FreePlus Accounts User Manual

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Introduction

This manual is a companion to the main User Manual and describes the functions that are specific to the Bookkeeper version of FreePlus Accounts.

These additional functions are accessible for a small monthly charge as detailed in the Features page (www.freeplusaccounts.co.uk/features) of the main site.

In summary they include:-

- The ability to create and manage multiple client accounts
- The ability to add additional nominal accounts to client accounts
- A facility for making bulk sales and purchase receipts/invoices

Unlike other online accounting systems, FreePlus Accounts allows accountants and bookkeepers to manage many client accounts for a single small charge. This can represent a major cost-saving when managing the accounts of many small businesses.

Getting Started

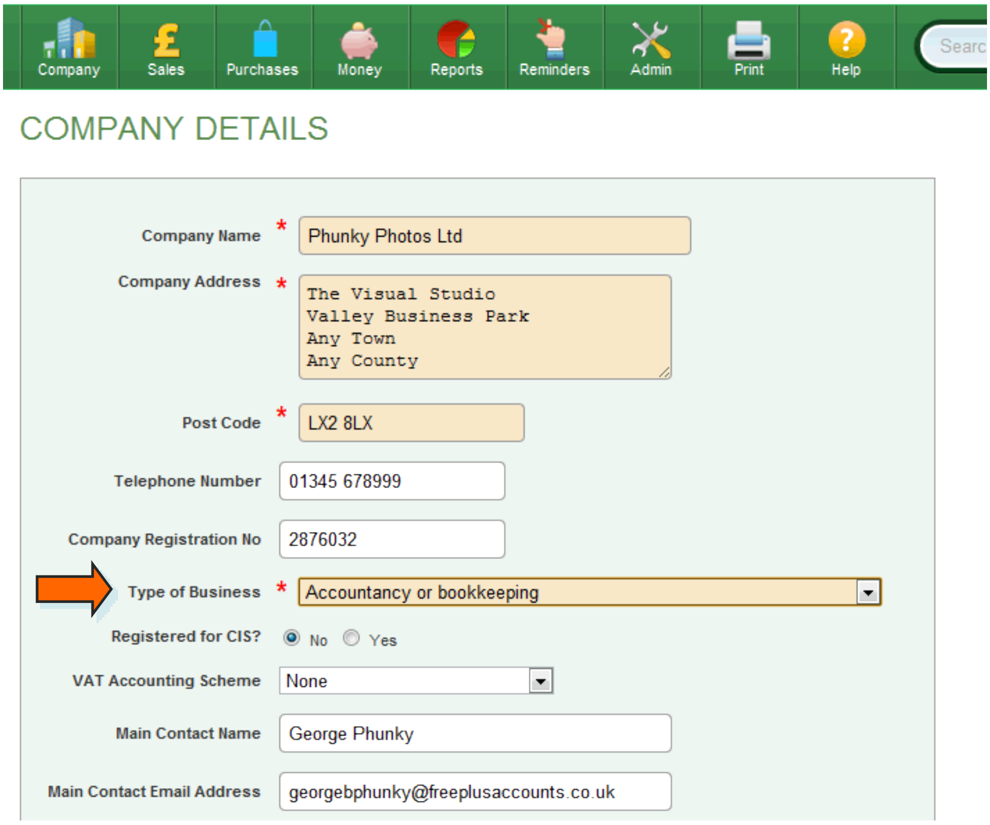
The next section of the manual describes how to begin using FreePlus Accounts, Bookkeeper version, once you have registered as a user.

All modules (including adding additional nominal accounts, as described in the main guide) work on the same principle of adding data to a list which is then committed to the FreePlus Accounts database once it has been visually verified.

Do not worry about making mistakes! There is an option on the 'Company' menu that will enable you to delete all data other than Company details and, optionally, customer records. Therefore, in the early stages, you can experiment as much as you like until you feel that you have got everything just right.

Initial Company Details

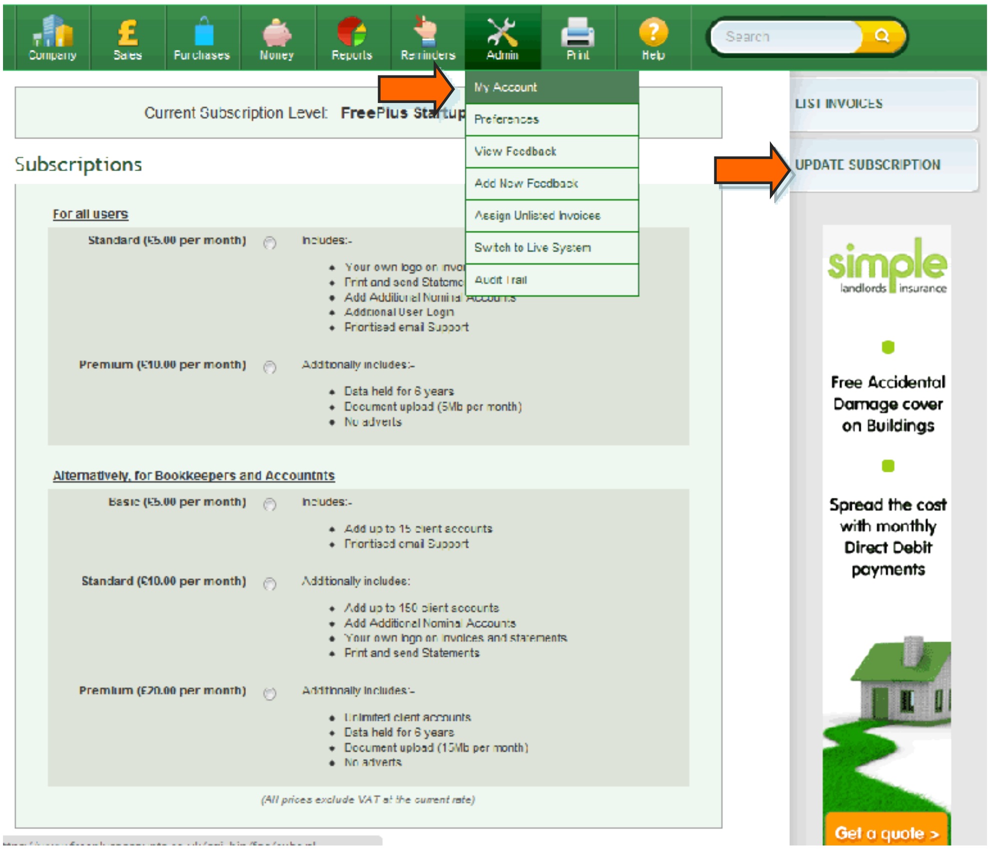
During the initial setup, when entering your company details, make sure to select 'Accountancy or Bookkeeping' as the 'Type of Business as shown in the illustration below



and then click on the 'Save these Details' tab at the right to save the changes.

Select Subscription Level

Next, decide what extra level of functionality you will need and, in particular, how many client accounts you are most likely to require, hover your mouse pointer over the 'Admin' menu icon and select 'My Account' as illustrated below (you may need to log out and then log back in again for the change of type of business to take effect).

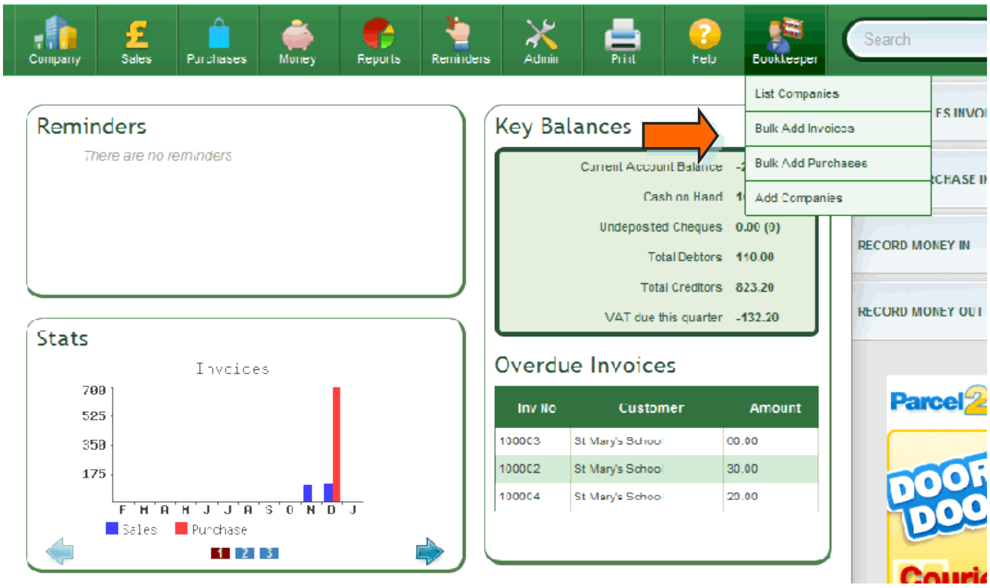


Select the subscription level that best meets your needs and click on the 'Update Subscription' tab as shown by the second orange arrow above.

You now have 30 days in which to test out the additional bookkeeper functionality.

The Bookkeeper Menu Options

All the additional options for bookkeepers are grouped under the 'Bookkeeper' menu icon as shown below



Currently there are four options:-

List Companies

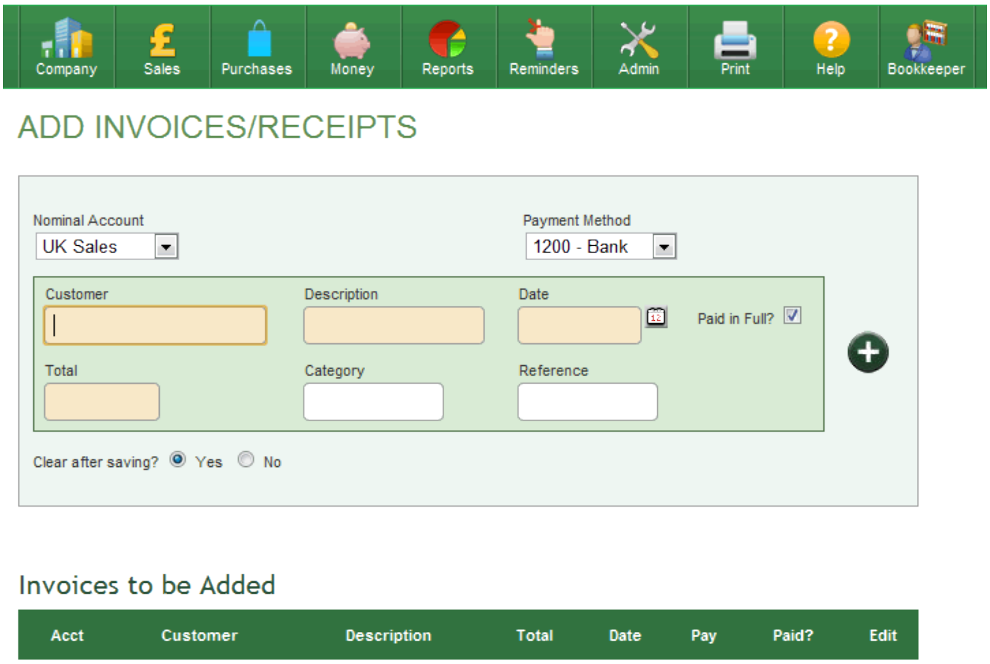
List Companies lists all of the companies, including your own as shown below, that you have created.

Company	Client	Email	Year End	VAT Scheme	VAT Q End	CIS?
Bob the Builder	Bob Roberts		May	N		N
Cosmic Constructions Ltd	Freddie Starr		Sep	S	Jan/Apr/Jul/Oct/	Y
Phunky Photos Ltd	George Phunky	georgebphunky@freeplusaccounts.co.uk	Feb	N	Mar/Jun/Aug/Dec	N
Tabs Tables	Tabitha Talon		Mar	N		N

Clicking on one of these rows will switch you to that company. Once switched you have access to all of the functions that the registered user has access to.

Bulk Add Invoices/Sales Receipts

Bookkeepers may, in a single session, add as many sales receipts as required by using the 'Bulk Add Invoices' option. To do this hover the mouse over the 'Bookkeeper' menu icon and select 'Bulk Add Invoices'. The screen as illustrated below, will be displayed.



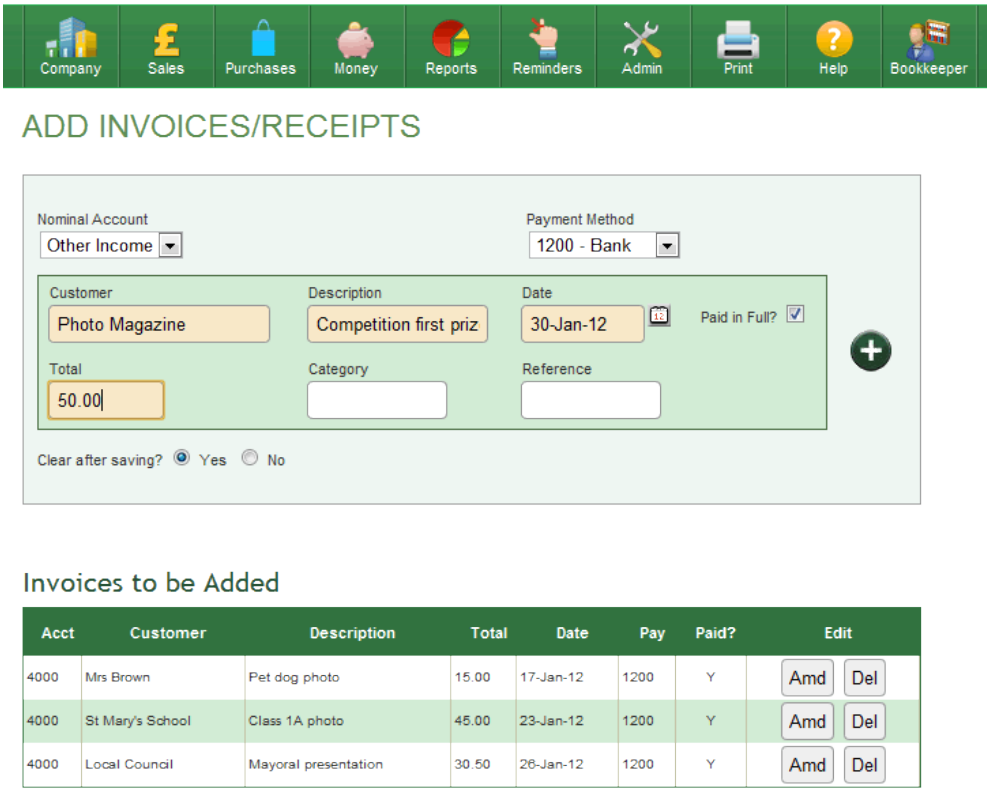
Enter:-

- Customer Name
- Description
- Receipt Date
- Amount

plus, optionally a category and reference number for the receipt. Ensure that the correct income 'Nominal Account' and 'Payment Method' have been selected and, if the receipt has been paid, that the 'Paid in Full' box is ticked.

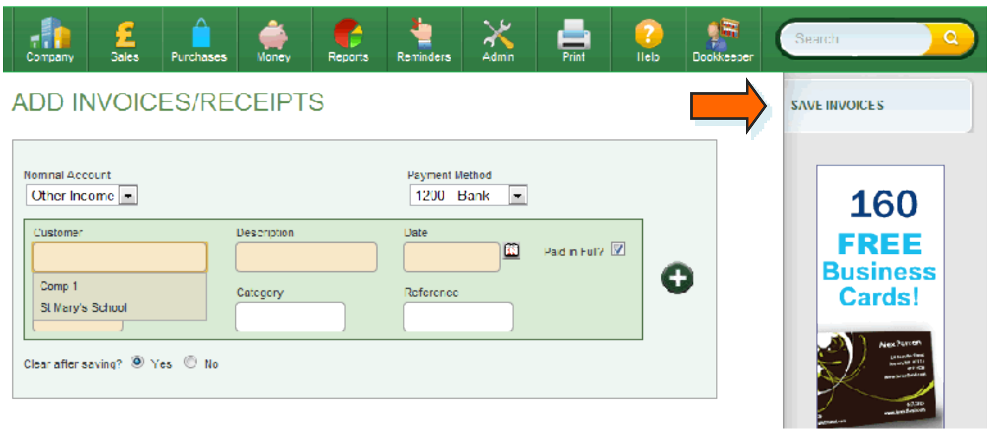
If you have a number of similar entries to be made change the 'Clear after saving' option to 'No' otherwise leave it as 'Yes'. Finally, click on the Plus (+) button to add the receipt to the 'Invoices to be Added' list as illustrated below.

Continue adding as many additional receipts as required.



If any data is incorrect you may click on the relevant 'Amd' button to re-display that entry into the input section.

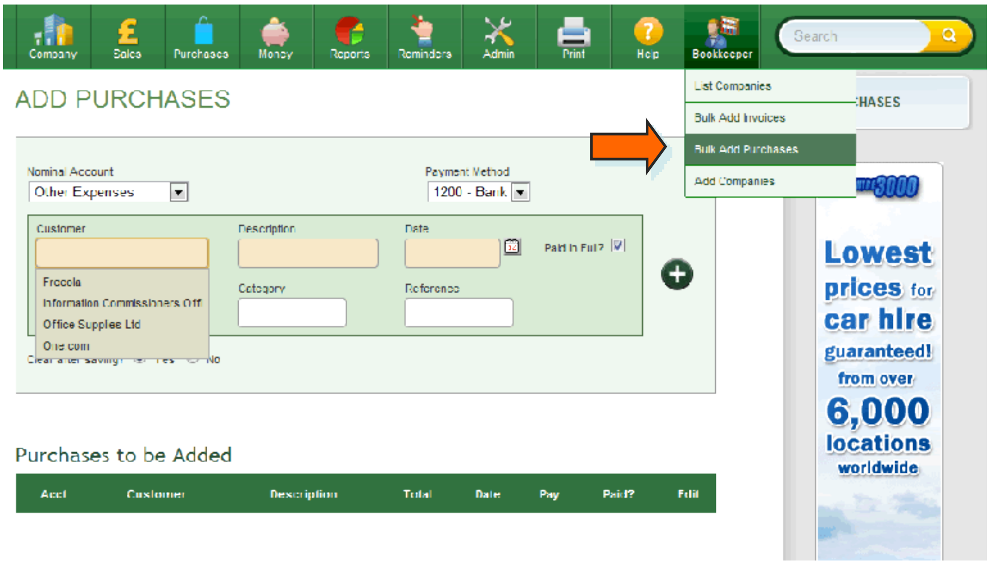
Once all of the receipts have been entered click on the 'Save Invoices' tab (as shown below) in order to save these receipts to FreePlus Accounts.



Bulk Add Purchases

Adding multiple purchase receipts is accomplished in exactly the same way as for adding sales receipts.

Select 'Bulk Add Purchases' from the 'Bookkeeper' menu icon dropdown list as shown below.



Add all the purchase receipts to be entered and, once satisfied that the data is correct, click on the 'Save Purchases' tab at the right of the page.

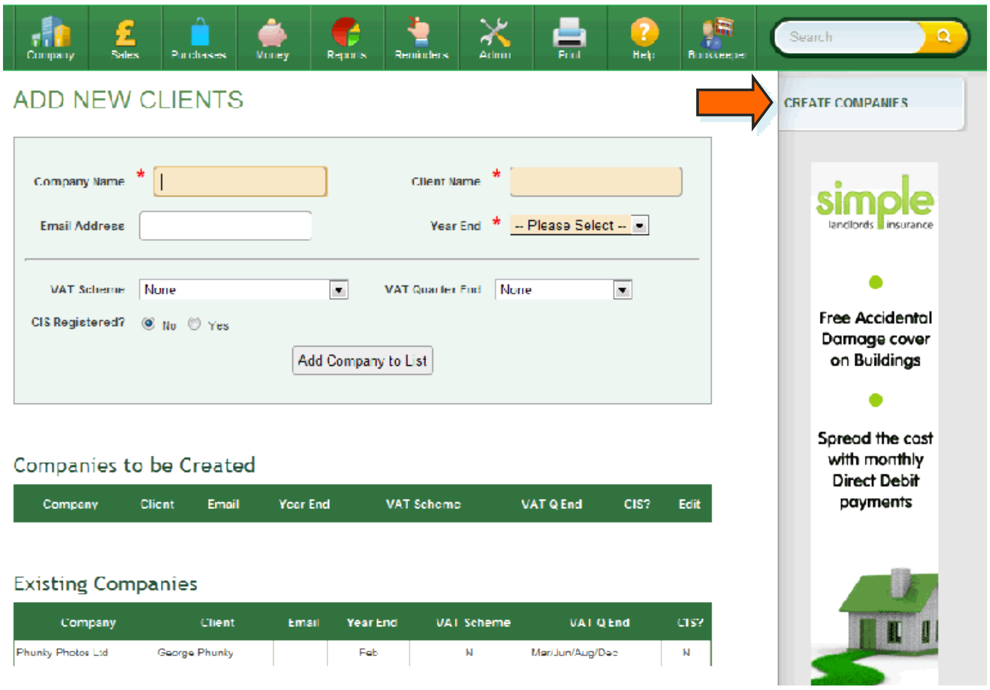
Add Companies

As a bookkeeper you may add as many client accounts as you wish up to the level of your subscription.

Adding a new client account essentially performs the same procedures as an individual registering for an account and so, once registered you may need to carry out initial company setup and add new customer procedures as described in the main guide. Whether or not you need to do this will depend on what information needs to be displayed.

You may, also, invite the client to have access to this account by entering his/her email address. If you do that the client will receive an email message asking them to activate their account in the same way as a standard user does. Whether or not the client activates their access to the account does not affect your access to it.

To create a new client account hover the mouse over the 'Bookkeeper' menu icon and select 'Add Companies'. The screen shown below will be displayed.



To add a new client account enter the mandatory details:-

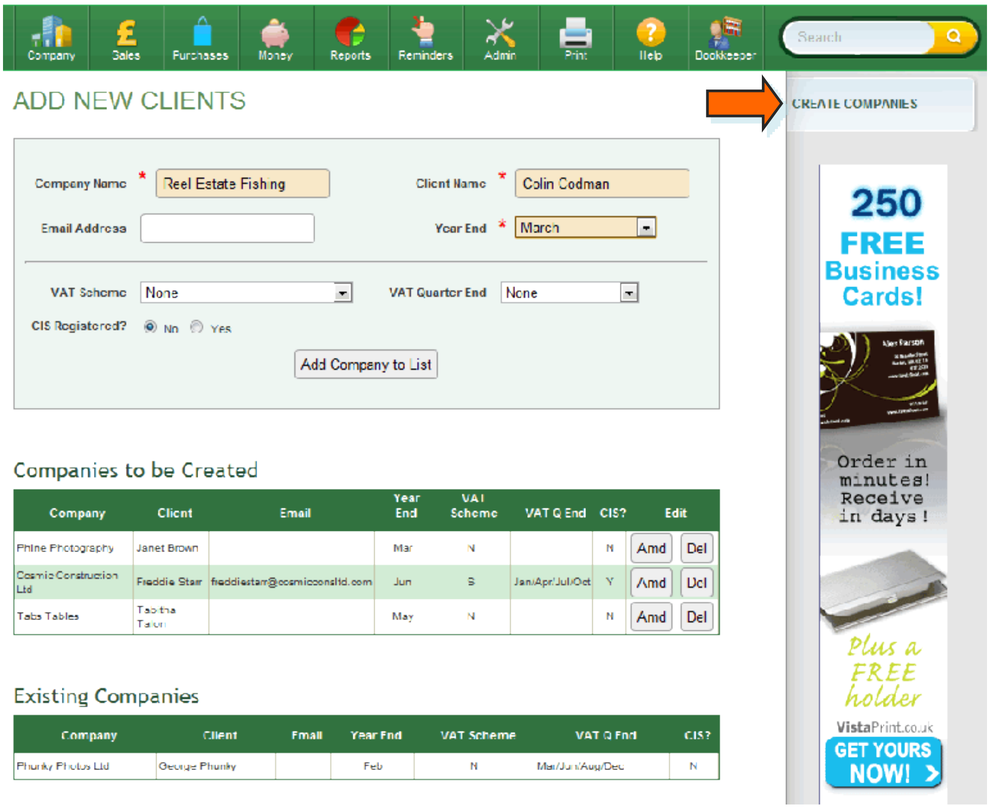
- Company Name
- Client Name
- Year End month

If you wish your client to have access to this account then enter his/her valid email address into the 'Email Address' field. If you do this, at the point that the account is added to the FreeePlus Accounts database and activation email is sent to the client inviting them to activate their access to the account.

If the company is registered fro VAT select the relevatn VAT scheme and VAT quarter end.

If the company/client is registered on the Construction Industry Scheme (CIS) check the 'Yes' option for 'CIS Registered?'.

When all of the necessary details have been entered click on the 'Add Company to List' button to add the company to the 'Companies to be Created' list as illustrated below.



Continue to add as many companies as you wish up to your subscription limit.

If you wish to change any details or delete an entry just click on the 'Amd' or 'Del' buttons of the appropriate row. If amending, then the entry is deleted from the list and re-displayed in the data input section.

Once you have added all the companies you wish to add and are satisfied with the accuracy of the data, click on the 'Create Companies' tab indicated by the arrow above. The companies will then be added to the FreePlus Accounts database.

You may then switch in to different companies as described in 'List Companies' above.