cashdata

Cash Based Accounts Recording System

Reference Manual

Version 8.0

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Preface

This document describes how Cashdata, the cash-based accounting system produced by Farmdata Limited, operates.   The system runs on the XP & above operating system.

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Related Documents.

Cashdata Quickstart Guide

Contents

INTRODUCTION

I.1 What the System Does

Welcome to Cashdata. The program described in this manual is one of the Farmdata family of computerised management information systems for agricultural businesses.

Cashdata uses the processing power of a computer to ease the clerical workload of routine business transaction recording and to produce from it much valuable management information.

The system produces bank reconciliation, audit trails, and the VAT return in the usual format. Where it differs more distinctly from other business accounting packages is at the input level. Cashdata creates reports from remarkably raw data. It does not require setting up of an intricate double-entry system in the farm office.

I.2 The information it needs

From the recording viewpoint, the Cashdata system is really an electronic version of the familiar cash analysis book.

The only significant effort necessary to make Cashdata operational is to give the system a framework in which to store and process transaction entries. This is provided by the Aggregate Codes and Analysis codes which your Farmdata adviser will help to arrange. This may be thought of as titling the columns in a manual cash book.

Day-to-day financial recording and monitoring is simply a matter of entering transactions as they occur. Receipts and payments details are analysed by analysis code numbers, and may be entered at any time and in any order you choose, though it is advisable to enter them regularly, whether it is weekly or monthly. You are asked to check the accuracy of entries as you make them, but Cashdata does the rest of the book-keeping.

Operating at this level, the system is essentially providing you with an automatic cash book. It can do much more given further information - although it never demands input in a form you would not normally have available for a manual farm accounting system.

I.3 The information it can provide

Because Cashdata is based on the cash book concept, it easily provides an audit trail and bank reconciliation. VAT returns can also be generated automatically as a result of transaction record processing.

I.4 Finding Your Way Around

The program is written in 'Microsoft Visual Basic .Net' to run in the 'Microsoft Windows' operating system. This gives it all the flexibility and function now available with this type of programming. It is designed to be used with the mouse and to have the minimum of keyboard input.

Clicking into one option on the screen will often take you to another screen with further options. You may need to take time at first to find out where everything is. If you go into the wrong option, simply exit out again and you will be back to the previous stage.

Within a screen you should use the Tab Key to move between data fields, not the return key. Shift + Tab goes back through the fields.

If a field has a box with a down arrow at the end, it has a predefined list from which to pick. Once in the field you can scroll down the list and select the required item. Alternatively type the first letter of the item you wish, this will give you the first item with this initial letter. Press the same letter again to move to the next item on the list with that initial letter.

If a field has an Add box at the end this button can be used to add option to the list.

I.5 If you get Stuck

Something somewhere is sure to catch you out. It is often just a matter of taking a step back to the previous section and starting again.

Switching the machine off is never a good option but it is unlikely that you would cause real damage if you did. You are likely to lose any unsaved entries which will have to be re-entered.

Should you get totally stuck you can call up Farmdata's help line which is manned during office hours for assistance.

It is absolutely necessary that you take regular backups of your work. You should keep at least three sets of backups and use them in rotation. Set A should be used on Day 1, Set B on Day 2, Set C on Day 3 and on day 4 you should return to Set A. Should all else fail Farmdata can resurrect your system from your backup if it is correctly done.

I.6 Using this Manual

There are four menu sections on the main screen of Cashdata They are headed.

Maintenance
Transactions
Recurring Transactions
Month End
Reports

Each is described in a separate chapter of the manual numbered as above. Each chapter contains a section for each of the options, described in order within each chapter.
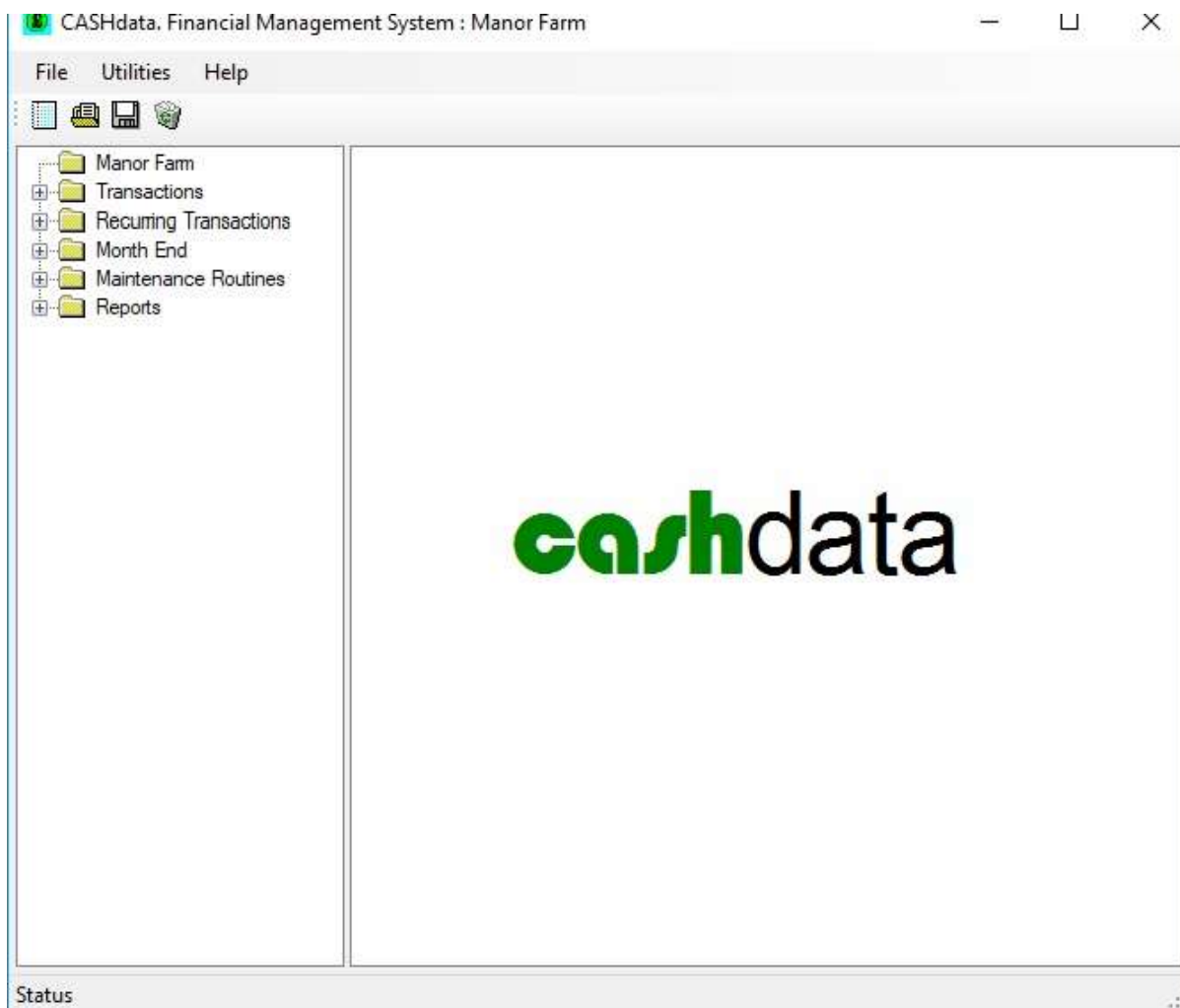
The three drop-down menus contain the following options:

A File
   (i)   New Business
              This option allows the creation of a New Business on the system.   The
              information required at this point consists of Business Name, Address,
              Telephone and Fax Number and Password, if required. The Financial section
              must also be completed. Other information can be entered at your convenience.
              Click on **Save** and you will then be returned back to the main menu of the new
              Business.

   (ii)   Change Business
              This option allows you to change from one business to another.   A list of
              available Businesses is displayed from which you choose the one that you
              require (using the mouse or arrow keys) and then click OK or Enter to confirm
              your choice and return to the main menu. Each business is a unique herd on its
              own with no connection to any other business.

(iii)   Delete Business
If you have accidentally created a new business or wish to remove a business completely use this option. You will be asked twice to confirm the deletion. **Once deleted a business cannot be reinstated except from a backup.**

(iv)   Setup

Folder for Data Files
Sets the path to locate the data files. Used where the data is stored in locations other than C:\farmdata\financal32. This may be a networked drive for example.

Install Sample Files
Used when the installation is for evaluation. Installs a set of sample data which can be used for demonstration and evaluation

(v)   Copy Data
Used to create a duplicate set of data as another business.

(vi)   Backup Option
This accesses the backup routines for saving your data. Please refer to *Appendix G* for further details. On first use you may have to configure before backing up, Farmdata can help if you are unsure.

(vii)   Restore Option
This accesses the restore facility if you need to take your data back from disk. Please refer to *Appendix G* for further details.

(viii)   Exit
This takes you out of the program.

B   Utilities

(i)   Compact & Repair Database
This is a utility which allows you to repair the database should it ever become corrupted. It will also compact it to reduce the space it occupies on the hard disk.

(ii)   Import
Allows you to import data from previous versions of Cashdata.

(iii)   Create a Template.

This creates a code template of your own coding structure in the current open business. It can then be used in the creation of new businesses. When you select this option you will be asked to name the template. This appears on the selection list for new businesses from then on.

(iv)   Copy Budgets

This section allows you to move data from one budget to another without re-entering it.
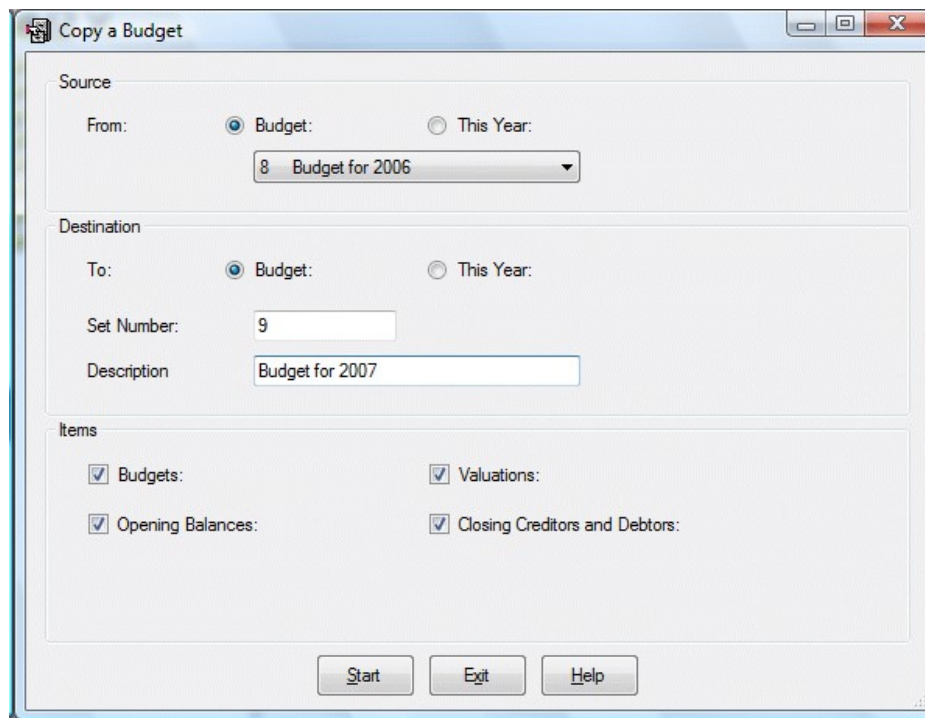
(v)   Run
Gives access to external maintenance programs used by Farmdata.

C   Help

(i)   This offers the usual windows help facilities and the on-line help facilities for Cashdata.

(ii)   Technical Support   Gives access to Farmdata's contact details and the on-line support connections.

(iii)   Download Latest Update   Use this to check if program updates are available on the Farmdata web site. Requires the auto-update software to be loaded from the CD.

(iv)   Register   Enter the Activation Key from your Farmdata Certificate of Authenticity. Without this you will not be able to access the program after 60 days have elapsed from date of installation. You will not have an Activation Key if you have a demonstration copy of the program.

(v)   About   This gives details of the Serial Number and Version Number of the program.

The images used in this manual have been generated on Windows Vista. Other versions may appear slightly different on the screen but the operation and function will be exactly the same.

CHAPTER 1   Maintenance

This section deals with the coding structure of the business and the set-up details.   Before any entries can be made for a business this section has to set up.
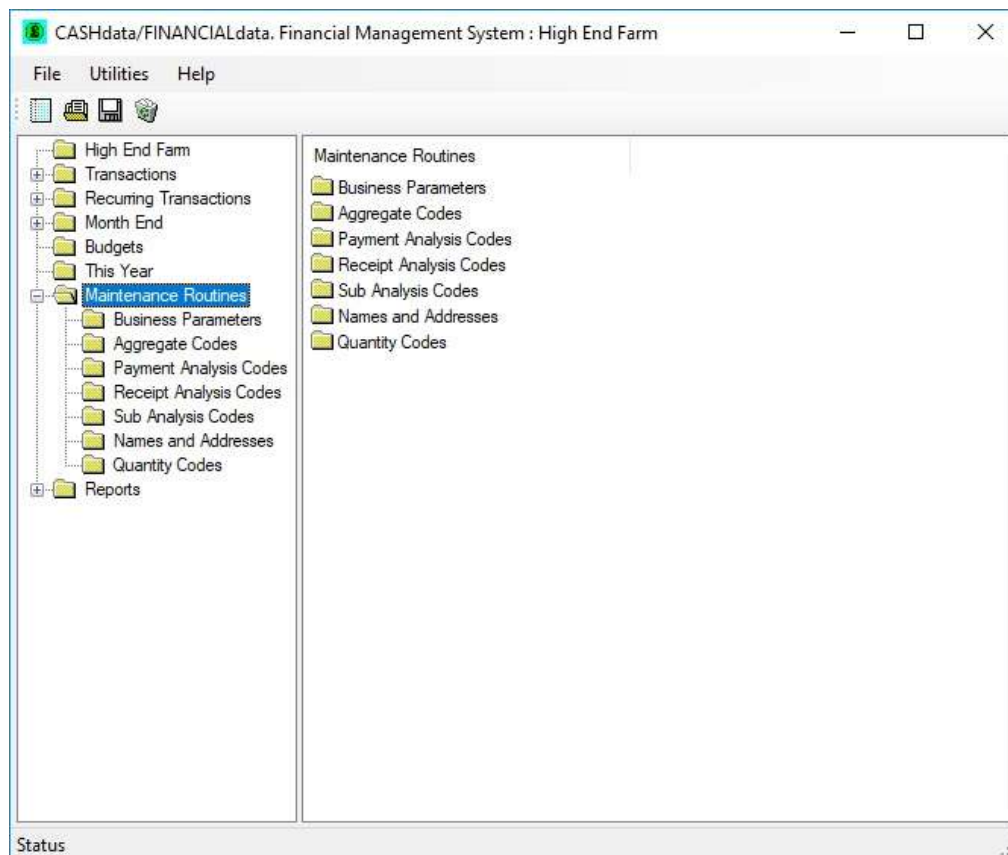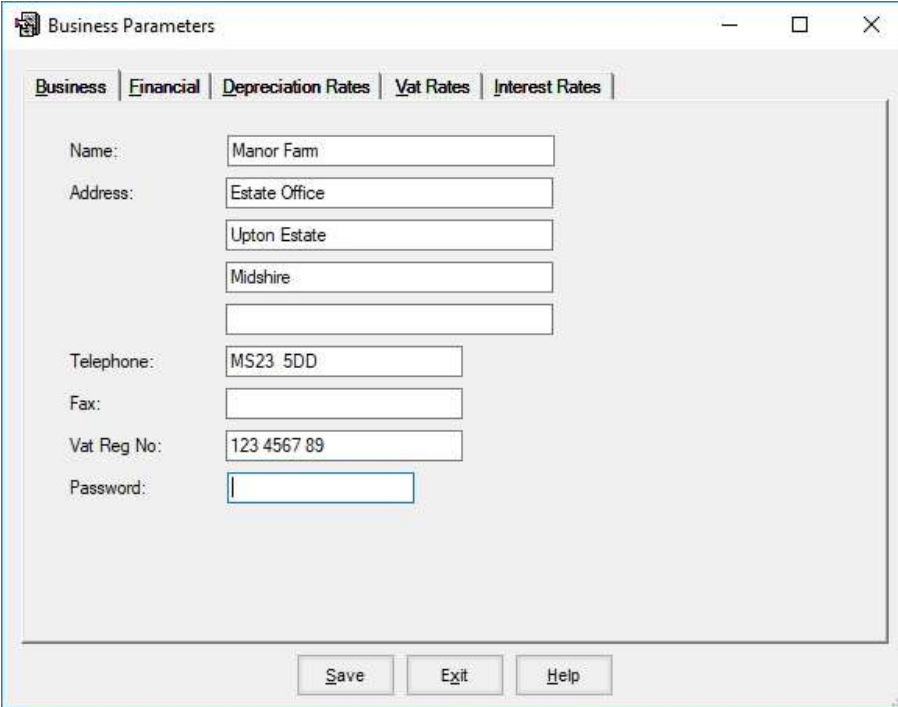

Available here are:

> **1   Business Parameters**
> **2   Aggregate Codes**
> **3/4   Payments & Receipts Analysis Codes**
> **5   Sub Analysis Codes**
> **6   Names & Addresses**
> **7   Quantities**

Each option is described in the corresponding section in this chapter.

1.1   Business Parameters

1.1.1 Business

This contains the basic details of the business such as the trading name, address and VAT Registration number.
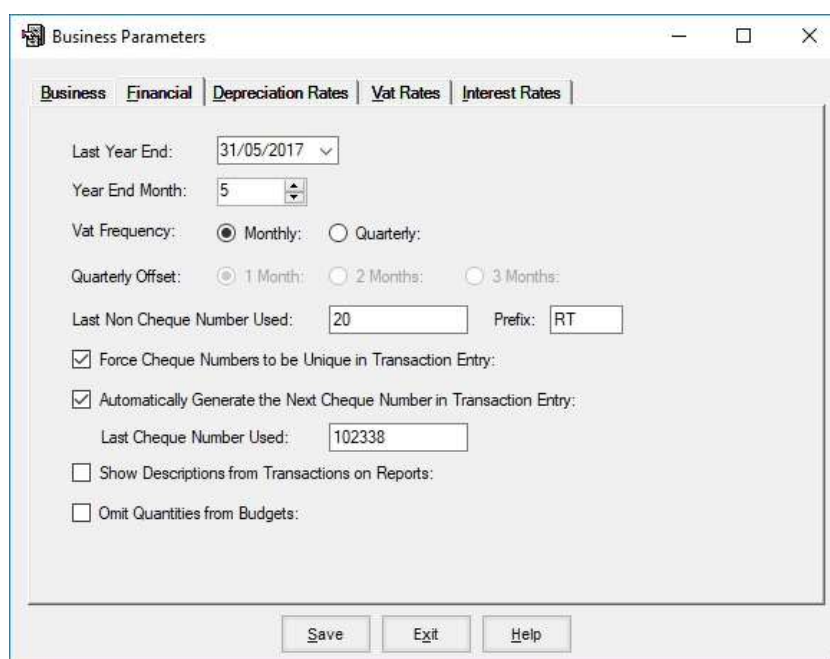

Password can be used to restrict access to the program. It can be any length up to 10 characters. You will be asked for the password each time you open this business.

Last Year-end Date should be the closing date of your last financial year.

Year-end Month. Where your year-end date is not the last day of the month you have to select which is the final month of the financial year. For example, if you have a year-end date of 5th April you may wish your year-end month to be March. April will then be period 1 of the new year.

VAT Frequency should be either monthly or quarterly. If set to monthly a report will be produced at every month end if set to Quarterly it is produced every third month.

Quarterly Offset only applies to quarterly VAT reports. Should be set to 1, 2 or 3 depending on the month of the financial year which starts a VAT quarter.

Last Non Cheque Number. This is used when posting recurring transactions. Each recurring payment transaction activated must have a unique reference number. Along with the **Prefix**, this is the number allocated to the last recurring transaction posted.

Force Cheque Numbers to be Unique. When set, duplicate cheque numbers cannot be entered in the same financial year

Automatically Generate Cheque Numbers When set cheque numbers are automatically entered in transactions incrementing one for each new entry. The last recorded number can be accessed and changed if required.

Show Descriptions from Transactions on Reports When set the description on the first page of a transaction is also shown on the analysis reports.

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First interest payment period is the period in the financial year that interest on overdraft is first payable. For instance, if the year-end month is 5 (May) and the interest is paid in June then that is the first period of the financial year. If it is paid in July then that is the second period.

Periods between interest payments indicates how often interest is paid. If quarterly it should be set to 3, if monthly it should be set to one.

Machinery Depreciation Type. If **Value** is selected a specific value can be entered for the depreciation this year. If a percentage then rate should be entered i.e. 20%. This will then take the opening value of machinery add to it any purchases this year and take away any sales this year. The percentage or value chosen will then be taken from this value and inserted in the profit and loss account, the remainder is the valuation of machinery in the closing balance sheet.

```
EXAMPLE:          Opening valuation              100000.00
          +    Purchases                          20000.00
          -    Sales                     5000.00
                                      -------------
                                      Sub total
                                      115000.00

          Less Depn. @ 20%                    23000.00 (To P & L)
                                       ------------
          Closing valuation         92000.00
                                       =======
```

Building Depreciation Type. If **Value** is selected, a specific value is used which you enter or **Percentage** in which case you enter the % i.e. 10%. When % it adds 10% of value to new buildings paid this year to the Depn. last year and take this into the profit and loss. The remaining value is entered as the closing value in the balance sheet.

```
EXAMPLE:        Purchases                        20000.00
           -   Grant                 5000.00
                                     ----------
                   Sub total                      15000.00
                   Less Depn. @ 10%                1500.00
                                     ------------
                                                  13500.00
                                                  =======

        Opening valn             200000.00
           Less Depn. last year   25000.00
           Less Depn. this year    1500.00
                                  ------------
           Closing Valn.          173500.00
```

1.1.4 Vat Rates

Used in Budget Calculations. Not available in Cashdata.

The VAT rates in currently in force.

1.1.5 Interest rates

Used in Budget Calculations. Not available in Cashdata.

The Monthly Overdraft Interest rates for the current year, either actual or projected.

1.2 Aggregate Codes.

Aggregate codes are the codes which form the base of the coding structure. They are effectively the titles for your profit and loss reports and the balance sheet. Each aggregate code can have several analysis codes assigned to it from receipts, payments or both. For example, the cattle aggregate code can have analysis codes for both purchases and sales, such as Prime Heifer Sales and Prime Steer Sales on the receipts side, and Store Cattle Purchase and Cow Purchases on the purchase side. An example of a coding structure is shown in *Appendix B*.

Some rules in the numbering of these codes have to be followed to maintain the correct structure of the reports the program produces. These should be adhered to when adding new aggregate codes to the system.
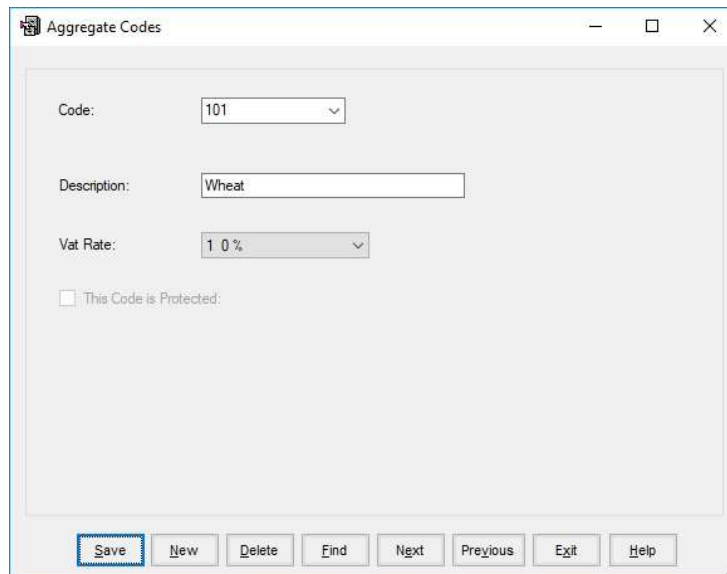
The codes must be three numbers. The following are the ranges into which each group should generally be fitted:

100 -129	Crop Sale & Purchase for Resale Codes
130 -149	Livestock Sale & Purchase Codes
150 -179	Miscellaneous Income Codes
180 -199	Other Credit Codes
200 -249	Arable Variable Cost Codes
250 -299	Livestock Variable Costs
300 -309	Labour Cost Codes
310 -329	Power Costs
330 -399	Other Overheads
700 -749	Private Income Codes
750 -799	Private Expenditure Codes
800 -899	Capital Liabilities (Balance Sheet)
900 -999	Capital Assets (Balance Sheet)

These groups should be adhered to strictly at all times unless you consult Farmdata. If these ranges do not suit your business they can be changed in consultation with Farmdata.

a) Add new codes

Be sure to choose a number which falls into the correct band as described in the previous section of this chapter.

Click **New** to add a code.

The description you give the new code will be the wording which will appear in your profit and loss account or balance sheet.

The VAT rates are as defined in Maintenance, Section 1.4, at present they are:
    0 Exempt
    1 Zero rate
    2 20%
    3 5%
    4 Not set
    5 Not Set
    6 Not Set

This controls at the rate at which VAT is calculated in the budgeting routines if requested.

After a code has been described and VAT type selected to your satisfaction Click **Save** to add it and move to the next addition by clicking **New**. If you have no more to add click **Exit**

b. Modify Codes

Any code can be modified but it is generally not advisable to modify a code once it has been used in the current year.

Select the code you wish to change from your list of codes. Once you have made the changes click **Save**. Any changes will apply to all entries in that business, in the past and in the future.

You cannot **Delete** a code if it has an Analysis Code attached to it. It is best to reorganise your codes after a year-end before any new entries have been made.

Both Payments and Receipts are covered here as they are the same in operation. These are synonymous with the columns in your cash book. They are codes to which payments are allocated, for example fertiliser, seeds, sprays, building repairs etc.

Some codes are present in the system when created and cannot be changed. They are:
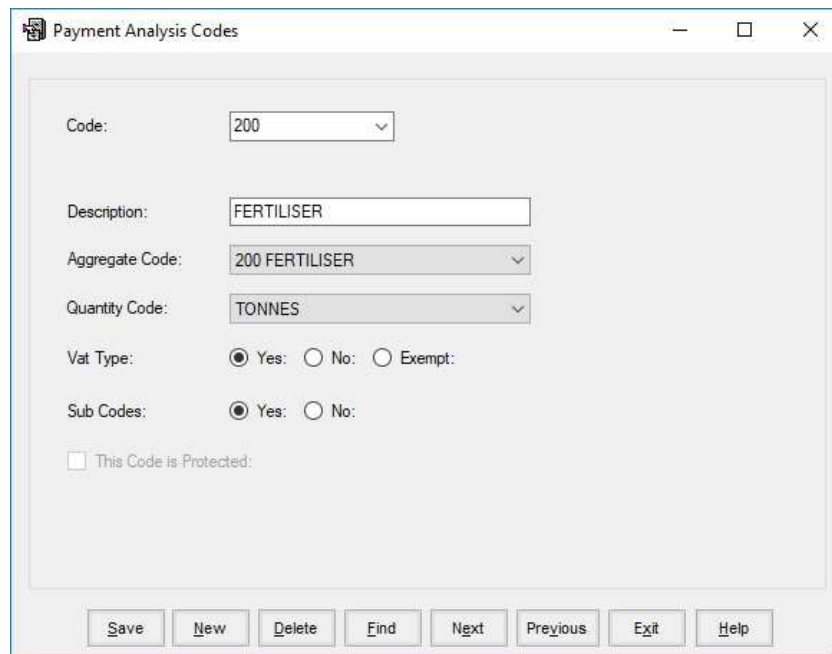
PAYMENTS		RECEIPTS	
100	VAT PAID	100	VAT CHARGED
101	Cash from Bank	101	Cash from Bank
102	Creditors at Start	102	Debtors at Start
103	VAT Paid to C & E	103	VAT Refunds
104	Bank Interest	999	Receipts in Advance
999	Pre-Payments		

a. Add New Codes

Codes

This is the number you have selected to add to the list. Generally three numbers, it should be chosen to fit into the existing list along with the other codes of a similar type.

Letters may also be used in codes but great care should be taken if they are. In computer language letters come after numbers, therefore any code starting with a letter will follow all those beginning with a number. For example code A11 follows code 999, 1A1 follows 199 but comes before 200. Using a letter as the third digit in a code should however not cause to much confusion.

Description
The name given to the code.

Aggregate Code

This is the aggregate code you wish the values in this analysis code to go to in the Profit & Loss account, Private Account or Balance Sheet. A drop-down list of possible codes is shown from which you should select.

Quantity Table

This is the code from the quantity table (1.8) in which entries to this code will normally be bought or sold. Select <none> if no quantity is required.

VAT Types

For purchases this is either Y or N, for receipts E for exempt is also valid. If set to Y then values posted to this code will be included in the value of purchases or sales net of VAT in the VAT report. If set to N they will not be included. For example, wages and private expenditure codes would be set to N. A list is included in *Appendix C* for your guidance.

Sub codes

If set to Y you will have the option to enter a sub analysis code when entering values to this analysis code. If set to N this option will not be available in this analysis code.

After completing each code click **Save** to add. Click **New** to move on to the next one. When finished adding codes click **Exit.**

b. Modify Codes

It is generally not advisable to modify a code once it has been used in the current year.
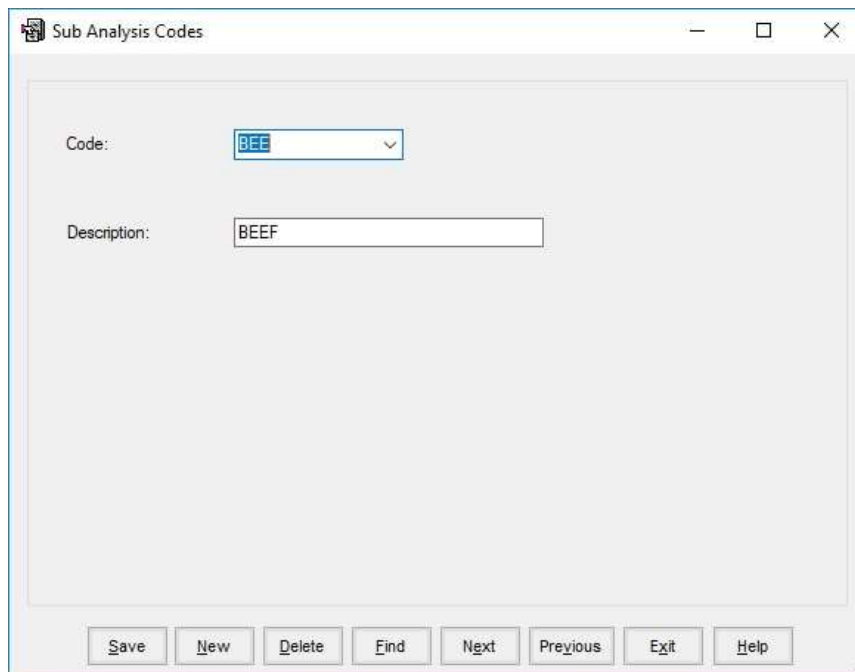
A code can be called up by its number from the drop-down list or you can work through the list using **Next** and **Previous.**

When changes have been made to the code click **Save** to confirm and update and then move onto the next change.

Delete will only work if there have been no values posted to the code in the current year and there are no budget figures against it

1.5 Sub Analysis Codes

These codes are used to identify enterprises, machines, people or any item you may wish to draw out specific figures for. These work in any analysis codes which have been set up to accept sub analysis codes.
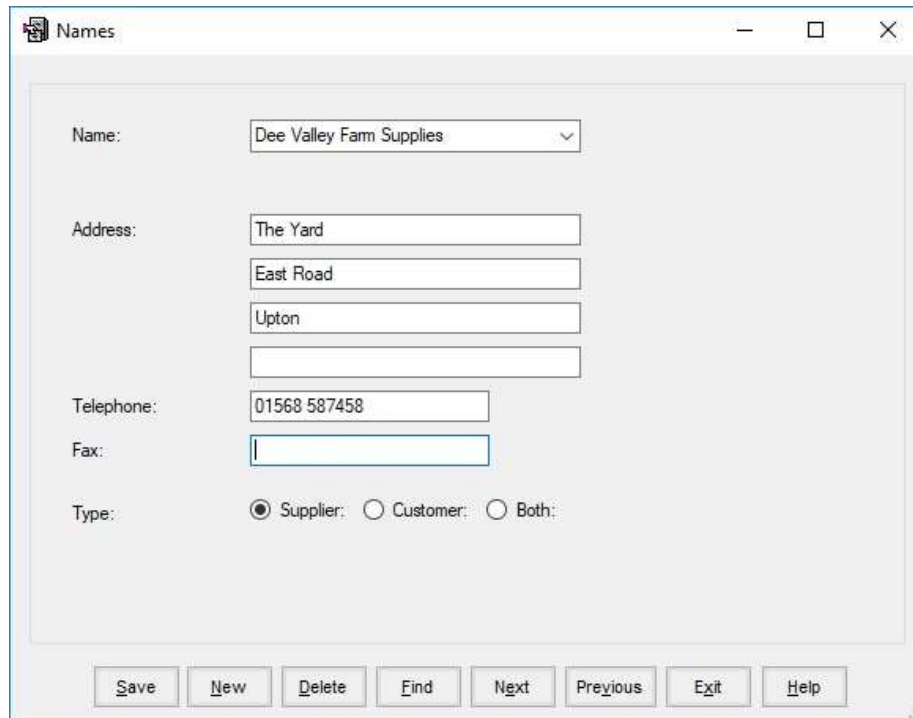

For example, a sub analysis code may be set up for barley and any costs allocated to seeds, sprays or fertiliser analysis codes could be sub analysed to the code for barley. Other examples are costing individual machines within machinery repairs, costing a particular house from repairs, electricity, rates, etc.

Codes can be up to 3 digits (numbers or letters) with the description of the item. They can be added, modified or deleted in the usual way.

These are the names and addresses of the customers and suppliers used by the business. Names can be created when entering transactions by clicking the Add Button at the end of the Name list box.

a. **Add new**

They can be added, modified or deleted in the usual way by clicking **New**.

The type is important as it signifies whether the name is a Customer (C) (receipts only), Supplier (S) (payments only) or Both (B).
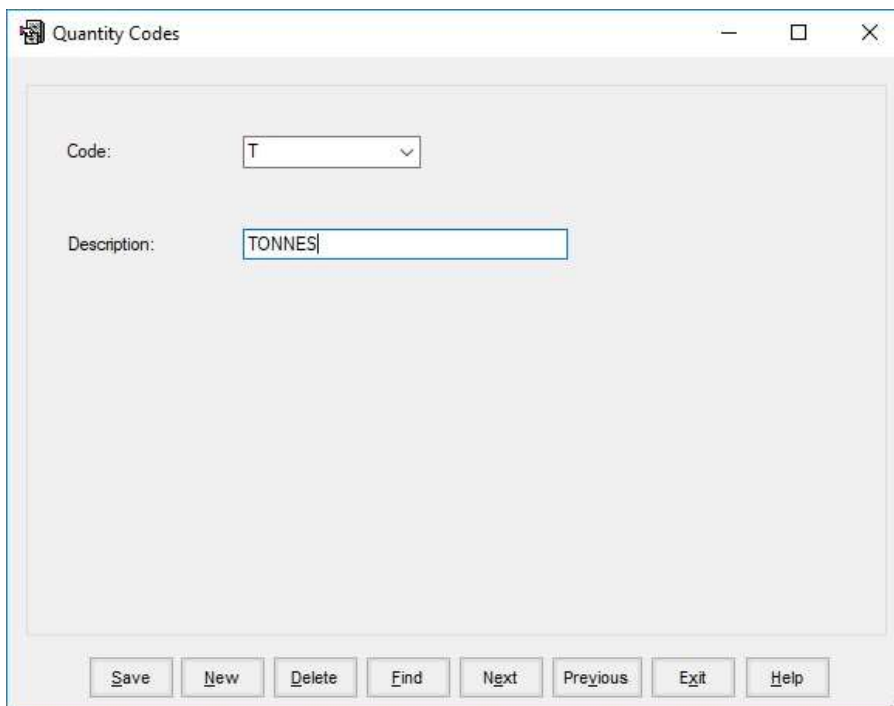
As usual when each entry is complete Click **Save** to add it.

b. **Modify**

Names can be called up from the drop-down list or you can work through the list using **Next** and **Previous.**

1.7 Quantity Tables

This file holds the list of quantities which may be used when setting up analysis heads. Any number of quantity types can be set up, but generally 4 or 5 may be enough. Abbreviations are simply short versions of the quantity, i.e. T for tonnes and Kg for kilograms. Up to 4 digits are available for abbreviations.

CHAPTER 2   Transactions

This section is where all actual transactions of the cashbook are recorded.
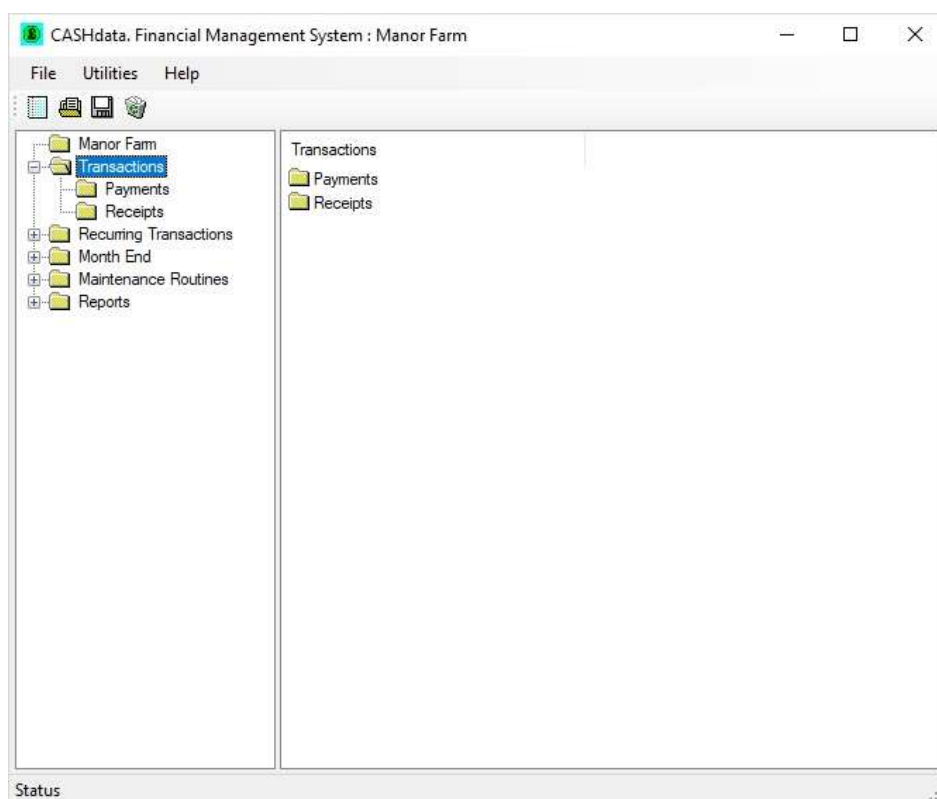
Examples of Transactions are shown in *Appendix A*.

2.1 Add New Transactions

We recommend that you should already have noted the analysis codes on the documents for the entries you are about to make. This speeds up entry considerably.

The option of the month the transaction should be entered can then be selected. This is generally the month in which payment is made or received. Three months are open at any time, thus giving the option of entering transactions into a month after some transactions have been entered for the next month.
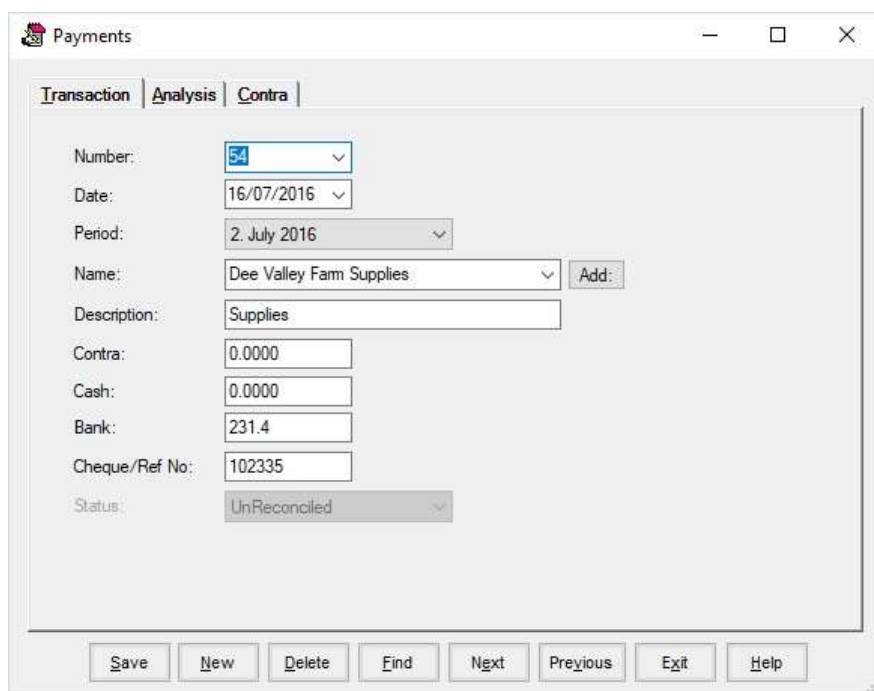
The three months given as options are moved forward as the year progresses. This is controlled by the month end routine which closes a month. When a month is closed the VAT report is produced if it is due for that month. Transactions can no longer be entered in the closed month and the three available periods for transactions are moved forward. For instance, when the first month of the financial year, say January is closed, months February, March and April are then available.

Most transactions should be entered by reference to cheque books and bank paying in books

and the associated invoices/receipts. The cheque and paying in dates, should be those used in the entry.

Direct Debit, standing orders, bank transfers etc., should be entered from the bank statement with reference to any associated invoices/receipts.

Click **New** to add a new transaction.

Number	The Receipts or Payments (Transaction) Number, which appears to the upper left of the screen in every entry, should be noted on the invoices or other source documents. This is used as a reference in any later amendments to that entry and as a cross reference to the audit trail for later examination of the accounts.
Date	The date is automatically set at today's date but this should be reset to the date the cheque is written, the receipt paid into the bank or the date a direct transfer appears on the bank statement. It will retain the date from entry to entry therefore when entering a batch on the same date you do not have to change each time.
Period	Select the month for the entry. Only the last three months on the list can be used. Closed months appear to be greyed out and cannot be accessed when entering new transactions. Transactions are usually entered in the month of the date above i.e. the month payment is made or received.
Name	The name of the person being paid or making payment should be selected from the list. If the desired name is not on the list, click on the Add button at the end of the field and fill in the detail. The Name will then be added to the available list.

Description The description line can be used for names not on the list or for a general description of the transaction.

Contra This can be either a payment when there is a net receipt (e.g. commission on the sale of livestock) or a receipt when there is a net payment (e.g. trade in deducted in payment for new machinery). This is essential in generating a realistic profit and loss account, and in production of a correct VAT return (as amounts must be correctly categorized as inputs or outputs).

Cash This refers to transactions into, or from, petty cash from outside the business. Note that a cash cheque would be entered as a payment from the bank, and then analysed to Cash from Bank (Analysis Code 101). The system automatically creates the (cash) receipt entry.

Bank This applies to all transactions to or from the bank, cheques, standing orders, bank charges and so on. All such transactions should be entered.

Cheque No. The system can require that each payment be given a unique reference number, this is used in the bank reconciliation to match transactions to bank statement entries. For cheques use the cheque number (or shortened part of it), for other transaction make up a reference, e.g. DD1, DD2, DD3 etc. for direct debits, INT1 for interest payments. These should be noted on the bank statement. Do not use 0 as a reference

Status This indicates what stage a transaction is at in the system.

When you are happy with the entry on this screen you can move on to analyse to the various analysis heads. Click either the Analyse or Contra tab, it does not matter which order this is done.

Analyse

This is the point at which you allocate the payment or receipt to the various Analysis codes you have set.

Enter the analysis code you wish to send a value to. If you are unsure which code you need type the first number of the code and press return. A list of codes will appear which you can scroll through. Highlight the one you need and press return, the code is then entered for you.

It is a good idea to get into the habit of looking for VAT and analysing it first.

Pressing return moves to the next field. If the analysis code you have entered is set to accept sub-analysis codes this will be the next entry. Enter a sub code if relevant, entering the first character will again bring up the list to select from. If not press return to move to the description field.

The analysis code title, or sub-code title, if used is entered automatically. This may be over typed with any description you wish. Press return to move to the next field.

If a quantity unit has been set up in this Analysis code you will move to the quantity field. Any relevant number can be entered or the field left blank if preferred.

Next field is the value to be posted to this Analysis code.

Once you are happy with the entries on this line you can click down to the next line.

There is no limit to the number of lines entered.

If you wish to amend a line already entered simply click back up to that line and amend it.

The computer automatically checks that the total amount analysed on this screen adds up to the total of contra, cash and bank on the first screen. This value is brought forward and shown at the top left of the screen. The amount left to analyse at any time is shown at the top right. This should be zero when finished.

You may enter lines of analysis with negative values, as in the case of a credit for goods returned which are part of the transaction.

When you have completed the analysis Click **Exit** and returns to the first screen.

Contra Analysis

If you have entered a contra value you should press **Contra** to go to the contra analysis screen. This effectively takes you to the other side of the cash book. (If the entry is a receipt, the contra goes to the payment side). You should analyse any contra amount to the relevant analysis codes as above. Again, click **Exit** to return to the main screen.

When all analysis is complete Click **Save** to accept the transaction. Click **New** to enter another.

When all transactions have been entered Click **Exit** to return to the main screen.

There are two codes which when used in analysis require further entries.

a. **102   Creditors or Debtors at Start**
b. **999   Pre-payments or Receipts in Advance**

a. **Creditors or Debtors at Start**

Creditors at Start on the **Payments** side and **Debtors at Start** on the **Receipts** side identify transactions which were outstanding at the year-end. They are generally for items purchased or sold last year but not paid for till this year. If such a transaction arises the value should be coded to analysis head 102. This removes it from this year's profit and loss account but will include it in the cash flow.

When code 102 is used as part of an analysis further entries are required. Once the analysis page has been completed click **Last Year** and a further analysis screen is presented. The value sent to code 102 on the main analysis should now be analysed to the codes it would normally have been analysed to. *(See Appendix A Example 9).*

b. **Pre-Payments and Receipts in Advance**

These are prepayments made this year for goods to be received next year or money received this year for goods to be supplied next year.

If such transactions arise they should be posted to analysis head 999. This removes it from this year's profit and loss and automatically includes it in the year you define. The value will appear in this year's cash flow.

When code 999 is used as part of an analysis further entries are required. Once the analysis page has been completed and balanced Click **Pre-Payments** this takes you to a further analysis screen. The value should be analysed to the code in which you wish it to appear. Several lines of different codes and years may be made. The Action Year entered is the year in which the financial year starts. For example, if it appears in the accounts of 18/19 then entry should be 2018.

2.2 Journal Entries

These are entries which are used to correct values which have been posted to the wrong code or to adjust values from one code to another. *(Appendix A Examples 4 & 5).*

Here you have no value entering or leaving the business therefore we need no entry in Contra, Cash, or Bank. The description should give some relation to the original entry. You should move to the analysis screen in the usual way. We must end up with a total analysis on this screen of 0, therefore you must use positive and negative values.

Enter the code you wish to remove value from (where it was posted by mistake) and enter the values you wish to remove as negative values. Remember to use sub codes if they were used in the original entry and to use negative quantities if relevant. Enter another line of analysis to the new code using positive values. Use as much description as you need to make it clear why you are entering this journal.

2.3 Modify Transaction

This allows for the amendment of a transaction after it has been entered. here are however some restrictions on amendments.

If a transaction is in an open month and has not been used in a reconciliation it can be deleted or amended in any way you wish or moved to another of the current open periods.

Once a transaction has been used in a bank reconciliation the entry in the bank box cannot be changed but any other detail can be changed. The entry is deemed to have been in a bank reconciliation if it has actually been reconciled with the bank or been used to calculate an adjusted balance (one of the unreconciled entries on a reconciliation report).

Once the transaction month has been closed it cannot be amended in any way.

Operation

Payments or receipts can be selected, the operation is the same for both. The number of the transaction to be amended should be selected. It will then appear on the screen. It can be amended just as in the entry routine. Click **Save** to confirm the update, Click **Delete** to delete the transaction.

If **Save** and **Delete** are '**Grayed out**' then the transaction is in a closed month.
If the **Bank Value** is '**Grayed out**' the transaction has been used in a reconciliation.

This section allows you to set up transaction which recur regularly through the year. They can then be "activated" in the relevant months as required.
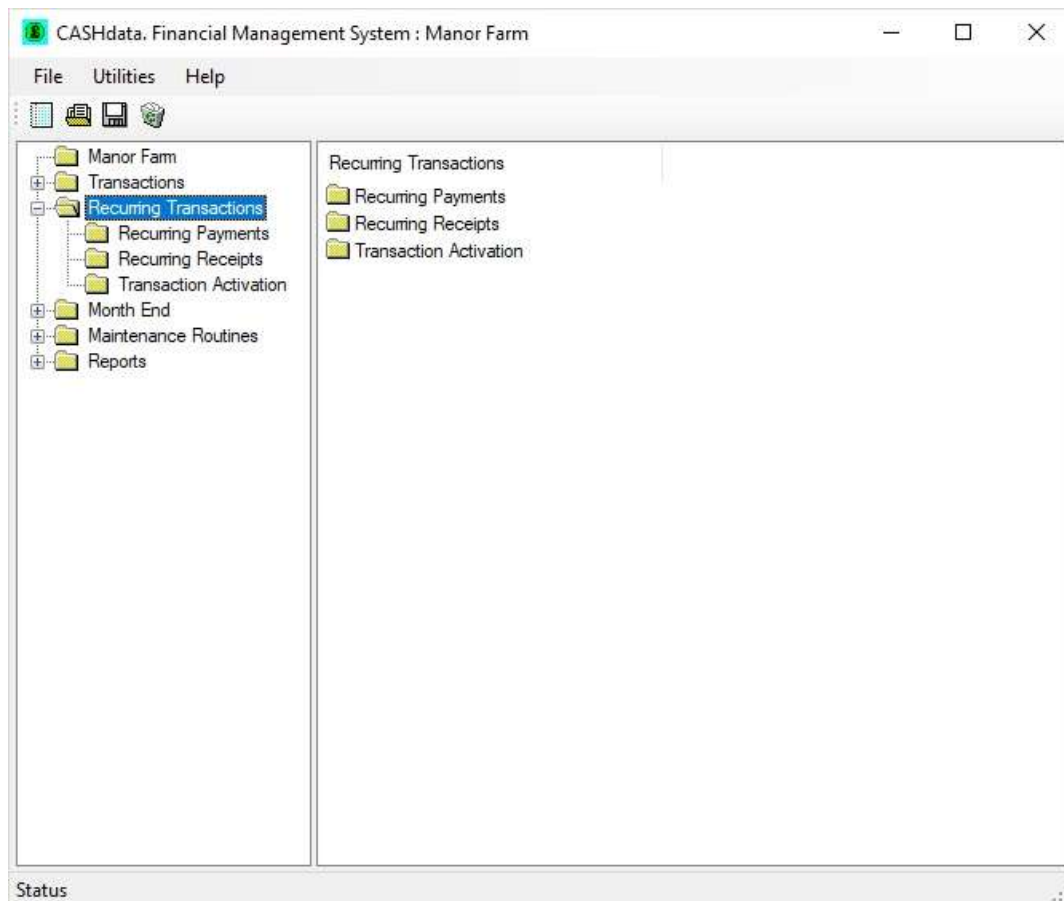
It is principally designed for direct debits and credits which occur each month or at regular intervals throughout the financial year. They can also be used for entries which occur regularly for differing values, the value and analysis can be edited from the Transaction Activation screen.

These are created in the normal way with the addition of the Scheduling Section.

Set up transaction as normal.

For Payments Cheque / Ref No. is unavailable. A reference number is allocated to each transaction as it is written into the cashbook on activation. This is a sequential number with a Prefix as set in the Maintenance->Business Parameters -> Financial section.

Scheduling

Each recurring transaction has a Start Date and an End Date. It will only appear for activation in months within this range. Thus, a transaction can be scheduled for a specific time period. For example, an HP agreement can be given an appropriate end date.

Each entry can be scheduled to occur in any period of the financial year as required and it will only appear for activation in those scheduled months. For example, where a payment is quarterly then only the four appropriate periods should be ticked.

For each period scheduled a date can be entered when it should occur. This is the date which will be written into the cashbook when activated. In the above example all the debits are scheduled for the 8th of the month.

Any entry can be suspended by putting a tick in the suspend box. This will prevent it coming up for activation in any future months.

3.2 Transaction Activation

This has to be done each month to write the transactions into the cashbook.

Select the period required, only currently open periods are available. Payments or Receipts may be selected.

The scheduled transactions will be displayed for the selected period. These can be edited by clicking on the No., Name, Description or Amount. Once edited the transaction will retain the new values.

The transaction can be selected for activation by clicking in the include column. All the transaction can be selected by clicking on the Select button. They can be deselected by clicking again in the include column.

Click in the suspend column if you want to stop this transaction from coming up in future.

Once you are happy with the selected transaction click Activate. The selected transactions will be written into the next available numbers in the cashbook. Transactions are written in the order they are displayed on the screen. "Cheque Numbers" will be allocated as set in the Maintenance section.
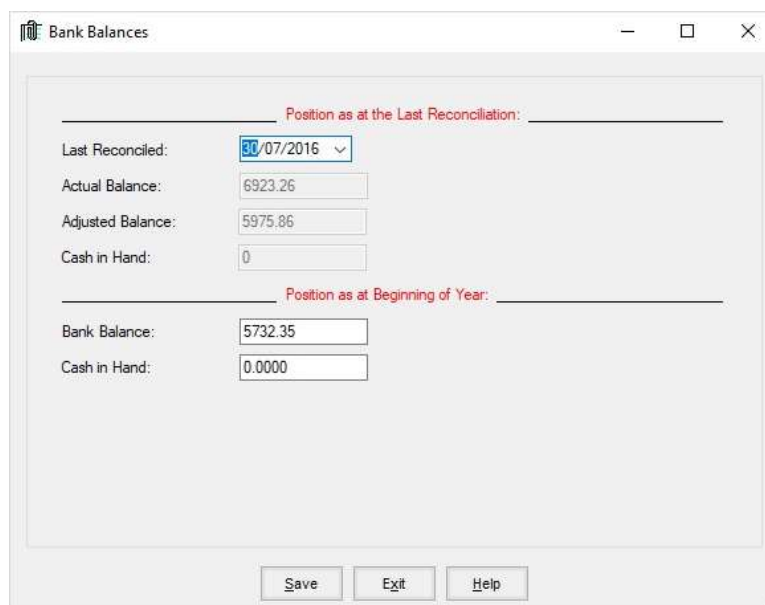
Transactions can only be activated once in a period. If a transaction occurs more than once in a month it will have to entered as two separate recurring transaction with the appropriate dates.

Any transaction can be deleted as normal but the transaction number will be lost.

Chapter 4   Month End

This section covers the Bank Reconciliation, the VAT reporting and the Closing of a month.
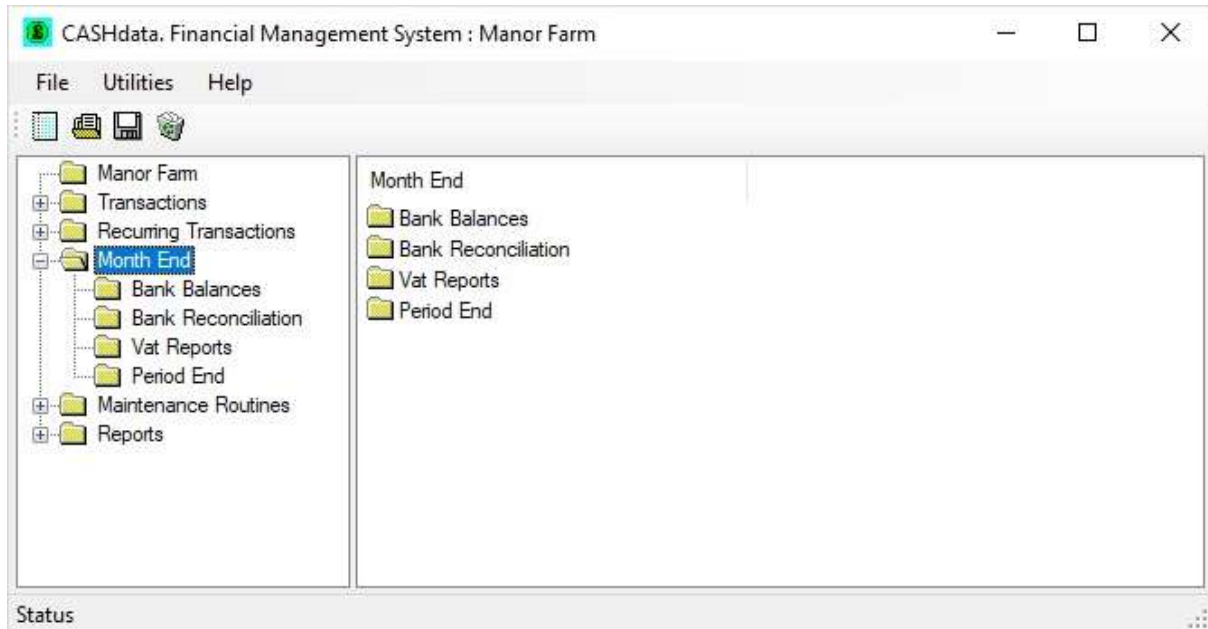
4.1 Bank Balances

This section shows you the key bank current account balances of the business. It is used initially in setting up the business and later as a reference at any time, particularly when reconciling the bank. After the first reconciliation is completed the Bank figures cannot be edited.

4.2 Setting up a New Business

When setting up a business all the bank balances should be set to the opening adjusted balance for the year. This calculated as follows.

The Actual Opening Statement Balance =   1034.34

Less   Unpresented Cheques at the Year-end

	Chq. No.	Value
	100435	45.21
	100436	103.54
	100439	142.14
	100440	1132.54
	100442	32.13
	100443	2350.00
Total		3805.56

Sub Total   (1034.34 - 3805.56)   -2771.19

Plus   Undeposited Receipts at the Year-end

	Date	Value
	31/03/15	2352.19

Adjusted Balance (-2771.19 + 2352.19)   -419.00

Once this has been entered in the Bank Balances Section you can proceed to the first reconciliation.

In the first reconciliation there may be entries on the statement which are not on the computer. These are last years unpresented cheques and undeposited receipts as above. You can ignore them as far as the computer reconciliation is concerned, they have been taken into account by the opening adjusted balance.

If any cheques from last year are still unpresented at the end of the first reconciliation, the closing balance entered for the reconciliation will have to be adjusted to take them into account as above.

The purpose of a Bank Reconciliation is to:

a. Calculate an adjusted bank balance, so that you know what the balance will be once all the cheques written are presented and all the deposits cleared.
b. Check that the amounts entered as transactions agree with those that the bank processes.

As a general rule, if the bank figures disagree with the transaction figure you entered, take the bank figures as being correct. If the bank makes a later adjustment, it can be entered as a further transaction.

If there are any omissions they can be entered as new Transactions. If the figures need to be amended this can be done in Transactions.

NOTE

We advise users to reconcile the bank before closing a month. The reconciliation is a check on your figures and if a mistake is discovered in an entry once the month has been closed that transaction cannot be edited.

Reconciliation Routine

Only transactions for the first open period are available for reconciliation. The second period cannot be reconciled until the first is closed.

Enter the date that you are reconciling to. Usually the end of the month.

Enter the Closing Bank Balance from the statement on that date as the Closing Balance.

The Opening Balance is retained from the previous reconciliation. You cannot change this and it should be the opening balance on the start date of the statement for this reconciliation.

You can then choose to select either Credits or Debits. It does not matter which you do first.

You will be shown a list of all the unreconciled entries in this period in transaction number order. Go through the statement and select all the entries on the list which are on the statement. (Click on them to highlight them.) As you select entries the running balance will change and the selected and available will change.

Select highlights all the entries on the list, clicking on an entry will then deselect it. **Reset** removes all the highlight and deselects everything.

Once you have been through the list of both credits and debits and selected all the entries on the statement the running balance (opening balance plus the selected credits, less the selected debits) should be equal to the closing balance.

If they are not you could have:

1. Failed to select a transaction which is on the statement
2. Selected one which is not on the statement
3. Have a transaction on the statement not entered on the computer.
4. Have a transaction on the statement which does not balance that on the list.

If it is one of the first two simply correct the highlighted entries on the list. If it is one of the latter two you will have to leave the reconciliation and make corrections to the transactions. Deselect the wrong transaction first and Click **Save** to save your selection. When you come back to the reconciliation the transactions previously selected will still be selected only if you have saved.

Clicking **Print** will give you a display or print of the list with those entries which have been selected flagged as **Yes**. This is a useful print when you want to crosscheck the entries with the statement.

Once the running balance and the closing balance are equal Click **Reconcile** to complete the process. This flags the selected entries as reconciled and prints the reconciliation report automatically.

Click **Re-Print** to get another copy of the last completed reconciliation.
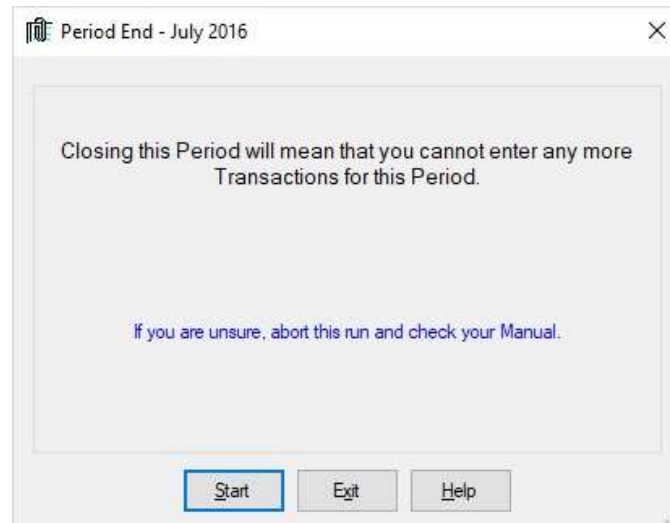
(Do not close Period 12 until you have read Appendices D & E. This invokes the Year-end Routine.) **The system will automatically retain a copy of the Year on the Computer.**

Clicking **Month End** closes the first available month thus preventing any amendments being made to transactions posted in this month. Once closed no more transactions can be entered in this month. Please consult Month End Check-list in *Appendix D*.

NOTE

We would strongly recommend that a Bank Reconciliation is completed for a month before it is closed. This will check that the transactions entered correspond with the Bank Statement.

If monthly VAT Returns are made a VAT report will be produced when each month is closed. If quarterly returns are made a report is produced when closing every third month.

SPECIAL NOTE

VAT Due for Motoring Expenses. If this is to be included in the VAT Report due on closing a period this should be entered in that month. This should be a transaction, an example of which is shown in *Appendix F*.

When you are happy no more entries are to be made for a month and all those already made are correct then and only then should a month be closed. On closing the first month of a year the fourth will then be available for entries and so on throughout the year, always giving three available.

Closing the 12th Month closes down the year. This should only be done when you have completed all your printouts needed for audit purposes. Once a year is closed you cannot simply go back to get information. Please consult the year-end check-list in *Appendix E* before proceeding.

VAT Report Display / Print

Clicking these will display or print the VAT relevant entries and Totals for the range of months shown in the boxes. This is useful for reference, particularly for a VAT Inspection.

The above is a list of all payments and receipts which had VAT in August and the value of that VAT. This should be the values shown in the appropriate boxes on the VAT return.

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The Screen below shows the Box totals for VAT return for the same month.

Manor Farm
Vat Report
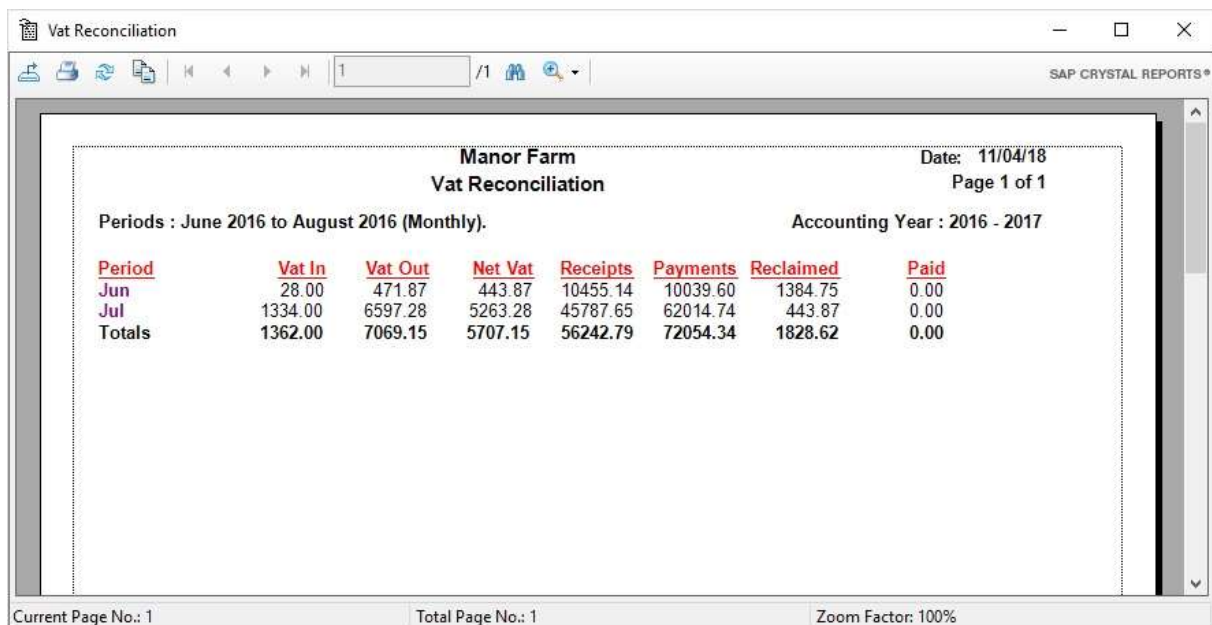
Date: 11/04/18
Page 2 of 2

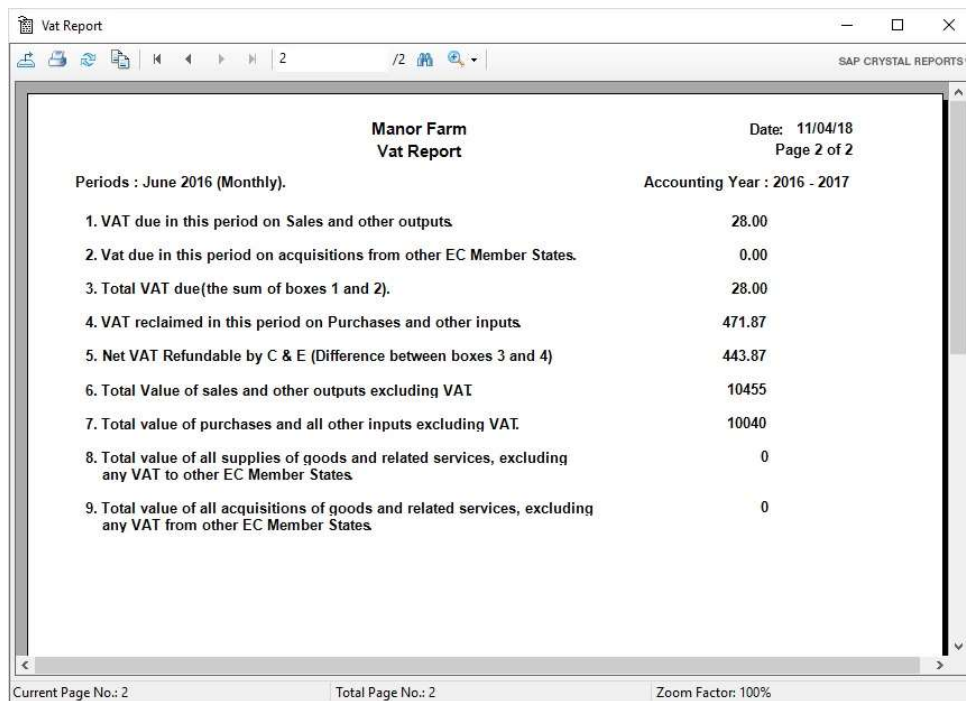Periods : June 2016 (Monthly).

Accounting Year : 2016 - 2017

1. VAT due in this period on Sales and other outputs.	28.00
2. Vat due in this period on acquisitions from other EC Member States.	0.00
3. Total VAT due(the sum of boxes 1 and 2).	28.00
4. VAT reclaimed in this period on Purchases and other inputs.	471.87
5. Net VAT Refundable by C & E (Difference between boxes 3 and 4)	443.87
6. Total Value of sales and other outputs excluding VAT.	10455
7. Total value of purchases and all other inputs excluding VAT.	10040
8. Total value of all supplies of goods and related services, excluding any VAT to other EC Member States.	0
9. Total value of all acquisitions of goods and related services, excluding any VAT from other EC Member States.	0

VAT Reconciliation Display / Print

Manor Farm
Vat Reconciliation

Date: 11/04/18
Page 1 of 1

Periods : June 2016 to August 2016 (Monthly).

Accounting Year : 2016 - 2017

Period	Vat In	Vat Out	Net Vat	Receipts	Payments	Reclaimed	Paid
Jun	28.00	471.87	443.87	10455.14	10039.60	1384.75	0.00
Jul	1334.00	6597.28	5263.28	45787.65	62014.74	443.87	0.00
Totals	1362.00	7069.15	5707.15	56242.79	72054.34	1828.62	0.00

This report shows the totals from the Monthly or Quarterly VAT Reports along with what has actually been paid to or received from Customs & Excise.

Chapter 5   Reports

This chapter describes the various reports which can be produced by the system. These are broken into four different options described below.
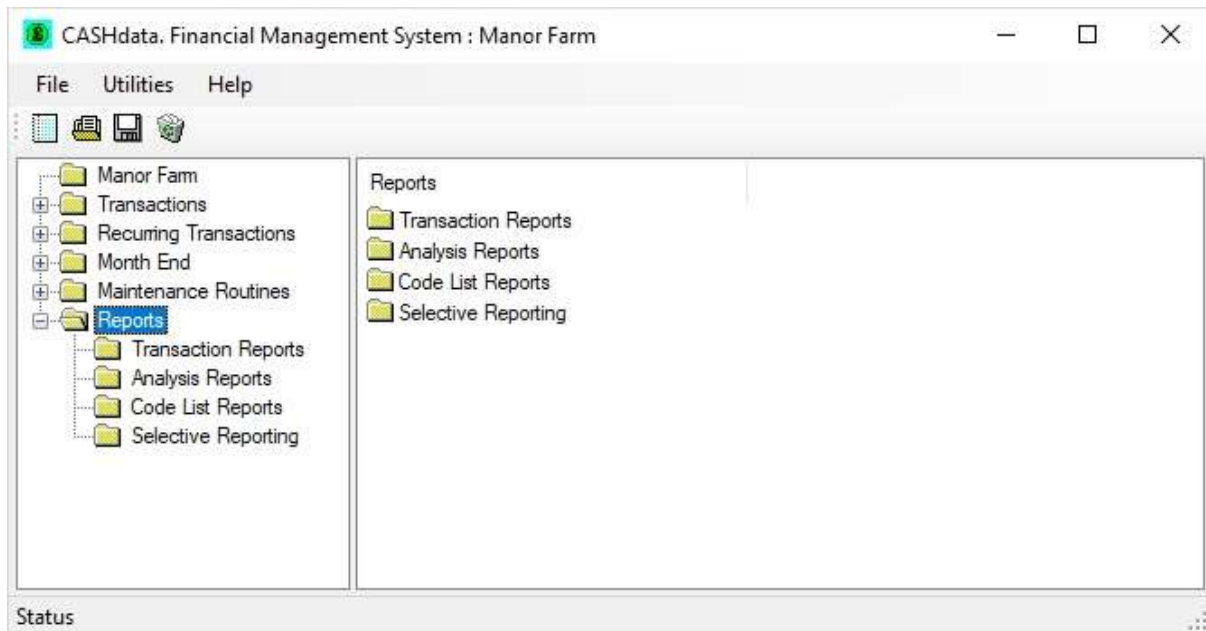
Common to all Screen reports are some Button Controls on the Screen Display.

The button at the top left exports the displayed report to file. This may then be imported into other applications.

Next from the left is the Print button which sends the displayed report to the printer.

The Refresh button (rotating arrows) refreshes the report if the data has been changed.

Next is the copy button.

Next is shown which page of the report is on the screen. At each side are start and end page buttons, inside these are page forward and back buttons.

The Binoculars icon next to it is for searching.   For example, it can be used for searching for a particular field or stock item. Click on the Binoculars button, enter the required characters and the first item containing the characters chosen will be outlined, click again and the next item containing those characters will be shown.
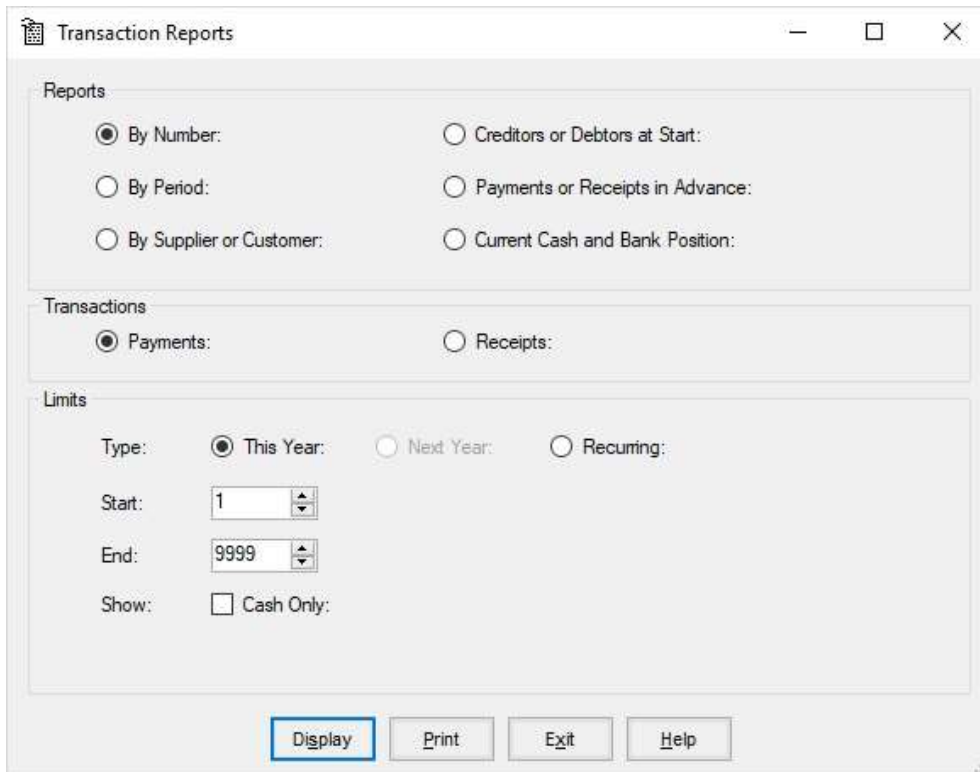
The magnification button can be used to change the size of the report shown on the screen or it can be made to fit the page width or the whole page.

The side scroll bar allows you to scroll up and down the report and the bottom scroll bar from side to side.

Reports on the various headings shown in the Options Box can be printed or shown on the screen. The screen displays are exactly the same as the printed reports. Printed reports can be created directly from the screen display. If you have a colour printer the reports will print in the same colours as the screen display.

5.1 Transaction Reports

This produces reports at the various transaction levels.

Type is either from the Payment or Receipt side of the cashbook.

Next Year only becomes available at the end of a financial year when the opening months of the next year are available for posting.

Recurring displays the transactions which are set up in the Recurring Transaction section.

The Limit works on either a number range, a period range or a name range.

Clicking in the Cash Only box will only report transactions with cash entries.

Transaction Report by Number

									SAP CRYSTAL REPORTS®

Manor Farm
Receipt Transactions

Date: 11/04/18
Page 1 of 1

Numbers : 1 to 9999

Accounting Year : 2016 - 2017

No	Status	Date	Name / Description	Contra	Cash	Bank	Total	Cheque No	Period
1	B	12/06/16	Fresh Meat Co.	122.12		1947.00	2069.12		Jun
			22 Prime Lambs						
2	B	24/06/16	The Auction Mart.	63.20		482.80	546.00		Jun
			10 Cast Ewews						
3	B	05/06/16	SGRPID			2914.00	2914.00		Jun
			Calf Premuim 2012						
4	B	05/06/16	Holiday Rent Deposit Fraser No.1			150.00	150.00		Jun
5	B	17/06/16	Fresh Meat Co.	124.30		2031.52	2155.82		Jun
			24 Prime Lambs						
6	B	24/06/16	Fresh Meat Co.	53.20		1051.00	1104.20		Jun
			13 Prime Lambs						
7	B	25/06/16	The Auction Mart.	94.21		3910.79	4005.00		Jun
			5 Cast Cows						
8	B	13/06/16	SGRPID			32542.57	32542.57		Jun
			Single Farm Payment 2012						
9	B	13/06/16	HMRC			1384.75	1384.75		Jun
			Vat Refund						
10	V	30/06/16	Road Fuel Scale Charge	168.00			168.00		Jun
11	B	05/06/16	Mrs D Hunter			425.00	425.00		Jun
			Cottage Rent						
12	U	05/07/16	Mrs D Hunter			425.00	425.00		Jul
			Cottage Rent						
13	U	01/07/16	Road Fuel Scale Charge	168.00			168.00		Jul
14	U	08/07/16	Fresh Meat Co.	126.40		3451.00	3577.40		Jul
			43 Lambs						
15	U	08/07/16	Fresh Meat Co.	83.20		2384.00	2467.20		Jul
			32 Lambs						
16	U	15/07/16	Fresh Meat Co.	165.30		4260.00	4425.30		Jul
			53 Lambs						
17	U	16/07/16	HMRC			443.87	443.87		Jul
			VAT Refund						
18	U	22/07/16	Fresh Meat Co.	245.32		5832.10	6077.42		Jul
			76 Lambs						
19	U	22/07/16	The Auction Mart.	382.10		15243.00	15625.10		Jul
			14 Prime Steers						
20	U	29/07/16	Holiday Let			636.00	636.00		Jul
			Cottage No 1						
21	U	08/07/16	Central Garage	7200.00			7200.00		Jul
			New Pickup						
22	U	29/07/16	Fresh Meat Co.	250.23		6410.00	6660.23		Jul
			83 Prime Lambs						
23	U	31/07/16	Transfer from Deposit Acc			25000.00	25000.00		Jul
Totals				**9245.58**		**110924.40**	**120169.98**		

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Transaction Report by Period
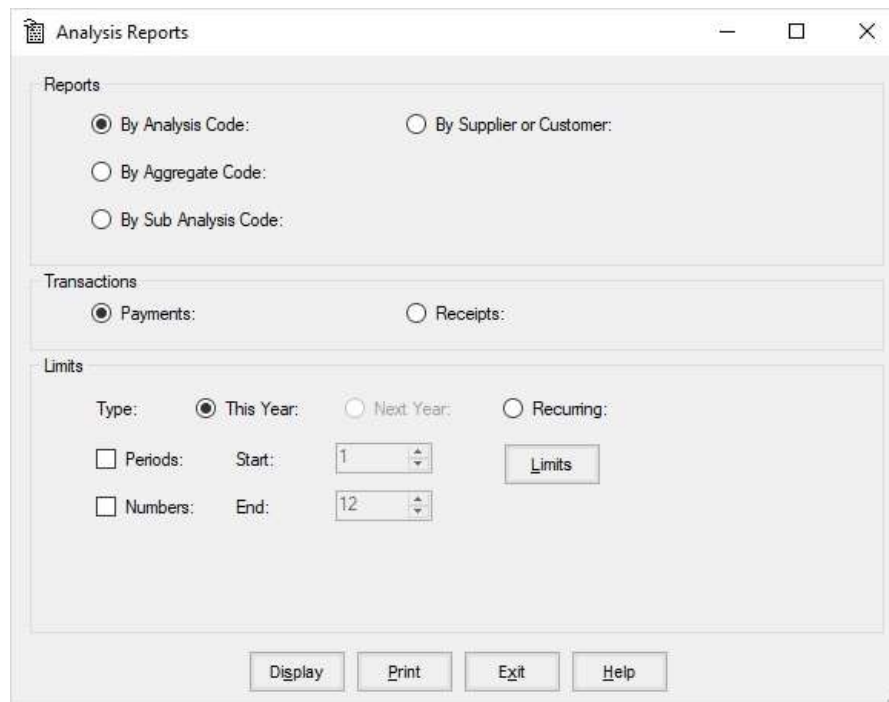
Manor Farm   Date: 11/04/18

Receipts By Period   Page 1 of 1

Periods : 1 to 1   Accounting Year : 2016 - 2017

No	Status	Date	Name / Description	Contra	Cash	Bank	Vat Code	Value
Period 1 : Jun								
1	B	12/06/16	Fresh Meat Co.					
			22 Prime Lambs	122.12		1947.00	240	2069.12
2	B	24/06/16	The Auction Mart.					
			10 Cast Ewews	63.20		482.80	242	546.00
3	B	05/06/16	SGRPID					
			Calf Premuim 2012			2914.00	102	2914.00
4	B	05/06/16	Holiday Rent Deposit Fraser No.1					
						150.00	400	150.00
5	B	17/06/16	Fresh Meat Co.					
			24 Prime Lambs	124.30		2031.52	240	2155.82
6	B	24/06/16	Fresh Meat Co.					
			13 Prime Lambs	53.20		1051.00	240	1104.20
7	B	25/06/16	The Auction Mart.					
			5 Cast Cows	94.21		3910.79	224	4005.00
8	B	13/06/16	SGRPID					
			Single Farm Payment 2012			32542.57	102	32542.57
9	B	13/06/16	HMRC					
			Vat Refund			1384.75	102	1384.75
10	V	30/06/16	Road Fuel Scale Charge					
				168.00			28.00 100	28.00
							107	140.00
11	B	05/06/16	Mrs D Hunter					
			Cottage Rent			425.00	400	425.00
Total for Period 1 : Jun				**625.03**		**46839.43**	**28.00**	**47464.46**
Totals				**625.03**		**46839.43**	**28.00**	**47464.46**

5.2 Analysis Reports
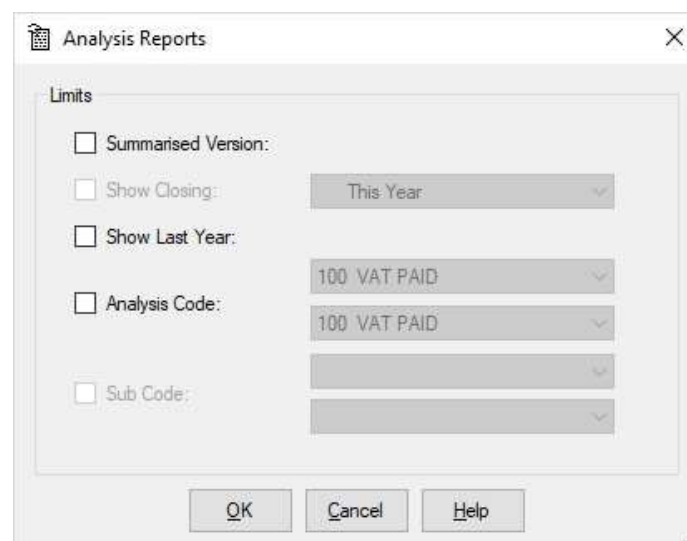
The various levels of code can be selected. Payments or Receipts can be selected.

Next Year only becomes available at the end of a financial year when the opening months of the next year are available for posting.

Recurring displays the transactions which are set up in the Recurring Transaction section.

Limits can be set the Period or Transaction Number. This can be a range or a single period or number.

Other Limits can be set on any of the reports by clicking the Limits Button.

Summarised Version   Only the total value in each code is shown, the individual analysis entries are not.

Show Closing   If Closing Creditors and Debtors have been entered these will be shown as totals at the end of each code. A Budget set will have to be selected as the source of these figures.

Show Last Year   Any entries which have been coded within Code 102 will be picked up and shown at the end of the appropriate code.

Analysis   This is used to restrict the list if required. For example, you may only want one or a range of codes or names.

Sub Code   Only applies to a Sub Analysis Code report. It can be used to restrict to one or a range of codes.

Example of an Analysis Code List.

Receipts By Analysis Code — □ ×

| | | | | /1 | | SAP CRYSTAL REPORTS® |

Manor Farm
Receipts By Analysis Code

Date: 11/04/18
Page 1 of 1

Periods : 1 to 1. Show Last Year

Accounting Year : 2016 - 2017

No	Date	Name / Description	Analysis Description	Sub	Value	Quan	/Unit
100 VAT CHARGED							
10	30/06/16	Road Fuel Scale Charge	Road Fuel Scale Charge		28.00		
Totals for 100 VAT CHARGED					28.00		
102 DEBTORS AT START							
3	05/06/16	SGRPID	DEBTORS AT START		2914.00		
8	13/06/16	SGRPID	DEBTORS AT START		32542.57		
9	13/06/16	HMRC	DEBTORS AT START		1384.75		
Totals for 102 DEBTORS AT START					36841.32		
103 VAT REFUNDS							
Totals for 103 VAT REFUNDS					0.00		
			Debtors at Start of Year		1384.75		
107 NET ROAD FUEL SCALE CHARGE							
10	30/06/16	Road Fuel Scale Charge	Net Road Fuel Scale Charge		140.00		
Totals for 107 NET ROAD FUEL SCALE CHARGE					140.00		
180 SINGLE FARM PAYMENT							
Totals for 180 SINGLE FARM PAYMENT					0.00		
			Debtors at Start of Year		32542.57		
224 OTHER CATTLE SALES			HEAD				
7	25/06/16	The Auction Mart.	OTHER CATTLE SALES		4005.00	5.00	801.00
Totals for 224 OTHER CATTLE SALES					4005.00	5.00	801.00
228 CALF PREMIUM							
Totals for 228 CALF PREMIUM					0.00		
			Debtors at Start of Year		2914.00		
240 LAMB SALES			HEAD				
1	12/06/16	Fresh Meat Co.	LAMB SALES		2069.12	22.00	94.05
5	17/06/16	Fresh Meat Co.	LAMB SALES		2155.82	24.00	89.83
6	24/06/16	Fresh Meat Co.	LAMB SALES		1104.20	13.00	84.94
Totals for 240 LAMB SALES					5329.14	59.00	90.32
242 OTHER SHEEP SALES			HEAD				
2	24/06/16	The Auction Mart.	OTHER SHEEP SALES		546.00	10.00	54.60
Totals for 242 OTHER SHEEP SALES					546.00	10.00	54.60
400 RENT & WAYLEAVES							
4	05/06/16	Holiday Rent Deposit Fraser No.1	RENT & WAYLEAVES		150.00		

Current Page No.: 1   Total Page No.: 1   Zoom Factor: 100%

Example of a Sub Analysis Report.

Payments By Sub Code

SAP CRYSTAL REPORTS®

Manor Farm
Payments By Sub Code

Date: 11/04/18
Page 1 of 1

. Show Last Year. Sub Code : BEE to BEE

Accounting Year : 2016 - 2017

No	Date	Name / Description	Analysis Description	Code	Value	Quan	/Unit
BEE BEEF							
250 FEED			TONNES				
23	27/06/16	Graham Feeds	Straw		610.00	10.20	59.80
Totals for 250 FEED					610.00	10.20	59.80
			Creditors at Start of Year		632.00		
260 VET & MED			NUMBER				
22	27/06/16	Smart & Smart	BEEF		420.00		
47	27/07/16	Smart & Smart	BEEF		168.00		
Totals for 260 VET & MED					588.00		
270 COMMISSION & LEVY			HEAD				
5	25/06/16	The Auction Mart.	BEEF		88.97	5.00	17.79
42	22/07/16	The Auction Mart.	BEEF		346.87	14.00	24.78
Totals for 270 COMMISSION & LEVY					435.84	19.00	22.94
275 HAULAGE			HEAD				
50	27/07/16	Donaldson Haulage Ltd.	HAULAGE		230.16		
Totals for 275 HAULAGE					230.16		
			Creditors at Start of Year		120.00		
Totals for BEE BEEF					1864.00		
			Creditors at Start of Year		752.00		
			Grand Total		1864.00		
			Total Creditors at Start		752.00		

Current Page No.: 1   Total Page No.: 1   Zoom Factor: 100%

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The Various code lists can be printed from here.

To select a particular report, click in the dot beside the heading and click **Display** or **Print.**

Category only applies to Analysis Codes. If a Start and End Category are specified the analysis codes are listed by their various aggregate code headings.

APPENDIX A   Transaction/Journal Entry Examples

Introduction

The following examples are intended to act as a guide to a variety of different ways of entering transactions. Obviously not all situations are covered, but they do illustrate the sort of logic which can be applied.

The examples are taken from the screen, so the way they are entered should be self-explanatory. A description of each transaction precedes each example.

Example 1

Wages paid out of Petty Cash

The payment is made from Cash, therefore petty cash balance will be reduced by £423.

> (If a cheque for say £500.00 was cashed and then £423.00 paid out and £77.00 put into petty cash, the Bank value would have been analysed £423.00 to wages and £77.00 to petty cash, in a similar way to Example 3.)

Example 2

Fuel Account paid by cheque

This is an example of a very straight forward transaction.

VAT May be claimed in full on all fuels if the Road Fuel Scale Charge is used. Private allowances should be checked with you accountant.

Example 3

A cheque cashed

Notice part of this cheque has been analysed to petty cash (cash from bank) so the actual balance of petty cash will only increase by £47.50. It is not necessary to analyse the whole cheque to BANK, and then make later payment entries from CASH to analyse separate payments.

Whenever a (BANK) payment transaction is analysed to Code 101 - CASH FROM BANK, a (CASH) receipts transaction is automatically generated and vice versa.

Example 4

Journal Entry to correct an incorrect transaction entry

Transactions can be corrected up until the time that they are included in a bank reconciliation and VAT report. Assume here that a VAT report has been completed for the original transaction, then a mistake found. £320.15 was analysed to Contract Work instead of Sprays.

Note that Contra, Cash and Bank are all 0 in journal entry, there is no money moving out of the business. The analysis amount must come to 0 also.

Example 5

Journal Entry to allocation fertiliser from stock to crops

The assumption here is that the fertiliser was paid for, and that transaction entered, before it was known which crops it was applied to. The transaction could not be changed as it was reconciled and VATed.

The total amount is taken away from the original Analysis (which was not Sub-analysed) and then entered and Sub-analysed to the various crops, so that crop margin analysis and budgeting are made easier using the Sub-Analysis.

Example 6
Purchase of a new tractor with an older tractor sold as a trade in

The new tractor costs 82200.00 (VAT included) so this total must be entered as a payment to make the VAT return correct.

The £68500 will be added to Machinery of the balance sheet.

The trade in value of the old tractor was £29160.00 (including VAT) so this amount must also be full entered to produce a correct VAT return. The £24300.00 will be deducted from Machinery on the balance sheet.

Example 7

A new tractor purchased with a trade in and the balance financed.

(Similar entries would apply for loan, hire purchase and leases, where leases are capitalised).

In this case only the VAT balance is paid from the Bank at the time of purchase, so Bank must be £8840. £82200 must still be entered as a payment so that VAT can be claimed, as must the total sale price (£29160) of the trade in.

The difference between the two net of VAT (£44200) is the amount borrowed, which is in effect a receipt (of a loan or HP credit) and thus a contra, so the total contra will be the trade in (£29160) plus the loan (£44200) which comes to £73360). The contra (£73360.00) plus Cash (0) and Bank (£8840) comes to £82200.00, therefore the payments side of the transaction (the new tractor) must be £82200.00.

Machinery on the balance sheet will change by purchase of £68500.00 and sale of £24300.00, and loans or HP Credit will increase by £44200.

Payments

Transaction | **Analysis** | **Contra**

Number: 64

Type: ● Analysis: ○ Last Year: ○ Pre-Payment:

Amount: 82200   To Analyse: 0

	Code	Sub	Description	Quantity	Value
	100		VAT PAID	.000	13700.00
▶	960		MACHINERY PURCHASED	.000	68500.00
∗					

[Save] [New] [Delete] [Find] [Next] [Previous] [Exit] [Help]

Payments

Transaction | **Analysis** | **Contra**

Number: 25

Type: ● Analysis: ○ Last Year: ○ Pre-Payment:

Amount: 73360   To Analyse: 0

	Code	Sub	Description	Quantity	Value
	100		VAT CHARGED	.000	4860.00
	960		Trade-in Tractor	.000	24300.00
	840		NEW H.P. CREDIT	.000	44200.00
▶∗				.000	.00

[Save] [New] [Delete] [Find] [Next] [Previous] [Exit] [Help]

Example 8   Cancelling a cheque

We assume here that the original cheque 102327 was included in a VAT Report and cannot therefore be deleted in Transaction Maintenance. The cheque, for £1423 was for other livestock expenses.

The cheque is re-entered as a negative value. The cheque number is given as 102327A. This gives reference to original cheque number. It is analysed to VAT and Other Livestock expenses, thus cancelling the previous analysis.

In the next Bank Reconciliation, the original cheque, and the negative one should both be cleared on the debit side (as if on the statement).

As one is positive and one is negative, the net result will be 0 (40.25 -40.25) so the balance will work out correctly, and the cancelled cheque will no longer appear as an unpresented cheque on the Bank Reconciliation.

Example 9

Entering a VAT refund as an opening Balance

Any receipts applying to last year's accounts are entered as Debtors at Start (likewise payments for invoices dated in the last financial year are Creditors at Start).   Usually your first VAT refund of the year will be for a return relating to the last month(s) of last financial year, therefore it is money owing to you at the start of the financial year and so is a debtor at start.

The second analysis screen (outstanding Analysis) will then appear with only the Debtor/Creditor at start total to be analysed.

VAT on payments or receipts can be analysed to Analysis number 100 on either the first or second screen.   Most accountants would put it on the first screen and only analyse the net amount to creditors.

Receipts

Transaction | **Analysis** | **Contra**

Number: 9

Type: ● Analysis: ○ Last Year: ○ Pre-Payment:

Amount: 1384.75   To Analyse: 0

	Code	Sub	Description	Quantity	Value
▶	102		DEBTORS AT START	.000	1384.75
*					

Save | New | Delete | Find | Next | Previous | Exit | Help

Receipts

Transaction | **Analysis** | **Contra**

Number: 9

Type: ○ Analysis: ● Last Year: ○ Pre-Payment:

Amount: 1384.75   To Analyse: 0

	Code	Sub	Description	Quantity	Value
▶	103		VAT REFUNDS	.000	1384.75
*					

Save | New | Delete | Find | Next | Previous | Exit | Help

57
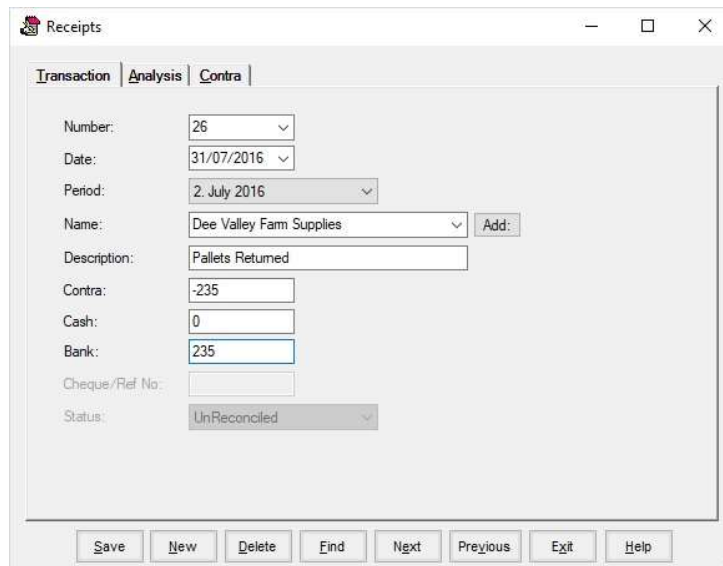
Example 10

Entering a receipt against a payment Analysis Head

In some cases you may wish to take an amount away from a payment analysis head when you have actually received money. This example is for a case where pallets have been returned which have already been paid for along with fertiliser. You would then want to reduce the total amount originally analysed in the payments transaction to Fertiliser and VAT, in this case to the value of £200.00 + £35.00 VAT.

Note that as the total of Contra, Cash and Bank comes to 0, no analysis is necessary in the Main Receipt Analysis screen.
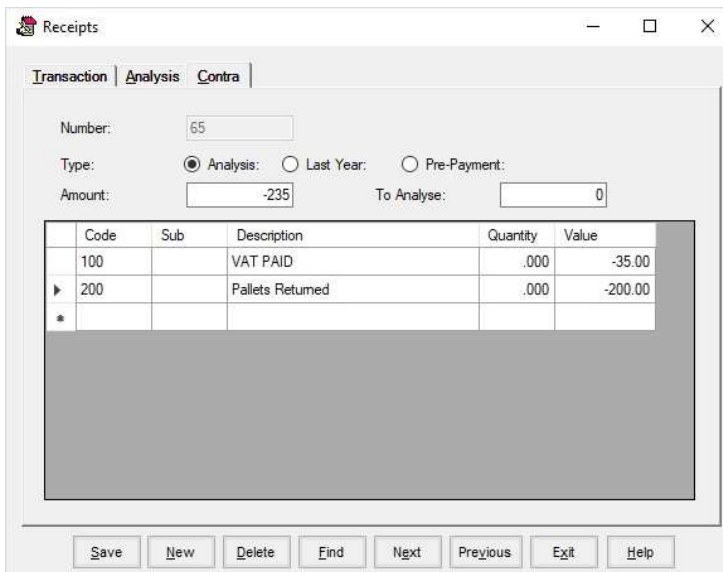
It is important to remember, that in order to complete a correct VAT return, inputs must be analysed as payments, and outputs as receipts, so do not perform entries such as this if it would go against this rule.

Example 11

An example of a straight forward contra

Auction sales are a common example of transactions involving contras.

Commission and Levy, must be analysed as a payment, as they are VAT inputs, and are cost items of Profit and Loss.

APPENDIX B   Coding Examples

Aggregate Codes - General Codes

Code	Description	Vat Rate
OUTPUTS		
CROPS		
101	WHEAT	0.00
102	BARLEY	0.00
103	OILSEED RAPE	0.00
104	POTATOES	0.00
110	SINGLE FARM PAYMENT	0.00
120	OTHER CROP INCOME	0.00
129	GROWING CROP VALUATION	0.00
LIVESTOCK		
130	CATTLE	0.00
131	MILK-DAIRY PRODUCE	0.00
132	SHEEP & WOOL	0.00
133	PIGS	0.00
134	POULTRY & EGGS	0.00
149	OTHER LIVESTOCK	0.00
MISCELLANEOUS		
160	CONTRACTING INCOME	20.00
165	OTHER FARM INCOME	0.00
CREDITS		
180	RENT & WAYLEAVES	0.00
VARIABLE COSTS		
CROPS		
200	FERTILISER	20.00
210	SEEDS	0.00
220	SPRAYS	20.00
225	CROP CONTRACT WORK	20.00
230	CROP CASUAL LABOUR	0.00
240	OTHER CROP EXPENSES	20.00
LIVESTOCK		
250	FEED	0.00
260	VETERINARY FEES & MEDICINES	20.00
270	DAIRY EXPENSES	20.00
280	LIVESTOCK CONTRACT WORK	20.00
285	LIVESTOCK CASUAL LABOUR	0.00
290	OTHER LIVESTOCK EXPENSES	20.00

FIXED COSTS

   LABOUR
300	REGULAR LABOUR	0.00	
305	PAYE & NIC	0.00	

   POWER
310	MACHINERY EXPENSES	20.00	
315	MACHINERY LEASING		20.00
320	FUEL & ELECTRICITY	20.00	
330	OTHER MACHINERY EXP.	20.00	

   OVERHEADS
340	RENT & RATES	0.00	
350	INSURANCES	0.00	
360	PROPERTY REPAIRS	20.00	
370	BANK INTEREST	0.00	
375	FINANCE COSTS	0.00	
380	PROFESSIONAL FEES	20.00	
390	OFFICE & ADMIN	20.00	
395	GENERAL FARM COSTS	20.00	
6AA	PLANT AND MACHINERY DEPN		0.00
6BB	BUILDINGS DEPRECIATION		0.00

PRIVATE

710	PRIVATE INCOME	0.00	
720	INVESTMENT INCOME	0.00	
730	INCOME TAX REBATE	0.00	
760	PRIVATE DRAWINGS	0.00	
780	INCOME TAX	0.00	
790	LIFE ASSURANCE	0.00	

LIABILITIES

840	H.P. CREDITORS	0.00	
850	STOCK LOANS	0.00	
860	LOANS	0.00	

ASSETS

940	DEPOSIT ACCOUNT	0.00	
960	MACHINERY	20.00	
970	BUILDINGS/STRUCTURES	0.00	
980	INVESTMENTS	0.00	
990	LAND	0.00	

.

Payments Analysis Codes - General Codes

Code	Description	Vat	Quantity	Sub Codes	Protected
SPECIAL					
100	VAT PAID	No	No	Yes	Yes
101	CASH FROM BANK	No	No	Yes	Yes
102	CREDITORS AT START	No	No	Yes	Yes
103	PAID TO C & E	No	No	Yes	Yes
999	PRE-PAYMENTS	No	No	Yes	Yes
WHEAT					
110	WHEAT PURCHASED FO	Yes	T	No	No
CATTLE					
150	HEIFERS PURCHASED	Yes	H	No	No
152	STEERS PURCHASED	Yes	H	No	No
154	OTHER CATTLE PURCH	Yes	H	No	No
SHEEP & WOOL					
160	LAMBS PURCHASED	Yes	H	No	No
162	BREEDING SHEEP PURC	Yes	H	No	No
PIGS					
170	GILTS PURCHASED	Yes	H	No	No
172	OTHER PIGS PURCHASED	Yes	H	No	No
POULTRY & EGGS					
180	CHICKENS PURCHASED	Yes	H	No	No
OTHER LIVESTOCK					
190	OTHER LIVESTOCK PUR	Yes	H	No	No
FERTILISER					
200	FERTILISER	Yes	T	Yes	No
202	LIME	Yes	T	No	No
SEEDS					
210	SEED	Yes	T	Yes	No
SPRAYS					
220	SPRAYS	Yes	L	Yes	No
CROP CONTRACT WORK					
225	CROP CONTRACT WORK	Yes	N	Yes	No
CROP CASUAL LABOUR					
230	CROP CASUAL LABOUR	Yes	No	Yes	No
OTHER CROP EXPENSES					
240	OTHER CROP EXPENSES	Yes	N	Yes	No
FEED					
250	FEED	Yes	T	Yes	No

VETERINARY FEES & MEDICINES

Code	Description				
260	VET & MED	Yes	N	Yes	No

DAIRY EXPENSES

Code	Description				
270	DAIRY EXPENSES	Yes	N	Yes	No

LIVESTOCK CONTRACT WORK

Code	Description				
280	LIVESTOCK CONTRACT	Yes	N	Yes	No

LIVESTOCK CASUAL LABOUR

Code	Description				
285	LIVESTOCK CASUAL LAB	Yes	N	Yes	No

OTHER LIVESTOCK EXPENSES

Code	Description				
290	OTHER LIVESTOCK EXPE	Yes	N	Yes	No

REGULAR LABOUR

Code	Description				
300	REGULAR LABOUR	No		No	No

PAYE & NIC

Code	Description				
305	PAYE & NIC	No		No	No

MACHINERY EXPENSES

Code	Description				
310	VEHICLE EXPENSES	Yes		Yes	No
312	MACHINERY EXPENSES	Yes		Yes	No

MACHINERY LEASING

Code	Description				
315	MACHINERY LEASING CH	Yes		Yes	No

FUEL & ELECTRICITY

Code	Description				
320	FUEL & OIL	Yes	L	Yes	No
322	HEAT & LIGHT	Yes		Yes	No

OTHER MACHINERY EXP.

Code	Description				
330	OTHER MACHINERY EXP	Yes		Yes	No

RENT & RATES

Code	Description				
340	RENT	Yes		Yes	No
342	RATES & COUNCIL TA	Yes		Yes	No
344	WATER CHARGES	Yes		Yes	No

INSURANCES

Code	Description				
350	INSURANCE	Yes		Yes	No

PROPERTY REPAIRS

Code	Description				
360	BUILDING REPAIRS	Yes		Yes	No
362	FENCING, DRAINAGE & DI	Yes		Yes	No

BANK INTEREST

Code	Description				
104	BANK INTEREST	Yes		No	Yes
105	BANK CHARGES	Yes		No	No

FINANCE COSTS

375	H.P. INTEREST	Yes		Yes	No
376	LOAN INTEREST	Yes		Yes	No
377	OTHER INTEREST CHARGE	Yes		Yes	No

PROFESSIONAL FEES

380	AUDIT FEES	Yes		No	No
382	LEGAL FEES	Yes		No	No
384	OTHER PROFESSIONAL FEE	Yes		No	No

OFFICE & ADMIN

390	TELEPHONE	Yes		Yes	No
392	OFFICE & ADMIN	Yes		No	No

GENERAL FARM COSTS

395	GENERAL FARM COSTS	Yes	Yes	No	

PRIVATE DRAWINGS

760	PRIVATE DRAWINGS	No		Yes	No

INCOME TAX

780	INCOME TAX	No		Yes	No

LIFE ASSURANCE

790	LIFE ASSURANCE & PENSI	No		Yes	No

H.P. CREDITORS

840	H.P. CAPITAL REPAYME	Yes		Yes	No

STOCK LOANS

850	STOCK LOAN REPAYME	Yes		No	No

LOANS

860	LOAN REPAYMENTS	Yes		Yes	No

DEPOSIT ACCOUNT

940	TRANSFERRED TO DEPOSIT	No		No	No

MACHINERY

960	MACHINERY PURCHASED	Yes		No	No

BUILDINGS/STRUCTURES

970	BUILDING AND IMPROV	Yes		No	No

INVESTMENTS

980	INVESTMENTS PURCHAS	Yes		No	No

LAND

990	LAND PURCHASED	Yes		No	No

Receipts Analysis Codes - General Codes

Code	Description	Vat	Quantity	Sub Codes	Protected
SPECIAL					
100	VAT CHARGED	No		No	Yes
101	CASH FROM BANK	No		No	Yes
102	DEBTORS AT START	No		No	Yes
103	VAT REFUNDS	No	No	Yes	
999	RECEIPTS IN ADVANCE	No		No	Yes
WHEAT					
110	WHEAT SALES	Yes T	No	No	
112	WHEAT STRAW SALES	Yes	T	No	No
BARLEY					
120	BARLEY SALES	Yes	T	No	No
122	BARLEY STRAW SALES	Yes	T	No	No
OILSEED RAPE					
130	OILSEED RAPE SALES	Yes	T	No	No
POTATOES					
140	POTATO SALES	Yes	T	No	No
SET-ASIDE					
180	SET-ASIDE	Exempt	Ha	No	No
OTHER CROP INCOME					
170	OTHER CROP INCOME	Yes	T	No	No
CATTLE					
220	STEER SALES	Yes	H	No	No
222	HEIFER SALES	Yes	H	No	No
224	OTHER CATTLE SALES	Yes	H	No	No
MILK-DAIRY PRODUCE					
230	MILK SALES	Yes	L	No	No
SHEEP & WOOL					
240	LAMB SALES	Yes	H	No	No
242	OTHER SHEEP SALES	Yes	H	No	No
244	WOOL SALES	Yes	Kg	No	No
PIGS					
250	PIG SALES	Yes	H	No	No
POULTRY & EGGS					
260	EGG SALES	Yes	N	No	No
262	POULTRY SALES	Yes	H	No	No

OTHER LIVESTOCK
290	OTHER LIVESTOCK SALES	Yes	H	No	No

CONTRACTING INCOME
300	CONTRACTING INCOME	Yes	N	No	No

OTHER FARM INCOME
310	OTHER FARM INCOME	Yes	N	No	No

RENT & WAYLEAVES
400	RENT & WAYLEAVES	Yes	No	No

MACHINERY EXPENSES
500	INSURANCE REFUNDS	Yes	No	No

PRIVATE INCOME
710	PRIVATE INCOME	No	No	No

INVESTMENT INCOME
720	INVESTMENT INCOME	No	No	No

INCOME TAX REBATE
730	TAX REBATE	No	No	No

CAPITAL INTRODUCED
740	CAPITAL INTRODUCED	No	No	No

H.P. CREDITORS
840	NEW H.P. CREDIT	Exempt	No	No

STOCK LOANS
850	NEW STOCK CREDIT	Exempt	No	No

LOANS
860	NEW LOANS	Exempt	No	No

DEPOSIT ACCOUNT
940	TRANSFERED FROM DEPOSIT	No	No	No

MACHINERY
960	MACHINERY SOLD	Yes	No	No

INVESTMENTS
980	INVESTMENTS SOLD	Exempt	No	No

LAND
990	LAND SOLD	Exempt	No	No

Code	Description
BAR	BARLEY
BEE	BEEF
CHI	CHICKENS
DAI	DAIRY
GRA	GRASS
OSR	OILSEED RAPE
PIG	PIGS
POT	POTATOES
SET	SET-ASIDE
SHE	SHEEP
T1	TRACTOR 1
T2	TRACTOR 2
WHE	WHEAT

DETAILED ANALYSIS OF MAJOR COSTS

Aggregate Codes:-   Machinery Repairs

Analysis Numbers:-   Machinery   Vehicle   Plant
                                Repairs   Repairs   Repairs

Sub-Analysis Codes:-   Tractor 1   Tractor 2   Combine

APPENDIX C   VAT Classifications
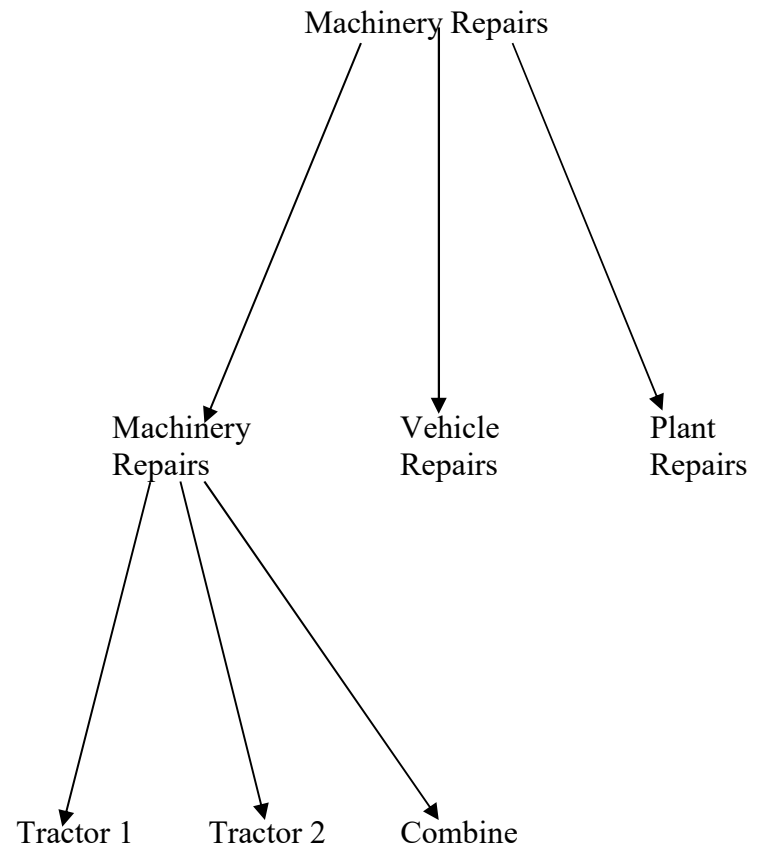
STANDARD RATED GOODS AND SERVICES
    Accountant's Fees
    Artificial Insemination
    Business activities of a Government Department
    Binder Twine
    Commission
    Contract work for which there is a payment in cash or kind
    Camping facilities and car parks
    Coal & Coke*
    Consultant's Fees
    Cottage rents if let as holiday accommodation
    Diesel Oil*
    Electricity*
    Erection of new buildings
    Fertilisers
    Fencing and drainage
    Farmyard manure
    Fishing and shooting rights
    Gas*
    Hire of machinery or implement
    Horse and ponies
    Haulage
    Hire purchase charges on items costing more than £2000
    Grazing, wintering and land let where a service is supplied with zero rated goods
    Leasing charges
    Machinery and vehicle repairs
    MLC recording fees
    Non-edible horticultural products
    New or second-hand machinery
    Paint
    Pet foods
    Petrol
    Press advertising
    Property repairs
    Sheepdogs
    Sprays
    Soil and silage sampling charges
    Subscription if association VAT Registered
    Telephone accounts
    Tourist accommodation and meals
    Veterinary services and medicines
    Wood
    Wool

* Items may be at a lower rate of VAT depending on the regulations currently in force.

ZERO RATED GOODS AND SERVICES

Animal feeding stuffs
Bees
Crops
Creosote
Eggs
Grazing and wintering
Livestock but excluding horses
Milk
Newspapers and periodicals
Seeds of food and feed plants
Trees and Bushes if used for production of edible fruit

EXEMPT ITEMS

Banking
Cottage rents other than for holiday purposes
Feu Duty
Granting of credits and loans
Hire Purchase charges on items costing less than £2000
Insurances
Land let for growing grain, etc.
Purchase or sale of land and existing buildings
Postal services
Rent
Subscriptions if association is not VAT registered
Wayleaves

OUT WITH THE SCOPE OF VAT

   Bonuses - e.g. from trading co-operatives
   Crown dues
* Grants (Production and Capital)
* National Health Insurance Stamps
   Licenses
   Levies
* PAYE and Graduated Contributions
   Rates
   Stipends
   Subsidies (e.g. fatstock Variable Premium)
* Wages and Salaries
* Private Drawings

* Items excluded for the calculation of Outputs and Inputs

APPENDIX D   Monthly Check List

NOTE:
Running a month end for Period 12 invokes the year-end routine automatically.   This cannot be reversed except by restoring from a backup.   You should therefore take a backup and keep separately (please refer to *Appendix E*. Year-end check list)

Monthly Check-list

Cash Book

1. All payments entered from cheque book.

2. All receipts entered from pay in book.

3. All transactions entered from the bank statement, i.e. Direct Debits, Standing Orders, etc.

4. All petty cash transactions entered.

5. Bank Reconciliation.

6. Printout of the Cash book for the month.

7. Printout analysis by Analysis Code if required and check for miss-postings.

8. Close month and if applicable produce VAT report.   (see note above)

APPENDIX E   Year-end Check list

Year-end Check-list.

1.   Complete monthly check list (*Appendix D*) for final month but do not run the month end (part 8).

2.   Ensure any cancelled cheques have been removed from unpresented cheque list by the method shown in *Appendix A. Example 8.*

3.   Take printouts of complete Cash-book.

4.   Take printout report by Analysis Code.

5.   Take printout report by Aggregate Code and Sub-Analysis if required.

6.   Do Journal entries to correct any mistakes or re-allocate costs.

        Before running the year-end (closing month 12) you must take a backup and keep it out of your normal backup routine.

        A copy of the data will be automatically made during the year end process.

This is an example of an entry which should be made to correctly enter the Road Fuel Scale Charge you need to register in each VAT Report. It should be entered at the end of each period a VAT Report is to be produced, every month if monthly VAT Reports are returned or every third month if returns are quarterly.

In this example the Gross Figure is £102, VAT £17 and net £85.

Receipts Analysis
Code 100 is VAT Charged

Code 107 is Net RFSC set up to go the Fuel Aggregate code. This will net off against the cost of fuel in the Profit & Loss account leaving only the value of the VAT as the expense.
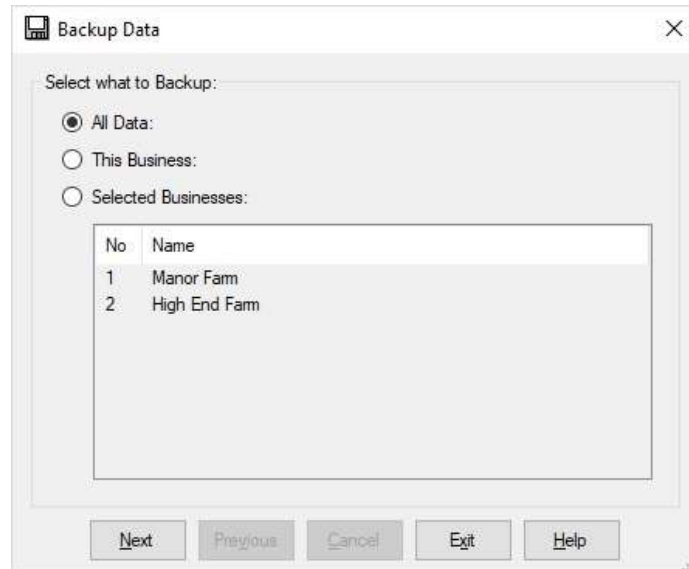
Payments Analysis

Code 320 is Fuel.

APPENDIX G   Backup & Restore Routines

You are strongly advised to make backup copies of your data. To do a backup you can use the utility supplied with the program which is located under the File menu.

You may select to backup all data, in which case all businesses within the system will be saved, this business which saves only the business in which you are currently working or selected business. If you choose selected businesses you must highlight those you wish to save by clicking on the list.

Click Next and you will be asked where you wish to put the backup. The default is A:\FINANCIALdata.zip, if you want to change the location you can click the browse button and select your location.
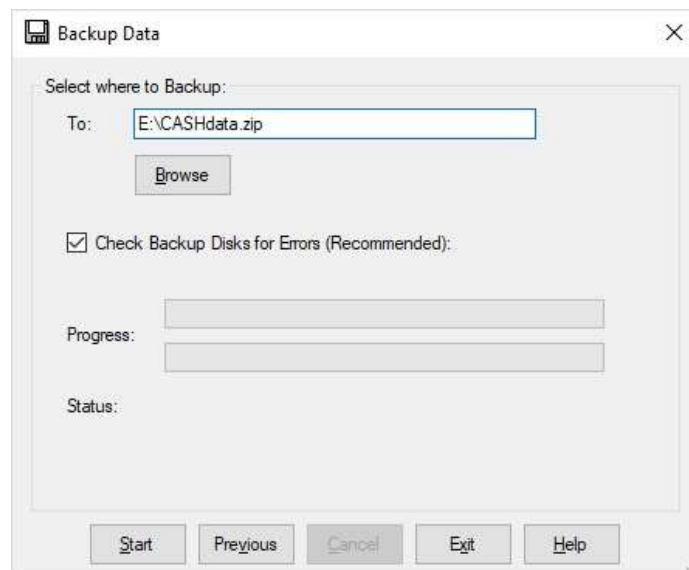

Click next and the backup will begin.

To restore data from a backup created by the above routine use the utility supplied with the program which is located under the File menu. If you are restoring data it is advisable to do take a backup of the current data first.

Click on Restore Data
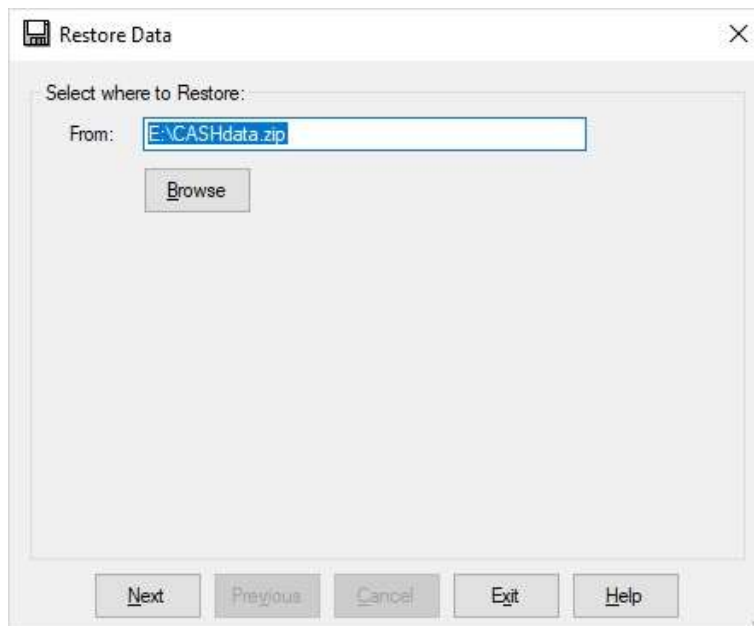
The default be the location of the last backup. If your backup file is located elsewhere you can use the browse button to locate it.

Click Next to start the restore.
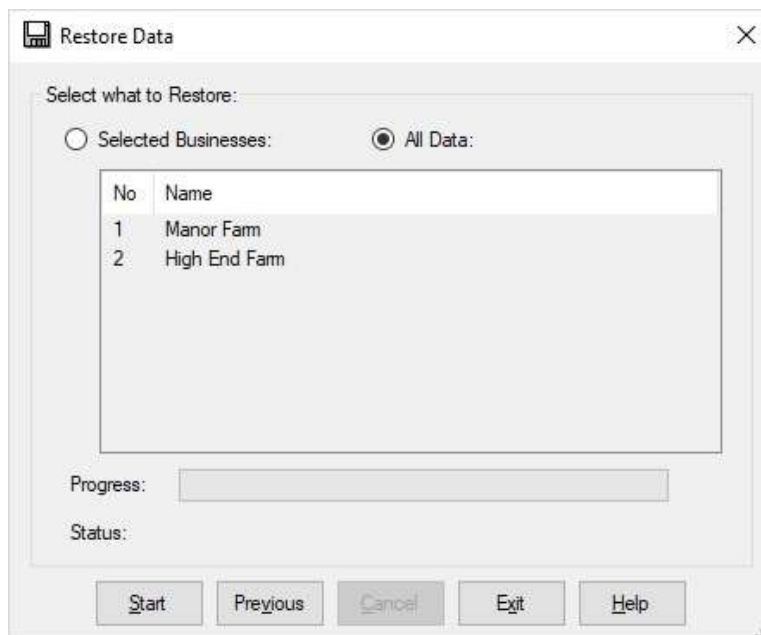
Select the businesses you wish to restore by clicking on them or select all data to restore all businesses. Click Start to begin the restore.