosing your report parameters as Selected in the T-Ledger Analyser.

C.2.4- WORKING WITH WINDOWS / SCREENS

C.2.4.1- Minimise, Restore and Closing of Programs or Screens

The following buttons are found on the right side of the title bar:



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



– **Restore** - Click on this button to display the *TurboCASH* program in a smaller screen on your desktop. This button will change to a single square and by clicking on this button the *TurboCASH* program will be restored to its original size.



If the **Restore** button is displayed in a title bar, you may double-click anywhere on the title bar to display the screen in the full size of your desktop and double-click again to return to its original size.



– **Close** - This button will exit the *TurboCASH* program. It has the same function as the **File** → **Exit TurboCASH** menu option on the File menu.

Resizing of Screens on your Desktop



Pressing in the title bar will re-size *TurboCASH* to the full screen option. On the bottom left corner of the *TurboCASH* program screen 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 *TurboCASH* screen 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.2.4.2- Switching to other Programs on your Desktop

Sometimes you may work in *TurboCASH* and in other programs, such as word processors or spreadsheets at the same time. Instead of minimising *TurboCASH* using the **Minimise** button on the Title bar and restoring another program from the Windows Taskbar, you may easily switch to another program as follows:

1. Press the **Alt-Tab** keys simultaneously on your keyboard and the following screen, listing all the active programs on the Windows Taskbar, is displayed:



2. Repeat releasing and pressing the **Tab** key until the desired program is selected.
3. While keeping the **Alt** key down you may release the **Tab** key and press it again to select the next program.
4. Release the **Alt-Tab** keys and the selected program will be restored and ready to work in.

C.2.4.3- ACCESSING MENU OPTIONS USING SHORTCUT KEYS

Any menu option can be accessed or initiated from the keyboard, by keeping the **Alt** key down, and pressing the underlined characters of any other item displayed on a menu list.

In addition to this facility, *TurboCASH* has also provided other shortcut keys to select or access certain menu options from your keyboard. These may include only of pressing the function keys **F1** to **F11** keys, the **Alt** or **Ctrl** or **Shift** keys in combination with the function keys or alphabetical keys **A** to **Z**.

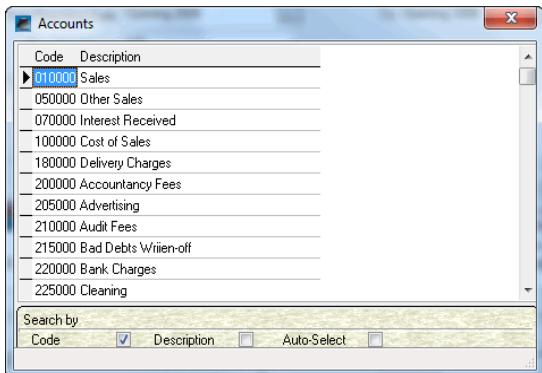
For your convenience, a list of the keys for the following are listed in MODULE L at the end of this book:

1. Function Keys **F1** to **F12** on the Main *TurboCASH* Program
2. Function Keys **F5** to **F12** on Batch Entry Screens
3. Function Keys **F5** to **F12** on Document Entry Screens
4. **Shift** Key and Function Keys **F1** to **F12**
5. **Alt** Key and Function Keys **F1** to **F12**
6. **Ctrl** Key and Function Keys **F1** to **F12**
7. **Ctrl** Key and Alphabetical Character **A** to **Z** Keys
8. **Ctrl** and **Alt** Keys and Alphabetical Character **A** to **Z** Keys.

C.2.4.4- USING SEARCH OR LOOKUP FACILITIES

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

All of the lookup facility screens are basically similar of appearance:



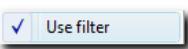
The following lookup screens are available in TurboCASH:

- Accounts
- Bank Accounts
- Creditor Accounts
- Debtor Accounts
- Tax Accounts
- Batches List
- Stock Items
- All Years, This Year and Last Year Periods
- Date Picker
- Point-of-Sales Lookup



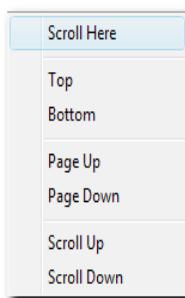
You may right-click on any area of the lookup to enable or disable the filter.

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 facilities with ease.

You may also right-click in the scroll bar to launch a context menu on which you may scroll or search for an entry on the lookup screen.



- Click to scroll to the selected entry on the list.
- Click to scroll to the first entry on the list.
- Click to scroll to the last entry on the list.
- Click to scroll to one page up in the viewable area.
- Click to scroll to one page down in the viewable area.
- Click to scroll to the top or first entry of the entries displayed in the viewable area.
- Click to scroll to the top or last entry of the entries displayed in the viewable area.

The following shortcut keys on your keyboard may be used to search and select an entry:

Key	Description
Home	The first entry will be displayed on the list according to Code or Description depending on the whether Code or Description is selected in the Search by field.
End	The last entry will be displayed on the list according to Code or Description depending on the whether Code or Description is selected in the Search by field.
Up arrow	The previous entry will be highlighted.
Down arrow	The next entry on the list will be highlighted.

C.2.5- NAVIGATION IN TurboCASH

C.2.5.1- 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.2.5.2- 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.2.5.3- Arrow Keys

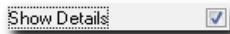
Whenever a lookup facility is listed on your screen, and you need to select an account, use the mouse or the **Up** and **Down** keys to scroll through the accounts. To select the required account, click with your mouse or simply press the **Enter** key on your keyboard.

C.2.5.4- 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.2.5.5- 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:



If a tick box is active, *TurboCASH* will display rectangular dots around the label. The Spacebar on your keyboard allows you to toggle between a tick and a blank space in the tick box.

C.2.5.6- GETTING HELP IN TurboCASH

To access the help file, you have 2 options:

- Press the **F1** key on your keyboard.
- Click on the **Help** → **Help** menu option or press the **Alt + H** keys on your keyboard.

C.2.6- CUSTOMISING THE *TurboCASH* PROGRAM

C.2.6.1- Colours

The Colours are disabled, since it is integrated with the Themes.

C.2.6.2- Theme

You may choose between Classic, Beach, ClassicBMP, Dolphins, Future House, Gotham, Motor Madness, Ruby, Sumarai, Sands of Time, Space, Vista, Wasteland and Random themes.

These themes are background pictures and icon sets, which will make your program more colourful and pleasant to look at. If you choose Random, a new picture will appear on your screen each time you create a new invoice or open a batch. The Ruby theme is used for screen captures in this book.

To select a Theme:

- Click on **Setup** → **Preferences** → **Theme** and choose the theme icons you like the best.

C.2.6.3- Select Language

This option allows you to choose between any available language / country as the language you wish to work in a Set of Books.

To Choose a Language:

- Click on **File** → **Switch Language** and select the language of your choice.

C.2.6.4- ACCOUNTING PROCESS IN *TurboCASH*

If you choose to work with one of the pre-created sets of books in *TurboCASH*, most of the

settings and defaults have already been set. Getting started entails little more than the entry of a few basic details and the selection of some basic options:

1. **Create your Set of Books** - TurboCASH allows you to create a Set of Books within minutes by copying an existing structure.
2. **Set the System Parameters and Defaults** - TurboCASH will use these parameters and defaults to display and perform certain functions for you.
 - **Company Information** - Enter your contact information and registration details and set the defaults for your Tax (if you are registered for VAT/GST/Sales Tax.)
 - **Reporting Dates** - Set the starting date for your financial year and the accounting periods for which you wish to generate financial reports.
 - **Reporting Account Groups** - Add or edit any reporting account groups for your Accounts to further classify the 5 Financial Categories.
 - **Financial Categories** - Link your Reporting Account Groups (e.g. Income, Other Income, Expenses, Capital, Long-term Liabilities, Current Liabilities, Fixed Assets and Current Assets) to the 5 Financial Categories (i.e. Income, Expenses, Capital, Assets and Liabilities).
 - **Batch Types** - Add, edit or delete any batch types (journals) in which you wish to enter transactions.
 - **Access Control and Passwords (Optional)** - Set passwords and access control for your users.
 - **Internet Set-up (Optional)** - Configure your e-mail account to send reports, lists and documents over the Internet.
 - **Documents Set-up (only for Documents and Point-of-Sale)** - Set the Document numbers, messages and check the Batch Types for your Documents (Invoices, Credit Notes and Quotes for Customers or Debtors and Purchases, Supplier Returns and Orders for Creditors or Suppliers).
 - **Salespersons (only for Documents and Point-of-Sale)** - Add any salespersons that may sell your stock.
 - **Stock Information (only applicable to if Documents and Point-of-Sale is used)** - Define your selling prices and units of stock. You also need to set the Cost of Sales settings for your Stock Items.
 - **Set Preferences** -
 - **Backup** - Select the drive/path/folder for your backup files.
 - **Printer** - Set the default printer and paper sizes.
 - **Data** - Set the defaults for both entry and display.
3. **Customise your Chart of Accounts** - Your Set of Books will have a standard Chart of Accounts, which should reflect all your accounts which is reported in the
 - **Balance Sheet** (i.e. Capital, Retained Earnings / Income, Liabilities and Assets accounts);
 - **Income Statement** (i.e. Income Expense accounts).
3. Create Debtors (customers)
4. Create Creditors (suppliers)
5. Create Stock Items - Create your Stock items if you trade in Stock Items.
6. Enter Opening Balances for your accounts and trading stock items, if you trade in stock.
7. Start processing your daily transactions.
8. Generate Reports to evaluate your activities.

C.3- WORKING WITH 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.

C.3.1- DEBTOR (CUSTOMER / CLIENT) SELECTION SCREEN

To Access the Debtor Selection Screen:

1. Click on the **Debtor** button on the Sidebar (Quick menu), or click on the **Edit → Debtor** menu.



- **F5**
- **Alt + E + D**

The *Debtor Accounts* screen is displayed:

Debtor Code	Name	Contactperson	Debtor Group 1	Debtor Group 2	Address	Address 2
000001	Cash Customer		Debtor Group 1A	Unallocated		
000002	Mr Mike Davies		Debtor Group 1B	Unallocated	P O Box 333	Hallw
000003	Mr Roger Smith		Debtor Group 1B	Unallocated	Plot 539 Boxer Road	Glen
000004	Opening Balances - Debtor		Debtor Group 1A	Unallocated		
000005	Mr AB Green	Green	Debtor Group 1C	Unallocated	PO Box 1111	Lakes
000006	MAC Restaurant	McKay	Debtor Group 1C	Unallocated	PO Box 5555	Morn

2. **Sidebar** – The following buttons (quick links) are available:
 - a. **Listing** – Quick link to the **Reports → Debtor → Listing** menu.
 - b. **Age Analysis** – Quick link to the **Reports → Debtor → Age Analysis** menu.
 - c. **Invoices** – Quick link to the **Input → Documents → Invoices → Enter** menu.
 - d. **Quotes** – Quick link to the **Input → Documents → Quotes** menu.
 - e. **Credit Notes** – Quick link to the **Input → Documents → Credit Notes** menu.
3. **Buttons** –
 - a. **New** – Create a new debtor (customer / client) account.
 - b. **Delete** – Delete remove a selected debtor (customer / client) account.
 - c. **Edit** – Add or change the details of a selected debtor (customer / client) account.
 - d. **Save** – Save any changes to a selected debtor (customer / client) account.
 - e. **Cancel** – Cancel will revert to the previous values. Any changes will not be saved.
4. **Line Count** – This will display the number of records (debtor (customer / client) accounts) that is available on the list. This will display the number of records (rows / debtor (customer / client) accounts) that matches your filter / search criteria.
5. **Search Filter** – The following options are available:
 - a. **Filter Column** - None is the default. You may select any of the twenty-seven (27)



You may also double click on a selected debtor (customer / client) account.

columns (i.e. Debtor Code, Name, Contact Person, Debtor Group 1, Debtor Group 2, Address 1, Address 2, Address 3, Postal Code, Telephone 1, Telephone 2, Fax, E-mail, Bank Account Type, Bank Account No., Last Invoice, Reference, Due Days, Debtor Group 1 Sort, Debtor Group 2 Sort, Delivery Address, Delivery Address2, Delivery Address 3, Delivery Address Postal Code, Delivery Address Country, X.

- b. **Like** – Default operator. Others that may be selected is <, >, <=, >=, <>.
- c. **Value** – Enter the text e.g. city, telephone numbers, postal code etc.
- d. **Search** button – Click to filter / search for your criteria.
- e. **Search** button – Click to clear / reset the filter / search for your criteria.

6. **Context menu** – The following options are available:

- a. **Create Invoice** – A new Invoice (Document Entry screen) will be launched for the selected debtor (customer / client) account.
- b. **Create Credit Note** – A new Credit Note (Document Entry screen) will be launched for the selected debtor (customer / client) account.
- c. **Create Quote** – A new Quote (Document Entry screen) will be launched for the selected debtor (customer / client) account.
- d. **Reports** – In addition to the five (5) standard reports on the **Reports → Debtor** menu, ten (10) reports may be selected from this option. A summary of these reports are:

Language Label	Report Name	Comments
LANG_66	Listing	Standard Report may be generated from the Reports → Debtor → Listing menu.
LANG_68	Print Labels	Standard Report may be generated from the Reports → Debtor → Print Labels menu.
LANG_74	Transactions	Standard Report may be generated from the Reports → Debtor → Transactions menu.
LANG_906047	Debtor Contact List	Print the contact list of all debtor / customer accounts.
LANG_906049	Contact List – All	Print the contact list of all contacts.
LANG_906060	Contact List – Main	Print the contact list of all main contacts.
LANG_906061	Transactions – Open Item	This is similar as the Transactions report, but lists the outstanding amounts of open item linked transactions.
LANG_906062	Selected Debtor Label	Print the postal address label of a selected debtor / customer account.
LANG_906064	Delivery Address Labels	Print the delivery address labels of a selected range of debtor / customer accounts.
LANG_906065	Selected Debtor Delivery Label	Print the delivery address label of a selected debtor / customer account.

- e. **Plugins** – The Plugins will be discussed in separate documentation.

C.3.2- DEBTOR (CUSTOMER / CLIENT) EDIT FORM

To Launch the Debtor Edit Form:

1. If you do not find a debtor (customer / client) account, you may add it by clicking on the **New** button. It will launch the blank debtor (customer / client) account with the next account number (e.g. D00006, etc.). You only need to enter the Name and save it. The rest of the fields are optional, but it is recommended that you fill in as much details as possible.

<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <p>Line Count: 6</p>	<table border="0"> <tr> <td>Debtor Code</td> <td>000005</td> <td>Phone 1</td> <td>(011)314-9997</td> </tr> <tr> <td>Name</td> <td>Mr AB Green</td> <td>Phone 2</td> <td>(011)314-9998</td> </tr> <tr> <td>Address</td> <td>PO Box 1111</td> <td>Fax</td> <td>(011)314-9999</td> </tr> <tr> <td>Address 2</td> <td>Lakeside</td> <td>Website</td> <td></td> </tr> <tr> <td>Address 3</td> <td>Johannesburg</td> <td>E-mail</td> <td>green@pinksoft.co.za</td> </tr> <tr> <td>Postal Code</td> <td>2122</td> <td>Tax Reference</td> <td>11111111</td> </tr> <tr> <td>Country</td> <td>South Africa</td> <td>Company Reg. No.</td> <td>22222222</td> </tr> <tr> <td>Contactperson</td> <td>Green</td> <td>Debtor Group 1</td> <td>Debtor Group 1C</td> </tr> <tr> <td>Salesperson</td> <td>Russell</td> <td>Debtor Group 2</td> <td>Unallocated</td> </tr> <tr> <td colspan="2"></td> <td>Language</td> <td>English</td> </tr> <tr> <td colspan="4" style="text-align: center;"> Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts </td> </tr> </table>	Debtor Code	000005	Phone 1	(011)314-9997	Name	Mr AB Green	Phone 2	(011)314-9998	Address	PO Box 1111	Fax	(011)314-9999	Address 2	Lakeside	Website		Address 3	Johannesburg	E-mail	green@pinksoft.co.za	Postal Code	2122	Tax Reference	11111111	Country	South Africa	Company Reg. No.	22222222	Contactperson	Green	Debtor Group 1	Debtor Group 1C	Salesperson	Russell	Debtor Group 2	Unallocated			Language	English	Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts			
Debtor Code	000005	Phone 1	(011)314-9997																																										
Name	Mr AB Green	Phone 2	(011)314-9998																																										
Address	PO Box 1111	Fax	(011)314-9999																																										
Address 2	Lakeside	Website																																											
Address 3	Johannesburg	E-mail	green@pinksoft.co.za																																										
Postal Code	2122	Tax Reference	11111111																																										
Country	South Africa	Company Reg. No.	22222222																																										
Contactperson	Green	Debtor Group 1	Debtor Group 1C																																										
Salesperson	Russell	Debtor Group 2	Unallocated																																										
		Language	English																																										
Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts																																													



The following 4 screens (tabs) displays additional useful information to manage debtor (customer / client) accounts:

- **Appointments** - Any events or appointments have been scheduled in the **Input - Calendar** menu for that debtor (customer / client) account will be listed.
- **Documents** - Any sales documents (Quotes, Invoices and Credit Notes) that have been processed for that debtor (customer / client) account will be listed.
- **Transactions** - Any Debit and Credit transactions have been processed for that debtor (customer / client) account will be listed.
- **Bank Accounts** - This is used for the Bank Import Plugin.

Other Plugins, such as Price Agreements, etc. may also create additional tabs. These will be dealt with in separate documentation.

2. Enter and / or select the following options:

a. Debtor Code - It is automatically generated.



The **Debtor Code** is automatically generated when you click on the **New** button. It is prefixed with a D, followed by 5 numeric characters. You may overtype this with your own to suit your specific requirements.

If you have created a Set of Books (Advanced option), and have set the Account code to:

- 4-digits, you may enter a 7-digit Account code (a prefix followed by 6 characters).
- 5-digits, you may enter a 8-digit Account code (a prefix followed by 7 characters).
- 6-digits, you may enter a 9-digit Account code (a prefix followed by 8 characters).
- 7-digits, you may enter a 10-digit Account code (a prefix followed by 9 characters).
- 8-digits, you may enter a 11-digit Account code (a prefix followed by 10 characters).

b. Name - Enter the name (description) for the debtor (customer / client).

c. Address - Enter up to 3 address lines.

d. Postal Code - Enter the postal code or zip code.

e. Country - You may select the Country from the list, if necessary.

f. Phone 1 - Enter the phone number.

g. Phone 2 - Enter the phone number, if available.

h. Fax - Enter the fax number, if available.

i. Website - Enter the website address, if available.



You may double-click on the Website field to access the website of the debtor (customer / client).

j. E-mail - Enter the e-mail address, if available.

- k. **Tax Reference** - If debtor (customer / client) are exempt from tax, or registered for VAT/GST/Sales Tax, that tax reference should be entered in this field.
- l. **Company Reg. No.** - Enter, if available.
- m. **Contact Person** - Select a Contact Person from the list.



If no Contact Person is available, you need create it on the **Contacts** tab.

- n. **Salesperson** - Select the salesperson for the debtor (customer / client) account. All salespersons, if created in the **Setup → System Parameters → Salespersons** menu (or **Setup → System Parameters → Groups (Salespersons)** menu), will be listed.



If you are not generating sales documents (Quotes, Invoices, Credit Notes or Point-of-Sales Invoices), you may leave this blank.

- o. **Debtor Group 1 / 2** - The Reporting group to which you wish this debtor (customer / client) to be allocated.



The description of Debtor Group 1 and / or 2 you have entered on the Reporting Group Name field on the Debtor Groups tab on the **Setup → System Parameters → Groups** menu may be reflected on this screen.

- p. **Language** - Not implemented. The list of language files as maintained in the **Tools → Customise Language** menu will be listed.

3. Click on the **Delivery Address** tab and / or **Accounting Information** tab to enter additional information, select settings and accounting terms.

C.3.2.1- Delivery Address

1. The Delivery Address tab is the default when accessing the **Edit → Debtor** screen.

Delivery Address		Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts
Delivery Address	Green Street				Layout File 1 C10-Invoice		
Address 2	Lakeside				Layout File 2 C10-CreditNote		
Address 3	Johannesburg				Layout File 3 C10-Quote		
Postal Code	2123						
Country	South Africa						
Message	Please refer any queries to our accounts						
Statement Message 1	department						
Statement Message 2							
Statement Message 3							

2. Enter and / or select the following on the *Delivery Address* tab, if necessary:

- a. **Delivery Address, Address 2, Address 3** - Enter up to 3 address lines.
- b. **Postal Code** - Enter the postal code.
- c. **Country** - Default is *Empty*. You may select the Country.
- d. **Message, Message 1, Message 2 and Message 3** - Enter the message for the debtor (customer / client) account. This message will be displayed on Statements generated on the **Reports → Debtor → Statements** menu.



This statement message is only applicable for the selected debtor (customer / client) account. You may also enter a global statement message to be displayed on statements for all debtor (customer / client) accounts in the **Setup → System Parameters → Statements** menu.

- e. **Layout Files**



If no layout files have been selected for the debtor (customer / client) on this tab, the default settings as set for Invoices, Credit Notes and Quotes (**Setup → System Parameters → Documents**) menu will be used.

- i. **Layout File 1 - Invoice Layout File** - If you have a specific Invoice layout file for the this debtor (customer / client), you may select it.
- ii. **Layout File 2 - Credit Note Layout File** - If you have a specific Credit Note layout file for the this debtor (customer / client), you may select it.
- iii. **Layout File 3 - Quote Layout File** - If you have a specific Quote layout file for the this debtor (customer / client), you may select it.



Selecting Layout Files:

If you do not wish to print stock codes on documents, you may select the following:

- The "RMInvoice". Select "RMCreditNote", "RMPurchase", "RMSupplierReturns", "RMOrders" and "RMQuotes" does not print the stock code.

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

2. Click on the **Accounting Information** tab to enter and select settings and accounting terms.
3. Once finished, click on the **Save** button. The *Debtor Account Form* will be closed and the *Debtor Accounts List* screen will be displayed.

C.3.2.2- Accounting Information

1. Click on the **Accounting Information** tab.

Delivery Address	Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts
Account Disabled <input type="checkbox"/> Open Item Account <input checked="" type="checkbox"/> Due Days <input type="text" value="30"/> Credit Limit <input type="text" value="10000"/> Charge Amount <input type="text" value="0.00"/> Customer Discount <input type="text" value="0"/> % Monthly Interest on Overdue Amounts <input type="text" value="0"/> %		Bank Account Type <input type="text" value="Arbitrair"/> Bank Account No. <input type="text"/> Bank Name <input type="text"/> Use Default Account <input type="checkbox"/> Use Default Tax <input type="checkbox"/> Selling Price <input type="text" value="Selling Price 1"/>				

2. Enter and / or select the following, if necessary:

- a. **Account Disabled** - This field should not be selected (ticked) if you wish to enter and post transactions to the debtor (customer / client) account. Select (tick) this field if you wish to disable the debtor (customer / client) account (e.g. if you no longer do business with this debtor (customer / client)). TurboCASH4 will allow you to enter transactions for the debtor (customer / client), but it will not allow you to post transactions to the debtor (customer / client) account. However, you will still be able to view reports for the debtor (customer / client).
- b. **Open Item Account** - Select (tick) this field if you wish to allocate or link receipts or credit notes (credit transactions) to a particular invoice or debit transaction. If this field is left blank, the Balance B/F (brought forward) posting method will be used, where payments received or credit notes issued are allocated against the oldest

- outstanding amount.
- c. **Due Days** - Enter the number of days for the credit facility granted to the debtor (customer / client).
 -  This date will be used to calculate the date when payments are to be received from debtor (customer / client) on sales documents (i.e. invoices, credit notes or quotes) and via the electronic payment system in the Receive Debtors batch processing option. It will also print on sales documents (i.e. invoices, credit notes or quotes).
 - d. **Credit Limit** - Enter the credit limit which you have agreed and granted to your debtor (customer / client). When you are processing transactions, TurboCASH4 will warn you if the debtor is exceeding this credit limit.
 -  It will also display the Available Balance (i.e. Current Balance minus the Credit Limit) on sales document entry screens (i.e. Invoices, Credit Notes or Quotes).
 - e. **Charge Amount** - Enter an amount as agreed upon when you have granted the credit facility to your debtor (customer / client).
 -  You may generate *Multiple Transactions - Debtors with Charge Amount* option in any Batch Type or Journal (except the Receipts and Payments Batch Types). When you post this Batch, TurboCASH4 will debit (increase the debtor (customer / client) account) for each of the debtor (customer / client) accounts with the amount specified in this field and credit a specified account (e.g. Income account).
 - f. **Customer Discount Percentage** - You may enter a percentage for the debtor (customer / client) discount which you wish to allow to the specific debtor (customer / client).
 -  This discount will automatically be calculated on the selected selling price of a selected stock item (if the *Allow Invoice Discount* field is selected on the **Edit → Stock Items** screen) when sales documents (i.e. invoices, credit notes or quotes) are created or edited for the selected debtor (customer / client).
 - g. **Monthly Interest Percentage on Overdue Amounts** - The percentage of the monthly interest on overdue accounts that will be charged to the debtor (customer / client).
 -  If the annual interest is 18%, you would enter 1.5% (18 / 12 months) for the monthly interest. Another example, if the annual interest rate you wish to charge is 24% (24 / 12 months), you would enter 2 %.
 -  You may generate *Multiple Entries - Interest on overdue debtors* option - in any Batch Type or Journal (except the Receipts and Payments Batch Types). TurboCASH4 will calculate the interest for the number of overdue days for each debtor (customer / client) account for which you have entered an amount in this field. When you post this Batch, TurboCASH4 will debit (increase the debtor (customer / client) account) for each of the debtor (customer / client) accounts with the amount specified in this field and credit a specified account (e.g. Interest Income account).
 - h. **Selling Prices** - You may select any one of the three (3) available selling prices as the default selling price for this debtor (customer / client).
 -  If you have changed the descriptions of your selling prices 1 / 2 / 3 in the **Setup → System Parameters → Stock Information** menu, your own descriptions will be displayed on the list.
 - i. **Bank Account Type** - Select *Arbitrair* or *11 Proof*. This is for electronic payments received from debtor (customer / client) accounts via the electronic banking system.
 - j. **Bank Account No.** - Enter the bank account number, if available.
 - k. **Bank Name** - Enter the bank account name, if available.
 - l. **Stock File Override** - By default, the Stock File Override settings is not activated. If necessary, select the following:
 - i. **Use Default Account** - By default, the "Use Default Account" option is not selected. The Sales account, as selected on the **Edit → Stock Items** menu, will be used when invoices or credit notes for the debtor (customer / client) is updated (posted) to the ledger.



If you activate the Use Default Account settings, you need to select a different account on the Accounts lookup facility.

When invoices or credit notes for the debtor (customer / client) is updated (posted) to the ledger, the selected Sales account for this Stock Item will be ignored and the sales transaction will be updated (posted) to the specified account for the debtor (customer / client).

- ii. **Use Default Tax** - By default, the "Use default tax" option is not selected. The Output Account, as selected on the **Edit → Stock Items** screen, will be used when invoices or credit notes for the debtor (customer / client) is updated (posted) to the ledger.



If you activate the Use Default Tax settings, you need to select a different VAT/GST/Sales Tax account or code on the Tax Lookup.

When invoices or credit notes for the debtor (customer / client) is updated (posted) to the ledger, the selected Tax account or code for this Stock Item will be ignored and the Output VAT/GST/Sales Tax transaction will be updated (posted) to the specified VAT/GST/Sales Tax account or code for the debtor (customer / client).



Do not select this option, if you are not registered for VAT/GST/Sales Tax, or if multiple Tax codes (accounts) is applicable to the transactions with the debtor (customer / client).



If you do not generate sales documents (Invoices, Credit Notes and Quotes), the selling prices and customer discount fields are not applicable.

- Click on the **Save** button. The *Debtor Account Form* will be closed and the *Debtor Accounts List* screen will be displayed.

C.3.2.3- Contacts

You may add, delete or enter contact persons for the debtor (customer / client). A list of all contact persons linked to the selected debtor (customer / client) account, you have created, edited or deleted, in the following menus:

- Input → Calendar**
- Edit → Contacts**
- Edit → Delete → Contacts**
- Reports → Contact Listing**



Deleted contact persons will be removed from this list.

Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts								
New		Edit		Delete		Search		Auto Copy Info <input checked="" type="checkbox"/>
First Name	Name	Title	Address	Address 2	Address 3	Phone 1	Phone 2	Fax
Mike	Davies	Mr.	P O Box 333	Halfway House		(011) 315-1225	083 286-8763	(011) 315-1226

This will display the First Name, Name, Address, Address 2, Address 3, Phone 1, Phone 2, Fax and E-mail address.

C.3.2.4- Appointment

All scheduled *Debtor Appointments* (events) added in the **Input → Calendar** for the selected debtor (customer / client) account will be listed here.

Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts			
Start Time	End Time	Description	Notes
2011/05/10 08:00	2011/05/10 10:00	000002 Mr Mike Davies Russell	
2011/05/10 01:00:00	2011/05/10 01:30:00	000002 Mr Mike Davies Russell	Special Sales



You may click on the column headings (i.e. Description or Notes) to change the sort sequence from the ascending to the descending sequence.

You may click on any of the column headings (i.e. Start Time, End Time, Description or Notes) and drag it to the left or right to change the sequence in which to display the columns.

C.3.2.5- Documents

All sales documents (i.e. Invoices, Credit Notes, Quotes and / or POS Invoices) which have been processed for the selected debtor (customer / client) account will be listed here. These documents need not to be updated (posted) to the ledger.

Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts					
Document No.	Date	Description	Printed	Amount Inclusive	Reference
► QU000001	2011/03/01		5	1140.00	REP-101
IN000001	2011/03/13		4	1140.00	REP-101
IN000003	2011/03/15		0	1140.00	PH-101

Print

Layout File

Send Report to

Screen

The options are as follows:

1. **Print** button - This will print the selected document to the default or selected output method.



You may also double-click on a selected document to print it.

2. **Layout File** - This is by default blank. The selected document will be printed using the layout file as set in the Documents Setup (**Setup → System Parameters → Documents** menu) for Invoices, Credit Notes and Quotes.



You may change the layout file by selecting your own layout file from the list. These layout files are stored in the *TCASH4\plug_ins\reports\DOCUMENTS\DOCUMENTS* directory of your system.



The stock code may consist of up to 15 digits.

See Setup Documents:

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** - Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

3. **Send Report to** - The default option as set in the *Output Method* field on the **Setup → System Parameters → Company Info (Options)** or **Setup → System Parameters → Access Control (Reports Access)** menu. You may change this to any other option (i.e. Screen, Printer, File, E-mail or Fax), if required.



You may click on the column headings (i.e. Document Number, Date, Description or Reference) to change the sort sequence from the ascending to the descending sequence.

You may also click and drag any of the column headings to the left or right to change the sequence in which the columns are to be displayed.

C.3.2.6- Transactions

Any transactions which have been processed for that debtor (customer / client) account will be listed:

- **Batch (Journal) Transactions** which have been updated (posted) to the ledger.
- **Document Transactions** (i.e. Invoices and Credit Notes) which have been updated (posted) to the ledger.

Delivery Address	Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts																									
Total 2560.00		Due 2560.00																													
Debit																															
<table border="1"> <thead> <tr> <th>Reference</th><th>Description</th><th>Date</th><th>Amount</th><th>Outstanding</th></tr> </thead> <tbody> <tr> <td>IN000003</td><td>Invoice /PH-101</td><td>2011/03/15</td><td>1 140.00</td><td>1 140.00</td></tr> <tr> <td>IN000001</td><td>Invoice /REP-101</td><td>2011/03/13</td><td>1 140.00</td><td>1 140.00</td></tr> <tr> <td>INV003</td><td>Painting Outside of House</td><td>2011/03/10</td><td>1 140.00</td><td>280.00</td></tr> <tr> <td>INV001</td><td>Repairs to roof</td><td>2011/03/07</td><td>1 140.00</td><td>0.00</td></tr> </tbody> </table>							Reference	Description	Date	Amount	Outstanding	IN000003	Invoice /PH-101	2011/03/15	1 140.00	1 140.00	IN000001	Invoice /REP-101	2011/03/13	1 140.00	1 140.00	INV003	Painting Outside of House	2011/03/10	1 140.00	280.00	INV001	Repairs to roof	2011/03/07	1 140.00	0.00
Reference	Description	Date	Amount	Outstanding																											
IN000003	Invoice /PH-101	2011/03/15	1 140.00	1 140.00																											
IN000001	Invoice /REP-101	2011/03/13	1 140.00	1 140.00																											
INV003	Painting Outside of House	2011/03/10	1 140.00	280.00																											
INV001	Repairs to roof	2011/03/07	1 140.00	0.00																											
Credit																															
<table border="1"> <thead> <tr> <th>Reference</th><th>Description</th><th>Date</th><th>Amount</th><th>Outstanding</th></tr> </thead> <tbody> <tr> <td>D5001</td><td>Payment Received - Thank you</td><td>2011/03/16</td><td>- 2 000.00</td><td>0.00</td></tr> </tbody> </table>							Reference	Description	Date	Amount	Outstanding	D5001	Payment Received - Thank you	2011/03/16	- 2 000.00	0.00															
Reference	Description	Date	Amount	Outstanding																											
D5001	Payment Received - Thank you	2011/03/16	- 2 000.00	0.00																											

It will list transactions as follows:

1. **Debit** - Documents (i.e. Invoices and POS Invoices), Sales Journal, Generate Multiple Transactions (Interest on overdue debtors, Debtors with charge amount, Fixed amount to all debtors), Opening Balances take-on, etc. It will list any transactions, for which amounts are entered in the Debit column of batches.
2. **Credit** - Documents (i.e. Credit Notes), Sales Returns Journal, Receipts Journal, Generate Multiple Transactions (Balance debtors with amount), etc. It will list any transactions, for which amounts are entered in the Credit column of batches.



You may click on the column headings (i.e. Reference, Description, Date, Amount or Outstanding) to change the sort sequence from the ascending to the descending sequence.

You may also click and drag any of the column headings to the left or right to change the sequence in which the columns are to be displayed.

C.3.2.7- Bank Accounts

This allows you to use references for the Bank Import Plugin.

Delivery Address	Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts
New	Remove					
<input type="text" value="Bank Account No."/>						

C.4- WORKING WITH 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.

C.4.1- CREDITOR (SUPPLIER) SELECTION SCREEN

To Access the Creditor Selection Screen:

1. Click on the **Creditor** button on the Sidebar (Quick menu), or click on the **Edit → Creditor** menu.



- **F4**
- **Alt + E + C**

The *Creditor Accounts* screen is displayed:

		Filter Column		Value					
		None	Like			Filter	Clear		
		Creditor Code	Name	Contactperson	Creditor Group 1	Creditor Group 2	Address	Address 2	Address 3
New		000001	A-ONE Suppliers		Creditor Group 1A Unallocated		P O Box 31318	Marshalltown	Johannesburg
Delete		000002	BEST Suppliers		Creditor Group 1A Unallocated		P O Box 45532	Halfway House	
Edit		000003	Opening Balances - Creditor		Creditor Group 1B Unallocated				
Save		000004	Sundry Suppliers		Creditor Group 1B Unallocated				
Cancel		000005	ABC-Office-Supplies	Penny	Creditor Group 1C Unallocated		P O Box 8888	Lakeview	Johannesburg
		000006	ABC-Service-Centre	Brown	Creditor Group 1C Unallocated		P O Box 9999	Lakeside	Johannesburg

Reports ▾

- Listing
- Print Labels
- Transactions
- Creditor Contact List
- Contact List - All
- Contact List - Main
- Transactions - Open Item
- Selected Creditor Label
- Delivery Address Labels
- Selected Creditor Delivery Label

2. **Sidebar** – The following buttons (quick links) are available:

- Purchases** – Quick link to the **Input → Documents → Purchases** menu.
- Orders** – Quick link to the **Input → Documents → Orders** menu.
- Supplier Returns** – Quick link to the **Input → Documents → Supplier Returns** menu.

3. **Buttons** –

- New** – Create a new creditor (supplier) account.
- Delete** – Delete remove a selected creditor (supplier) account.
- Edit** – Add or change the details of a selected creditor (supplier) account.



You may also double click on a selected creditor (supplier) account.

- Save** – Save any changes to a selected creditor (supplier) account.
- Cancel** – Cancel will revert to the previous values. Any changes will not be saved.

4. **Line Count** – This will display the number of records (creditor (supplier) accounts) that is available on the list. This will display the number of records (rows / creditor (supplier) accounts) that matches your filter / search criteria.

5. **Search Filter** – The following options are available:

- a. **Filter Column** - None is the default. You may select any of the twenty-seven (27) columns (i.e. Creditor Code, Name, Contact Person, Creditor Group 1, Creditor Group 2, Address 1, Address 2, Address 3, Postal Code, Telephone 1, Telephone 2, Fax, E-mail, Bank Account Type, Bank Account No., Last Invoice, Reference, Due Days, Creditor Group 1 Sort, Creditor Group 2 Sort, Delivery Address, Delivery Address2, Delivery Address 3, Delivery Address Postal Code, Delivery Address Country, X.
- b. **Like** – Default operator. Others that may be selected is <, >, <=, >=, <>.
- c. **Value** – Enter the text e.g. city, telephone numbers, postal code etc.
- d. **Search** button – Click to filter / search for your criteria.
- e. **Search** button – Click to clear / reset the filter / search for your criteria.

6. **Context menu** – The following options are available:

- a. **Reports** – In addition to the five (5) standard reports on the **Reports → Creditor** menu, ten (10) reports may be selected from this option. A summary of these reports are:

Language Label	Report Name	Comments
LANG_66	Listing	Standard Report may be generated from the Reports → Creditor → Listing menu.
LANG_68	Print Labels	Standard Report may be generated from the Reports → Creditor → Print Labels menu.
LANG_74	Transactions	Standard Report may be generated from the Reports → Creditor → Transactions menu.
LANG_906048	Creditor Contact List	Print the contact list of all creditor (supplier) accounts.
LANG_906049	Contact List – All	Print the contact list of all contacts.
LANG_906060	Contact List – Main	Print the contact list of all main contacts.
LANG_906061	Transactions – Open Item	This is similar as the Transactions report, but lists the outstanding amounts of open item linked transactions.
LANG_906063	Selected Creditor Label	Print the postal address label of a selected creditor (supplier) account.
LANG_906064	Delivery Address Labels	Print the delivery address labels of a selected range of creditor (supplier) accounts.
LANG_906066	Selected Creditor Delivery Label	Print the delivery address label of a selected creditor (supplier) account.

- b. **Plugins** – The Plugins will be discussed in separate documentation.

C.4.2- CREDITOR (SUPPLIER) EDIT FORM

To Launch the Creditor Edit Form:

1. If you do not find a creditor (supplier) account, you may add it by clicking on the **New** button. It will launch the blank creditor (supplier) account with the next account number (e.g. C000001, etc.). You only need to enter the Name and save it. The rest of the fields are optional, but it is recommended that you fill in as much details as possible.



The following 4 screens (tabs) displays additional useful information to manage creditor (supplier) accounts:

- **Appointments** - Any events or appointments have been scheduled in the **Input → Calendar** menu for that creditor (supplier) account will be listed.
- **Documents** - Any purchase documents (Orders, Purchases and Supplier Returns documents) have been processed for that creditor (supplier) account will be listed. (this is dealt with in the Manual for Retail Entities).
- **Transactions** - Any Debit and Credit transactions have been processed for that creditor (supplier) account will be listed.
- **Bank Accounts** – This is used for the Bank Import Plugin.

Other Plugins, such as Price Agreements, etc. may also create additional tabs. These will be dealt with in separate documentation.

2. Enter and / or select the following options:

- a. **Creditor Code** - It is automatically generated.



The **Creditor Code** is automatically generated when you click on the **New** button. It is prefixed with a C, followed by 5 numeric characters. You may overtype this with your own to suit your specific requirements.

If you have created a Set of Books (Advanced option), and have set the Account code to:

- 4-digits, you may enter a 7-digit Account code (a prefix followed by 6 characters).
- 5-digits, you may enter a 8-digit Account code (a prefix followed by 7 characters).
- 6-digits, you may enter a 9-digit Account code (a prefix followed by 8 characters).
- 7-digits, you may enter a 10-digit Account code (a prefix followed by 9 characters).
- 8-digits, you may enter a 11-digit Account code (a prefix followed by 10 characters).

- b. **Name** - Enter the name (description) for the creditor (supplier).

- c. **Address** - Enter up to 3 address lines.

- d. **Postal Code** - Enter the postal code or zip code.

- e. **Country** - You may select the Country from the list, if necessary.

- f. **Phone 1** - Enter the phone number.

- g. **Phone 2** - Enter the phone number, if available.

- h. **Fax** - Enter the fax number, if available.

- i. **Website** - Enter the website address, if available.



You may double-click on the Website field to access the website of the creditor (supplier).

- j. **E-mail** - Enter the e-mail address, if available.
- k. **Tax Reference** - If creditors (suppliers) are exempt from tax, or registered for VAT/GST/Sales Tax, that tax reference should be entered in this field.
- l. **Company Reg. No.** - Enter, if available.
- m. **Contact Person** - Select a Contact Person from the list.



If no Contact Person is available, you need create it on the **Contacts** tab.

- n. **Creditor Group 1 / 2** - The Reporting group to which you wish this creditor (supplier) to be allocated.



The description of Creditor Group 1 and / or 2 you have entered on the Reporting Group Name field on the Creditor Groups tab on the **Setup → System Parameters → Groups** menu may be reflected on this screen.

- o. **Language** - Not implemented. The list of language files as maintained in the **Tools → Customise Language** menu will be listed.
3. Click on the **Delivery Address** tab and / or **Accounting Information** tab to enter additional information, select settings and accounting terms.

C.4.2.1- Delivery Address

1. The Delivery Address tab is the default when accessing the **Edit → Creditor** screen.

Delivery Address		Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts
Delivery Address	Best Street				Layout File 1 C10-Purchase		
Address 2	Halfway House				Layout File 2 C10-SupplierReturns		
Address 3					Layout File 3 C10-Order		
Postal Code	1686						
Country	Empty						
<hr/>							
Statement Message 1	2.5% Early Settlement Discount						
Statement Message 2							
Statement Message 3							

2. Enter and / or select the following on the *Delivery Address* tab, if necessary:

- a. **Delivery Address, Address 2, Address 3** - Enter up to 3 address lines.
- b. **Postal Code** - Enter the postal code.
- c. **Country** - Default is *Empty*. You may select the Country.
- d. **Message, Message 1, Message 2** and **Message 3** - Enter the message for the creditor (supplier) account. This message will be displayed on Statements generated on the **Reports → Creditor → Remittance Advises** menu.
- e. **Layout Files**



If no layout files have been selected for the creditor (supplier) on this tab, the default settings as set for Purchases, Supplier Returns and Orders (**Setup → System Parameters → Documents**) menu will be used.

- i. **Layout File 1 – Purchase Layout File** - If you have a specific purchase layout file for the this creditor (supplier), you may select it.
- ii. **Layout File 2 – Supplier Returns Layout File** - If you have a specific Supplier Returns layout file for the this creditor (supplier), you may select it.
- iii. **Layout File 3 – Order Layout File** - If you have a specific Order layout file for the this creditor (supplier), you may select it.

**Selecting Layout Files:**

If you do not wish to print stock codes on documents, you may select the following:

- The "RMInvoice". Select "RMCreditNote", "RMPurchase", "RMSupplierReturns", "RMOrders" and "RMQuotes" does not print the stock code.

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** - Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

2. Click on the **Accounting Information** tab to enter and select settings and accounting terms.
3. Once finished, click on the **Save** button. The *Creditor Account Form* will be closed and the *Creditor Accounts List* screen will be displayed.

C.4.2.2- Accounting Information

1. Click on the **Accounting Information** tab.

Delivery Address		Accounting Information		Contacts	Appointment	Documents	Transactions	Bank Accounts
Account Disabled	<input type="checkbox"/>	Bank Account Type	Arbitrair					
Open Item Account	<input type="checkbox"/>	Bank Account No.						
Due Days	30	Bank Name						
Credit Limit	10000	Use Default Account		<input type="checkbox"/>				
Charge Amount	15.00	Use Default Tax		<input type="checkbox"/>				
		Debtor Code						

2. Enter and / or select the following, if necessary:

- a. **Delivery Address, Address 2, Address 3** - Enter up to 3 address lines.
- b. **Account Disabled** - This field should not be selected (ticked) if you wish to enter and post transactions to the creditor (supplier) account. Select (tick) this field if you wish to disable the creditor (supplier) account (e.g. if you no longer do business with this creditor (supplier)). TurboCASH4 will allow you to enter transactions for the creditor (supplier), but it will not allow you to post transactions to the creditor (supplier) account. However, you will still be able to view reports for the creditor (supplier).
- c. **Open Item Account** - Select (tick) this field if you wish to allocate or link payments or supplier returns (debit transactions) to a particular purchase or credit transaction. If this field is left blank, the Balance B/F (brought forward) posting method will be used, where payments made or supplier returns made are allocated against the oldest outstanding amount.
- d. **Due Days** - Enter the number of days for the credit facility granted by the creditor (supplier).



This date will be used to calculate the date when payments are to be made to creditors (suppliers) on purchase documents (i.e. purchases or supplier returns) and via the electronic payment system in the Pay Creditors batch processing option. It will also print on purchase documents (i.e. (i.e. purchases, supplier returns or orders).

- e. **Credit Limit** - Enter the credit limit granted by the creditor (supplier). When you are processing transactions, TurboCASH4 will warn you if you are exceeding the credit limit for the creditor (supplier).



It will also display the Available Balance (i.e. Current Balance minus the Credit Limit) on purchase document entry screens (i.e. purchases, supplier returns and orders).

- f. **Charge Amount** - Enter an amount as agreed upon with your creditor (supplier).



You may generate *Multiple Transactions - Creditors with Charge Amount* option in any Batch Type or Journal (except the Receipts and Payments Batch Types). When you post this Batch, TurboCASH4 will credit (increase the creditor (supplier) account) for each of the creditor (supplier) accounts with the amount specified in this field and debit a specified account (e.g. Expense account).

- g. **Bank Account Type** - Select *Arbitrair* or *11 Proof*. This is for electronic payments made to creditor (supplier) accounts via the electronic banking system.

- h. **Bank Account No.** - Enter the bank account number, if available.

- i. **Bank Name** - Enter the bank account name, if available.

- j. **Stock File Override** - By default, the Stock File Override settings is not activated. If necessary, select the following:

- i. **Use Default Account** - By default, the "Use Default Account" option is not selected. The Purchase account, as selected on the on the **Edit → Stock Items** menu, will be used when purchase documents or orders for the creditor (supplier) is updated (posted) to the ledger.



If you activate the Use Default Account settings, you need to select a different account on the Accounts lookup facility.

When purchases or supplier returns for the creditor (supplier) is updated (posted) to the ledger, the selected Purchase account for this Stock Item will be ignored and the purchase transaction will be updated (posted) to the specified account for the creditor (supplier).

- ii. **Use Default Tax** - By default, the "Use default tax" option is not selected. The Input Tax Account, as selected on the on the **Edit → Stock Items** menu, will be used when purchases or supplier returns for the creditor (supplier) is updated (posted) to the ledger.



If you activate the Use Default Tax settings, you need to select a different VAT/GST/Sales Tax account or code on the Tax Lookup.

When purchases or supplier returns for the creditor (supplier) is updated (posted) to the ledger, the selected Tax account or code for this Stock Item will be ignored and the Input VAT/GST/Sales Tax transaction will be updated (posted) to the specified VAT/GST/Sales Tax account or code for the creditor (supplier).



Do not select this option, if you are not registered for VAT/GST/Sales Tax, or if multiple Tax codes (accounts) is applicable to the transactions with the creditor (supplier).

- k. **Debtor Code** - Enter the debtor code, if available.

3. Click on the **Save** button. The *Creditor Account Form* will be closed and the *Creditor Accounts List* screen will be displayed.

C.4.2.3- Contacts

You may add, delete or enter contact persons for the creditor (supplier). A list of all contact persons linked to the selected creditor (supplier) account, you have created, edited or deleted, in the following menus:

- **Input → Calendar**
- **Edit → Contacts**
- **Edit → Delete → Contacts**
- **Reports → Contact Listing**



Deleted contact persons will be removed from this list.

Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts									
New		Edit		Delete		Search		Auto Copy Info <input checked="" type="checkbox"/>	
First Name	Name	Title	Address	Address 2	Address 3	Phone 1	Phone 2	Fax	
► Mike	Davies	Mr.	P O Box 333	Halfway House		(011) 315-1225	083 286-8763	(011) 315-1226	

This will display the First Name, Name, Address, Address 2, Address 3, Phone 1, Phone 2, Fax and E-mail address.

C.4.2.4- Appointment

All scheduled *Creditor Appointments* (events) added in the **Input → Calendar** for the selected creditor (supplier) account will be listed here.

Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts				
Start Time	End Time	Description	Notes	
► 2011/05/10 02:00:00	2011/05/10 02:30:00	000002 BEST Suppliers Empty Empty	Price Agreements	



You may click on the column headings (i.e. Description or Notes) to change the sort sequence from the ascending to the descending sequence.

You may click on any of the column headings (i.e. Start Time, End Time, Description or Notes) and drag it to the left or right to change the sequence in which to display the columns.

C.4.2.5- Documents

All purchase documents (i.e. Purchases, Supplier Returns and / or Orders) which have been processed for the selected creditor (supplier) account will be listed here. These documents need not to be updated (posted) to the ledger.

Delivery Address Accounting Information Contacts Appointment Documents Transactions Bank Accounts					
Document No.	Date	Description	Printed	Amount Inclusive	Reference
► DR000001	2011/03/01		1	1140.00	AAB234GP
PU000001	2011/03/14		1	1140.00	AAB234GP

Print
Layout File
Send Report to
Screen

The options are as follows:

1. **Print** button - This will print the selected document to the default or selected output method.



You may also double-click on a selected document to print it.

2. **Layout File** - This is by default blank. The selected document will be printed using the layout file as set in the Documents Setup (**Setup → System Parameters → Documents** menu) for Purchases, Supplier Returns and Orders.



You may change the layout file by selecting your own layout file from the list. These layout files are stored in the **TCASH4\plug_ins\reports\DOCUMENTS\DOCUMENTS** directory of your system.

The stock code may consist of up to 15 digits.

See Setup Documents:

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

3. **Send Report to** - The default option as set in the *Output Method* field on the **Setup → System Parameters → Company Info (Options)** or **Setup → System Parameters → Access Control (Reports Access)** menu. You may change this to any other option (i.e. Screen, Printer, File, E-mail or Fax), if required.



You may click on the column headings (i.e. Document Number, Date, Description or Reference) to change the sort sequence from the ascending to the descending sequence.

You may also click and drag any of the column headings to the left or right to change the sequence in which the columns are to be displayed.

C.4.2.6- Transactions

Any transactions which have been processed for that creditor (supplier) account will be listed:

- **Batch (Journal) Transactions** which have been updated (posted) to the ledger.
- **Document Transactions** (i.e. Purchases and Supplier Returns) which have been updated (posted) to the ledger.

Transactions					Bank Accounts
Total -2670.00					Due -2670.00
Debit					
Reference	Description	Date	Amount	Outstanding	
► 108	Payment on Account	2011/03/30	750.00	0.00	
Credit					
Reference	Description	Date	Amount	Outstanding	
► PU0000002	Purchases /IN0014	2011/03/15	- 1 710.00	- 1 710.00	
PU002	Install Built-in Cupboards	2011/03/06	- 1 710.00	- 960.00	

It will list transactions as follows:

1. **Debit** - Documents (i.e. Supplier Returns), Purchase Returns Journal, Payments Journal, Opening Balances take-on, etc. It will list any transactions, for which amounts are entered in the Debit column of batches.
2. **Credit** - Documents (i.e. Purchases), Purchase Journal, Generate Multiple Transactions (Creditors with charge amount), Opening Balances take-on, etc. It will list any transactions, for which amounts are entered in the Credit column of batches.



You may click on the column headings (i.e. Reference, Description, Date, Amount or Outstanding) to change the sort sequence from the ascending to the descending sequence. You may also click and drag any of the column headings to the left or right to change the sequence in which the columns are to be displayed.

C.4.2.7- Bank Accounts

This allows you to use references for the Bank Import Plugin.

Bank Accounts				
New	Remove			
Bank Account No.				
►				

C.5- WORKING WITH BATCHES (JOURNALS)

All source documents such as receipts, cheque counterfoils, etc. are entered in their respective batches or books of prime entry.

To enter or capture data in a batch consists basically of 7 easy steps, once you have selected the required batch:

1. Set the options or defaults for the batch. (You only need to set the options once, unless your requirements change).
2. Enter the alias (name for the batch). (This will help you to identify the batches when generating batch type reports, export / import posted batches, etc.).
3. Select whether you wish your transactions to be inclusive or exclusive of VAT/GST/Sales Tax (If you do not use VAT/GST/Sales Tax, you may ignore this option). If no Tax (VAT/GST/Sales Tax) is applicable to all of the transactions in the batch, you may hide the Tax column and the Tax lookup facility in the Batch Setup.
4. Enter the transactions in the batch. ("Capture" the data).
5. Balance the batch.
6. List the batch and retain the batch listing with your source documents.
7. Post the batch to the ledger.



TurboCASH allows you to enter or capture your transactions whenever you wish. You may capture the transactions on a daily basis and exit the batch screen without posting the batch to the ledger before proceeding to steps 5 and 6. The data will not be lost.



It is a good idea to check the data entered in a batch from the batch listing before posting it to the ledger. If you have made any mistakes, now is the time to fix them. To correct errors within posted batches, another Batch Entry needs to be generated.

C.5.1- SELECTING THE BATCH TYPE

These are so named because all transactions of the same type are grouped together as a "batch" (for example, all the receipts or, all the purchases).

Batch Types are added / renamed and / or edited in the **Setup → System Parameters → Batch Type** menu.

The following are the most commonly used batch types are included in the Sets of Books:

- **Sales Journal** - This journal or book is used to record your sales for the day. You would record the invoice number, date of invoice, invoice details, the debtor (who you sold to), Output VAT/GST/Sales Tax (if you are registered for VAT/GST/Sales Tax) and the amount you charged the customer - including or excluding VAT/GST/Sales Tax, depending on your requirements.
- **Purchases Journal** - This journal is used to record all the purchases, which were made in the normal operation of your business. Details which would be recorded include the supplier invoice or other number (as a reference), the date of the purchase, purchase details, from whom you purchased, Input VAT/GST/Sales Tax (if you are VAT/GST/Sales Tax registered and if applicable) and the amount you were charged, including or excluding VAT/GST/Sales Tax, depending on your requirements.
- **Cashbook** - This is made up of both the Receipts and Payments Journals. The Receipts and Payments Journals of the Cashbook are reconciled with a bank statement.
 - **Receipts Journal** - All deposits, along with the date of the deposit, the name of the depositor and the amount are recorded in this book. For debtors it would have the effect of debiting the bank account and crediting the debtor, after the debtor has been debited through the Sales Journal.

- **Payments Journal** - All payments made, along with the date, detail and amount are recorded here. Payments would have the effect of debiting the creditor or the expense, and crediting the bank.
- **General Journal** - This book is used to enter all your opening balances, correct any errors you have made and process items like depreciation of assets and the payroll. Depending on the need, the payroll (or any other journal) for example, can be set up as separate batch type and it will then be possible to generate a separate report for that function will then be generated. Other journals that may be required are the sales returns or debtor allowances journal, petty cash journal, depreciation journal or payroll journal.

To select and open a batch:

1. Click on the **Batch Entry** icon. You may also click on the **Input → Batch Entry** menu option. Alternatively, press the **F2** key on your keyboard. The *Batch Type* screen is displayed:

Batch Name	Contra Account	Debit / Credit Unposted
Sales Jnl	010000 Sales	2 850.00 / 2 850.00
Receipts Jnl	810000 Current Bank Accou	8 000.00 / 8 000.00
Payments Jnl	810000 Current Bank Accou	2 175.00 / 2 175.00
General Jnl	999000 Suspense Account	0.00 / 0.00
Purchase Jnl	750000 Stock Control Accou	2 850.00 / 2 850.00
Cost of Sales		0.00 / 0.00
Petty Cash	720000 Petty Cash	67.00 / 67.00
POS Jnl		0.00 / 0.00
Sales Returns	010000 Sales	513.00 / 513.00
Purchase Returns	750000 Stock Control Accou	513.00 / 513.00
Sales Jnl		

Open Cancel

Colour Coding of Batch Types

Blue - Payment and Receipt Batch Types or Journals, which are linked to Bank Accounts.

Black - All other batches (journals).

Grey - Batches or Journals, for which a user's access have been restricted or blocked in the **Setup - System Parameters - Access Control** menu option.

Right-click on any of these batches to access the Batch Processing options from a context menu.

2. Select the batch from the list and click on the **Open** button. The *Batch Entry* screen for the selected Batch Type will be displayed.



Once the options for a batch or journal has been set up, the Contra Account code and name or description, will be displayed. If the options for a batch or journal, which have not yet been setup, it will display no Contra Account.

If you access a batch type and the contra account is for example, displayed as the Sales account (010), you may change the contra account when you set the options for a batch.

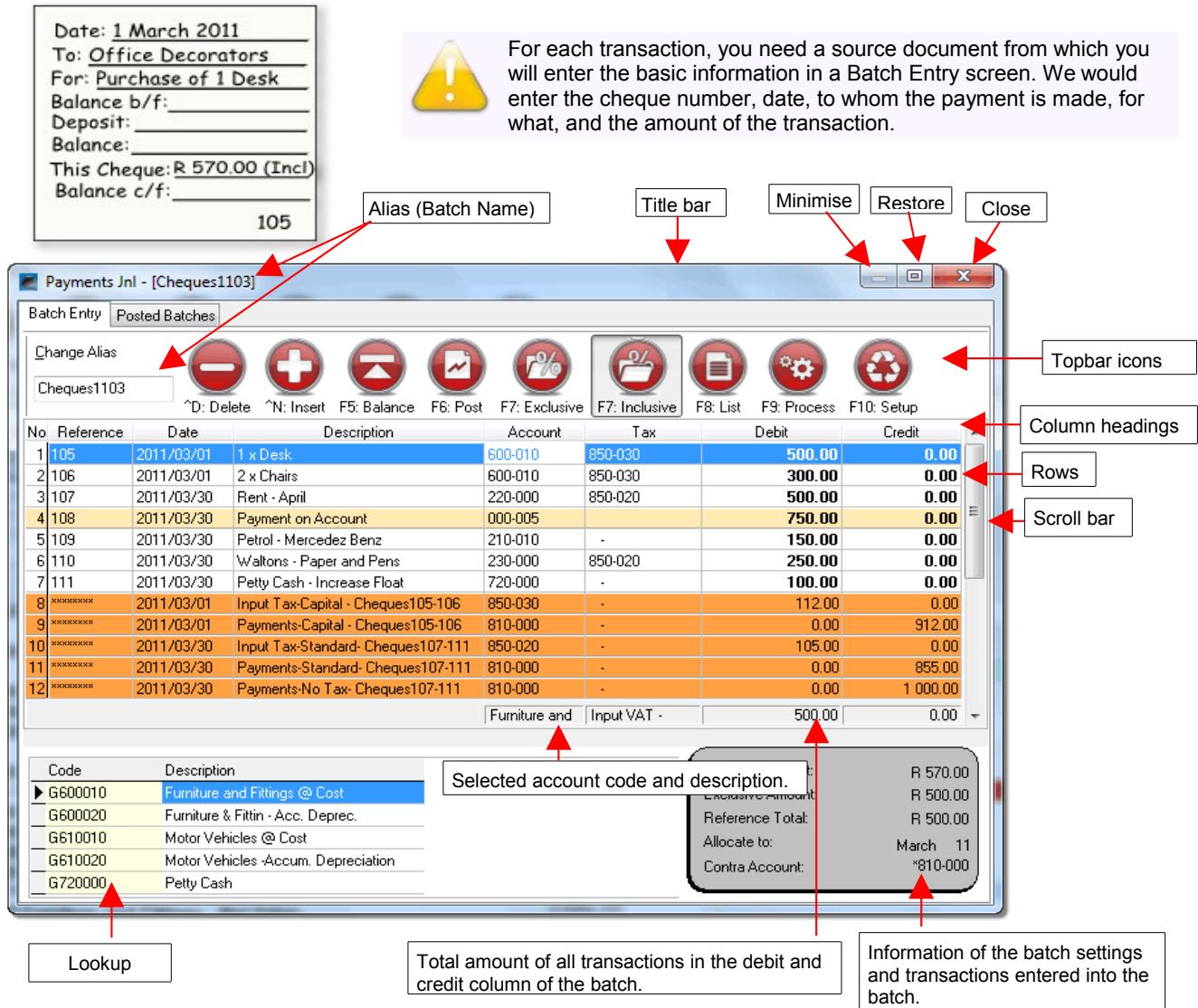


If any transactions have been entered into a batch (journal), the total amount of the transactions entered in the debit column and / or the total amount of the transactions entered in the credit column will be displayed as unposted.

If the batch is in balance (amounts of equal value is entered in the debit and credit columns or if the batch has been balanced), the debit and credit amounts will reflect the same value.

C.5.2- THE BATCH ENTRY SCREEN

In this section we will explain the basic layout and principles of the Batch Entry screen.



C.5.2.1- Title bar

Displays the name of the selected batch accessed from the batch type screen. The name of the selected batch (between square brackets in the title bar), may be changed in the Change Alias field to reflect the batch name for the specific transactions entered into the selected batch.

Once the batch is posted or updated to the ledger, the batch name will make it easier if you need to identify the specific batch to generate a batch type report, export the posted transactions in the posted to a file or to reverse the posted batch.

C.5.2.2- Speed Buttons or Icons

These speed buttons or icons are conveniently placed below the title bar on the Batch Entry screen to allow you to access the most frequently used options with ease. Each of the speed buttons has a shortcut key to access the required option from your keyboard.

C.5.2.3- Column Headings

Column headings - Show where to enter the basic information:

Column Heading	Description
Reference number:	The number of the document, which contains the details of the transaction. It may be a cheque, deposit, receipt, invoice, etc.
Date:	The date of the transaction. This date must be a valid date within any accounting period within a financial year.
Description:	A brief description of the details of the transaction.
Account:	The account which must be debited or credited with the transaction.
Tax:	<p>The tax account - the correct tax code must be selected if you are registered as a VAT/GST/Sales Tax Vendor and / or if VAT/GST/Sales Tax is not applicable to an entry or transaction. The Tax amount will be calculated automatically based on the percentage of the selected tax code.</p> <p>If you are not registered as a VAT/GST/Sales Tax Vendor, and / or if VAT/GST/Sales Tax is not applicable to all the transactions in the batch or journal, you may select to hide the Tax column for the specific batch or journal.</p>
Amount:	The amount of the transaction. If VAT/GST/Sales Tax is applicable, it may be inclusive or exclusive of Tax (VAT/GST/Sales Tax).

C.5.2.4- Transaction Lines (Rows)

For each source document or transaction you need to enter the basic information in a row on the Batch Entry screen. Should you, for example, make one payment or issue a cheque for petrol and repairs and wish to allocate the petrol to one account and the repairs to another account, you need to enter each of these items (parts of a transaction) in 2 separate rows. You will still need to use one reference number (same cheque number) for both transactions. You will then have one source document (cheque) with 2 entries representing 2 transactions with the same party.



The descriptions entered in the description fields should be entered sensibly; they should enable anybody to determine the origin and nature of the transaction.

C.5.3- SETTING UP YOUR BATCHES

Because of the double-entry accounting concept each debit transaction requires an equal credit transaction and *vice-versa*. The following are 3 options available for creating this contra transaction:

1. You can enter the equal but opposite transaction (CONTRA ACCOUNT) yourself.
2. You can set up the whole batch to have one CONTRA ACCOUNT.
3. You can set up each transaction to have a CONTRA ACCOUNT.

If you set up a contra account for the entire batch, when you balance the batch, *TurboCASH* will generate the transaction to the contra account for the total amount of all the transactions. For example in the SALES JOURNAL you would set up the contra account to be the SALES account and enter all the DEBIT transactions for the various debtors. When you balance the batch, *TurboCASH* generates a CREDIT transaction to the sales account.

If you set up the contra account per line, each time you select an account, you also select a contra account. In this way you can select a different contra account for each transaction. When you balance the batch, *TurboCASH* will generate all the transactions to all the contra accounts. In the case of the Payments and Receipts Journal, the contra account is always the Bank Account and cannot be changed.

TurboCASH also allows you to set the following **advanced options** for each batch or journal to make the entering and processing of transactions easier, faster and more accurate:

1. **Always Balance** - Automatically balance the transactions in the batch or journal
2. **No Tax** - Hide the Tax column in the batch or journal entry screen as well as the Tax Account Search or Lookup Facility. This option should only be used if no VAT/GST/Sales Tax is applicable to all transactions entered in the batch or journal or if the user is not registered as a VAT/GST/Sales Tax Vendor.
3. **Not Open Item Batch** - Disables the Open Item Selection and Open Item confirmation messages
4. **Remember Tax on Contra Account** - Save the settings for tax on the Contra Account.
5. **Remember Contra on Account** - Save the settings for the Contra Account (Balancing Entry) on the selected Account.
6. **Account code lookup type** - Select to filter list of accounts to be displayed in the lookup facility:
 - All** - select to display all accounts (i.e. General Ledger, Debtors, Creditors and Special Ledgers).
 - General Ledger** - select to display all General Ledger Accounts (excluding Debtors, Creditor and Special Ledgers). Examples would be if only need to enter and process transactions which does not apply to Debtors or Creditor Accounts, e.g. Depreciation or adjustments to General Ledger Accounts in the General Journal. Other examples would be cash purchases in the Payments Journal or Petty Cash Payments Journal which need to be allocated to the Expense and Asset Accounts).
 - Debtors** - select to display only Debtor Accounts (excluding General Ledger, Creditors and Special Ledgers). An example would be if only sales invoices are batched and entered into the Sales Journal for which you only need to select the Debtor Accounts. Another example would be if you only batch or group deposits (receipts) for payments received from Debtors.
 - Creditors** - select to display all Creditor Accounts (excluding General Ledger, Debtors, and Special Ledgers). An example would be if only purchase invoices (received from creditors) are batched and entered into the Purchase Journal for which you only need to select the Creditor Accounts. Another example would be if you only batch or group a payments (cheque counterfoils or payment remittance advises) for payments made to Creditors.
 - Special Ledgers** - select to display all Special Ledger Accounts (i.e. General Ledger, Debtors and Creditors).
7. **Contra Account code lookup type** - Select to filter list of accounts to be displayed in the lookup facility for Contra Accounts or Balancing Transaction Accounts:
 - All** - select to display all accounts (i.e. General Ledger, Debtors, Creditors and Special Ledgers).
 - General Ledger** - select to display all General Ledger Accounts (excluding Debtors, Creditor and Special Ledgers).
 - Debtors** - select to display only Debtor Accounts (excluding General Ledger, Creditors and Special Ledgers).
 - Creditors** - select to display all Creditor Accounts (excluding General Ledger, Debtors, and Special Ledgers).
 - Special Ledgers** - select to display all Special Ledger Accounts (i.e. General Ledger, Debtors and Creditors).

Once the batch is in balance, it is POSTED to the ledger. This will update the entire general ledger accounts (chart of accounts) which you have set up.

Remember that it is easy to correct a transaction while it is still in the batch, but once it is posted, you will have to post an opposite transaction to correct it. For this reason it is a good idea to complete all your transactions and do your bank reconciliation BEFORE posting your payments and receipt batches (Note that, if you are working on a network version of TurboCASH, you cannot reconcile unposted items created on the "client machines").

It is also a good idea to make a **BACKUP** before posting, in case there are any incorrect allocations in the batch. If there are, it is easy to simply restore your data from your backup and correct the allocations before updating the transactions to the ledger again.

C.5.4- POSTING TO THE LEDGER

Once all your transactions have been captured, they must be posted to the Ledger. The General Ledger records all transactions into "T" accounts. Each "T" account is represented by a Chart of Accounts number (see planning your Chart of Accounts). Each Chart of Account number represents an expense or income account, an asset or liability.

After posting your transactions to the Ledger, the General Ledger, Debtor's Ledger, Creditor's Ledger and Stock Ledger will automatically be updated. You may then generate a trial balance for the general ledger accounts giving you a list of the accounts and the value of the transactions as well as a profit / loss analysis. You may also generate a host of reports for the General Ledger, Debtor's Ledger, Creditor's Ledger and Stock Ledger.



In trying to bridge the gap between manual and computerised bookkeeping, TurboCASH has been written and designed to work as closely to manual books as possible.

C.6- WORKING WITH DOCUMENTS

C.6.1- BASICS OF DOCUMENT PROCESSING

Documents will create the necessary transactions and it will also generate the necessary source documents. Documents may be printed, reprinted, etc. in various layout files.

C.6.1.1- Documents Settings Check List

Setup of Documents is a once off process:

1. **Setup → System Parameters → Documents** – Check document numbers, messages, set Layout files, etc. - (See Chapter E.3.2.4 of MODULE E).
2. **Setup → System Parameters → Groups** menu – 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 Chapter E.3.2.5 of MODULE E).
3. **Setup → System Parameters → Salesperson** – Add Salespersons. - (See Chapter E.3.2.10 of MODULE E).
4. **Setup → System Parameters → Batch Types** – Add Cost of Sales Batch (only to be used with Cost of Sales settings for the Default Stock Type). - (See Chapter E.3.2.2 of MODULE E).
5. **Setup → System Parameters → Stock Information** menu – Unit Prices, Selling Price Descriptions, Default Selling Price.

For the purposes 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 Chapter E.3.2.12 of MODULE E).

6. **Edit → Accounts** menu – Create a Cost of Sales account for Trading Stock. - (See Chapter F.1 of MODULE F).
7. **Edit → Creditor** menu – Create a Sundry Supplier account. - (See Chapter F.2 of MODULE F).
8. **Edit → Debtor** menu – Create a Cash Customer and Linking Debtors to a Salesperson. - (See Chapter F.3 of MODULE F).

C.6.1.2- Steps of Document Processing

Once documents are setup and configured, the process to create documents consists basically of the following easy steps:

1. Access the document type e.g. Invoices
2. Click on the **New** button.
3. Select the Debtor Accounts / Creditor Accounts.
4. The Document Entry screen for the selected document type and Debtor / Creditor will be displayed. All the relevant details as entered and set in the Edit Debtor / Creditor account and Messages, etc. Document Setup is displayed.
5. Select the Stock Code. The default selling price or purchase price will be displayed. Enter the quantities, if the default 1 is not applicable.
6. Click on the **OK** button and print the document (Invoice)
7. Post the batch to the ledger.

C.6.1.3- Options to Create Documents

Documents may be created from the following menus:

- **Input → Documents** menu.
- **Input → Calendar (Repeating Invoices)**.
- **Input → Calendar (Invoices for Hours)**.

C.6.2- DOCUMENT SELECTION SCREEN

This is the first screen displayed when you access the Documents in your Set of Books. At first, when you start a new Set of Books, and have not processed any documents (or any documents for a specific document type), this list will be empty.

To Access the Document Selection Screen:

1. Click on the **Documents** button on the Sidebar (Quick menu), or on the **Invoice** icon on the Topbar.



Spacebar – or – F6 (Invoices)

- Credit Notes (**Alt + F5**)
- Quotes (**Alt + F9**)
- Purchases (**Alt + F8**)
- Supplier Returns (**Alt + F10**)
- Orders (**Alt + F7**)



You may also click on the down arrow of the Invoice icon to select a specific sales document (Invoices, Credit Notes or Quotes) or Purchase documents (Purchases or Orders) or the Point-of-Sale Invoice option.



In addition to these access options, you may also press the **F6** key on your keyboard to access the Document Selection screen for Invoices, or press various other combinations of short-cut keys on your keyboard, to access the Document Selection screen for a specific document type.

2. The Document Selection screen is displayed:

Account No.	Description	Document No.	Reference	Amount Incl.	Due	Amount Excl.	Tax Amount	Date	Document Group
D00002	Mr Mike Davies	IN000004	IB-102	1 710.00	1710.00	1 500.00	210.00	2010/03/15	Document Group 1A
D00002	Mr Mike Davies	IN000005		1 140.00	1140.00	1 000.00	140.00	2010/04/07	Document Group 1A
D00002	Mr Mike Davies	IN000007		1 710.00	1710.00	1 500.00	210.00	2010/04/10	Document Group 1A
D00003	Mr Roger Smith	IN000006		3 420.00	3420.00	3 000.00	420.00	2010/04/09	Document Group 1B
D00003	Mr Roger Smith	IN000008		2 280.00	2280.00	2 000.00	280.00	2010/04/11	Document Group 1B
D00005	Mr AB Green	IN000001	RF-101	1 140.00	0.00	1 000.00	140.00	2010/03/13	Document Group 1B
D00005	Mr AB Green	IN000003	PH-101	1 140.00	280.00	1 000.00	140.00	2010/03/15	Document Group 1B
D00006	MAC Restaurant	IN000002	IB-101	1 710.00	1710.00	1 500.00	210.00	2010/03/14	Document Group 1A



The Background colour and the Font colour may be set for each Document Group 1 (in the **Setup → System Parameters → Groups** menu).



HandyTools Plugin – Colour Conditions may be for any of the available data in the Dialog when adding an Expression. In this example, the Background colour is yellow and the Font colour is set to Red to show which documents are not printed yet. The Expression for this, is:

DATA.BPRINTED='0'.

Once the document has been printed, the colours as set for Document Reporting Group 1 will be displayed.

3. Sidebar buttons - The following buttons (quick links) are available:

- **Documents** – Invoices, Credit Notes, Quotes, Purchases, Supplier Returns and Orders.
- **Creditor (Edit → Creditor menu) (F4)**
- **Debtor (Edit → Debtor menu) (F5)**

4. Document Type - Select one of the six (6) document types (i.e. Invoices (default), Credit Notes, Quotes, Purchases, Supplier Returns or Orders) if the correct one is not displayed.

5. Buttons - By default the following buttons are available:

- **New** - create a new document for the selected document type.
- **Edit** - Edit or change a selected document from the list.
- **Print** - Print a selected document.



If you activate (tick) the *Document Posting* option on the **Setup → System Parameters → Access Control (Documents tab)**, it will add the following two (2) buttons underneath the **Print** button:

- **Posting** - This will allow you to launch the Update Ledger screen to post Invoices to the ledger.
- **Delete** - This will allow you to delete an unposted document.

6. Line Count – This will display the number of records (rows / documents) that is available on the list. The number of records will indicate the number of records that matches your filter / search criteria.

7. Layout File – Default is displayed. The global settings for layout files are done by selecting a Layout file for each document type on the **Setup → System Parameters Documents** menu.



Specific Layout files may also be selected for:

- Each debtor (customer / client) account by selecting a different layout file in the Layout File 1 (Quotes), Layout File 2 (Invoices), Layout File 3 (Credit Notes) in the **Edit → Debtors** menu.
- Each creditor (supplier) account by selecting a different layout file in the Layout File 1 (Orders), Layout File 2 (Purchases), Layout File 3 (Supplier Return) in the **Edit → Creditors** menu.

The global settings will be over-ruled.



Selecting Layout Files:

If you do not wish to print stock codes on documents, you may select the following:

- The "RMInvoice". Select "RMCreditNote", "RMPurchase", "RMSupplierReturns", "RMOrders" and "RMQuotes" does not print the stock code.

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

8. Send Report to – Screen, Printer, File, E-mail or Fax.

9. Printer Setup – The default printer may be set in the **Setup → Preferences → Printer** menu. If you have not selected (not ticked) the "Use Multiple Printers" field on the "Printer settings" screen, you may click on the **Page** button to set the page and printer options.



If you have selected (ticked) the "Use Multiple Printers" field, you may click on the **Page** button of the "Printer settings" screen to select the any available printer (properly configured on your system) for the First Printer, Second Printer, Barcode Printer and / or Label Printer. You may also set the page and printer options for each of these, if necessary.

10. Search by – Once you have selected a document type, you may filter and search by columns and / or document update status (posted, unposted and / or all).



If you click on the Show All Items list, it will list all Document Group 1 items (in the **Setup → System Parameters → Groups Document Groups 1** menu). You may select any of the available groups from the list and click on the **Filter** button. Only those documents matching the selected Document Group 1, will be listed.

11. Layout File 2 – To be advised.

C.6.2.1- Options to Locate / Find / Filter Documents

These options allows you to locate of find specific documents on the fly.

C.6.2.1.1- Document Type

Select one of the six (6) document types (i.e. Invoices (default), Credit Notes, Quotes, Purchases, Supplier Returns or Orders) if the correct one is not displayed.

C.6.2.1.2- Posted / Unposted / All

For each document type, you may select the following options:

- **Posted** - Only those documents which have been updated (posted) to the ledger. You may not edit these. Incorrect Invoices need to be corrected with a Credit Note. Incorrect Purchases needs to be corrected with a Supplier Return document.
- **Unposted** - Only those documents which have been updated (posted) to the ledger. If any documents are incorrect, you may edit these documents.
- **All** - All documents whether these have been updated (posted) to the ledger or not.

C.6.2.1.3- Column Headings

All the data for each of your sales documents and purchase documents are listed in columns. To view change the sequence in which the data is displayed, you may:

- **Scroll bars** - Scroll to the right or to the left on the horizontal scroll bar to view the information.
- **Sequence of rows** - Click on any of the column headings to change the sorting sequence of the documents listed in the descending or ascending sequence.
- **Sequence of columns** - Click on a column heading and drag it to the right or to the left to change the sequence in which the columns need to be displayed.

The information and details of each document will be listed in the following thirty-one (31) columns:

- a. Account No. (Debtor Code / Creditor Code)
- b. Description (Name of Debtor / Creditor Account)
- c. Document Number
- d. Reference
- e. Due
- f. Amount Inclusive
- g. Amount Exclusive
- h. Tax Amount
- i. Date
- j. Document Group 1
- k. Document Group 2
- l. Salesperson

- m. Printed - The number of times the document have been printed. The value of 0 means the Document have never been printed.
- n. Due Date
- o. Message
- p. Message
- q. Message
- r. Delivery Address 1
- s. Delivery Address 2
- t. Delivery Address 3
- u. Delivery Postal Code
- v. Delivery Address Country 1
- w. Address 1
- x. Address 2
- y. Address 3
- z. Postal Code
- aa.Country
- ab.Invoice Address Company
- ac.Invoice Address Contact
- ad.Delivery Address Company
- ae.Delivery Address Contact

C.6.2.1.4- Filter and Search Options

You may use the filter options to find a specific document, or all documents with the same values, for example, in a specific city.

1. The filter options will display only those documents in your search or filter criteria. To do this, you may:
 - a. **Field** - The default option is none. It will list all the column headings. You may select any of these as an option.
 - b. **Like** - Operator to find all documents with the same value, values greater than, smaller than, greater than or equal to, smaller than or equal to the values you have selected, or wish to enter.
 - c. **Value** - Enter the value for the field type you have selected, for example, Postal Code (if you have selected Postal Code as the Field option).
2. Once you have selected or specified the search criteria, click on the **Filter** button. Only those documents as in your search or filter criteria or options will be listed.
3. If you need to clear your filter options and values, click on the **Clear** button. You may also click on any of the column headings to change the sorting sequence of the debtor (customer) accounts listed.



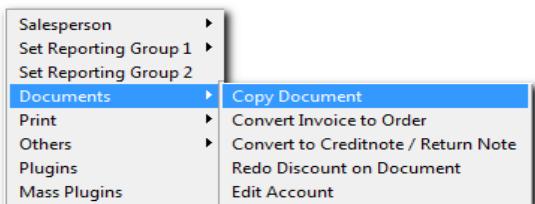
The Line Count will show the number of records (documents) that matches your search or filter criteria.



You may also search for documents in the Investigator screen (**Tools** → **Search (Ctrl + F3)**) menu.

C.6.2.2- Document Selection Screen Context Menu

Right-click to display the following menu:



The options are as follows:

1. **Salesperson** – Change the Salesperson (as added in the **Setup → System Parameters → Salesperson** or **Setup → System Parameters → Groups (Salespersons)** menus).
2. **Set Reporting Group 1** – Change the reporting group of a document, if Reporting Group 1 was set for Documents (as added in the **Setup → System Parameters → Groups (Document Groups 1)** menu).
3. **Set Reporting Group 2** – Change the reporting group of a document, if Reporting Group 2 was set for Documents (as added in the **Setup → System Parameters → Groups (Document Group 2)** menu).
4. **Documents**

- **Copy Document** – Create an exact copy of a selected document and add it as a new document to the list.
- **Convert Invoice to Order** – Create an Order from a selected Invoice. The Creditor Accounts screen will be displayed on which you need to select a creditor (supplier) account. This will add it as a new document to the list of Orders. You may edit the Order and then Convert the Order to a Purchase Document.
- **Convert to Credit Note / Return Note** – Create an Credit Note for an Invoice. For Purchases, it will create a Supplier Return Note.



Only available for Invoices / Purchases document type. Unposted Invoices and Purchase documents may be edited changed before it is posted (updated to the ledger).

- **Convert Documents to a Single Document** – This will convert multiple selected Quotes or Orders to a single document.



This option is not available for other document types (Invoices, Credit Notes, Purchases and Supplier Return documents).

- **Redo Discount on Document** – This will refresh the discount on a selected document.
- **Edit Account** – Edit an account for a selected document:
 - Debtor Accounts - Sales document (Quote, Invoice or Credit Note).
 - Creditor Accounts - Purchase document (Order, Purchase or Supplier Return).
- **Change Account** – Select another account for a selected document:
 - Debtor Accounts - Sales document (Quote, Invoice or Credit Note).
 - Creditor Accounts - Purchase document (Order, Purchase or Supplier Return).



Change Account will only be available / displayed for unposted documents.

- **Create Purchase on Default Supplier 1** – This option will only be available for Purchase documents.



This option will only be available for Orders. It will create a purchase document for the default creditor (supplier) account as set in the **Edit → Stock Item** menu.

5. Print

- **Print Barcodes** – This will print only the barcodes of all stock item codes included on a selected document(s).
- **Print Labels** – This will only print the name (account description) of a debtor customer / client on a selected sales document. In the case of a purchase document, it will print the name (account description) of the creditor (supplier).

• Others

- **Import** – This option allows you to import a exported document from a valid existing export.txf file. TurboCASH Data Exchange files are Exported (created) in the **Tools → Export (Documents)** menu.
- **Totals** – This will list a summary of the Exclusive, Inclusive, Open amounts and the records on an Information screen.



The results may be selected and copied to any other text editor or other external program.

- **Show Details** – This will display a mouse-over screen displaying the details (i.e. account description, document number, stock description, quantity and amount (inclusive of tax) of the selected document.
- **Open Item Link** – This will launch the Open Item Link screen displaying the transactions of the debtor (customer / client) or creditor (supplier) account on a selected document.



Only available for Invoices / Purchases document type.
This option is not available for other document types (Quotes, Credit Notes, Orders and Supplier Return documents).

- **Plugins** – Launch some actions if plugins are activated.

- **Mass Plugins** – Launch the mass actions (multiple actions), if plugins are activated and supported.



The Plugins will be discussed in separate documentation.

C.6.2.3- DOCUMENT ENTRY SCREEN

Once you have selected a specific Document Type and the Debtor account or Creditor account or an existing Document (to edit), the Document Type Entry (Invoice, Credit Note, Quote, Purchase, Supplier Returns or Orders) screen will be initiated.

This Document Entry screen displays similar information as found in a source document (e.g. Invoice, etc.) such as the details of the selected Debtor or Creditor account, etc. You only need to select the stock items, enter quantities, discounts, comments, etc. or to edit the transactions, discounts, comments, etc.

Once a document (Invoices, Credit Notes, Purchases or Supplier Returns) have been updated (posted) to the ledger, you cannot edit or change these documents.

The Document Entry screen can be accessed for existing Invoices, Credit Notes, Purchases or Supplier Returns as follows:

1. **Unposted documents** - This is the default option on the Document Selection screen. Any document (Invoice, Credit Note, Quote, Purchase, Supplier Returns or Orders) may be edited, if it is not yet updated or posted to the ledger.
2. **Posted documents** - If you deselect (remove the tick) in the Unposted option on the Document Selection screen, you may view the documents as they were originally processed in the Document Entry screen before these documents were updated (posted) to the ledger.



Quotes and Orders will not be listed, if the Unposted field is not selected on the Document Selection screen. The reason for this is, that quotes and orders cannot be posted (updated) to the ledger. Quotes need to be converted to Invoices and Orders need to be converted to a Purchase documents.

C.6.2.4- Document Entry Screen (Unposted Documents)

The Document Entry screen is as follows:

000005 Invoice Entry IN000001 Mr AB Green																							
Your Reference REP-101	Document Group1 Document Group 1A	Date 2011/03/13	Contra Account: Standard	<input type="checkbox"/> Posted																			
Salesperson Russell	Document Group2	Due Date 2011/04/12																					
Postal Address Company: Mr AB Green Contact: Andrew Green Address: PO Box 1111 Address 2: Lakeside Address 3: Johannesburg Postal Code: 2122 Country: South Africa		Delivery Address Mr AB Green Andrew Green Green Street Lakeside Johannesburg 2123 South Africa		Message 30 Days Net This quote is valid for days only. Ref: QU000001 Tax Reference 11111111																			
Open Fast Add ^D: Delete ^N: Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete All F11: Copy																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item Code</th> <th>Description</th> <th>Qty Order</th> <th>Qty Ship</th> <th>Tax</th> <th>Unit Excl.</th> <th>Disc.</th> <th>Amount Excl.</th> </tr> </thead> <tbody> <tr> <td>SALES-NS</td> <td>Sales (No Stock) Repairs to roof</td> <td>1.00</td> <td>1.00</td> <td>Output VAT</td> <td>1 000.00</td> <td>% 0</td> <td>1 000.00</td> </tr> </tbody> </table>								Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.	SALES-NS	Sales (No Stock) Repairs to roof	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00
Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.																
SALES-NS	Sales (No Stock) Repairs to roof	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00																
Debtor 000-005 Invoice No.		Current Balance 7720.00 Available Credit Limit 10000.00 Disc%	Gross Weight 0.00 Net Weight 0.00	Exclusive Total 1000.00 Tax 140.00 Total Discount 0.00 Invoice Total 1140.00	Payments 0.00																		
Fast add item (stock code / barcode / serial)																							
				Cancel	OK																		



The layout of the Document Entry screen displays all active fields, which may be edited (options to select and entering or editing of data) first, and all other fields (which cannot be changed) is displayed in the bottom section of this screen.

The Document Entry screen consists of the following sections:

2. **Title bar:** - Displays the following:
 - **Account Number or Code** of the selected Debtor account or Creditor account for which you need to create a document will be displayed.
 - **Document Type** - Invoice, Credit Note, Quote for sales documents or in the case of creditor (supplier) or documents it will display Purchase, Supplier Returns or Orders.
 - **Document Number** - If you create a new document; the next document number will be displayed (as generated). If you have selected a specific document to edit, the number of the selected document will be displayed.



It is recommended that you check your document numbers and change the document numbers, if necessary in the **Setup → System Parameters → Documents** menu before starting to process your first document.



If you have created more than one user in the **Setup → System Parameters → Access Control** menu, you may set to Use General Numbers and select the Default User in the **Setup → System Parameters → Documents** menu.

- **Quantities on hand** - The Quantities on hand of the selected Trading Stock Item.



The Quantity on hand is only displayed for the following stock item types:

- Default
- Option Item
- BOM Production

D00003 Invoice Entry IN000006 Mr Roger Smith, 4.00 items on hand..

For all other stock item types it will not be displayed.

2. Header section: - You may enter or select the following where necessary:

- **Reference Number** - enter the reference number if received from the debtors (customers) or creditors (suppliers). When printing the documents, the reference number will be displayed and make it easier for the debtors (customers) or creditors (suppliers) to link and trace the transaction in their records.
- **Salesperson** – Select from the list for Invoices, Credit Notes or Quotes only.
 You may select the default salesperson for each debtor account. When sales documents are generated and the debtor (customer) account is selected, the default salesperson will be displayed for the document or you may select any available salesperson.
 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.
- **Document Group 1 and / or 2** - Select if you have created any document groups in the Setup->System Parameters->Groups menu.
- **Date** - The system date should automatically be displayed. You may enter or select the date using the date picker (if not correct).



If your system date is incorrect, please set your operating system's date. If it is a document which you are editing, the date when the document was created will be displayed.

- **Due Date** - The due date will automatically be calculated by TurboCASH as the number of days entered in the Due Days field of the **Edit → Debtor (Accounting Information tab)**. If this field is left blank for the Debtor account, or a value of (zero) 0 is entered, this due date will be the same as the date of the document. The same principles apply to Creditor accounts.
- **Postal Address** - The postal address, as entered on the **Edit → Debtor** menu, and in the case of creditors in the **Edit → Creditor** menu, will be displayed. You may over type this address for a specific document, but need to change the address details on the **Edit → Debtor / Edit → Creditor** menu option, if the address for a debtor or a creditor has permanently changed.
- **Delivery Address** - The delivery address, if entered on the **Edit → Debtor (Delivery Address tab)**, and in the case of creditors in the **Edit → Creditor (Delivery Address tab)** menus, will be displayed. You may enter or over type this address for a specific document, but need to change the address details on the **Edit** menu, if the address for a debtor or a creditor has permanently changed.
- **Message** – Message (up to 3 lines will be printed on the selected layout files for documents. By default, the message, if entered for the specific document type on the **Setup → System Parameters → Documents** menu will be displayed.



Messages entered in the Message fields of the following screens, will be displayed on the Message fields in the Document Entry screen's Header section:

- **Edit → Repeating Invoices** menu – The message as entered (and if it is

selected to replace message by) will be displayed.

- **Input → Calendar** menu – Repeating Invoices Event The message as entered will be displayed.



Data may also be inserted into the message fields from the following options:

- **Order Number** – Convert Orders to Purchase documents.
- **Quote Number** – Convert Quotes to Purchase documents.
- **Document number** – Copy Document – the number of the copied document.

3. Transaction / Comments section: - Select and enter or edit the following:

- **Transactions** - Select the stock item or service stock item and specify the quantities and discount percentages for sales to debtors (customers) or purchases from creditors (suppliers).



The Purchase and Purchase (No Stock) stock item types will not be listed on the lookup screen when sales documents (Quotes, Invoices and Credit Notes) are processed.



The Sales and Sales (No Stock) stock item types will not be listed on the lookup screen when purchase documents (Orders, Purchases and Supplier Returns) are processed.

- **Comments** (optional) - You may add comments, or additional information, for transactions or stock items.

- **Speed buttons (Icons)** - The following seven (7) icons (speed buttons) are conveniently placed on top of the rows to edit and process documents:

- **^D:Delete** - Delete a selected transaction. (**Ctrl+D**).
- **^N:Insert** - Insert a row directly above the selected transaction. (**Ctrl+N**).
- **F7:Exclusive** - Switch to the Exclusive mode.
- **F7:Inclusive** - Switch to the Inclusive mode.
- **F8:Discount** - This will allow you to enter a percentage for discount.
- **F9:Comment** - This will change a line to a comment line to insert a comment or additional information for the transaction.
- **F10:Delete All** – This will delete or clear all the transactions and / or comments entered in this document.
- **F11:Copy** – This will display a list of documents of which you may select to copy the content (transactions and comments). All the transactions and comments for the selected document will be copied after the last line.

4. Footer section: - These fields cannot be edited and displays the following information:

- **Debtor / Creditor** - The Account Code, or Number, of the selected Debtor / Creditor account.
- **Document Number** - The Document number for the selected document type. If it is a New document, NEW will be displayed.
- **Credit Facilities** - It is good practice to train your eye to view the available balance quickly to see if sufficient credit facilities are available. This area of the screen displays the following:
 - **Current Balance** - TurboCASH will reflect the current account balance for the selected Debtor or Creditor account.
 - **Credit Limit** - The credit limit, if entered on the **Edit → Accounts → Debtor** (Accounting Information tab), and in the case of creditors in the **Edit → Accounts → Creditor (Accounting Information)** menus.
 - **Available Balance** - TurboCASH will calculate and display the amount available on the credit facility Credit Limit minus the Available Balance). If the current balance exceeds the credit facility when you enter transactions, TurboCASH will inform you accordingly.

- **Totals** - The totals of the transactions on the document (excluding tax (VAT/GST/Sales Tax)) Discount amount and the Document total (payable / due).
5. **Status bar:** - The statusbar of the Document Entry screen is only displayed if the document is not launched from the sidebar. It displays the similar information as in the titlebar. It also displays the following applicable to debtor (customer) or sales documents (i.e, Invoices, Credit Notes, Quotes).
- **Selling Price** - The selected selling price (Selling Price 1 / 2 / 3) or the default selling price as set in the **Edit → Debtor (Accounting Information tab)** for the debtor (customer) account.
 - **Customer Discount** - If you have entered any percentage for Customer Discount on the **Edit → Debtor (Accounting Information tab)**, and the "Apply Invoice Discount" field is selected on the **Edit → Stock Items** menu for the selected stock item, the customer discount percentage for the selected Debtor account will be displayed.



You may over type the discount with a zero (0) percentage, if you do not wish to allow discount for this transaction in the Discount Column of the Transaction section of this screen. If you wish to grant a lower percentage or higher percentage of discount, you may over type the percentage with the percentage of discount you wish to allow.

C.6.2.5- Document Entry screen (Posted Documents)

Once a document (Invoices, Credit Notes, Purchases or Supplier Returns) have been updated (posted) to the ledger, you cannot edit or change these documents.

However, you may still view the documents as they were originally processed in the Document Entry screen before these documents were updated (posted) to the ledger.

To view the posted documents in the Document Entry screen, you need to:

1. Select the document type (Invoices, Credit Notes, Quotes, Purchases, Supplier Returns or Orders), if necessary.
2. Select Posted on the Document Selection screen. The Posted documents will be listed.
3. Select the Posted document on the list.
4. Click on the **Edit** button. The document is displayed in the Document Entry screen:

D00005 Invoice Entry IN000001 Mr AB Green																															
Your Reference RF-101	Document Group1 Document Group 1B	Date 2010/03/13	Contra Account: Standard	<input checked="" type="checkbox"/> Posted																											
Salesperson Russell	Document Group2	Due Date 2010/04/12																													
Postal Address Company: Mr AB Green Contact: Andrew Green Address: PO Box 1111 Address 2: Lakeside Address 3: Johannesburg Postal Code: 2122 Country: Empty		Delivery Address Mr AB Green Andrew Green Green Street Lakeside Johannesburg 2123 Empty		Message 30 Days Nett This quote is valid for days only. Ref: QU000001 Tax Reference 11111111																											
<table border="1"> <thead> <tr> <th>Item Code</th> <th>Description</th> <th>Qty Order</th> <th>Qty Ship</th> <th>Tax</th> <th>Unit Excl.</th> <th>Disc.</th> <th>Amount Excl.</th> </tr> </thead> <tbody> <tr> <td>SALES-NS</td> <td>Sales (No Stock)</td> <td>1.00</td> <td>1.00</td> <td>Output VAT</td> <td>1 000.00</td> <td>% 0</td> <td>1 000.00</td> </tr> <tr> <td></td> <td>Repairs to roof</td> <td></td> <td></td> <td>Empty</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.	SALES-NS	Sales (No Stock)	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00		Repairs to roof			Empty			
Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.																								
SALES-NS	Sales (No Stock)	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00																								
	Repairs to roof			Empty																											
<table border="1"> <thead> <tr> <th>Debtor</th> <th>Current Balance</th> <th>Gross Weight</th> <th>Tax</th> <th>Exclusive Total</th> <th>Payments</th> </tr> </thead> <tbody> <tr> <td>D00-005</td> <td>3700.00</td> <td>0.00</td> <td>0.00</td> <td>1000.00</td> <td>140.00</td> </tr> <tr> <td>Invoice No.</td> <td>Available 6300.00</td> <td>Net Weight 0.00</td> <td>0.00</td> <td>Total Discount 0.00</td> <td>Payments 0.00</td> </tr> <tr> <td></td> <td>Credit Limit 10000.00</td> <td>Disc% 0.00</td> <td></td> <td>Invoice Total 1140.00</td> <td></td> </tr> </tbody> </table>								Debtor	Current Balance	Gross Weight	Tax	Exclusive Total	Payments	D00-005	3700.00	0.00	0.00	1000.00	140.00	Invoice No.	Available 6300.00	Net Weight 0.00	0.00	Total Discount 0.00	Payments 0.00		Credit Limit 10000.00	Disc% 0.00		Invoice Total 1140.00	
Debtor	Current Balance	Gross Weight	Tax	Exclusive Total	Payments																										
D00-005	3700.00	0.00	0.00	1000.00	140.00																										
Invoice No.	Available 6300.00	Net Weight 0.00	0.00	Total Discount 0.00	Payments 0.00																										
	Credit Limit 10000.00	Disc% 0.00		Invoice Total 1140.00																											
Fast add item (stockcode / barcode / serial) <input type="button" value="Cancel"/>																															

5. To close this screen, click on the **Cancel** button.



The layout Document Entry screen displays all fields as on the original Document Entry screen before it was updated (posted) to the ledger.

The transaction section lists all the stock item codes and/or comments. It does not display the Speedbar (icons) background and cannot be edited.

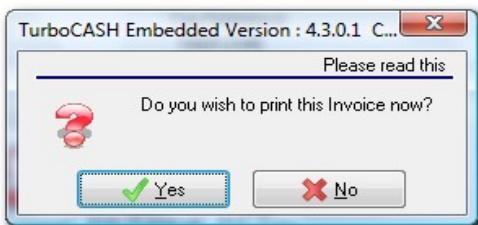


To print the document, click on the **Cancel** button and click on the **Print** button on the Document Selection screen.

C.6.3- PRINTING / REPRINTING DOCUMENTS

C.6.3.1- Print Confirmation

By default, documents will be printed when a document is created or edited (when clicking on the **OK** button of the Document Entry screen). A Print Confirmation message screen will be displayed.



If you click on the **Yes** button, the document will be printed. If you click on the **No** button, you may print the document at a later stage.

You may disable this mode of document printing by selecting (placing a tick) in the "No Print Confirmation" field on the **Setup → System Parameters → Stock Information** menu. This will not print any documents when processing documents.

C.6.3.2- Other Document Printing Options

Documents may be printed / reprinted at any stage using the following options:

1. **Input → Document** menu - Selection screen (**Print** button)
2. **Input → Documents** → **Print** menu (**Ctrl + P**)
3. **Edit → Debtor / Edit → Creditor** menus (**Documents** tab) – Select a list on a document and print it.
4. **Edit → Stock Items** menu (**Document Groups** tab of a selected stock item) – Select a document and double-click to print it.
5. **Tools → Search** menu (**Ctrl + F3**) (**Search** icon on Topbar) – Search and double click on a document.

C.6.4- SETTINGS / CUSTOMISE DOCUMENT PROCESSING

C.6.4.1- Setup Stock Information

Document Processing may be globally configured on the **Setup → System Parameters → Stock Information** menu.

- **Default Inclusive for Docs** - By default, the amounts are entered (if manually overtyped) Exclusive of VAT/GST/Sales Tax on the amount column of the Document Lines. To enter amounts Inclusive of VAT/GST/Sales Tax, select (tick) this option.

- **Cannot Edit Description** - By default, the descriptions may be entered or manually overtyped in the Description column of the Document Lines. To disable the editing of descriptions, select (tick) this option.
- **Cannot Edit Price** - By default, the prices may be entered or manually overtyped in the amount column of the Document Lines. To disable the editing of prices, select (tick) the Cannot Edit Price option. When processing documents, cursor will bypass the Price field.
- **Go to Quantity** - By default, the cursor will go directly to the description field. To set the cursor on document lines (after selecting the stock item) to go directly to the quantity column, select (tick) this option.
- **No Backorder** – Select this option to disable the backorder feature when processing documents.
- **Cannot Sell out of Stock** – By default, you are allowed to sell trading stock items that is out of stock. This will indicate negative stock quantities. To block the selling of stock items that is out of stock (insufficient quantities on hand), select this option.
- **No Print Confirmation** - By default, the print confirmation message will be displayed, when you click on the **OK** button to finish creating or editing a document. If you click on the **Yes** button, the document will be printed. To turn this feature off, select (tick) this option.
- **Check Reference Used** -
- **Cannot Create Items** - By default, if an invalid stock code, description, etc. is typed, an confirmation screen to create a new stock item will be displayed. If you click on the **Yes** button, you may first create the item and then return to continue with your document. To turn this feature off, select (tick) the Button Lookup option.
- **Button Lookup** - By default the Stock lookup are the default. To change this to be replaced by the Button lookup, select (tick) this option. This should support Touchscreen technology.



Groups - Images and Colours

The Button Lookup may be configured by adding images of your product groups and setting colours (background and font) in the **Setup->System Parameters->Groups** menu (**Stock Group 1**).



Product - Images

The Button Lookup may be configured by adding images of your products on the Images tab of Stock Items in the **Edit → Stock Items** menu.

- **No Out of Stock Message** – By default, an Information message for the Trading Stock Items (Default Stock Type) is displayed when the stock item is out of stock (insufficient quantities) or when a quantity is entered in the “Qty Shipped” field of the Document Entry screen. To hide this message, select (tick) this option.
- **Use Colors for Out of Stock** - If this option is selected (ticked), the “Qty Shipped” field of the Document Entry screen, will be displayed in a Red background and a White font color.
- **SQL Only for Stock Lookup** – To be advised.
- **Merge Invoice to Orders** – To be advised.
- **Merge Items per Tax on Ledger** – To be advised.
- **Calc BOM Stock** – Calculate BOM Stock – This setting is for the BOM (Production) stock type.
- **Warning Backorders Outstanding** – To be advised.

C.6.4.2- Setup Access Control

The following settings may be globally configured on the **Setup → System Parameters → Access Control** menu (**Documents** tab):

- **Set Tax Lookup On/Off** - By default the Tax Accounts lookup will be displayed - when the cursor is in the Tax field of the Document line on the Document Entry screen. To deactivate this, select (tick) the "Tax Read-only" option.



Only when you re-open the Set of Books, and process documents, the Tax Account Lookup will not be displayed.

- **Document Posting** – By default only the **New**, **Edit** and **Print** buttons are available on the Document Selection screen. To add the **Posting** and **Delete** buttons, select (tick) the "Document Posting" option. It will add the following two (2) buttons underneath the **Print** button:

- **Posting** - This will allow you to launch the Update Ledger screen to update (post) documents (Invoices, Credit Notes, Purchases and Supplier Returns) to the ledger.
- **Delete** - This will allow you to delete an unposted document.



Only when you re-open the Set of Books, these buttons will be added.

C.6.4.3- Setup Documents

C.6.4.3.1- Auto-post on Document Printing

By default Documents are updated manually in the **Input → Update Ledger (F3)** menu. You may configure it to be updated automatically once a document is printed. To do this select (tick) the "Auto-post on Document Printing" menu. On the **Setup → System Parameters → Documents** menu.



Only when the document is printed it will be updated – unprinted documents will not be posted (updated) to the ledger.

C.6.4.3.2- Layout Files

The layout files selected for each document type on the Documents Setup are the global default layout files that will be used to print documents.

Specific Layout files may also be selected for:

- Each debtor (customer / client) account by selecting a different layout file in the Layout File 1 (Quotes), Layout File 2 (Invoices), Layout File 3 (Credit Notes) in the **Edit → Debtors** menu.
- Each creditor (supplier) account by selecting a different layout file in the Layout File 1 (Orders), Layout File 2 (Purchases), Layout File 3 (Supplier Return) in the **Edit → Creditors** menu.



The global settings will be over-ruled.

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:

- **Input → Document** menu - Selection screen (**Print** button)
- **Input → Documents → Print** menu
- **Edit → Debtors (Documents tab)**

- **Edit → Creditors (Documents tab)**



Selecting Layout Files:

If you do not wish to print stock codes on documents, you may select the following:

- The "RMInvoice". Select "RMCreditNote", "RMPurchase", "RMSupplierReturns", "RMOders" and "RMQuotes" does not print the stock code.

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

Layout files are stored in the TCASH4\plug_ins\reports\DOCUMENTS\DOCUMENTS directory. These may be edited using the Reportman Plugin (**Tools → Report Designer** or **Tools → Plugins → Reportman** menus). This is a free plugin.

Layout files have been designed to be displayed in the Language file (**File → Switch Language** menu). 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.



We have also included a set of document layout files which does not contain the tax terminology if you are not registered as a VAT/GST/Sales Tax vendor. These are the following:

No Stock Code	C10-Stock Code	C15- Stock Code
NoTaxInvoice	C10-NoTaxInvoice	C15-NoTaxInvoice
NoTaxCreditNote	C10-NoTaxCreditNote	C15-NoTaxCreditNote
NoTaxQuote	C10-NoTaxQuote	C15-NoTaxQuote
NoTaxPurchase	C10-NoTaxPurchase	C15-NoTaxPurchase
NoTaxSupplierReturns	C10-NoTaxSupplierReturns	C15-NoTaxSupplierReturns
NoTaxOrder	C10-NoTaxOrder	C15-NoTaxOrder

C.6.4.3.3- Print Logo on Documents

The logo field is included in the document layout files. To display the logo, you need to load the logo in the "Company Information - Options" screen.

To load the Company Logo:

1. Go to the **Setup → System Parameters → Company Info** menu.
2. Click on the **Options** button
3. Right-click in the Logo area.
4. Select the **Load** option and open a valid file format (i.e. jpg, png, gif, bmp).
5. Click **OK** to save.
6. The logo should be displayed when printing documents.

If you do not wish to print the logo, select the **Clear** option.



If you do not wish to print the logo, repeat the process but select the **Clear** option.

C.7- WORKING WITH STOCK

C.7.1- PLAN STOCK CODES

Stock Items are created and maintained for all goods and services, trading stock, etc. The stock item code file allows you to select a stock code when processing sales documents (i.e. Invoices, Point-of-Sale Invoices, Credit Notes and Quotes) and purchase documents (i.e. Purchases, Supplier Returns and Orders).

It is recommended that you carefully plan the structure of your Stock Item Codes, before you start to create and edit your Stock Items. A logical structure based on your needs and layout of your stores, etc., will definitely help you to manage your stock control easily.

The stock codes, if carefully planned, will make it easier to process documents (selecting Stock Items on the Stock lookup) and in the case of Point-of-Sale Invoices (selecting Stock Items selecting Stock Items on the POS lookup). This will also give structure to any Stock Reports, Sales Analysis Reports and Purchase Analysis reports when the sequence Stock Code is selected.

TurboCASH allows you to use the following options to optimise control and management of Stock Items:

- **Stock Type** – You may create up to ten (10) stock types. Default is the standard Stock Item Type. This is the Stock type which needs to be selected for Trading Stock (stock items purchased for selling).
- **Stock Code** – Use up to 15 alpha-numerical characters. You may also change the Stock Code when you edit existing Stock Items.



The stock code may consist of up to 15 digits.

See Setup Documents:

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

- **Reporting Groups** - Create Stock Reporting Groups as necessary for Stock Group 1 and Stock Group 2. Each Stock Item may be linked to a specific Stock Group in Stock Group 1 and / or Stock Group 2.
- **Sub-accounts** - You may create Sub-accounts for Sales, Cost of Sales and Stock Control accounts and link each Stock Item to a Sub-account.



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 also be linked to different tax types catering for varied VAT/GST/Sales Tax rates.

C.7.2- STOCK TYPES

There are ten (10) stock item types in TurboCASH4. When creating stock items, the stock type will determine the required data to be entered / selected.

For example, if you select the Purchases (No Stock) stock type, it will allow you to set the default Input Tax account and a Purchase account. It will not allow you to select the Output Tax and Sales account. When processing sales documents, (i.e. Invoices, Point-of-Sale Invoices, Credit Notes and Quotes), the Purchases (No Stock) type stock items will not be listed on the Stock lookup screen.

The ten (10) stock item types in TurboCASH4 are:

1. **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 purposes of this tutorial, we will be using two (2) trading stock items (i.e. Compressor and a Drill Press).
2. **Sales** – Used for non-trading stock – Need to select a Sales account only. It can only be linked to the Output Tax account.
3. **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.
4. **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.
5. **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.
6. **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).
7. **Option Item** – Item Options allows items that are a combination of options (like colour and size) options can be defined in the **Setup → System Parameters → Stock Information** menu. These options are then linked to the Options Stock Type (**Edit → Stock Items** menu on the **Options** tab). When processing documents, the available options (options list) will be launched from the quantity fields when selecting documents.
8. **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.
9. **BOM** – Bills 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.
10. **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.

C.7.3- TRADING STOCK (DEFAULT) STOCK TYPE

The entries 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 Journal)	Credit Notes (Sales 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).

Specific settings that need to be absolutely correct for Trading Stock Items (Default) stock type, is the following:

1. **Edit → Accounts** menu - Cost of Sales account and Stock Control account.
2. **Setup → System Parameters → Batch Types** menu - Cost of Sales Batch.
3. **Setup → System Parameters → System Parameters** menu – The following settings:
 - Create Cost of Sales – Select (tick).
 - Cost of Sales Batch – Select the Cost of Sales Batch.
 - Use “Average Cost” or “Latest Cost” option. For the purposes 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.

4. Before you may process sales documents (i.e. Invoices, Point-of-Sale Invoices and / or Credit Notes) for trading stock items, you need to do one of the following:
 - Take-on Trading Stock Items.
 - Create and / or update (post) purchases documents (i.e. Purchases and / or Supplier Returns) to the ledger.



The Purchases and Sales of Trading Stock Items (Default Stock Type) are dealt with in MODULE K.

C.7.4- OTHER STOCK TYPES

The transactions are similar to those as entered in the various batches. as follows:

Purchases (Purchase Journal)	Invoices (Sales Journal)
DR - Preset / selected purchase (expense or asset) account. (purchase price - Input Tax Excluded)	DR - Debtor (full amount - Output Tax Included)
DR - Input VAT/GST/Sales Tax (% of purchase price)	CR - Sales / selected income account (selling price - Output Tax Excluded)
CR - Creditor (full amount - Input Tax Included)	CR - Output Tax (% of selling price)

Supplier Returns (Purchase Journal)	Credit Notes (Sales Journal)
DR - Creditor (full amount - Input Tax Included) CR - Preset / selected purchase (expense or asset) account. (purchase price - Input Tax Excluded) CR - Input VAT/GST/Sales Tax (% of purchase price)	DR - Sales / selected income account (selling price - Output Tax Excluded) DR - Output Tax (% of selling price) CR - Debtor (full amount - Output Tax Included)

C.7.4.1- 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.
2. **Documents** – If you wish to generate purchase documents (i.e. Purchases, Supplier Returns and Orders), via TurboCASH, you may enter transactions via the Documents (**Input → Documents**) option. 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. **Purchases (No Stock)** – Preset the Input Tax account and preset 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.



Using the Document Entry, Purchases may be printed by TurboCASH4, which will generate similar transactions as the Purchase Journal Batch Entry. See:

- **Purchase Journal** - See Chapter I.3 of MODULE I.
- **Purchase Documents** - See Chapter J.3 of MODULE J.

C.7.4.2- Sales

The following options are available to enter Purchase transactions:

1. **Batch Entry** – Hand-written invoices and credit notes may be entered in the Sales Jnl.
2. **Documents** – If you wish to generate sales documents (i.e. Invoices, Credit Notes and Quotes), via TurboCASH, you may enter transactions via the Documents (**Input → Documents**) option. To do this, you need to create stock item codes for the following stock types:

- 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.
- Sales (No Stock)** – Preset the Output Tax account and Sales account as well as selling prices.
- 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.



Using the Document Entry, Invoices may be printed by TurboCASH4, which will generate similar transactions as the Batch Entry in the Sales Journal. Using the documents feature to record sales transactions in the Sales Journal, you do not have to write out hand written invoices.

See:

- **Sales Journal** - See Chapter I.4 of MODULE I.
- **Invoices** - See Chapter J.3 of MODULE J.

C.7.5- STOCK SELECTION SCREEN

To Access the Document Selection Screen:

1. Click on the **Stock Items** button on the Sidebar (Quick menu) or on the **Edit → Stock Items** menu.



The Stock Selection Screen is displayed:

The screenshot shows the Stock Selection screen. On the left is a sidebar with buttons for Default, Debtor, Creditor, Stock Items (highlighted), Setup Stock, Setup Group, Export, Import, Copy from Item, Default, Barcode, Report, and Use Barcode Printer. The main area has tabs for Item Code, Description, Extra Description, Reporting Group 1, and Reporting Group 2. A list of items is shown in a grid with columns for Stock Code, Description, Barcode, Manufacturer, Unit, On Hand, Reorder, Reorder at, Selling Price 1 S, and Reporting Group 1 & 2. An item named 'OPTIONITEM' is selected. A context menu is open over this item, showing options like Print single item, Copy, Reporting Group 1, Reporting Group 2, and a list of reporting groups: Labour, Hardware, Paint, Tools, Power Tools, Bom, Sales, Purchases, Option, and Unallocated. At the bottom are Import/Export, Adjust Stock, and Settings buttons, along with Import and Export file selection fields.

2. **Sidebar** – The following buttons (quick links) are available:

- **Setup Stock** – This will launch the Stock Information screen (**Setup → System Parameters → Stock Information** menu). On this screen, you may set the units of stock, change the selling price descriptions, set the default selling price. Cost of Sales parameters may also be set for the Default (Trading Stock) stock type. You may also configure document processing options.
- **Setup Groups** – This will launch the Setup Groups screen (**Setup → System Parameters → Setup Groups** menu).

Parameters → Groups menu). On this screen, you may add Reporting Groups (i.e. Stock Group 1 and / or Stock Group 2). These may be used to search and filter your stock items and to print reports.

- **Export** – Create an Export file in the following file formats:

- Tab delimited (*.txt) (default).
- Lotus Spreadsheet (*.Wk1).
- Comma Separated Value (*.csv).



Stock Items may also be exported from the **Tools → Export (Stock Items)** menu.

- **Import** – Import a valid file exported via the Import option.



Stock Items may also be imported from the **Tools → Import (Stock Items)** menu.

3. Buttons

The following buttons are available:

- **New** – Create a New stock item.
- **Edit** – Edit / change a selected stock item.



You may also double click on a selected stock item.

- **Save** – Save any changes to a stock item.
- **Cancel** – Cancel will revert to the previous values. Any changes will not be saved.
- **Copy from Item** – This will create an exact copy of a selected stock item. You only need to enter the Stock code and change / edit the necessary fields.



You may also select the Stock Type. The fields that are not applicable to a selected stock type, will be disabled / enabled.

- **Default** – This will display the Export / Import, Adjust Stock and Settings tabs. Clicking on the **Default** button, the button's caption will change to display **Advanced Mode**. This will hide the Export / Import, Adjust Stock and Settings tabs. In the Advanced Mode, you may enter / edit data (values) of stock items (like you would in a spreadsheet).

4. Line Count

This will display the number of records (stock items) that is available on the list. This will display the number of records (rows / stock items) that matches your filter / search criteria.

5. Reports

In addition to the six (6) standard reports on the **Reports → Stock** menu, nineteen (19) reports may be selected from this option. A summary of these reports are:

Language Label	Report Name	Comments
LANG_84	Stock Item Listing	Standard report may be generated from the Reports → Stock → Stock Item Listing menu.
LANG_1323	Reporting Group 1	
LANG_1325	Reporting Group 2	
LANG_1774	Barcode	
LANG_906031	Historical Value	
LANG_906032	Order List	
LANG_906033	Outstanding Orders	Lists all Orders which have not yet been deleted.
LANG_906034	Outstanding Quotes	Lists all Quotes which have not yet been deleted.
LANG_906035	Debtor – Price Agreement	Price Agreement (Plugin)
LANG_906036	Reorder Quantities	
LANG_906037	Sales Hours	

Language Label	Report Name	Comments
LANG_906038	Stock Movement	
LANG_906039	Transaction Details	
LANG_906040	Yagoda Barcode	
LANG_906043	Sales by Debtor Group	
LANG_906044	Sales by Stock Group	
LANG_906050	Backorder	May also be printed from the Reports → Stock → Backorder menu.
LANG_906059	Utilisation	(HorecaPOS / RetailPOS Plugin)
LANG_906088	Supplier Price Agreement	Price Agreement (Plugin)



These reports are designed using the Reportman Plugin. These reports are located in the "TCASH4\plug_ins\reports\REPORTS\STOCK" directory.



There are two (2) options to print these reports, i.e.:

- Click on the **Report** button – to include all stock items in the reports.
- Right-click on a selected item and select the **Print Single Item** option from the context menu.

6. **Use Barcode Printer** – Select this option if have a barcode printer configured and setup on your system; and you need to print the Barcodes (i.e. Barcode or Yagoda Barcode report type from the list).
7. **Search Filter / Options** – Filter by entering the Item Code, Description or Extra Description and / or by selecting (ticking) the Reporting Group 1 / 2. If you click on the **Search** button, the only those stock items that matches your search / filter criteria will be listed. If you click on the **Type** button, you may select Item Code, Description, Extra Description, Reporting Group 1, Reporting Group 2 or Creditor.



If Creditor option is selected in the Type field, you may select the Creditor Account on the Lookup. This will list those stock items which are linked to the creditor account in the Preferred Supplier 1 (Default Supplier 1) field of the Ledger tab of a Stock Item.

8. **Context Menu** – The following options are available:

- **Print Single Item** – Prints the selected report type for the selected stock item only. If you need to include all items, click on the Report button.
- **Copy** – The following options to process Supplier 1 and Purchase Sales Stock Tax are available:
 - Copy from / Initial Action
 - Perform on Selected Rows
- **Reporting Group 1** – Change the reporting group of a stock item, if Reporting Group 1 was set for Stock Items (as added in the **Setup → System Parameters → Groups (Stock Group 1)** menu).



The colours of the rows (list of stock items) will be changed, if set in Reporting Group 1.

- **Reporting Group 2** – Change the reporting group of a document, if Reporting Group 2 was set for Stock Items (as added in the **Setup → System Parameters → Groups (Stock Group 2)** menu).

C.7.6- CREATE STOCK ITEMS

Stock Items may be created from the following options:

- **New** button – Create a stock item from scratch.
- **Copy from Item** – This will create an exact copy of a selected stock item. You only need to enter the Stock code and change / edit the necessary fields.



You may also select the Stock Type. The fields that are not applicable to a selected stock type, will be disabled / enabled.

- **Import Stock Items** – Stock Items may be imported from a valid stock file.

Trading Stock is controlled by the system by way of a code, description, cost and selling price. Stock is also linked to a Sales account, Cost of Sales account and a Stock Control account number.

To create / edit Stock Items:

1. Click on the **Stock Items** button on the Sidebar (Quick menu). (Alternatively, click on the **Edit → Stock Items** menu; or press the **F12** key).
2. Click on the **New** button. A blank stock item screen is displayed:

Stock Code	3DRILL	Change Code	Reorder Level	10.00
Description	Drill Press		Reorder at	5.00
Barcode	1234567890		Minimum	0.00
Manufacturer	Bosch	Extra Description	850Watts + 6 drill bits	
Type	Default			
Unit Size	Each			
Disabled	<input type="checkbox"/>	Reports		
Apply Invoice Discount	<input checked="" type="checkbox"/>	Stock Group1	Power Tools	
		Stock Group2	Unallocated	
Expected Quantity	Cur : 0 Quote : 0 Order : 0 Exp : 0			

3. Enter and select the following:

- a. **Stock Code** - Enter any code for your purchase stock item. You may enter a stock code of up to 15 characters.



You need to plan the Stock Item codes to optimise this facility in TurboCASH.



The stock code may consist of up to 15 digits.

See Setup Documents:

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

- b. **Description** - Enter a description for the purchase stock item.

- c. **Barcode** - Enter the barcode, if applicable.



The EAN13 Barcode validates for 13 numbers (the last number is a checksum number). If the Barcode is incorrect, the labels will not be printed.

- d. **Manufacturer** - You may enter any additional information or description of the manufacturer (e.g. the name of the manufacturer). This is optional.

- e. **Type** - Default is the standard Stock Item Type.



This is the recommended Stock Type for trading stock. If it is not trading Stock, you may select one of the following Stock Types:

- Financial Entry
- Sales
- Sales No Stock
- Purchases
- Purchases (No Stock)

In addition to the Default (Trading Stock) Stock Type, you may also select the following Stock Types:

- Options
 - Option Item
 - Option Item (No Stock)
- Bill of Materials (BOM)
 - BOM
 - BOM (Production)

Once a transaction has been processed for a stock item, this field will be disabled.

- f. **Unit Size** - Leave blank or select any unit e.g. each, hours, boxes, etc. which you wish to be displayed on your purchase documents. These Units of your Stock Items such as: each, hours, boxes, etc. are setup in the **Setup → System Parameters → Stock Information** menu.



If you wish to combine services you sell with your Stock Items, you need to specify the Units of Stock as Hours or any other suitable description for your services.

- g. **Disabled** - By default, all Stock Items are active (enabled) when Stock Items are created or edited. Select this field if you (or any of your salespersons) do not want to process any documents for this Stock Item. Select this field to hide the Stock Item from the Stock Item lookup when processing documents. This will speed up document processing.



You will still be able to update (post) any unposted documents, which include transactions for the disabled Stock Item, to the ledger.



You may select the disabled Stock Items on the Stock Item lookup when generating Stock, Sales Analysis and Purchase Analysis Reports and view the transactions of disabled Stock Items.

You may de-select this field at any stage, when necessary to continue processing documents for the Stock item.

- h. **Apply Invoice Discount** - Do not select. This is applicable to Debtor (Customer) accounts, as the percentage customer discount is specified on the Edit->Debtor (Accounting Information tab).

- i. **Reorder Level** - The minimum level of stock that you wish to keep on hand for this Stock Item. In the case of Stock Item codes for the purchase of services, this field should be left blank.



If you wish to add a re-order level for Purchases of Stock Items, which is not trading stock, you may enter the minimum re-order level. For example, if you purchase paper you may specify the minimum quantity for the boxes of paper on hand before re-ordering.

- j. **Reorder at** - Specify the quantity of stock to be available when you need to reorder stock.

- k. **Minimum** - Specify the minimum quantity of stock to be on hand.

- l. **Extra Description** - You may enter any additional information or description (up to 255 characters) for the stock item, as necessary. This is optional.

- m. **Reports - Stock Group 1 / 2** - The reporting group to which you wish this Stock Item to be allocated.



The description of Stock Group 1 or 2 you have entered on the Reporting Group Name field on the Stock Group1 / 2 buttons on the **Setup → System Parameters → Groups** menu may be reflected in this list.

4. Click on the **Ledger** tab, if not already displayed.

Ledger		Document Groups	Transactions	Image	Multi-Group	Backorder																										
Tax		Input Tax	T850-020 Input VAT - Standard Rate																													
		Output Tax	T850-010 Output VAT																													
Weight		Net Weight	0																													
		Gross Weight	0																													
Ledger		Sales Account	G010-000 Sales																													
		Cost of Sales	G100-000 Cost of Sales																													
		Stock Control	G750-000 Stock Control Account																													
		Last Invoice																														
Preferred Supplier 1		CC00-001 A-ONE Suppliers		Preferred Supplier 2	CC00-002 BEST Suppliers																											
Supplier Stock Code				Supplier Stock Code																												
<table border="1"> <thead> <tr> <th colspan="2">Selling Prices</th> <th>Excl Amt</th> <th>Incl Amt</th> </tr> </thead> <tbody> <tr> <td>Selling Price 1</td> <td>1000</td> <td>1140.00</td> <td></td> </tr> <tr> <td>Selling Price 2</td> <td>1100</td> <td>1254.00</td> <td></td> </tr> <tr> <td>Selling Price 3</td> <td>1200</td> <td>1368.00</td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Values</th> </tr> </thead> <tbody> <tr> <td>Average Cost</td> <td>0</td> </tr> <tr> <td>Total Cost</td> <td>0.00</td> </tr> <tr> <td>Quantity on Hand</td> <td>0</td> </tr> <tr> <td>Latest Cost</td> <td>0.00</td> </tr> </tbody> </table>							Selling Prices		Excl Amt	Incl Amt	Selling Price 1	1000	1140.00		Selling Price 2	1100	1254.00		Selling Price 3	1200	1368.00		Values		Average Cost	0	Total Cost	0.00	Quantity on Hand	0	Latest Cost	0.00
Selling Prices		Excl Amt	Incl Amt																													
Selling Price 1	1000	1140.00																														
Selling Price 2	1100	1254.00																														
Selling Price 3	1200	1368.00																														
Values																																
Average Cost	0																															
Total Cost	0.00																															
Quantity on Hand	0																															
Latest Cost	0.00																															

5. Enter or select the following options:

a. **Tax**

- i. **Output Tax** - Select the Output VAT/GST/Sales Tax account which you will use for your Sales.
- ii. **Input Tax** - Select the Input VAT/GST/Sales Tax account which you will use for your Purchases. If this is a Zero Rated Stock Item which is exempted from VAT/GST/Sales Tax, select the Input Zero Rated Tax Code.



If you are not registered for VAT/GST/Sales Tax, or if VAT/GST/Sales Tax is not applicable to this purchase item, select the No Tax Code and this field will be blank.



You may activate the Use Default Tax - Stock File Override settings on the **Edit → Accounts → Creditor (Accounting Information tab)** for a Creditor (Supplier) account, and select a different VAT/GST/Sales Tax account or code on the Tax lookup facility for that creditor (supplier). When purchase documents or supplier returns documents for the creditor (supplier) is updated (posted) to the ledger, the selected Input Tax Account for this Stock Item will be ignored and the purchase transaction will be updated (posted) to the specified Input Tax account for the creditor (supplier).

b. **Weight**

- i. **Gross Weight** – To be advised.
- ii. **Net Weight** – To be advised.

c. **Ledger**

- i. **Sales** - Select the applicable Purchase account from the lookup.



If you have more than one Sales account, or use Sub-accounts, you may select the applicable Account or Sub-account for each of your Stock Items.

- ii. **Cost of Sales** - Select the applicable Purchase account from the lookup.



If you have more than one Cost of Sales account, or use Sub-accounts, you may select the applicable Account or Sub-account for each of your Stock Items.

- iii. **Stock Control Account** - Select the Stock Control account from the lookup. This may be an Expense account, for example, stationery, if stationery is purchased.



If you have more than one Purchase account, or use Sub-accounts, you need to select the applicable Account or Sub-account for the Purchase Item.



You may activate the Use Default Account - Stock File Override settings on the **Edit → Accounts → Creditor (Accounting Information tab)** for a Creditor (Supplier) account, and select a different account on the Tax lookup facility for that creditor (supplier).

When purchase documents or supplier returns documents for the creditor (supplier) is updated (posted) to the ledger, the selected Stock Control and Cost of Sales account for this Stock Item will be ignored and the purchase transaction will be updated (posted) to the specified Input Tax account for the creditor (supplier).

- iv. **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.

d. **Values**

- i. **Average Cost** - Option inactive. The average cost price of your Stock Item cannot be entered at this stage. When you process purchases, the Average Cost Price will be automatically updated.
- ii. **Total Cost** - Option inactive. The total cost price of your Stock Item cannot be entered at this stage. When you process purchases, the Total Cost Price will be automatically updated.
- iii. **Latest Cost** - The latest cost price of your Stock Item can now be entered. When you process purchases, the Latest Cost Price will be automatically updated.



Once you have created your new Stock Items, you may enter the cost prices and quantities in the Stock Take-on option of the **Edit → Adjust Stock** menu (or the **Adjust Stock** tab of the Stock Item Selection Screen), if you have any Stock Item records on a previous accounting system.

- iv. **Quantity on Hand** - The quantity, or number of Stock Items on hand, can be entered at this stage. When do the stock take-on (for trading stock - default stock type), or process purchases, the quantities will be automatically updated.
- e. **Preferred Supplier 1** - Select the Preferred Supplier 1 from the Creditor lookup, if applicable.
- f. **Preferred Supplier 2** - Select the Preferred Supplier 2 from the Creditor lookup, if applicable.

6. Click on the **Save** button to save this stock item. The *Stock Item - List View - Default* screen will be displayed.

C.7.7- EDIT STOCK ITEMS

Once a Stock item have been created, the Stock Item may be edited. To do this, select the stock item (you may use the search / filter options) and click on the **Edit** button. You may also double click on a selected stock item. Certain fields may be inactive, if:

- Other Stock Item Types than the Default Stock Item Type, is selected, specific fields may be disabled.
- Transactions have been processed.

You may change the values as necessary. The following tabs are used to display information for the stock item; once transactions have been processed for the stock item:

C.7.7.1- Document Groups

This will list all sales documents (i.e. Invoices, Point-of-Sale Invoices, Credit Notes and Quotes) as well as any purchase documents (Purchases, Supplier Returns and Orders) on which the stock item was selected.

These will only include documents, which have been updated (posted) to the ledger. Only Quotes which have been converted to Invoices and Orders which have been converted to Purchase documents, will be listed.

Ledger	Document Groups	Transactions	Image	Multi-Group	Backorder			
Date	Items	Document No.	Description	Price	Discount	Unit Price	Exclusive	Inclusive
2010/04/22	1	SR000002	Drill Press	500	0	500	500	570
2010/04/01	1	QU000002	Drill Press	1000	0	1000	1000	1140
► 2010/04/04	3	PU000003	Drill Press	500	0	500	1500	1710
2010/05/13	1	OR000003	Drill Press	500	0	500	500	570
2010/04/01	3	DR000002	Drill Press	500	0	500	1500	1710
2010/05/16	1	IN000023	Drill Press	1000	0	1000	1000	1140
2010/05/16	1	IN000021	Drill Press	1000	0	1000	1000	1140
2010/05/14	3	IN000020	Drill Press	1000	0	1000	3000	3420
2010/05/14	1	IN000017	Drill Press	1100	0	1100	1100	1254
2010/05/14	1	IN000016	Drill Press	1100	0	1100	1100	1254
2010/05/14	1	IN000015	Drill Press	1100	0	1100	1100	1254
2010/05/14	1	IN000014	Drill Press	1000	0	1000	1000	1140
2010/05/14	1	IN000013	Drill Press	1000	0	1000	1000	1140
2010/05/13	1	IN000011	Drill Press	1000	0	1000	1000	1140

To change the sequence of the lists, click on a heading.

You may double-click on a selected document to print it.

The columns are as follows:

1. **Date** – The date on which the documents are generated and updated (posted) to the ledger.
2. **Items** – This displays the number of items quantities as specified in the Quantity Ship field of document lines.
3. **Document No.** - The document number as generated by TurboCASH.



If document numbers were not prefixed for each document type, with IN, CR, PU and SR it would virtually be impossible to identify the correct document type. (See Document Setup Chapter E.3.2.4 of MODULE E).

4. **Description** – The description (name) of the Stock Item.
5. **Price** – The price is as follows:
 - **Cost Price** of each item (Exclusive of Input Tax) for purchase documents (i.e. Purchases, Supplier Returns and Orders).
 - **Selling Price** of each item (Exclusive of Output Tax) for sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit Notes).
6. **Discount** – The discount percentage as entered in the discount column for the stock item.
7. **Unit Price** – The price is as follows:
 - **Cost Price** of each item (Exclusive of Input Tax) for purchase documents (i.e. Purchases, Supplier Returns and Orders).
 - **Selling Price** of each item (Exclusive of Output Tax) for sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit Notes).The cost price of each item (Exclusive of Input Tax).
8. **Exclusive** – The selling price (for sales documents) exclusive of Output Tax or the purchase price (for purchase documents) exclusive of Input Tax for the number of items (unit price x quantity) minus the discount amount.
9. **Inclusive** - The selling price (for sales documents) inclusive of Output Tax or the purchase price (for purchase documents) inclusive of Input Tax for the number of items (unit price x quantity) minus the discount amount.



If document numbers were not prefixed for each document type, with IN, CR, PU and SR it would virtually be impossible to identify the correct document type. (See Document Setup Chapter E.3.2.4 of MODULE E).



- Selling Prices 1 / 2 / 3 as selected on sales documents. If not selected on sales documents, these will automatically be used from the following settings:
- Global Setting – The Default selling price as selected on the **Setup → System Parameters → Stock Information** menu.
 - The Selling Price as selected on the **Accounting Information** tab of a selected Debtor account (**Edit → Debtor** menu).

C.7.7.2- Transactions

This will list all sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit Notes) as well as any purchase documents (Purchases and Supplier Returns) on which the stock item was selected.

These will only include documents, which have been updated (posted) to the ledger. Quotes and Orders will not be listed.

Ledger	Document Groups	Transactions	Image	Multi-Group	Backorder
Date	Items	Cost Price	Selling Price	Document Row	Document No.
► 2010/05/14	-1	500	1100	0	IN000016
2010/05/14	-1	500	1100	0	IN000017
2010/05/14	-1	500	1100	0	IN000015
2010/05/14	-1	500	1000	0	IN000013
2010/04/07	-1	500	1000	0	IN000005
2010/05/13	-1	500	1000	0	IN000011
2010/04/23	1	500	1000	0	CR000002
2010/04/11	-2	500	1000	0	IN000008
2010/05/14	-1	500	1000	0	IN000014
2010/05/16	-1	500	1000	0	IN000023
2010/05/16	-1	500	1000	0	IN000021
2010/05/14	-3	500	1000	0	IN000020
2010/04/22	-1	500	500	0	SR000002
2010/04/04	3	500	500	0	PU000003

The columns are as follows:

1. **Date** – The date on which the documents are generated and updated (posted) to the ledger.
2. **Items** – This displays the number of items quantities as specified in the Quantity Ship field of document lines.
 - Positive Quantities - Purchases and Credit Notes – (Stock In).
 - Negative Quantities – Invoices and Supplier Returns (Stock Out).
3. **Cost Price** – The cost price of each item (Exclusive of Input Tax).



In the case of Purchases and Supplier Returns, the cost price and selling price will be the same.

4. **Selling Price** – The selling price of each item (Exclusive of Output Tax).



In the case of Purchases and Supplier Returns, the cost price and selling price will be the same.

5. **Document No.** - The document number as generated by TurboCASH.



If document numbers were not prefixed for each document type, with IN, CR, PU and SR it would virtually be impossible to identify the correct document type. (See Document Setup Chapter E.3.2.4 of MODULE E).



Selling Prices 1 / 2 / 3 as selected on sales documents. If not selected on sales documents, these will automatically be used from the following settings:

- Global Setting – The Default selling price as selected on the **Setup → System Parameters → Stock Information** menu.
- The Selling Price as selected on the **Accounting Information** tab of a selected Debtor account (**Edit → Debtor** menu).

C.7.7.3- Image

You may add or delete an image for the stock item. This image will be available to display on the Button Lookup mode, when processing sales documents (i.e. Invoices, Credit Notes, Quotes and Point-of-Sales Invoices) as well as purchase documents (i.e. Purchases, Supplier Returns and Orders).



To select an image click on the **Select Image** button. On the Open screen, select an image and click on the **Open** button.



Images need to be in the *.jpg, *.jpeg, *.bmp or *.png file formats.



The default size of images is 120 width x 40 height. You may change the size of the buttons in the **Tools → Plugins → HorecaPOS** menu.

To enable (activate) the Button Lookup:

1. Go to the Setup → System Parameters → Stock Information menu.
2. Select (tick) the "Button Lookup" field.
3. Click on the **OK** button. The Button Lookup screen is displayed when selecting stock items while processing documents.



The default size of images is 120px width x 40px height. You may change the size of the buttons in the **Tools → Plugins → HorecaPOS** menu.

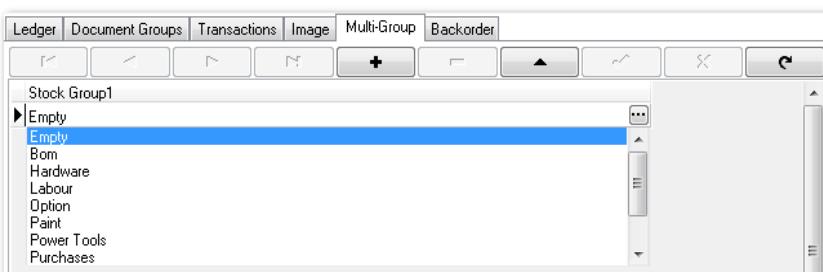


Groups - Images and Colours

The Button Lookup may be configured by adding images of your product groups and setting colours (background and font) in the **Setup → System Parameters → Groups** menu (**Stock Group 1**).

C.7.7.4- Multi-Group

This option allows you to set multiple groups to the selected stock item. The main Reporting Group 1 (Stock Group 1) is selected on the Reports Reporting Group 1 section of the Edit Stock screen. The same list of the available Reporting Group 1 (**Setup → System Parameters → Groups (Stock Group 1** menu) will be listed and may also be linked to the stock item.



C.7.7.5- Backorder

When processing invoices in the **Input → Documents** menu, and the debtor (customer / client) orders more than is actually invoiced, it will be recorded in the backorder facility.



Backorder records and reports will only be updated when the Invoices are posted (updated) to the ledger.

An example where the quantity entered in the "Qty Order" field is more than the quantity entered in the "Qty Ship" field, is as follows:

Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.
3DRILL	Drill Press	2.00	1.00	Output VAT	1 000.00	% 0	1 000.00

The insufficient quantities (e.g. $2 - 1 = 1$, as per this example) will be added to the backorder feature. The following options are available to manage (view / add / edit / delete) backorders:

1. **Edit → Stock Items** menu – List of backorders for the selected stock item.
2. **Input → Documents → Backorders Outstanding** menu – List of backorders for all stock items.

The Backorder report may be printed from the following options:

1. **Edit → Stock Items** menu – Select the "**Backorder**" Report type and click on the **Report** button. This will list all stock items for which there are backorder records.
2. **Reports → Stock → Backorder** menu – This will launch the Backorders options screen on which you may select the range of Stock Items to include / exclude from the report.

Debtor	Items	Selling Price	Stock	Referral Source	Discount	Price
DD00-002 Mr Mike Davies	1	0	-5	IN000020	1000.00	1000.00

When processing Invoices and you select the Stock Item on backoder, the invoicing screen, the Backorders Outstanding screen is displayed:

Stock Item	Stock	Items	Selling Price	Selected	Discount	Price
3DRILL Drill Press	5	1	1000.00	<input checked="" type="checkbox"/>	0	1000.00

If you select this item, the entry will be removed from the backorder records and reports.

MODULE D - BACKUP AND RESTORE A SET OF BOOKS

IN THIS MODULE

MODULE D - BACKUP AND RESTORE A SET OF BOOKS.....	109
D.1- OPTIONS TO MAKE BACKUPS OF BOOKS.....	110
D.2- CREATING A BACKUP FILE ONTO A DISK OR HARD DRIVE.....	110
D.3- CREATING AN E-MAIL BACKUP FILE	112
D.4- ACTIVATING / DEACTIVATING THE AUTO-BACKUP FEATURE.....	112
D.5- RESTORE A SET OF BOOKS.....	113
D.6- THE TurboCASH BACKUP FILE.....	114

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 TCASH4/Books directory or other sets of books in the TCASH4/Bin/Repository directory). The following options are available:

- File → Backup / Restore.
- File → Save As.
- File → Create Set of Books (Copy from a Set of Books option on the Creation Wizard).
- Tools → Global Processes → Copy from a Set of Books.

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 in a tcBackup.exe file. This option uses the Vclzip 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.



You will need backups in case of file corruption, hardware failures and other errors.

TurboCASH also allows you to create a backup file and send it directly via e-mail. You may also select to create the tcBackup.exe (self-executable) or a tcBackup.zip file format. The zip backup file format allows you to send a backup file via e-mail in cases where your Internet firewall settings will not allow you to send and receive *.exe files.

As a general rule, it is good practice to back up often, preferably upon closing the program. Backing up can be to CD-ROM, USB-Drive, stiffy disk or floppy disk. 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!!!)

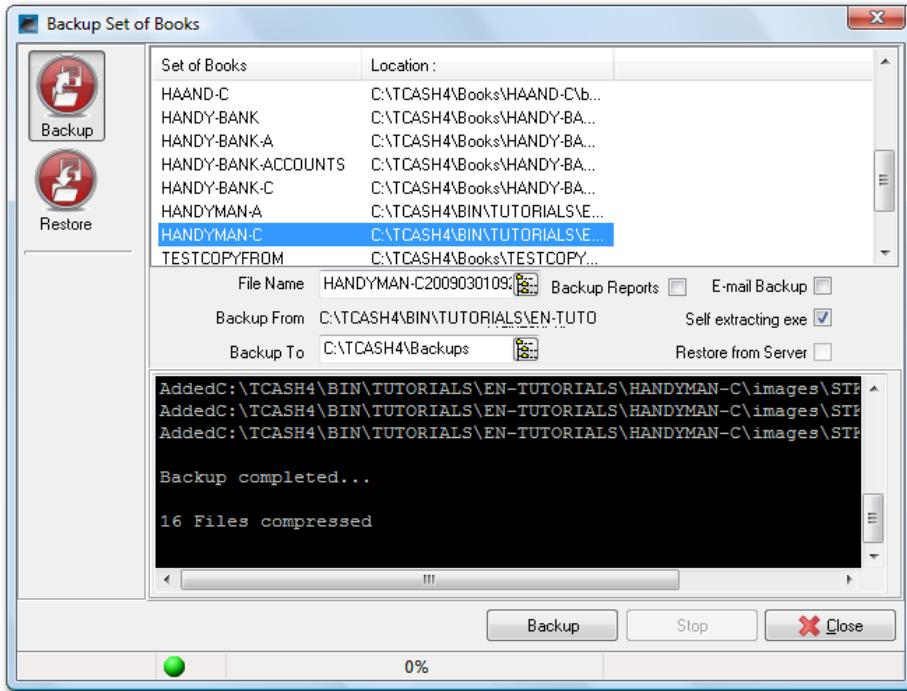
It is also recommended that you complete a BACKUP in the following instances:

- Prior to performing any major processes, such as Delete a Set of Books and Data Re-Index on the **File** menu and Global Processes (Clear / Reset, Do Year End, Transfer Balances) on the **Tools** menu.
- Old data on your previous version of TurboCASH or other accounting package (Pastel 5.2) prior to conversion to TurboCASH.
- 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 *TurboCASH*, you may also restore a Set of Books from a valid tcBackup 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. Click on **File → Backup / Restore Set of Books** menu option. Alternatively, click on the **Backup / Restore** icon. If a Set of Books is open on your system, TurboCASH will automatically close the Set of Books and the Backup Set of Books screen is displayed:



2. Select the **Backup** option, if not already selected.
3. Select the Name of the Set of Books you wish to Backup.
4. You may over type the tcBackup 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. *tcBackup20113010928.exe*) after the default tcBackup 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. TurboCASH will by default create a tcBackup file in the *.exe file format.

If you need to create the Backup file in the *zip file format remove the tick in the field.

5. Select the Drive to Backup to.



The default backup path (drive or folder) for a Set of Books as set in the **Setup → Preferences → Backup Path** menu option will be displayed. If you have not set the default backup path, the default system drive will be displayed. You may select any other drive or folder on your system.

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 screen "The Backup process is completed" will be displayed.
7. Click on the **OK** button and click on the **Cancel** button 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:

E-mail Backup

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 Pink Software 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. Note that 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. Launch your Internet connection and click on the **Send** button.

D.4- ACTIVATING / DEACTIVATING THE AUTO-BACKUP FEATURE

By default, the Auto Backup setting is not activated (set to *FALSE*). The Auto-Backup feature will automatically create backup file of your set of books to the default backup directory (set in the **Setup → Preferences → Backup Path** menu) when exiting or closing TurboCASH4 if a Set of Books is open.



The Auto-Backup Feature should only be used for single-user installations where TurboCASH4 is installed on a single machine.

To Activate (Enable) the Auto-Backup Feature:

1. Locate and open the *Tcash.ini* file (located in the TCASH4 installation directory) using windows Explorer (File Browser).
2. Open it with Notepad, Wordpad or any other text file editor of your choice. The setting in the *[BACKUP]* section of the *Tcash.ini* file is set as follows:

AUTOBACKUP=FALSE

3. Change FALSE to TRUE. The value should read as follows:

AUTOBACKUP=TRUE

4. Save the *Tcash.ini* file.

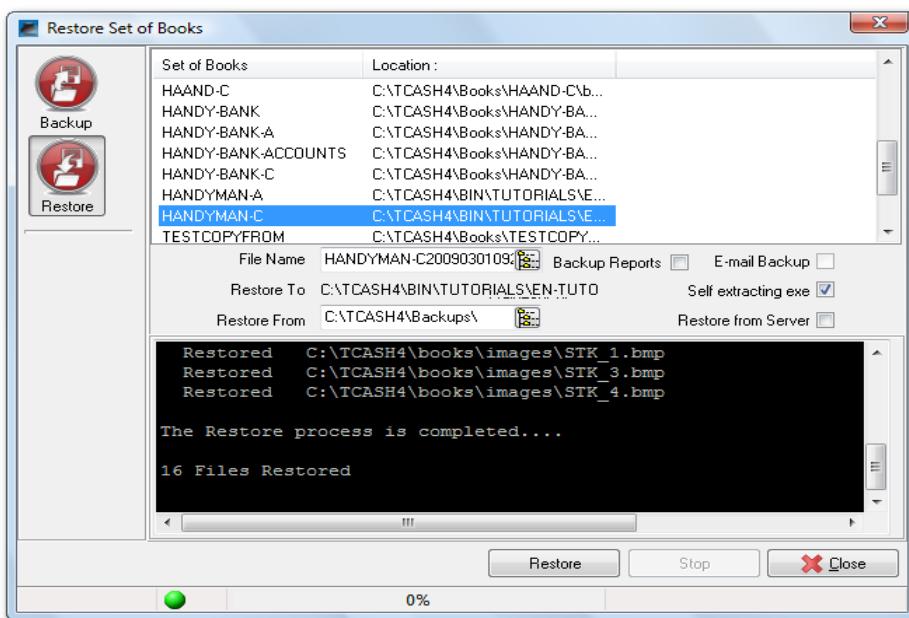
D.5- RESTORE A SET OF BOOKS

This option will restore your data for a specific Set of Books or your hard drive or in a valid folder on your system. This option uses the VclZip to decompress or unzip the size of files contained in the backup file. To Restore a Set of Books from a Backup, a valid Backup (tcBackup.exe or 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. Click on **File → Backup / Restore Set of Books** menu option. Alternatively, you may click on the **Backup / Restore** icon. If a Set of Books is open on your system, TurboCASH will automatically close the Set of Books. The Backup Set of Books screen is displayed:



2. Select the **Restore** option. The Backup screen will change to the Restore Set of Books screen.
3. Select the Name of the Set of Books you wish to restore.
4. Select the Drive to Restore from.



The default backup path (drive or folder) for a Set of Books as set in the **Setup → Preferences → Backup Path** menu option will be displayed. If you have not set the default backup path, the default system drive will be displayed.

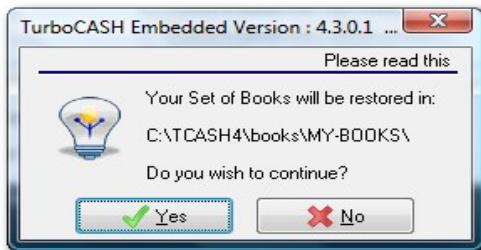
You may select any other drive or folder on your system. You could also choose to Restore from your hard drive or any available drive on your network. TurboCASH also allows you to restore from a CD, provided that you have a CD writer installed on your system and the backup is correctly done.



You may also browse for a folder to select the folder on your hard drive or network drive in which your backup data is stored when you click on the icon on the right hand side of the *Restore To* field.

On the Browse for Folder – Select backup target screen, select a valid folder and click on the **OK** button.

5. Click on the **Restore** button. The following Information screen is displayed:



6. Click on the **Yes** button, to start the restore process. If you click on the **No** button, the operation will be cancelled. When the restore process is completed, an information screen "*The Restore process is completed*" will be displayed.
7. Click on the **OK** button and click on the **Cancel** button 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.6- THE TurboCASH BACKUP FILE

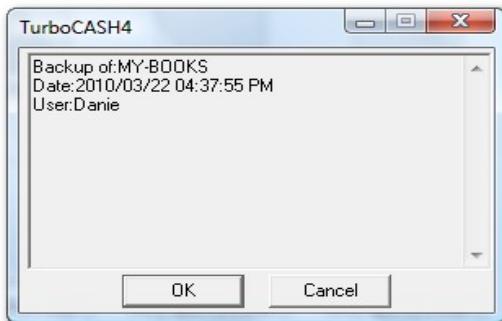
TurboCASH Backup creates a tcBackup.exe file, which is an executable file or a tcBackup.zip file. These files will be displayed as an icon in the selected folder in which a file is backed up.

In addition to restore a Set of Books on the **Backup / Restore** option, you may also restore a Set of Books from the tcBackup.exe or tcBackup.zip files on your system. These tcBackup files may be created on your system with the Backup option of TurboCASH or you may have downloaded a backup file from the Web or have received them via e-mail.

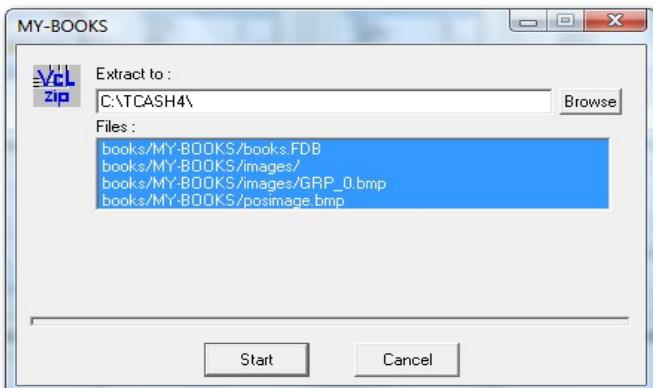
To Restore a Set of Books using the tcBackup.exe file:



1. Click on the tcBackup.exe icon in the selected folder on your system. The following screen is displayed:

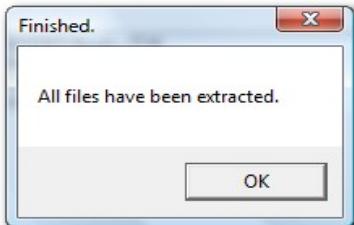


2. The TurboCASH Self-Extracting Backup screen is displayed:



3. Click on the **Restore** button on the TurboCASH Self-Extracting Backup screen.

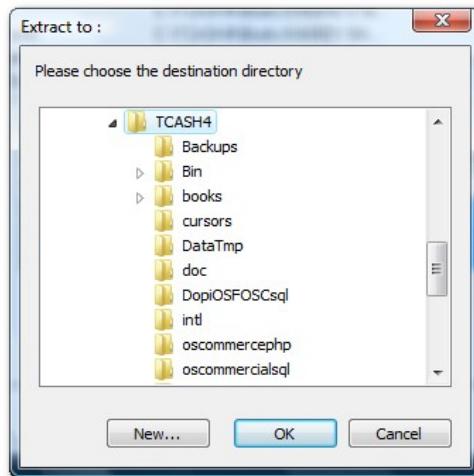
TurboCASH will extract all the files into the selected directory. When the process is finished, the following screen is displayed:



- Click on the **OK** button. You may then open the Set of Books to commence working in the restored Set of Books.



Click on the **Browse** button to select a different folder than the folder displayed in the *Restore to* field, should you wish to restore the Set of Books elsewhere on your system. The Extract to: screen is displayed:



Select a valid folder and click on the **OK** button.



You may also click on the **New...** button to create a new folder (sub-directory) in which you wish to restore a Set of Books.

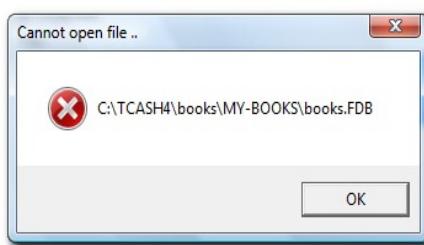


Enter a new directory than the current directory displayed on this screen and click on the **OK** button.



Error – Restore from Backup File:

- If the Set of Books are open on your system, and you are trying to restore the file, the following error message will be displayed:



- You need to click on the **OK** button.
- Start this process over again.

MODULE E - CREATING A SET OF BOOKS AND SETUP

IN THIS MODULE

MODULE E - CREATING A SET OF BOOKS AND SETUP.....	116
E.1- OPTIONS TO CREATE A SET OF BOOKS.....	117
E.2- CREATE A SET OF BOOKS USING THE CREATION WIZARD.....	117
E.3- COMPLETING YOUR SETUP PROCEDURES.....	119
E.3.1- SETUP - PREFERENCES.....	119
E.3.1.1- Backup Path.....	119
E.3.1.2- Font.....	119
E.3.1.3- Colours	119
E.3.1.4- Data Parameters.....	119
E.3.1.5- Define Labels.....	120
E.3.1.6- Printer.....	121
E.3.1.7- Theme.....	121
E.3.2- SETUP - SYSTEM PARAMETERS.....	121
E.3.2.1- Access Control.....	121
E.3.2.2- Batch Types.....	122
E.3.2.3- Company Info.....	123
E.3.2.4- Documents.....	125
E.3.2.5- Groups.....	127
E.3.2.5.1- Account Groups.....	127
E.3.2.5.2- Creditor Groups.....	128
E.3.2.5.3- Debtor Groups	128
E.3.2.5.4- Stock Groups.....	128
E.3.2.5.5- Document Groups.....	128
E.3.2.6- Financial Categories.....	129
E.3.2.7- Internet	130
E.3.2.8- Reporting Dates.....	130
E.3.2.9- Point-of-Sales.....	131
E.3.2.10- Salespersons.....	131
E.3.2.11- Statements.....	132
E.3.2.12- Stock Information.....	132

E.1- OPTIONS TO CREATE A SET OF BOOKS

In addition to the “*Creation Wizard*” feature you may also create exact copies from existing sets of books, templates (installed in your TCASH4/Books directory or other sets of books in the TCASH4/Bin/Repository directory). The following options are available:

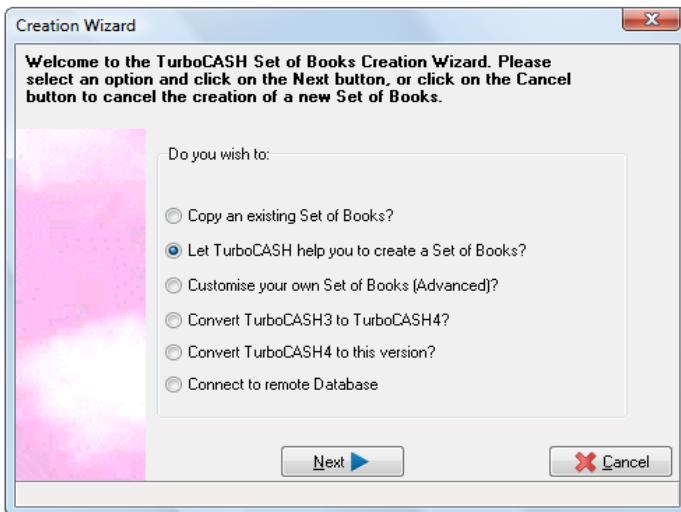
- File → Save As.
- File → Create Set of Books (Copy from a Set of Books option on the Creation Wizard).
- Tools → Global Processes → Copy from a Set of Books.

E.2- CREATE A SET OF BOOKS USING THE CREATION WIZARD

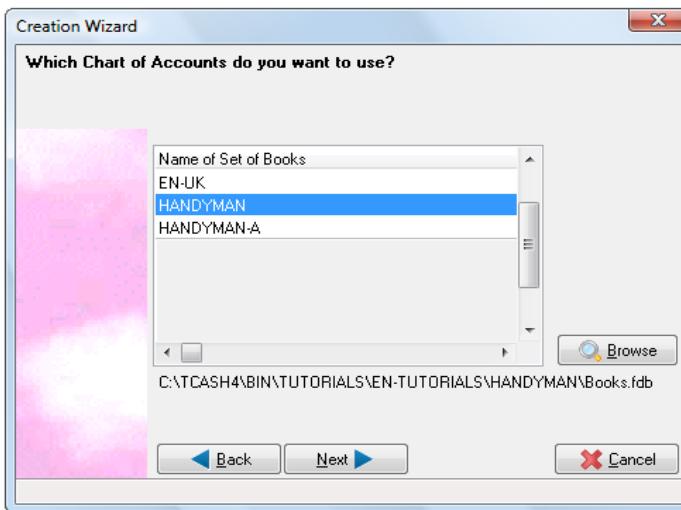
Upon initiating the *TurboCASH* program a menu bar at the top of your screen will be displayed. To create a Set of Books only takes a few minutes. The “*Creation Wizard*” will help you to create a new Set of Books.

To Create a Set of Books:

1. Click on the **File** → **Create Set of Books** menu. You may also press the **F10** key on your keyboard. The *Creation Wizard* screen is displayed giving you 6 options to create a Set of Books.



2. Check that it is selected and click on the **Next** button. On the next screen, *TurboCASH* will ask you: “Which Chart of Accounts you wish to use?”

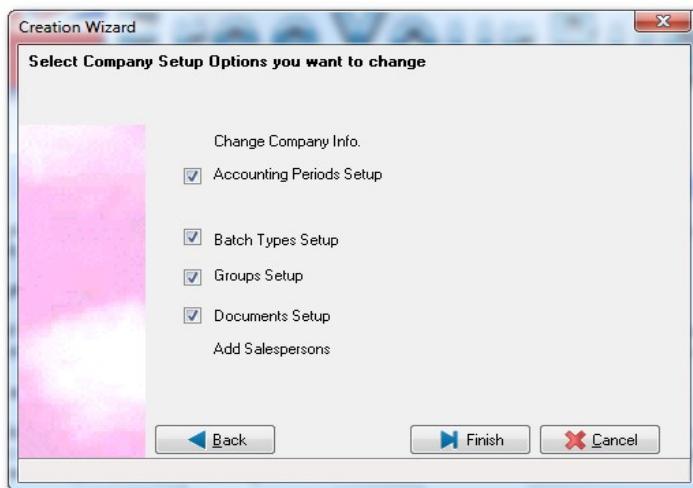


3. For the purposes of this tutorial, select “HANDYMAN” and click on the **Next** button. On

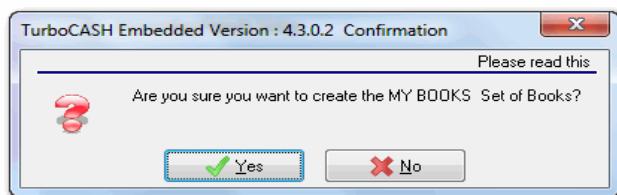
the next screen, *TurboCASH* will ask you to enter the "Name for a new Set of Books".



4. For the purposes of this tutorial, type in your own name.
5. Click on the **Next** button, or press the **Enter** key on your keyboard. On the following screen *TurboCASH*, will give you the following options to select:



6. For the purpose of this tutorial, see that "Documents Setup?" option is selected.
7. Click on the **Finish** button. *TurboCASH* will now ask you to confirm that you wish to create this Set of Books.



8. Click on the **Yes** button to confirm.
9. *TurboCASH* will automatically launch the following screens from the **Setup → System Parameters** menu as selected in step 6 to enable you to set the basic information and defaults for the Set of Books:
 - a. Company Info (See Paragraph E.3.2.3 of this MODULE)
 - b. Reporting Dates (See Paragraph E.3.2.8 of this MODULE)
 - c. Batch Types (See Paragraph E.3.2.2 of this MODULE)
 - d. Groups (See Paragraph E.3.2.5 of this MODULE)

- e. Documents (See Paragraph E.3.2.4 of this MODULE)
- f. Stock Information (See Paragraph E.3.2.12 of this MODULE)
- g. Salespersons (See Paragraph E.3.2.11 of this MODULE)



If you did not remove the tick in the “*Documents Setup*” option in step 6 of this chapter, the **Documents Setup**, **Stock Information** and **Salesperson** screens will be displayed. Close or exit these screens for the purposes of this tutorial.

You then need to select these options on the **Setup → System Parameters** menu option.

E.3- 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. Click on the **Open** icon (Alternatively, click on the **File → Open Set of Books** menu option. You may also press the **Alt** and **O** keys on your keyboard).
2. Select the Set of Books, which you were creating, and click on the **Open** button.

E.3.1- SETUP - PREFERENCES

E.3.1.1- Backup Path

This option allows you to select the drive and / or the folders on which you wish to make your Backups. This is normally your Stiffy Drive, but you could also make backups in any available folder or directory on your hard drive.



The “*Backups*” folder have been included in the TCASH4 installation directory for your convenience. You may create all your backup files to that directory (e.g. <C:/TCASH4/Backups>). Please remember to copy backup files in this folder on external media and store it in a safe place.



The Auto-Backup feature have also been added to automatically create backup files when you exit TurboCASH4.

By default the Auto Backup feature is not activated.

See Backups for more information to enable / disable this feature.

E.3.1.2- Font

This option allows you to select any one of the available fonts, for use in viewing and printing reports, statements and lists. Some of the fancy fonts may look good, but our experience shows that they are not as practical as a simple one such as “Arial”.

E.3.1.3- Colours

This option is currently disabled, since the colours are included (set) into the themes.

E.3.1.4- Data Parameters

This option allows you various options to configure your Set of Books. These are:

1. **Report Amounts with** - Set the format (i.e. < > for Credit, + / - for Debit/Credit or D/C for Debit/Credit) to display the debit and credit amounts on reports.
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.
- **Decimal Symbol** - The decimal symbol may also be set (if available for your operating system).
- **Digit Symbol** - If you wish to display a separator in large numbers (e.g., to display 1000 as 1,000) you may specify the symbol (e.g. comma).
- **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 (Batch Processing Option) or the Receive Payment option on the Open Item Link. 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. 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:** - By default this option is selected (ticked).
- **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 on the **Input → Projects** menu.
- **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.

- **Use Current Date for Reports** - By default, this option is not selected.
- **Do Not Use Reportman** - By default, this option is not selected.

5. Log Level – Off is the default.

E.3.1.5- Define Labels

This option allows you to define label specifications in order to print debtors and creditors names and addresses onto labels. You need to set the label specifications such as the number of labels across and down, and their height and width, gap between labels, etc.

You may also define the labels for the Stock Items. The stock items may include barcodes as entered in the **Edit → Stock Items** menu.

Labels are printed from the Print Labels options of the **Reports → Debtor, Creditor or Stock** menu.



In addition to these standard Labels, you may also print Reportman Label Reports from the following options:

- **Edit → Debtors** (Context menu from Debtor List screen) **Reports → Print Labels** option.
- **Edit → Creditors** (Context menu from Creditor List screen) **Reports → Print Labels** option.
- **Edit → Stock** – On the sidebar, select Report Type (i.e. Barcode / Yagoda Barcode) and

- click on the **Report** button.
- **Edit → Stock** (Context menu from Stock List screen) **Print single item**. This will only print the stock code, description and barcode of a selected stock item.
- **Input → Documents** (Context menu from Documents List screen) **Print → Print Barcodes** option.

E.3.1.6- Printer

This option allows you to select the default printer for this program. You may have two or more printers on your system, for example a Dot-Matrix and a Laser printer and wish to print some reports on the Dot-Matrix printer and others on the Laser printer. If this is the case, it is recommended that you *select the printer with which you intend to print most of your reports and / or documents*.



Should you have more than one printer; clicking on the "**Printer Setup**" icon, you can access a "select printer" screen. From this screen, it is also possible to access the setup page for pre-printed paper used with dot-matrix printers.

E.3.1.7- Theme

This option allows you to choose between Classic, Beach, ClassicBMP, Dolphins, Future House, Gotham, Motor Madness, Ruby, Sumarai, Sands of Time, Space, Vista, Vista2, Wasteland and Random themes.



The "Ruby" theme is used for screen captures in this book. Additional themes (based on the "Ruby" theme) (i.e. [User-Orange.zip](#) 1.6 MB, [User-Green.zip](#) 1.5 MB, [User-Gold.zip](#) 1.1 MB and [User-Blue.zip](#) 1.5 MB) are available for download at <http://sourceforge.net/projects/turbocash/files/>.



You may change the default Background1.jpg with your own image (photo, logo, products), etc.

E.3.2- SETUP - SYSTEM PARAMETERS

E.3.2.1- Access Control

This option allows you to set the 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

For the purposes of this tutorial, This version of TurboCASH, 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 TurboCASH4 as a multi-user product.

Many new features have been added to access control, i.e.:

- **Standard Security** - Create users and set passwords and e-mail addresses for each user. Allow or block access to System Setup, Global Processes, and Bank Reconciliation menu options, to which users have no access, can also be hidden.
- **Reports Access** - Allow or block access to print and view Debtor, Creditor, General Ledger, Stock and / or User Reports.
- **Batches Access** - Allow or block access to posting of transactions, entering transactions in batches specific batches or journals, documents (Invoices and Credit Notes, Purchases and Supplier Returns).
- **Block Accounts** - Allow or block access to specific accounts for each of your users.
- **Edit Master Files** - Allow or block access to create, edit or delete General Ledger, Debtor, Creditor, Tax and / or Bank Accounts as well as to create, edit and delete Stock Items and / or User Reports.

- **Mode** - Set the mode or profile or an user to allow access to all functions (invoicing and accounting), only accounting or only Point-of-Sale functions.
- **Link Users to Salespersons** - If you are selling stock items (generating Invoices in TurboCASH) or use the Point-of-Sale facility and have created users, you may link the salespersons added in the **Setup → System Parameters → Salespersons** menu option to a user. This facility will add more security when users access or start a Point-of-Sale invoicing session.

E.3.2.2- Batch Types

Batch Types are the journals in which you will enter (capture) the source documents of your transactions. You may enter all your invoices in the sales journal, deposits or receipts in the receipts journal, cheques or payments in the payments journal, etc. After you have entered, your transactions from the source documents, you need to check them and post or update these batches to the ledger.

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 Journal	Debtor	General Ledger	Debit
Sales Returns	General Ledger	Debtor	Credit
Purchases	General Ledger	Creditor	Credit
Purchase Returns	Creditor	General Ledger	Debit
Payments	General Ledger	General Ledger	Debit
Receipts	All	All	Credit
Petty Cash	General Ledger	General Ledger	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.

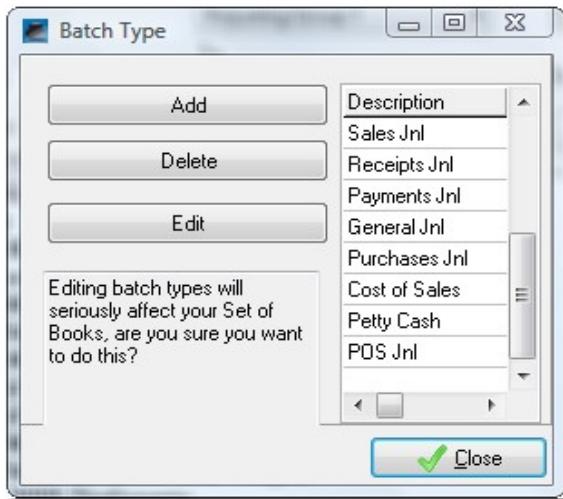
The setting of the defaults will be discussed in later Chapters. The new features, which have been added to configure batches or journals, may be taken into account when you need to create or add your batch or journal types. This will enable faster and more accurate processing of transactions.

Some of these features are:

- **No Tax** - You may now hide the tax column and the Tax Code lookup facility if you are not registered for VAT/GST/Sales Tax or if VAT/GST/Sales Tax is not applicable to all transactions in the batch or journal.
- **Lookup Facilities** - You may now select to show all Accounts or only General Ledger, Debtor or Creditor Accounts.
- **Contra Account per Line** - easier processing of transactions with this setting. Contra Accounts are now visible in the Contra Account column.

To check the Batch Types:

1. The **Batch Type** screen is not automatically displayed, click on the **Setup → System Parameters → Batch Type** menu.



2. Check the batch types and click on the **Close** button.



You may select any batch and click on the **Edit** button to do the Batch Setup (**F10:Setup** icon) on the Batch Entry screen.



To purchase and sell trading stock items, you need to add a Cost of Sales batch type, if not already included in the Set of Books.

To Add a Cost of Sales Batch:

1. Select the Batch Type on the Description list where you need to create a new batch type.
2. Click on the **Add** button. A blank row will be inserted above the selected batch type.
3. Type the name for your Cost of Sales Batch.

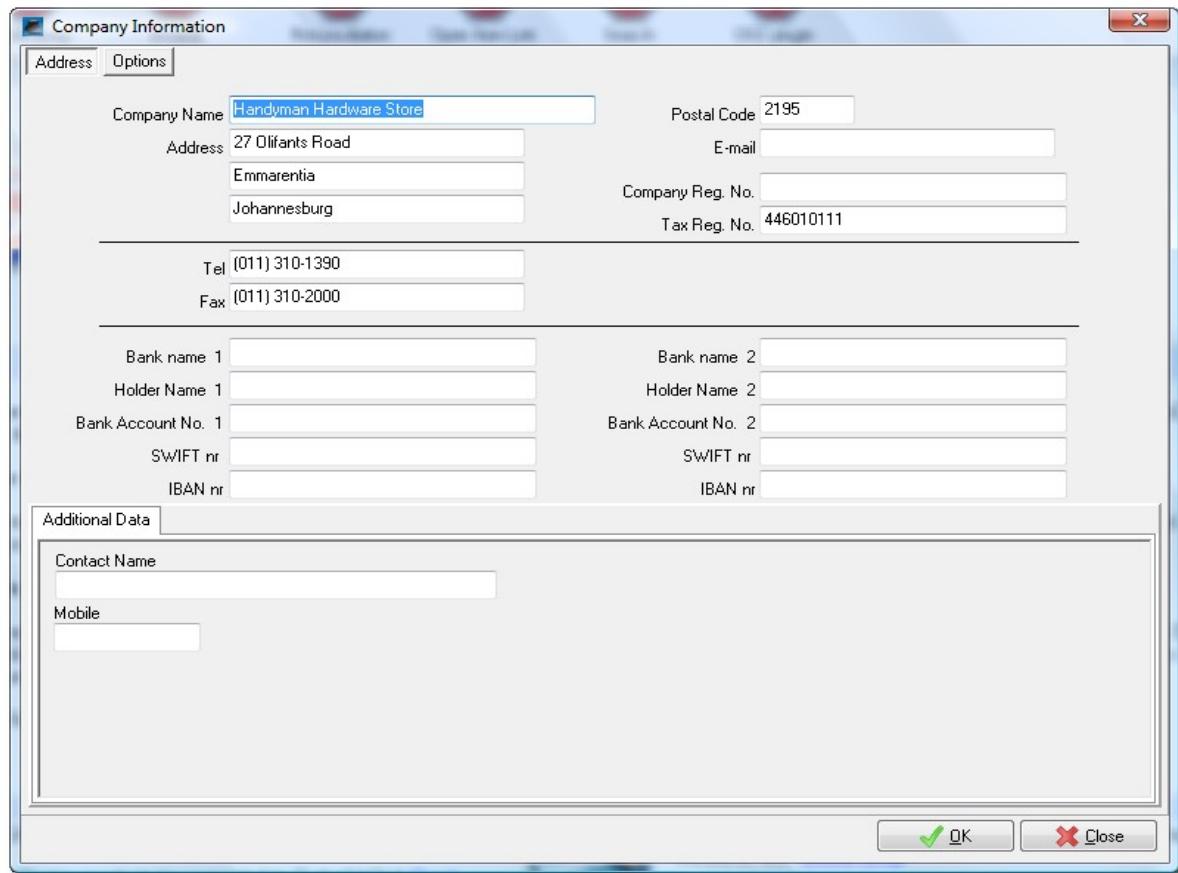
E.3.2.3- Company Info

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, or not, in the **Setup → System Parameters → Documents** menu. In the case of debtor statements, you may select to print the logo on statements, or not, in the **Setup → System Parameters → Statements** menu.

To enter and set the Company Information and Defaults:

1. If the *Company Information* screen is not automatically displayed, click on the **Setup → System Parameters → Company Info** menu.



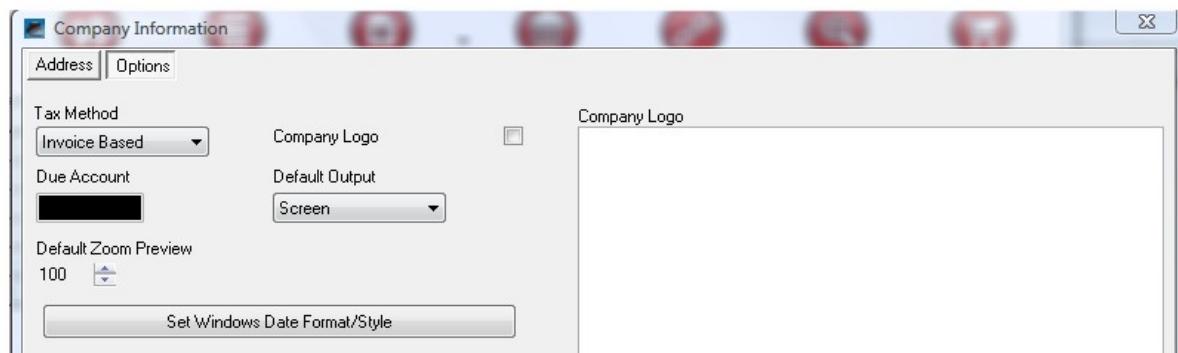
2. Enter the relevant details of your company in the available fields. entered

Company Reg. If you are registered as a company, a close corporation or a non-profit
No.: 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 Information - Options* screen is displayed:



4. The Tax Method is by default set to Invoice Based. For the purposes of this tutorial, the Invoice Based Tax Method is used.



Payments Based Tax method not implemented.

5. Select your default output options for screen, printer, file, fax or e-mail. For the purposes of this tutorial, select "Screen".
6. Select "100%" for the Default Zoom Preview.
7. Company Logo leave blank for the purposes 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.

8. Click on the **Set Windows Date Format/Style** button to set the date format of your operating system.



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 in which your dates will be displayed in the lookup facilities, screens, reports, debtor statements, etc.

The date for 1 March 2011 may be displayed in one of the following formats:

- YY/MM/DD - 11/03/01
- DD/MM/YY - 01/03/11
- YYYY/MM/DD - 2011/03/01
- DD/MM/YYYY - 01/03/2011

The YYYY/MM/DD (2011/03/01) is the format, which is used in this tutorial.

9. Click on the **OK** button to save your changes.

E.3.2.4- Documents

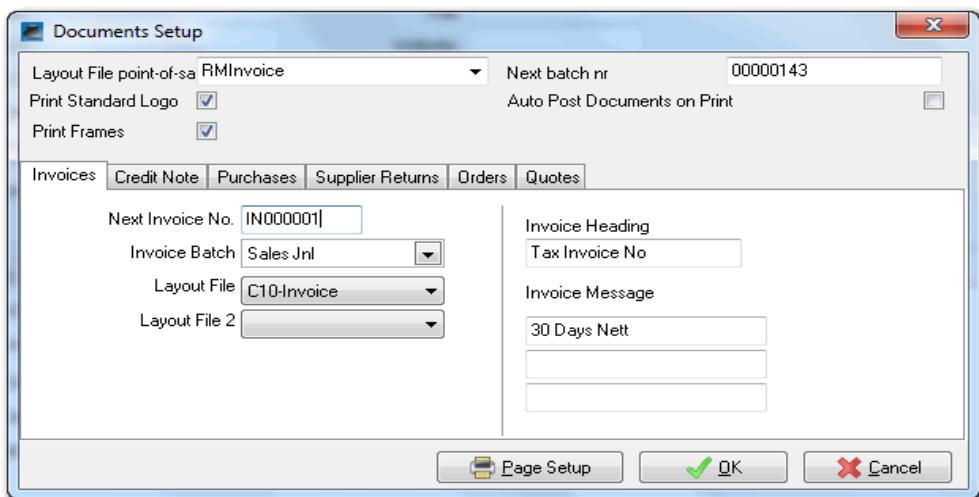
This option allows you to set up defaults for your documents. TurboCASH defaults all document numbers to begin with 000001 (prefixed by 2 alphabetical characters IN for Invoices, CR for Credit Notes, PU for Purchase documents, SR for Supplier Returns documents, OR for Orders and QU for Quotes), but you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

TurboCASH has set default batch types for all the documents. You may also specify the heading, message, and whether you wish to print the logo, if you have set it up. You may also select the type of paper on which you want to print each of these documents.

Clicking the **Page Setup** button on the Document tabs allows you to set the margins and the size of the paper for each Document on the *Dot-matrix Paper Setup* screen.

To set the Documents:

1. The *Documents Setup* screen is not automatically displayed, click on the **Setup** → **System Parameters** → **Documents** menu.



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: | Check that "DefaultA4" is selected for the purposes of this tutorial. |
| Print Standard Logo: | Remove tick. |
| Print frames: | Tick. |
| Next batch no.: | Leave as is. |
| Auto-post on print: | Leave blank. |
| Next Invoice No.: | For the purposes of this tutorial, all documents should start with 000001 prefixed by 2 characters (i.e. IN000001 for Invoices, CR000001 for Credit Notes, PU000001 for Purchase documents, SR000001 for Supplier Returns documents, OR000001 for Orders and QU000001 for Quotes). |
| Invoice Batch: | Select the "Sales Jnl" for Invoices and Credit Notes .
Select the "Purchase Jnl" for Purchases and Supplier Returns . You cannot select a batch type for Orders and Quotes, since they need to be confirmed and cannot be posted or updated to the ledger. |
| Layout file: | Select "C10-Invoice". Select "C10-CreditNote", "C10-Purchase", "C10-SupplierReturns", "C10-Orders" and "C10-Quotes" on the other tabs. These are the global default settings for each document type. |
| Layout File2 | Leave blank. |
| Invoice Heading: | For the purposes of this tutorial, the headings are already set. |
| Invoice Message: | For the purposes of this tutorial, the messages for each of these documents are already entered. |

3. Click on the **OK** button to save your changes and close or exit this screen.



Selecting Layout Files:

If you do not wish to print stock codes on documents, you may select the following:

- The "RMInvoice". Select "RMCreditNote", "RMPurchase", "RMSupplierReturns", "RMOrders" and "RMQuotes" does not print the stock code.

If you wish to print stock codes on documents, you may select the following:

- **Short Stock Codes** - (less than 10 characters) and description (less than 25 characters), you may select the C10- series of documents.
- **Long Stock Codes** – Up to the maximum stock code length (15 characters) and description (up to 35 characters), you may select the C15- series of documents.

E.3.2.5- 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 the Report Options screen to generate reports or documents for a specific reporting group.



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.3.2.5.1- Account 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 the Report Options screen to generate reports or documents for a specific reporting group.



Select the groups and use the **Move up** and **Move down** buttons to change the sequence. For the purposes of the tutorial, move the groups to display Income, Cost of Sales, Expenses, Capital, Long Term Liabilities, Current Liabilities, Fixed Assets and Current Assets, if necessary.

This will determine the sequence in which your Groups are listed on the **Edit → Accounts** and on the **Tools → T-Ledger Analyser** is displayed, when Reporting Group 1 is selected.

Account Groups is the default when launching the Setup Groups window.

To set the Groups:

1. The *Groups* screen is not automatically displayed, click on the **Setup → System Parameters → Groups** menu.



2. Check the "Account Groups" and click on the **OK** button.



Select the groups and use the **Move up** and **Move down** buttons to change the sequence. For the purposes of the tutorial, move the groups to display Income, Cost of Sales, Expenses, Capital, Long Term Liabilities, Current Liabilities, Fixed Assets and Current Assets, if necessary.

This will determine the sequence in which your Groups are listed on the **Edit → Accounts** and on the **Tools → T-Ledger Analyser** is displayed, when Reporting Group 1 is selected.



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.



To Add a Cost of Sales Account Group:

1. Click on the REPORTING GROUP ROOT.
2. Click on the **New** button.
3. Type "Cost of Sales".
4. Press the **Enter** key; or click on the **OK** button.



You may set colours (Background and Font colours) to be displayed on the T-Ledger Analyser.

To Add Colours for Account Groups:

1. Click on the **Back Color** button and select the colour.
2. Set the Font colour (if necessary).
3. Click on the **OK** button of the color window.

E.3.2.5.2- Creditor Groups

To illustrate the colours on the Creditors – List view screen, add the following two Groups for Creditor Group 1:

- Creditor Group 1A
- Creditor Group 1B

Set the Background and Font colours for these groups.

E.3.2.5.3- Debtor Groups

To illustrate the colours on the Debtors – List view screen, add the following two Groups for Debtor Group 1:

- Debtor Group 1A
- Debtor Group 1B

Set the Background and Font colours for these groups.

E.3.2.5.4- Stock Groups

To illustrate the colours on the Stock – List view screen, add the following two 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 the **Setup** → **System Parameters** → **Stock Information** menu.

Pictures for each Stock Item may be set in the **Images** tab of the Stock Item on the **Edit** → **Stock** screen.

E.3.2.5.5- Document Groups

To illustrate the colours on the Documents – List view screen, add the following two Groups for Document Group 1:

- Document Group 1A
- Document Group 1B

Set the Background and Font colours for these groups.

E.3.2.6- 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 these to one of the Assets, Capital, Expenses, Income or Liabilities Financial Categories.



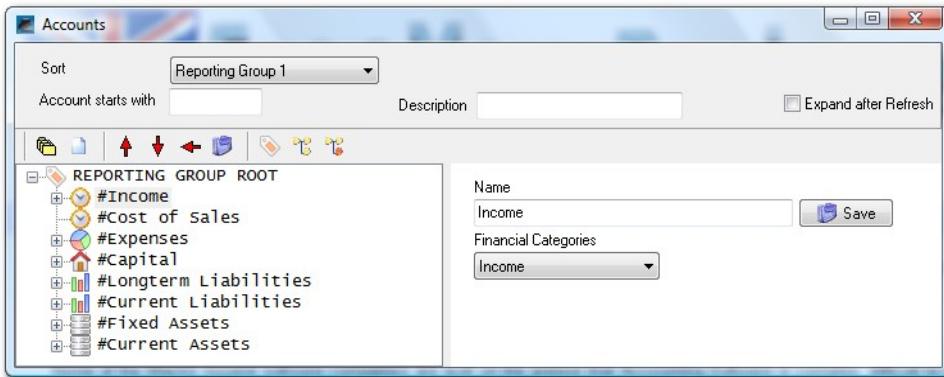
It is important to base this linkage, to the respective categories, on the accounting equation. Please refer to MODULE A – INTRODUCTION TO ACCOUNTING for more information.

The following two (2) options are available to link the Financial Categories:

1. **Setup → System Parameters → Financial Categories** menu.
2. **Edit → Accounts** menu.

To Link Groups to Financial Categories:

1. Click on the **Edit → Accounts** menu.
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 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 button will only be displayed (next to the Financial Category name) field), once any changes are made.

You need to click on the 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 the **Setup → System Parameters → Groups** menu. 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

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.3.2.7- Internet

This option allows 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. Note 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 *TurboCASH*, 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.

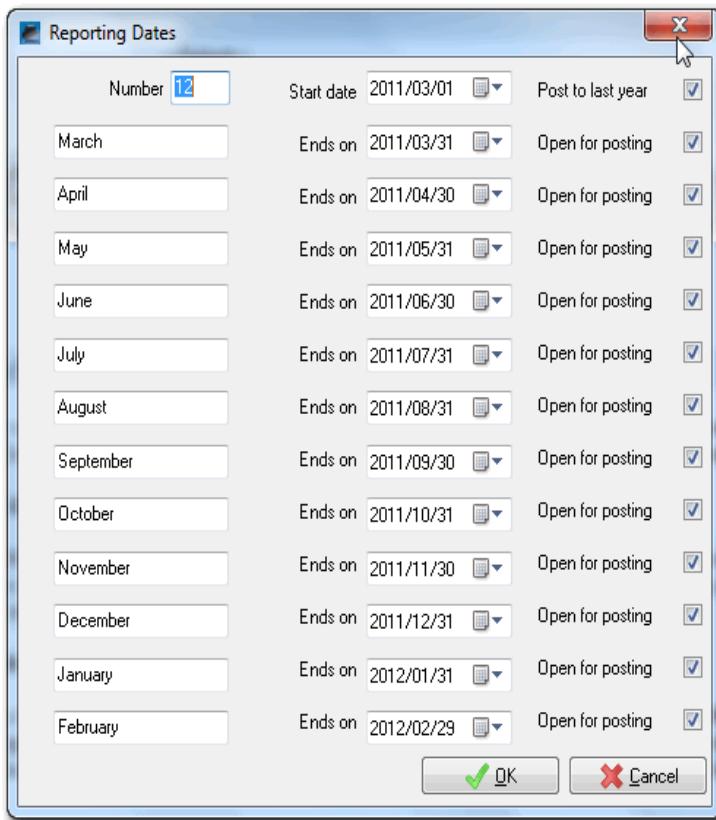
E.3.2.8- Reporting Dates

This option allows you to set the starting date of your financial year and the number of accounting periods (months?) into which your year is divided.

If you do not wish to post any transactions to last year, you may remove the tick from that field. This is a very useful feature if you have finished entering all transactions, for a specific year or period and want to ensure that users cannot post transactions to the "closed periods". You will still be able to generate reports for these "closed periods".

To Set the Reporting Dates:

1. The *Reporting Dates* screen is screen is not automatically displayed, click on the **Setup → System Parameters → Reporting Dates** menu.



2. Select the following:

Number:

This is the number of accounting periods in your financial year. For the purposes of this tutorial, use 12 for 12 months of the year. Type "12".

Start date:

This is the start date of your financial year. The format of the date is DD/MM/YYYY or the Windows™ format that you have set. Usually your financial year will start on either 01/01/YYYY, or 01/03/YYYY, or 01/07/YYYY.

For this example, select or type "2011/03/01" and press the **Enter** key or use the date picker to select the start date by clicking on the down arrow on the right-hand side of this field.

Open for Posting?

Leave the fields next to "Post to last year?" and "Open for posting?" ticked.

Post to Last year?

3. Press the **Enter** key and click on the **OK** button. The program will automatically calculate the month end dates for you.

E.3.2.9- Point-of-Sales

Point-of-Sale can be set up only 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 **Setup → System Parameters → Salespersons** menu option to users on the Others tab of the **Setup → System Parameters → Access Control** menu option. This facility will add more security when users access or start a Point-of-Sale invoicing session.

E.3.2.10- Salespersons

You may now link the salespersons (cashiers) to users on the Others tab of the **Setup → System Parameters → Access Control** menu for improved Point-of-Sale access and security.

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) 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.



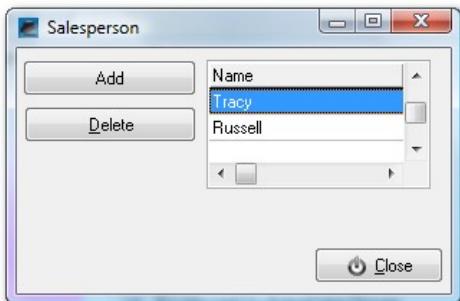
You may now link the salespersons (cashiers) to users on the Others tab of the **Setup → System Parameters → Access Control** menu for improved Point-of-Sale access and security.

To check the Salespersons:



Salespersons may also be added or deleted in the **Setup → System Parameters → Groups (Salespersons)** menu.

1. The *Salesperson* screen is automatically displayed:



2. Check "Tracy" and "Russell" are displays as salespersons.
3. Click on the **Close** button.



For the purposes of this tutorial, we have included Tracy and Russell as the salespersons. If these salespersons are not already included in the Set of Books, you may add them.

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. A blank row will be inserted above the selected Salesperson.
3. Type the name for your Salesperson.
4. Click on the **Close** button.

E.3.2.11- Statements

This option allows you to select the paper type, size and any message that you may wish to appear on your statements.

E.3.2.12- Stock Information

This option should be used if you wish use stock or need to generate documents such as invoices, credit notes, quotes, orders, purchases and supplier returns. On the *Stock Information* screen you can set stock units, define up to 3 selling prices.

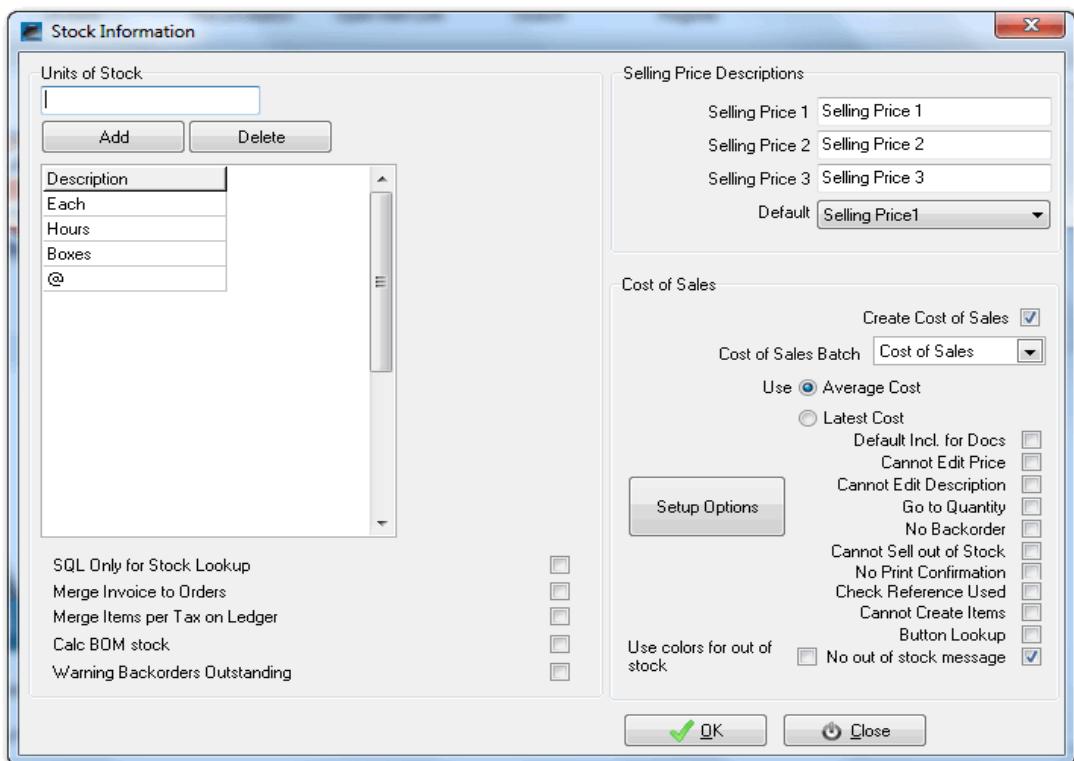


The option to use cost of sales is discussed in Chapter E.3.2.12 of MODULE E.

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 4 sections (i.e. Units of Stock, Selling Prices, Cost of Sales and Settings).

To set the Stock Information and Cost of Sales Parameters:

- The *Stock Information* screen is not automatically displayed, click on the **Setup → System Parameters → Stock Information** menu:



- Units of Stock** - Check that "Each" and "Hours", is displayed. If not; enter these and click on the **Add** button.

- Selling Price Descriptions –**

- Selling Price Descriptions** – The Default (Selling Price 1, Selling Price 2, Selling Price 3) is displayed. You may overtype these with your own.
- Default** – The default selling price as the global setting. Select Selling Price 1 for the purposes of this tutorial.



You may set a different selling price for specific debtor (customer / client) accounts on the **Edit → Debtor** menu (**Accounting Information** tab).

- Cost of Sales Settings** – This is applicable to the Default (Trading Stock) stock type only. Select the following:

- Create Cost of Sales – Select (tick).
- Cost of Sales Batch – Select the Cost of Sales Batch.
- Use "Average Cost" or "Latest Cost" option. For the purposes 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.

- Other Settings** – 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 Chapter C.7.4 of MODULE C – SETTINGS / CUSTOMISE DOCUMENT PROCESSING – Setup Stock Information.

- Click on the **OK** button to save your changes and close or exit this screen.

MODULE F - SETTING UP ACCOUNTS

IN THIS MODULE

MODULE F - SETTING UP ACCOUNTS.....	134
F.1- SETTING UP GENERAL LEDGER ACCOUNTS	135
F.1.1- PLANNING YOUR CHART OF ACCOUNTS.....	135
F.1.2- EDITING YOUR CHART OF ACCOUNTS.....	137
F.1.3- CREATE / EDIT BANK ACCOUNTS	141
F.1.4- CREATE / EDIT TAX ACCOUNTS.....	142
F.2- CREDITOR (SUPPLIER) ACCOUNTS.....	144
F.2.1- CREATE / EDIT CREDITOR (SUPPLIER) ACCOUNTS.....	144
F.2.2- CREATE A CREDITOR ACCOUNT FOR OPENING BALANCES.....	147
F.3- DEBTOR (CUSTOMER / CLIENT) ACCOUNTS.....	147
F.3.1- CREATE / EDIT DEBTOR (CUSTOMER / CLIENT) ACCOUNTS.....	147
F.3.2- CREATE A DEBTOR ACCOUNT FOR OPENING BALANCES.....	150
F.4- PRINTING LISTS OF ACCOUNTS, DEBTORS AND CREDITORS.....	151
F.4.1- Chart of Accounts.....	151
F.4.1.1- Generating a Chart of Accounts in the T-Ledger Analyser.....	151
F.4.1.2- Generating a Chart of Accounts (Standard Reports).....	152
F.4.2- Debtors Listing.....	153
F.4.3- Creditors Listing.....	154

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 the **Edit → Accounts** menu:

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: <ul style="list-style-type: none"> • Retained Earnings / Income. • Creditor's Control Account. • Debtor's Control Account.
Tax Accounts	Accounts containing the Tax percentages and dates for which those tax percentages are effective. 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) accounts, are created, edited or deleted in the **Edit** menu.

Menu Option	Brief Description of the Account Type
Creditor	Creditor (Supplier) accounts containing the details of the creditors, remittance advice messages, contacts, and 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.
Debtor	Debtor (Customer) 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.



TurboCASH allows for 999 main accounts. Each account may also have up to 999 sub-accounts. This should be enough for most businesses.

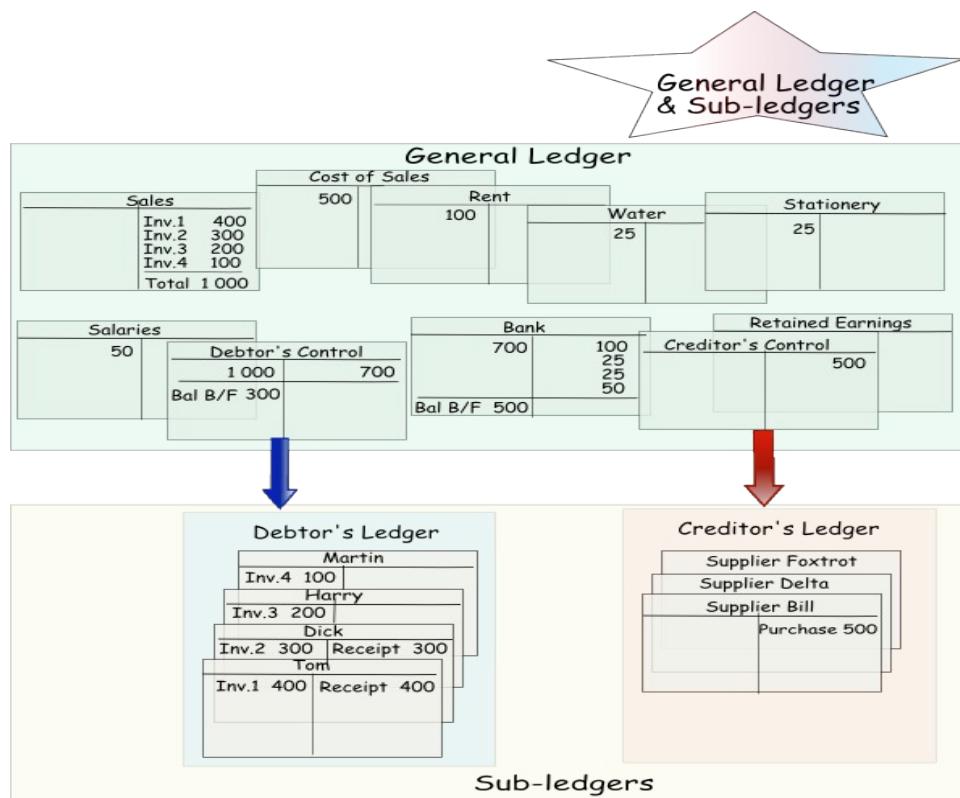
The Chart of Accounts should be carefully planned so that the accounts fall in the required ranges.

Some Sets of Books may contain 4-digit main, and 5-digit main accounts. The option to Create a Set of Books (Advanced) on the Creation Wizard (**File → Create Set of Books** menu), 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 **Edit → Accounts** menu 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 purposes of this tutorial, the Account Groups, have already been created and linked to Financial Categories.

The **Edit → Accounts** menu 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 the **Setup → System Parameters → Groups** menu and link them to the Financial Categories. These Account Groups may also be linked to Financial Categories in the **Setup → System Parameters → Financial Categories** menu.

To Create a New Ledger Account:

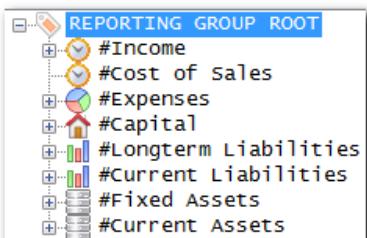
- Click on the **Edit → Accounts** menu. The *Accounts* screen is displayed:

Date	Amount	Reference	Description
2011/03/01	-10000	Gen	
2011/04/01	-10000	Gen	
2011/05/01	-10000	Gen	
2011/06/01	-10000	Gen	
2011/07/01	-10000	Gen	

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 Account 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 1 will list only those account numbers starting with 1 (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 name (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 name (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 item on the context menu).

The Icons indicates the following:**Account Groups****Financial Categories**

Account Groups - Reporting Group 1 and 2 – The sequence in which the groups and accounts are listed, may be changed in the **Setup → System Parameters → Groups** menu. This is done by selecting the groups on the list and use the **Move up** or **Move down** buttons.

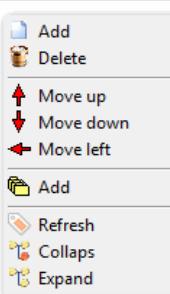
In this tutorial, we have created Accounts - Reporting Groups 1 and 2 which is set to different sequences:

Reporting Group 1	Reporting Group 2
<p>A screenshot of the 'Reporting Group 1' section showing a different sequence of account groups compared to Group 2. The groups listed are '#Income', '#Cost of sales', '#Expenses', '#Capital', '#Longterm Liabilities', '#Current Liabilities', '#Fixed Assets', and '#Current Assets'.</p>	<p>A screenshot of the 'Reporting Group 2' section showing a different sequence of account groups compared to Group 1. The groups listed are '#Capital2', '#Longterm Liabilities2', '#Current Liabilities2', '#Fixed Assets2', '#Current Assets2', '#Income2', '#Cost of Sales2', and '#Expenses2'.</p>

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)
	Debtors / Creditors Control	Balance Sheet	Debtors Control = Current Assets Creditors Control = Current Liabilities

Processing Icons and Context menus:**Account Groups**

- Add Group.
- 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 / Sub-account
- Refresh the items on the Groups / Accounts list.
- Collaps 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 / Creditor Control accounts. Trying to delete these control accounts, will produce an Error message that Control accounts cannot be deleted.

Field	Description
Account Type:	Select the following options:
	<ol style="list-style-type: none"> 1. Ledger Income / Expense , Asset / Liability / Capital accounts and Retained Earnings (Retained Income) and Debtors Control and Creditors Control accounts. 2. Bank Account will allow you to link a Payments and Receipts batch on the Bank tab. 3. Tax Account will allow you to set the tax percentage for (VAT/GST/Sales Tax) and specific tax settings. <p>This field may only be selected for a new account. For existing accounts; this field will be disabled.</p>
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.
Group1:	This is used to group and classify the accounts on reports.
Group2:	This is used to group and classify the accounts on reports.
Type:	<p>Balance Sheet accounts - (i.e Capital, Liabilities and Assets) or Income Statement accounts (i.e. Income or Expense).</p> <p>Balance Sheet accounts retains the balances of the previous financial year (opening balances).</p> <p>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.</p>
Sub-accounts:	<p>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.</p> <p>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.</p> <p>To delete a main account, you first need to delete all sub-accounts.</p>
Status:	<p>By default, all accounts are enabled (active). Once you have any transactions processed (posted) on a main account, you may not delete the main account.</p> <p>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.</p>
Open Item Account:	<p>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.</p> <p>This facility is useful when, for example, you need to control specific payments to specific transactions and specific receipts to specific transactions.</p>
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 Earnings) and Debtor Control and Creditor Control accounts.
	<p>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.</p> <p>You need to click on the Save button to save the changes. If you do not do this, your changes will be lost.</p>

F.1.3- CREATE / EDIT 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. TurboCASH will have set up a Bank Account for you in your selected template. (We have used account number "810-000 - Current Bank Account").

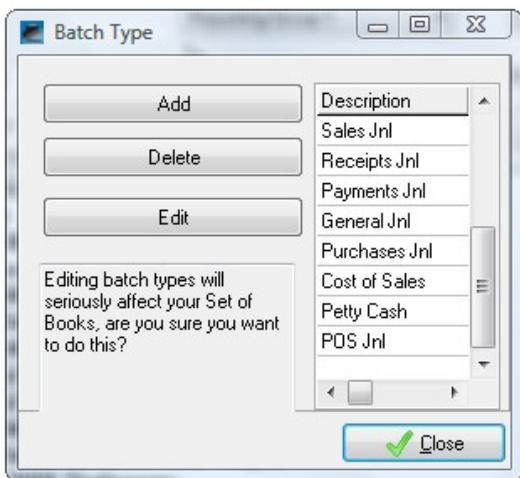
If you wish to add another Bank Account remember that in planning your Chart of Accounts you would like accounts of a similar nature to be grouped together.



Bank Accounts must be linked to a unique Payments and Receipts Batch. Before you can create a new Bank Account you will first need to create a new Payments and Receipts Batch.

To create new Payments and Receipt Batches:

1. Click on the **Setup → System Parameters → Batch Types** menu. The *Batch Type* screen is displayed:



You may access the Batch **F10: Setup** (Options for this batch) screen for a selected batch from this screen. To do this, select the Batch and click on the **Edit** button or double-click on the selected Batch.

2. Select the Batch Type on the Description list where you need to create a new batch type.
3. Click on the **Add** button. A blank row will be inserted above the selected batch type.
4. Type the Name or description for the Payments Batch (In our Example we will use "Savings Payments" for the "Savings Account").
5. Select the Batch Type below the newly created "Savings Payments" and click on the **Add** button.
6. Create a Receipts Batch in a similar manner ("Savings Receipts").
7. Click on the **Close** button.



The next step is to create your new Bank Account for the Savings Account.

To create a new Bank Account:



The Bank account "G810-000 Current Bank Account" is already included in the account list. If you wish to do this create this account, simply select the account "G810000 Current Bank Account" and click on the **Delete** icon (or select the **Delete** option on the Context menu). You may then continue to follow this process.

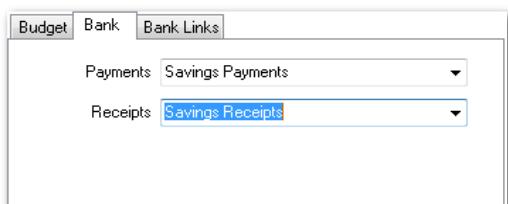
1. Click on the **Edit → Accounts** menu. The *Accounts* screen; listing your available accounts will be displayed.

2. Select the “*REPORTING GROUP ROOT*” 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 “*G000 Account name*” on the Account list.

3. Enter or select the following:

- | | |
|--------------------|--|
| Account Type: |  Select “ <i>Bank Account</i> ”. |
| Account No.: |  Type “ <i>830-000</i> ”. |
| Description: |  Replace “ <i>Account name</i> ” with “ <i>Savings Account</i> ”. |
| Account Group 1: |  Select “ <i>Current Assets</i> ”. |
| Account Group 2: |  Leave blank. |
| Type: |  See that “ <i>Balance</i> ” 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: |  “ <i>Enabled</i> ” (default) should be selected. |
| Open Item Account: |  “ <i>No</i> ” (default) should be selected. |
| Link Tax: |  “ <i>Empty</i> ” (default) should be selected. |

4. Click on the **Bank** tab.



5. Select the “*Savings Payments*” and the “*Savings Receipts*” batches.



If the “*Default Bank Reconciliation Method*” option is not selected (tick removed) on the **Setup → Preferences → Data Parameters** menu; 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.



The Account “*G000 – Account name*” will change to “*B830 Savings Account*”. It will automatically be placed in the correct structure of the Account list.

The icon will change from  (Assets / Liabilities) to  (Bank Account).

F.1.4- CREATE / EDIT 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). For the purposes of this tutorial, we will be using VAT based on 14% 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.

TurboCASH will have setup an Output VAT/GST/Sales Tax and an Input VAT/GST/Sales Tax account as sub-accounts of the VAT/GST/Sales Tax Control Account as Current Liabilities for you in the templates.

For the purposes of this tutorial, we will be creating an Input VAT/GST/Sales Tax account for Capital Goods, as we will be purchasing some Furniture (Capital Goods).



The Tax account "T850-030 Input VAT – Capital Goods" are already included in the account list. If you wish to do this create this account, simply select the account "T850-030 Input VAT – Capital Goods" and click on the Delete icon (or select the Delete on the Context menu). You may then continue to follow this process.

To create a new Tax Account (Tax Code):

1. Click on the **Edit → Accounts** menu. The *Accounts* screen; listing your available accounts will be displayed.
2. Select the Tax Control Account (as in this case, "G850-000 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 "G850 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 Account").
3. Enter or select the following:

- | | |
|--------------------|---|
| Account Type: | Select "Tax Account". |
| Account No.: | The Main account "850" is displayed and cannot be edited. Type "030" in the sub-account field. |
| Description: | Replace Account name with "Input VAT – Capital Goods". |
| Account Group 1: | "Current Liabilities" should be displayed. This is the Account Group which is linked to the Main account. |
| Account Group 2: | Leave blank. |
| Type: | "Balance" should be displayed. This field cannot be selected, since the Main account is a Balance Sheet type account. |
| Sub-accounts: | This field cannot be selected, since this is a sub-account. |
| 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 **Tax** tab.

5. Enter the Percentage "14" for the purposes of this tutorial.
6. Do not select the Use Link Tax for the purposes of this tutorial.
7. Click on the Save button.



The Account "G850-030 – Account name" will change to "T850-030 Input VAT – Capital Goods". It will automatically be placed in the correct structure of the Account list.

The icon will change from (Assets / Liabilities) to (Tax Account).



While creating or editing your general ledger accounts (chart of accounts), check that the Cost of Sales Account (Account number 100) is displayed.

If it is not listed, create the Cost of Sales Account as an Income/Expense account. You need to select the Account Group 1 as Income (Sales). The reason for this is that the Cost of Sales (debit transactions / balances) will be subtracted from the Sales credit transactions amounts to calculate and display the gross profit on the Income Statement.

F.2- 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.



You may refer to Chapter C.3 of MODULE C for further information.

F.2.1- CREATE / EDIT CREDITOR (SUPPLIER) ACCOUNTS



For this example we will create one creditor, "A-ONE Suppliers".

The Creditor (Supplier) account "000001, A-ONE Suppliers" are already included in the Creditor (Supplier) account list.

1. If you wish to do this create this account, simply select the account "1AONES" and click on the **Delete** button.
2. TurboCASH will ask you whether you are sure that you wish to delete the account. Click on the **Yes** button.
3. TurboCASH will confirm that the account has been deleted. Click on the **OK** button.
4. You may then continue to follow this process.

To create a new Creditor (Supplier) Account:

1. Click on the **Creditor** button on the Sidebar (Quick menu) or click on the **Edit** → **Creditor** menu option.



- **F4**
- **Alt + E + C**

The *Creditor Accounts* screen is displayed:

		Filter Column	Value								
		None	Like								
				Creditor Group 1	Creditor Group 2	Address	Address 2	Address 3			
New		000001	A-ONE Suppliers	Creditor Group 1A	Unallocated	P O Box 31318	Marshalltown	Johannesbur			
Delete		000002	BEST Suppliers	Creditor Group 1A	Unallocated	P O Box 45532	Halfway House				
Edit		000003	Opening Balances - Creditor	Creditor Group 1B	Unallocated						
Save		000004	Sundry Suppliers	Creditor Group 1B	Unallocated						
Cancel		000005	ABC-Office-Supplies	Penny	Creditor Group 1C	Unallocated	P O Box 8888	Lakeview	Johannesbur		
		000006	ABC-Service-Centre	Brown	Creditor Group 1C	Unallocated	P O Box 9999	Lakeside	Johannesbur		

Line Count: 6

2. Click on the **New** button. The following screen is displayed:

Creditor Code	000001	Phone 1	(011) 838-9221																																					
Name	A-ONE Suppliers	Phone 2	(011) 838-9222																																					
Address	P O Box 31318	Fax	(011) 838-9223																																					
Address 2	Marshalltown	Website	turbocash.net																																					
Address 3	Johannesburg	E-mail	aones@pinksoft.co.za																																					
Postal Code	2000	Tax Reference	906012345																																					
Country	Empty	Company Reg. No.	123459060																																					
Contactperson		Creditor Group 1	Creditor Group 1A																																					
		Creditor Group 2	Unallocated																																					
			Language en-South-Africa																																					
<table border="1"> <tr><td>Delivery Address</td><td>Accounting Information</td><td>Contacts</td><td>Appointment</td><td>Documents</td><td>Transactions</td><td>Bank Accounts</td></tr> <tr> <td>Delivery Address</td> <td>Austin Street</td> <td>Layout File 1</td> <td colspan="3">C10-A4Purchase</td> </tr> <tr> <td>Address 2</td> <td>Marshalltown</td> <td>Layout File 2</td> <td colspan="3">C10-SupplierReturns</td> </tr> <tr> <td>Address 3</td> <td>Johannesburg</td> <td>Layout File 3</td> <td colspan="3">C10-Order</td> </tr> <tr> <td>Postal Code</td> <td>2001</td> <td></td> <td colspan="3"></td> </tr> <tr> <td>Country</td> <td>Empty</td> <td></td> <td colspan="3"></td> </tr> </table>				Delivery Address	Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts	Delivery Address	Austin Street	Layout File 1	C10-A4Purchase			Address 2	Marshalltown	Layout File 2	C10-SupplierReturns			Address 3	Johannesburg	Layout File 3	C10-Order			Postal Code	2001					Country	Empty				
Delivery Address	Accounting Information	Contacts	Appointment	Documents	Transactions	Bank Accounts																																		
Delivery Address	Austin Street	Layout File 1	C10-A4Purchase																																					
Address 2	Marshalltown	Layout File 2	C10-SupplierReturns																																					
Address 3	Johannesburg	Layout File 3	C10-Order																																					
Postal Code	2001																																							
Country	Empty																																							
<table border="1"> <tr><td>Statement Message 1</td><td>2.5% Early Settlement Discount</td></tr> <tr><td>Statement Message 2</td><td></td></tr> <tr><td>Statement Message 3</td><td></td></tr> </table>				Statement Message 1	2.5% Early Settlement Discount	Statement Message 2		Statement Message 3																																
Statement Message 1	2.5% Early Settlement Discount																																							
Statement Message 2																																								
Statement Message 3																																								

3. Enter and or select the following options:

- Creditor Code: The next Creditor Code will automatically be generated (e.g. C00007).
 Enter "C00007" (or overtype with your own code) and press the **Enter** key.
- 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 "turbocash.net". If you double-click on this web address, the website of creditor (supplier) will be launched in your system's default web browser.
- E-mail: "aone@pinksoft.co.za".
- Tax Reference: Enter "906012345".
- Company Reg. No.: Enter "123459060".
- Contact Person: 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 **Edit → Contact** or the Contacts facility on the **Input → Calendar** menu option, you may select the Contact person.
- Creditor Group 1: Select "Creditor Group 1A".
- Creditor Group 2: Leave "Unallocated".

Language: The default language when TurboCASH 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.

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 creditor (supplier) if different from the postal address.
Layout File 1:	Select "C10-Purchase"
Layout File 2:	Select "C10-SupplierReturns"
Layout File 3:	Select "C10-Orders"
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. TurboCASH will ask you to confirm if you wish to "create this account?"

7. Click on the **Yes** button.



Now you are ready to enter or edit your debtor (customer / client) accounts.

F.2.2- CREATE A CREDITOR ACCOUNT FOR OPENING BALANCES



C00003 - Opening Balances – Creditor has already been created. You may delete it and recreate it.

To Create a New Creditor Account for Opening Balances:

1. Click on the **Creditor** button on the Sidebar (Quick menu) or click on the **Edit** → **Creditor** menu.



- **F4**
- **Alt + E + C**

The *Creditor Accounts* screen will displayed.

2. Click on the **New** button. The next Creditor Code will automatically be generated (e.g. C0003). You may overtype this with your own code.
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. TurboCASH will ask you to confirm if you wish to “create this account?”
6. Click on the **Yes** button.

F.3- 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.



You may refer to Chapter C.4 of MODULE C for further information.

F.3.1- CREATE / EDIT DEBTOR (CUSTOMER / CLIENT) ACCOUNTS



For this example we will create a debtor (customer / client), “Mr. Mike Davies”.

The Debtor (Customer) account “000002, Mr. Mike Davies” are already included in the Debtor (Customer) account list.

1. If you wish to do this create this account, simply select the account “ODAVIE” and click on the **Delete** button.
2. TurboCASH will ask you whether you are sure that you wish to delete the account. Click on the **Yes** button.
3. TurboCASH will confirm that the account has been deleted. Click on the **OK** button.
4. You may then continue to follow this process.

To create a new Debtor (Customer / Client) Account:

1. Click on the **Debtor** button on the Sidebar (Quick menu) or click on the **Edit** → **Debtor** menu option.



- **F5**
- **Alt + E + D**

The *Debtor Accounts* screen is displayed:

Filter Column <input type="button" value="None"/> <input type="button" value="Like"/> Value <input type="button" value="Filter"/> <input type="button" value="Clear"/>						
Debtor Code	Name	Contactperson	Debtor Group 1	Debtor Group 2	Address	Address 2
► 000001	Cash Customer		Debtor Group 1A	Unallocated		
000002	Mr Mike Davies		Debtor Group 1B	Unallocated	P O Box 333	Halfway House
000003	Mr Roger Smith		Debtor Group 1B	Unallocated	Plot 539 Boxer Road	Glen Austin Ext 3
• 000004	Opening Balances - Debtor		Debtor Group 1A	Unallocated		
000005	Mr AB Green	Green	Debtor Group 1C	Unallocated	PO Box 1111	Lakeside
000006	MAC Restaurant	McKay	Debtor Group 1C	Unallocated	PO Box 5555	Morningside

Line Count: 6

2. Click on the **New** button. The following screen is displayed:

Debtor Code	000002	Phone 1	(011) 315-1225	File
Name	Mr Mike Davies	Phone 2	083 286-8763	
Address	P O Box 333	Fax	(011) 315-1226	
Address 2	Halfway House	Website	turbocash.net	
Address 3		E-mail	mike@pinksoft.co.za	
Postal Code	1685	Tax Reference	336012345	
Country	Empty	Company Reg. No.	543212345	
Contactperson		Debtor Group 1	Debtor Group 1B	Language
Salesperson	Russell	Debtor Group 2	Unallocated	en-South-Africa
Delivery Address <input type="button" value="Accounting Information"/> <input type="button" value="Contacts"/> <input type="button" value="Appointment"/> <input type="button" value="Documents"/> <input type="button" value="Transactions"/> <input type="button" value="Bank Accounts"/>				
Delivery Address	195 AZ Street	Layout File 1	C10-Invoice	
Address 2	Eastern Areas	Layout File 2	C10-CreditNote	
Address 3	Halfway House	Layout File 3	C10-Quote	
Postal Code	1686			
Country	Empty			
Message	Please refer any queries to our accounts			
Statement Message 1	department			
Statement Message 2				
Statement Message 3				

3. Enter and or select the following options:

Debtor Code:

The next Debtor Code will automatically be generated (e.g. D00007).

Enter "D00007" (or overtype with your own code) and press the **Enter** key.

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 "turbocash.net". If you double-click on this web address, the website of debtor (customer / client) will be launched in your system's default web browser.

E-mail:

"mike@pinksoft.co.za"

Tax Reference:

Enter "336012345".

Company Reg. No.:

Enter "543212345".

Contact Person:	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 <i>Debtor Accounts</i> default screen. Should you already have entered a contact person in the Edit → Contact or the Contacts facility on the Input → Calendar menu option, 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 <i>TurboCASH</i> 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.

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); if different from the postal address.
Country:	 Leave "Empty".
Layout File 1:	 Select "C10-Invoice"
Layout File 2:	 Select "C10-CreditNote"
Layout File 3:	 Select "C10-Quotes"
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 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. *TurboCASH* will ask you to confirm if you wish to "create this account?"
7. Click on the **Yes** button.

F.3.2- CREATE A DEBTOR ACCOUNT FOR OPENING BALANCES



D00004 - Opening Balances – Debtor has already been created. You may delete it and recreate it.

To Create a New Debtor Account for Opening Balances:

1. Click on the **Debtor** button on the Sidebar (Quick menu) or click on the **Edit → Debtor** menu.



- **F5**
- **Alt + E + D**

The *Debtor Accounts* screen will displayed.

2. Click on the **New** button. The next Debtor Code will automatically be generated (e.g. D00007). You may overtype this with your own code.
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. TurboCASH will ask you to confirm if you wish to “create this account?”
6. Click on the **Yes** button.



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 TurboCASH TO RUN YOUR SET OF ACCOUNTS.

F.4- 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.4.1- Chart of Accounts

F.4.1.1- Generating a Chart of Accounts in the T-Ledger Analyser

To generate a List of your Accounts:

1. Click on the **Tools → T-Ledger Analyser**; or click on the **T-Ledger Analyser** button on the Sidebar (Quick menu).

Account Code	Description	Balance
*G010000	Sales	0.00
*G100000	Cost of Sales	0.00
*G200000	Bank Charges	0.00
*G205000	Depreciation	0.00
*G210000	Motor Vehicle Expenses	0.00
*G215000	Maintenance of Tools	0.00
*G220000	Rent	0.00
*G225000	Salaries and Wages	0.00
*G230000	Stationery	0.00
*G235000	Sundry Expenses	0.00
G505000	Capital	0.00
G510000	Retained Income	0.00
G520000	Installment Agreements	0.00
G600000	Furniture and Fittings - Net Value	0.00
G600010	Furniture and Fittings @ Cost	0.00
G600020	Furniture & Fittin - Acc. Deprec.	0.00
G610000	Motor Vehicles - Net Value	0.00
G700000	Debtors Control Account	0.00
G720000	Petty Cash	0.00
G735000	POS Transfer Account	0.00
G740000	POS Till Account	0.00
G745000	POS Cheque Account	0.00
G750000	Stock Control Account	0.00
B810000	Current Bank Account	0.00
B830000	Call Account	0.00
G850000	VAT Control Account	0.00
G900000	Creditors Control Account	0.00
G999000	Suspense Account	0.00

2. Select the report parameters as follows:

Groups:

✓ Select "None"; if not already selected. This will list the accounts according to the account number (account code).

Reporting Group 1 and Reporting Group 2 will list it according to the Report Groups.

Ignore Zero Balance:

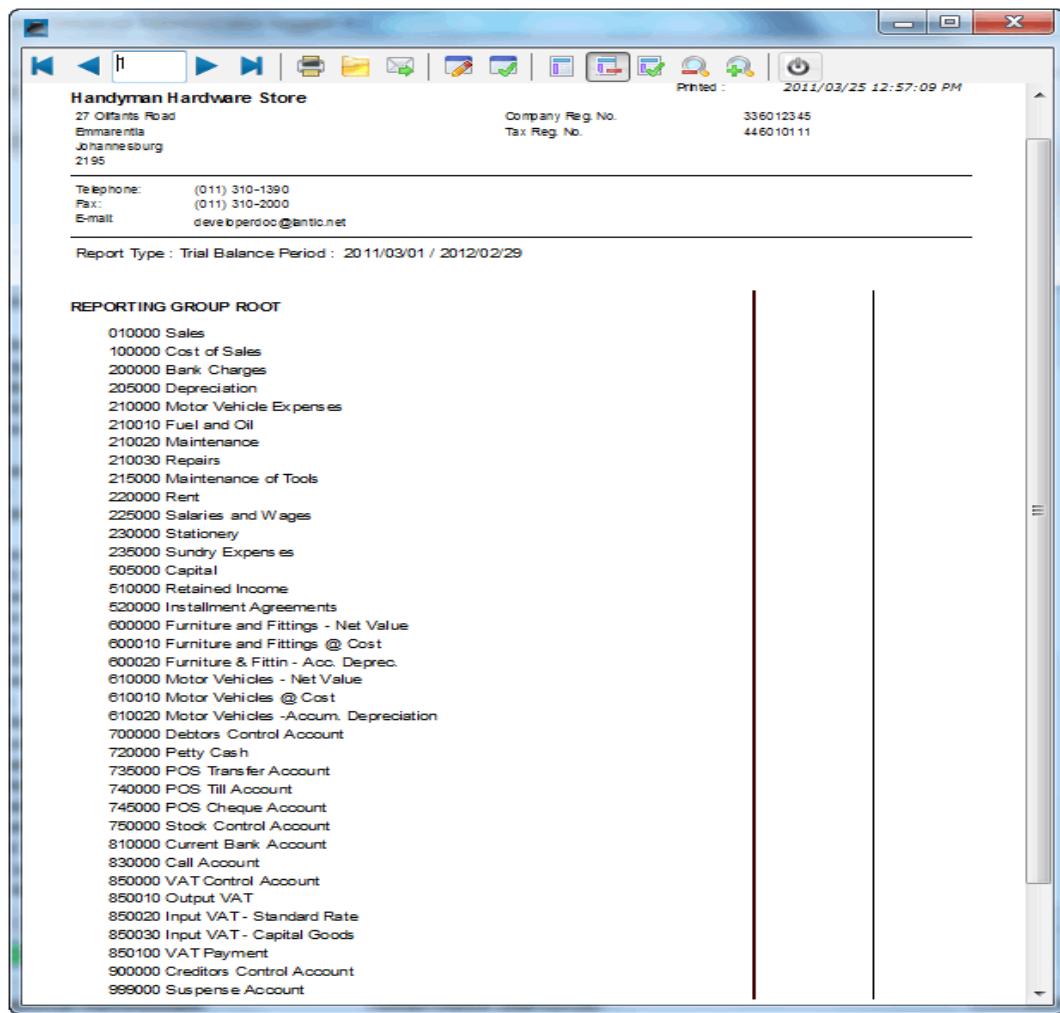
✗ Do not tick. This will list all accounts, including those with zero balances.

Include Opening Balances:

✓ Tick.

Opening Balance Only:  Leave blank.

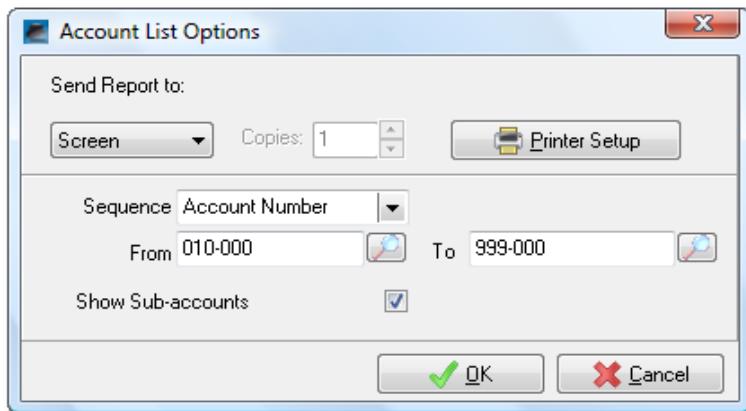
- Click on the **Report** button. Once the report is generated, you may click on the Print button.



F.4.1.2- Generating a Chart of Accounts (Standard Reports)

To generate a List of your Accounts:

- Click on the **Reports** → **General Ledger** → **Chart of Accounts** menu option. The *Account List Options* screen is displayed:



- Select the following options:

- Send Report To: Select "Screen".
- Sequence: Select "Account Number".
- From: Click on the **Lookup** button to launch the *Accounts* lookup screen, listing your available General Ledger accounts.
- To: Select the first account.
- Click on the **Lookup** button to launch the *Accounts* lookup screen, listing your available General Ledger accounts.
- Select the last account.
- Show Sub-accounts: Tick.

3. Click on the **OK** button to generate your Chart of Accounts.



Check that all the reporting groups are correct and that all the types are correct i.e. the income and expense account types should be "Inc/Exp.", the *Bank Account* type should be "Bank Account" and the VAT/GST/Sales Tax sub-accounts type should be "Tax Account".

F.4.2- Debtors Listing

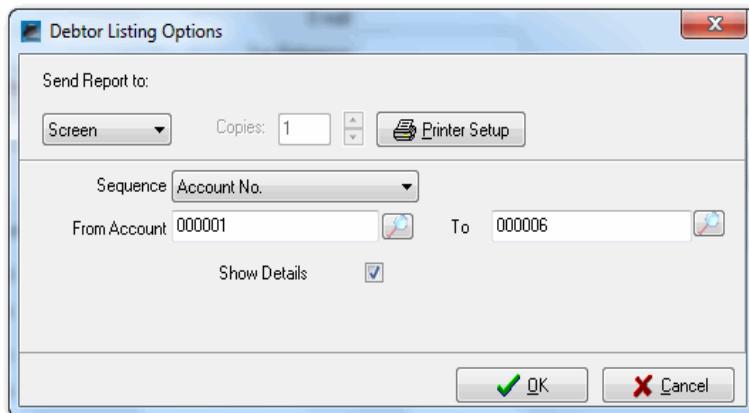
To generate a List of your Debtors (Customers / Clients):

1. Click on the **Reports** → **Debtor** → **Listing** menu option.



You may also click on the **Listing** icon on the Sidebar (Quick menu) to access the *Debtor Listing Options* screen.

The *Debtor Listing Options* screen is displayed:



2. Select the following options:

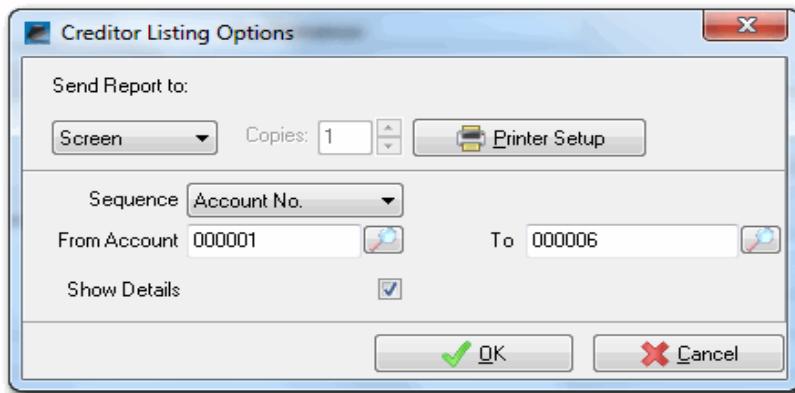
- Send Report To: Select "Screen".
- Sequence: Select "Account Number".
- From Account: Click on the **Lookup** button to launch the *Debtors* lookup screen, listing your available Debtor accounts.
- Select the first account.
- To: Click on the **Lookup** button to launch the *Debtors* lookup screen, listing your available Debtor accounts.
- Select the last account.
- Show Details: Tick this option to view all the details of the debtor accounts. It is good practice to retrieve a detailed report to check that you have entered all the details and set the accounting information correctly.

3. Click on the **OK** button to generate a list of your debtor (customer /client) accounts.

F.4.3- Creditors Listing

To generate a List of your Creditors (Suppliers):

1. Click on the **Reports → Creditor → Listing** menu option. The *Creditor Listing Options* screen is displayed:



2. Select the following options:

- Send Report Select "Screen".
- To:
- Sequence: Select "Account Number".
- From Account: Click on the **Lookup** button to launch the *Creditors* lookup screen, listing your available Creditor Accounts.
- Select the first account.
- To: Click on the **Lookup** button to launch the *Creditors* lookup screen, listing your available Creditor Accounts.
- Select the last account.
- Show Details: Tick this option to view all the details of the creditor accounts. It is good practice to retrieve a detailed report to check that you have entered all the details and set the accounting information correctly.

3. Click on the **OK** button and a list of your creditor (supplier) accounts will be displayed.



YOU ARE NOW READY TO ENTER YOUR OPENING BALANCES AND TO PROCESS TRANSACTIONS.

MODULE G - CREATE / EDIT STOCK ITEMS

IN THIS MODULE

MODULE G - CREATE / EDIT STOCK ITEMS.....	155
G.1- INTRODUCTION.....	156
G.2- SETTING UP A STOCK ITEM FOR FINANCIAL ENTRY.....	156
G.3- SETTING UP A STOCK ITEM FOR SALES (NO STOCK).....	158
G.4- CREATE A TRADING STOCK ITEM.....	160
G.5- STOCK ITEM LISTING.....	162

G.1- INTRODUCTION



You may refer to Chapter C.8 of MODULE C for further information.

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 Stock Type (Trading Stock)**: These Stock Items are for retail industries which purchase stock items for resale.



For the purposes of this tutorial, we will be purchasing and selling Compressors and Drill Presses. - (See MODULE K).

2. **Financial Entry Stock Type**: 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 purposes 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 Chapter J.3 of MODULE J). This will illustrate similar transactions than in the Purchase Journal. - (See Chapter I.3 of MODULE I).

3. **Sales (No Stock)**: – This Stock Item Type



For the purposes 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 Chapter J.4 of MODULE J). This will illustrate similar transactions than in the Purchase Journal. - (See Chapter I.4 of MODULE I).

G.2- SETTING UP A STOCK ITEM FOR FINANCIAL ENTRY

To set up a Stock Item for Financial Entry:

1. Click on the **Stock Items** button on the Sidebar (Quick menu). (Alternatively, click on the **Edit → Stock Items** menu option).



- **F12**
- **Alt + E + S**

The *Stock Item* screen is displayed.

2. Click on the **New** button. A blank Stock screen will be displayed.

Stock					
Stock Code	GL-CODE	Change Code		Reorder Level	0.00
Description	General Ledger			Reorder at	0.00
Barcode				Minimum	0.00
Manufacturer		Extra Description			
Type	Financial Entry				
Unit Size					
Disabled	<input type="checkbox"/>	Reports			
Apply Invoice Discount	<input checked="" type="checkbox"/>	Stock Group1	Labour		
		Stock Group2	Unallocated		
Expected Quantity Cur : 3 Quote : 0 Order : 0 Exp : 3					
Ledger	Document Groups	Transactions	Image	Multi-Group	Backorder

3. Enter and select the following options:

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.
Bar Code:	Leave blank.
Manufacturer:	Leave blank.
Type:	Default is the standard Stock Item Type. Select "Financial Entry". This will disable the Cost of Sales, Stock Control and latest Last Invoice fields.
Unit Size:	Click on the field and select "Each".
Disabled:	Leave blank.
Apply Invoice Discount:	Leave blank.
Re-order Level:	Leave blank.
Reorder at:	Leave blank.
Minimum:	Leave as is.
Extra Description:	Leave blank.
Stock Group 1:	Select "Labour".
Stock Group 2:	Leave blank.

4. Click on the **Ledger** tab; if not displayed by default.

Tax		Selling Prices	
Input Tax	T850-020 Input VAT - Standard Rate	Excl Amt	Incl Amt
Output Tax	T850-010 Output VAT	0	0.00
Weight		Selling Price 2	0.00
Net Weight	0	Selling Price 3	0.00
Gross Weight	0	Average Cost	0
Ledger		Total Cost	0.00
Sales Account	G010-000 Sales	Quantity on Hand	0
Cost of Sales	T- Empty	Latest Cost	0.00
Stock Control	G750-000 Stock Control Account		
Last Invoice			
Preferred Supplier 1	T- Empty	Preferred Supplier 2	T- Empty
Supplier Stock Code		Supplier Stock Code	

5. Select and or enter the following options:

Option	Description
Input Tax:	Select "Input VAT/GST/Sales Tax".
Output Tax:	Select "Output VAT/GST/Sales Tax".
Net Weight:	Leave as is.
Gross Weight:	Leave as is.
Sales Account:	Option disabled.
Cost of Sales Account:	Option disabled.
Stock Control Account:	Option disabled.
Last Invoice:	Option disabled.

Option	Description
Average Cost:	Leave as is.
Total Cost:	Leave as is.
Quantity on Hand:	Leave as is.
Latest Cost:	Leave as is.
Preferred Supplier 1:	Leave "Empty".
Supplier Stock Code:	Leave blank.
Preferred Supplier 2:	Leave "Empty".
Supplier Stock Code:	Leave blank.
Selling Price 1 / 2 / 3:	Leave blank.

6. Click on the **Save** button to save changes.

G.3- SETTING UP A STOCK ITEM FOR SALES (NO STOCK)

To set up a Stock Item for Sales (No Stock):

1. Click on the **Stock Items** button on the Sidebar (Quick menu). (Alternatively, click on the **Edit → Stock Items** menu option).



- **F12**
- **Alt + E + S**

The *Stock Item* screen is displayed.

2. Click on the **New** button. A blank Stock screen will be displayed.

3. Enter and select the following options:

Option	Description
Stock Code:	Enter a stock code. For the purpose of this tutorial "SALES-NS" was entered.
Description:	For the purpose of this tutorial "Sales (No Stock)" was entered.
Bar Code:	Leave blank.
Manufacturer:	Leave blank.
Type:	Default is the standard Stock Item Type. Select "Sales (No Stock)". This will disable the Input Tax, Cost of Sales, Stock Control and Last Invoice fields.
Unit Size:	Click on the field and select "Each".
Disabled:	Leave blank.

Option	Description
Apply Invoice Discount:	Leave blank.
Re-order Level:	Leave blank.
Reorder at:	Leave blank.
Minimum:	Leave as is.
Extra Description:	Leave blank.
Stock Group 1:	Select "Labour".
Stock Group 2:	Leave blank.

4. Click on the **Ledger** tab; if not displayed by default.

Tax	Input Tax: T850-020 Input VAT - Standard Rate Output Tax: T850-010 Output VAT		
Weight	Net Weight: 0 Gross Weight: 0		
Ledger	Sales Account: G010-000 Sales Cost of Sales: T- Empty Stock Control: G750-000 Stock Control Account Last Invoice		
Selling Prices	Selling Price 1: Excl Amt 0, Incl Amt 0.00 Selling Price 2: Excl Amt 0, Incl Amt 0.00 Selling Price 3: Excl Amt 0, Incl Amt 0.00		
Values	Average Cost: 0 Total Cost: 0.00 Quantity on Hand: 0 Latest Cost: 0.00		
Preferred Supplier 1	T- Empty		
Supplier Stock Code			
Preferred Supplier 2	T- Empty		
Supplier Stock Code			

5. Select and or enter the following options:

Option	Description
Input Tax:	Option disabled.
Output Tax:	Select "Output VAT/GST/Sales Tax".
Net Weight:	Leave as is.
Gross Weight:	Leave as is.
Sales Account:	Select "Sales - 010-000".
Cost of Sales Account:	Option disabled.
Stock Control Account:	Option disabled.
Last Invoice:	Option disabled.
Average Cost:	Leave as is.
Total Cost:	Leave as is.
Quantity on Hand:	Leave as is.
Latest Cost:	Leave as is.
Preferred Supplier 1:	Leave "Empty".
Supplier Stock Code:	Leave blank.
Preferred Supplier 2:	Leave "Empty".
Supplier Stock Code:	Leave blank.
Selling Price 1 / 2 / 3:	Leave blank.

6. Click on the **Save** button to save changes.

G.4- CREATE A TRADING STOCK ITEM

For the purpose of this tutorial we will be selling 2 items, namely a drill press and a compressor, as shown in the following table:

CODE	DESCRIPTION	COST PRICE	SELLING PRICE	OPENING STOCK
3DRILL	Drill Press	500.00	1 000.00	5
3COMP	Compressor	1 000.00	1 500.00	4



For this example we will be creating one stock item; "3DRILL - Drill Press".

The Stock Item; "3DRILL, Drill Press"; is already included in the Stock Item Listing report.

1. If you wish to do this create this stock item, simply select the stock item "3DRILL" and click on the **Delete** button.
2. TurboCASH will ask you whether you are sure that you wish to delete the stock item. Click on the **Yes** button.
3. You may then continue to follow this process.

To create and edit Stock Items:

1. Click on the **Stock Items** button on the Sidebar (Quick menu). (Alternatively, click on the **Edit → Stock Items** menu option).



- **F12**
- **Alt + E + S**

The *Stock Item* screen is displayed.

2. Click on the **New** button. A blank Stock screen will be displayed.

Stock		Reorder Level	10.00
Stock Code	3DRILL	Change Code	
Description	Drill Press	Reorder at	5.00
Barcode	1234567890	Minimum	0.00
Manufacturer	Bosch	Extra Description 850Watts + 6 drill bits	
Type	Default	Reports	
Unit Size	Each	Stock Group1	Power Tools
		Stock Group2	Unallocated
Disabled <input type="checkbox"/>		Apply Invoice Discount <input checked="" type="checkbox"/>	
Expected Quantity		Cur : 5 Quote : 0 Order : 0 Exp : 5	
<input type="button" value="Ledger"/> <input type="button" value="Document Groups"/> <input type="button" value="Transactions"/> <input type="button" value="Image"/> <input type="button" value="Multi-Group"/> <input type="button" value="Backorder"/>			

3. Enter and select the following options:

Option	Description
Stock Code:	💻 Enter "3DRILL".
Description:	💻 Enter "Drill Press".
Bar Code:	💻 Enter "1234567890".
Manufacturer:	💻 Enter "Bosch".
Type:	👉 Default is the standard Stock Item Type. Check that default is selected for the purposes of this tutorial.
Unit Size:	👉 Click on the field and select "Each".
Disabled:	👉 Leave blank.
Apply Invoice Discount:	👉 Leave blank.
Re-order Level:	💻 Enter "10".
Reorder at:	💻 Enter "5".

Option	Description
Minimum:	Leave as is.
Extra Description:	Enter "850 Watts + 6 drill bits".
Stock Group 1:	Select "Power Tools".
Stock Group 2:	Leave blank.

4. Click on the **Ledger** tab; if not displayed by default.

Ledger	Document Groups	Transactions	Image	Multi-Group	Backorder												
Tax	<table border="1"> <tr> <td>Input Tax</td> <td>T850-020 Input VAT - Standard Rate</td> <td></td> </tr> <tr> <td>Output Tax</td> <td>T850-010 Output VAT</td> <td></td> </tr> </table>					Input Tax	T850-020 Input VAT - Standard Rate		Output Tax	T850-010 Output VAT							
Input Tax	T850-020 Input VAT - Standard Rate																
Output Tax	T850-010 Output VAT																
Weight	<table border="1"> <tr> <td>Net Weight</td> <td>0</td> </tr> <tr> <td>Gross Weight</td> <td>0</td> </tr> </table>					Net Weight	0	Gross Weight	0								
Net Weight	0																
Gross Weight	0																
Ledger	<table border="1"> <tr> <td>Sales Account</td> <td>G010-000 Sales</td> <td></td> </tr> <tr> <td>Cost of Sales</td> <td>G100-000 Cost of Sales</td> <td></td> </tr> <tr> <td>Stock Control</td> <td>G750-000 Stock Control Account</td> <td></td> </tr> <tr> <td>Last Invoice</td> <td></td> <td></td> </tr> </table>					Sales Account	G010-000 Sales		Cost of Sales	G100-000 Cost of Sales		Stock Control	G750-000 Stock Control Account		Last Invoice		
Sales Account	G010-000 Sales																
Cost of Sales	G100-000 Cost of Sales																
Stock Control	G750-000 Stock Control Account																
Last Invoice																	
Preferred Supplier 1	C000-001 A-ONE Suppliers		Preferred Supplier 2	C000-002 BEST Suppliers													
Supplier Stock Code	<input type="text"/>																



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 also be linked to different tax types catering for varied VAT/GST/Sales Tax rates.

5. Select and/or enter the following options:

Option	Description
Input Tax:	Select "Input VAT/GST/Sales Tax - Standard Rate".
Output Tax:	Select "Output VAT/GST/Sales Tax".
Nett Weight:	Leave blank.
Gross Weight:	Leave blank.
Sales Account:	Select "010-000".
Cost of Sales Account:	Select "100-000".
Stock Control Account:	Select "750-000".
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).
Last Invoice	You cannot edit this field. The last Invoice on which the Stock Item was selected, will be displayed.
Preferred Supplier 1:	Select "A-ONE Suppliers".
Supplier Stock Code:	Leave blank.
Preferred Supplier 2:	Select "BEST Suppliers".
Supplier Stock Code:	Leave blank.

Option	Description
Selling Price 1:	 Enter "1000" exclusive or "1140" as inclusive of VAT/GST/Sales Tax.
Selling Price 2:	 Enter "1100" exclusive or "1254" as inclusive of VAT/GST/Sales Tax.
Selling Price 3:	 Enter "1200" exclusive or "1368" as inclusive of VAT/GST/Sales Tax.

6. Click on the **Save** button to save changes.

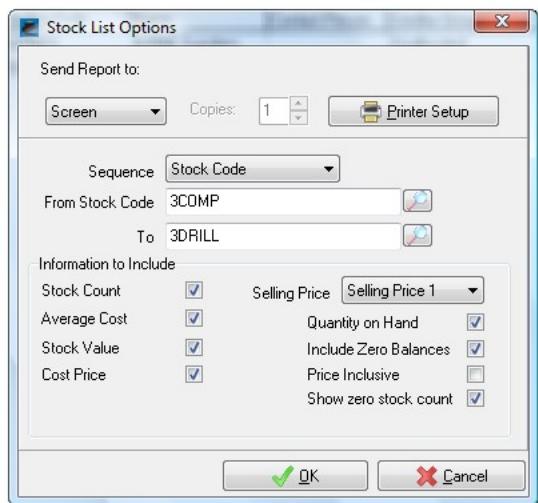
G.5- STOCK ITEM LISTING



In addition to the standard reports on the **Reports → Stock** menu option, you may also generate the Stock Item Listing, as well as other Stock Item Reports, designed in the Report Man (on the **Tools → Report Designer** menu option).

To generate a List of your Stock Items:

1. Click on the **Reports → Stock → Stock Item Listing** menu option. (You may also press the **Ctrl** and **U** keys). The *Stock List Options* screen is displayed:



2. Select the following options:

- Send Report To: Select "Screen".
- Sequence: Select "Stock Code".
- From Stock Code: Click on the **Lookup** button to launch the lookup screen, listing your available Stock Items.
- To: Click on the Stock Item at the top of the list
- Click on the **Lookup** button to launch the lookup screen, listing your available Stock Items.
- Click on the Stock Item at the bottom of the list.
- Information to Include: Tick all options and select "Selling Price 1". You may leave the Price Inclusive field blank to view the selling prices exclusive of VAT/GST/ Sales Tax blank. It is good practice to retrieve a detailed report to check that you have entered all the details and information correctly.

3. Click on the **OK** button and a list of your Stock Items will be displayed.



YOU ARE NOW READY TO ENTER YOUR OPENING BALANCES AND TO PROCESS TRANSACTIONS.

MODULE H - ENTERING YOUR OPENING BALANCES

IN THIS MODULE

MODULE H - ENTERING YOUR OPENING BALANCES.....	163
H.1- ENTERING OPENING BALANCES.....	166
H.2- DEBTOR / CREDITOR ACCOUNTS FOR OPENING BALANCES.....	166
H.2.1- Create a Debtor Account for Opening Balances.....	166
H.2.2- Create a Creditor Account for Opening Balances.....	166
H.3- CAPTURING OPENING BALANCES.....	166
H.3.1- Enter General Ledger Opening Balances.....	168
H.3.2- Capture the Debtor Opening Balances.....	171
H.3.3- Capture the Creditor Opening Balances.....	173
H.4- GENERATING BATCH REPORTS FOR POSTED BATCHES.....	175
H.5- GENERATING A TRIAL BALANCE	176
H.6- GENERATING A TRIAL BALANCE FROM THE T-LEDGER ANALYSER.....	178

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 SET OF BOOKS CALLED "HANDYMAN".
(It is in the "TCASH4/ 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.

TurboCASH may be started 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 2011/03/01, enter your opening balances into the system using the date 2011/02/28. This will give you a prior year to this year comparison.

If you enter your trial balance figures from your previous financial year, *TurboCASH* 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- Create a Debtor Account for Opening Balances



See Chapter F.3.2 of MODULE F.

H.2.2- Create a Creditor Account for Opening Balances



See Chapter F.2.2 of MODULE F.

H.3- CAPTURING OPENING BALANCES

If you have converted a Set of Books from *TurboCASH3* to this version, all the transactions and balances will automatically be included.

If you have started to use *TurboCASH4*, 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 purposes 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 28 February 2011			
Description	Account No.	Dr	Cr
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	850-010		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 28 February 2011					
Debtor	Account No.	Outstanding Amount	Outstanding as at		
			28/02/2011	31/01/2011	31/12/2010
Mr. Mike Davies	D000002	800.00	500.00	200.00	100.00
Mr. Roger Smith	D000003	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 facility.

Creditor's Ledger : The Balances of the Individual Creditor Accounts:

Handyman Hardware Store Creditor's Age Analysis as at 28 February 2011					
Creditor	Account No.	Outstanding Amount	Outstanding as at		
			28/02/2011	31/01/2011	31/12/2010
A-One Suppliers	C000001	600.00	300.00	200.00	100.00
BEST Suppliers	C000002	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 facility.

Stock Ledger: The Balances (Quantities and Cost Prices) of the Individual Stock Items:

Handyman Hardware Store List of Stock Items as at 28 February 2011				
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

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 Chapter K.3 of MODULE K.

TurboCASH 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.

H.3.1- Enter General Ledger Opening Balances

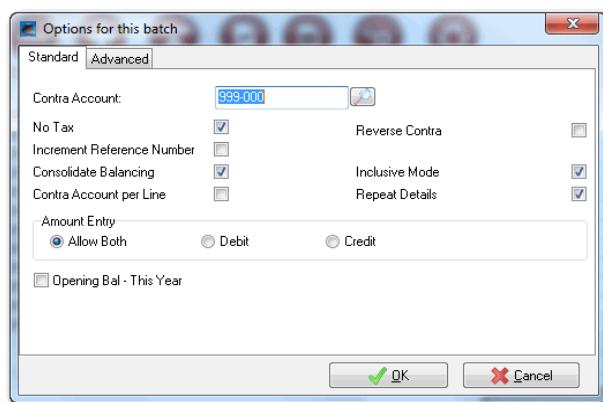
To enter Opening Balances from your Trial Balance:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **General Jnl** and click on the **Open** button. The *General Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "*OpeningBalances*" to indicate that the Opening Balances 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 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:	The relevant contra account for the batch (i.e. the account to which TurboCASH will create a balancing entry).
	✓ Click on the Lookup button and select the suspense account, i.e. "999 - Suspense Account".
Contra Account per Line:	☞ If you tick this field, TurboCASH 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.
Reverse Contra:	☞ Leave blank.
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 Number:	☞ If you tick this field, TurboCASH will increment the reference number by 1 on each subsequent line. DO NOT tick this option.
Inclusive mode:	✓ If you tick this field, TurboCASH will treat all amounts as inclusive of VAT/GST/Sales Tax. Tick this option.
Consolidate Balancing:	☞ If you tick this field, TurboCASH will consolidate all balancing entries 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 and will not be asking TurboCASH to balance the batch.

Repeat Details:

If you tick this field, *TurboCASH* will repeat the detail entered in the Description column 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.

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" for this exercise.
8. Click on the **OK** button.
9. Capture the first transaction as follows:

Reference: JNL1

Date: 2011/02/28

Description: Opening Balance Take-on

Account: 505 (for Capital)

Amount: 11500.00 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.

10. Repeat as above for capturing the rest of the Trial Balance. After capturing the Trial Balance, the transactions should reflect as follows:

General Jnl - [OpenBalances]

Batch Entry		Posted Batches													
<input type="button" value="Change the Alias"/> <input type="button" value="Delete"/> <input type="button" value="Insert"/> <input type="button" value="Balance"/> <input type="button" value="Post"/> <input type="button" value="List"/> <input type="button" value="Process"/> <input type="button" value="Setup"/>															
No	Reference	Date	Description												
1	JNL1	2011/02/28	Opening Balance Take-on												
2	JNL1	2011/02/28	Opening Balance Take-on												
3	JNL1	2011/02/28	Opening Balance Take-on												
4	JNL1	2011/02/28	Opening Balance Take-on												
5	JNL1	2011/02/28	Opening Balance Take-on												
6	JNL1	2011/02/28	Opening Balance Take-on												
7	JNL1	2011/02/28	Opening Balance Take-on												
8	JNL1	2011/02/28	Opening Balance Take-on												
9	JNL1	2011/02/28	Opening Balance Take-on												
10	JNL1	2011/02/28	Opening Balance Take-on												
11	JNL1	2011/02/28	Opening Balance Take-on												
12	JNL1	2011/02/28	Opening Balance Take-on												
		Capital	17,600.00												
			17,600.00												
<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>G505000</td> <td>Capital</td> </tr> <tr> <td>G510000</td> <td>Retained Income</td> </tr> <tr> <td>G520000</td> <td>Installment Agreements</td> </tr> <tr> <td>G600010</td> <td>Furniture and Fittings @ Cost</td> </tr> <tr> <td>G600020</td> <td>Furniture & Fittin - Acc. Deprec.</td> </tr> </tbody> </table>		Code	Description	G505000	Capital	G510000	Retained Income	G520000	Installment Agreements	G600010	Furniture and Fittings @ Cost	G600020	Furniture & Fittin - Acc. Deprec.	Inclusive Amount:	R 11,500.00
Code	Description														
G505000	Capital														
G510000	Retained Income														
G520000	Installment Agreements														
G600010	Furniture and Fittings @ Cost														
G600020	Furniture & Fittin - Acc. Deprec.														
		Exclusive Amount:	R 11,500.00												
		Reference Total:	R 0.00												
		Allocate to:	February 11												
		Contra Account:	999-000												

**If you are not selling trading stock:**

When entering the opening balance for the Stock Control Account (Account number G750-000), *TurboCASH*, you may use the Suspense Account (Account number G999-000) for the purposes of this tutorial .



When entering the opening balance for the Debtor's Control Account (Account number G700-000), TurboCASH will not allow you to select the Debtors 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 bottom of the screen) should reflect a zero after entering all your transactions.

- Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch. The batch list is displayed as follows:

Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/02/28	JNL1	Opening Balance Take-on	505-000	999-000		0.00	0.00	11500.00
2011/02/28	JNL1	Opening Balance Take-on	510-000	999-000		0.00	0.00	4200.00
2011/02/28	JNL1	Opening Balance Take-on	600-010	999-000		0.00	1007.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	600-020	999-000		0.00	0.00	300.00
2011/02/28	JNL1	Opening Balance Take-on	610-010	999-000		0.00	5000.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	610-020	999-000		0.00	0.00	500.00
2011/02/28	JNL1	Opening Balance Take-on	000-004	999-000		0.00	1800.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	000-003	999-000		0.00	0.00	1000.00
2011/02/28	JNL1	Opening Balance Take-on	750-000	999-000		0.00	6500.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	810-000	999-000		0.00	3193.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	820-000	999-000		0.00	100.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	850-010	999-000		0.00	0.00	100.00
							Total amount	17600.00
								17600.00



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.

You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

- Click on the **F6:Post** icon; or press the **F6** key on your keyboard. TurboCASH will ask you to confirm that you are posting transactions to the previous financial year.
- Click on the **Yes** button, or press the **Enter** key to continue. TurboCASH will ask you to confirm that you are posting transactions to the retained earnings account.
- Click on the **Yes** button, or press the **Enter** key to continue posting. TurboCASH will now post all the transactions to the General Ledger.



Confirmation: Post to Last Year

If you click on the **No** button, the transactions will not be posted.

Confirmation: Retained Earnings

If you click on the **No** button, the transactions will not be posted.

H.3.2- Capture the Debtor Opening Balances

To enter Opening Balances for your Debtor Accounts:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **General Jnl** and click on the **Open** button. The *General Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "*DOpeningBalances*" to indicate that the Debtor Opening Balances 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 for Opening Balances – Debtors (D000-004) and Set Amount Entry to Debit.
 - **Advanced tab** – Set The Account Lookup Type and Contra Account Lookup Type both to Debtor.
5. Once setup, click on the **OK** button.
6. Enter the following transactions:

Handyman Hardware Store Debtor's Age Analysis as at 28 February 2011					
Debtor	Account No	Outstanding Amount	Outstanding as at		
			28/02/2011	31/01/2011	31/12/2010
Mr. Mike Davies	D000002	800.00	500.00	200.00	100.00
Mr. Roger Smith	D000003	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. 1800.00 as per this example) as at 28 February 2011 for each debtor account (2 entries).

If you wish to optimise the ageing facility in TurboCASH, you may enter the balances for each debtor account as at the end of each period, e.g. 28 February 2011 – 1100.00, 31 January 2011 – 400.00 and 31 December 2010 – 300.00.

7. After entering the individual balances, for each period, the transactions should be displayed as follows:

The screenshot shows the **General Jnl - [DOpeningBalances]** window. The **Batch Entry** tab is selected. The **Change Alias** field contains "DOpeningBalances". Below it are several icons: Delete, Insert, Balance, Post, List, Process, and Setup. The main table lists 12 transactions for debtors Mr. Mike Davies and Mr. Roger Smith across three dates (28/02/2011, 31/01/2011, 31/12/2010). The table includes columns for No, Reference, Date, Description, Debtor, Debit, and Credit. The total debit is 1800.00 and the total credit is 0.00. At the bottom left, there is a smaller table showing debtor codes and descriptions. On the right, summary statistics are displayed: Inclusive Amount (R 500.00), Exclusive Amount (R 500.00), Reference Total (R 1800.00), Allocate to (February 11), and Contra Account (000-004).

No	Reference	Date	Description	Debtor	Debit	Credit
1	JNL2	2011/02/28	Debtor Opening Balances - Feb 2011	000-002	500.00	
2	JNL2	2011/02/28	Debtor Opening Balances - Feb 2011	000-003	600.00	
3	JNL2	2011/01/31	Debtor Opening Balances - Jan 2011	000-002	200.00	
4	JNL2	2011/01/31	Debtor Opening Balances - Jan 2011	000-003	200.00	
5	JNL2	2010/12/31	Debtor Opening Balances - Dec 2010	000-002	100.00	
6	JNL2	2010/12/31	Debtor Opening Balances - Dec 2010	000-003	200.00	
8	*****	2011/02/28	Debtor Opening Balances - Feb 2011	000-004		1 100.00
10	*****	2011/01/31	Debtor Opening Balances - Jan 2011	000-004		400.00
12	*****	2010/12/31	Debtor Opening Balances - Dec 2010	000-004		300.00

MODULE H - ENTERING YOUR OPENING BALANCES

8. Click on the **F5: Balance** icon or press the **F5** key. TurboCASH will generate balancing entries for each period.
 9. Overtype the "*BALANCING ENTRY – General Jnl*" with Debtor Opening Balances – Feb2011, Jan2011 and Dec2010 respectively.



You may click on the **F9: Process** icon or press the **F9** key and select the *Totals per Period* option. This will list the totals of all the Debit entries and all the Credit entries for each period. The difference should be zero.

10. Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch. The batch list is displayed as follows:

Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2010/12/31	JNL2	Debtor Opening Balances - Dec 2010	000-002	000-004		0.00	100.00	
2010/12/31	JNL2	Debtor Opening Balances - Dec 2010	000-003	000-004		0.00	200.00	
2010/12/31	*****	Debtor Opening Balances - Dec 2010	000-004	000-004		0.00		300.00
			Total Amount			300.00	300.00	
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/01/31	JNL2	Debtor Opening Balances - Jan 2011	000-002	000-004		0.00	200.00	
2011/01/31	JNL2	Debtor Opening Balances - Jan 2011	000-003	000-004		0.00	200.00	
2011/01/31	*****	Debtor Opening Balances - Jan 2011	000-004	000-004		0.00		400.00
			Total Amount			400.00	400.00	
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/02/28	JNL2	Debtor Opening Balances - Feb 2011	000-002	000-004		0.00	500.00	
2011/02/28	JNL2	Debtor Opening Balances - Feb 2011	000-003	000-004		0.00	600.00	
2011/02/28	*****	Debtor Opening Balances - Feb 2011	000-004	000-004		0.00		1100.00
			Total Amount			1100.00	1100.00	



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.



You may also click on the  icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

11. Click on the **F6: Post** icon or press the **F6** key on your keyboard. TurboCASH will post the entries for each period to the ledger. The Opening Balances – Debtor account should have a zero balance after balances were debited to the individual Debtor accounts.

T-Account Viewer G700-000 Debtors Control Account

From Date		To Date				Export	Print		
2010/12/01	▼	2012/02/29	▼						
								Debit	Credit
Opening Balances								0.00	
10025	D000004	Opening Balances - Debtor	DOpenBalances	Debtor Opening Balances - Dec 2010	xxxxxx	2010/12/31		300.00	
10025	D000004	Opening Balances - Debtor	DOpenBalances	Debtor Opening Balances - Jan 2011	xxxxxx	2011/01/31		400.00	
10025	D000004	Opening Balances - Debtor	DOpenBalances	Debtor Opening Balances - Feb 2011	xxxxxx	2011/02/28		1 100.00	
10024	D000004	Opening Balances - Debtor	OpenBalances	Opening Balance Take-on	JNL1	2011/02/28		1 800.00	
								1 800.00	1 800.00
								Balance 0.00	
<input style="width: 150px; height: 25px; border: 1px solid #ccc; padding: 2px; margin-right: 10px;" type="button" value="Filter"/> <input checked="" style="width: 80px; height: 25px; border: 1px solid #0070C0; background-color: #0070C0; color: white; padding: 2px;" type="button" value="OK"/> <input style="width: 80px; height: 25px; border: 1px solid #ccc; background-color: white; color: black; padding: 2px;" type="button" value="Cancel"/>									

The Debtor Aging report for 28 February 2011 (**Reports** → **Debtor** → **Age Analysis** menu) will display the totals for each period as follows:

Handyman Hardware Store			28/10/2011 at 11:30:08		page 1		
Debtor Age Analysis as at 2011/03/31							
reference no	date	batch type	transaction total	Current to 2011/03/31	30 Days to 2011/02/28	60 Days to 2011/01/31	90 Days to 2010/12/31
D000002	Mr Mike Davies	Contact :	Tel : (011) 315-1225 Fax : (011) 315-1226	Credit Limit: 10000 E-Mail: mike@pinksoft.co.za			
JNL2	2010/12/31 General Jnl		100.00	0.00	0.00	0.00	100.00
JNL2	2011/01/31 General Jnl		200.00	0.00	0.00	200.00	0.00
JNL2	2011/02/28 General Jnl		500.00	0.00	500.00	0.00	0.00
	Totals :		800.00	800.00	500.00	200.00	200.00
D000003	Mr Roger Smith	Contact :	Tel : (011) 310-1677 Fax : (011) 310-1678	Credit Limit: 12000 E-Mail: smith@pinksoft.co.za			
JNL2	2010/12/31 General Jnl		200.00	0.00	0.00	0.00	200.00
JNL2	2011/01/31 General Jnl		200.00	0.00	0.00	200.00	0.00
JNL2	2011/02/28 General Jnl		600.00	0.00	600.00	0.00	0.00
	Totals :		1 000.00	1 000.00	600.00	200.00	400.00
	Totals for report :		1 800.00	1 800.00	1 100.00	400.00	600.00

H.3.3- Capture the Creditor Opening Balances

To enter Opening Balances for your Creditor Accounts:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **General Jnl** and click on the **Open** button. The *General Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "*COpeningBalances*" to indicate that the Creditor Opening Balances 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 for Opening Balances – Creditors (C000-003) and Set Amount Entry to Credit.
 - **Advanced** tab – Set The Account Lookup Type and Contra Account Lookup Type both to Creditor.
5. Once setup, click on the **OK** button.
6. Enter the following transactions:

Handyman Hardware Store Creditor's Age Analysis as at 28 February 2011					
Creditor	Account No.	Outstanding Amount	Outstanding as at		
			28/02/2011	31/01/2011	31/12/2010
A-One Suppliers BEST Suppliers	C000001 C000002	600.00 400.00	300.00 200.00	200.00 100.00	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. 1000.00 as per this example) as at 28 February 2011 for each creditor account (2 entries).

If you wish to optimise the ageing facility in TurboCASH, you may enter the balances for each creditor account as at the end of each period, e.g. 28 February 2011 – 500.00, 31 January 2011 – 300.00 and 31 December 2010 – 200.00.

7. After entering the individual balances, for each period, the transactions should be displayed as follows:

The screenshot shows the TurboCASH General Journal interface for entering opening balances. The main window title is "General Jnl - [COpenBalances]". The toolbar includes buttons for Batch Entry, Posted Batches, Change Alias, Delete, Insert, Balance, Post, List, Process, and Setup. The main grid displays the following data:

No.	Reference	Date	Description	Creditor	Debit	Credit
1	JNL3	2011/02/28	Creditor Opening Balances -Feb 2011	000-001		300.00
2	JNL3	2011/02/28	Creditor Opening Balances -Feb 2011	000-002		200.00
3	JNL3	2011/01/31	Creditor Opening Balances -Jan 2011	000-001		200.00
4	JNL3	2011/01/31	Creditor Opening Balances -Jan 2011	000-002		100.00
5	JNL3	2010/12/31	Creditor Opening Balances -Dec 2010	000-001		100.00
6	JNL3	2010/12/31	Creditor Opening Balances -Dec 2010	000-002		100.00
8	*****	2011/02/28	Creditor Opening Balances -Feb 2011	000-003	500.00	
10	*****	2011/01/31	Creditor Opening Balances -Jan 2011	000-003	300.00	
12	*****	2010/12/31	Creditor Opening Balances -Dec 2010	000-003	200.00	

Below the grid, a summary row shows: A-ONE 0.00 | 1 000.00. To the right, a detailed breakdown of account codes and descriptions is shown:

Code	Description
C000001	A-ONE Suppliers
C000002	BEST Suppliers
C000003	Opening Balances - Creditor
C000004	Sundry Suppliers
C000005	ABC-Office-Supplies

On the right, a summary box displays:

- Inclusive Amount: R 300.00
- Exclusive Amount: R 300.00
- Reference Total: R 1 000.00
- Allocate to: February 11
- Contra Account: 000-003

8. Click on the **F5: Balance** icon or press the **F5** key. TurboCASH will generate balancing entries for each period.
9. Overtype the “BALANCING ENTRY – General Journal” with Creditor Opening Balances – Feb2011, Jan2011 and Dec2010 respectively.



You may click on the **F9: Process** icon or press the **F9** key and select the *Totals per Period* option. This will list the totals of all the Debit entries and all the Credit entries for each period. The difference should be zero.

10. Click on the **F8:List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch. The batch list is displayed as follows:

The screenshot shows a report titled "C:\TCASH4\plug_ins\reports\GENERAL\documents\batch.rep" from Handyman Hardware Store. The report details three groups of opening balance entries for creditors:

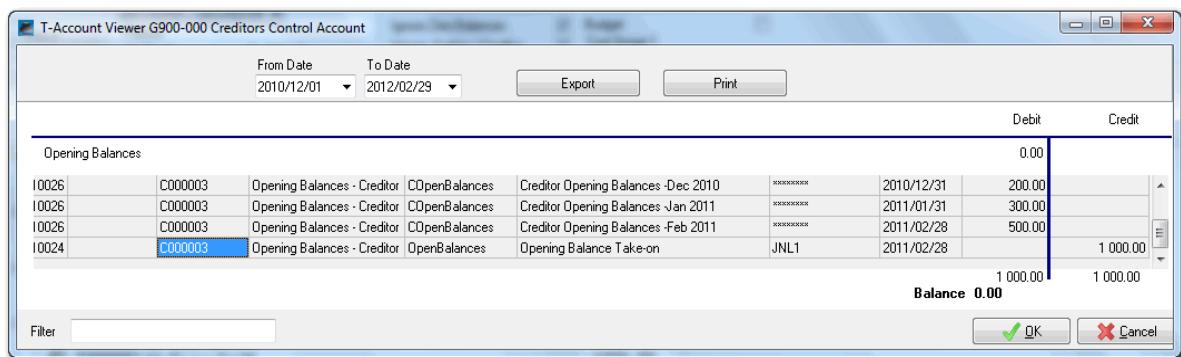
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2010/12/31	JNL3	Creditor Opening Balances -Dec 2010	000-001	000-003			0.00	100.00
2010/12/31	JNL3	Creditor Opening Balances -Dec 2010	000-002	000-003			0.00	100.00
2010/12/31	---	*Creditor Opening Balances -Dec 2010	000-003	000-003			0.00	200.00
					Total Amount		200.00	200.00
					Tax			
					Tax			
					Debit			
					Credit			
2011/01/31	JNL3	Creditor Opening Balances -Jan 2011	000-001	000-003			0.00	200.00
2011/01/31	JNL3	Creditor Opening Balances -Jan 2011	000-002	000-003			0.00	100.00
2011/01/31	---	*Creditor Opening Balances -Jan 2011	000-003	000-003			0.00	300.00
					Total Amount		300.00	300.00
					Tax			
					Tax			
					Debit			
					Credit			
2011/02/28	JNL3	Creditor Opening Balances -Feb 2011	000-001	000-003			0.00	300.00
2011/02/28	JNL3	Creditor Opening Balances -Feb 2011	000-002	000-003			0.00	200.00
2011/02/28	---	*Creditor Opening Balances -Feb 2011	000-003	000-003			0.00	500.00
					Total Amount		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.

You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

11. Click on the **F6: Post** icon or press the **F6** key on your keyboard. TurboCASH will post the entries for each period to the ledger. The Opening Balances – Creditor account should have a zero balance after balances were credited to the individual Creditor accounts.



The Creditor Ageing report for 28 February 2011 (**Reports → Creditor → Age Analysis** menu) will display the totals for each period as follows:

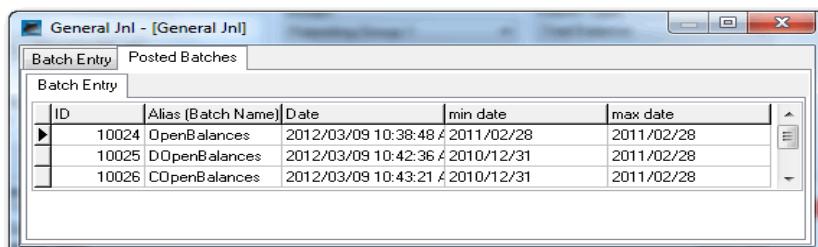
Handyman Hardware Store				28/10/2011 at 12:14:02	page 1		
reference no	date	batch type	transaction total	Current to 2011/03/31	30 Days to 2011/02/28	60 Days to 2011/01/31	90+ Days to 2010/12/31
C000001 A-ONE Suppliers							
Contact : Tel : (011) 838-9221 Fax : (011) 838-9223 Credit Limit: 12000E-Mail : aones@pinksoft.co.za							
JNL3	2010/12/3	General Jnl	<100.00>	0.00	0.00	0.00	<100.00>
JNL3	2011/01/3	General Jnl	<200.00>	0.00	0.00	<200.00>	0.00
JNL3	2011/02/2	General Jnl	<300.00>	0.00	<300.00>	0.00	0.00
Totals :			<600.00>	0.00	<300.00>	<200.00>	<100.00>
C000002 BEST Suppliers							
Contact : Tel : (011) 310-3110 Fax : (011) 310-3111 Credit Limit: 10000E-Mail : best@pinksoft.co.za							
JNL3	2010/12/3	General Jnl	<100.00>	0.00	0.00	0.00	<100.00>
JNL3	2011/01/3	General Jnl	<100.00>	0.00	0.00	<100.00>	0.00
JNL3	2011/02/2	General Jnl	<200.00>	0.00	<200.00>	0.00	0.00
Totals :			<400.00>	0.00	<200.00>	<100.00>	<100.00>
-----	2010/12/3	General Jnl	200.00	0.00	0.00	0.00	200.00
-----	2011/01/3	General Jnl	300.00	0.00	0.00	300.00	0.00
-----	2011/02/2	General Jnl	500.00	0.00	500.00	0.00	0.00
JNL1	2011/02/2	General Jnl	<1 000.00>	0.00	<1 000.00>	0.00	0.00
totals for report :			<1 000.00>	0.00	<500.00>	<300.00>	<200.00>

H.4- GENERATING 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 and COpenBalances were not entered in the "Change Alias" field of the General Journal, these 3 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 (BatchID 30), Debtor Opening Balances (BatchID 35) or Creditor Opening Balances (BatchID 36).

To Generate a Posted Batch Report:

1. Select the Batch Type (**F2** key) 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 (or right-click and select the Details option). The transactions for the selected batch will be listed.
4. Click on the **Print** button to print the Posted Batch transactions. An example is as follows:

Batch Type Report - Posted Batch							
Date	Reference	Description	Account	Contra Account	Tax	Debit	Credit
2011/02/28	JNL1	Opening Balance Take-on	505-000	999-000	-	0.00	11500.00
2011/02/28	JNL1	Opening Balance Take-on	510-000	999-000	-	0.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	800-010	999-000	-	1007.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	800-020	999-000	-	0.00	300.00
2011/02/28	JNL1	Opening Balance Take-on	810-010	999-000	-	5000.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	810-020	999-000	-	0.00	500.00
2011/02/28	JNL1	Opening Balance Take-on	000-004	999-000	-	1800.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	000-003	999-000	-	0.00	1000.00
2011/02/28	JNL1	Opening Balance Take-on	750-000	999-000	-	6500.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	810-000	999-000	-	3193.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	820-000	999-000	-	100.00	0.00
2011/02/28	JNL1	Opening Balance Take-on	850-010	999-000	-	0.00	100.00
Total Amount				17600.00	17600.00		



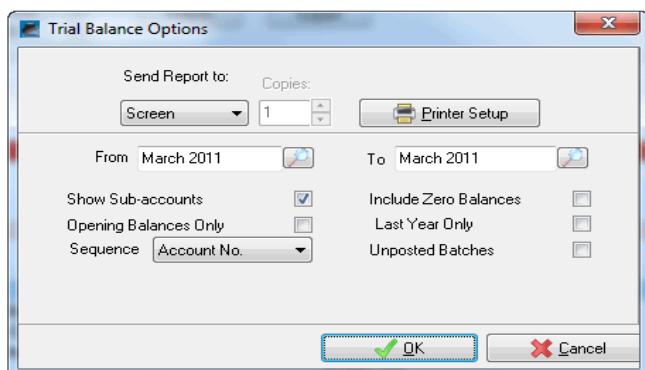
Posted Batch Type reports may also be printed from the **Reports → Batch Type** menu.

H.5- GENERATING A TRIAL BALANCE

It is good practice to print a Trial Balance in *TurboCASH* at this point and check it with the Trial Balance of your previous accounting records from which you have entered your transactions. This printed Trial Balance could be retained with your working papers and the previous trial balance for record and audit purposes.

To generate a Trial Balance:

- Click on the **Reports → General Ledger → Trial Balance** menu. (You may also press the **Ctrl** and **T** keys). The *Trial Balance Options* screen is displayed:



- Select the following options:

- | | |
|--------------------|---|
| Send Report To: | Select "Screen". |
| From: | <input checked="" type="button"/> Click on the Lookup button to launch the <i>This Year</i> lookup screen, listing your available accounting Periods. |
| To: | <input checked="" type="button"/> Select the start date from which you wish to include the balances i.e. "2011/03/01". |
| Show Sub-accounts: | <input checked="" type="button"/> Click on the Lookup button to launch the <i>This Year</i> lookup screen, listing your available accounting Periods. |
| | <input checked="" type="button"/> Select the end date until which you wish to include the balances i.e. "2011/03/31". |
| | <input checked="" type="button"/> Tick this option to view the balances of your sub-accounts. If this option is not ticked, no sub-accounts will be displayed and a summary of the net values for the main account will be displayed. |



You may select to include the amounts of unposted batches in the trial balance.



If you select the Unposted Batches option, a tick field will be activated on which you may select to view only the amounts entered in unposted batches.

Include Zero Balances:



Do not tick this option, as we will see only the balances of the accounts we have entered the opening balances. If this option is ticked, all accounts listed in your chart of accounts will be displayed and balances will only be displayed for those accounts with transactions.

Last Year Only:



Do not tick this option. If you tick this option, only Last Year balances will be displayed.

Unposted Batches:



Leave blank.

3. Click on the **OK** button. *TurboCASH* will ask you to confirm, whether you would like to include opening balances.
4. Click on the **Yes** button.



If you have clicked on the **No** button, you will not be able to view any balances, as we have entered them in the previous financial year in this tutorial.

The trial balance for the opening balances is displayed as follows:

Handyman Hardware Store		
Trial Balance		
Opening Balances 2011/03/01		This Year
Account		Debit Credit
505-000	Capital	11 500.00
510-000	Retained Income	4 200.00
600-000	Furniture and Fittings - Net Value	
600-010	Furniture and Fittings @ Cost	1 007.00
600-020	Furniture & Fittin - Acc. Deprec.	300.00
610-000	Motor Vehicles - Net Value	
610-010	Motor Vehicles @ Cost	5 000.00
610-020	Motor Vehicles - Accum. Depreciation	500.00
700-000	Debtors Control Account	1 800.00
750-000	Stock Control Account	6 500.00
810-000	Current Bank Account	3 193.00
820-000	Petty Cash	100.00
850-000	VAT Control Account	
850-010	Output VAT	100.00
900-000	Creditors Control Account	1 000.00

		17 600.00 17 600.00



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 opening balances of the individual stock items in the Stock Control account, you need to generate a Stock Item Listing report.



If you wish to display the amounts in the trial balance (or any other report) as 5,000.00 instead of 5000.00 (display a comma between the thousands and hundreds, etc.) you may set the separator symbol in the **Setup → Preferences → Data Parameters** menu.



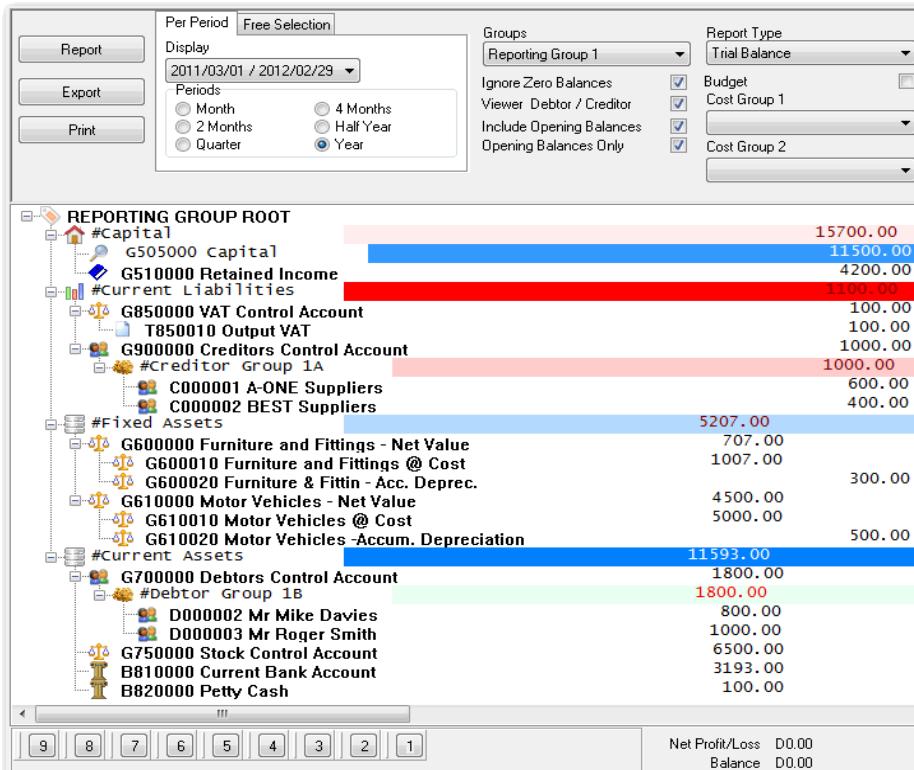
The totals should balance with the previous financial year. Check that the totals are in balance and that the correct balances correspond with the balances on your source trial balance.

H.6- GENERATING A TRIAL BALANCE FROM THE T-LEDGER ANALYSER

The Trial Balance can also be viewed and Analysed in the T-Ledger Analyser. The Example based on the figures of this tutorial, is as follows:

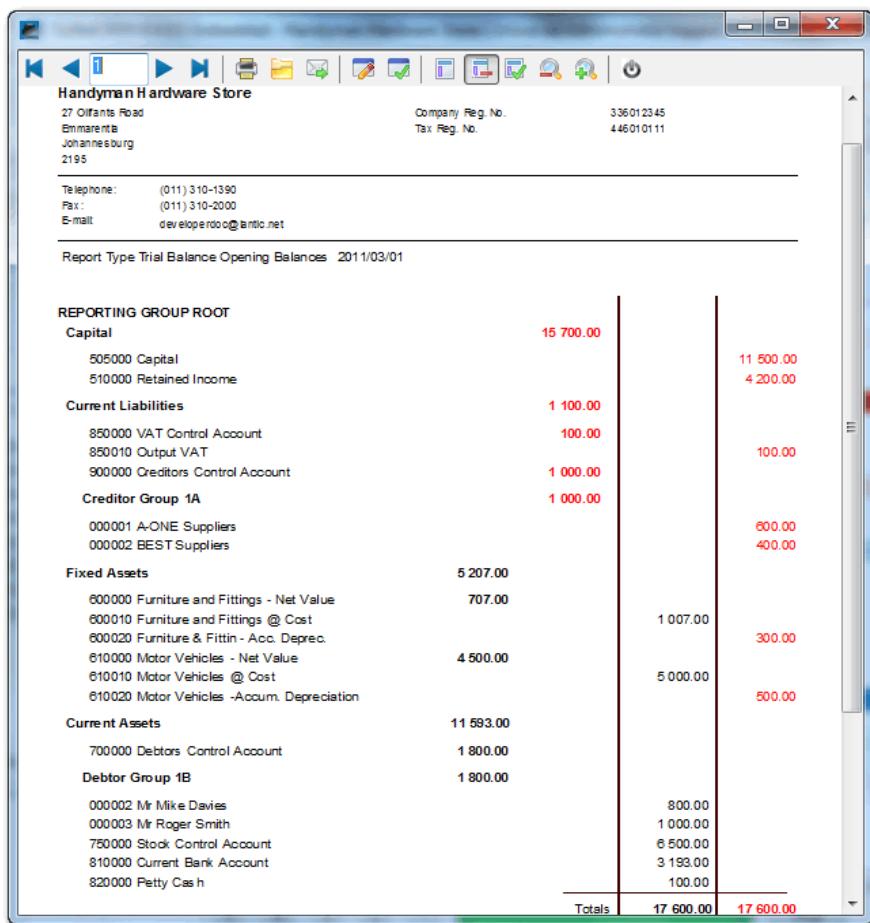
To generate a Trial Balance from the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quick menu). (You may also click on the **Tools → T-Ledger Analyser** menu or press the **Alt + T + T** keys). The following screen is displayed:



2. Select the following:
 - a) **Periods** – On the default “*Per Period*” tab, select “Year” and Period “2011/03/01-2012/02/28”.
 - b) **Report Type** – Select “*Trial Balance*”.
 - c) **Reporting Group** – The following options are available:
 - i. **None** – 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 (Setup → System Parameters → Groups (Account Group1)).
 - iii. **Reporting Group 2** – This will list the accounts according to the Account Group 2 (Setup → System Parameters → Groups (Account Group2)).
 - d) **Ignore Zero Balances** – Tick – This will list only those accounts for which opening balances was entered.
 - e) **Viewer Debtor / Creditor** – 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 list only the accounts for which opening balances have been entered.

3. Click on the **Report** button. You may change the sequences, and once happy click on the **Print** button to print the report.



The screenshot shows a software window titled "Handyman Hardware Store". At the top, it displays company details: "27 Olifants Road, Emarentia, Johannesburg, 2195", "Company Reg. No. 336012345", and "Tax Reg. No. 446010111". Below this, there are fields for "Telephone: (011) 310-1390", "Fax: (011) 310-2000", and "E-mail: developer@tantic.net". The main area is titled "Report Type Trial Balance Opening Balances 2011/03/01". The trial balance table has three columns: Debit, Credit, and Balance. The data is organized by account groups:

REPORTING GROUP ROOT		
Capital	15 700.00	
505000 Capital		11 500.00
510000 Retained Income		4 200.00
Current Liabilities	1 100.00	
850000 VAT Control Account	100.00	
850010 Output VAT		100.00
900000 Creditors Control Account	1 000.00	
Creditor Group 1A	1 000.00	
000001 A-ONE Suppliers		600.00
000002 BEST Suppliers		400.00
Fixed Assets	5 207.00	
600000 Furniture and Fittings - Net Value	707.00	
600010 Furniture and Fittings @ Cost		1 007.00
600020 Furniture & Fittin - Acc. Deprec.		300.00
610000 Motor Vehicles - Net Value	4 500.00	
610010 Motor Vehicles @ Cost		5 000.00
610020 Motor Vehicles -Accum. Depreciation		500.00
Current Assets	11 593.00	
700000 Debtors Control Account	1 800.00	
Debtor Group 1B	1 800.00	
000002 Mr Mike Davies		800.00
000003 Mr Roger Smith		1 000.00
750000 Stock Control Account		6 500.00
810000 Current Bank Account		3 193.00
820000 Petty Cash		100.00
Totals	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 THE TurboCASH PROGRAM.**

MODULE I - PROCESSING BATCH TRANSACTIONS

IN THIS MODULE

MODULE I - PROCESSING BATCH TRANSACTIONS.....	180
I.1- PURCHASE AND SALES TRANSACTIONS – BATCHES OR DOCUMENTS.....	182
I.2- CAPTURING YOUR CASHBOOK.....	182
I.2.1- Entering your Payments.....	184
I.2.2- Entering your Receipts.....	186
I.3- PURCHASES.....	187
I.3.1- Entering Supplier Invoices (Purchase Journal).....	188
I.3.2- Updating Supplier Invoices to the Ledger	189
I.3.3- T-Account View of Transactions.....	190
I.4- CAPTURING YOUR SALES.....	192
I.4.1- Entering your Invoices.....	192
I.4.2- Updating Sales to the Ledger	195
I.4.3- T-Account View of Transactions.....	196
I.5- RECEIVING PAYMENTS FROM YOUR DEBTORS.....	197
I.5.1- Entering Payments from your Debtors	197
I.5.2- Posting the Receipts Batch.....	199
I.5.3- T-Account View of Transactions.....	200
I.6- CAPTURING THE REST OF YOUR PAYMENTS.....	202
I.6.1- Entering the Rest of your Payments	202
I.6.2- Posting the Payments Batch	203
I.6.3- T-Account View of Transactions.....	205
I.7- PETTY CASH PAYMENTS.....	208
I.7.1- Entering your Petty Cash Payments.....	208
I.7.2- Posting the Petty Cash Batch	210
I.7.3- T-Account View of Transactions.....	211
I.8- REPEATING TRANSACTIONS.....	213
I.8.1- Entering Repeating Transactions.....	213
I.8.2- Updating Repeating Transactions.....	216
I.8.3- T-Account View of Transactions.....	218

I.1- PURCHASE AND SALES TRANSACTIONS – BATCHES OR DOCUMENTS

If you generate documents from your stock item code file in *TurboCASH*, 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 the **Setup → System Parameters → Documents** menu).
- **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 the **Setup → System Parameters → Documents** menu).

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 CASHBOOK

For this tutorial assume that you purchase some fixed assets, such as a desk at 570.00 (inclusive of VAT/GST/Sales Tax) and 2 chairs at 342.00 (inclusive of VAT/GST/Sales Tax) for your office on 1st of March 2011. The owner also handed a cheque of 5000.00 from his personal bank account which you need to deposit into the current account of the business in order increase his Capital.

You will need to issue the following cheques on 1 March 2011:

- Cheque 105 - Office Decorators to 570.00 (Inclusive of VAT/GST/Sales Tax) for 1 desk.
- Cheque 106 - Office Suppliers to 342.00 (Inclusive of VAT/GST/Sales Tax) for 2 chairs.

Date: 1 March 2011	Date: 1 March 2011
To: Office Decorators	To: Office Suppliers
For: Purchase of 1 Desk	For: Purchase of 2 Chairs
Balance b/f: _____	Balance b/f: _____
Deposit: _____	Deposit: _____
Balance: _____	Balance: _____
This Cheque: 570.00 (Incl)	This Cheque: 342.00 (Incl)
Balance c/f: _____	Balance c/f: _____
105 106	

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.

An amount of 5000 is received from the owner, for which the following receipt is issued:

Handyman Hardware Store	
Receipt No.: 0001	Date: 1 March 2011
Received From: Jack Daniels	
For: Capital Owner's Contribution	
Amount: Five Thousand Rands Only	--- 5 000.00
Payment Method: Cheque	Discount: _____
Signature:	



Receipts are usually issued for all moneys received in cash and cheques received.

A deposit number D5000 of 5000.00 - being the Owner's Capital Contribution received from the owner 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		
Credit: Handyman Hardware Store	Bank Stamp 01-03-2011	Date: 1 March 2011
Account Number: 1003030031	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

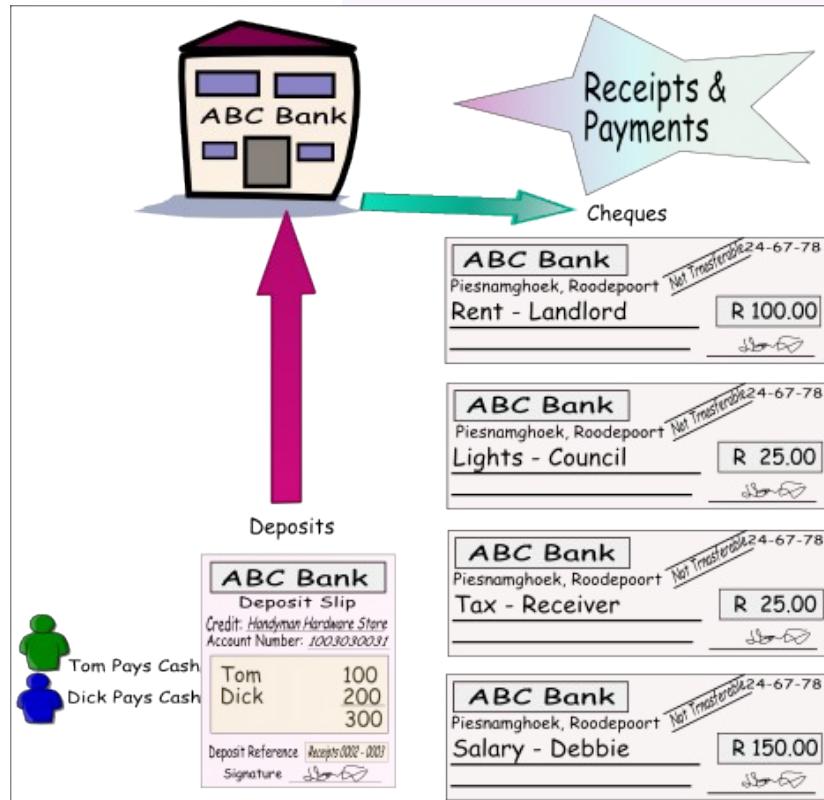
Budget	Bank	Bank Links
Payments	Payments Jnl	
Receipts	Receipts Jnl	



The Cashbook 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**.



I.2.1- Entering your Payments

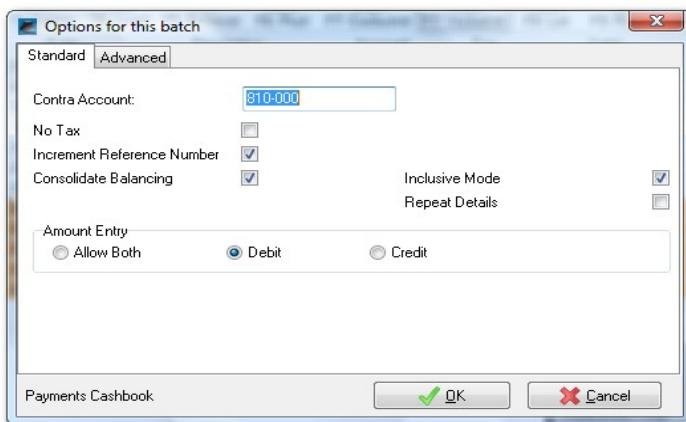
To enter your Payment Transactions:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **Payments Jnl** and click on the **Open** button. The *Payments Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "Cheques1103" to indicate that the Cheques of March 2011 was entered in this 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 *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.



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 purposes 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 the payments batch (e.g. payment of creditor accounts).

Increment Reference Number:

Tick.

Inclusive mode:

Tick.

Consolidate Balancing:

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 codes 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 cheque number as the reference number.

Reference: 105

Date: 2011/03/01

Description: 1 x Desk

Account: Type "fur" for furniture and select the correct sub-account and press the **Enter** key - you will note that *TurboCASH* highlights this account in the scroll bar or insert the account number - 600/010.

Tax: Input VAT/GST/Sales Tax - Capital Goods

Amount: 570.00 DR



The amount is a debit as it is the amount for the fixed asset account. When you balance the batch, *TurboCASH* will create the credit to the Bank 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 bottom right-hand corner for the inclusive and exclusive amounts. The amount of 570.00 will change to 500.00.

This is because the cost of the desk is 500.00 and should be posted to the furniture and equipment account. The VAT/GST/Sales Tax amount (70.00) must be posted to the Input VAT/GST/Sales Tax account.

10. You are now ready for cheque no. 106.

Reference: 106

Date: 2011/03/01

Description: 2 x Chairs

Account: 600/010 - Furniture and Fittings and press the **Enter** key.

Tax: Input VAT/GST/Sales Tax - Capital Goods

Amount: 342.00 DR

11. After capturing your first two cheques, the Payments Journal is displayed as follows:

Payments Jnl - [Cheques1103]						
Batch Entry		Posted Batches				
Change Alias		-	+	↑	↗	%
	Cheques1103	^D: Delete	^N: Insert	F5: Balance	F6: Post	F7: Exclusive
No	Reference	Date	Description	Account	Tax	Debit Credit
1	105	2011/03/01	1 x Desk	600-010	850-030	500.00 0.00
2	106	2011/03/01	2 x Chairs	600-010	850-030	300.00 0.00



"**F7: Inclusive**" button - Amounts in the bold font indicate that it is entered Inclusive of VAT/GST/Sales Tax.



If the "**F7: Exclusive**" button is displayed, the amounts are entered as Exclusive if VAT/GST/Sales Tax and will be displayed in the normal or regular 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 *TurboCASH*. You may also choose to post after every balanced entry.



For the purposes of this tutorial, **DO NOT** balance or post the batch at this point.

12. Press the **Esc** key to exit this batch or journal.

I.2.2- Entering your Receipts

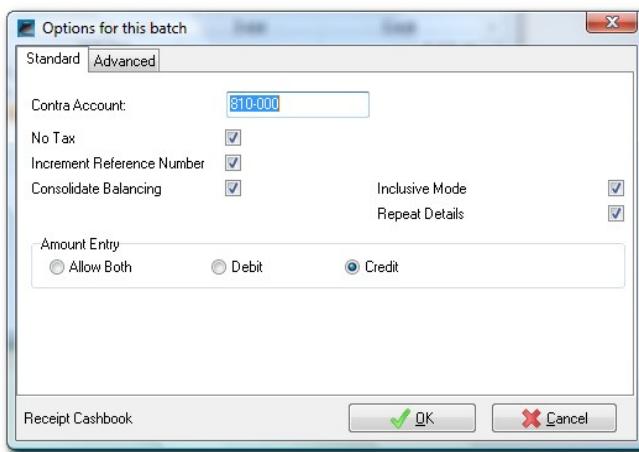
To enter your Receipts Transactions:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **Receipts Jnl** and click on the **Open** button. The *Receipts Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "Receipts1103" to indicate that the Receipts for March 2011 was entered in this Receipts 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 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 purposes of this tutorial. This will hide the tax column and tax lookup facility. 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 Number:

Tick.

Inclusive mode:

Tick.

Consolidate Balancing:

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 Description 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 codes 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: 2011/03/01

Description: Cash from owner.

Account: Type "cap" for capital and press the **Enter** key - you will note that *TurboCASH* highlights this account in the scroll bar or insert the account number - 505 – Capital.

Amount: 5000.00 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 Setup Options.

The amount is a credit for the capital account. When you balance the batch, *TurboCASH* will create the debit to the bank account.

10. After capturing your first receipt, the Receipts Journal is displayed as follows:

Receipts Jnl - [Deposits1103]						
Batch Entry		Posted Batches				
Change Alias		–	+	↑	↓	⚙️
Deposits1103		^D: Delete	^N: Insert	F5: Balance	F6: Post	F8: List
No	Reference	Date	Description	Account	Debit	Credit
1	D5000	2011/03/01	Cash received from owner	505-000	0.00	5 000.00



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 *TurboCASH*. You may also choose to post after every balanced entry.



For the purposes of this tutorial, **DO NOT balance or post the batch** at this point.

11. Press the **Esc** key to exit this batch or journal.

I.3- PURCHASES

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 **Setup → System Parameters → Documents (Purchases)** menu.

Using the Document Entry, Purchases may be printed by *TurboCASH4*, 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 purposes of this tutorial, the similar transactions as in the Purchases Batch are also replicated for Purchase documents – See (Chapter J.3 of MODULE J).

I.3.1- Entering Supplier Invoices (Purchase Journal)

To Enter Purchase Transactions:

1. Select the Purchase Journal.



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, or press the F10 key on your keyboard.



Note that for Purchase or Supplier Invoices, the Amount Entry field should be set to credit.



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 setup options 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.

2. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "Purchases1103" to indicate that the Purchases for March 2011 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.

3. 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				
Qty	Description	Price Excl.	Discount	Amount Excl.
	Service Delivery Van 5 x New Tyres Fitting and Balancing	400.00 600.00	-	400.00 600.00
			Sub-total	1 000.00
			VAT @ 14%	140.00
			Invoice Total	1 140.00
E&OE				

ABC-Office-Supplies				
VAT Reg. No. 4444444444				
To: Handyman Hardware Store 27 Olifants Road Emmarentia Johannesburg 2195 VAT No. 446010111				
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 @ 14%	210.00
			Invoice Total	1 710.00
E&OE				

4. 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 facility in the Setup Options 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.

- After entering the supplier invoices in the Purchase Journal, the transactions will be displayed as follows:

The screenshot shows the Purchase Journal window with the following details:

No	Reference	Date	Description	Creditor	Contra Account	Tax	Debit	Credit
1	PU001	2011/03/05	Service Delivery Van	000-006	210-020	850-020		456.00
2	PU001	2011/03/05	5xNew Tyres Fitting and Balancing	000-006	210-030	850-020		684.00
3	PU002	2011/03/06	Install Built-in Cupboards	000-005	600-010	850-020		1 710.00

Below the table, there is a list of codes and descriptions:

Code	Description
C000002	BEST Suppliers
C000003	Opening Balances - Creditor
C000004	Sundry Suppliers
C000005	ABC-Office-Supplies
C000006	ABC Service-Centre

On the right side, summary information is displayed:

- Inclusive Amount: R 456.00
- Exclusive Amount: R 400.00
- Reference Total: R 1 140.00
- Allocate to: March 11
- Contra Account: 210-020



You have now captured all your supplier invoices for the month and may proceed with posting.

I.3.2- 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:

- Click on the **F5:Balance** icon, or press the **F5** key on your keyboard, to balance the batch. The balancing transactions will be displayed as follows:

The screenshot shows the Purchase Journal window with the following details:

No	Reference	Date	Description	Creditor	Contra Account	Tax	Debit	Credit
1	PU001	2011/03/05	Service Delivery Van	000-006	210-020	850-020		456.00
2	PU001	2011/03/05	5xNew Tyres Fitting and Balancing	000-006	210-030	850-020		684.00
3	PU002	2011/03/06	Install Built-in Cupboards	000-005	600-010	850-020		1 710.00
4	*****	2011/03/05	Service Delivery Van	850-020	850-020		56.00	
5	*****	2011/03/05	Service Delivery Van	210-020	210-020	850-020		400.00
6	*****	2011/03/05	5xNew Tyres Fitting and Balancing	850-020	850-020		84.00	
7	*****	2011/03/05	5xNew Tyres Fitting and Balancing	210-030	210-030	850-020		600.00
8	*****	2011/03/06	Install Built-in Cupboards	850-020	850-020		210.00	
9	*****	2011/03/06	Install Built-in Cupboards	600-010	600-010	850-020		1 500.00

Below the table, there is a list of codes and descriptions:

Code	Description
C000002	BEST Suppliers
C000003	Opening Balances - Creditor
C000004	Sundry Suppliers
C000005	ABC-Office-Supplies
C000006	ABC Service-Centre

On the right side, summary information is displayed:

- Inclusive Amount: R 456.00
- Exclusive Amount: R 400.00
- Reference Total: R 1 140.00
- Allocate to: March 11
- Contra Account: 210-020

- TurboCASH will generate balancing entries.



If the Consolidate Balancing option is selected in the Setup Options for this batch, the description for the balancing entries or transactions, will be displayed as "BALANCING ENTRY Purchases Jnl".



It is a good idea to over type this description, as it is not very meaningful to an outside auditor or accountant. If you over type these, it will definitely make it easier to trace and reconcile transactions.

- Over type the description with "Purchases PU001 - PU002" in the description column.
- Over type the VAT/GST/Sales Tax description with "Input VAT (GST/Sales Tax) - Purchases PU001 - PU002" in the description column.
- Do not over type the asterisks *****, as this indicates that these are contra transactions.

- Click on the **F8>List** icon, or press the **F8** key on your keyboard, to list the batch.

Handyman Hardware Store Batch Name: Purchase Jnl Alias (Batch Name): Purchases1103								
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/05	PU001	Service Delivery Van	000-006	210-020	850-020	-56.00	456.00	
2011/03/05	-----	*Service Delivery Van	850-020	850-020		0.00	56.00	
2011/03/05	-----	*Service Delivery Van	210-020	210-020	850-020	56.00	400.00	
2011/03/05	PU001	5xNew Tyres Fitting and Balancing	000-006	210-030	850-020	-84.00		684.00
2011/03/05	-----	*5x New Tyres Fitting and Balancing	850-020	850-020		0.00	84.00	
2011/03/05	-----	*5x New Tyres Fitting and Balancing	210-030	210-030	850-020	84.00	600.00	
					Total Amount		1140.00	1140.00
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/06	PU002	Install Built-in Cupboards	000-005	600-010	850-020	-210.00		1710.00
2011/03/06	-----	*Install Built-in Cupboards	850-020	850-020		0.00	210.00	
2011/03/06	-----	*Install Built-in Cupboards	600-010	600-010	850-020	210.00	1500.00	
					Total Amount		1710.00	1710.00



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.

4. Click on the **F6:Post** icon, or press the **F6** key on your keyboard, 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.3.3- T-Account View of Transactions

After posting the transactions in the Purchase Journal, the transactions should display as follows in the T-Account Viewer:

Batch View

T-Account Viewer G900-000 Creditors Control Account							
				From Date	To Date	Export	Print
				2011/03/01	2012/02/29		
Opening Balances							
10023	T850020	Input VAT - Standard Rate	Purchases1103	Service Delivery Van	xxxxxx	2011/03/05	56.00
10023	G210020	Maintenance	Purchases1103	Service Delivery Van	xxxxxx	2011/03/05	400.00
10023	T850020	Input VAT - Standard Rate	Purchases1103	5xNew Tyres Fitting and Balancing	xxxxxx	2011/03/05	84.00
10023	G210030	Repairs	Purchases1103	5xNew Tyres Fitting and Balancing	xxxxxx	2011/03/05	600.00
10023	C000006	ABC-Service-Centre	Purchases1103	Service Delivery Van	PU001	2011/03/05	456.00
10023	C000006	ABC-Service-Centre	Purchases1103	5xNew Tyres Fitting and Balancing	PU001	2011/03/05	684.00
10023	T850020	Input VAT - Standard Rate	Purchases1103	Install Built-in Cupboards	xxxxxx	2011/03/06	210.00
10023	G600010	Furniture and Fittings @ Cost	Purchases1103	Install Built-in Cupboards	xxxxxx	2011/03/06	1 500.00
10023	C000005	ABC-Office-Supplies	Purchases1103	Install Built-in Cupboards	PU002	2011/03/06	1 710.00
					2 850.00		2 850.00
Balance 0.00							
Filter				OK Cancel			

Account View**Accounts in the Creditor's Ledger:****ABC-Service-Centre**

Opening Balances								Debit	Credit
I0023	C000006	ABC-Service-Centre	Purchases1103	Service Delivery Van	PU001	2011/03/05		0.00	456.00
I0023	C000006	ABC-Service-Centre	Purchases1103	5xNew Tyres Fitting and Balancing	PU001	2011/03/05			684.00

**ABC-Office-Supplies**

Opening Balances								Debit	Credit
I0023	C000005	ABC-Office-Supplies	Purchases1103	Install Built-in Cupboards	PU002	2011/03/06		0.00	1 710.00

Accounts in the General Ledger:**Motor Vehicles Maintenance Expense Account**

Opening Balances								Debit	Credit
I0023	G210020	Maintenance	Purchases1103	Service Delivery Van	xxxxxx	2011/03/05		0.00	400.00

**Motor Vehicles Repairs Expense Account**

Opening Balances								Debit	Credit
I0023	G210030	Repairs	Purchases1103	5xNew Tyres Fitting and Balancing	xxxxxx	2011/03/05		0.00	600.00

**Furniture and Fittings at Cost**

Opening Balances								Debit	Credit
I0023	G600010	Furniture and Fittings @ Cost	Purchases1103	Install Built-in Cupboards	xxxxxx	2011/03/06		1 007.00	1 500.00

**Tax Account**

Opening Balances								Debit	Credit
I0023	T850020	Input VAT - Standard Rate	Purchases1103	Service Delivery Van	xxxxxx	2011/03/05		0.00	56.00
I0023	T850020	Input VAT - Standard Rate	Purchases1103	5xNew Tyres Fitting and Balancing	xxxxxx	2011/03/05			84.00
I0023	T850020	Input VAT - Standard Rate	Purchases1103	Install Built-in Cupboards	xxxxxx	2011/03/06			210.00

**Debits = Credits**

Debit transactions in the Creditor's Ledger (i.e. individual Creditor Accounts)

=

Credit transactions in the General Ledger (i.e. Purchases + Expenses + Input VAT/GST/Sales Tax Accounts).



If the Consolidate Balancing option was not selected, when the options for this batch was set, the individual supplier invoices would have been listed or posted to the Purchases and Input VAT/GST/Sales Tax account.

I.4- 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 **Setup → System Parameters → Documents (Invoices)** menu.

Using the Document Entry, Invoices may be printed by TurboCASH4, 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 purposes of this tutorial, the similar transactions as in the Sales Batch are also replicated for Invoices - (See Chapter J.4 of MODULE J).

I.4.1- Entering your Invoices

You need to capture all the invoices you have manually issued for sales to your debtors (customers).

For the purposes of the sales journal 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 Chapter are only applicable to the selling of services and items, which does not constitute your trading stock items to Debtors. In this case, you need to manually produce hand-written invoices, which are captured in the Sales Journal.

We need to capture the following 4 hand-written invoices:

Handyman Hardware Store VAT Reg. No. 446010111				
Tax Invoice No. INV001 Date: 7 March 2011				
To: Mr. AB Green PO Box 1111 Lakeside Johannesburg 2122 VAT No. 1111111111				
Qty	Description	Price Excl.	Discount	Amount Excl.
	Repairs to roof	1 000.00	-	1 000.00
			Sub-total	1 000.00
			VAT @ 14%	140.00
			Invoice Total	1 140.00
E&OE				

Handyman Hardware Store VAT Reg. No. 446010111				
Tax Invoice No. INV002 Date: 9 March 2011				
To: Mac-Restaurant PO Box 5555 Morningside Johannesburg 2222 VAT No. 66666666				
Qty	Description	Price Excl.	Discount	Amount Excl.
	Installing of Built-in Cupboards	1 500.00	-	1 500.00
			Sub-total	1 500.00
			VAT @ 14%	210.00
			Invoice Total	1 710.00
E&OE				

Handyman Hardware Store VAT Reg. No. 446010111				
Tax Invoice No. INV003 Date: 10 March 2011				
To: Mr. AB Green PO Box 1111 Lakeside Johannesburg 2122 VAT No. 1111111111				
Qty	Description	Price Excl.	Discount	Amount Excl.
	Paint outside of house	1 000.00	-	1 000.00
			Sub-total	1 000.00
			VAT @ 14%	140.00
			Invoice Total	1 140.00
E&OE				

Handyman Hardware Store VAT Reg. No. 446010111				
Tax Invoice No. INV004 Date: 12 March 2011				
To: Mike Davies PO Box 333 Halfway House 1685 VAT No. 336012345				
Qty	Description	Price Excl.	Discount	Amount Excl.
	Install Built-in Cupboards	1 500.00	-	1 500.00
			Sub-total	1 500.00
			VAT @ 14%	210.00
			Invoice Total	1 710.00
E&OE				

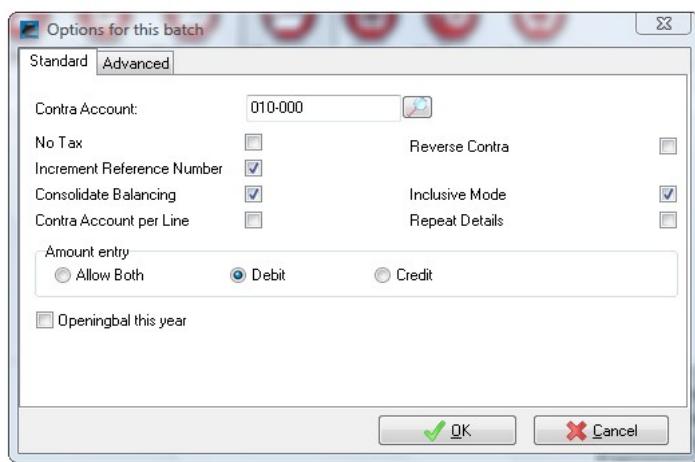
To enter your Sales Transactions:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the “**Sales Jnl**” and click on the **Open** button. The *Sales Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter “*Sales1103*” to indicate that the Sales for March 2011 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 the Sales account - “010”.

Contra Account per Line:

Leave blank.

Reverse Contra:

Leave blank.

No Tax:

Leave blank.

Increment Reference Number:

Tick.

Inclusive mode:

Tick.

Consolidate Balancing:

Tick.

Repeat Details:

Leave blank.

Amount Entry:

Tick on “Debit”.

Openingbal this year:

Leave blank.

6. Once set up; click on the **Advanced** tab.

7. Select the “*Debtor*” option for the Account Lookup Type, since you only need to select “*Debtor*” option when you enter transactions for sales on credit to Debtors only.

8. Once set up; click on the **OK** button.

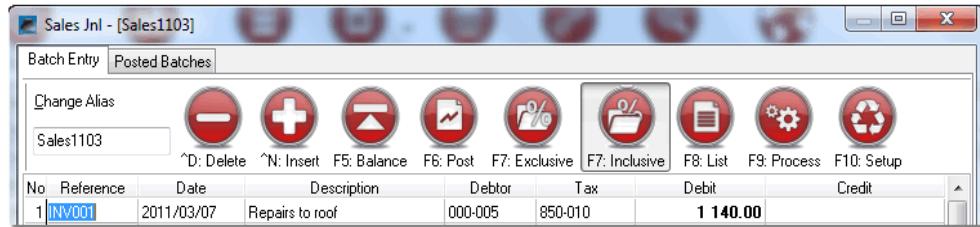


If you wish to allocate different transactions to different sales accounts, setup one contra account per line.

9. You are now ready to capture the first invoice.

Reference: INV001
 Date: 2011/03/07
 Description: Repairs to roof
 Account: D000-005 (Mr AB Green)
 Tax: Output VAT/GST/Sales Tax
 Amount: 1140.00 DR (Ensure that the **F7:Inclusive** icon is reflecting the Inclusive mode)

9. After capturing your first invoice, the Batch Entry screen for the Sales Journal should reflect as follows:



No	Reference	Date	Description	Debtor	Tax	Debit	Credit
1	INV001	2011/03/07	Repairs to roof	000-005	850-010	1 140.00	

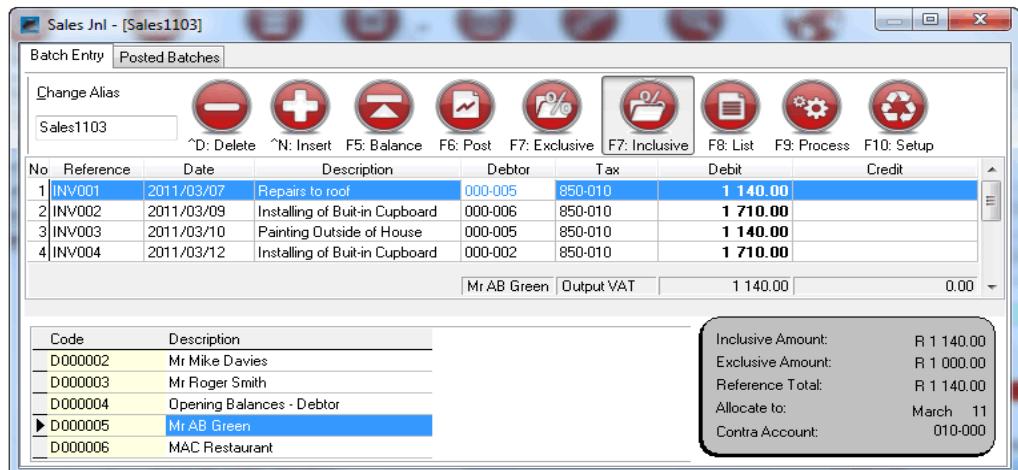


"F7: Inclusive" button - Amounts in the bold font indicate that it is entered Inclusive of VAT/GST/Sales Tax.
 If the **"F7: Exclusive"** button is displayed, the amounts are entered as Exclusive if VAT/GST/Sales Tax and will be displayed in the normal or regular font.

10. Capture the other 2 invoices in the same way.

Reference:	INV002	INV003	INV004
Date:	2011/03/09	2011/03/10	2011/03/12
Description:	Install built-in cupboards	Paint outside of house	Install built-in cupboards
Account:	MAC-Restaurant	Mr AB Green	Mr Mike Davies
Tax:	Output VAT/GST/Sales Tax	Output VAT/GST/Sales Tax	Output VAT/GST/Sales Tax
Amount:	1710.00 DR (Inclusive)	1140.00 DR (Inclusive)	1710.00 DR (Inclusive)

11. After capturing all your invoices, the Batch Entry screen for the Sales Journal should reflect as follows:



No	Reference	Date	Description	Debtor	Tax	Debit	Credit
1	INV001	2011/03/07	Repairs to roof	000-005	850-010	1 140.00	
2	INV002	2011/03/09	Installing of Built-in Cupboard	000-006	850-010	1 710.00	
3	INV003	2011/03/10	Painting Outside of House	000-005	850-010	1 140.00	
4	INV004	2011/03/12	Installing of Built-in Cupboard	000-002	850-010	1 710.00	

Code	Description
D000002	Mr Mike Davies
D000003	Mr Roger Smith
D000004	Opening Balances - Debtor
D000005	Mr AB Green
D000006	MAC Restaurant

Inclusive Amount:	R 1 140.00
Exclusive Amount:	R 1 000.00
Reference Total:	R 1 140.00
Allocate to:	March 11
Contra Account:	010-000



You have now captured all your sales invoices for the month and may proceed with posting.

I.4.2- 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; or press the **F5** key on your keyboard. *TurboCASH* will generate balancing entries. The balancing entries should reflect as follows:

The screenshot shows the **Sales Jnl - [Sales1103]** window. At the top, there is a toolbar with icons for Delete, Insert, Balance, Post, Exclusive, Inclusive, List, Process, and Setup. Below the toolbar is a table of transactions:

No	Refer...	Date	Description	Debtor	Tax	Debit	Credit
1	INV001	2011/03/07	Repairs to roof	000-005	850-010	1 140.00	
2	INV002	2011/03/09	Installing of Built-in Cupboard	000-006	850-010	1 710.00	
3	INV003	2011/03/10	Painting Outside of House	000-005	850-010	1 140.00	
4	INV004	2011/03/12	Installing of Built-in Cupboard	000-002	850-010	1 710.00	
5	*****	2011/03/12	Output Tax INV001-INV004	850-010			700.00
6	*****	2011/03/12	Sales Invoices INV001-INV004	010-000			5 000.00

Below the table, there is a summary panel:

Mr AB	Output	0.00
		Inclusive Amount: R 1 140.00
		Exclusive Amount: R 1 000.00
		Reference Total: R 1 140.00
		Allocate to: March 11
		Contra Account: 010-000

2. The description given is "*BALANCING ENTRY Sales Jnl*". Replace the description for each contra account as follows:

- **Tax Contra account:** "Output Tax Invoices INV001-INV004".
- **Sales Contra Account:** "Sales Invoices INV001-INV004".
- **DO NOT** replace the 8 asterisks, ***** , in the reference column, as these indicate contra transactions.



It is a good idea to over type this description as it is not very meaningful to an outside auditor or accountant. If you over type these it will definitely make it easier to trace and reconcile transactions.

3. Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch.

The screenshot shows a report titled **Handyman Hardware Store** with **Batch Name: SalesJnl** and **Alias (Batch Name): Sales1103**. The report lists transactions with columns for Date, Reference, Description, Account, Contra Account, Tax, and Debit/Credit.

Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/07	INV001	Repairs to roof	000-005	010-000	850-010	140.00	1140.00	
					Total Amount		1140.00	0.00
2011/03/09	INV002	Installing of Built-in Cupboard	000-006	010-000	850-010	210.00	1710.00	
					Total Amount		1710.00	0.00
2011/03/10	INV003	Painting Outside of House	000-005	010-000	850-010	140.00	1140.00	
					Total Amount		1140.00	0.00
2011/03/12	INV004	Installing of Built-in Cupboard	000-002	010-000	850-010	210.00	1710.00	
2011/03/12	*****	*Output Tax INV001-INV004	850-010	850-010		0.00	700.00	
2011/03/12	*****	*Sales Invoices INV001-INV004	010-000	010-000		-700.00	5000.00	
					Total Amount		1710.00	5700.00



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.

You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

4. Click on the **F6:Post** icon; or press the **F6** key on your keyboard.

I.4.3- T-Account View of Transactions

All processed (posted) transactions will be accumulated in the T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
2. Select an Account (e.g. Debtor account Mr. AB Green) and double-click on it.
3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10022 generated by *TurboCASH*). This will list only the transactions for a specific batch (journal).
 - **Account Code** (e.g. G100-000 Sales, T850-010 Output VAT/GST/Sales Tax, D00-002 Mr. Mike Davies, D00-005 Mr. AB Green, D00-006 MAC Restaurant). 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 Sales Journal, the transactions should display as follows in the T-Account Viewer:

Batch View

The screenshot shows a Windows application window titled "T-Account Viewer G100-000 Sales". At the top, there are "From Date" and "To Date" dropdowns set to "2011/03/01" and "2012/02/29", and "Export" and "Print" buttons. Below this is a table with columns: Date, Description, Ref., Debit, Credit, and Balance. The table includes an "Opening Balances" row and several transaction rows. The transactions involve accounts like D000005 (Mr AB Green), D000006 (MAC Restaurant), and D000002 (Mr Mike Davies). The balance at the bottom is 5 700.00.

Account View

Accounts in the Debtor's Ledger:

Mr. AB Green

The screenshot shows a table for "Mr. AB Green" with columns: Date, Description, Ref., Debit, Credit, and Balance. It includes an "Opening Balances" row and transaction rows for "Repairs to roof" and "Painting Outside of House". The balance is 0.00.

MAC Restaurant

The screenshot shows a table for "MAC Restaurant" with columns: Date, Description, Ref., Debit, Credit, and Balance. It includes an "Opening Balances" row and a transaction row for "Installing of Built-in Cupboard". The balance is 0.00.

Mr. Mike Davies

The screenshot shows a table for "Mr. Mike Davies" with columns: Date, Description, Ref., Debit, Credit, and Balance. It includes an "Opening Balances" row and a transaction row for "Installing of Built-in Cupboard". The balance is 800.00.

Accounts in the General Ledger:**Sales Account**

								Debit	Credit
Opening Balances								0.00	
I0022	G010000	Sales	Sales1103	Sales Invoices INV001-INV004	xxxxxx	2011/03/12		5 000.00	

**Tax Account**

								Debit	Credit
Opening Balances								100.00	
I0022	T850010	Output VAT	Sales1103	Output Tax INV001-INV004	xxxxxx	2011/03/12		700.00	

**Debits = Credits**

Debit transactions in the Debtors Ledger (i.e. individual Debtor Accounts)

=

Credit transactions in the General Ledger (i.e. Sales and Output VAT/GST/Sales Tax Accounts).

I.5- RECEIVING PAYMENTS FROM YOUR DEBTORS**I.5.1- Entering Payments from your Debtors**

Mr. AB Green paid 2000.00 (1140.00 for IN000001 and 860.00 for IN000002) for which receipt number 0002 was issued, and Mr. Roger Smith paid 2000.00 for which receipt number 0003 was issued. An example of the receipts is as follows:

<p>Handyman Hardware Store Receipt No.: 0002 Date: 16 March 2011</p> <p>Received From: <u>Mr AB Green</u> For: <u>Payment on Account</u> Amount: <u>One Thousand Rands Only</u> --- 1 000.00 Payment Method: <u>Cheque</u> Discount: Signature: <u>John</u></p>	<p>Handyman Hardware Store Receipt No.: 0003 Date: 16 March 2011</p> <p>Received From: <u>Mac Restaurant</u> For: <u>Payment on Account</u> Amount: <u>Two Thousand Rands Only</u> --- 2 000.00 Payment Method: <u>Cash</u> Discount: Signature: <u>John</u></p>
---	--

Both amounts were deposited on 16 March 2011 using deposit slip no. D5001. The total amount deposited is 3000.00.

An example of the deposit slip is as follows and must be entered in the Receipts Journal:

ABC Bank Deposit Slip		Date: 16 March 2011	
Credit: Handyman Hardware Store		Bank Stamp	
Account Number: 1003030031		16-03-2011	600001
		Notes	----- 1 000.00
		Coins	
		Money Orders	
		Sub-total	
Drawer's Name	Bank	Branch Name/Code	
Mr 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. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **Receipts Jnl** and click on the **Open** button. The *Receipts Journal* screen will be displayed.
3. Enter the receipt for Mr. AB Green.

Reference: D5001

Date: 2011/03/16

Description: Payment Received - Thank you

Account: D000-005

Amount: 2000.00 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 Setup Options.

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. IN000001. Select the correct amount and press the **Enter** key. This links his payment to that invoice.

No	Reference	Date	Description	Account	Debit	Credit
1	D5000	2011/03/01	Cash received from owner	505-000	0.00	5 000.00
2	D5001	2011/03/16	Payment Received - Thank you	000-005	0.00	2 000.00

Date	Reference	Pmt Reference	Description	Amount	Outstanding	Enter Amount
2011/03/07	INV001	D5001	Repairs to roof	1 140.00	1 140.00	2 000.00
2011/03/10	INV003	D5001	Painting Outside of House	1 140.00	1 140.00	2 000.00



If a transaction for a debtor in the receipts journal is linked to an transaction on the *Open Item Selection* screen, the transaction will be displayed in a peach background colour.

5. Now capture the deposit from Mac Restaurant. Because MAC-Restaurant is not an open-item debtor, you won't need to link the payment to an invoice.

Reference: D5001

Date: 2011/03/16

Description: Payment Received - Thank you

Account: D000-006

Amount: 1000.00CR



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.

I.5.2- 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; or press the **F5** key on your keyboard. *TurboCASH* will create the balancing entry to the Bank Account.

No	Reference	Date	Description	Account	Debit	Credit
1	D5000	2011/03/01	Cash received from owner	505-000	0.00	5 000.00
2	D5001	2011/03/16	Payment Received - Thank you	000-005	0.00	2 000.00
3	D5001	2011/03/16	Payment Received - Thank you	000-006	0.00	1 000.00
4	*****	2011/03/16	Deposit Slips D5000 - D5001	810-000	8 000.00	0.00
				Capital	0.00	5 000.00

Code	Description
G505000	Capital
G510000	Retained Income
G520000	Installment Agreements
G600010	Furniture and Fittings @ Cost
G600020	Furniture & Fittin - Acc. Deprec.

Inclusive Amount: R 5 000.00
 Exclusive Amount: R 5 000.00
 Reference Total: R-5 000.00
 Allocate to: March 11
 Contra Account: *810-000

2. The description generated is "BALANCING ENTRY Receipts Jnl". Replace the description for the contra account as follows:

- **Contra account:** "Deposit Slips D5000 – D5001".
- **DO NOT** replace the 8 asterisks, ***** , in the reference column, as these indicate contra transactions.



It is a good idea to over type this description as it is not very meaningful to an outside auditor or accountant. If you over type these it will definitely make it easier to trace and reconcile transactions.

3. Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the

transactions in the batch.

Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/01	D5000	Cash received from owner	505-000	810-000	-	0.00	0.00	5000.00
<hr/>							Total Amount	0.00 5000.00
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/16	D5001	Payment Received - Thank you	000-005	810-000	-	0.00	0.00	2000.00
2011/03/16	D5001	Payment Received - Thank you	000-006	810-000	-	0.00	0.00	1000.00
2011/03/16	-----	*Deposit Slips D5000 - D5001	810-000	810-000	-	0.00	8000.00	0.00
<hr/>							Total Amount	8000.00 3000.00



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.

You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

- Click on the **F6:Post** icon; or press the **F6** key on your keyboard.

I.5.3- T-Account View of Transactions

All processed (posted) transactions will be accumulated in the T-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, do the following:

- Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
- Select an Account (e.g. B810-000 Current Bank Account) and double-click on it.
- Click on the following to get specific views of transactions:
 - Batch Number** (e.g. 10014 generated by TurboCASH). This will list only the transactions for a specific batch (journal).
 - Account Code** (e.g. G505-000 Capital Account, B810-000 Current Bank Account, D00-005 Mr. AB Green, D00-006 MAC Restaurant). 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

T-Account Viewer B810-000 Current Bank Account								
From Date		To Date						
2011/03/01		2012/02/29						
				Debit	Credit			
Opening Balances							0.00	
10014	G505000	Capital	Deposits1103	Cash received from owner	D5000	2011/03/01		5 000.00
10014	B810000	Current Bank Account	Deposits1103	Deposit Slips D5000 - D5001	*****	2011/03/16	8 000.00	
10014	D000005	Mr AB Green	Deposits1103	Payment Received - Thank you	D5001	2011/03/16		2 000.00
10014	D000006	MAC Restaurant	Deposits1103	Payment Received - Thank you	D5001	2011/03/16		1 000.00
							8 000.00	8 000.00
Balance 0.00								
Filter				OK	Cancel			

Account View**Accounts in the Debtor's Ledger:** **Mr. AB Green**

							Debit	Credit
Opening Balances							2 280.00	
I0014	D000005	Mr AB Green	Deposits1103	Payment Received - Thank you	D5001	2011/03/16		2 000.00

 **MAC Restaurant**

							Debit	Credit
Opening Balances							1 710.00	
I0014	D000006	MAC Restaurant	Deposits1103	Payment Received - Thank you	D5001	2011/03/16		1 000.00

Accounts in the General Ledger: **Capital Account**

							Debit	Credit
Opening Balances							11 500.00	
I0014	G505000	Capital	Deposits1103	Cash received from owner	D5000	2011/03/01		5 000.00

 **Bank Account**

							Debit	Credit
Opening Balances							3 193.00	
I0014	B810000	Current Bank Account	Deposits1103	Deposit Slips D5000 - D5001	xxxxxx	2011/03/16		8 000.00

**Debits = Credits**

Debit transactions in the General Ledger (i.e. Bank Account and Capital Account)

=

Credit transactions in the Debtors Ledger (i.e. individual Debtor Accounts)



If you did not tick the Consolidate Balancing in the Options for this batch screen, TurboCASH will create three balancing entries, one for each of the receipt entries made. If you would like this as a consolidated entry (i.e. one contra entry) then you need to setup the batch as such. To do this click on the **F10:Setup** icon and ensure that there is a tick next to "Consolidate Balancing".

Also note that TurboCASH has generated ****** as a reference number in the Reference column for the balancing entries.

DO NOT CHANGE THIS, OTHERWISE THIS ENTRY WILL NOT APPEAR ON YOUR BANK RECONCILIATION.

I.6- CAPTURING THE REST OF YOUR PAYMENTS

I.6.1- Entering the Rest of your Payments

Capture the following cheques issued on 30 March 2011 in the Payments Journal:

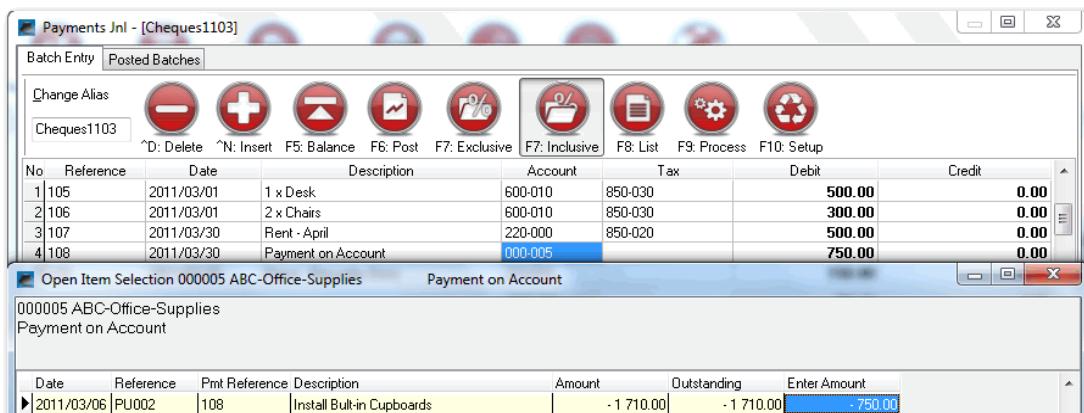
Date: 30 March 2011 To: Lucky Rental Agents For: Rent for April 2011 Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: R 570.00 (Incl) Balance c/f: _____ 107	Date: 30 March 2011 To: ABC-Office Supplies For: Payment on Account Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: R 750.00 Balance c/f: _____ 108	Date: 30 March 2011 To: Wally's Motors For: Petrol Mercedes-Benz Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: R 150.00 Balance c/f: _____ 109	Date: 30 March 2011 To: Waltons - Stationery For: Paper and Pens Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: R 285.00 (Incl) Balance c/f: _____ 110	Date: 30 March 2011 To: Cash For: Petty Cash Increase Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: R 100.00 Balance c/f: _____ 111
---	---	--	---	---

To enter your Payments Transactions:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **Payments Jnl** and click on the **Open** button. The *Payments Journal* screen will be displayed.
3. Enter the following transactions (summary from the cheque counterfoils):

Ref.No.	Date	Description	Account	Tax	Dr
107	2011/03/30	Rent - April	Rent	Input VAT/GST/ Sales Tax	570.00
108	2011/03/30	ABC-Office-Supplies	Payment on Account	No Tax	750.00
109	2011/03/30	Petrol - Mercedes-Benz	Fuel & Oil	No Tax	150.00
110	2011/03/30	Waltons - Paper and Pens	Stationery	Input VAT/GST/ Sales Tax	285.00
111	2011/03/30	Cash Petty Cash - Increase Float	Petty Cash	No Tax	100.00

4. An *Open Item Selection* screen will appear listing all purchase documents for Mr. AB Green. You need to select the purchase document which, is payed, i.e. PU000002. Select the correct amount and press the **Enter** key. This links this payment to that purchase document.



If a transaction for a debtor in the receipts journal is linked to an transaction on the *Open Item Selection* screen, the transaction will be displayed in a peach background colour.

5. After entering all your cheques, the screen should reflect your transactions as follows:

The screenshot shows the 'Payments Jnl - [Cheques1103]' window. At the top, there are buttons for Change Alias, Delete, Insert, Balance, Post, Exclusive (highlighted in red), Inclusive, List, Process, and Setup. Below the buttons is a table of transactions:

No.	Reference	Date	Description	Account	Tax	Debit	Credit
1	105	2011/03/01	1 x Desk	600-010	850-030	500.00	0.00
2	106	2011/03/01	2 x Chairs	600-010	850-030	300.00	0.00
3	107	2011/03/30	Rent - April	220-000	850-020	500.00	0.00
4	108	2011/03/30	Payment on Account	000-005		750.00	0.00
5	109	2011/03/30	Petrol - Mercedes Benz	210-010	-	150.00	0.00
6	110	2011/03/30	Waltons - Paper and Pens	230-000	850-020	250.00	0.00
7	111	2011/03/30	Petty Cash - Increase Float	820-000		100.00	0.00

At the bottom right, there is a summary table:

Code	Description	Inclusive Amount: R 570.00
G600010	Furniture and Fittings @ Cost	R 500.00
G600020	Furniture & Fitin - Acc. Deprec.	R 500.00
G610010	Motor Vehicles @ Cost	R 500.00
G610020	Motor Vehicles-Accum. Depreciation	
G735000	POS Transfer Account	*810-000



"F7: Inclusive" button - Amounts in the bold font indicate that it is entered Inclusive of VAT/GST/Sales Tax.

If the **"F7: Exclusive"** button is displayed, the amounts are entered as Exclusive if VAT/GST/Sales Tax and will be displayed in the normal or regular font.



You have now captured all your cheques for the month and may proceed with posting.

I.6.2- Posting the Payments Batch



To facilitate the easy correction of errors, it is a good idea to reconcile your bank before posting your Payments and Receipts Journals.

If you are working on a network version of TurboCASH you cannot reconcile unposted items created on the "client machines".

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; or press the **F5** key on your keyboard. TurboCASH will generate balancing entries. The balancing entries should reflect as follows:

The screenshot shows the 'Payments Jnl - [Cheques1103]' window with the F5:Balance button highlighted. The table now includes balancing entries:

No.	Reference	Date	Description	Account	Tax	Debit	Credit
1	105	2011/03/01	1 x Desk	600-010	850-030	500.00	0.00
2	106	2011/03/01	2 x Chairs	600-010	850-030	300.00	0.00
3	107	2011/03/30	Rent - April	220-000	850-020	500.00	0.00
4	108	2011/03/30	Payment on Account	000-005		750.00	0.00
5	109	2011/03/30	Petrol - Mercedes Benz	210-010	-	150.00	0.00
6	110	2011/03/30	Waltons - Paper and Pens	230-000	850-020	250.00	0.00
7	111	2011/03/30	Petty Cash - Increase Float	820-000		100.00	0.00
8	*****	2011/03/01	Input Tax-Capital - Cheques105-106	850-030	-	112.00	0.00
9	*****	2011/03/01	Payments-Capital - Cheques105-106	810-000	-	0.00	912.00
10	*****	2011/03/30	Input Tax-Standard- Cheques107-111	850-020	-	105.00	0.00
11	*****	2011/03/30	Payments-Standard- Cheques107-111	810-000	-	0.00	855.00
12	*****	2011/03/30	Payments-No Tax- Cheques107-111	810-000	-	0.00	1 000.00

At the bottom right, there is a summary table:

Code	Description	Inclusive Amount: R 570.00
G600010	Furniture and Fittings @ Cost	R 500.00
G600020	Furniture & Fitin - Acc. Deprec.	R 500.00
G610010	Motor Vehicles @ Cost	R 500.00
G610020	Motor Vehicles-Accum. Depreciation	
G735000	POS Transfer Account	*810-000

2. The description given is "*BALANCING ENTRY Payments Jnl*". Replace the description for

each contra account as follows:

- **2011/03/01 - Tax Contra account (850-030):** "Input Tax - Capital - Cheques 105 – 106".
- **2011/03/01 - Bank Contra account (810-000):** "Payments – Capital - Cheques 105-106".
- **2011/03/30 – Tax Contra Account (850-020):** "Input Tax - Standard - Cheques 107 – 111".
- **2011/03/30 - Bank Contra account (810-000):** "Payments – Standard - Cheques 107-111".
- **2011/03/30 - Bank Contra account (810-000):** "Payments – No Tax - Cheques 107 -111".
- **DO NOT** replace the 8 asterisks, ***** , in the reference column, as these indicate contra transactions.



It is a good idea to over type this description as it is not very meaningful to an outside auditor or accountant. If you over type these it will definitely make it easier to trace and reconcile transactions.

Reporting of Balancing Entries have been improved to view the Date, Tax Code (Tax Account) and No tax transactions. This makes it easier to view and analyse the transactions on reports.

3. Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch.

C:\TCASH4\plug_ins\reports\GENERAL\documents\batch.rep								
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/01	105	1 x Desk	600-010	810-000	850-030	70.00	500.00	0.00
2011/03/01	106	2 x Chairs	600-010	810-000	850-030	42.00	300.00	0.00
2011/03/01	-----	*Input Tax-Capital - Cheques105-106	850-030	810-000	-	0.00	112.00	0.00
2011/03/01	-----	*Payments-Capital - Cheques105-106	810-000	810-000	-	0.00	0.00	912.00
					Total Amount	912.00	912.00	
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/30	107	Rent - April	220-000	810-000	850-020	70.00	500.00	0.00
2011/03/30	108	Payment on Account	000-005	810000		0.00	750.00	0.00
2011/03/30	109	Petrol - Mercedes Benz	210-010	810-000	-	0.00	150.00	0.00
2011/03/30	110	Watsons - Paper and Pens	230-000	810-000	850-020	35.00	250.00	0.00
2011/03/30	-----	*Input Tax-Standard- Cheques107-111	850-020	810-000	-	0.00	105.00	0.00
2011/03/30	-----	*Payments-Standard- Cheques107-111	810-000	810-000	-	0.00	0.00	855.00
2011/03/30	111	Petty Cash - Increase Rbat	820-000	810-000		0.00	100.00	0.00
2011/03/30	-----	*Payments-No Tax- Cheques107-111	810-000	810-000	-	0.00	0.00	1000.00
					Total Amount	1855.00	1855.00	



An asterisk (*) is automatically displayed before the description of the Balancing Entry, as replaced with your own.



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.

You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

4. Click on the **F6:Post** icon; or press the **F6** key on your keyboard.

I.6.3- T-Account View of Transactions

All processed (posted) transactions will be accumulated in the T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
 2. Select an Account (e.g. B810-000 Current Bank Account) and double-click on it.
 3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10012 generated by *TurboCASH*). 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 & Oil, B820-000 Petty Cash, G220-000 Rent, C000-005 ABC-Office-Supplies, T850-020 Input Tax Standard Rate or T850-030 Input Tax Capital Goods). 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

T-Account Viewer B810-000 Current Bank Account							
From Date		To Date		Export		Print	
2011/03/01	▼	2012/02/29	▼				
						Debit	Credit
Opening Balances						0.00	
I0012	T850030	Input VAT - Capital Goods	Cheques1103	Input Tax-Capital - Cheques105-106	xxxxxx	2011/03/01	112.00
I0012	B810000	Current Bank Account	Cheques1103	Payments-Capital - Cheques105-106	xxxxxx	2011/03/01	912.00
I0012	G600010	Furniture and Fittings @ Cost	Cheques1103	1 x Desk	105	2011/03/01	500.00
I0012	G600010	Furniture and Fittings @ Cost	Cheques1103	2 x Chairs	106	2011/03/01	300.00
I0012	T850020	Input VAT - Standard Rate	Cheques1103	Input Tax-Standard- Cheques107-111	xxxxxx	2011/03/30	105.00
I0012	B810000	Current Bank Account	Cheques1103	Payments-Standard- Cheques107-111	xxxxxx	2011/03/30	855.00
I0012	B810000	Current Bank Account	Cheques1103	Payments-No Tax- Cheques107-111	xxxxxx	2011/03/30	1 000.00
I0012	G220000	Rent	Cheques1103	Rent - April	107	2011/03/30	500.00
I0012	C000005	ABC-Office-Supplies	Cheques1103	Payment on Account	108	2011/03/30	750.00
I0012	G210010	Fuel and Oil	Cheques1103	Petrol - Mercedes Benz	109	2011/03/30	150.00
I0012	G230000	Stationery	Cheques1103	Waltons - Paper and Pens	110	2011/03/30	250.00
I0012	B820000	Petty Cash	Cheques1103	Petty Cash - Increase Float	111	2011/03/30	100.00
						2 767.00	2 767.00
						Balance 0.00	
Filter				OK	Cancel		

Account View

Debit Transactions in the Creditor Ledger:



ABC-Office-Supplies

							Debit	Credit
Opening Balances								1 710.00
I0012	C00005	ABC-Office-Supplies	Cheques1103	Payment on Account	108	2011/03/30	750.00	

Debit Transactions in the General Ledger:



Furniture and Fittings @ Cost

								Debit	Credit
Opening Balances								1 007.00	
I0012	G600010	Furniture and Fittings @ Cost	Cheques1103	1 x Desk	105		2011/03/01	500.00	
I0012	G600010	Furniture and Fittings @ Cost	Cheques1103	2 x Chairs	106		2011/03/01	300.00	

 **Rent**

							Debit	Credit
Opening Balances							0.00	
I0012	G220000	Rent	Cheques1103	Rent - April		107	2011/03/30	500.00

 **Fuel & Oil**

							Debit	Credit
Opening Balances							0.00	
I0012	G210010	Fuel and Oil	Cheques1103	Petrol - Mercedes Benz		109	2011/03/30	150.00

 **Stationery**

							Debit	Credit
Opening Balances							0.00	
I0012	G230000	Stationery	Cheques1103	Waltons - Paper and Pens		110	2011/03/30	250.00

 **Petty Cash**

							Debit	Credit
Opening Balances							100.00	
I0012	B820000	Petty Cash	Cheques1103	Petty Cash - Increase Float		111	2011/03/30	100.00

 **Input Tax – Standard Goods**

							Debit	Credit
Opening Balances							350.00	
I0012	T850020	Input VAT - Standard Rate	Cheques1103	Input Tax-Standard- Cheques107-111	xxxxxx		2011/03/30	105.00

 **Input Tax – Capital Goods**

							Debit	Credit
Opening Balances							0.00	
I0012	T850030	Input VAT - Capital Goods	Cheques1103	Input Tax-Capital - Cheques105-106	xxxxxx		2011/03/01	112.00

Credit Transactions in the General Ledger:
 **Bank Account**

							Debit	Credit
Opening Balances							3 193.00	
I0012	B810000	Current Bank Account	Cheques1103	Payments-Capital - Cheques105-106	xxxxxx		2011/03/01	912.00
I0012	B810000	Current Bank Account	Cheques1103	Payments-Standard- Cheques107-111	xxxxxx		2011/03/30	855.00
I0012	B810000	Current Bank Account	Cheques1103	Payments-No Tax- Cheques107-111	xxxxxx		2011/03/30	1 000.00



Debits = Credits

Debit transactions (i.e. Assets + Expenses + Tax (Input VAT/GST/Sales Tax))

=

Credit transactions (i.e. payment transactions from the Bank Account).

Once again, if you want consolidated balancing entries do so by setting up your Payments batch with a tick next to "Consolidate Balances".

*Also note that TurboCASH has generated ***** as a reference number in the Reference column for the balancing entries.*

DO NOT CHANGE THIS, OTHERWISE THIS ENTRY WILL NOT APPEAR ON YOUR BANK RECONCILIATION.



THE NEXT STEP IS TO RECONCILE YOUR BANK. TURN TO MODULE M TO DO THIS.

I.7- 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 M – BANK RECONCILIATION.

I.7.1- Entering your Petty Cash Payments

For the purposes of this tutorial, we assume that you have paid the following expenses from your petty cash:

Handyman Hardware Store Petty Cash Voucher No. PCV001		Handyman Hardware Store Petty Cash Voucher No. PCV002	
		Date: 31 March 2011	
Waltons - Paper (VAT Incl.)	-----57.00	ABC Service Station - Fix Puncture	-----10.00
Total:	-----57.00	Total:	-----10.00
Account: Stationery - Acc 230		Account: Motor Vehicle Repairs - Acc 210-020	
Petty Cashier:	Authorised:	Petty Cashier:	Authorised:

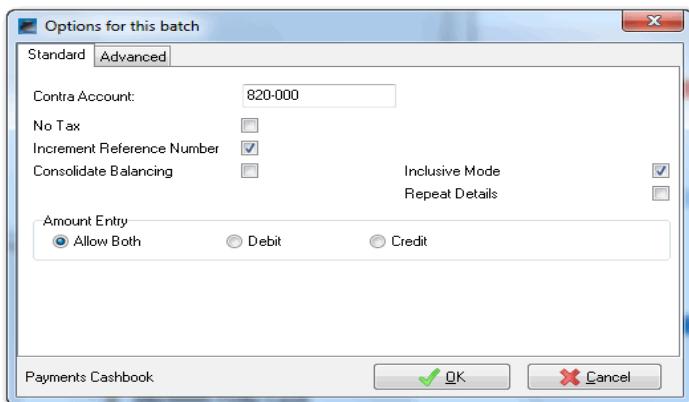
To enter your Petty Cash Payment Transactions:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **Pay. Petty Cash** and click on the **Open** button. The *Pay. Petty Cash Journal* screen will be displayed.
3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "Petty Cash1103" to indicate that the Petty Cash of March 2011 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 *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 Petty Cash Payments Journal.



The first time you enter a transaction in the Petty Cash 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 Petty Cash Payments Journal as follows:

No Tax:	 Leave blank for the purposes 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 the Petty Cash Payments batch.
Increment Reference Number:	 Tick.
Inclusive mode:	 Tick.
Consolidate Balancing:	 Leave blank.
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.
7. Leave all fields blank, and make sure that the default option, Account codes 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 petty cash payment.
9. 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	2011/03/31	Paper - Waltons	Stationery	Input VAT/GST/ Sales Tax	57.00
PCV002	2011/03/31	Fix Puncture ABC	Maintenance	No Tax	10.00

10. You are now ready to capture your first petty cash voucher.

Reference: PCV001
 Date: 2011/03/31
 Description: Waltons - Paper
 Account: 230-000 - Stationery and press the **Enter** key.
 Tax: Input VAT/GST/Sales Tax - Standard Goods
 Amount: 57.00 DR



The amount is a debit as it is the amount for the expense account. When you balance the batch, TurboCASH will create the credit to the Bank 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 bottom right-hand corner for the inclusive and exclusive amounts. The amount of 57.00 will change to 50.00.

This is because the cost of the paper is 50.00 and should be posted to the Stationery expense account. The VAT/GST/Sales Tax amount (7.00) 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: 2011/03/31
 Description: ABC – Service Station – Fix Puncture
 Account: 210-020 - Furniture and Fittings and press the **Enter** key.
 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:

Pay. Petty Cash - [Petty Cash1103]							
Batch Entry		Posted Batches					
Change Alias		^D: Delete	^N: Insert	F5: Balance	F6: Post	F7: Exclusive	F8: Inclusive
Petty Cash1103							
No	Reference	Date	Description	Account	Tax	Debit	Credit
1	PCV001	2011/03/31	Waltons - Paper	230-000	850-020	50.00	
2	PCV002	2011/03/31	ABC Service Centre - Fix Puncture	210-020		10.00	



"F7: Inclusive" button - Amounts in the bold font indicate that it is entered Inclusive of VAT/GST/Sales Tax.



If the **"F7: Exclusive"** button is displayed, the amounts are entered as Exclusive if VAT/GST/Sales Tax and will be displayed in the normal or regular 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 TurboCASH. You may also choose to post after every balanced entry.



For the purposes of this tutorial, we will post the batch.

I.7.2- 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; or press the **F5** key on your keyboard. TurboCASH will generate balancing entries to the selected contra accounts and the "Input VAT/GST/Sales Tax - Standard Rate" and the "Petty Cash" accounts.

Pay. Petty Cash - [Pay. Petty Cash]							
Batch Entry		Posted Batches					
Change Alias		^D: Delete	^N: Insert	F5: Balance	F6: Post	F7: Exclusive	F7: Inclusive
Petty Cash							
No	Reference	Date	Description	Account	Tax	Debit	Credit
1	PCV001	2011/03/31	Waltons - Paper	230-000	850-020	50.00	
2	PCV002	2011/03/31	ABC Service Centre - Fix Puncture	210-020		10.00	
3	*****	2011/03/31	Waltons - Paper	850-020		7.00	
4	*****	2011/03/31	Waltons - Paper	820-000			57.00
5	*****	2011/03/31	ABC Service Centre - Fix Puncture	820-000			10.00
				Stationery	Input VAT -	50.00	0.00
				Inclusive Amount: R 57.00 Exclusive Amount: R 50.00 Reference Total: R 50.00 Allocate to: March 11 Contra Account: 820-000			

Handyman Hardware Store							
Batch Name: Pay. Petty Cash							
Alias (Batch Name): Pay. Petty Cash							
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit Credit
2011/03/31	PCV001	Waltons - Paper	230-000	820-000	850-020	7.00	50.00
2011/03/31	-----	*Waltons - Paper	850-020	850-020		0.00	7.00
2011/03/31	-----	*Waltons - Paper	820-000	820-000		0.00	57.00
2011/03/31	PCV002	ABC Service Centre - Fix Puncture	210-020	820-000		0.00	10.00
2011/03/31	-----	*ABC Service Centre - Fix Puncture	820-000	820-000		0.00	10.00
				Total Amount		67.00	67.00



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.

You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

- Click on the **F6:Post** icon; or press the **F6** key on your keyboard.

I.7.3- T-Account View of Transactions

All processed (posted) transactions will be accumulated in the T-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, do the following:

- Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
- Select an Account (e.g. B820-000 Petty Cash) and double-click on it.
- Click on the following to get specific views of transactions:
 - Batch Number** (e.g. 10031 generated by TurboCASH). 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, 850-020 Input Tax Standard). 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:

Batch View

T-Account Viewer B820-000 Petty Cash							
From Date		To Date		Export		Print	
Opening Balances				Debit	Credit		
I0031	T850020	Input VAT - Standard Rate	Pay. Petty Cash	Waltons - Paper	xxxxxx	2011/03/31	7.00
I0031	B820000	Petty Cash	Pay. Petty Cash	Waltons - Paper	xxxxxx	2011/03/31	57.00
I0031	B820000	Petty Cash	Pay. Petty Cash	ABC Service Centre - Fix Puncture	xxxxxx	2011/03/31	10.00
I0031	G230000	Stationery	Pay. Petty Cash	Waltons - Paper	PCV001	2011/03/31	50.00
I0031	G210020	Maintenance	Pay. Petty Cash	ABC Service Centre - Fix Puncture	PCV002	2011/03/31	10.00
						Balance 0.00	67.00
						67.00	67.00
Filter				OK		Cancel	

Account View**Debit Transactions in the General Ledger:** **Maintenance**

							Debit	Credit
Opening Balances							400.00	
10031	G210020	Maintenance	Pay. Petty Cash	ABC Service Centre - Fix Puncture	PCV002	2011/03/31	10.00	

 **Stationery**

							Debit	Credit
Opening Balances							250.00	
10031	G230000	Stationery	Pay. Petty Cash	Waltons - Paper	PCV001	2011/03/31	50.00	

 **Input VAT – Standard Goods**

							Debit	Credit
Opening Balances							455.00	
10031	T850020	Input VAT - Standard Rate	Pay. Petty Cash	Waltons - Paper	xxxxxx	2011/03/31	7.00	

Credit Transactions in the General Ledger: **Petty Cash**

							Debit	Credit
Opening Balances							200.00	
10031	B820000	Petty Cash	Pay. Petty Cash	Waltons - Paper	xxxxxx	2011/03/31	57.00	
10031	B820000	Petty Cash	Pay. Petty Cash	ABC Service Centre - Fix Puncture	xxxxxx	2011/03/31		10.00

**Debits = Credits**

Debit transactions (i.e. Expenses + Tax (Input VAT/GST/Sales Tax))

=

Credit transactions (i.e. payment transactions from the Petty Cash Account).



You may also reconcile your Petty Cash Payments and Receipt Batches. See MODULE M – BANK RECONCILIATION.

I.8- REPEATING TRANSACTIONS

TurboCASH has a Repeating Transactions facility 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 facility will save you lots of time. You may identify those transactions in your business and enter them in this facility. A few examples of these entries are:

- a. For entry in the General Journal or alternative batch type.
 - Depreciation of fixed assets
 - Payroll Journals or integration
- b. For entry in the Payments Journal
 - Debit orders to third parties.
- c. For entry in the Receipts Journal
 - Debit orders from third parties

For this tutorial assume that you will write-off some depreciation on your fixed assets. You will need to make out the following entries for your depreciation on 2011/03/31:

Furniture and Equipment:	50.00 per month.
Motor Vehicles: Mercedes-Benz	75.00 per month.
Motor Vehicles: Delivery Van	25.00 per month.



For the Reference we will use DE0301 (You may use any reference number) - in this case we used the prefix DE to indicate Depreciation Journals and 0301 to indicate the first entry for depreciation for the month of March.



As the reference and the date will be the same and No Tax is applicable for each of these three entries, only the details you need to capture in the account and amount fields are listed.

Repeating transactions may be processed via the following options:

- **Edit → Repeating Transactions** – Enter the transactions once in the Repeating Batch Entry screen. You may then Import the the transactions into the normal Batch Entry screen using the Repeating Transactions option on the F9:Process options.
- **Import a Posted Batch** option on the F9:Process options. Once you have entered and posted a normal batch, you may import the batch, edit it as required and then post it.

I.8.1- Entering Repeating Transactions

To enter Repeating Transactions:

1. Click on the **Edit → Repeating Transactions** menu. The *Batch Type* screen will be displayed.
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:

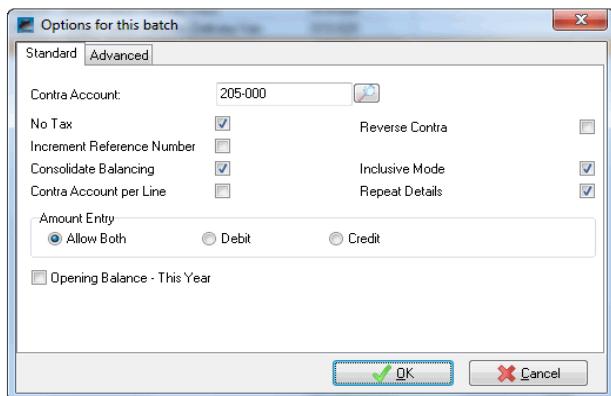
- a. ***Repeating Transactions*** is displayed after the name of the batch type.
- b. No alias for the batch will be displayed in the screen heading (title bar).

3. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "Depreciate1103" to indicate that the Depreciation transactions for March 2011 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 screen.

4. Click on the **F10:Setup** icon to set your batch up. The *Options for this batch* screen is displayed:



5. Set up the Repeating Transactions General Journal for depreciation transactions as follows:

Contra Account:	Click on the Lookup button and select the Depreciation Account - "205".
Contra Account per Line:	Leave blank.
No Tax:	Tick.
Reverse Contra:	Leave blank.
Increment Reference Number:	Tick.
Inclusive mode:	Tick.
Consolidate Balancing:	Tick.
Repeat Details:	Leave blank.
Amount Entry:	Tick on "Credit".

5. Once setup; click on the **Advanced** tab.
 6. Select the "*General Ledger*" option for the 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.

**Tax**

Since No Tax (VAT/GST/Sales Tax) is applicable, to the depreciation transactions in this tutorial, we have selected to hide the Tax column in the Setup Options.

8. You are now ready to capture your first repeating entry transaction.

Reference: DE1103
 Date: 2011/03/31
 Description: Depreciation-Furniture and Fittings.
 Account: 600/020 Furniture and Fittings - Accumulated Depreciation
 Amount: 50.00 CR

9. Once finished, capture your second entry.

Reference: DE1103
 Date: 2011/03/31
 Description: Depreciation-Motor Vehicles-Merc
 Account: 610/020 Motor Vehicles - Accumulated Depreciation
 Amount: 75.00 CR

10. Once finished, capture your third transaction.

Reference: DE1103

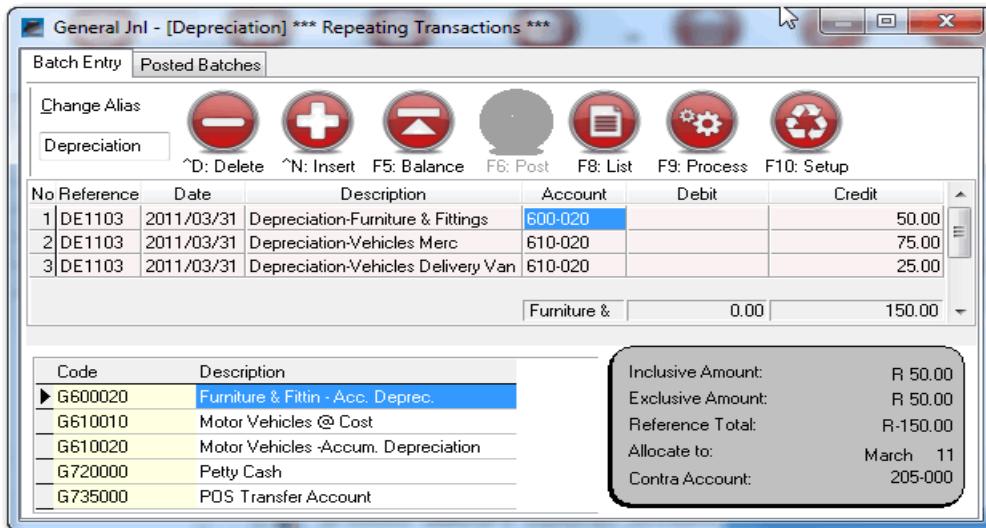
Date: 2011/03/31

Description: Depreciation-Motor Vehicles-Delivery Van

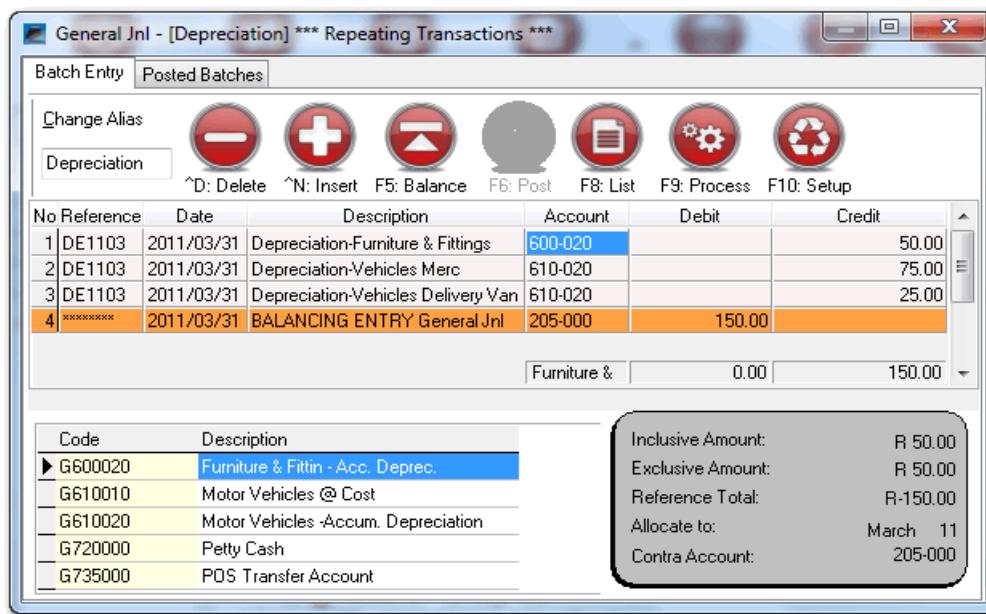
Account: 610/020 Motor Vehicles - Accumulated Depreciation

Amount: 25.00 CR

11. The Repeating Transactions for General Journal screen should now reflect as follows:



12. Click on the **F5:Balance** icon; or press the **F5** key on your keyboard. *TurboCASH* will generate a balancing entry to the Depreciation Contra Account.



13. The description given is "BALANCING ENTRY General Jnl". Replace the description for the contra account as follows:

- Contra account:** "Depreciation March 2011".
- DO NOT** replace the 8 asterisks, ***** , in the reference column, as these indicate contra transactions.

14. Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch.

Handyman Hardware Store Batch Name: General Jnl Alias (Batch Name): Depreciate1103							
Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit Credit
2011/03/31	DE1103	Depreciation-Furniture & Fittings	600-020	205-000		0.00	50.00
2011/03/31	DE1103	Depreciation-Vehicles Merc	610-020	205-000		0.00	75.00
2011/03/31	DE1103	Depreciation-Vehicles Delivery Van	610-020	205-000		0.00	25.00
2011/03/31	-----	*Depreciation March 2011	205-000	205-000		0.00	150.00
					Total Amount	150.00	150.00



You may wish to print the list of repeating transactions for record purposes.



You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving 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.

15. Press the **Esc** key to exit this repeating batch.

I.8.2- Updating Repeating Transactions

To Post or Update the Repeating Transactions Batch:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **General Jnl** and click on the **Open** button. The *General Journal* screen will be displayed. Note that there will be no alias displayed on the screen title bar as this is a normal batch.
3. Click on the **F9:Process** icon and the *Process the batch* screen will be displayed.
4. Select the "Repeating Transactions" option and click on the **OK** button. TurboCASH will display the following screen on the *Batch Entry* screen:

Enter Month and Year to repeat entries to	
Year	Period
Last Year	March 2011
This Year	<input style="width: 20px; height: 20px;" type="button" value="..."/>
Add this to descriptions	New Reference
<input type="text"/>	<input type="text"/>
<input checked="" type="button" value="OK"/>	<input type="button" value="Cancel"/>



If you enter a reference number into the New Reference number 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 (journal).

5. Select "This Year" in the Year field.
6. Select the period (month, i.e. "March 2011") in which to repeat or copy the transactions.
7. In our example we leave the "Add this to descriptions" field blank. You may enter your own, if necessary.
8. Leave the "New Reference" field blank, for the purposes of this tutorial.
9. 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.
10. Enter the Alias (Batch Name) in the *Change Alias* field on the Topbar of the Batch Entry screen. In this example we enter "Depreciat1103" to indicate that the Depreciation transactions for March 2011 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.

11. The screen in our example should reflect as follows:

No	Reference	Date	Description	Account	Debit	Credit
37	DE1103	2011/03/31	Depreciation-Furniture & Fittings	600-020		50.00
38	DE1103	2011/03/31	Depreciation-Vehicles Merc	610-020		75.00
39	DE1103	2011/03/31	Depreciation-Vehicles Delivery Van	610-020		25.00
40	*****	2011/03/31	BALANCING ENTRY General Jnl	205-000	150.00	

Furniture & 0.00 150.00

Code	Description
G600020	Furniture & Fittin - Acc. Deprec.
G610010	Motor Vehicles @ Cost
G610020	Motor Vehicles -Accum. Depreciation
G720000	Petty Cash
G735000	POS Transfer Account

Inclusive Amount: R 50.00
 Exclusive Amount: R 50.00
 Reference Total: R-150.00
 Allocate to: March 11
 Contra Account: 205-000

12. The first line should be imported will be blank, consisting only of the reference number and date. Click on the **^D: Delete** icon to delete this row.



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 to avoid having to change the same issues every time you wish to update a repeating batch.



The correct period and the description you have entered when you copied this batch will be reflected in the date and Description fields.

13. If the batch is not balanced or in balance, you need to click on the **F5:Balance** icon to balance the batch. Overtype the Description "BALANCING ENTRY – General Jnl" with Depreciation March 2011.

14. Click on the **F8>List** icon; or press the **F8** key on your keyboard; to generate a list of the transactions in the batch.

Date	Reference	Description	Account	Contra Account	Tax	Tax	Debit	Credit
2011/03/31	DE1103	Depreciation-Furniture & Fittings	600-020	205-000		0.00	50.00	
2011/03/31	DE1103	Depreciation-Vehicles Merc	610-020	205-000		0.00	75.00	
2011/03/31	DE1103	Depreciation-Vehicles Delivery Van	610-020	205-000		0.00	25.00	
2011/03/31	*****	*Depreciation March 2011	205-000	205-000		0.00	150.00	
					Total Amount		150.00	150.00



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.



You may also click on the **Save** icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving purposes.

13. Once you are satisfied that all the entries are correct, click on the **F6:Post** icon; or press the **F6** key on your keyboard. TurboCASH will update and post the transactions to the ledger accounts.

I.8.3- T-Account View of Transactions

All processed (posted) transactions will be accumulated in the T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
2. Select an Account (e.g. G205000 Depreciation) and double-click on it.
3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10027 generated by *TurboCASH*). This will list only the transactions for a specific batch (journal).
 - **Account Code** (e.g. G205000 Depreciation, G600020 Furniture & Fittings - Accumulated Depreciation, G610020 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

The screenshot shows a Windows application window titled "T-Account Viewer G205-000 Depreciation". The window has a standard title bar with minimize, maximize, and close buttons. Below the title bar is a toolbar with "From Date" and "To Date" dropdowns set to "2011/03/01" and "2012/02/29", and "Export" and "Print" buttons. The main area is a grid table with columns for Date, Description, Debit, and Credit. The grid contains the following data:

					Debit	Credit
Opening Balances					0.00	
10027	G205000	Depreciation	Depreciate1103	Depreciation March 2011		
10027	G600020	Furniture & Fitin - Acc. Depre	Depreciate1103	Depreciation-Furniture & Fittings	DE1103	150.00
10027	G610020	Motor Vehicles -Accum. Depi	Depreciate1103	Depreciation-Vehicles Merc	DE1103	75.00
0027	G610020	Motor Vehicles -Accum. Depi	Depreciate1103	Depreciation-Vehicles Delivery Van	DE1103	25.00
					150.00	150.00
					Balance 0.00	
Filter					<input checked="" type="button"/> OK	<input type="button"/> Cancel

Account View**Debit Transactions in the General Ledger:**

								Debit	Credit
Opening Balances								0.00	
I0027	G205000	Depreciation	Depreciate1103	Depreciation March 2011	xxxxxx	2011/03/31		150.00	

Credit Transactions in the General Ledger:

								Debit	Credit
Opening Balances								300.00	
I0027	G600020	Furniture & Fittin - Acc. Depre	Depreciate1103	Depreciation-Furniture & Fittings	DE1103	2011/03/31		50.00	



								Debit	Credit
Opening Balances								500.00	
I0027	G610020	Motor Vehicles -Accum. Depi	Depreciate1103	Depreciation-Vehicles Merc	DE1103	2011/03/31		75.00	
I0027	G610020	Motor Vehicles -Accum. Depi	Depreciate1103	Depreciation-Vehicles Delivery Van	DE1103	2011/03/31		25.00	



Debits = Credits

Debit transactions (i.e. Depreciation Expense Account)

=

Depreciation Account for each Fixed Asset (e.g. for Furniture & Fittings and Motor Vehicles)).



Since you have updated your batches, you may generate any of the reports to view what your profits and losses are and any detailed transactions, etc. and evaluate your business on any of these reports.

MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK

IN THIS MODULE

MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK.....	220
J.1- SALES AND PURCHASES TRANSACTIONS.....	221
J.1.1- Purchases.....	221
J.1.2- Sales	221
J.2- DOCUMENTS / STOCK SETTING AND PARAMETERS.....	222
J.3- PROCESSING CREDITORS - ORDERS AND PURCHASES.....	222
J.3.1- Creating an Order.....	223
J.3.2- Confirming / Converting an Order to a Purchase Document	226
J.3.3- Creating a Purchase Document	228
J.3.3.1- Editing a Purchase Document Confirmed from an Order.....	228
J.3.3.2- Creating a New Purchase Document.....	229
J.3.4- Updating Purchases to the Ledger.....	232
J.3.5- T-Account View of Transactions.....	233
J.4- PROCESSING DEBTORS - QUOTES AND INVOICES.....	235
J.4.1- Creating a Quote.....	235
J.4.2- Confirming a Quote - Converting a Quote to an Invoice.....	237
J.4.3- Creating an Invoice	239
J.4.3.1- Editing an Invoice Confirmed from a Quote.....	239
J.4.3.2- Creating a New Invoice.....	241
J.4.4- Creating an Invoice Copy Document Option.....	243
J.4.5- Updating your Invoices to the Ledger.....	244
J.4.6- T-Account View of Transactions.....	244

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 Chapter I.3 of MODULE I.

2. **Documents** – If you wish to generate purchase documents (i.e. Purchases, Supplier Returns and Orders), via TurboCASH, you may enter transactions via the Documents (**Input → Documents**) option. 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.
- b. **Purchases (No Stock)** – Preset the Input Tax account and preset 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 **Input → Batch Entry → Purchase Journal** menu. 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 Purchase transactions:

1. **Batch Entry** – Hand-written invoices and credit notes may be entered in the Sales Jnl.



These are dealt with in Chapter I.4 of MODULE I.

2. **Documents** – If you wish to generate sales documents (i.e. Invoices, Credit Notes and Quotes), via TurboCASH, you may enter transactions via the Documents (Input → Documents) option. 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)** – Preset the Output Tax account and Sales account as well as selling prices.
- 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 **Input → Batch Entry → Sales Journal** menu. 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 *TurboCASH*. 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 → System Parameters → Documents** – Check document numbers, messages, set Layout files, etc. - (See Chapter E.3.2.4 of MODULE E).
2. **Setup → System Parameters → Groups** menu – 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 Chapter E.3.2.5 of MODULE E).
3. **Setup → System Parameters → Salesperson** – Add Salespersons. - (See Chapter E.3.2.10 of MODULE E).
4. **Setup → System Parameters → Batch Types** – Add Cost of Sales Batch (only to be used with Cost of Sales settings for the Default Stock Type). - (See Chapter E.3.2.2 of MODULE E).
5. **Setup → System Parameters → Stock Information** menu – Unit Prices, Selling Price Descriptions, Default Selling Price. - (See Chapter E.3.2.12 of MODULE E).
6. **Edit → Accounts** menu – Create a Cost of Sales account for Trading Stock. - (See Chapter F.1 of MODULE F).
7. **Edit → Creditor** menu – Create a Sundry Supplier account. - (See Chapter F.2 of MODULE F).
8. **Edit → Debtor** menu – Create a Cash Customer and Linking Debtors to a Salesperson. - (See Chapter F.3 of MODULE F).



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 Chapter I.3 of MODULE I). 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 fields of the **Setup → System Parameters → Documents** menu (Purchases, Supplier Returns and Orders tabs).
- **Creditor (Supplier) Specific Settings** – As selected on the Layout fields of the **Edit → Creditor** menu **Delivery Address** tab) – (Layout file 1 = Orders, Layout file 2 = Purchases and Layout file 3= Supplier Returns 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:
 - Input → Documents** – Sidebar for Purchase document types (i.e. Purchases, Supplier Returns and / or Orders).
 - Edit → Creditor** menu – **Documents** tab of a selected creditor (supplier) account.
 - Input → Documents → Print** menu.



Purchase documents must be used for trading stock items. Please refer to MODULE K of this tutorial.

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.

Note that it will not be able update the Order to the ledger and it generates no transactions. But once the Order has been converted to a Purchase document, it can be updated or posted to the ledger.

We now order the following services and goods (NON-TRADING STOCK ITEMS) from ABC-Service Centre:

ORDER OR000001 2011/03/01	
ABC-Service-Centre	
Service Delivery Van	400.00
5 x New Tyres Fitting and Balancing	<u>600.00</u>
Total Excl. VAT/GST/Sales Tax	1 000.00
VAT/GST/Sales Tax	<u>140.00</u>
Total	1 140.00

To create an Order:

- Click on the **Documents** button on the Sidebar (Quick menu).



Alternatively you may:

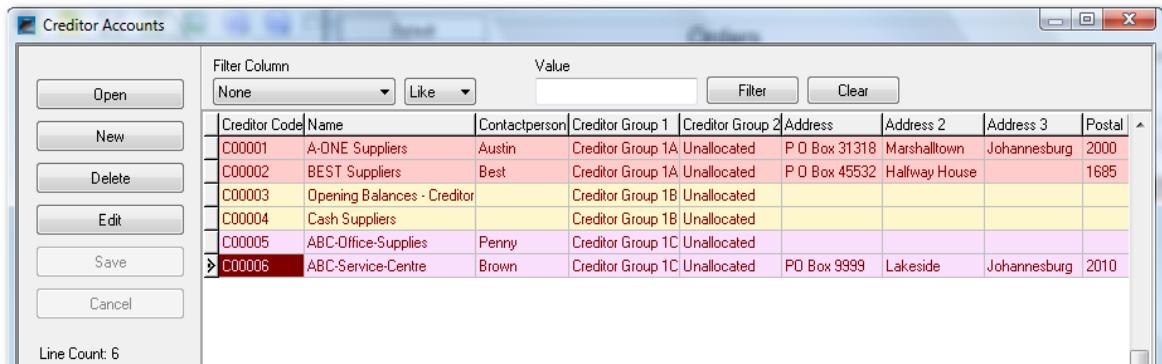
- Click on the **Input → Documents → Orders** menu; or press the **Alt + F7** keys.
- Click on the left arrow of the Invoice icon and select **Purchase Documents → Orders**.
- Press the **F6** key on your keyboard and select Orders in the Documents field.

The *Document Entry* screen will be displayed.

- Select "Orders" in the Documents field; if Orders is not selected.

Documents	Search by	Value	Filter	Clear						
Orders	None									
	Like									
	Unposted									
New	Account No.	Description	Document Nu	Reference	Due	Amount Incl	Amount Excl	Tax Amount	Date	Document G
Edit										
Print										

- 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:

Order Number OR000001 ABC-Service-Centre

Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc.	Amount Excl.
GL-CODE 210020	Maintenance	1.00	1.00	Input VAT - Sta...	400.00	% 0	400.00
GL-CODE 210030	Service Delivery Van	1.00	1.00	Input VAT - Sta...	600.00	% 0	600.00

Current Balance -1140.00 Gross Weight 0.00 Exclusive Total 1000.00
Available 11140.00 Net Weight 0.00 Tax 140.00
Order Number Credit Limit 10000.00 Total Discount 0.00 Payments 0.00
Disc% 0.00 Invoice Total 1140.00

6. Enter or select the following options:

- Your Reference: Leave blank, as we will only receive the Creditors invoice when the order is delivered.
- 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".
- Date: Leave Document Group 2 blank.
- Due Date: Select "2011/03/01", for the purposes of this tutorial. By default, the system date will be displayed.
- Item Code: The Due Date will be calculated as set in the Accounting Information tab of the selected Creditor account.
- Press the **Enter** key until you get to the transaction details screen (skip the Address, Delivery Address and Message fields).
- Select "GL-CODE". The Accounts Lookup screen will be displayed.
- Select the Account "G210020 – Maintenance" for the Service of the Delivery Van. The description of the selected account is displayed. You may overtype this.



Do not select the main account, if the account code has sub accounts. This will corrupt the set of books as transactions will be posted to the main account. This will be fixed in later releases.

- ✓ For the purposes of this tutorial, click on the **F9:Comment** icon or press the **F9** key. Enter "Service Delivery Van" and click on the **OK** button.
- █ Enter the Unit Price (Exclusive of VAT/GST/Sales Tax, if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** button is active)
- ✓ Select "GL-CODE".
The Accounts Lookup screen will be displayed.
- ✓ Select the Account "G210030 – Repairs" for the 5 new tyres and fitting. The description of the selected account is displayed. You may overtype this.
- ✓ For the purposes of this tutorial, click on the **F9:Comment** icon or press the **F9** key.
- █ Enter "5 x New Tyres Fitting and Balancing" and click on the **OK** button.
- █ Enter the Unit Price (Exclusive of VAT/GST/Sales Tax, if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** button is active).

7. Click on the **OK** button. TurboCASH will ask you if you wish to print the Order now.
8. Click on the **Yes** button to print the Order. Once finished viewing the Order, click on the **Close** button of the Report Viewer screen.

An example of the printed order, is as follows:

Order Page 1

ABC-Service-Centre PO Box 9999 Lakeside Johannesburg 2122	Handyman Hardware Store 27 Olifants Road Emmarentia Johannesburg 2195 Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: developerdoc@lantic.net Company Reg. No.: 338012345 Tax Reg. No.: 448010111							
Order No.: OR000001 Date: 2011/03/01 Account No.: 000006								
Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
GL-CODE	Maintenance Service Delivery Van	1	400.00		400.00	14.00%	56.00	456.00
GL-CODE	Repairs 5x New Tyres Fitting and Balancing	1	600.00		600.00	14.00%	84.00	684.00
		Total	1000.00		140.00		1140.00	
Due Date: 2011/03/31 Your Reference: AAB234GP Tax Reference: 3333333333 Message: Please Confirm Extras		Order Accepted: Name: _____ Date: _____ Signature: _____						
		Printed/Reprinted 2011/10/30 11:11:08 AM						



This example is based on the C10-Order.rep. You may also select the following available order layout files:

- C15-Order
- C15-A4PlainOrder
- C10-A4PlainOrder
- A4Order
- RМОrder

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 5 March 2011. 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:

We have already placed an order with our A-ONE Suppliers - and the three drills are received on 5 March 2011. 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.

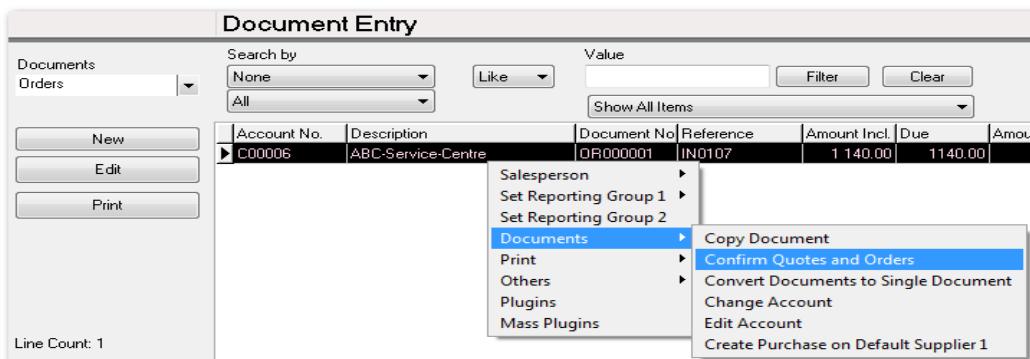
You may then edit the order and convert it to a purchase document.

To convert an Order to a Purchase Document:



You may also convert Orders to Purchase Documents from the **Input → Documents → Confirm** menu.

1. Access the Orders Document Type, on the Documents List window, if not displayed.
2. Select the order to convert and right-click.



3. On the context menu, select the **Confirm Quotes and Orders** option. The following confirmation screen is displayed:



4. 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.



A list of Orders which have not yet been converted to a Purchase Document, may be printed in the Stock screen. To do this, select the Outstanding Orders Report Type and click on the **Report** button. An example will be displayed as follows:

The screenshot shows a Windows application window with a title bar 'C:\TCASH4\plug_ins\reports\REPORTS\documents..\STOCK\LANG_906033.rep'. The window contains the following information:

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: developerdoc@lantic.net

Outstanding Orders

Supplier:	000006	ABC-Service-Centre	Item Description	Document Groups
Order No.	Quantity	Order Date	Item Code	Document Group
OR000001	1.00	2011/03/01	GL-CODE	General Ledger Document Group 1A

Once the order is converted to a purchase document, no data will be available to print.

J.3.3- 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. When we access the Purchase documents screen from the **Input → Documents → Purchases** menu 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. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Purchases** menu; or press the **Alt + F8** keys.
- Click on the left arrow of the **Invoice** icon and select **Purchase Documents → Purchases**.
- Press the **F6** key on your keyboard.

The *Document Entry* screen will be displayed.

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 screenshot shows the **Purchase** screen with the following details:

- Header:** Order Number: OR000001, Date: 2011/03/14, Contra Account: Standard, Posted.
- Address Fields:** Postal Address (Company: ABC-Service-Centre, Contact: Xavier Brown, Address: PO Box 9999, Address 2: Lakeside, Address 3: Johannesburg, Postal Code: 2122, Country: South Africa) and Delivery Address (ABC-Service-Centre, Xavier Brown, Metro Building, Lake Street, Lakeside).
- Message:** Please Confirm Extras, Ref:OR000001, Tax Reference: 3333333333.
- Buttons:** Open Fast Add, Delete, Insert, Exclusive, Inclusive, Discount, Comment, Delete All, Copy.
- Table:** Shows items added to the purchase:

Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc.	Amount Excl.
GL-CODE 210020	Maintenance	1.00	1.00	Input VAT - Sta...	400.00	% 0	400.00
GL-CODE 210030	Service Delivery Van						
	Repairs	1.00	1.00	Input VAT - Sta...	600.00	% 0	600.00
- Creditor:** Creditor: 000-006, Current Balance: 10000.00, Available: 10000.00, Credit Limit: 10000.00, Disc%: 0.00.
- Payments:** Total Discount: 0.00, Invoice Total: 1140.00, Payments: 0.00.
- Buttons:** Cancel, OK.



The Order Number "OR000001", which was converted to this Purchase Document, is displayed in the very last line in the Message field.

4. Enter or select the following options:

Your

Reference:

Date:



Enter "IN0107" as the reference of the creditor.

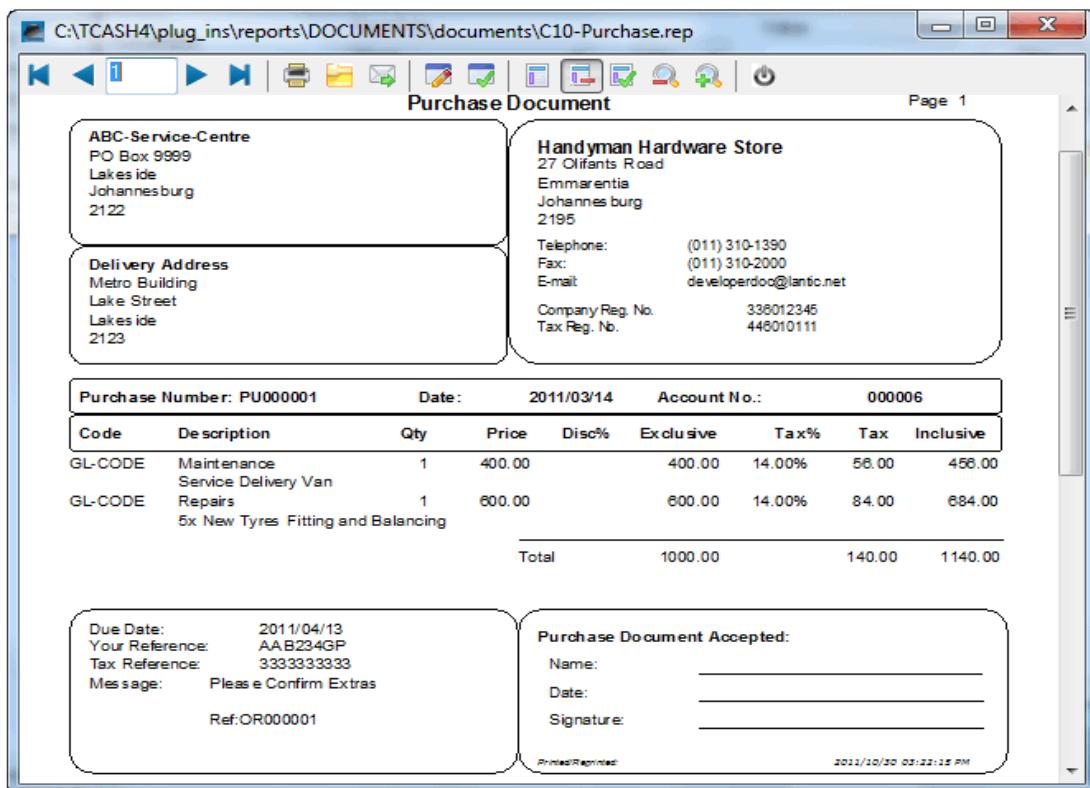


The system date should be displayed. Select "2011/03/14", as it is the date on which the Order was fulfilled. This is the date on which the Order needs to be converted to a Purchase document).

5. The items and details of the Order will be displayed on the Document Line fields. Check the details and that the purchase price is correct. You may edit it, if necessary.

6. Click on the **OK** button. TurboCASH will ask you if you wish to print the Purchase document.
7. Click on the **Yes** button to print the Purchase document. Once finished viewing the Purchase document, click on the **Close** button of the Report Viewer screen.

An example of the printed order, is as follows:



This example is based on the C10-Purchase.rep. You may also select the following available order layout files:

- C15-Purchase
- C15-A4PlainPurchase
- C10-A4PlainPurchase
- A4Purchase
- RMPurchase



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 2011/03/15	
Invoice IN0014 from	
ABC-Office-Supplies	
Installation of Office Equipment	1 500.00
VAT/GST/Sales Tax	140.00
Total	1 710.00

To create a new Purchase Document:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.
2. Select "Purchases" in the Documents field; if Purchases is not displayed.

Document Entry

Documents	Search by	Value								
Purchases	None	Like								
	Unposted									
	<input type="button" value="Filter"/> <input type="button" value="Clear"/>									
	<input type="button" value="Show All Items"/>									
<input type="button" value="New"/>	Account No.	Description	Document No.	Reference	Amount Incl.	Due	Amount Excl.	Tax Amount	Date	Document
<input type="button" value="Edit"/>	C00006	ABC-Service-Centre	PU000001	IN0107	1 140.00	1140.00	1 000.00	140.00	2010/03/06	Document
<input type="button" value="Print"/>										

Line Count: 1

3. Click on the **New** button. The *Creditor Accounts* screen is displayed:

Creditor Accounts

Open	Filter Column	Value
<input type="button" value="New"/>	None	Like
<input type="button" value="Delete"/>	<input type="button" value="Filter"/> <input type="button" value="Clear"/>	
<input type="button" value="Edit"/>		
<input type="button" value="Save"/>		
<input type="button" value="Cancel"/>		
Line Count: 6		

Creditor Code	Name	Contactperson	Creditor Group 1	Creditor Group 2	Address	Address 2	Address 3	Postal
C00001	A-ONE Suppliers	Austin	Creditor Group 1A	Unallocated	P O Box 31318	Marshalltown	Johannesburg	2000
C00002	BEST Suppliers	Best	Creditor Group 1A	Unallocated	P O Box 45532	Halfway House		1685
C00003	Opening Balances - Creditor		Creditor Group 1B	Unallocated				
C00004	Cash Suppliers		Creditor Group 1B	Unallocated				
C00005	ABC-Office-Supplies	Penny	Creditor Group 1C	Unallocated				
> C00006	ABC-Service-Centre	Brown	Creditor Group 1C	Unallocated	P O Box 9999	Lakeside	Johannesburg	2010

4. Select the Creditor (supplier) account ("ABC-Office Supplies").
5. Click on the **Open** or **OK** button. The screen for Purchases is displayed:

000005 Purchases PU000002 ABC-Office-Supplies

Your Reference	Document Group1	Date	Contra Account: Standard	Posted			
IN0014	Document Group 1A	2011/03/15	<input type="checkbox"/>	<input type="checkbox"/>			
Salesperson	Document Group2	Due Date					
Tracy		2011/04/14					
Postal Address		Delivery Address		Message			
Company	ABC-Office-Supplies	ABC-Office-Supplies					
Contact	Walters Penny	Walters Penny					
Address	PO Box 8888	Lake Street 444					
Address 2	Lakeview	Lakeview					
Address 3	Johannesburg	Johannesburg					
Postal Code	2012	2013					
Country	South Africa	South Africa					
✉							
Open Fast Add ^D: Delete ^N: Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete All F11: Copy							
Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc.	Amount Excl.
GL-CODE 600010	Furniture and Fittings @ Cost	1.00	1.00	Input VAT - Sta...	1 500.00	% 0	1 500.00
<input type="button" value="Fast add item (stock code / barcode / serial)"/> <input type="button" value="Cancel"/> <input type="button" value="OK"/>							
Creditor 000-005		Current Balance Available	750.00 9250.00	Gross Weight Net Weight	0.00	Exclusive Total Tax	1500.00 210.00
Purchase No.		Credit Limit Disc%	10000.00 0.00		Total Discount Invoice Total	0.00 1710.00	Payments 0.00

6. Enter or select the following options:

- Your Reference:  Enter "IN0014" as the reference of the creditor.
- Date:  Select "2011/03/15".
- Item Code:  Press the **Enter** key until you get to the invoice details screen (skip the Address, Delivery Address and Message fields).
- Quantity:  Select the Account "G600010 – Furniture and Fittings @ Cost" for the Installation of Office Equipment. The description of the selected account is displayed. You may overtype this.
- Tax:  Do not select the main account, if the account code has sub accounts. This will corrupt the set of books as transactions will be posted to the main account.
- Discount:  This will be fixed in later releases.
-  For the purposes of this tutorial, click on the **F9:Comment** icon or press the **F9** key. Enter "Installation of Office Equipment" and click on the **OK** button.
- Enter the Unit Price (Exclusive of VAT/GST/Sales Tax, if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** button is active).
- Enter "1". The Exclusive amount (or Inclusive amount, if the **F7:Inclusive** button is active), will automatically be multiplied by the quantity entered.
- 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.
- Press the **Enter** key to keep it at the default 0% discount rate.

7. Click on the **OK** button. TurboCASH will ask you if you wish to print the Purchase document now.
8. Click on the **Yes** button to print the Purchase document. Once finished viewing the Purchase document, click on the **Close** button of the Report Viewer screen.

C:\TCASH4\plug_ins\reports\DOCUMENTS\documents\C10-Purchase.rep

Purchase Document Page 1

ABC-Office-Supplies P O Box 8888 Lakeview Johannesburg 2012	Handyman Hardware Store 27 Olifants Road Emmarentia Johannesburg 2195 Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: developerdoc@lantic.net Company Reg. No. 336012345 Tax Reg. No. 446010111
---	--

Purchase Number: PU000002		Date:	2011/03/15	Account No.:	000005			
Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
GL-CODE	Furniture and Fittings @ Cost Installation of Office Equipment	1	1500.00		1500.00	14.00%	210.00	1710.00
		Total	1500.00		210.00		1710.00	

Due Date: 2011/04/14 Your Reference: IN0014 Tax Reference: 4444444444 Message:	Purchase Document Accepted: Name: _____ Date: _____ Signature: _____
---	---

Printed/Reprinted 2011/10/30 03:30:15 PM



Only select "NEW" when you are actually creating a new Purchase (GRN). Remember that you will only be able to edit Purchase documents as long as they have not yet been updated to the ledger.



Once all your Purchases are correct, you may post or update them to the Ledger.

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 Chapter C.7.3 of MODULE C) we need to post the Purchase documents manually.

To Post or Update your Purchases:

1. Click on the **Input → Update Ledger** menu . (You may also press the **F3** key). The *Update Invoice* screen will be displayed.
2. Select "Purchases" and its name will change to *Update Purchase* - listing all your Purchases documents.

3. Click on the "From... To field" and select -

From Purchase: PU000001
To: PU000002
4. Click on the **Update** button. TurboCASH will now write up your Purchases Journal for you, as well as update your stock, creditors and Input VAT/GST/Sales Tax. The following journal entries are passed:

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 T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu) or on the **Tools** menu).
2. Select an Account (e.g. Creditor Account A-ONE Suppliers) and double-click on it.
3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10029 or 10030 generated by TurboCASH). This will list only the transactions for a specific batch (journal).
 - **Account Code** (e.g. G210-020 Maintenance, G210-030 Repairs, T850-020 Input Tax Account, C000006 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:

Batch View

- **Batch 10033 – PU000001 – ABC-Service-Centre**

The screenshot shows the T-Account Viewer window for Batch 10033. The window title is "T-Account Viewer G900-000 Creditors Control Account". The transaction table has columns for Debit and Credit. The total debit is 1140.00 and the total credit is 1140.00, resulting in a balance of 0.00.

							Debit	Credit
Opening Balances							0.00	
I0033	G210020	Maintenance	PU000001	Maintenance	PU000001	2011/03/14	400.00	
I0033	G210030	Repairs	PU000001	Repairs	PU000001	2011/03/14	600.00	
I0033	T850020	Input VAT - Standard Rate	PU000001	Purchases /AAB234GP-IND0107	PU000001	2011/03/14	140.00	
I0033	C000006	ABC-Service-Centre	PU000001	Purchases /AAB234GP-IND0107	PU000001	2011/03/14		1 140.00
							Balance 0.00	1 140.00

- **Batch 10034 – PU000002 – ABC-Office-Suppliers**

The screenshot shows the T-Account Viewer window for Batch 10034. The transaction table has columns for Debit and Credit. The total debit is 1710.00 and the total credit is 1710.00, resulting in a balance of 0.00.

							Debit	Credit
Opening Balances							0.00	
I0034	G600010	Furniture and Fittings @ Cost	PU000002	Furniture and Fittings @ Cost	PU000002	2011/03/15	1 500.00	
I0034	T850020	Input VAT - Standard Rate	PU000002	Purchases /IN0014	PU000002	2011/03/15	210.00	
I0034	C000005	ABC-Office-Supplies	PU000002	Purchases /IN0014	PU000002	2011/03/15		1 710.00
							Balance 0.00	1 710.00

Account View**Accounts in the General Ledger:****Furniture & Fittings @ Cost Account**

							Debit	Credit
Opening Balances							3 307.00	
I0034	G600010	Furniture and Fittings @ Cost	PU000002	Furniture and Fittings @ Cost	PU000002	2011/03/15	1 500.00	
							4 807.00	0.00
							Balance 4 807.00	

**Motor Vehicle Maintenance Expense Account**

							Debit	Credit
Opening Balances							400.00	
I0033	G210020	Maintenance	PU000001	Maintenance	PU000001	2011/03/14	400.00	
							800.00	0.00
							Balance 800.00	

**Motor Vehicle Repairs Expense Account**

							Debit	Credit
Opening Balances							600.00	
I0033	G210030	Repairs	PU000001	Repairs	PU000001	2011/03/14	600.00	
							1 200.00	0.00
							Balance 1 200.00	

**Tax Account**

							Debit	Credit
Opening Balances							350.00	
I0033	T850020	Input VAT - Standard Rate	PU000001	Purchases /AAB234GP-IN0107	PU000001	2011/03/14	140.00	
I0034	T850020	Input VAT - Standard Rate	PU000002	Purchases /IN0014	PU000002	2011/03/15	210.00	
							700.00	0.00
							Balance 700.00	

Accounts in the Creditor's Ledger:**ABC-Service-Centre**

							Debit	Credit
Opening Balances							1 140.00	
I0033	C00006	ABC-Service-Centre	PU000001	Purchases /AAB234GP-IN0107	PU000001	2011/03/14		1 140.00
							0.00	2 280.00
							Balance - 2 280.00	

**ABC-Office-Supplies**

							Debit	Credit
Opening Balances							1 710.00	
I0034	C00005	ABC-Office-Supplies	PU000002	Purchases /IN0014	PU000002	2011/03/15		1 710.00
							0.00	3 420.00
							Balance - 3 420.00	

**Debits = Credits**

Debit transactions in the Stock Control Account (i.e. Stock Ledger) and Input 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 Chapter I.4 of MODULE I). 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 fields of the **Setup → System Parameters → Documents** menu (Invoices, Credit Notes and Quotes tabs).
- **Debtor (Customer / Client) Specific Settings** – As selected on the Layout fields of the **Edit → Debtor** menu **Delivery Address** tab) – (Layout file 1 = Quotes, Layout file 2 = Invoices and Layout file 3= Credit Notes 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:
 - **Input → Documents** – Sidebar for Sales document types (i.e. Invoices, Credit Notes and / or Quotes).
 - **Edit → Debtor** menu – **Documents** tab of a selected debtor (customer/ client) account.
 - **Input → Documents → Print** menu.



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) may ask you for a quotation on your products for various reasons. TurboCASH allows you to create a quote on the system. When the debtor (customer) 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 2011 Mr. AB Green asked for a quote for painting his roof.

To create a Quote:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Quotes** menu; or press the **Alt + F9** keys.
- Click on the left arrow of the **Invoice** icon and select **Sales Documents → Quotes**.
- Press the **F6** key on your keyboard.

The *Document Entry* screen will be displayed.

2. Select “Quotes” in the Documents field; if Quotes is not displayed.

Document Entry									
Documents	Search by				Value				
Quotes	None	Like				Filter	Clear		
	Unposted								
New	Account No.	Description	Document Num	Reference	Due	Amount Incl.	Amount Excl	Tax Amount	Date
Edit									
Print									

3. Click on the **New** button. The *Debtor Accounts* screen is displayed:



4. Select the Debtor (customer) account ("Mr. AB Green")
 5. Click on the **Open** or **OK** button. The screen for Quotes is displayed:

Your Reference		Document Group1	Date	Contra Account:Standard	Posted
REP-101		Document Group 1A	2011/03/01		<input type="checkbox"/>
Salesperson	Russell	Document Group2	Due Date		
			2011/03/31		

Postal Address		Delivery Address		Message	
Company	Mr AB Green	Mr AB Green		This quote is valid for 14	
Contact	Andrew Green	Andrew Green		days only.	
Address	P O Box 1111	Green Street			
Address 2	Lakeside	Lakeside			
Address 3	Johannesburg	Johannesburg			
Postal Code	2122	2123			
Country	South Africa	South Africa			

F1: Open Fast Add		F2: -D: Delete		F3: +N: Insert		F4: %: Exclusive		F5: %: Inclusive		F6: Tax		F7: Comment		F8: Disc%		F9: Disc. %		F10: Delete All		F11: Copy	
Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc.	Amount Excl.														
SALES-NS	Sales (No Stock)	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00														
	Repairs to roof																				

Debtor	Current Balance	Gross Weight	Exclusive Total	1000.00
000-005	3700.00		Tax	140.00
	Available 6300.00	Net Weight 0.00		0.00
Quote Number	Credit Limit 10000.00		Total Discount 0.00	0.00
	Disc% 0.00		Invoice Total 1140.00	Payments 0.00

6. Enter 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).
- Date: Select "2011/03/01".
- Item Code: Press the **Enter** key until you get to the invoice details screen (skip the Address, Delivery Address and Message fields).
- Quantity: Select "SALES-NS". The description, Quantity (default 1), Output Tax Account, Unit Selling Price (Exclusive of VAT/GST/Sales Tax if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales Tax if the **F7:Inclusive** button is active) will be displayed.
- Quantity: The default selling price for the Debtor Account will be displayed. Make sure that Selling price 1 is selected for the purposes of this tutorial.
- Quantity: Confirm "1". The Exclusive amount (or Inclusive amount, if the **F7:Inclusive** button is active), will automatically be multiplied by the quantity entered.

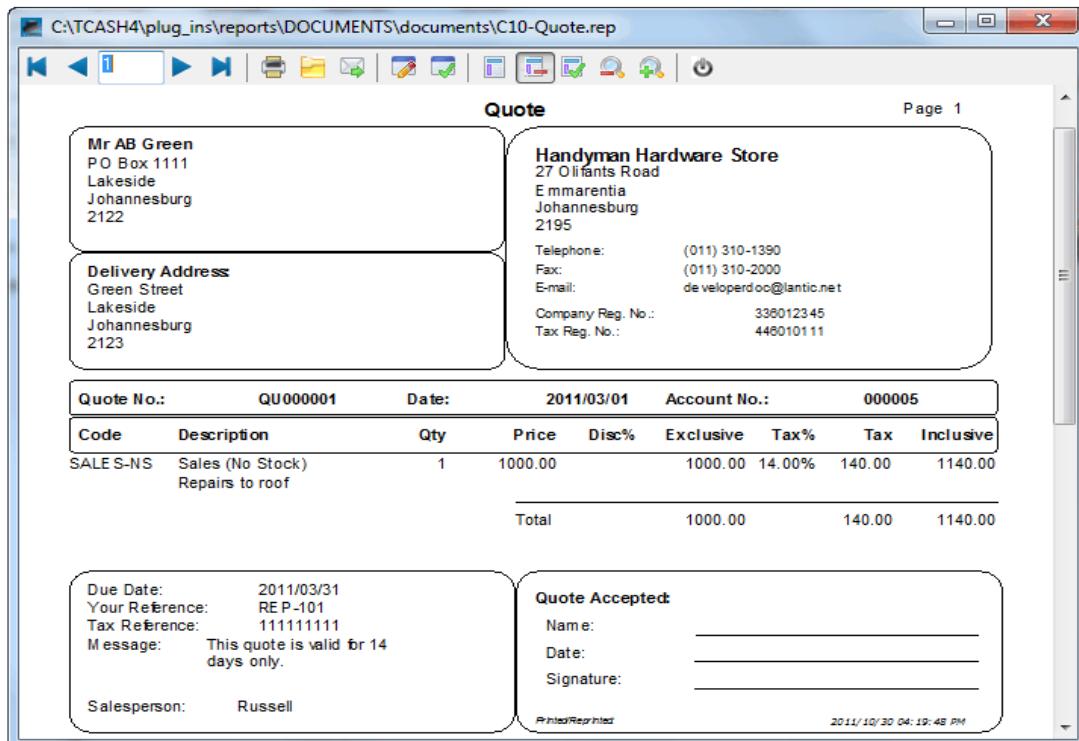
Tax:  The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the **Tax Accounts** lookup will be displayed.

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. TurboCASH will ask you if you wish to print the Quote now.
8. Click on the **Yes** button to print the Quote. Once finished viewing the Quote, click on the **Close** button of the Report Viewer screen.

An example of the printed quote, is as follows:



This example is based on the C10-Quote.rep. You may also select the following available order layout files:

- C15- Quote
- C15-A4PlainQuote
- C10-A4PlainQuote
- A4Quote
- RMQuote

J.4.2- Confirming a Quote - Converting a Quote to an Invoice

On 14 March 2011, Mr. AB Green confirms that he wishes to repair his roof as quoted on 1 March 2011. We need to check or Confirm the Quote and convert it to an Invoice.



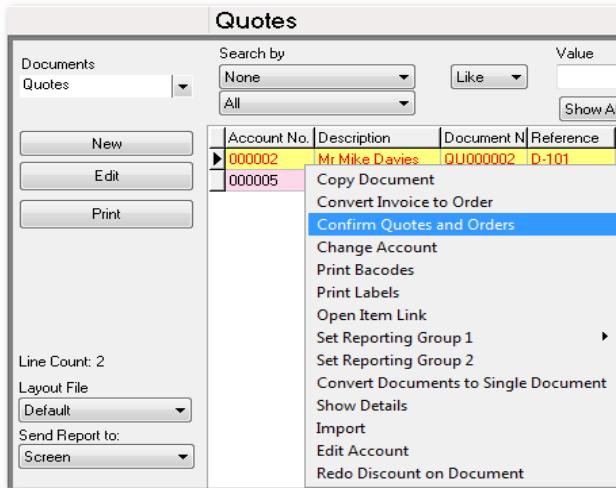
If you have already created invoices (whether they are updated to the ledger (posted) or not), you may convert the Invoice to an Order. To do this, select the Invoice on the documents list and right-click and select the **Documents** → **Convert Invoice to Order** option from the context menu.

You may then edit the order and convert it to a purchase document.

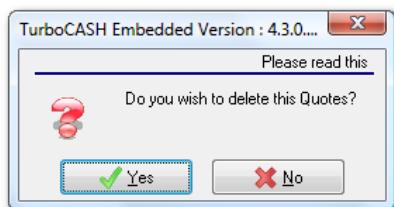
To convert a Quote to an Invoice:

You may also convert Quotes to Invoices from the **Input → Documents → Confirm** menu.

- Access the Quotes Document Type, on the Documents List screen, if not displayed.



- Select the quote to convert and right-click.
- On the context menu, select the **Confirm Quotes and Orders** option. The following confirmation screen is displayed:



- Click on the **No** button not to delete the quote.

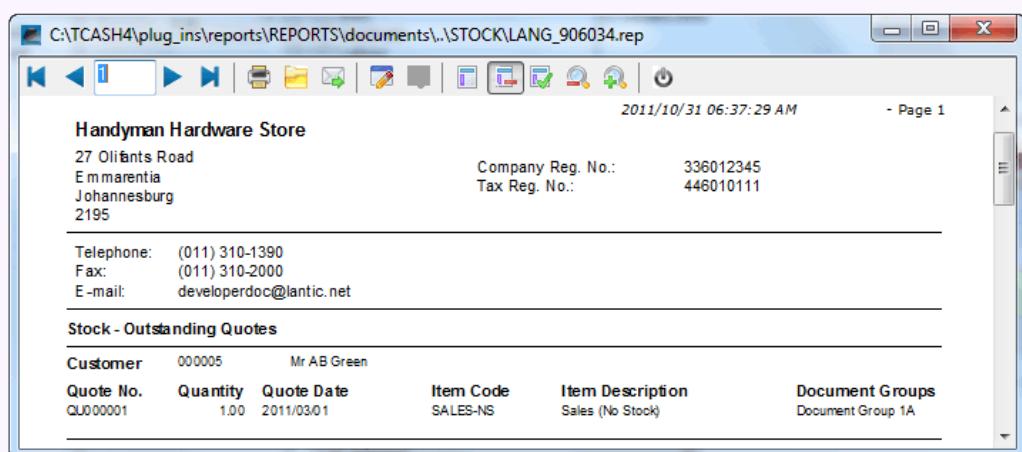


If you click on the **Yes** button, the quote will be deleted from the Quotes list of the Document Entry screen.



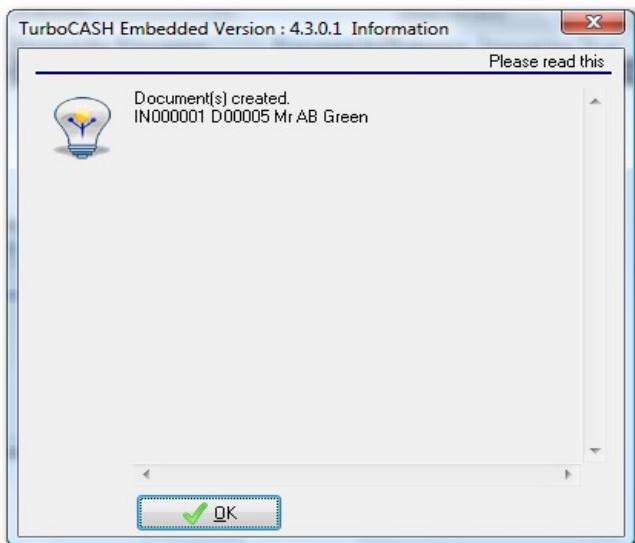
Should you click on the **No** button the quote will still be available on the Quotes list of the Document Entry screen. You may then Copy the quote, change the account, edit the account, etc. before converting it to an invoice.

A list of Quotes which have not yet been converted to an Invoice, may be printed in the Stock screen. To do this, select the Outstanding Quotes Report Type and click on the **Report** button. An example will be displayed as follows:



Once the quote is converted to an invoice, no data will be available to print.

5. The following information screen is displayed:



6. Click on the **OK** button to close this screen.
 7. Access the Quotes 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 **Input → Documents → Invoices → Enter** menu and the Debtor (Customer) is selected, all available unposted Invoices for that debtor (customer) are listed.

J.4.3.1- Editing an Invoice Confirmed from a Quote

To Edit an Invoice Converted from a Quote:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Invoices → Enter** menu ; or press the **F6** key.
- Click on the left arrow of the **Invoice** icon and select **Sales Documents → Invoices**.

The *Document Entry* screen will be displayed.

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.

Account No.	Description	Document No.	Reference	Amount Incl.	Due	Amount Excl.	Tax Amount	Date	Document
D00005	Mr AB Green	IN000001		1 140.00	1140.00	1 000.00	140.00	2010/03/07	

Line Count: 1

3. Select the Invoice on the list and click on the **Edit** button. The screen for *Invoice Entry* is displayed:

000005 Invoice Entry IN000001 Mr AB Green

Your Reference REP-101	Document Group1 Document Group 1A	Date 2011/03/13	Contra Account: Standard	<input type="checkbox"/> Posted			
Salesperson Russell	Document Group2	Due Date 2011/04/12					
Postal Address Company: Mr AB Green Contact: Andrew Green Address: PO Box 1111 Address 2: Lakeside Address 3: Johannesburg Postal Code: 2122 Country: South Africa		Delivery Address Mr AB Green Andrew Green Green Street Lakeside Johannesburg 2123 South Africa	Message 30 Days Net This quote is valid for days only. Ref: QU000001 Tax Reference 11111111				
Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.
SALES-NS	Sales (No Stock) Repairs to roof	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00

Debtor: 000-005 Current Balance: 2280.00 Gross Weight: 0.00 Exclusive Total: 1000.00
 Available: 7720.00 Net Weight: 0.00 Tax: 140.00
 Invoice No.: Credit Limit: 10000.00 Total Discount: 0.00 Payments: 0.00
 Disc%: 0.00 Invoice Total: 1140.00

Fast add item [stock code / barcode / serial]

X Cancel **OK**



The Quote Number "QU000001", which was converted to this Invoice, is displayed in the very last line in the Message field.

4. Enter or select the following options:

- Your Reference: Leave blank, unless the Debtor has supplied you with an Invoice number.
- Salesperson: Check that "Russell" is displayed.
- Date: "2011/03/13" (should be displayed, as it is the date on which the Quote was converted to an Invoice).

5. The items and details of the Quote will be displayed on the Entry 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. TurboCASH will ask you if you wish to print the Invoice now.
7. Click on the **Yes** button to print the Invoice. Once finished viewing the Invoice, click on the **Close** button of the Report Viewer screen.

An example of the printed invoice, is as follows:

C:\TCASH4\plug_ins\reports\DOCUMENTS\documents\C10-Invoice.rep

TAX INVOICE Page 1

Mr AB Green PO Box 1111 Lakeside Johannesburg 2122	Handyman Hardware Store 27 Olifants Road Emmarentia Johannesburg 2195 Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: devebperdoe@lantis.net Company Reg. No.: 338012345 Tax Reg. No.: 446010111
Delivery Address Green Street Lakeside Johannesburg 2123	

TAX INVOICE:	IN000001	Date:	2011/03/13	Account No.:	000005			
Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
SALES-NS	Sales (No Stock) Repairs to roof	1	1000.00		1000.00	14.00%	140.00	1140.00
			Total	1000.00	140.00	1140.00		

Due Date: 2011/04/12 Your Reference: REP-101 Tax Reference: 111111111 Message: 30 Days Nett This quote is valid for days only. Ref QU000001	Invoice Accepted: Name: _____ Date: _____ Signature: _____
Salesperson: Russell	Printed/Reprinted 2011/10/30 04:27:02 PM

This example is based on the C10-Purchase.rep. You may also select the following available order layout files:

- C15-Invoice
- C15-A4PlainInvoice
- C10-A4PlainInvoice
- A4Invoice
- RMInvoice

You are now ready to enter the rest of your Invoices.

J.4.3.2- Creating a New Invoice

Enter the rest of your Sales:

Salesperson Tracy 2011/03/14 Invoice IN000002		Salesperson Russell 2011/03/15 Invoice IN000003	
To: MAC Restaurant		To: Mr. AB Green	
Reference: IB-101		Reference: PH-101	
Install built-in cupboard	1 500.00	Paint outside of house	1 000.00
VAT/GST/Sales Tax	210.00	VAT/GST/Sales Tax	140.00
Total	1 710.00	Total	1 140.00

To create a new Invoice:

- Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Invoices → Enter** menu; or press the **F6** key.
- Click on the left arrow of the **Invoice** icon and select **Sales Documents → Invoices**.

2. The *Document Entry* screen is displayed:

Documents	Search by		Value								
Invoices	<input type="button" value="None"/> <input type="button" value="Like"/> <input type="text"/> <input type="button" value="Unposted"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/>	<input type="button" value="Show All Items"/>									
<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Print"/>		Account No.	Description	Document No.	Reference	Amount Incl.	Due	Amount Excl.	Tax Amount	Date	Document
		D00005	Mr AB Green	IN000001		1 140.00	1140.00	1 000.00	140.00	2010/03/07	Document
Line Count: 1											

3. Click on the **New** button. The *Debtor Accounts* screen is displayed:

		Filter Column		Value				
		None	Like			Filter	Clear	
Open	New	Debtor Code	Name	Contactperson	Debtor Group 1	Debtor Group 2	Address	Address 2
		D00001	Cash Customer		Debtor Group 1A	Unallocated		
		D00002	Mr Mike Davies	Davies	Debtor Group 1B	Unallocated	P O Box 333	Halfway House
		D00003	Mr Roger Smith	Smith	Debtor Group 1B	Unallocated	Plot 539 Boxer Road	Glen Austin Ext 3
		D00004	Opening Balances - Debtor		Debtor Group 1A	Unallocated		
		D00005	Mr AB Green	Green	Debtor Group 1C	Unallocated	P O Box 1111	Morningside
		D00006	MAC Restaurant	McKay	Debtor Group 1C	Unallocated	P O Box 5555	Morningside

4. Select the Debtor (customer) account ("MAC Restaurant").
 5. Click on the **Open** or **OK** button. The screen for *Invoice Entry* is displayed:

Your Reference		Document Group1	Date	Contra Account: Standard	<input type="checkbox"/> Posted		
IB-101		Document Group 1A	2011/03/14				
Salesperson	Document Group2	Due Date	2011/04/13				
Tracy							
Postal Address Company: MAC Restaurant Contact: Mac McKay Address: PO Box 5555 Address 2: Morningside Address 3: Johannesburg Postal Code: 2222 Country: South Africa		Delivery Address MAC Restaurant Mac McKay Black Street Morningside Johannesburg 2223 South Africa		Message 30 Days Nett Tax Reference 66666666			
 Open Fast Add  ^D: Delete  ^N: Insert  F7: Exclusive  F7: Inclusive  F8: Discount  F9: Comment  F10: Delete All  F11: Copy							
Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.
SALES-NS	Sales [No Stock]	1.00	1.00	Output VAT	1 500.00	% 0	1 500.00
Install built-in cupboard							
Debtor 000-006	Current Balance Available Credit Limit Disc%	2420.00 7580.00 10000.00 0.00	Gross Weight Net Weight	0.00 0.00	Exclusive Total Tax Total Discount Invoice Total	1500.00 210.00 0.00 1710.00	Payments 0.00
Fast add item (stock code / barcode / serial)				 Cancel	 OK		



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 or select the following options:

- Your Reference: Enter "IB-101".
- Salesperson: Select "Tracy"; if not already displayed.
- Date: Select "2011/03/14".
- Press the **Enter** key until you get to the invoice details screen (skip the Address, Delivery Address and Message fields).
- Item Code: Select "Sales (No Stock)". The description, Quantity (default 1), Tax Account, Unit Selling Price (Exclusive of VAT/GST/Sales Tax if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales Tax if the **F7:Inclusive button** is active) will be displayed.
- Quantity Order: Enter "1". The Exclusive amount (or Inclusive amount, if the **F7:Inclusive** button is active), will automatically be multiplied by the quantity entered.
- Quantity Ship: 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.
- 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. TurboCASH will ask you if you wish to print the Invoice now.

8. Click on the **Yes** button to print the Invoice. Once finished viewing the Invoice, click on the **Close** button of the Report Viewer screen.

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.



Once all your Invoices are correct, you may post or update them to the Ledger.

J.4.4- Creating an Invoice Copy Document Option

Mr Mike Davies needs to install the same built-in cupboards as MAC Restaurant. To do this you may create a new Invoice from scratch; or you may:

1. Select the Invoice IN000002 and right-click. On the context menu, select the **Documents → Copy Document** option.

Account No.	Description	Document No.	Reference	Amount Incl	Due	Amount Excl	Tax Amount	Date	Docu
D00005	Mr AB Green	IN000003	PH-101	1 140.00	140.00	1 000.00	140.00	2010/03/10	Docu
> D00006	MAC Restaurant	IN000002	IB-101	1 710.00	1710.00	1 500.00	210.00	2010/03/09	Docu
D00005	Mr AB	Salesperson	> 101	1 140.00	1140.00	1 000.00	140.00	2010/03/07	Docu

Line Count: 3

2. Select the copied document and right-click. On the context menu, select the **Documents → Change Account** option.
3. On the Debtor Accounts screen, select Mr. Mike Davies and click on the **Open** or **OK** button.
4. Edit the Invoice as necessary. For the purposes of this tutorial, we need to edit the following:
 - Your Reference change IB-101 to IB-102.
 - Change the date (system date) to "15 March 2011".

J.4.5- Updating your Invoices to the Ledger



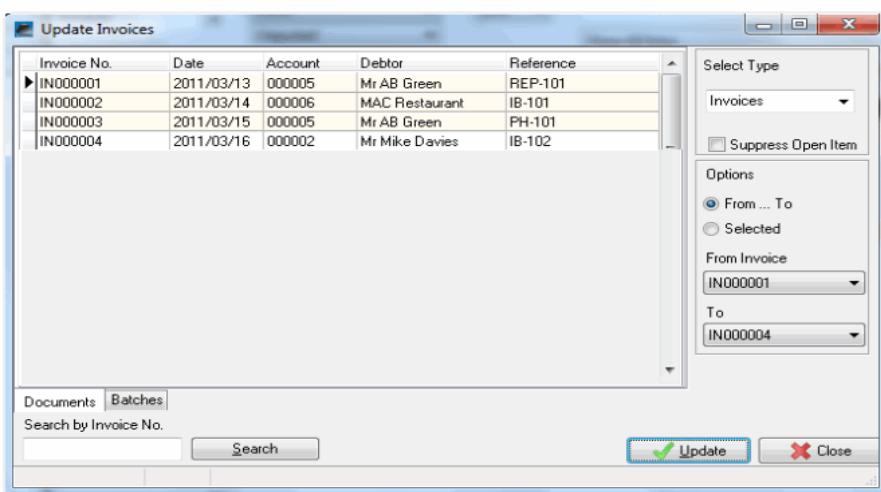
Since we have not selected the Auto-post documents on print option on the Documents Setup (See Chapter C.7.3 of MODULE C) we need to post the Invoices manually.



Check all your Purchases (GRN's) 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. Click on the **Input → Update Ledger** menu. (You may also press the **F3** key on your keyboard). The *Update Invoice* screen will be displayed.
2. Invoices are displayed by default - listing all your Invoices. If not, select "Invoices".



3. Click on the "From... To" field and select -

From Invoice: IN000001

To: IN000004

4. Click on the **Update** button. TurboCASH 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)

J.4.6- T-Account View of Transactions

All processed (posted) transactions will be accumulated in the T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
2. Select an Account (e.g. Debtor Account Mr. AB Green) and double-click on it.
3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10035, 10036, 10037 or 10038 generated by TurboCASH). This will list only the transactions for a specific batch (journal).
 - **Account Code** (e.g. G010-000 Sales Account, T850-010 Output Tax Account, D00001 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:

Batch View

- **Batch 10035 – IN000001**

- **Batch 10036 – IN000002**

- **Batch 10037 – IN000003**

- **Batch 10038 - IN000004**

Account View**Accounts in the Debtor's Ledger:****Mr. AB Green**

								Debit	Credit
Opening Balances								2 280.00	
I0035	D000005	Mr AB Green	IN000001	Invoice /REP-101	IN000001	2011/03/13	1 140.00		
I0037	D000005	Mr AB Green	IN000003	Invoice /PH-101	IN000003	2011/03/15	1 140.00		
							4 560.00	0.00	
							Balance 4 560.00		

**MAC Restaurant**

								Debit	Credit
Opening Balances								1 710.00	
I0036	D000006	MAC Restaurant	IN000002	Invoice /B-101	IN000002	2011/03/14	1 710.00		
							3 420.00	0.00	
							Balance 3 420.00		

**Mr. Mike Davies**

								Debit	Credit
Opening Balances								2 510.00	
I0038	D000002	Mr Mike Davies	IN000004	Invoice /B-102	IN000004	2011/03/16	1 710.00		
							4 220.00	0.00	
							Balance 4 220.00		

Accounts in the General Ledger:**Sales Account**

								Debit	Credit
Opening Balances								5 000.00	
I0035	G010000	Sales	IN000001	Sales (No Stock)	IN000001	2011/03/13		1 000.00	
I0036	G010000	Sales	IN000002	Sales (No Stock)	IN000002	2011/03/14		1 500.00	
I0037	G010000	Sales	IN000003	Sales (No Stock)	IN000003	2011/03/15		1 000.00	
I0038	G010000	Sales	IN000004	Sales (No Stock)	IN000004	2011/03/16		1 500.00	
							0.00	10 000.00	
									Balance - 10 000.00

**Output Tax Account**

								Debit	Credit
Opening Balances								800.00	
I0035	T850010	Output VAT	IN000001	Invoice /REP-101	IN000001	2011/03/13		140.00	
I0036	T850010	Output VAT	IN000002	Invoice /B-101	IN000002	2011/03/14		210.00	
I0037	T850010	Output VAT	IN000003	Invoice /PH-101	IN000003	2011/03/15		140.00	
I0038	T850010	Output VAT	IN000004	Invoice /B-102	IN000004	2011/03/16		210.00	
							0.00	1 500.00	
									Balance - 1 500.00

**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 VAT/GST/Sales Tax Accounts).

MODULE K - PROCESSING DOCUMENTS – TRADING STOCK

IN THIS MODULE

MODULE K - PROCESSING DOCUMENTS – TRADING STOCK	247
K.1- DOCUMENTS / STOCK SETTING AND PARAMETERS.....	248
K.2- BASICS OF TRADING STOCK.....	249
K.3- TAKING ON TRADING STOCK ITEMS.....	250
K.3.1- Entering Opening Quantities on Hand and Cost Prices.....	250
K.3.2- Generating a Stock Item Listing Report.....	251
K.4- PROCESSING CREDITORS - ORDERS AND PURCHASES.....	253
K.4.1- Creating an Order.....	253
K.4.2- Confirming / Converting an Order to a Purchase Document	255
K.4.3- Creating a Purchase Document or a Goods Received Note.....	256
K.4.3.1- Editing a Purchase Document Confirmed from an Order.....	256
K.4.3.2- Creating a New Purchase Document.....	257
K.4.4- Updating Purchases (GRN's) to the Ledger.....	259
K.4.5- T-Account View of Transactions.....	260
K.5- PROCESSING DEBTORS - QUOTES AND INVOICES.....	262
K.5.1- Creating a Quote.....	262
K.5.2- Confirming a Quote - Converting a Quote to an Invoice.....	263
K.5.3- Creating an Invoice	265
K.5.3.1- Editing an Invoice Confirmed from a Quote.....	265
K.5.3.2- Creating a New Invoice.....	267
K.5.4- Updating your Invoices to the Ledger.....	269
K.5.5- T-Account View of Transactions.....	269

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 *TurboCASH*. 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 → System Parameters → Documents** – Check document numbers, messages, set Layout files, etc. - (See Chapter E.3.2.4 of MODULE E).
2. **Setup → System Parameters → Groups** menu – 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 Chapter E.3.2.5 of MODULE E).
3. **Setup → System Parameters → Salesperson** – Add Salespersons. - (See Chapter E.3.2.10 of MODULE E).
4. **Setup → System Parameters → Batch Types** – Add Cost of Sales Batch (only to be used with Cost of Sales settings for the Default Stock Type). - (See Chapter E.3.2.2 of MODULE E).
5. **Setup → System Parameters → Stock Information** menu – Unit Prices, Selling Price Descriptions, Default Selling Price.

For the purposes 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 Chapter E.3.2.12 of MODULE E).



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. **Edit → Accounts** menu – Create a Cost of Sales account for Trading Stock. - (See Chapter F.1 of MODULE F).
7. **Edit → Creditor** menu – Create a Sundry Supplier account. - (See Chapter F.2 of MODULE F).
8. **Edit → Debtor** menu – Create a Cash Customer and Linking Debtors to a Salesperson. - (See Chapter F.3 of MODULE F).



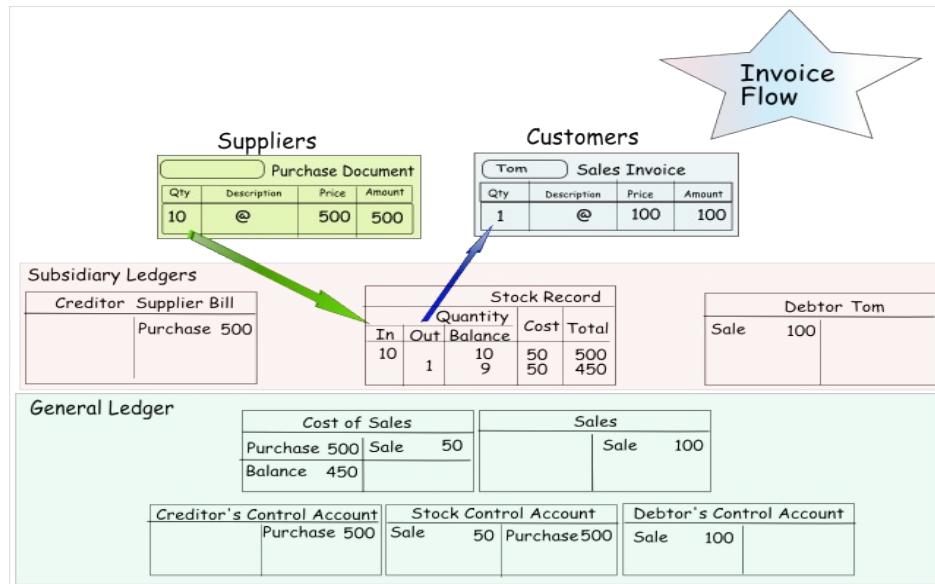
Your Set of Books should be set up to process documents for the purchase and selling of stock items.

K.2- BASICS OF TRADING STOCK



Before you start with this Chapter 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 Chapter E.3.2.12 of MODULE E) - Setup Stock Information (with particular attention to Cost of Sales).



When you first set up *TurboCASH*, 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 *TurboCASH* 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 *TurboCASH* 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 *TurboCASH*. 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.

The entries 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 Journal)	Credit Notes (Sales 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

Stock Ledger: The Balances (Quantities and Cost Prices) of the Individual Stock Items:

Handyman Hardware Store List of Stock Items as at 28 February 2011				
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

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 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.

TurboCASH 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 TurboCASH as to the numbers of each item you have in stock. Unless your opening balances are actually entered into the system, TurboCASH would never know how many items you had in stock to start with. For the tutorial we have 5 drills 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 28 February 2011				
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

To take on Opening Balances for your Stock Items:

1. Click on the **Input → Adjust Stock** menu (or on the **Stock Items** button on the Sidebar). The **Stock Item** screen will be displayed.
2. Click on the **Advanced mode** button. The **Advanced mode** button's caption will change to **Default**.

Stock Code	Description	Reorder	On Hand	Barcode	Manufacturer	Unit	Reorder at	Selling Price
3COMP	Compressor	10	4	3456789123	CMP	Each	4	1500
3DRILL	Drill Press	10	5	1234567890	Bosch	Each	5	1000
BOM	BOM	0	0			@	0	0
BOMPROMOTION	BOM Production	0	0			@	0	0
GL-CODE	General Ledger	0	0				0	0
OPTIONITEM	Option Item	0	0				0	0
OPTIONITEM-NS	Option Item No Stock	0	0				0	0

3. Select the Stock Take-on on the Update list field (Import / Export) tab).



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.

4. 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).
5. 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).
6. Click on the **Save** button.

K.3.2- Generating a Stock Item Listing Report**To Generate a Stock item listing Report (Reportman):**

1. Select the *Stock Item Listing* from the list of Reports and click on the **Reports** button. The *Reportman Stock Item Listing* report is displayed:

Stock Item Listing			
Code	Description	Quantities	Value
0..		0	0.00
3COMP	Compressor	4	4 000.00
3DRILL	Drill Press	5	2 500.00
			6500.00



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.



You may also click on the icon (Save the report as a metafile report), and save it as a PDF - compressed file for archiving 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).

To view additional information at this stage, such as the 3 Selling Prices, etc., you may generate a Stock Item Listing report on the **Reports → Stock → Stock Item** Listing menu.

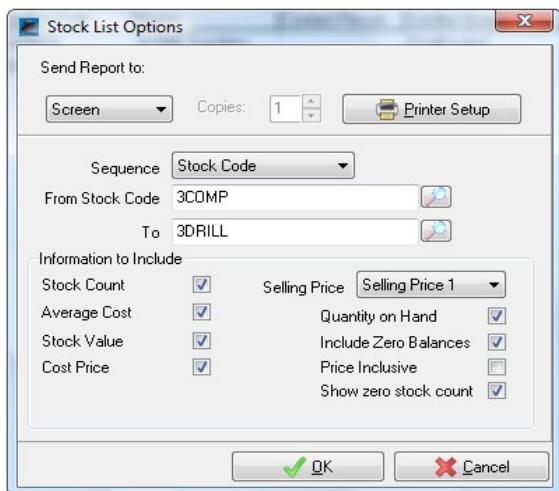
- After viewing the report, click on the **Close** button to close the report preview screen.



You should have 6500.00 of Stock on Hand. This amount should balance with the stock records and the stock control account in your previous accounting records.

To generate a Stock Item Listing Report:

- Click on the **Reports → Stock → Stock Item Listing** menu. (You may also press the **Ctrl** and **U** keys). The *Stock List Options* screen is displayed:



- Select the following options:

- | | |
|-------------------------|---|
| Send Report To: | Select "Screen". |
| Sequence: | Select "Stock Code". |
| From Stock Code: | Click on the Lookup button to launch the lookup screen, listing your available Stock Items.
Click on the Stock Item i.e. "3COMP" on the list. |
| To: | Click on the Lookup button to launch the lookup screen, listing your available Stock Items.
Click on the Stock Item i.e. "3DRILL." on the list. |
| Information to Include: | Tick all options and select All Selling Prices. It is good practice to retrieve a detailed report to check that you have entered all the details and information correctly. |

- Click on the **OK** button and a list of your Stock Items will be displayed.

Handyman Hardware Store									2011/10/31 05:10:29 AM	Page 1
Stock Item Listing										
Stock Code	Description	Unit	Qty On Hand	Lastest Cost Price	Average Cost Price	Sell Price	Stock Count	Stock Value		
3COMP	Compressor	Each	4	1 000.00	1 000.00	1 710.00		4 000.00		
3DRILL	Drill Press	Each	5	500.00	500.00	1 140.00		2 500.00		
Totals								6 500.00		



You should have 6500.00 of Stock on Hand. This amount should balance with the stock records and the stock control account in your previous accounting records.

K.4- PROCESSING CREDITORS - ORDERS AND PURCHASES

If you generate documents from your stock item code file in *TurboCASH*, 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 the **Setup → System Parameters → Documents** menu).
- **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 the **Setup → System Parameters → Documents** menu).

K.4.1- 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. Note will not be able update the Order to the ledger and it generates no transactions. But once the order has been converted to a Purchase document, it can be updated or posted to the ledger.

We now order the 3 x drills from A-ONE Suppliers:

ORDER OR000001 2011/04/01	
A-ONE Suppliers	
3 Drills at	1 500.00
VAT/GST/Sales Tax	210.00
Total	1 710.00

To create an Order:

1. Click on the **Documents** button on the Sidebar (Quick menu).



Alternatively you may:

- Click on the **Input → Documents → Orders** menu; or press the **Alt + F7** keys.
- Click on the left arrow of the Invoice icon and select **Purchase Documents → Orders**.
- Press the **F6** key on your keyboard.

The *Document Entry* screen will be displayed.

2. Select "Orders" in the Documents field; if Orders is not selected.

Documents	Search by	Value	Filter	Clear						
Orders	None	Like								
	Unposted									
New	Account No.	Description	Document Nu	Reference	Due	Amount Incl.	Amount Excl.	Tax Amount	Date	Document G
Edit										
Print										

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. The screen for Orders is displayed:

Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc	Amount Excl.
3DRILL	Drill Press	3.00	3.00	Input VAT - Sta...	500.00	% 0	1 500.00

Summary Totals:

Creditor 000-001	Current Balance 12600.00	Gross Weight 0.00	Exclusive Total 1500.00
Order Number	Available Credit Limit Disc%	Net Weight 12000.00 0.00	Tax 210.00
		Total Discount Invoice Total	0.00 1710.00
			Payments 0.00

6. Enter or select the following options:

- Your Reference: Leave blank, as we will only receive the Creditors invoice when the order is delivered.
- Date: Select "2011/04/01".
- Item Code: Press the **Enter** key until you get to the transaction details screen (skip the Address, Delivery Address and Message fields).
- Quantity: Select "3". The Exclusive amount (or Inclusive amount, if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales Tax if the **F7:Inclusive** button is active) will be displayed.
- 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.

7. Click on the **OK** button. TurboCASH will ask you if you wish to print the Order now.
8. Click on the **Yes** button to print the Order. Once finished viewing the Order, click on the **Close** button of the Report Viewer screen.

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 2011. 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.

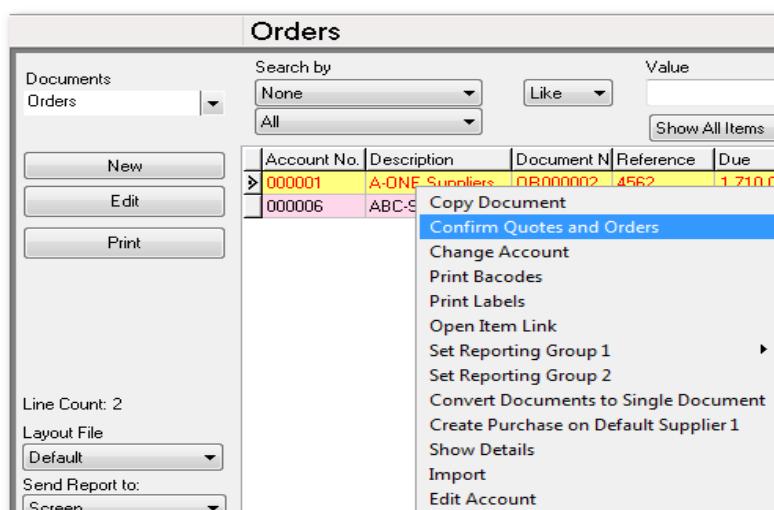
You may then edit the order and convert it to a purchase document.

To convert an Order to a Purchase Document:

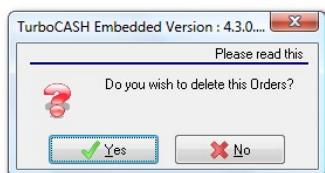


You may also convert Orders to Purchase Documents from the **Input** → **Documents** → **Confirm** menu.

1. Access the Orders Document Type, on the Documents List window, if not displayed.
2. Select the order to convert and right-click.
3. Document Type, on the Documents List window, if not displayed.



4. Select the order to convert.
5. Right-click and select the *Confirm Quotes and Orders* option on the context menu. The following confirmation screen is displayed:



6. Click on the **No** button not to delete the order.

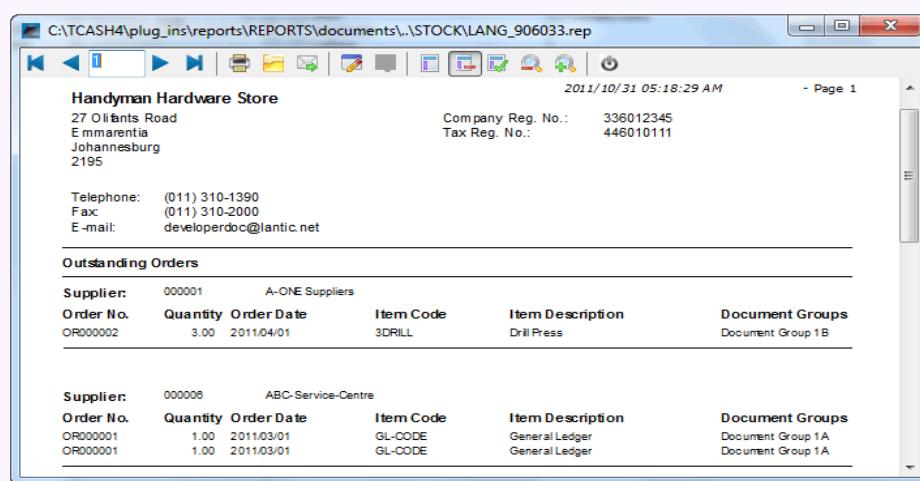


If you click on the **Yes** button, the order will be deleted from the Orders list of the Document Entry screen.

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.



A list of Orders which have not yet been converted to a Purchase Document, may be printed in the Stock screen. To do this, select the Outstanding Orders Report Type and click on the **Report** button. An example will be displayed as follows:



Once the order is converted to a purchase document, no data will be available to print.

K.4.3- Creating a Purchase Document or a Goods Received Note

Once an Order is converted to a Purchase document or Goods Received Note, it must be checked to see that the correct stock was received. When we access the Purchase documents screen from the **Input → Documents → Purchases** menu and the Creditor is selected, all available unposted Purchase Documents for that supplier are listed.

K.4.3.1- Editing a Purchase Document Confirmed from an Order

To Edit a Purchase Document Converted from an Order:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Purchases** menu; or press the **Alt + F8** keys.
- Click on the left arrow of the **Invoice** icon and select **Purchase Documents → Purchases**.
- Press the **F6** key on your keyboard.

The *Document Entry* screen will be displayed.

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:

000001 Purchases PU000003 A-ONE Suppliers, 5.00 items on hand..

Your Reference 4562	Document Group1 Document Group 1B	Date 2011/04/05	Contra Account:Standard	<input type="checkbox"/> Posted																
Salesperson Russell	Document Group2	Due Date 2011/05/05																		
Postal Address		Delivery Address		Message																
Company: A-ONE Suppliers	A-ONE Suppliers																			
Contact: Mr. Andy Austin	Mr. Andy Austin																			
Address: P O Box 31318	Austin Street																			
Address 2: Marshalltown	Marshalltown																			
Address 3: Johannesburg	Johannesburg																			
Postal Code: 2000	2001																			
Country: South Africa	South Africa																			
<table border="1"> <thead> <tr> <th>Item Code</th> <th>Description</th> <th>Order</th> <th>Quantity</th> <th>Tax</th> <th>Unit Excl.</th> <th>Disc.</th> <th>Amount Excl.</th> </tr> </thead> <tbody> <tr> <td>3DRILL</td> <td>Drill Press</td> <td>3.00</td> <td>3.00</td> <td>Input VAT - Sta...</td> <td>500.00</td> <td>% 0</td> <td>1 500.00</td> </tr> </tbody> </table>					Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc.	Amount Excl.	3DRILL	Drill Press	3.00	3.00	Input VAT - Sta...	500.00	% 0	1 500.00
Item Code	Description	Order	Quantity	Tax	Unit Excl.	Disc.	Amount Excl.													
3DRILL	Drill Press	3.00	3.00	Input VAT - Sta...	500.00	% 0	1 500.00													
Creditor <input type="text" value="000-001"/> Purchase No. <input type="text"/>		Current Balance Available Credit Limit Disc%	1110.00 Gross Weight 10890.00 Net Weight 12000.00 0.00	0.00 0.00 Total Discount Invoice Total	Exclusive Total Tax 1500.00 210.00 0.00 1710.00	Payments 0.00														
Fast add item (stock code / barcode / serial) 																				



The Order Number "OR000002", which was converted to this Purchase Document, is displayed in the very last line in the Message field.

4. Enter or select the following options:

- Your Reference: Enter "4562" as the reference of the creditor.
 Date: 2011/04/05 (should be displayed, as it is the date on which the Order was converted to a Purchase document).

- The items and details of the Order will be displayed on the Entry fields. Check the 3 drills and the purchase or cost price is correct. You may edit it, if necessary.
- Click on the **OK** button. TurboCASH will ask you if you wish to print the Purchase document.
- Click on the **Yes** button to print the Purchase document. Once finished viewing the Purchase document, click on the **Close** button of the Report Viewer screen.



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 2011/04/06	
Invoice 3532 from	
BEST Suppliers	
2 Compressor	2000.00
VAT/GST/Sales Tax	280.00
Total	2280.00

To create a new Purchase Document:

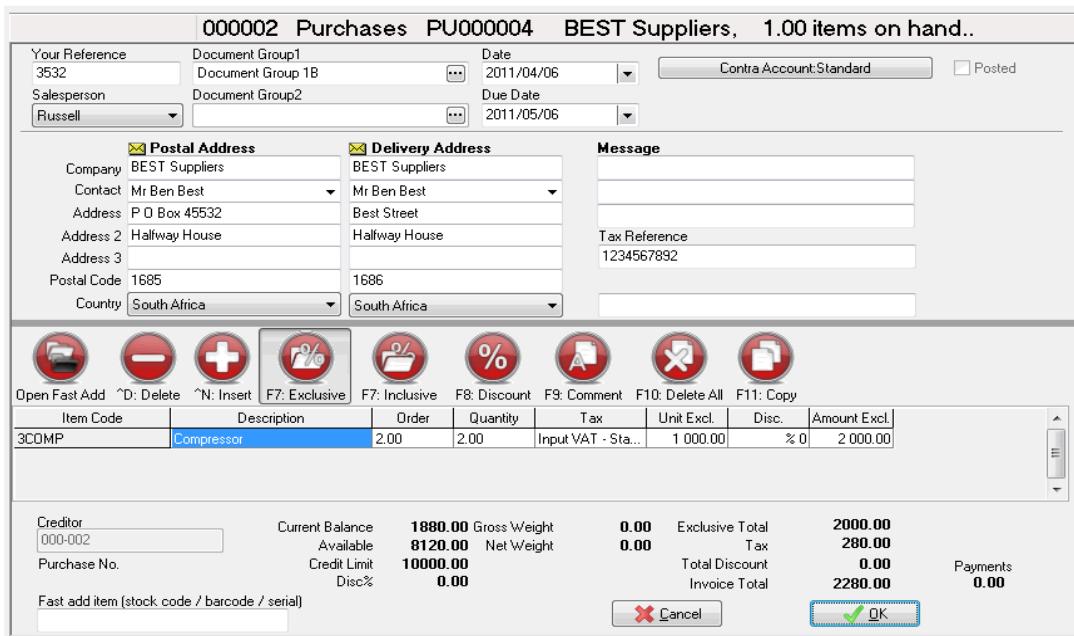
- Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.
- Select "Purchases" in the Documents field; if Purchases is not displayed.

Documents	Search by	Value	Filter	Clear							
Purchases	None										
	All										
New	Account No.	Description	Document N	Reference	Due	Amount Incl	Amount Excl	Tax Amount	Date	Document Group1	Document Group2
Edit	000006	ABC-Service-Centre	PU000001	AAB234GP	1140.00	1140.00	1 000.00	140.00	2011/03/14	Document Group 1A	Unallocated
Print	000005	ABC-Office-Supplies	PU000002	IN0014	1710.00	1710.00	1 500.00	210.00	2011/03/15	Document Group 1A	Unallocated
	000001	A-ONE Suppliers	PU000003	4562		1 710.00	1 500.00	210.00	2011/04/05	Document Group 1B	Unallocated

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. The screen for Purchases is displayed:



6. Enter or select the following options:

- Your Reference: Enter "3532" as the reference of the creditor.
- Date: Select "2011/04/06".
- Item Code: Press the **Enter** key until you get to the invoice details screen (skip the Address, Delivery Address and Message fields).
- Quantity: Select "3COMP". The description, Quantity (default 1), Tax Account, Unit Price (Exclusive of VAT/GST/Sales Tax if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales Tax if the **F7:Inclusive** button is active) will be displayed.
- Tax: Enter "2". The Exclusive amount (or Inclusive amount, if the **F7:Inclusive** button is active), will automatically be multiplied by the quantity entered.
- Discount: 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.
7. Click on the **OK** button. TurboCASH will ask you if you wish to print the Purchase document now.
8. Click on the **Yes** button to print the Purchase document. Once finished viewing the Purchase document, click on the **Close** button of the Report Viewer screen.



Only select “**NEW**” when you are actually creating a new Purchase (GRN). Remember that you will only be able to edit Purchase (GRN’s) as long as they have not yet been updated to the ledger.



TurboCASH defaults to an average costing basis. Please ask your accountant whether to use this option or to check the “*use latest cost*” option.



Once all your Purchases are correct, you may post or update them to the Ledger.

K.4.4- Updating Purchases (GRN’s) to the Ledger

Since we have not selected the Auto-post documents on print option on the Documents Setup (See Chapter C.7.3 of MODULE C) we need to post the Purchase documents manually.

To Post or Update your Purchases:

1. Click on the **Input → Update Ledger** menu. (You may also press the **F3** key). The *Update Invoice* screen will be displayed.
2. Select “*Purchases*” and its name will change to *Update Purchase* - listing all your Purchases documents.

3. Click on the “*From... To field*” and select -

From Purchase: PU000003

To: PU000004

4. Click on the **Update** button. *TurboCASH* will now write up your Purchases Journal for you, as well as update your stock, creditors and Input VAT/GST/Sales Tax. The following journal entries are passed:

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 T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu) or on the **Tools** menu).
2. Select an Account (e.g. Creditor Account A-ONE Suppliers) and double-click on it.
3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10039 or 10040 generated by TurboCASH). This will list only the transactions for a specific batch (journal).
 - **Account Code** (e.g. G750000 Stock Control, T850020 Input Tax Account, C000001 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 10039 – PU000001 – A-ONE Suppliers**

T-Account Viewer G900-000 Creditors Control Account

		From Date	To Date			Export	Print
		2011/04/01	2012/02/29				
Opening Balances				Debit	Credit		
				0.00			
10039	G750000	Stock Control Account	PU000003	Drill Press	PU000003	2011/04/05	1 500.00
10039	T850020	Input VAT - Standard Rate	PU000003	Purchases /4562	PU000003	2011/04/05	210.00
10039	C000001	A-ONE Suppliers	PU000003	Purchases /4562	PU000003	2011/04/05	1 710.00
				1 710.00			
				Balance 0.00			
Filter						<input checked="" type="button"/> OK	<input type="button"/> Cancel

- **Batch 10040 – PU000002 – BEST Suppliers**

T-Account Viewer G900-000 Creditors Control Account

		From Date	To Date			Export	Print
		2011/04/01	2012/02/29				
Opening Balances				Debit	Credit		
				0.00			
10040	G750000	Stock Control Account	PU000004	Compressor	PU000004	2011/04/06	2 000.00
10040	T850020	Input VAT - Standard Rate	PU000004	Purchases /3532	PU000004	2011/04/06	280.00
10040	C000002	BEST Suppliers	PU000004	Purchases /3532	PU000004	2011/04/06	2 280.00
				2 280.00			
				Balance 0.00			
Filter						<input checked="" type="button"/> OK	<input type="button"/> Cancel

Account View**Accounts in the General Ledger:** **Stock Control Account**

							Debit	Credit
Opening Balances							6 500.00	
10039	G750000	Stock Control Account	PU000003	Drill Press	PU000003	2011/04/05	1 500.00	
10040	G750000	Stock Control Account	PU000004	Compressor	PU000004	2011/04/06	2 000.00	
							10 000.00	0.00
							Balance 10 000.00	

 **Tax Account**

							Debit	Credit
Opening Balances							812.00	
10039	T850020	Input VAT - Standard Rate	PU000003	Purchases /4562	PU000003	2011/04/05	210.00	
10040	T850020	Input VAT - Standard Rate	PU000004	Purchases /3532	PU000004	2011/04/06	280.00	
							1 302.00	0.00
							Balance 1 302.00	

Accounts in the Creditor's Ledger: **A-One Suppliers**

							Debit	Credit
Opening Balances							600.00	
10039	C000001	A-ONE Suppliers	PU000003	Purchases /4562	PU000003	2011/04/05		1 710.00
							0.00	2 310.00
							Balance - 2 310.00	

 **BEST Suppliers**

							Debit	Credit
Opening Balances							400.00	
10040	C000002	BEST Suppliers	PU000004	Purchases /3532	PU000004	2011/04/06		2 280.00
							0.00	2 680.00
							Balance - 2 680.00	



Debits = Credits

Debit transactions in the Stock Control Account (i.e. Stock Ledger) and Input 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 through the **INPUT → DOCUMENTS → INVOICES → ENTER** menu and not the INPUT → BATCH ENTRY → SALES JOURNAL menu. By creating an Invoice *TurboCASH* 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 Input → Batch Entry → Sales Journal menu. 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. *TurboCASH* 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 2011 Mr. Davies asked for a quote on a drill.

To create a Quote:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Quotes** menu; or press the **Alt + F9** keys.
- Click on the left arrow of the **Invoice** icon and select **Sales Documents → Quotes**.
- Press the **F6** key on your keyboard.

The *Document Entry* screen will be displayed.

2. Select "Quotes" in the Documents field; if Quotes is not displayed.

Document Entry							
Documents	Search by	Value					
Quotes	None	Like					Filter
	Unposted						Clear
New	Account No.	Description	Document Num	Reference	Due	Amount Incl	Amount Excl
Edit						Tax Amount	Date
Print							Document Gro

3. Click on the **New** button. The *Debtor Accounts* screen is displayed:

Debtor Accounts						
<input type="button" value="Open"/> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>	Filter Column <input type="button" value="None"/> <input type="button" value="Like"/> Value <input type="button" value="Filter"/> <input type="button" value="Clear"/>					
	Debtor Code	Name	Contactperson	Debtor Group 1	Debtor Group 2	Address
	D00001 Cash Customer		Debtor Group 1A	Unallocated		
	D00002 Mr Mike Davies	Davies	Debtor Group 1B	Unallocated	P O Box 333	Halfway House
	D00003 Mr Roger Smith	Smith	Debtor Group 1B	Unallocated	Plot 539 Boxer Road	Glen Austin Ext 3
	D00004 Opening Balances - Debtor		Debtor Group 1A	Unallocated		
	D00005 Mr AB Green	Green	Debtor Group 1C	Unallocated	P O Box 1111	Morningside
	D00006 MAC Restaurant	McKay	Debtor Group 1C	Unallocated	P O Box 5555	Morningside

Line Count: 6

4. Select the Debtor Account ("Mr. Mike Davies")
5. Click on the **Open** or **OK** button. The screen for Quotes is displayed:

6. Enter 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). |
| Date: | Select "2011/04/01". |
| Item Code: | Press the Enter key until you get to the invoice details screen (skip the Address, Delivery Address and Message fields).
Select "3DRILL". The description, Quantity (default 1), Output Tax Account, Unit Selling Price (Exclusive of VAT/GST/Sales Tax if the F7:Exclusive button is active - or Inclusive of VAT/GST/Sales Tax if the F7:Inclusive button 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 purposes of this tutorial. |
| Quantity: | Confirm "1". The Exclusive amount (or Inclusive amount, if the F7:Inclusive button is active), will automatically be multiplied by the quantity entered. |
| Tax: | The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the <i>Tax Accounts</i> 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. TurboCASH will ask you if you wish to print the Quote now.
8. Click on the **Yes** button to print the Quote. Once finished viewing the Quote, click on the **Close** button of the Report Viewer screen.

K.5.2- Confirming a Quote - Converting a Quote to an Invoice

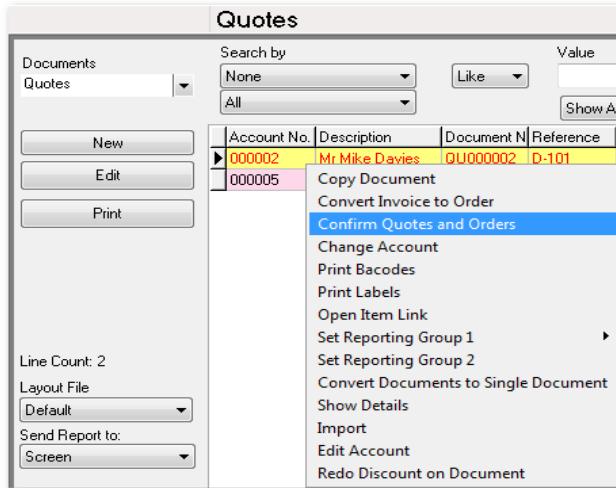
On 7 April 2011, Mr. Davies confirms that he wishes to take the Drill Press as quoted on 1 April 2011. We need to check or Confirm the Quote and convert it to an Invoice.

To convert a Quote to an Invoice:

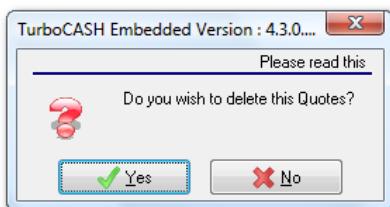


You may also convert Orders to Purchase Documents from the **Input → Documents → Confirm** menu.

- Access the Quotes Document Type, on the Documents List screen, if not displayed.



- Select the quote to convert and right-click.
- On the context menu, select the **Confirm Quotes and Orders** option. The following confirmation screen is displayed:



- Click on the **No** button not to delete the quote.

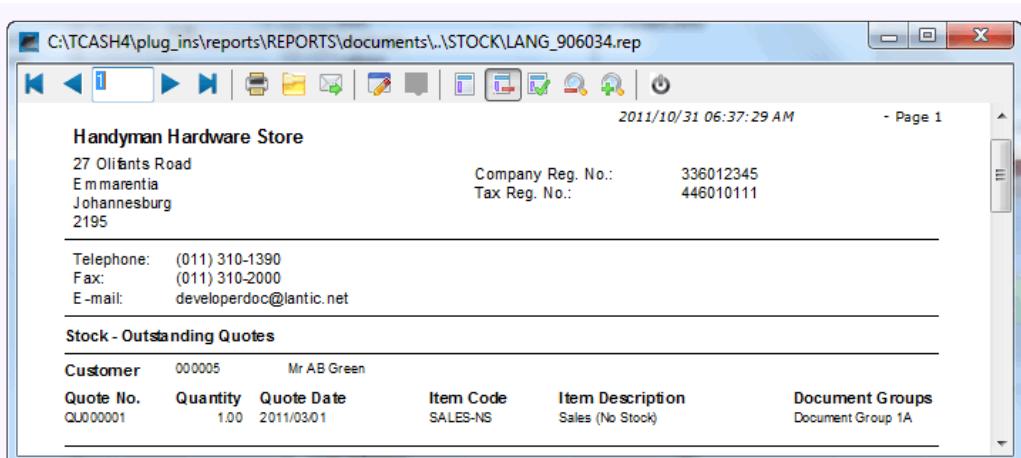


If you click on the **Yes** button, the quote will be deleted from the Quotes list of the Document Entry screen.



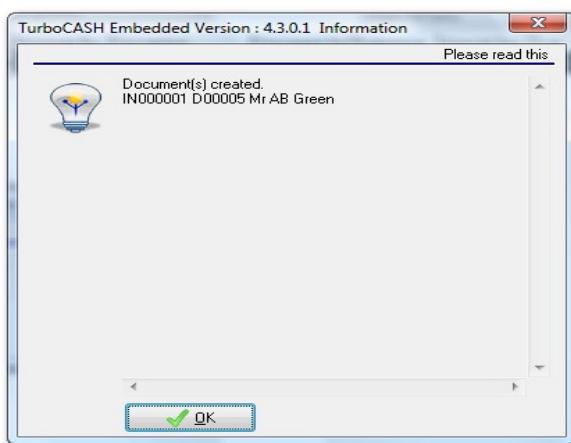
Should you click on the **No** button the quote will still be available on the Quotes list of the Document Entry screen. You may then Copy the quote, change the account, edit the account, etc. before converting it to an invoice.

A list of Quotes which have not yet been converted to an Invoice, may be printed in the Stock screen. To do this, select the Outstanding Quotes Report Type and click on the **Report** button. An example will be displayed as follows:



Once the quote is converted to an invoice, no data will be available to print.

5. The following information screen is displayed:



6. Click on the **OK** button to close this screen.
7. 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 **Input → Documents → Invoices → Enter** menu and the Debtor (Customer) is selected, all available unposted Invoices for that debtor (customer) are listed.

K.5.3.1- Editing an Invoice Confirmed from a Quote

To Edit an Invoice Converted from a Quote:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.

💡

Alternatively you may:

 - Click on the **Input → Documents → Invoices → Enter** menu; or press the **F6** key.
 - Click on the left arrow of the **Invoice** icon and select **Sales Documents → Invoices**.

The *Document Entry* screen will be displayed.

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.

Documents Invoices	Search by None	Value	Filter	Clear
	Like			
	Unposted			
	Show All Items			
New	Account No.	Description	Document N	Reference
Edit	000002	Mr Mike Davies	IN000005	D-101
Print				

3. Select the Invoice on the list and click on the **Edit** button. The screen for *Invoice Entry* is displayed:

000002 Invoice Entry IN000005 Mr Mike Davies, 5.00 items on hand..

Your Reference D-101	Document Group1 Document Group 1B	Date 2011/04/07	Contra Account: Standard	<input type="checkbox"/> Posted																								
Salesperson Tracy	Document Group2	Due Date 2011/05/07																										
Postal Address Company: Mr Mike Davies Contact: Mr. Mike Davies Address: P O Box 333 Address 2: Halfway House Address 3: Postal Code: 1685 Country: South Africa		Delivery Address Mr Mike Davies Mr. Mike Davies 195 AZ Street Eastern Areas Halfway House 1686 South Africa		Message 30 Days Net/This quote is valid for days only. Ref: QU000002 Tax Reference: 336012345																								
<table border="1"> <thead> <tr> <th>Item Code</th> <th>Description</th> <th>Qty Order</th> <th>Qty Ship</th> <th>Tax</th> <th>Unit Excl.</th> <th>Disc.</th> <th>Amount Excl.</th> </tr> </thead> <tbody> <tr> <td>3DRILL</td> <td>Drill Press</td> <td>1.00</td> <td>1.00</td> <td>Output VAT</td> <td>1 000.00</td> <td>% 0</td> <td>1 000.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Price Name</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Selling Price 1</td> <td>1000</td> </tr> <tr> <td>Selling Price 2</td> <td>1100</td> </tr> <tr> <td>Selling Price 3</td> <td>1200</td> </tr> </tbody> </table>					Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.	3DRILL	Drill Press	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00	Price Name	Value	Selling Price 1	1000	Selling Price 2	1100	Selling Price 3	1200
Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.																					
3DRILL	Drill Press	1.00	1.00	Output VAT	1 000.00	% 0	1 000.00																					
Price Name	Value																											
Selling Price 1	1000																											
Selling Price 2	1100																											
Selling Price 3	1200																											
Debtor 000-002	Current Balance 2930.00	Gross Weight 7070.00	0.00	Exclusive Total 1000.00																								
Invoice No.	Available 10000.00	Net Weight 0.00	0.00	Tax 140.00																								
	Credit Limit Disc%	Total Discount 0.00		Payments 1140.00																								
Fast add item (stock code / barcode / serial) Cancel OK																												



The Quote Number "QU000002", which was converted to this Invoice, is displayed in the very last line in the Message field.

4. Enter or select the following options:

Your Reference: Leave blank, unless the Debtor has supplied you with an Invoice number.

Salesperson: Check that "Tracy" is displayed.

Date: "2011/04/07" (should be displayed, as it is the date on which the Quote was converted to an Invoice).

5. The items and details of the Quote will be displayed on the Entry 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. TurboCASH will ask you if you wish to print the Invoice now.

7. Click on the **Yes** button to print the Invoice. Once finished viewing the Invoice, click on the **Close** button of the Report Viewer screen.



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 2011/04/09 Invoice IN000006	Salesperson Russell 2011/04/10 Invoice IN000007	Salesperson Tracy 2011/04/11 Invoice IN000008
To: Mr. Smith	To: Mr. Davies	To: Mr. Smith
2 Compressors 3000.00	1 Compressor 1500.00	2 Drill Presses 2000.00
VAT/GST/Sales Tax 420.00	VAT/GST/Sales Tax 210.00	VAT/GST/Sales Tax 280.00
Total 3420.00	Total 1710.00	Total 2280.00

To create a new Invoice:

1. Click on the **Documents** button on the Sidebar (Quick menu); if Documents is not already selected.



Alternatively you may:

- Click on the **Input → Documents → Invoices → Enter** menu; or press the **F6** key.
- Click on the left arrow of the **Invoice** icon and select **Sales Documents → Invoices**.

2. The *Document Entry* screen is displayed:

Account No.	Description	Document N	Reference	Due	Amount Incl	Amount Excl	Tax Amount	Date	Document Group1	Document Gr
000002	Mr Mike Davies	IN000005	D-101	1140.00	1140.00	1 000.00	140.00	2011/04/07	Document Group 1B	Unallocated

3. Click on the **New** button. The *Debtor Accounts* screen is displayed:

Debtor Code	Name	Contactperson	Debtor Group 1	Debtor Group 2	Address	Address 2
D00001	Cash Customer		Debtor Group 1A	Unallocated		
D00002	Mr Mike Davies	Davies	Debtor Group 1B	Unallocated	P O Box 333	Halfway House
D00003	Mr Roger Smith	Smith	Debtor Group 1B	Unallocated	Plot 539 Boxer Road	Glen Austin Ext 3
D00004	Opening Balances - Debtor		Debtor Group 1A	Unallocated		
D00005	Mr AB Green	Green	Debtor Group 1C	Unallocated	P O Box 1111	Morningside
D00006	MAC Restaurant	McKay	Debtor Group 1C	Unallocated	P O Box 5555	Morningside

4. Select the Debtor Account ("Mr. Roger Smith").
5. Click on the **Open** or **OK** button. The screen for *Invoice Entry* is displayed:

Item Code	Description	Qty Order	Qty Ship	Tax	Unit Excl.	Disc.	Amount Excl.
3COMP	Compressor	2.00	2.00	Output VAT	1500.00	% 0	3000.00



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 or select the following options:

- Your Reference: Leave blank, unless the Debtor has supplied you with a reference number.
- Salesperson: Select "Tracy"; if not already displayed.
- Date: Select "2011/04/09".
- Item Code: Press the **Enter** key until you get to the invoice details screen (skip the Address, Delivery Address and Message fields).
- Quantity Order Select "3COMP". The description, Quantity (default 1), Tax Account, Unit Selling Price (Exclusive of VAT/GST/Sales Tax if the **F7:Exclusive** button is active - or Inclusive of VAT/GST/Sales Tax if the **F7:Inclusive** button is active) will be displayed.
- Quantity Ship: Enter "2". The Exclusive amount (or Inclusive amount, if the **F7:Inclusive** button is active), will automatically be multiplied by the quantity entered.
- 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. TurboCASH will ask you if you wish to print the Invoice now.
8. Click on the **Yes** button to print the Invoice. Once finished viewing the Invoice, click on the **Close** button of the Report Viewer screen.
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.



Once all your Invoices are correct, you may post or update them to the Ledger.

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 Chapter C.7.3 of MODULE C) we need to post the Invoices manually.



Check all your Purchases (GRN's) 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. Click on the **Input → Update Ledger** menu. (You may also press the **F3** key on your keyboard). The *Update Invoice* screen will be displayed.
2. Invoices are displayed by default - listing all your Invoices. If not, select "Invoices".



Invoices in rows with a cream background (i.e. IN000001 and IN000002), have not yet been printed.

Invoices in rows with a plain white background (i.e. IN000002 and IN000003), have been printed.

3. Click on the "From... To" field and select -

From Invoice: IN000005

To: IN000008

4. Click on the **Update** button. TurboCASH 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 T-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, do the following:

1. Click on the **T-Account Analyser** (on the Sidebar (Quick menu); or on the **Tools** menu).
 2. Select an Account (e.g. Debtor Account Mr. Mike Davies) and double-click on it.
 3. Click on the following to get specific views of transactions:
 - **Batch Number** (e.g. 10050, 10052, 10054 or 10056 for Sales transactions generated by TurboCASH). This will list only the transactions for a specific batch (journal).
-  If the Cost of Sales is activated, TurboCASH will generate the following 2 batches for each Invoice:
1. **Sales Batch** – This is the Journal (batch type) linked to the Invoices in the **Setup → System Parameters → Documents** menu (e.g. Batch number 10050, 10052, 10054 and 10056).
 2. **Cost of Sales Batch** – This journal (batch type) selected on the **Setup → System Parameters → Stock Information** menu. The Cost of Sales account is selected on the **Ledger** tab for Stock Items (e.g. Batch number 10051, 10053, 10055 and 10057).
- **Account Code** (e.g. G100000 Cost of Sales Account, G750000 Stock Control, T850010 Output Tax Account, D00-0002 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:

Batch View

- **Batch 10041 – IN000005 – Mr. Mike Davies – Sales Transactions**

T-Account Viewer G010-000 Sales							
		From Date	To Date			Export	Print
		2011/04/07	2012/02/29				
				Debit	Credit		
	Opening Balances					0.00	
I0041	G010000	Sales	IN000005	Drill Press	IN000005	2011/04/07	1 000.00
I0041	D000002	Mr Mike Davies	IN000005	Invoice /D-101	IN000005	2011/04/07	1 140.00
I0041	T850010	Output VAT	IN000005	Invoice /D-101	IN000005	2011/04/07	140.00
						1 140.00	1 140.00
						Balance 0.00	
	Filter						
							

- **Batch 10042 – IN000005 – Mr. Mike Davies – Cost of Sales Transaction**

T-Account Viewer G010-000 Sales							
		From Date	To Date			Export	Print
		2011/04/07	2011/04/07				
				Debit	Credit		
	Opening Balances					0.00	
I0042	G100000	Cost of Sales	COS*DOC*	*COST OF SALES /D-101	IN000005	2011/04/07	500.00
I0042	G750000	Stock Control Account	COS*DOC*	*COST OF SALES/D-101	IN000005	2011/04/07	500.00
						500.00	500.00
						Balance 0.00	
	Filter						



If the Cost of Sales is activated, TurboCASH will generate the following 2 batches for each Invoice:

- **Sales Batch** – This is the Journal (batch type) linked to the Invoices in the **Setup → System Parameters → Documents** menu.
- **Cost of Sales Batch** – This journal (batch type) selected on the **Setup → System Parameters → Stock Information** menu.

The Cost of Sales account is selected on the **Ledger** tab for Stock Items.



TurboCASH calculates Cost of Sales according to either Average Cost or Latest Cost, depending on your selection on the **Setup → System Parameters → Stock Information** menu.

Cost Prices and Quantities are determined by the following:

- Opening stock balances entered
- Purchase documents posted (updated).

Account View – Selling Prices

Accounts in the Debtor's Ledger:



Mr. Mike Davies

								Debit	Credit
Opening Balances								4 220.00	
10041	D000002	Mr Mike Davies	IN000005	Invoice /D-101	IN000005	2011/04/07	1 140.00		
10045	D000002	Mr Mike Davies	IN000007	Invoice /C-103	IN000007	2011/04/10	1 710.00		
							7 070.00		
								Balance 7 070.00	0.00



Mr. Roger Smith

								Debit	Credit
Opening Balances								1 000.00	
10043	D000003	Mr Roger Smith	IN000006	Invoice /C-102	IN000006	2011/04/09	3 420.00		
10047	D000003	Mr Roger Smith	IN000008	Invoice /D-102	IN000008	2011/04/11	2 280.00		
							6 700.00		
								Balance 6 700.00	0.00

Accounts in the General Ledger:



Sales Account

								Debit	Credit
Opening Balances								10 000.00	
10041	G010000	Sales	IN000005	Drill Press	IN000005	2011/04/07	1 000.00		
10043	G010000	Sales	IN000006	Compressor	IN000006	2011/04/09	3 000.00		
10045	G010000	Sales	IN000007	Compressor	IN000007	2011/04/10	1 500.00		
10047	G010000	Sales	IN000008	Drill Press	IN000008	2011/04/11	2 000.00		
							0.00		
								Balance - 17 500.00	17 500.00



Output Tax Account

								Debit	Credit
Opening Balances								1 500.00	
10041	T850010	Output VAT	IN000005	Invoice /D-101	IN000005	2011/04/07	140.00		
10043	T850010	Output VAT	IN000006	Invoice /C-102	IN000006	2011/04/09	420.00		
10045	T850010	Output VAT	IN000007	Invoice /C-103	IN000007	2011/04/10	210.00		
10047	T850010	Output VAT	IN000008	Invoice /D-102	IN000008	2011/04/11	280.00		
							0.00		
								Balance - 2 550.00	2 550.00



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 VAT/GST/Sales Tax Accounts).

These Cost of Sales transactions are not applicable to those Stock Types dealt with in MODULE J.

Account View – Cost of Sales

Accounts in the General Ledger:



Cost of Sales Account

								Debit	Credit
Opening Balances								0.00	
I0042	G100000	Cost of Sales	COS*DOC*	*COST OF SALES /D-101	IN000005	2011/04/07	500.00		
I0044	G100000	Cost of Sales	COS*DOC*	*COST OF SALES /C-102	IN000006	2011/04/09	2 000.00		
I0046	G100000	Cost of Sales	COS*DOC*	*COST OF SALES /C-103	IN000007	2011/04/10	1 000.00		
I0048	G100000	Cost of Sales	COS*DOC*	*COST OF SALES /D-102	IN000008	2011/04/11	1 000.00		
							4 500.00		
								Balance 4 500.00	



Stock Control Account

								Debit	Credit
Opening Balances								6 500.00	
I0042	G750000	Stock Control Account	COS*DOC*	*COST OF SALES/D-101	IN000005	2011/04/07			500.00
I0044	G750000	Stock Control Account	COS*DOC*	*COST OF SALES/C-102	IN000006	2011/04/09			2 000.00
I0046	G750000	Stock Control Account	COS*DOC*	*COST OF SALES/C-103	IN000007	2011/04/10			1 000.00
I0048	G750000	Stock Control Account	COS*DOC*	*COST OF SALES/D-102	IN000008	2011/04/11			1 000.00
							10 000.00		
								Balance 5 500.00	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 - CALENDAR / PLANNER

IN THIS MODULE

MODULE L - CALENDAR / PLANNER.....	273
L.1- INTRODUCTION TO THE CALENDAR.....	274
L.2- CREATING INVOICES FOR HOURS.....	275
L.3- REPEATING INVOICES.....	277

L.1- INTRODUCTION TO THE CALENDAR

In *TurboCASH*, 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.



Multi-User Calendar may also be purchased for Multi-user versions.



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:

1. Click on the **Calendar** button on the Sidebar (Quick menu); or click on the **Input → Calendar** menu. Alternatively, press the **Alt + I + C** keys on your keyboard.

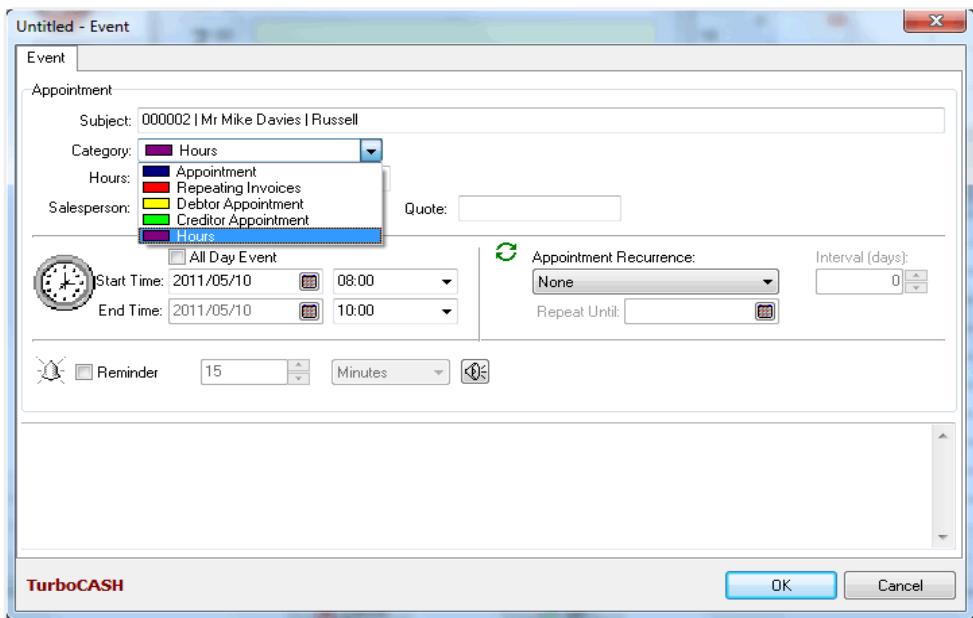


You may set the Calendar to launch by default when opening a Set of Books. To do this; select the "Show Calendar" option on the **Setup → Preferences → Data Parameters** menu.

The Calendar Planner will be displayed.

May 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
18	2	3	4	5	6	7
19	9	10	11	12	13	14
20	16	17	18	19	20	21
21	23	24	25	26	27	28
22	30	31	1	2	3	4
23	6	7	8	9	10	11

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, is 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	This allows you to set appointments (events) for debtors (customers / clients). You may also add notes, etc. and set reminders.
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 purposes of this tutorial, the Invoices for Hours and Repeating Invoices will be discussed here.

L.2- CREATING INVOICES FOR HOURS

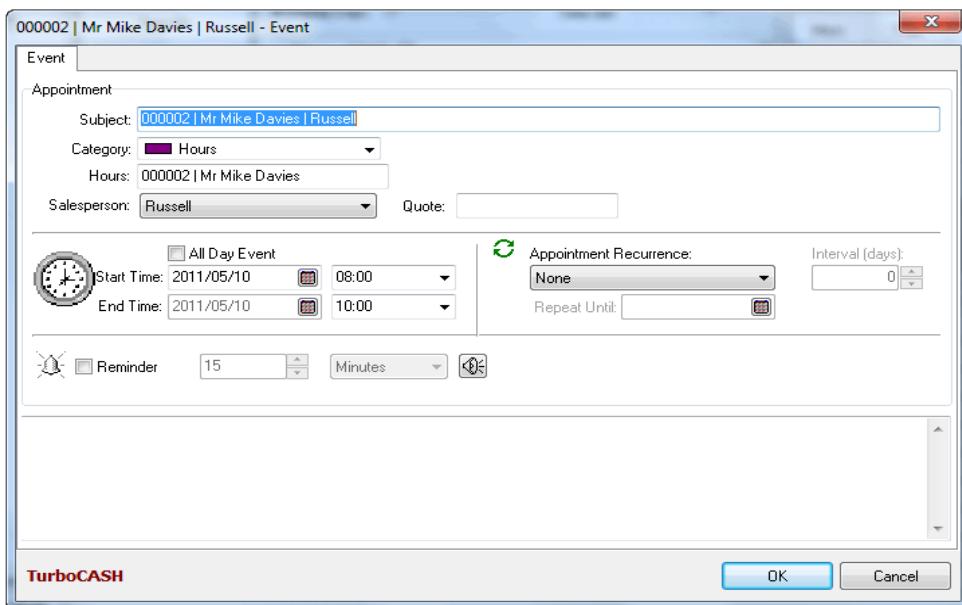
The Calendar (Planner) allows you to schedule appointments with debtors (customers / clients) and generate quotes for appointments / services rendered. This combines your electronic dairy with the quotes and invoicing features in TurboCASH4.

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.



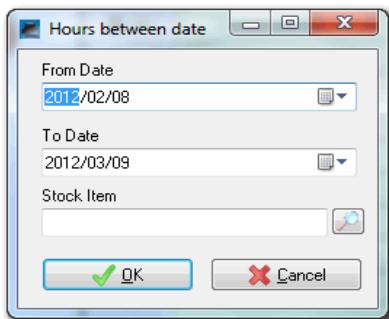
The Debtor code, description and name of the salesperson will automatically be inserted in the "Subject" field.

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. 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.
7. When ready to process the quote, click on the Create invoices for hours button. The Hours between dates screen is displayed:



8. Select the Date from and to.
9. Select the Stock Item. The Stock Code will be displayed.
10. Click on the **OK** button. The Quotes will be generated. Once the process is finished, TurboCASH will inform you that the Quote(s) is (are) generated.
11. Click on the **OK** button.
12. Click on the Documents – Quotes. The Quote will be created as QU000003 as per this example. Edit the Quote, if necessary. You may print these quotes and send them to your debtor (customer / client).



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 (**Edit → Debtor**).

Once the quote 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.

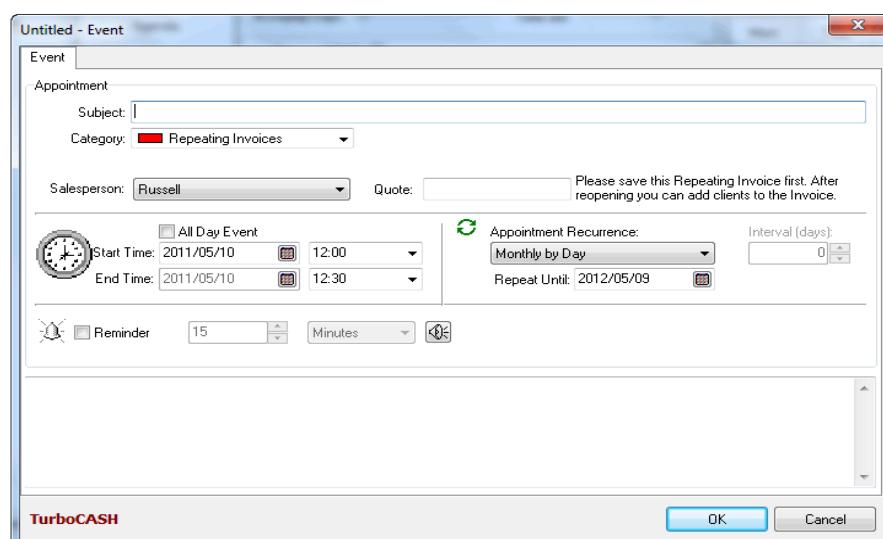
L.3- REPEATING INVOICES

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.

Once the Repeating Invoices is scheduled, you need to reopen the Repeating Invoices event to set your 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:	Enter “ <i>Monthly Invoices</i> ”.
Category:	Select “ <i>Repeating Invoices</i> ”.
Salesman:	Select “ <i>Russell</i> ” as the salesperson.
Quote:	Leave blank.
All day event	Leave blank.
Start Time:	Select “ <i>2011/05/10</i> ”. This is the date and time as selected on the Calendar from where the “ <i>Untitled - Event</i> ” screen was launched. If this date is not correct, you may select the correct date.
End Time:	Field disabled.
Appointment Recurrence:	Select “ <i>Monthly by Day</i> ”.

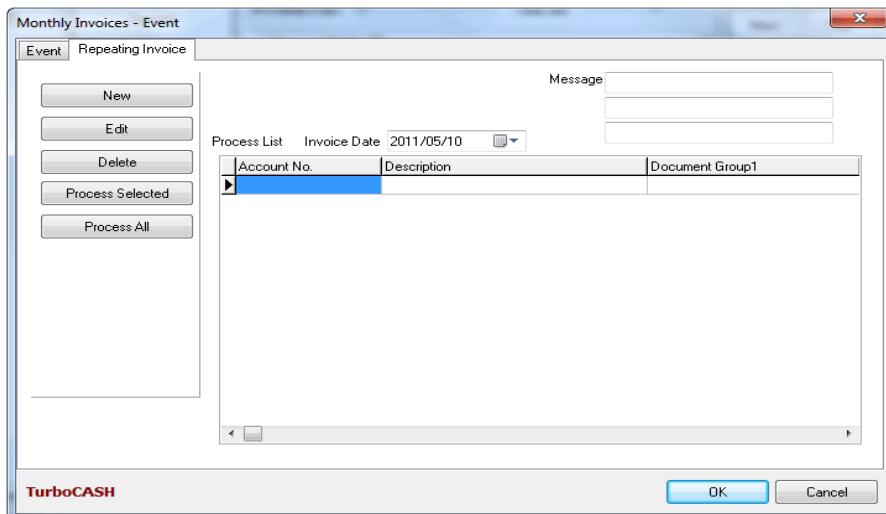
Repeat Until:

 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. 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.
6. Select the Invoice date "2011/05/10"; if not correct. This is the date on which the Invoices will be created.
7. Click on the **New** button.



8. Select the following options:

Type:  Select "Copy invoice" (default option).

Debtor:  Select "D000-002 – Mr. Mike Davies".

Documents:  Select "IN000009".



If you select the "Copy invoice to group 1" option as the Type, you may to select a specific Debtor Reporting Group 1.

9. Click on the **OK** button. The details of the debtor will be listed in the Process list.
10. Click on the **Process** button. Once the process is finished, TurboCASH will inform you that the Document(s) is created.
11. Click on the **OK** button.
12. Click on the **OK** button of the *Repeating Invoices – Event* (e.g. "Monthly Invoices") screen.

13. Click on the Documents – Invoices. The Invoice will be created as IN000010 as per this example. Edit the Invoice, if 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 (**Edit → Debtor**). 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.

MODULE M - BANK RECONCILIATION

IN THIS MODULE

MODULE M - BANK RECONCILIATION.....	280
M.1- INTRODUCTION TO THE BANK RECONCILIATION.....	281
M.2- BANK RECONCILIATION IN TurboCASH.....	281
M.2.1- Reconciling your Cashbook with Bank Statements.....	282
M.2.2- Bank Charges.....	283
M.3- TROUBLESHOOTING DIFFERENCES.....	285

M.1- INTRODUCTION TO THE BANK RECONCILIATION

TurboCASH 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.

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 *TurboCASH*, 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 *TurboCASH* 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 purposes of this tutorial, you have received the following bank statement:

Handyman Hardware Store 27 Olifants Raad] Emmarentia Johannesburg 2195		ABC Bank - Registered Bank PO Box 111 Johannesburg 2000			
Bank Statement No. 5		Date of Statement: 1 April 2011 Page 1 of 1			
Bank Statement for the period 1 March 2011 to 31 March 2011					
Date	Transaction Description	Ref. No.	Debit	Credit	Balance
01 March 2011	Balance brought down				3 193.00
01 March 2011	Deposit	D5000		5 000.00	8 193.00
16 March 2011	Deposit	D5001		3 000.00	11 193.00
30 March 2011	Cheque	106	342.00		10 851.00
30 March 2011	Cheque	107	570.00		11 281.00
30 March 2011	Cheque	108	750.00		9 531.00
30 March 2011	Cheque	109	150.00		9 381.00
30 March 2011	Cheque	110	285.00		9 096.00
30 March 2011	Cheque	111	100.00		8 996.00
31 March 2011	Service Fee	SF	45.00		8 951.00
Definition of Codes	Deposits	Interest Received	Cheques	Unpaid Cheques	Other Debits
CO - Commission DO - Debit Order INT - Interest SF - Service Fee UC - Unpaid Cheque	8 000.00	0.00	2 197.00	0.00	0.00
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.					

M.2- BANK RECONCILIATION IN *TurboCASH*

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 Cashbook and try to correct it immediately. Do not simply carry on doing the reconciliation.



TurboCASH allows you to do your bank reconciliation even if all your batches have not been posted. You may post or update your batches after your reconciliation is completed, unless you are working on a "Client Machine" in a network environment.

M.2.1- Reconciling your Cashbook 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 Cashbook transactions if they are not at this stage updated or posted to the ledger. You may update the normal batch once you completed the bank reconciliation, unless you work on a "Client Machine" in a network environment.

To do a Bank Reconciliation:

1. Click on the **Reconciliation** icon; or click on the **Input → Reconcile Bank** menu.
2. Select the Cashbook you wish to reconcile, i.e. "*Current Bank Account*".
3. Press the **Enter** key. The *Reconcile Bank Account* screen is displayed:

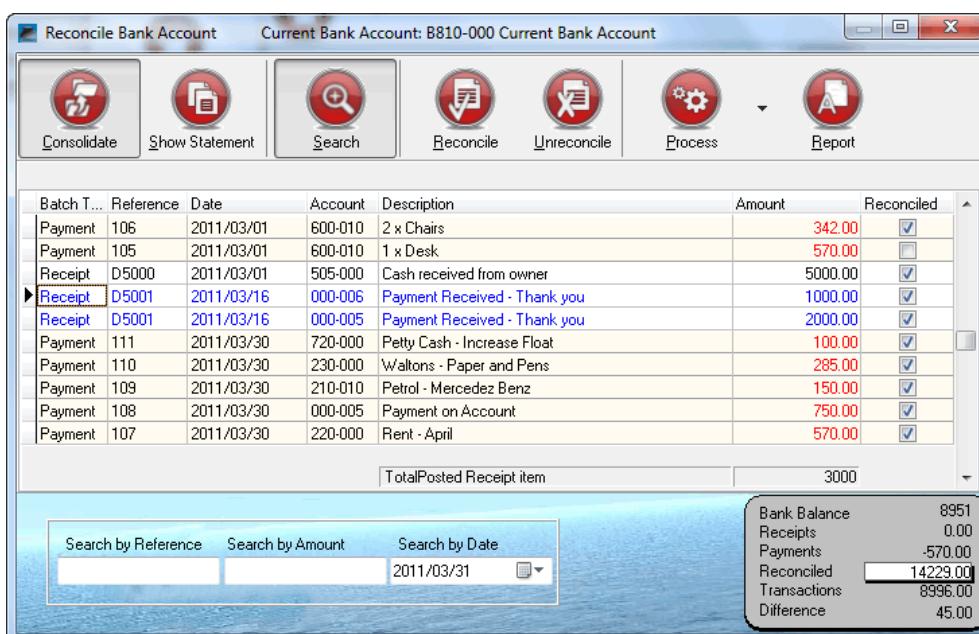


4. Select and / or enter the following:

Include Items Until: Select "2011/03/31".

Bank Balance: Enter "8 951.00" (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 Cashbook for the selected period, i.e. 01 to 31 March 2011. These entries represent your unreconciled items.



Before beginning your bank reconciliation you may set up the following functions:

- **Show Statement** – The BankOnline PluginNot implemented at this stage for TurboCASH4. You may use the Import Bank Statement option (if the Default Bank Reconciliation Method field is not selected on the **Setup → Preferences → Data Parameters** menu).
- **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** – Generate the Bank Reconciliation Report. This report may also be generated from the **Reports → Reconciliation** menu.

To Reconcile Items:

1. Type in the reference: D5000 (as per your reference in the Cashbook) and press the **Enter** key - The amount (5000) and entry will be highlighted in a different colour. If your TurboCASH corresponds with your bank statement, press the **Enter** key.

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. TurboCASH will "tick" each reconciled transaction in your Cashbook. Ensure that you mark your bank statement accordingly.

2. You are now ready for the next line on your bank statement.

Reference: 106

Amount: 342.00

3. Press the **Enter** key to tick. Continue until you get to the bank charges.
4. Once you have "ticked" all possible entries - click on the arrow on the **Process** button 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.

M.2.2- 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. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the **Payments Jnl** and click on the **Open** button. The *Payments Journal* screen will be displayed.
3. Enter the Alias (BatchName) as "BankStatement5".
4. Enter the following transaction:

Reference: BS5
 Date: 2011/03/31
 Account: Bank Charges
 Tax: Select No Tax for the purposes 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.

- Balance the batch. After entering the transactions and balancing the batch, the Payments Jnl is as follows:

No	Reference	Date	Description	Account	Tax	Debit	Credit
1	BS5	2011/03/31	Bank Charges Bank Statement No 5	200-000		45.00	
2	xxxxxx	2011/03/31	Bank Charges Bank Statement No 5	810-000			45.00

Inclusive Amount: R 45.00
Exclusive Amount: R 45.00
Reference Total: R 45.00
Allocate to: March 11
Contra Account: *810-000



Remember to over type the description "BALANCING ENTRY Payments Jnl" with "Bank Charges Bank Statement No.5".

- Post the batch.
- Press the **Esc** key to exit the batch or journal.
- 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 The Difference 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 Cashbook is, in fact, in balance.

- Click on the **Report** icon. The *Bank Account Recon Options* screen is displayed.



All the data of the Bank Account, Date, Bank balance, etc. should still be the same as per your previous selection criteria.



If you have closed the *Reconcile Bank Account* screen, you may generate the bank Reconciliation (Cashbook Report) at any stage via the **Reports → Reconciliation** menu.

- Click on the **Open** button. The Cashbook reconciliation report is displayed:

MODULE M - BANK RECONCILIATION

Handyman Hardware Store	2011/10/31 08:28:03 AM	Page 1
Cashbook Report		
Current Bank Account		
Bank balance as per bank statement		<u>8 951.00</u>
Reference Payments Jnl		
105 2011/03/01 1 xDesk	- 570.00	- 570.00
	<u>- 570.00</u>	
Reconciled Bank Balance	8 381.00	
Bank balance at 2011/03/31 According to TurboCASH:	8 381.00	
Difference	0.00	



TurboCASH will subtract any unreconciled payments and add any unreconciled receipts from the bank balance according to the bank statement, thus giving a reconciled balance.

10. After studying and printing the report, you may close the report.
11. Click on the **Close** button of the *Reconcile Bank Account Options* screen; or press the **Esc** key to exit (close) these screens.

M.3- TROUBLESHOOTING DIFFERENCES



If there is a difference between the reconciled balance and the balance according to TurboCASH, 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 (**Input** → **Reconcile Bank** menu); or on the *Bank Account Recon Options* screen (**Reports** → **Reconciliation** menu).
- Incorrect date entered ("Include Items Until" field) on *Bank Account Recon Options* screen (**Reports** → **Reconciliation** menu).
- Errors in posting - they 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 generate a Cash-book report from the **Reports** → **General Ledger** → **Transactions** menu to trace some errors.

Handy man Hardware Store	31/10/2011 at 08:30:21	Page1			
Detailed Ledger					
From 01-Mar-2011 to 31-Mar-2011					
Date	Report Range	Batch Type			
		Reference Details	Debit	Credit	Cumulative Balance
B810000	Current Bank Account				
Balance at 01/03/2011			3 193.00		
16/03/2011 Mar 2011	Receipts Jnl	-----	Deposit Slips D5000 - D5001	8 000.00	11 193.00
	Receipts Jnl Total		8 000.00		
01/03/2011 Mar 2011	Payments Jnl	-----	Payments -Capital - Cheques 105-106	912.00	10 281.00
30/03/2011 Mar 2011	Payments Jnl	-----	Payments -Standard- Cheques 107-	855.00	9 426.00
30/03/2011 Mar 2011	Payments Jnl	-----	Payments -No Tax- Cheques 107-111	1 000.00	8 426.00
31/03/2011 Mar 2011	Payments Jnl	-----	Bank Charges Bank Statement No 5	45.00	8 381.00
	Payments Jnl Total		- 2 812.00		
Balance at 2011/03/31			8 381.00		
Accumulative Total					8 381.00



If the descriptions "*BALANCING ENTRY Receipts Jnl*" and "*BALANCING ENTRY Payments Jnl*" were not changed to a meaningful description such as "*Deposit Slips D5000 – D5001*" and "*Payments Cheques 105 to 111*", it will be difficult to trace any errors.

If the description "*BALANCING ENTRY Payments Jnl*", has been changed, to "*Bank Charges Bank Statement No.5*" for example, it will be easy to find the applicable statement if needed.

MODULE N - BUDGETING

IN THIS MODULE

MODULE N - BUDGETING.....	287
N.1- BUDGETING.....	288
N.2- ENTERING THE BUDGET FIGURES.....	289
N.3- VIEW AND ANALYSE BUDGET FIGURES – T-LEDGER ANALYSER.....	290
N.4- GENERATING A BUDGET vs ACTUAL REPORT.....	291
N.5- GENERATING A BUDGET PERFORMANCE REPORT.....	292

N.1- BUDGETING

The budget facility is used to enter and edit budget figures in *TurboCASH*, 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 are displayed on the following options and / or reports:

- **T-Ledger Analyser** accessible from the T-Ledger Analyser button on the Sidebar (Quick menu) or from the **Tools → T-Ledger Analyser** menu.
- **Reports → General Ledger →**
 - **Budget Performance** – View Budget figures as comparative figures as well as the variance amount and variance percentage for all periods of each selected account.
 - **Income Statement** – View Budget figures as comparative figures for This Year's Income and Expense accounts. An alternative to the Budget figures, Last Year may be used as comparative figures for This Year Income and Expense accounts. You may also select to view the variance on Income Statements.
 - **Trial Balance** – Will list the Budget figures, as well as This Year and Last Year actual balances (if last year figures are available).
- **User Reports** – if User Reports were set up to display budget figures.

For the purposes 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 & 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	6 000	500
230-000	Stationery	120	10
TOTAL EXPENSES		19 200	1 600
NET PROFIT		-52 800	-4 400



Cost of Sales and Gross Profit are only applicable to Trading Stock in MODULE K.

If you do not deal with Trading Stock and do not wish to complete MODULE K, enter the amounts (for the purposes of this tutorial) as follows:

- Sales account figure as -72 000 instead of -120 000.
- Cost of Sales account – Do not enter any figure

Net Profit should still be 52 800 for the year and 4 400 for March.



The net profit need not be entered, as it will automatically be calculated.

N.2- ENTERING THE BUDGET FIGURES

To enter your Budget figures:

1. Click on the **Edit → Accounts** menu. The *Accounts* screen listing all your available Accounts is displayed:

The screenshot shows the 'Accounts' window with the following details:

- Sort:** Reporting Group 1
- Account starts with:** [empty]
- Description:** [empty]
- Tree View (Left):**
 - REPORTING GROUP ROOT
 - #Income
 - *G010000 Sales (highlighted)
 - *G100000 Cost of Sales
 - #Cost of Sales
 - #Expenses
 - *G200000 Bank Charges
 - *G205000 Depreciation
 - *G210000 Motor Vehicle Expenses
 - *G210010 Fuel and Oil
 - *G210020 Maintenance
 - *G210030 Repairs
 - *G215000 Maintenance of Tools
 - *G220000 Rent
 - *G225000 Salaries and Wages
 - *G230000 Stationery
 - *G235000 Sundry Expenses
 - #Capital
 - G505000 Capital
 - G510000 Retained Income
 - #Longterm Liabilities
 - G520000 Installment Agreements
 - #Current Liabilities
 - G850000 VAT Control Account
 - T850010 Output VAT
 - T850020 Input VAT - Standard Rate
 - T850030 Input VAT - Capital Goods
 - G850100 VAT Payment
 - G900000 Creditors Control Account
 - G999000 Suspense Account
 - #Fixed Assets
 - G600000 Furniture and Fittings - Net Value
 - G600010 Furniture and Fittings @ Cost
 - G600020 Furniture & Fittin - Acc. Deprec.
 - G610000 Motor Vehicles - Net Value
 - G610010 Motor Vehicles @ Cost
- Right Panel (Properties):**
 - Account Type: Ledger
 - Account No.: 010 000
 - Description: Sales
 - Reporting Group 1: Income
 - Reporting Group 2: Income2
 - Account Type: Income / Expenses
 - Status: Enabled
 - Open Item Account: No
 - Posted: 9
 - Link Tax: Empty
- Budget Tab:**

Total Amount	Periods	Year
0	12	2012

Set period budget

Date	Amount	Reference	Description
2011/03/01	-10000	Gen	
2011/04/01	-10000	Gen	
2011/05/01	-10000	Gen	
2011/06/01	-10000	Gen	
2011/07/01	-10000	Gen	

2. Select the first account, i.e. "Sales" and enter the budget figure. Enter the annual amount of **-120 000** in the "Total period budget" field and click on the **Set period budget** button.



The – sign will transfer the amounts to the credit column.

For a debit amount just insert the annual amount without the “–”. The amount will automatically be divided this amount into 12 months in the debit or credit fields, depending on whether a “–” or Credit sign have been entered in the Amount field.



Each month can be overwritten so that the budget can be flexed month by month to accommodate seasonal trends and spending patterns of your business. The system will keep a running total for you, so that as you are flexing the monthly budget, you can see the effect on the annual amount.

Budget figures can also be entered for Balance Sheet accounts (Capital, Liabilities and Assets), which may be used as a guideline to control the balances on these accounts.

3. Click on the **Save** button (next to the account description field). The amount will be displayed next to the account.



If you do not click on the **Save** button, any budget figures entered, or changed, will not be saved.

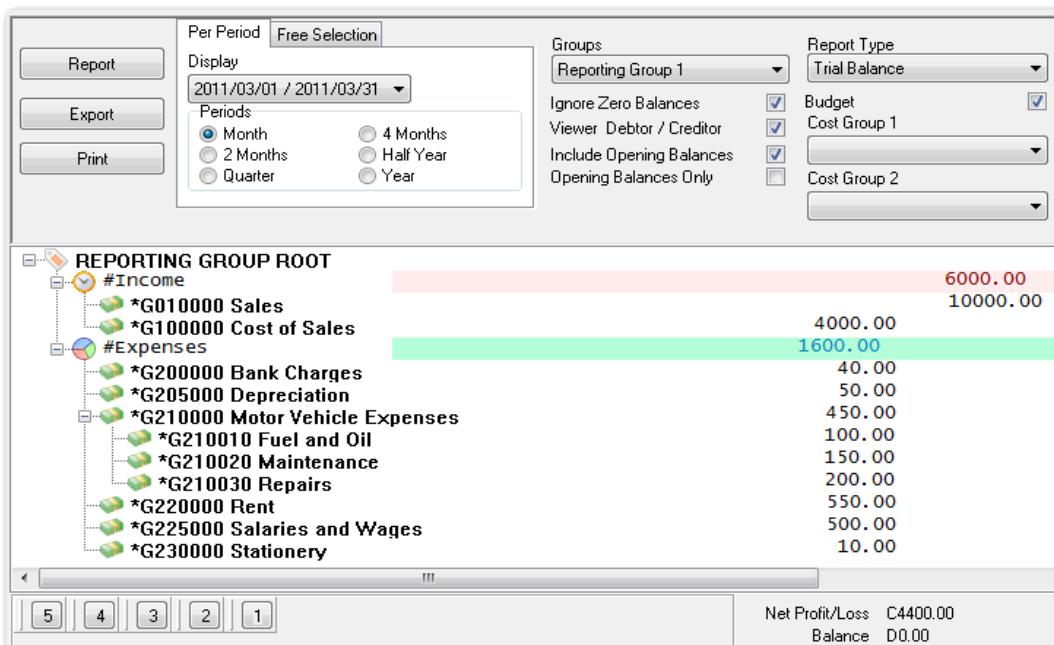
4. Select the next account and enter the budget figure.
5. Continue on your own using the budget on the previous page until you have completed entering your budget figures.
6. When you are finished entering all your budget figures, press the **Esc** key or click on the **Cancel** button.

N.3- VIEW AND ANALYSE BUDGET FIGURES – T-LEDGER ANALYSER

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 T-Ledger Analyser and any reports which supports budget figures.

To View and Analyse Budget Figures in the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quick menu). (You may also click on the **Tools → T-Ledger Analyser** menu or press the **Alt + T + T** keys on your keyboard). The following screen is displayed:



2. Select the “Budget” option (tick). This option is available for the Income / Expenses, Trial Balance and Balance Sheet report type.
3. Select the period from **2011/03/01** to **2011/03/31** to view the budget figures for a specific period, e.g. “March 2011”.



To view the annual budget figures; select the period from **2011/03/01** to **2011/02/28**.

4. 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.

5. If any of these budget figures need some adjustment, click on the **Edit → Accounts** menu; select the applicable accounts and edit or enter the necessary figures.
6. Click on the **Print** button to print the Budget report.

N.4- GENERATING A 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 T-Ledger Analyser and any reports which supports budget figures.
3. **Difference** – The difference amount actual Trial Balance vs the Budget figures.
4. **Percentage** – The difference expressed as a percentage.

To Generate a Budget vs Actual Report in the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quick menu). (You may also click on the **Tools → T-Ledger Analyser** menu or press the **Alt + T + T** keys on your keyboard). The following screen is displayed:

The screenshot shows the T-Ledger Analyser interface with the following configuration:

- Report Type:** Budget vs Actual
- Periods:** Month (selected)
- Date Range:** 2011/03/01 / 2011/03/31
- Ignore Zero Balances:** Checked
- Cost Group 1:** Selected
- Cost Group 2:** Unselected

The main table displays the following data:

Code	Name	Trial Balance	Budget	Difference	%
G010000	Sales	0.00	10000.00	0.00	100.00
G100000	Cost of Sales	0.00	4000.00	0.00	0.00
G200000	Bank Charges	45.00	0.00	40.00	-5.00
G205000	Depreciation	150.00	0.00	50.00	-100.00
G210010	Fuel and Oil	150.00	0.00	100.00	-50.00
G210020	Maintenance	810.00	0.00	150.00	-660.00
G210030	Repairs	1200.00	0.00	200.00	-1000.00
G220000	Rent	500.00	0.00	550.00	50.00
G225000	Salaries and Wages	0.00	0.00	500.00	0.00
G230000	Stationery	300.00	0.00	10.00	-290.00
G505000	Capital	0.00	5000.00	0.00	5000.00
G600010	Furniture and Fittings @ Cost	3800.00	0.00	0.00	-3800.00
G600020	Furniture & Fittin - Acc. Deprec.	0.00	50.00	0.00	50.00
G610020	Motor Vehicles -Accum. Depreciation	0.00	100.00	0.00	100.00
G700000	Debtors Control Account	8400.00	0.00	0.00	-8400.00
B810000	Current Bank Account	5188.00	0.00	0.00	-5188.00
B820000	Petty Cash	33.00	0.00	0.00	-33.00
T850010	Output VAT	0.00	1400.00	0.00	1400.00
T850020	Input VAT - Standard Rate	812.00	0.00	0.00	-812.00
T850030	Input VAT - Capital Goods	112.00	0.00	0.00	-112.00
G900000	Creditors Control Account	0.00	4950.00	0.00	4950.00
	Net Profit/Loss	0	6845.00	4400.00	2445.00
	Totals		0.00	4400.00	-4400.00

At the bottom, there are navigation buttons: 7, 6, 5, 4, 3, 2, 1.

2. Select the “Budget vs Actual” report type. This option is available for the Income / Expenses, Trial Balance and Balance Sheet report type.
3. Select the period from **2011/03/01** to **2011/03/31** to view the budget figures for a specific period, e.g. “March 2011”.



To view the annual budget figures; select the period from **2011/03/01** to **2011/02/28**.

4. 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.

5. If any of these budget figures need some adjustment, click on the **Edit → Accounts** menu; select the applicable accounts and edit or enter the necessary figures.

- Click on the **Print** button to print the Budget report.

Code	Name	Trial Balance		Budget		Difference	%
		Debit	Credit	Debit	Credit		
G010000	Sales	0.00	10000.00	0.00	10000.00	0.00	100.00
G100000	Cost of Sales	0.00	0.00	4000.00	0.00	4000.00	0.00
G200000	Bank Charges	45.00	0.00	40.00	0.00	-5.00	112.50
G205000	Depreciation	150.00	0.00	50.00	0.00	-100.00	300.00
G210010	Fuel and Oil	150.00	0.00	100.00	0.00	-50.00	150.00
G210020	Maintenance	810.00	0.00	150.00	0.00	-660.00	540.00
G210030	Repairs	1200.00	0.00	200.00	0.00	-1000.00	600.00
G220000	Rent	500.00	0.00	550.00	0.00	50.00	90.91
G225000	Salaries and Wages	0.00	0.00	500.00	0.00	500.00	0.00
G230000	Stationery	300.00	0.00	10.00	0.00	-290.00	3000.00
G505000	Capital	0.00	5000.00	0.00	0.00	5000.00	1.00
G600010	Furniture and Fittings @ Cost	3800.00	0.00	0.00	0.00	-3800.00	1.00
G600020	Furniture & Fittin - Acc. Deprec.	0.00	50.00	0.00	0.00	50.00	1.00
G610020	Motor Vehicles -Accum. Depreciation	0.00	100.00	0.00	0.00	100.00	1.00
G700000	Debtors Control Account	8400.00	0.00	0.00	0.00	-8400.00	1.00
B810000	Current Bank Account	5188.00	0.00	0.00	0.00	-5188.00	1.00
B820000	Petty Cash	33.00	0.00	0.00	0.00	-33.00	1.00
T850010	Output VAT	0.00	1400.00	0.00	0.00	1400.00	1.00
T850020	InputVAT - Standard Rate	812.00	0.00	0.00	0.00	-812.00	1.00
T850030	InputVAT - Capital Goods	112.00	0.00	0.00	0.00	-112.00	1.00
G900000	Creditors Control Account	0.00	4950.00	0.00	0.00	4950.00	1.00
	Net Profit/Loss	0	6845.00	4400.00	2445.00		
	Totals		0.00	4400.00	-4400.00		

N.5- GENERATING A BUDGET PERFORMANCE REPORT

Budget figures are displayed as comparative figures on the Trial Balance, Income Statement and User Reports (if User Reports were set up to display budget figures). In addition to this, you may also generate a Budget Performance report.

To generate a Budget Performance Report:

- Click on the **Reports → General Ledger → Budget Performance** menu. The *Budget Performance Options* screen will be displayed.
- Select the following options:

- | | |
|------------------------|--|
| Send Report To: | <input checked="" type="checkbox"/> Select "Screen". |
| From Account: | <input type="checkbox"/> Press your Home key (beginning of your Chart of Accounts). |
| To Account: | <input type="checkbox"/> Press your End key (End of your Chart of Accounts). |
| From: | <input checked="" type="checkbox"/> Select the start date. |
| To: | <input checked="" type="checkbox"/> Select the end date. |
| Show Sub-accounts: | <input checked="" type="checkbox"/> Tick. |
| Include Zero Balances: | <input type="checkbox"/> Leave blank. |

- Click on the **OK** button to generate the report.



This report shows the **actual** figures you achieved versus the **budget** figures you aimed to achieve. This report is a valuable tool to check expected income against actual sales. i.e. did you make your targets?

If your expenses are more than your budgeted figures, you may look at the spending pattern or maybe curb some spending. The factors are unique to each business; variances need to be analysed and proactive steps taken to address them.

MODULE O - REPORTS

IN THIS MODULE

MODULE O - REPORTS.....	293
O.1- INTRODUCTION TO REPORTS.....	295
O.2- SUMMARY OF STANDARD REPORTS	295
O.3- GENERATING REPORTS.....	295
O.3.1- Send to Screen.....	296
O.3.2- Send to Printer.....	296
O.3.3- Send to File.....	297
O.3.4- Send to E-mail.....	297
O.3.5- Send to Fax.....	297
O.4- REPORTS IN THE T-LEDGER ANALYSER.....	297
O.5- IMPORTANT REPORTS.....	300
O.5.1- Trial Balance.....	300
O.5.1.1- Generating a Trial Balance in the T-Ledger Analyser.....	300
O.5.1.2- Generating a Trial Balance (Standard Reports).....	302
O.5.2- Income Statement.....	304
O.5.2.1- Generating an Income Statement in the T-Ledger Analyser.....	304
O.5.2.2- Generating an Income Statement (Standard Reports).....	305
O.5.3- Balance Sheet.....	307
O.5.3.1- Generating a Balance Sheet in the T-Ledger Analyser.....	307
O.5.3.2- Generating a Balance Sheet (Standard Reports).....	308
O.5.4- Debtors Age Analysis.....	310
O.5.5- Debtors Statements.....	311
O.5.6- Other Debtors / Creditors Reports	312
O.5.7- Batch Type Details Report.....	313
O.5.7.1- Batch Type Report from Reports menu	313
O.5.7.2- Batch Type Report from Batch Entry screen Context menu.....	314
O.5.8- General Ledger Reports.....	315
O.5.9- Reports to Manage and Analise Stock, Sales and Purchases	315
O.5.9.1- Stock Item Reports.....	315
O.5.9.2- Sales Analysis Reports.....	315
O.5.9.3- Purchase Analysis Reports.....	316

O.1- INTRODUCTION TO REPORTS

TurboCASH 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. TurboCASH can report on your transactions and balances for up to two years (this year and the previous year). Reports are grouped into the various types. All reports are generated on the **Reports** main menu option.

In addition to this, you may also create reports and other views of your data using the some of the following features:

- **Report Manager** (alternative reports have been discussed throughout this tutorial). This will be dealt with in separate documentation.
- **T-Ledger Analyser** (this has also been discussed where applicable in this tutorial). The process to export reports and making charts is briefly introduced later in this chapter.

O.2- SUMMARY OF STANDARD REPORTS

The following standard reports on the **Reports** menu option may be generated:

Reports	Brief Description
Batch Types	Reports on all your transactions entered and updated on the system, for each entry type or for a specific entry type or specified period. For example, all your sales journal, purchase journal, general journals, etc. transactions will be grouped together.
Creditor	Reports on the age analysis, lists, printing of labels, remittance advises and the detailed transactions, for all your creditors or a selection of them for a specified period.
Contact Listing	Lists of all your contacts.
Debtors	Reports on the age analysis, lists, printing of labels, statements and the detailed transactions, for all your debtors or a selection of them for a specified period.
General Ledger	Reports on the budget performance, chart of accounts, cash flow, detailed transactions, movements and financial statements such as the trial balance, income statement and balance sheet, for all your accounts or a selection of them for a specified period.
Reconciliation	Reports on the bank reconciliation as at a specific end of a period.
Tax	Reports can be generated for a specific period for all your Tax (VAT/GST/Sales Tax) or for all or a specific tax code such as Input VAT/GST/Sales Tax; Output VAT/GST/Sales Tax, Zero rated VAT/GST/Sales Tax, etc. as well as detailed or received.
User Reports	All reports which you have created in the Edit - User Reports menu option.
Document Listing	Lists of documents can be generated for each document type.
Stock	Reports on the stock activity, back-order, labels, movements, re-order and stock item listing can be generated to manage your stock items.
Sales Analysis	10 Standard reports may be generated to analyse your stock item sales by customer, product, salesperson, groups, etc.
Point-of-Sales	The point-of-sales cash-up and sales analysis reports may be generated for point-of -sales.
Purchase Analysis	Reports on the purchases by product and purchases by supplier may be generated to analyse your purchases of stock items.

O.3- GENERATING REPORTS

As the principles to generate reports are basically the same on all report option screens, it is a good idea to discuss the output media (Send Report To) in this chapter. To generate a report, click on the **Reports** main menu options and select the specific report you wish to generate. 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 Setup - Preferences - Printer menu option.
File	<i>TurboCASH Report Export utility allows you to Save the report in a directory and in certain formats, you specify.</i>
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.3.1- Send to Screen

On the top of the report generated on your screen, a row of icons or command buttons is displayed. At the bottom of the screen the length of the report, as well as the current page displayed on your screen are shown. By clicking on the **First**, **Previous**, **Next** and **Last** icon you can page through your report. You may also use the horizontal and vertical scroll bars to view the rest of the current page.

If you click on the **Print** button, the *Select the Printer* screen will be displayed. The printer you have selected in the **Setup - Preferences - Printer** menu option will be displayed. You may select any other available printer on your system, by clicking on the drop-down list. You may also select the number of copies of the generated report to be printed on this screen.

When you click on the **OK** button, the selected printer displayed on the screen will print the report. If you click on the **Save** icon (second command button), The *TurboCASH Export Report* screen will be displayed.

On this screen you can specify the Directory, the name for your report and the file type or format in which you wish to save your report. The following file types or formats are available to save your report in:

File Type	File Extension
Html (Hypertext Mark-up Language)	*.htm
Text	*.txt
Comma Separate Value	*.csv
Rich Text	*.RTF
Microsoft Excel	.xls
Windows Metafile	*Wmf



You may also have other available file types or formats on your system, depending on the other software that you have installed on your system, such as OpenOffice, etc.

When you are finished to look at the report on screen, printed or saved it on your system, you may close the report by clicking on the Close icon or on the **Close** button on the top right-hand corner of your screen. You may also press the **Esc** key on your keyboard.

The benefit of printing and saving a report from this screen is that you first view your reports on screen to make sure that you have selected the correct options. It could be a good idea to print and save from this option until you are used to the various options to select.

O.3.2- Send to Printer

If you have selected the Send To **Printer** option and you click on the **OK** button, the report will be printed automatically by the printer you have selected in the **Setup - Preferences - Printer** menu option, without having a chance to preview the report. If you wish to print more than one copy of the report, you may select the number of copies to be printed before you click on the **OK** button. For all the other report output options, you cannot select the number of copies, since they will only be generated in 1 copy.

O.3.3- Send to File

If you have selected the "Send Report To" **File** option and you click on the **OK** button, the very same *TurboCASH Report Export* screen as discussed above will be displayed. You will not be able to preview the report before you can save it.

O.3.4- Send to E-mail

If you have selected the Send 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** → **System Parameters** → **Internet** menu option. Enter the subject and select the e-mail address from your address book and click on the **Send** button.

O.3.5- Send to Fax

If you have selected the Send 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.4- REPORTS IN THE T-LEDGER ANALYSER

All processed (posted) transactions will be accumulated in the T-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 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 – Debtor, Column Balances Column Balances – Creditor), Column Balances Debit/Credit, Column Balances – Debtor Debit/Credit, Column Balances Column Balances – Creditor Debit/Credit.)

2. **Budget** – Budget figures as entered in the **Edit** → **Accounts** menu option.
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 **Tools** → **T-Account Viewer** menu option. When launching it from the **Tools** menu, 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.



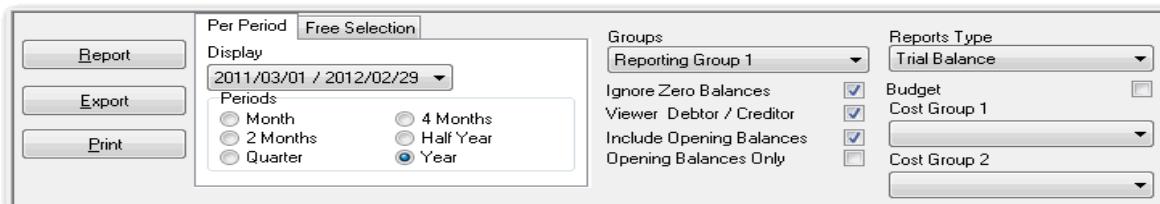
You may click on the following to get specific views of transactions:

- **Batch Number** (e.g. 10012, etc. generated by TurboCASH). This will list only the transactions for a specific batch (journal).
- **Account Code** (e.g. G010000 Sales, B810000 Current Bank Account, T850010 Input VAT/GST/Sale 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 Generate Reports in the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quickmenu). (You may also click on the **Tools** → **T-Ledger Analyser** menu option; or press the **Alt** and **T** and **T** keys on your keyboard). The following screen is displayed:



2. Select the following options:

Option	Description
Reports Type:	<p>Select the following Report Type:</p> <ol style="list-style-type: none"> 1. Trial Balance – List of all accounts in the chart of accounts. This will include: <ul style="list-style-type: none"> - Income / Expense; - Asset / Liability / Capital accounts; - Retained Earnings / Income; - Debtors Control and Creditors 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: <ul style="list-style-type: none"> - Asset / Liability / Capital accounts - Retained Earnings / Income - Debtors Control and Creditors 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 Edit → Accounts menu vs 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 vs 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 – Debtor – Lists the balances of all accounts which is created and maintained in the Edit → Debtor menu option in a Spreadsheet view. The total of these accounts are reported in the Debtors Control Account on the Trial Balance and the Balance Sheet. 9. Column Balances – Creditor – Lists all accounts which is created and maintained in the Edit → Creditor menu option in a Spreadsheet view. The total of these accounts are reported in the Creditors 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). 11. Column Balances – Debtor D/C – Lists the debit and credit account balances of all accounts which is created and maintained in the Edit →

Option	Description
	Debtor menu option in a Spreadsheet view. The total of these accounts are reported in the Debtors Control Account on the Trial Balance and the Balance Sheet.
12. Column Balances – Creditor D/C	– Lists all debit and credit account balances which is created and maintained in the Edit → Creditor menu option in a Spreadsheet view. The total of these accounts are reported in the Creditors 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 Edit → Accounts menu option.
Groups:	Select one of the following options: <ul style="list-style-type: none"> • None – This is the Default. This will list all accounts for the selected Reports 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 the Setup → System Parameters → Groups menu option. • Reporting Group 2 – Lists all accounts according to the Account Reporting Group 2 as created in the Setup → System Parameters → Groups menu option. Reporting Group 1 and 2 – The sequence in which the groups and accounts are listed, may be changed in the Setup → System Parameters → Groups menu option. This is done by selecting the groups on the list and use the Move up or Move down buttons.
Which Year:	Select “ <i>Last Year</i> ” or “ <i>This Year</i> ” <ul style="list-style-type: none"> • Last Year will list the report for Last Year's figures. This is Period 1 to Period 12. This will include the balances of accounts for which transactions were posted (updated to the ledger) in the previous financial year. • This Year will list the report for This Year's figures. This is Period 14 to Period 25. This will include the balances of accounts for which transactions were posted (updated to the ledger) in the current financial year.
From:	By default, the first period of This Year is displayed in the From and To fields.
To:	Once Periods have been selected, these periods will be displayed as the default. If you click on the Lookup icon, the <i>Periods</i> screen will list the periods for <i>This Year</i> or <i>Last Year</i> ; depending on your selection in the “ <i>Which Year</i> ” field.
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.
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.
3.	Select a group or account and right-click on it. On the context menu, select the “ <i>Show details</i> ” option. This will launch the T-Account Viewer on which you may view and analyse any transactions in the T-Account format.



The T-Account Viewer may also be selected on the **Tools → T-Account Viewer** menu option.

O.5- IMPORTANT REPORTS

How to display the trial balance, income and expenses report, and a balance sheet are discussed in detail. Some other reports such as debtor age analysis and debtors statements are detailed. Thereafter, all the reports for this tutorial are printed. It is a good idea to look through each report, making sure that you understand it.

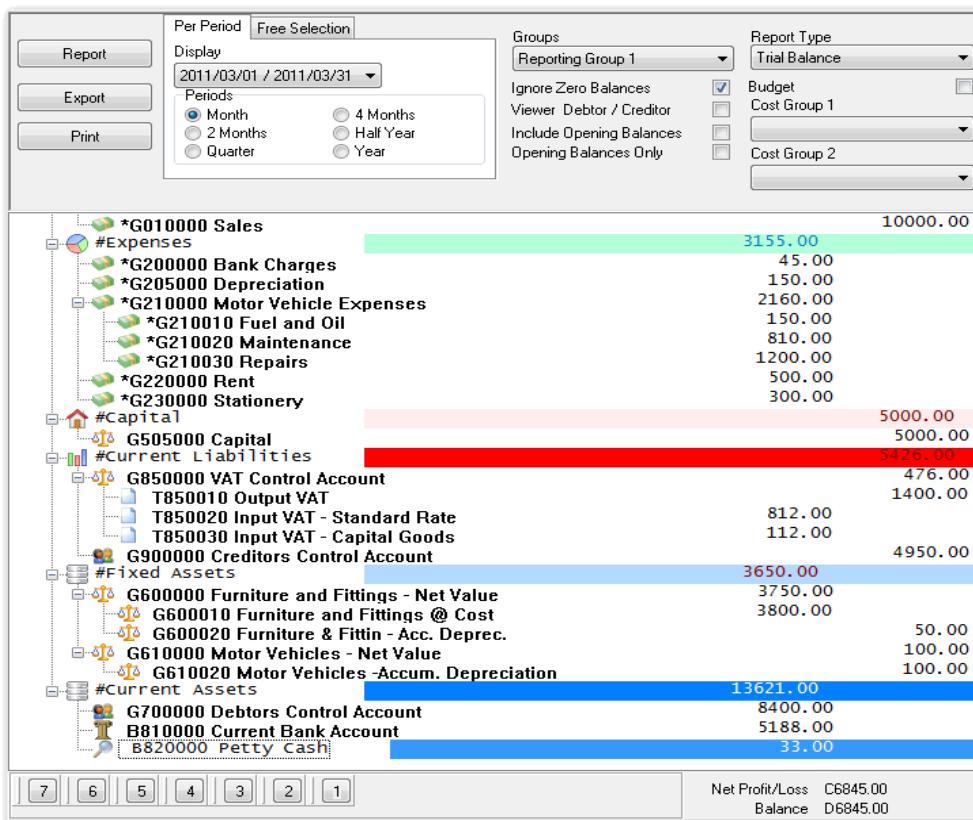
O.5.1- Trial Balance

The Trial Balance will reflect all your Accounts (created in the **Edit → Accounts** menu), which were created as **Balance** and **Income / Expenses** Type for the **Ledger**, **Bank Account** and **Tax** Account Types.

O.5.1.1- Generating a Trial Balance in the T-Ledger Analyser

To generate a Trial Balance in the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quickmenu). (You may also click on the **Tools → T-Ledger Analyser** menu option; or press the **Alt** and **T** and **T** keys on your keyboard). The following screen is displayed:



2. Select the following options:

- Report Type: Select “Trial Balance”.
- Per Period: Click on the “Month” option and select “2011/03/01 – 2011/03/31”. You may also click on the **Free Selection** tab and enter or select the dates from and to fields.
- Groups: Select Reporting Group 1.
- Ignore Zero Balances: Select (“tick”) this option, to list only the balances of the accounts we have entered for the selected period. 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 Debtor / Creditor Remove the "tick" to list only the totals of the Debtor's and Creditor's Control accounts.
If this field is selected, "ticked" it will list the totals of the individual Debtor and Creditor accounts.
- Include Opening Balances: 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"), the opening balances entered in MODULE H will be included 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.

2. Click on the **Report** button.
3. Click on the **Print** button. An example of the printed report is as follows:

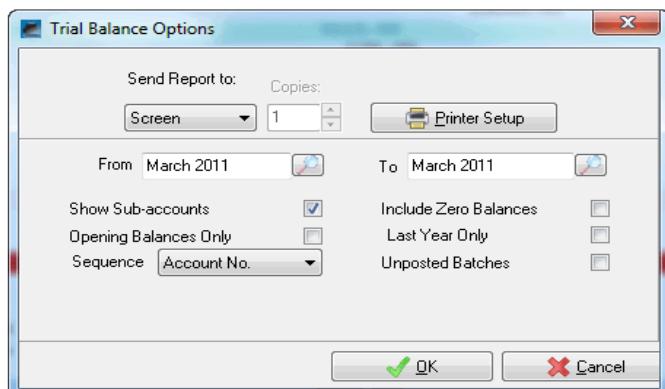
The screenshot shows a software window titled "Handyman Hardware Store" with company details like address, reg. nos., and contact info. Below is the trial balance report:

REPORTING GROUP ROOT			
Income		10 000.00	
010000 Sales			10 000.00
Expenses	3 155.00		
200000 Bank Charges		45.00	
205000 Depreciation		150.00	
210000 Motor Vehicle Expenses			
210010 Fuel and Oil		150.00	
210020 Maintenance		810.00	
210030 Repairs		1 200.00	
220000 Rent		500.00	
230000 Stationery		300.00	
Capital	5 000.00		
505000 Capital			5 000.00
Current Liabilities	5 426.00		
850000 VAT Control Account			
850010 Output VAT	476.00		
850020 Input VAT - Standard Rate		812.00	1 400.00
850030 Input VAT - Capital Goods		112.00	
900000 Creditors Control Account			4 950.00
Fixed Assets	3 650.00		
600000 Furniture and Fittings - Net Value	3 750.00		
600010 Furniture and Fittings @ Cost		3 800.00	
600020 Furniture & Fittin - Acc. Deprec.			50.00
610000 Motor Vehicles - Net Value			
610020 Motor Vehicles -Accum. Depreciation	100.00		100.00
Current Assets	13 621.00		
700000 Debtors Control Account		8 400.00	
810000 Current Bank Account		5 188.00	
820000 Petty Cash		33.00	
Totals	21 500.00	21 500.00	

O.5.1.2- Generating a Trial Balance (Standard Reports)

To generate a Trial Balance:

- Click on the **Reports** → **General Ledger** → **Trial Balance** menu. (You may also press the **Ctrl + T** keys). The *Trial Balance Options* screen is displayed:



You may select to include the amounts of unposted batches in the trial balance.

If you select the Unposted Batches option, a tick field will be activated on which you may select to view only the amounts entered in unposted batches.

- Select the following options:

- | | |
|------------------------|---|
| Send Report To: | <input checked="" type="checkbox"/> Select "Screen". |
| From: | <input checked="" type="checkbox"/> Click on the Lookup button to launch the <i>This Year</i> lookup screen, listing your available accounting Periods.
<input checked="" type="checkbox"/> Select the start date from which you wish to include the balances i.e. "2011/03/01". |
| To: | <input checked="" type="checkbox"/> Click on the Lookup button to launch the <i>This Year</i> lookup screen, listing your available accounting Periods.
<input checked="" type="checkbox"/> Select the end date until which you wish to include the balances i.e. "2011/03/31". |
| Show Sub-accounts: | <input checked="" type="checkbox"/> Tick this option to view the balances of your sub-accounts. If this option is not ticked, no sub-accounts will be displayed and a summary of the net values for the main account will be displayed. |
| Include Zero Balances: | <input checked="" type="checkbox"/> Do not tick this option, as we will see only the balances of the accounts we have entered transactions. If this option is ticked, all accounts listed in your chart of accounts will be displayed and balances will only be displayed for those accounts with transactions. |
| Last Year Only: | <input checked="" type="checkbox"/> Do not tick this option. If you tick this option, only Last Year balances will be displayed. |
| Unposted Batches: | <input checked="" type="checkbox"/> Leave blank. |

- Click on the **OK** button. *TurboCASH* will ask you to confirm, whether you would like to include opening balances.
- Click on the **Yes** button. If you have clicked on the **No** button, you will not be able to view any opening balances, as we have entered them in the previous financial year in this tutorial.



If you wish to view last year's figures as comparative figures, you need to select the end date (in the "date to" field) as 2011/02/28, since the opening balances were entered on 2011/02/28.



When clicking on the **OK** button for any report, *TurboCASH* will check for unposted items and display the number of unposted batches. You may select to view the details of the unposted batches. This is an important facility as these transactions will not be included in your reports. You may select to turn this feature off, or on again, in the No Warning Unposted Special Settings on the **Setup** → **Preferences** → **Data Parameters** menu.

The Trial Balance for the selected period is displayed:

Handyman Hardware Store		2012/03/05 10:59:05			
Trial Balance		This Year		Budget	
Account		Debit	Credit	Debit	Credit
010-000	* Sales	10 000.00		10 000.00	
100-000	* Cost of Sales			4 000.00	
200-000	* Bank Charges	45.00		40.00	
205-000	* Depreciation	150.00		50.00	
210-000	* Motor Vehicle Expenses				
210-010	* Fuel and Oil	150.00		100.00	
210-020	* Maintenance	810.00		150.00	
210-030	* Repairs	1 200.00		200.00	
220-000	* Rent	500.00		550.00	
225-000	* Salaries and Wages			500.00	
230-000	* Stationery	300.00		10.00	
505-000	Capital		16 500.00		
510-000	Retained Income		4 200.00		
600-000	Furniture and Fittings - Net Value				
600-010	Furniture and Fittings @ Cost	4 807.00			
600-020	Furniture & Fittin - Acc. Deprec.			350.00	
610-000	Motor Vehicles - Net Value				
610-010	Motor Vehicles @ Cost	5 000.00			
610-020	Motor Vehicles -Accum. Depreciation			600.00	
700-000	Debtors Control Account	10 200.00			
750-000	Stock Control Account	6 500.00			
810-000	Current Bank Account	8 381.00			
820-000	Petty Cash	133.00			
850-000	VAT Control Account				
850-010	Output VAT		1 500.00		
850-020	Input VAT- Standard Rate	812.00			
850-030	Input VAT- Capital Goods	112.00			
900-000	Creditors Control Account			5 960.00	
		-----	-----	-----	-----
		39 100.00	39 100.00	5 600.00	10 000.00
		0.00			
				Net Profit	Net Profit
				6 845.00	4 400.00

Your profit should be 6845.00.

 For the purposes of this tutorial, Trading Stock is dealt with in MODULE K and the transactions are processed in April 2011. To view the transactions relating to Trading Stock, you may select April 2011 only. Should you select the report to e printed for March 2011 and April 2011, the Net Profit should be 9845.00.

 Press the **Esc** key to return to the main menu; or click on the **Close** button on the *Trial Balance Options* screen.

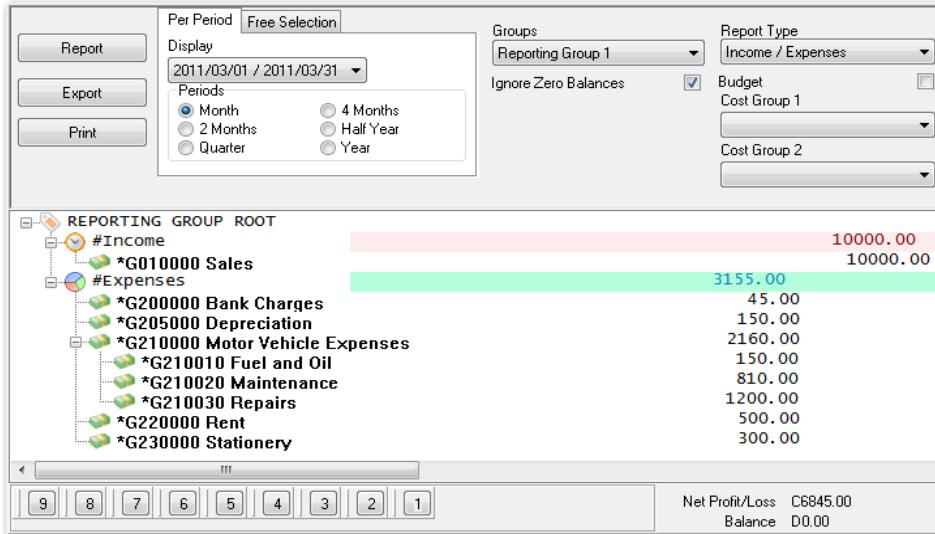
O.5.2- Income Statement

The Income and Expenses report will reflect all your Accounts (created in the **Edit → Accounts** menu), which were created as **Income / Expenses** Type for the **Ledger** Account Type.

O.5.2.1- Generating an Income Statement in the T-Ledger Analyser

To generate an Income Statement in the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quickmenu). (You may also click on the **Tools → T-Ledger Analyser** menu option; or press the **Alt** and **T** and **T** keys on your keyboard). The following screen is displayed:

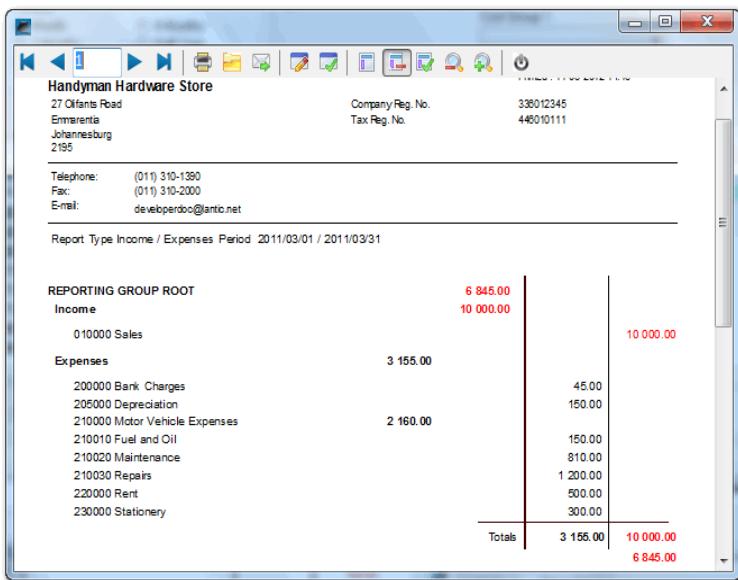


2. Select the following options:

- Report Type: Select “Income and Expenses”.
- Per Period: Click on the “Month” option and select “2011/03/01 – 2011/03/31”.
You may also click on the **Free Selection** tab and enter or select the dates from and to fields.
- Groups: Select Reporting Group 1.
- Ignore Zero Balances: Select (“tick”) this option, to list only the balances of the accounts we have entered for the selected period.
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.

2. Click on the **Report** button.

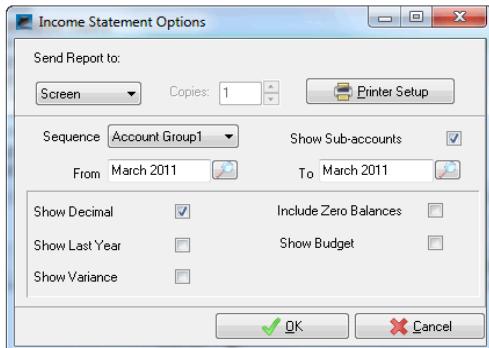
3. Click on the **Print** button. An example of the printed report is as follows:



O.5.2.2- Generating an Income Statement (Standard Reports)

To generate an Income Statement:

1. Click on the **Reports → General Ledger → Income Statement** menu. (You may also press the **Ctrl + I** keys). The *Income Statement Options* screen is displayed:



2. Select the following options:

- Send Report To: Select "Screen".
- Sequence: Select "Account Group 1".
- Show Sub-accounts: Tick.
- From: Select the start date "2011/03/01".
- To: Select the end date "2011/03/31".
- Show Decimal: Tick.
- Include Zero Balances: Leave blank.
- Show Last Year: Leave blank.
- Show Budget: Tick.
- Show Variance: Tick.

3. Click on the **OK** button. TurboCASH will ask you to confirm whether you wish to include opening balances.
4. Click on the **Yes** button. The Income and Expense report is displayed:

Handyman Hardware Store		2011/11/29 02:36:43 PM	Page 1	
Income and Expense Report				
From 01-Mar-2011 to 31-Mar-2011				
Account		This Year	Budget	Variance
010-000	Sales	10 000.00	10 000.00	0.00
Total for Income		10 000.00	6 000.00	4 000.00
200-000	Bank Charges	<45.00>	<40.00>	<5.00>
205-000	Depreciation	<150.00>	<50.00>	<100.00>
210-000	Motor Vehicle Expenses			
210-010	Fuel and Oil	<150.00>	<100.00>	<50.00>
210-020	Maintenance	<810.00>	<150.00>	<660.00>
210-030	Repairs	<1 200.00>	<200.00>	<1 000.00>
220-000	Rent	<500.00>	<550.00>	50.00
230-000	Stationery	<30.00>	<10.00>	<290.00>
Total for Expenses		<3 155.00>	<1 600.00>	<1 555.00>
Net Profit/Loss		6 845.00	4 400.00	<2 445.00>



Once again, we can see our net profit is reflected as 6845.00.

For the purposes of this tutorial, Trading Stock is dealt with in MODULE K and the transactions are processed in April 2011. To view the transactions relating to Trading Stock, you may select April 2011 only. Should you select the report to be printed for March 2011 and April 2011, the Net Profit should be 9845.00.



You will note that cheques entered for the Furniture and Fittings and the Petty Cash Advance are not included in this Income Statement, as they are balance sheet accounts.



Press the **Esc** key to return to the main menu; or click on the **Close** button on the *Income Statements Options* screen.

O.5.3- Balance Sheet



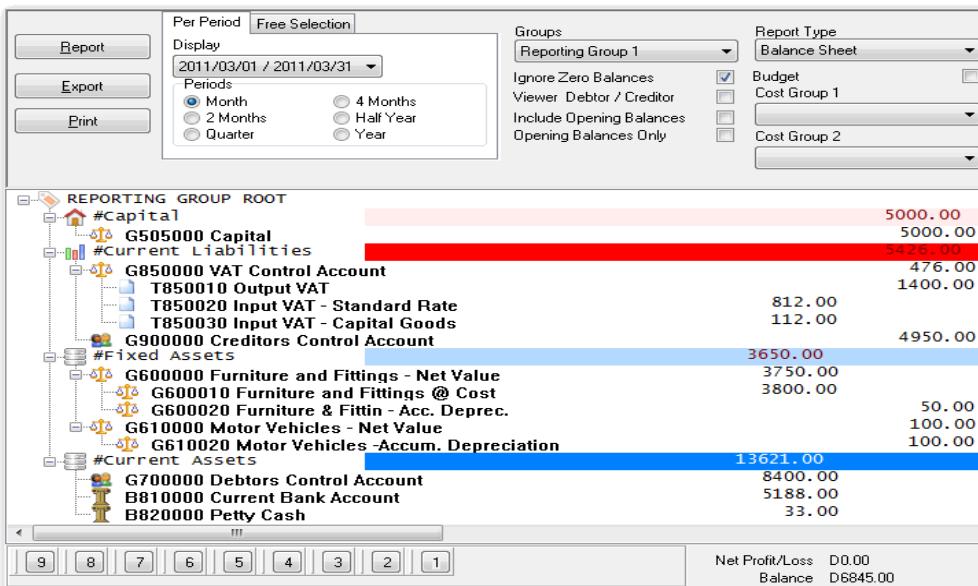
Before you can generate a Balance Sheet, you need to link your Reporting Groups (Account Groups) in the **Setup → System Parameters → Financial Categories** menu to the Financial Categories (Capital, Assets, Liabilities, Income and Expenses).

The Balance Sheet will reflect all your Accounts (created in the **Edit → Accounts** menu), which were created as **Balance** Type for the **Ledger, Bank Account** and **Tax** Account Types.

O.5.3.1- Generating a Balance Sheet in the T-Ledger Analyser

To generate a Balance Sheet in the T-Ledger Analyser:

1. Click on the **T-Ledger Analyser** button on the Sidebar (Quickmenu). (You may also click on the **Tools → T-Ledger Analyser** menu option; or press the **Alt** and **T** and **T** keys on your keyboard). The following screen is displayed:



2. Select the following options:

- Report Type: Select "Balance Sheet".
- Per Period: Click on the "Month" option and select "2011/03/01 – 2011/03/31". You may also click on the **Free Selection** tab and enter or select the dates from and to fields.
- Groups: Select Reporting Group 1.
- Ignore Zero Balances: Select ("tick") this option, to list only the balances of the accounts we have entered for the selected period. 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 Debtor / Creditor: Remove the "tick" to list only the totals of the Debtor's and Creditor's Control accounts. If this field is selected, "ticked" it will list the totals of the individual Debtor and Creditor accounts.
- Include Opening Balances: 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"), the opening balances entered in MODULE H will be included 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.

2. Click on the **Report** button.
3. Click on the **Print** button. An example of the printed report is as follows:

Handyman Hardware Store

27 Olifants Road
Emmarentia
Johannesburg
2196

Company Reg. No. 336012345
Tax Reg. No. 446010111

Telephone: (011) 310-1390
Fax: (011) 310-2000
E-mail: developperdoc@lantc.net

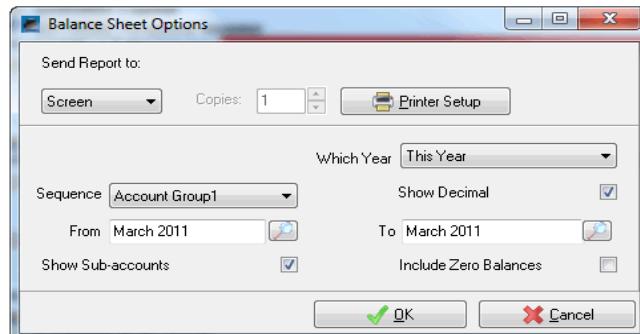
Report Type Balance Sheet Period 2011/03/01 / 2011/03/31

REPORTING GROUP ROOT			
Capital			5 000.00
505000 Capital			
Current Liabilities			
850000 VAT Control Account	476.00		1 400.00
850010 Output VAT		812.00	
850020 Input VAT - Standard Rate		112.00	
850030 Input VAT - Capital Goods			4 950.00
900000 Creditors Control Account			
Fixed Assets			
600000 Furniture and Fittings - Net Value	3 750.00		
600010 Furniture and Fittings @ Cost		3 800.00	
600020 Furniture & Fittin - Acc. Deprec.			50.00
610000 Motor Vehicles - Net Value	100.00		
610020 Motor Vehicles -Accum. Depreciation			100.00
Current Assets			
700000 Debtors Control Account		8 400.00	
810000 Current Bank Account		5 188.00	
820000 Petty Cash		33.00	
Totals	18 345.00		11 500.00
	6 845.00		

O.5.3.2- Generating a Balance Sheet (Standard Reports)

To generate a Balance Sheet:

1. Click on the **Reports → General Ledger → Balance Sheet** menu. (You may also press the **Ctrl** and **B** keys). The *Balance Sheet Options* screen is displayed:



2. Select the following options:

- | | |
|------------------------|--|
| Send Report To: | ✓ <input type="checkbox"/> Select "Screen". |
| Sequence: | ✓ <input type="checkbox"/> Select "Account Group 1". |
| Show Decimal: | ✓ <input checked="" type="checkbox"/> Tick. |
| From: | ✓ <input type="checkbox"/> Select the start date "2011/03/01". |
| To: | ✓ <input type="checkbox"/> Select the end date "2011/03/31". |
| Show Sub-accounts: | ✗ <input type="checkbox"/> Leave blank. |
| Include Zero Balances: | ✗ <input type="checkbox"/> Leave blank. |

3. Click on the **OK** button. TurboCASH will ask you to confirm whether you wish to include opening balances.

4. Click on the **Yes** button. The Balance Sheet is displayed:

Handyman Hardware Store		
Balance Sheet		
As at 31-Mar-2011		
Account		This Year
*Assets		
600-000	Furniture and Fittings - Net Value	4 457.00
610-000	Motor Vehicles - Net Value	4 400.00
Total for Fixed Assets		8 857.00
700-000	Debtors Control Account	10 200.00
750-000	Stock Control Account	6 500.00
810-000	Current Bank Account	8 381.00
820-000	Petty Cash	133.00
Total for Current Assets		25 214.00
Total Assets		34 071.00
*Capital and Liabilities		
505-000	Capital	16 600.00
510-000	Retained Income	4 200.00
Total for Capital		20 700.00
850-000	VAT Control Account	576.00
900-000	Creditors Control Account	5 950.00
Total for Current Liabilities		6 526.00
Total Net Profit/Loss		6 845.00
Total Capital and Liabilities		34 071.00



Once again, we can see our net profit is reflected as 6845.00.



This Balance Sheet displays your Total Assets and Total Liabilities. In other words what the business owns and what it owes to other parties such as owners, Creditors and the Revenue Authorities for VAT/GST/Sales Tax.



Press the **Esc** key to return to the main menu; or click on the **Close** button on the *Balance Sheet Options* screen.

O.5.4- Debtors Age Analysis

To see who your debtors are and how much and for how long they owe you, you need a debtors age analysis. This will tell you the amount each debtor owes and for what period i.e. whether for over 30 days, 60 days or 90 days.

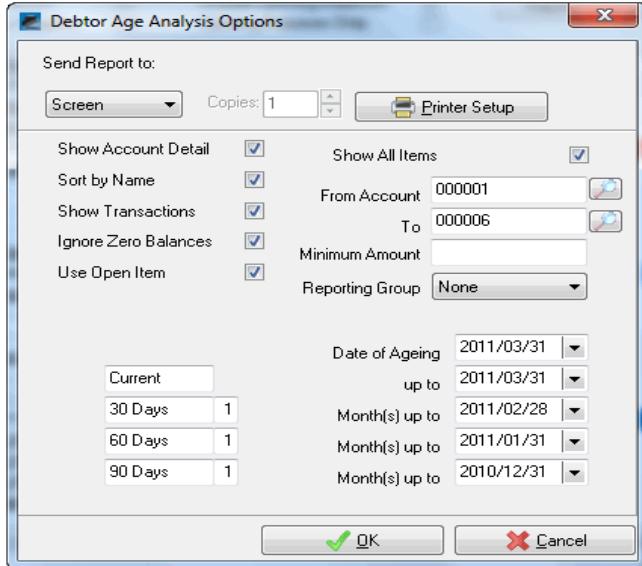
To generate a Debtors Age Analysis Report:

- Click on the **Reports → Debtor → Age Analysis** menu.



You may also click on the **Age Analysis** icon on the Sidebar (Quick menu) to access the **Debtor Age Analysis Options** screen.

The *Debtor Age Analysis Options* screen is displayed:



Reporting Group is only applicable if Debtor Reporting Groups 1 and / or 2 are created in the **Setup → System Parameters → Groups** menu and if these groups are linked to the Debtor Accounts in the **Edit → Accounts → Debtors** screen.

- Select the following options:

- | | |
|-----------------------|---|
| Send Report To: | Select "Screen". |
| Show Account Detail: | Leave blank. |
| Sort by Name: | Tick. |
| Show Transactions: | Tick. |
| Ignore Zero Balances: | Leave blank. |
| Use Open Item: | Leave blank. |
| Show all debtors: | Select (tick). This will include all Debtor accounts in the report whether these are included or not in the From Account and To Account fields. |
| From Account: | Select "000-001". |
| To: | Select "000-006". |
| Minimum Amount: | Leave blank. |
| Reporting Group: | Select "None". |
| Date of Ageing: | Select "2011/03/31". The month(s) to dates will automatically be calculated according to the period increment specified (e.g. 1 as for the purposes of this tutorial). |

- Click on the **OK** button. The *Debtor Age Analysis report* is displayed:

Handyman Hardware Store			31/10/2011 at 04:05:55		page 1		
reference no	date	batch type	transaction total	Current to 2011/03/31	30 Days to 2011/02/28	60 Days to 2011/01/31	90 Days to 2010/12/31
D000006	MAC Restaurant						
	Contact :McKey		Tel : (011)314-5557 Fax : (011)314-5559	Credit Limit it: 10000 E-Mail : mac@pinksoft.co.za			
INV002	2011/03/09 Sales Jnl		1 710.00	1 710.00	0.00	0.00	0.00
IN00002	2011/03/14 Sales Jnl		1 710.00	1 710.00	0.00	0.00	0.00
D5001	2011/03/16 Receipts Jnl		- 1 000.00	- 1 000.00	0.00	0.00	0.00
	Totals :		2 420.00	2 420.00	0.00	0.00	0.00
D000005	Mr AB Green						
	Contact :Green		Tel : (011)314-9997 Fax : (011)314-9999	Credit Limit it: 10000 E-Mail : green@pinksoft.co.za			
INV003	2011/03/10 Sales Jnl		280.00	280.00	0.00	0.00	0.00
IN00001	2011/03/13 Sales Jnl		1 140.00	1 140.00	0.00	0.00	0.00
IN00003	2011/03/15 Sales Jnl		1 140.00	1 140.00	0.00	0.00	0.00
	Totals :		2 560.00	2 560.00	0.00	0.00	0.00
D000002	Mr Mike Davies						
	Contact :		Tel : (011)315-1225 Fax : (011)315-1226	Credit Limit it: 10000 E-Mail : mike@pinksoft.co.za			
JNL2	2010/12/31 General Jnl		100.00	0.00	0.00	0.00	100.00
JNL2	2011/01/31 General Jnl		200.00	0.00	0.00	200.00	0.00
JNL2	2011/02/28 General Jnl		500.00	0.00	500.00	0.00	0.00
INV004	2011/03/12 Sales Jnl		1 710.00	1 710.00	0.00	0.00	0.00
IN00004	2011/03/16 Sales Jnl		1 710.00	1 710.00	0.00	0.00	0.00
	Totals :		4 220.00	3 420.00	500.00	200.00	100.00
D000003	Mr Roger Smith						
	Contact :		Tel : (011)310-1677 Fax : (011)310-1678	Credit Limit it: 12000 E-Mail : smith@pinksoft.co.za			
JNL2	2010/12/31 General Jnl		200.00	0.00	0.00	0.00	200.00
JNL2	2011/01/31 General Jnl		200.00	0.00	0.00	200.00	0.00
JNL2	2011/02/28 General Jnl		600.00	0.00	600.00	0.00	0.00
	Totals :		1 000.00	0.00	600.00	200.00	200.00
	Totals :		10 200.00	10 200.00	1 100.00	400.00	300.00
	totals for report :		10 200.00	8 400.00	1 100.00	400.00	300.00



Report total = 10200.00. This should be equal to the debtors' control account in the trial balance.

O.5.5- Debtors Statements

At the end of every month you would want to send out statements to all your debtors to remind them of what they owe you.

To generate Debtors Statements:

1. Click on the **Reports → Debtor → Statements** menu. The *Debtor Statements* options screen is displayed:



If your debtors are Open Item debtors, Open Item should be ticked.

2. Select the following options:

- Send Report To: Select "Screen".
- From Account: Select "000-001".
- To: Select "000-006".
- Show Contact Person: Leave blank.
- Use Open Item: Leave blank.
- Sort by Name: Tick.
- Show Tax Transactions: Leave blank.
- Minimum Amount: Leave blank.
- Date of Statements: Select "2011/03/31". The month(s) to dates will automatically be calculated according to the period increment specified (e.g. 1 as for the purposes of this tutorial).

3. Click on the **OK** button. The Debtor Statements will be displayed.

You may select to fax the statement, or to send it via e-mail. The configuration of Internet and fax facilities is not covered here.



You may select to print your statements on to A4 paper (blank or Pink Software's Pre-printed laser paper) or our Pre-printed self-carbonated continuous paper. Please call us for further assistance in this regard.



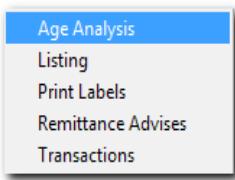
You could use the minimum amount field to only print statements for debtors owing you over a certain amount e.g. if you typed 100 in that field, you would only print statements for debtors owing you more than 100.00.

MAC Restaurant			Handyman Hardware Store		
			Statement to		
			Page	1	2011/03/31
Date	Reference	Description	Debit	Credit	
2011/03/09	NV002	Installing of Built-in Cupboard	1 500.00		
		OUTPUT VAT	210.00		
2011/03/14	N000002	Invoice IB-101	1 500.00		
		OUTPUT VAT	210.00		
2011/03/16	D6001	Payment Received - Thank you		1 000.00	
		Carried forward	2 420.00		
2.5% WILL BE CHARGED ON ALL OVERDUE ACCOUNTS					
Please refer any queries to our accounts					
90 Days	60 Days	30 Days	Current	Due	
0.00	0.00	0.00	2 420.00	2 420.00	
Handyman Hardware Store					
27 Olifants Road					
Emmarentia					
Johannesburg					
2195					
(011) 310-1390					
develinmedia@atlantic.net					
MAC Restaurant					
Contact Name					
McKay					
Account No.:					
D000006					
Vat Number					
66666666					
Date					
2011/03/31					

O.5.6- Other Debtors / Creditors Reports

In addition to the Debtors Age Analysis report and Debtors Statements, you may also print list the details and print labels of all or a selection of your debtor accounts. You may also print the details of all your transactions for all or a selection of your debtor accounts.

The following menu options for available reports are also available to manage your creditor accounts:



O.5.7- Batch Type Details Report

Posted Batch transactions may be printed from the following options:

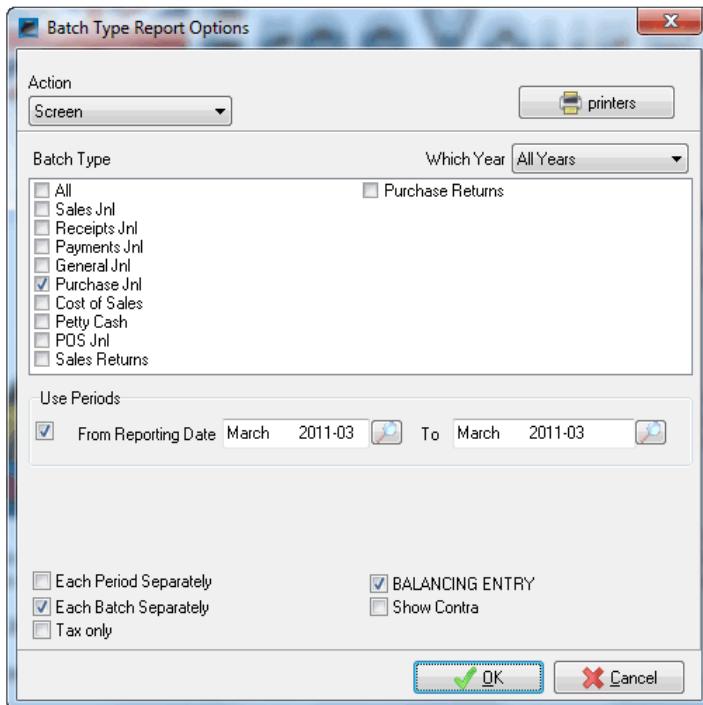
- Reports → Batch Type menu.
- Batch Entry Screen – Posted batches tab.
- Batch Entry Selection screen – Context menu Posted Batch Type option.

O.5.7.1- Batch Type Report from Reports menu

You may generate Batch Type Details Report for all your batch types or a specific batch type (Sales Journal, Purchase Journal, Receipts Journal, Payments Journal, etc.) which you have created in the **Setup → System Parameters → Batch Type** menu. This report will display the detail of all the posted transactions in the batches for a specific selected period.

To generate a Batch Type Details report:

1. Click on the **Reports → Batch Type** menu. The *Batch Type Report Options* screen is displayed:



2. Select the following options:

- | | |
|-----------------|--|
| Send Report To: | <input checked="" type="checkbox"/> Select "Screen". |
| Which Year: | <input checked="" type="checkbox"/> Select "This Year". |
| Batch Type: | <input checked="" type="checkbox"/> Select "Purchase Jnl". |
| Use Periods: | <input checked="" type="checkbox"/> Tick. |

- | | |
|-------------------------|----------------------|
| From Reporting Date: | Select "2011/03/01". |
| To: | Select "2011/03/31". |
| Each Period Separately: | Leave blank. |
| Each Batch Separately: | Tick. |
| Show Balancing Entries: | Tick. |
| Show Contra: | Leave blank. |

3. Click on the **OK** button. The Batch Type Details Report is displayed:

Batch Type Report Options					
Printed : 31-10-2011 04:33					
Handyman Hardware Store					
Period: March 2011 to: March 2011					
BALANCING ENTRY: Yes					
Batch Type Report : Purchase Jnl					
Batch Name : Purchases1103					
Date	Reference	Description	Account	Batch No.:	Debit Credit
2011/03/05	PU001	Service Delivery Van	000-008 ABC-Service-Centre	10023	456.00
2011/03/05	-----	Service Delivery Van	850-020 Input VAT - Standard I		56.00
2011/03/05	-----	Service Delivery Van	210-020 Maintenance		400.00
2011/03/05	PU001	5x New Tyres Fitting and Balancing	000-008 ABC-Service-Centre		684.00
2011/03/05	-----	5x New Tyres Fitting and Balancing	850-020 Input VAT - Standard I		84.00
2011/03/05	-----	5x New Tyres Fitting and Balancing	210-030 Repairs		600.00
2011/03/08	PU002	hs tall Built-in Cupboards	000-005 ABC-Office-Supplies		1710.00
2011/03/08	-----	hs tall Built-in Cupboards	850-020 Input VAT - Standard I		210.00
2011/03/08	-----	hs tall Built-in Cupboards	600-010 Furniture and Fittings I		1500.00
Total Amount 0.00					
Batch Type Report : Purchase Jnl					
Batch Name : PU000001					
Date	Reference	Description	Account	Batch No.:	Debit Credit
2011/03/14	PU000001	Purchases /AAB234GP	000-008 ABC-Service-Centre	10042	1140.00
2011/03/14	PU000001	Maintenance	210-020 Maintenance		400.00
2011/03/14	PU000001	Repairs	210-030 Repairs		600.00
2011/03/14	PU000001	Purchases /AAB234GP	850-020 Input VAT - Standard I		140.00
Total Amount 0.00					
Batch Type Report : Purchase Jnl					
Batch Name : PU000002					
Date	Reference	Description	Account	Batch No.:	Debit Credit
2011/03/15	PU000002	Purchases /ND014	000-005 ABC-Office-Supplies	10043	1710.00
2011/03/15	PU000002	Furniture and Fittings @ Cost	600-010 Furniture and Fittings I		1500.00
2011/03/15	PU000002	Purchases /ND014	850-020 Input VAT - Standard I		210.00
Total Amount 0.00					

The Batch Name (Alias) is as entered on the Batch Entry screen (e.g. Purchases1103 (Purchases for March 2011)). For Documents it is the Document Number as generated by TurboCASH4. In this example the Purchase documents are linked to the same Purchase Jnl as the Batch Entry transactions Purchases1103. Document numbers are set in the **Setup → System Parameters → Documents** menu.



Press the **Esc** key to return to the main menu; or click on the **Close** button on the *Batch Type Report Options* screen.

O.5.7.2- Batch Type Report from Batch Entry screen Context menu

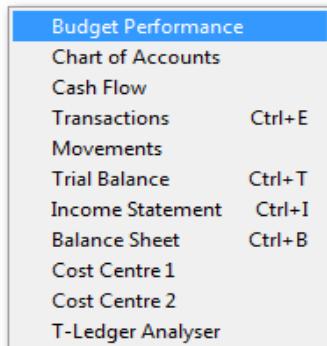
The exact same as above report can be generated on the Batch Entry Selection screen (F2).

To Generate a Batch Type Report from the Batch Entry Selection screen:

1. Click on the **Batch Entry** icon. (You may also press the **F2** key). The *Batch Type* screen will be displayed.
2. Select the batch type and right-click.
3. On the context menu, select Posted *Batch Type Report* option. The *Batch Type Options* screen will be displayed.
4. Select the batch type and periods.
5. Click on the **OK** button.

O.5.8- General Ledger Reports

There are also a host of General Ledger reports available on the **Reports → General Ledger** menu to manage your business activities, performance and transactions.



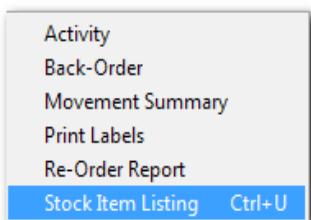
Generate some of these reports and to see how the transactions are displayed in the Set of Books.

O.5.9- Reports to Manage and Analise 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.5.9.1- Stock Item Reports

You may generate 6 reports on the **Reports → Stock** menu to manage and analyse your stock items.



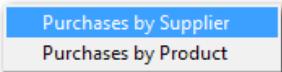
O.5.9.2- Sales Analysis Reports

You may generate 10 sales analysis reports on the **Reports → Sales Analysis** menu to analyse the sales by customer (debtor), salesperson, stock items, groups, etc.



O.5.9.3- Purchase Analysis Reports

You may generate 2 reports on the **Reports → Purchase Analysis** menu to analyse the purchases by supplier (creditor) or products (stock items).



MODULE P - REPORTMAN

IN THIS MODULE

MODULE P - REPORTMAN.....	313
P.1- INTRODUCTION TO REPORTMAN IN TurboCASH4.....	315
P.2- ACCESS REPORTMAN.....	315
P.3- REPORTMAN INTERFACE.....	316
P.3.1- Practice Task – Open TestInvoice.rep.....	316
P.3.2- Report Structure and Data	316
P.3.3- Data access configuration.....	317
P.3.4- Objects	319
P.3.5- Edit Objects.....	320
P.3.5.1- Editing Icons	320
P.3.5.2- Moving Object Icons	320
P.3.6- Preview Output.....	320
P.3.7- Preview the report.....	321
P.3.8- Report Structure	321
P.3.9- Selecting Objects on the Report Structure	322
P.3.10- Adding expressions to the report.....	323
P.3.11- Practice Task – Add a New Dataset	323

P.1- INTRODUCTION TO REPORTMAN IN TurboCASH4

Different tables in TurboCASH4 must be used for a report. The most commonly used tables and its relationships will be outline in this document.

Value have been added to the connections, interaction, relationship to force and interact responses with the datasets and database connections as a plugin / extensions from TurboCASH4 to Reportman. The Zeos Database Objects connection will basically always render a Message (i.e. "Test connection passed"). This is the leader Opensource database driver technology for Delphi/Kylix/Builder.

Should you fail with this successful connection, it may imply that one of the following may need attention:

- Installation of TurboCASH4 (Did not install the Firebird database engine), only installed the Single user Embedded version).
- May have more than one Alias in the reportman (*.rep) files – lets call it badly designed reports or document layout files.
- Corrupted data in the database, etc.

The data in the database, for example; date format, currency, time, etc., is system locale (Regional and Language) specific.

If TurboCASH4 have been installed on a Windows machine, the Language and Regional settings may be changed if you click on the **Set Windows Date/Format/Style** button located in the the **Setup → System Parameters → Company Info (Options)** menu. In Windows operating you may change this in the Control Panel (Regional and Language settings). This will for example display the correct date format as per your countries' regional settings on all reports output and screens in TurboCASH4.



To develop or edit reports in TurboCASH4, you need to use the built in Reportman in TurboCASH4. Some extra functions have been added to Reportman in TurboCASH. Some of these extra functions are; 'GETTEXTLANG' , 'RETURNSQL' , 'NUMBERTOWORDS' , 'GETPRICE', etc. Another important feature is Data access configuration.

All reports in TurboCASH4 are fully translatable via the 'GETTEXTLANG' function. Basically all document layout files and reports designed in Reportman can be displayed in any of the languages by changing the Language in the **File → Switch Language** option.

Language files may be edited in the **Tools → Customize Languages** menu. These are stored in the Bin/Languages folder.

P.2- ACCESS REPORTMAN

In TurboCASH4 you may access and set Reportman different places.

By default, the standard reports will be printed from the **Reports** menu. You may select to print the reportman reports instead of the standard reports by deselecting (removing the tick) in the "Do not use Reportman" field of the **Setup → Preferences → Data Parameters** menu.

The following reports are no longer available as standard reports:

- **Reports → Batch Type**
- **Reports → Stock → Backorder** (currently you need to select the Backorder Report Type on the sidebar of the **Edit → Stock Items** screen).
- **Reports → Tax**
- **Reports → General Ledger → Historical** (new).



On the *Report Options* screens (listed above), you may select the **Edit** button in the Action (Send Report to) field and click on the **OK** button to launch the Report manager designer screen. Here you may edit these reports.

P.3- REPORTMAN INTERFACE

To make it easier to introduce Reportman and to get started with editing customising document layout files, we start with a practice task. The Data structures and complex stuff will be added at the end of this Document for reference purposes.

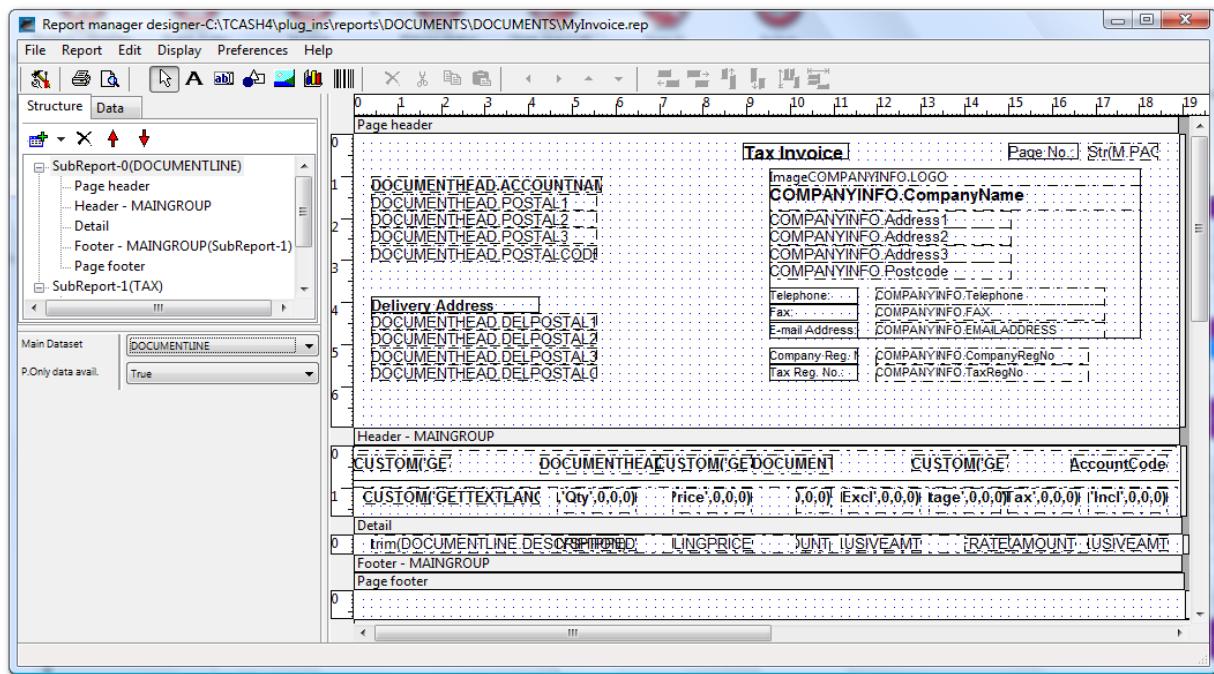
P.3.1- Practice Task – Open TestInvoice.rep

It is not necessary to use parameters for reports, but it is useful in the case of document layout files.

The first step is to understand the ease of use of the Reportman interface and configuring Reportman. To do this, we have created a TestInvoice.rep in the latest update.

Follow these easy steps to explore and see the Reportman:

1. Once the Report man screen is opened (default DOCUMENTS/DOCUMENTS), select the TestInvoice.rep in the list of Documents.
2. Click on the **Explorer folder** button.
3. Copy the **TestInvoice.rep** (in the Windows Explorer folder) and rename it to **MyInvoice.rep**.
4. Click on the **Refresh** button and select the **MyInvoice.rep**. You may double-click (or click on the **Edit** button) to open the Invoice in the Report manager designer screen.



P.3.2- Report Structure and Data

The left pane consists of the following two (2) tabs:

1. **Structure** – On this tab you need to select the report section (i.e. subreport, headers, footers, detail, etc.) to which you may add / edit objects (i.e. images, shapes, labels, expressions, barcodes, charts and variables).
2. **Data** – On this tab you need to select the dataset. You may easily add / edit objects (i.e. images, shapes, labels, expressions, barcodes, charts and variables) to include in your report or document layout file.

The right pane consists of the report document in the designer mode.

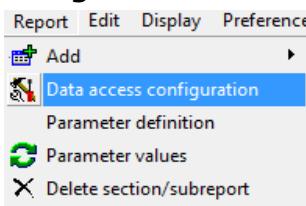
P.3.3- Data access configuration

The Database connections and datasets is the heart of the Report manager. Parameters needs to be passed from TurboCASH4 to Reportman for the various reports.

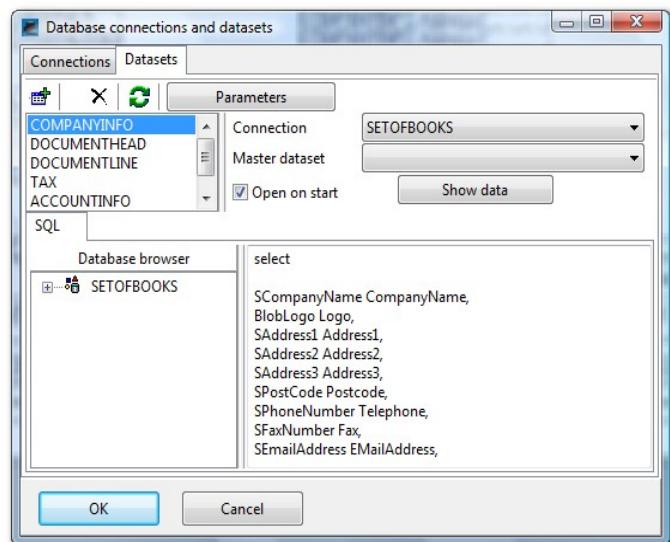
For documents, the **TCVAR_DOCID** parameter is used. This parameter contains the document number in the Dochead table.

For example, in the case of Stock Reports, you may need to use the SQL parameter for the data in the **Edit->Stock Items** menu to activate your search action. This will enable you to define and add various criteria to be used in a report.

To access this you may click on the  icon on icon toolbar or go to the **Report>Data access configuration** menu.



Here you may define your SQL, relationships and parameters to be used for the report.



Writing SQL

To write SQL is actually very simple, for example, "select data from table", where data is a valid field name (e.g. SCompanyName Company Name) in the table and table is a valid table name (e.g. Sysvars).

To call the company name and Fax number (as entered in the Setup->System Parameters screen (it is stored in the sysvars table)), you may simply write **select SCompanyName CompanyName, SFaxNumber Fax from Sysvars**.

Select **YOUR DATA FIELDS** from sysvars

An example of the SQL for the COMPANYINFO dataset is as follows:

SQL Text	Data on Screens
select	
SCompanyName CompanyName, BlobLogo Logo, SAddress1 Address1, SAddress2 Address2, SAddress3 Address3, STaxCode Postcode, SPhoneNumber Telephone, SFaxNumber Fax, SEmailAddress EMailAddress,	Setup Company Info
SCompanyRegNo CompanyRegNo, STaxRegNo TaxRegNo, SBANKNAME1 BankName1, SBANKNAME2 BankName2, SBANKNUMBER1 BankNo1, SBANKNUMBER2 BankNo2, SBANKSWIFT1 BankSwift1, SBANKSWIFT2 BankSwift2, SBANKIBAN1 BankIBAN1, SBANKIBAN2 BankIBAN2, SBANKACCOUNTNAME1 BankAccountName1, SBANKACCOUNTNAME2 BankAccountName2, SInvoiceHeading InvoiceHead, SInvoicesMessage1 InvoiceMessage1, SInvoicesMessage2 InvoiceMessage2, SInvoicesMessage3 InvoiceMessage3, SCreditNoteHeading CreditNoteHead, SCreditNoteMessage1 CreditNoteMessage1, SCreditNoteMessage2 CreditNoteMessage2, SCreditNoteMessage3 CreditNoteMessage3, SQuoteHeading QuoteHead, SQuoteMessage1 QuoteMessage1,	Setup Documents (Invoices)
	Setup Documents (Credit Notes)
	Setup Documents (Quotes)

SQL Text	Data on Screens
SQuoteMessage2 QuoteMessage2, SQuoteMessage3 QuoteMessage3, SPurchaseHeading PurchaseHead, SPurchasesMessage1 PurchaseMessage1, SPurchasesMessage2 PurchaseMessage2, SPurchasesMessage3 PurchaseMessage3, SGoodsReturnedHeading SupplierReturnHead, SGoodsReturnedMessage1 SupplierReturnMessage1, SGoodsReturnedMessage2 SupplierReturnMessage2, SGoodsReturnedMessage3 SupplierReturnMessage3, SOrderHeading OrderHead, SOrderMessage1 OrderMessage1, SOrderMessage2 OrderMessage2, SOrderMessage3 OrderMessage3, SStatementMessage1 StatementMessage1, SStatementMessage2 StatementMessage2, SStatementMessage3 StatementMessage3, SSellingPriceName1 SellingPrice1, SSellingPriceName2 SellingPrice2, SSellingPriceName3 SellingPrice3, SAccountReportName1 LedgerRepGroup1, SAccountReportName1 LedgerRepGroup2, SDebtorReportName1 DebtorRepGroup1, SDebtorReportName2 DebtorRepGroup2, SCreditorReportName1 CreditorRepGroup1, SCreditorReportName2 CreditorRepGroup2, SStockReportName1 StockRepGroup1, SStockReportName1 StockRepGroup2, WRetainedIncomeID RetainedIncomeAccId, WDebtorsControlID DebtorsControlAccId, WCreditorsControlID CreditorControlAccId from sysvars	Setup Documents (Purchases) Setup Documents (Supplier Returns) Setup Documents (Orders) Setup Statements Setup Stock Information Setup Groups Control Accounts linked to the books (default per Set of Books template selected or specified in the Create Set of Books (Advanced) option on the creation wizard.)



In older versions of TurboCASH4 (before version 4.3.0.1 Update) you will receive an error



Preview icon on the icon toolbar of the Report manager. To enable you to preview the report (document layout file) at any time while editing or adding objects to your report, you need to do the following few steps on the "Database connections and datasets" screen.

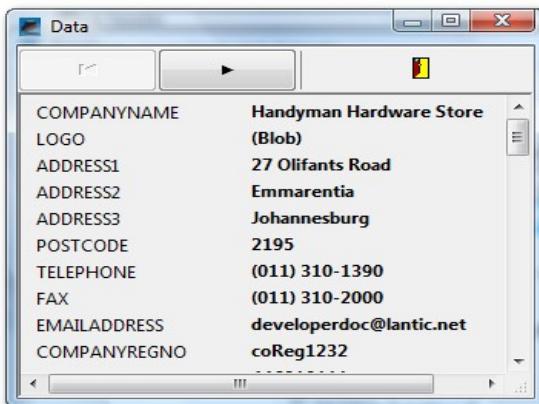
To add a dataset, click on the  icon. To create or edit a document in Reportmanager and test the document, you need an existing document number (or create a new invoice in TurboCASH4).

These steps are not necessary in TurboCASH4 3.0.1 or later versions, since TurboCASH4 will automatically find and use the latest Invoice.

1. Click on the  icon.
2. On the *New dataset* screen, enter the alias (name) "Dummy" and click on the **OK** button.
3. Enter the following SQL text in the memo field:

$$\text{select max(Wdocid) from dochead}$$
4. Click on the **Show data** button.
5. Remember the number displayed on the MAX column. This is the DocumentID number of the last document created in the Set of Books.
6. Close the data screen.
7. Select the "Dummy" query and click on the  to remove it.
8. Click on the **Parameters** button.
9. On the value field, enter the value of the document number.
10. Click on the **OK** button to close the Parameter definition screen.
11. After you have followed these setting and data configurations, you may select the DOCUMENTHEAD or any dataset and click on the **Show data** button to view the details of the Invoice.

To view the datasets, select the Dataset from the list and click on the **Show data** button.



In this example, the Data (for the COMPANYINFO Dataset) is as follows:

If you click on the **Exit** button, you will return to the *Database connections and datasets* screen. You may view other Datasets.

For example, if you view the DOCUMENTLINE Dataset, and you have more than one line in the document (transactions and / or comments), you

may click on the **Next** and **First record** buttons to view the transactions / and or comments.

Click on the **OK** button of the *Database connections and datasets* screen.

P.3.4- Objects

For your convenience, the properties of the objects as at the back of this book.

Objects – The following most commonly used objects are added to a section of the report structure:

- **TRpImage** – This is used to display your company logo on the reports and document layout files. The Company Logo dataset is COMPANYINFO.LOGO (or COMPANYDATA.LOGO). The logo is stored in the database as a BLOB (Binary Large Object) and will be displayed if loaded in the Setup->System Parameters->Company Info Options screen.
- **TRpShape** – Inserts a shape (i.e. rectangle, square, rounded rectangle, rounded square, ellipse, circle, horizontal line, vertical line, oblique 1 and oblique 2). These may be configured (formatted) using Pen Style, Pen Color, Pen Width, Brush Style and Brush Color. In most of the document layout files (excluding the Plain range), the rounded rectangle shape with a clear brush, is used to group blocks of data.
- **TRpLabel** – Add static text object to the report. Examples on the above picture are, Tax Invoice, Delivery Address, Telephone, Fax, E-mail Address, etc.
- **TRpExpression** – This will add an expression object to the report. If you click on the Data tab (on the left pane), Select a dataset (e.g. COMPANYINFO) and the datafield (e.g. COMPANYINFO.COMANYNAME) and simply drag it to the section of the report where you need to display it.

Other objects which may be added to reports are as follows:

- **TRpBarcode** – This will add a barcode object to the report.
- **TRpChart** – This add a chart object to the report. Two (2) examples (i.e. Graphs Financial Categories and Graphs Groups) may be printed (or previewed) in the **Reports** → **Reportman** → **General Ledger** → **Graphs** menu.

P.3.5- Edit Objects

P.3.5.1- Editing Icons

(These icons will only be active when an object is selected).

-  **Select** – Select an object on the report.
-  **Delete** – This icon will delete a selected object. (Keyboard: Ctrl + Del).
-  **Cut** – This will cut a selected object. (Keyboard: Alt + X).
-  **Copy** – This will place a copy of the selected object on the clipboard. (Keyboard: Alt + C).
-  **Paste** – This will paste (insert) the object from the clipboard. (Keyboard: Alt + X).

P.3.5.2- Moving Object Icons

(These icons will only be active when an object is selected).

-  **Move left** – Each click moves the selected object one space to the left. (Keyboard: Ctrl + Left).
-  **Move right** – Each click moves the selected object one space to the right. (Keyboard: Ctrl + Right).
-  **Move up** – Each click moves the selected object one space to the up. (Keyboard: Ctrl + Up).
-  **Move down** – Each click moves the selected object one space to the down. (Keyboard: Ctrl + Down).

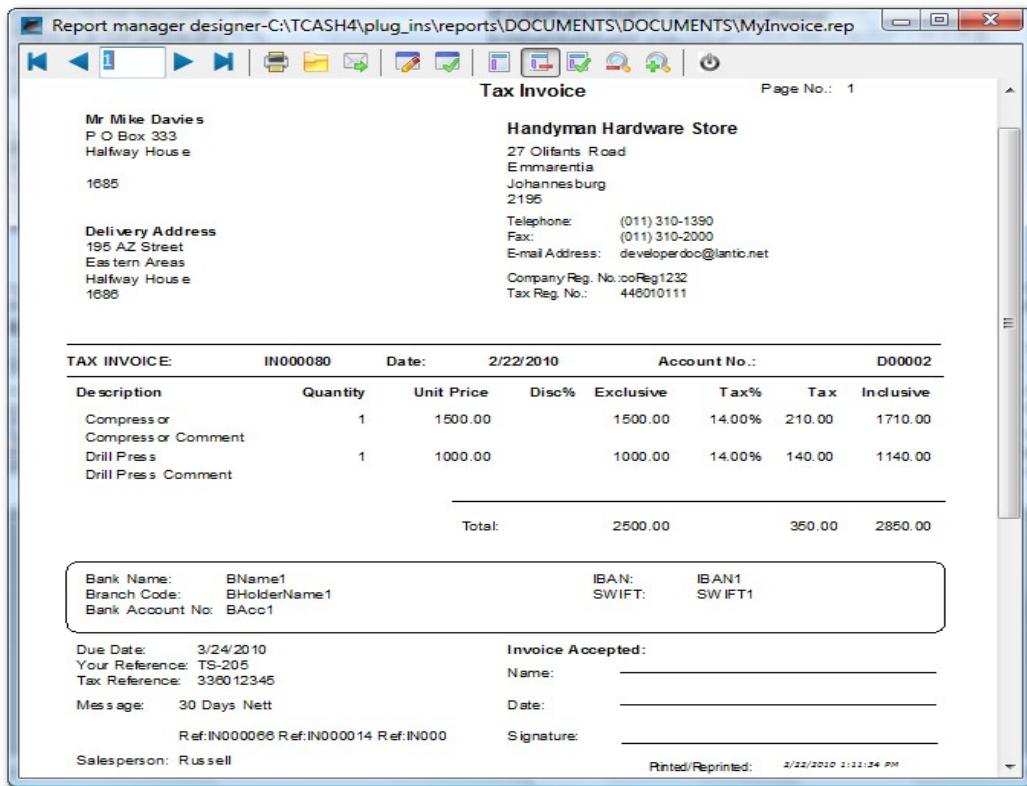
P.3.6- Preview Output

Output Icons – See Data access configuration. If you cannot establish a database connection, you will not be able to preview or print the report.

-  **Preview** – View the report on the screen.
-  **Print** – Opens the Print dialog on which you may select a printer, printer properties, select pages (if required).

P.3.7- Preview the report

Once you can view data (using the **Show data** button), you may click on the  **Preview** icon on the icon toolbar of the Report manager to preview the report or document layout file.



Tax Invoice Page No.: 1

Mr Mike Davies
P O Box 333
Halfway House
1685

Handyman Hardware Store
27 Olifants Road
Emmarentia
Johannesburg
2196

Delivery Address
195 AZ Street
Eastern Areas
Halfway House
1688

Telephone: (011) 310-1390
Fax: (011) 310-2000
E-mail Address: developerdoc@lantic.net
Company Reg. No.: Reg 1232
Tax Reg. No.: 446010111

TAX INVOICE:	IN000080	Date:	2/22/2010	Account No.:	D00002		
Description	Quantity	Unit Price	Disc%	Exclusive	Tax%	Tax	Inclusive
Compressor	1	1500.00		1500.00	14.00%	210.00	1710.00
Compressor Comment							
Drill Press	1	1000.00		1000.00	14.00%	140.00	1140.00
Drill Press Comment							
		Total:	2500.00		350.00	2850.00	

Bank Name: BName1 **IBAN:** IBAN1
Branch Code: BHolderName1 **SWIFT:** SWIFT1
Bank Account No: BAcc1

Due Date: 3/24/2010 **Invoice Accepted:**
Your Reference: TS-205 **Name:** _____
Tax Reference: 336012345

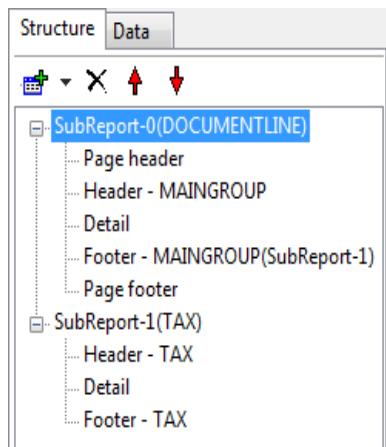
Message: 30 Days Nett **Date:** _____
Ref:IN000066 Ref:IN000014 Ref:IN000 **Signature:** _____

Salesperson: Russell **Printed/Reprinted:** 2/22/2010 2:11:24 PM



The data displayed in the preview of the invoice, should be your own data as entered in the **Setup → System Parameters → Company Info** menu **Edit → Debtors**, and in your document header and document lines file.

P.3.8- Report Structure



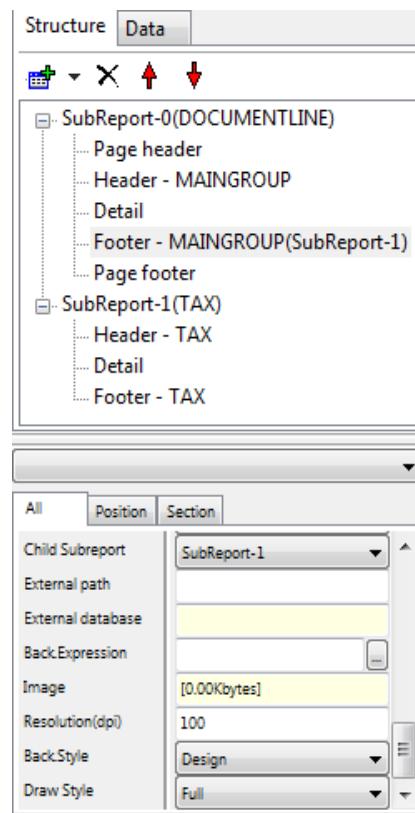
Structure **Data**

- SubReport-0(DOCUMENTLINE)
 - Page header
 - Header - MAINGROUP
 - Detail
 - Footer - MAINGROUP(SubReport-1)
 - Page footer
- SubReport-1(TAX)
 - Header - TAX
 - Detail
 - Footer - TAX

If you click on Subreport-0. The setting for the object is linked to the DOCUMENTLINE dataset. This means that for each record, the column detail is printed.

If you define a new group, it will when the groups field, the group footer will be printed followed by the new group header.

In this report, the report footer is linked to Subreport-1



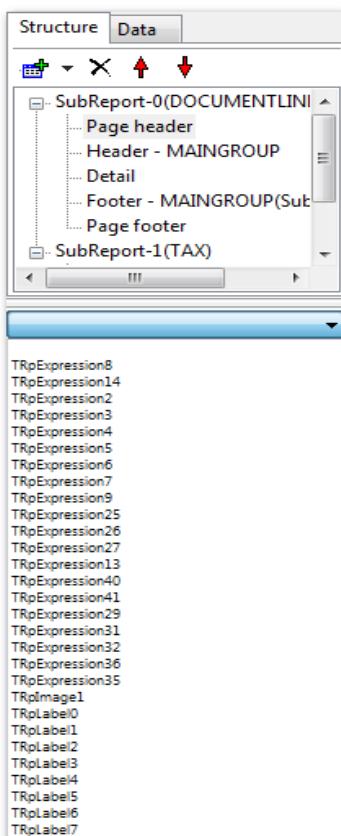
If you select the footer, you may view the properties of the link to the Subreport-0(DOCUMENTLINE).

The Footer – MAINGROUP(Subreport-1) is a Child Subreport of the Subreport-0(DOCUMENTLINE).

You may also link a detail row to a subreport. In combination with the masterdataset, you may link the masterdetail.

In the object inspector you may define settings and formats for the different objects. These object properties will be discussed briefly later in this document.

P.3.9- Selecting Objects on the Report Structure



All objects are added to a selected page structure. In the example of the TestInvoice.rep. On the Page header we have a number of expressions (from the COMPANYINFO and the DOCUMENTHEAD datasets), an image (company logo) (from the COMPANYINFO dataset) and some labels (static text), e.g. Telephone, Fax and E-mail Address.

If you click on a selected object on the list, the object will be displayed on the grid. You may then easily edit move resize or set the properties for the object.

Should you receive an error printing and previewing the report, note the name and number of the object (expression, etc.).

P.3.10- Adding expressions to the report

Once you have selected a section of the report, where you need to add data, click on the Data tab. It will list all your datasets and variables. Select a dataset (in this example the DOCUMENTHEAD dataset is selected). The dataset consists of various datafields or columns. After each database field, the properties (i.e. Data type and Database field length) is displayed.

Row	Field
0	DOCUMENTHEAD.ACCOUNTNAME
1	DOCUMENTHEAD.POSTAL1
2	DOCUMENTHEAD.POSTAL2
3	DOCUMENTHEAD.POSTAL3
4	DOCUMENTHEAD.POSTAL4
5	DOCUMENTHEAD.DELPOSTAL1
6	DOCUMENTHEAD.DELPOSTAL2
7	DOCUMENTHEAD.DELPOSTAL3
8	DOCUMENTHEAD.DELPOSTAL4

There are two (2) basic steps to add database fields or expression objects to the report (i.e. drag and drop or manually adding expression objects). These are:

1. **Draging and Dropping fields** – After testing datasets and connections, you can select a database field, drag and drop it easily to report sections. This will add an expression object to the report.
2. **Manually Adding Expressions** – Should you need to build an expression consisting of more than one database field, and need one condition, for example (IIF(condition,Value is true,Value is false), etc., you need to click on the icon on the icon toolbar.



This will launch the Dialog screen, with a basic default expression (i.e. 2+2). When you click on the **Show data** button it will return a result of 4.

On this Dialog screen, you may add values (Operation) for the various Categories (i.e. Database fields, Functions, Variables, Constants and Operators) to define an expression object.

P.3.11- Practice Task – Add a New Dataset

Additional fields any be added using the FreeFields Plugin / Extension. The SYSVARSEXT table is already present in all Sets of Books.

To add your data to the report, simply do the following:

1. Enter your data in the **Setup → System Parameters → Company Info (Additional Data)** section, if these fields are blank.

Contact Name	My Name
Mobile	099 999 9999

2. Launch the Report Designer from the **Tools** menu.
3. Select MyInvoice.rep and double-click on it (or click on the **Edit** button of the Report man screen).
4. On the Report manager designer screen, go to **Reports → Data access configuration** menu and add the Dataset SYSVARSEXT as a new Dataset.
5. Copy the following SQL text to the text box

```
Select
SCONTACTNAME ContactName,
SMOBILE MobileNo
from Sysvarsext
```

6. Click on the **Show data** button. Your data (as entered in the **Setup->System Parameters->Company Info (Additional Data)** section) will now be displayed.
7. Close the *Data* preview screen. Click on the **OK** button of the *Data access configuration* screen to save the changes.
8. In the **Structure** tab of the Report manager designer screen, select the section of the Report where you wish to add this data.
9. Click on the **Data** tab.
10. Select the *SYSVARSEXT* Dataset and expand the tree. Select the SContactName field and drag it to the section of the report. Also drag the Smobile Data field and drag it to the report section.
11. Click on the **Preview** button of the Report manager designer screen to view your data.
12. You may wish to add Labels (Static Text) objects to the labels.
13. This newly added data will be displayed on the new layout file.

MODULE Q - LIST OF SHORTCUT KEYS

IN THIS MODULE

MODULE Q - LIST OF SHORTCUT KEYS.....	329
Q.1- Function Keys on the TurboCASH Main Program.....	330
Q.2- Function Keys on the Batch Entry Screens.....	330
Q.3- Function Keys on the Document Entry Screens.....	330
Q.4- Shift and Function Keys.....	330
Q.5- Alt and Function Keys.....	331
Q.6- Ctrl and Function Keys	331
Q.7- Ctrl and Alphabetical Character Keys.....	331
Q.8- Ctrl and Alt Keys and Alphabetical Character Keys.....	331

Q.1- Function Keys on the *TurboCASH Main Program*

Key	Description	Menu Option	Function
F1	Help	Help → Help	Access the Help files.
F2	Batch Entry	Input → Batch Entries	Enter transactions in your respective Batch Types.
F3	Update Ledger	Input → Update Ledger	Update Invoices, Credit Notes, Purchases and Goods Returned.
F4	Creditor	Edit → Creditor	To create, edit, delete Creditor (Supplier) accounts.
F5	Debtor	Edit → Debtor	To create, edit, delete Debtor (Customer) accounts.
F6	Invoices	Input → Documents → Invoices → Enter	The Invoicing screen will be displayed on which you may start processing invoices. You may also select to process any of the following documents: <ul style="list-style-type: none"> • Credit Notes • Purchases • Supplier Returns • Quotes • Orders
F10	Creation Wizard	File → Create Set of Books	Launches the Creation Wizard screen on which you may select an option to create, copy, or convert a Set of Books.
F11	Close Set of Books	File → Close Set of Books	Close an open (active) Set of Books.
F12	Stock Items	Edit → Stock Items	Maintain Stock Items.



Invoicing - You may also press the **Spacebar** on your keyboard, to launch the Invoicing screen, provided that no other screens are open or active in *TurboCASH*.

Q.2- Function Keys on the 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.

Q.3- Function Keys on the 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 entered in the document.
F11	Copy	Copy the transactions from a selected invoice.

Q.4- Shift and Function Keys

Key	Description	Menu Option	Function
F3	Confirm	Input → Documents → Confirm	Options to Confirm Quotes and Orders.

Q.5- Alt and Function Keys

Key	Description	Menu Option	Function
F4	Exit TurboCASH	File → Exit TurboCASH	Exit your TurboCASH program.
F5	Credit Notes	Input → Documents → Credit Notes	Enter transactions on Credit Notes
F7	Orders	Input → Documents → Orders	Enter transactions on Orders
F8	Purchases	Input → Documents → Purchases	Enter transactions on Purchases
F9	Quotes	Input → Documents → Quotes	Enter transactions on Quotes
F10	Supplier Returns	Input → Documents → Supplier Returns	Enter transactions on Supplier Returns

Q.6- Ctrl and Function Keys

Key	Description	Menu Option	Function
F3	Search	Tools → Search	Launches the Investigator to search for data in a Set of Books.
F4	Calculator	Tools → Calculator	Access the Calculator.
F5	Company Info	Setup → System Parameters → Company Info	Enter or edit information regarding the company and to set defaults for the company.
F7	POS Invoice	Input → Documents → POS Invoice	To start processing Point-of-Sale invoices.
F10	Delete a Set of Books	File → Delete Set of Books	To permanently remove a selected Set of Books from your System.

Q.7- Ctrl and Alphabetical Character Keys

Key	Description	Menu Option	Function
B	Balance Sheet	Reports → General Ledger → Balance Sheet.	Options to generate a Balance Sheet.
E	General Ledger Transactions	Reports → General Ledger → Transactions	Options to generate General Ledger Transactions.
I	Income Statement	Reports → General Ledger - Income Statement	Options to generate an Income Statement.
L	Open Item Link	Input → Open Item Link	Options to link receipts to specific invoices for Debtors and payments for Creditors to certain supplier invoices or purchases.
R	Reconcile Bank	Input → Reconcile Bank	Perform the Bank Reconciliation.
S	Save As	File → Save As	Save your Set of Books in a selected directory or location.
T	Trial Balance	Reports → General Ledger → Trial Balance	Options to generate a Trial Balance.

Q.8- Ctrl and Alt Keys and Alphabetical Character Keys

The following keys have been assigned to generate Sales Analysis Reports. While keeping the **Ctrl** and **Alt** keys down, you also need to press the **R** and **A** keys followed by the following keys:

Key	Description
C	Sales by Customer
G	Sales by Group
P	Sales by Product
S	Sales by Salesperson