WinEUR GENERAL ACCOUNTING MANUAL

GENERAL ACCOUNTING

Contents

1. Introduction

1.1 Overview

This manual will be a useful guide if you have already followed a personalised training session. Indeed, this programme contains an important amount of options, but also constraints in regard of the configuration. Like any other software, it is difficult to quickly master all these manipulations on your own. A personalised training session is much more effective. Our technicians have in-depth knowledge of the features and parameters required for optimal use of our software. They will also help you create the optimal structure to suit your needs as much in terms of programmes as companies.

In addition, WinEUR was created by managers and is therefore an efficient work tool from its very installation, allowing you to go beyond the simple notion of accounting. You can use it as an easy, efficient and enjoyable management tool.

One of its big advantages is that it is adaptive. This means you can begin with a single module and then, as your needs evolve, add other options without losing your initial data.

Its flexibility in terms of usage implies in-depth knowledge of the subject. Indeed, the programme will never prevent you from entering a credit instead of a debit or specifying the wrong type of account.

You are the master of the game. Later, we will see that the programme can impose some accounting logic barriers, but all things considered, your accounting expertise is the only guarantee of good accounting practice.

Depending on your access rights, some or all of the various menus will be explained below. You just need to read the relevant sections.

Despite our best efforts, errors or omissions may occur in our manuals. We appreciate your feedback.

Shortcut keys

<ENTER>	press on the corresponding key, the key with the symbol <- |
<ARROW>	use the 4 arrow keys <left ARROW>, <right ARROW>, <top ARROW>, <bottom ARROW>, to move the mouse on the screen to select an item in the list
<INSERT>	insert an item
<TAB>	switch from one field to next or use the key with the symbol
<DELETE>	delete an item
<HOME>	move the mouse on the first item of the list
<END>	move the mouse on the last item of the list
<PAGE UP>	move the mouse on a page to the top, or display the previous page
<PAGE DOWN>	display the next page
<ARROWS>	see below, to move the mouse up, down, left or right
<F1>	displays help (user manual), or open a new window to select an item from the list
<F4>	drop-down list of items
<F3>	search through the standard tabs with text
<F12>	display the calculator
<ALT+F10>	some of our clients often need to work on several different companies simultaneously. We have developed the <ALT-F10> to quickly navigate between companies, while remaining in the same menu, without going back to the start menu. This option is available if it appears in the menu framework

<SHIFT F1>   display information required by customer service, such as the name of the programme, its version, the currently available RAM, the directory your data is stocked in, etc.

1.2 Use of the keyboard, displayed information

1.2.1 To select an option

1) Click on the option, and press <ENTER>

2) move the mouse to the option you want with the <ARROWS>, then press <ENTER>

3) press <ESCAPE> to return to the previous menu.

1.2.2 Main icon bar

exit the WinEUR programme entirely

print the list of companies or projects

create a new accounting project or new company

access the administration of the programme

display information columns in the list of companies

change the background appearance of the right-side module bar

display the properties of the programme

filter the mandates or accounting you really want to display

search for a mandate or accounting by key word
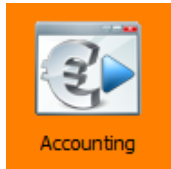
access general accounting, AP/AR, analytics, consolidation and budgets modules
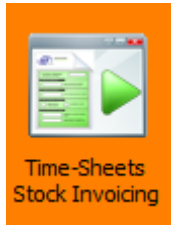
access invoicing, stocks and timesheets
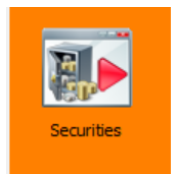
access the portfolio module
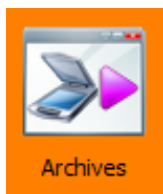
access the archiving module

2- Use of the programme, basic settings

1.3 Launch the programme

Click on the WinEUR programme icon that is on your desktop:

The following window will open:

When installing, the system prompts you to create a username with or without a password. This initial user will have all administrative rights, just like the admin's. For security reasons do not use the **admin** user.

Re-enter your password as well as the operating language (French by default) and validate to move on to the next screen.

In certain circumstances you may be prevented from continuing because the programme did not close properly or because of a windows block ; you will notice a red symbol in the username field. To unblock, just press the <**ALT>+<F1> or <CTRL>+<U>** keys**.**
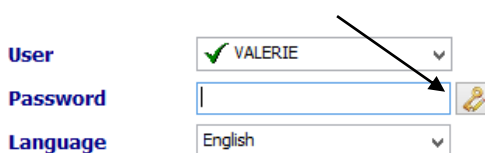
1.4 Create a new mandate or company

Accounting files are grouped in a specific directory that corresponds to the codes of the company and fiscal year. Indeed, each company has the same basic file (ledger, book entries, accounts, etc.) hence the need to save them individually by account.

For further information, please **refer to the SYSTEMS ADMINISTRATION manual.**

An empty table will appear (see below). If these accounts were already created, the window would display the existing companies.
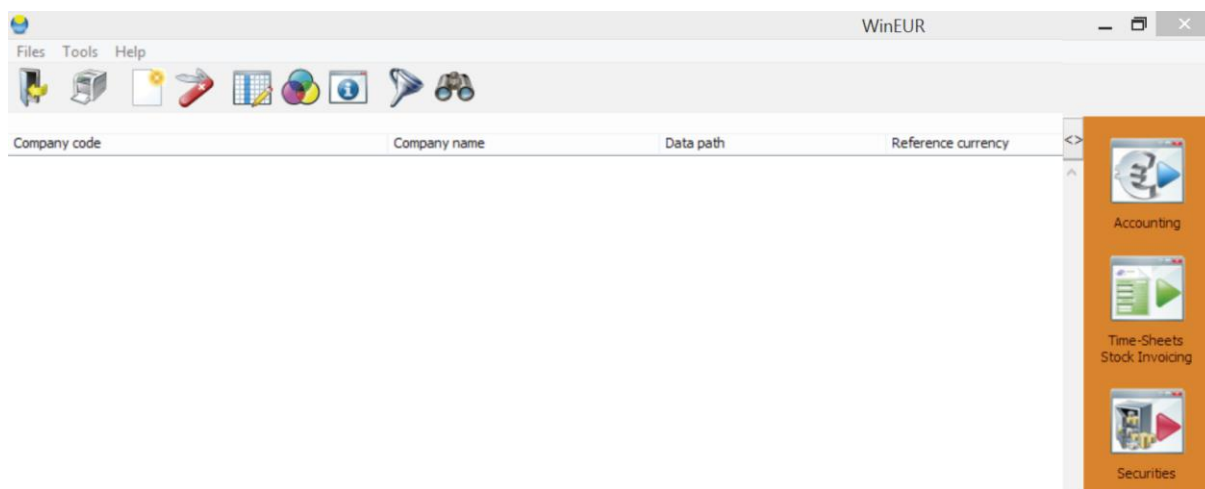
To create a new company or project, just press <INS> on your keyboard or click on the icon indicated below.
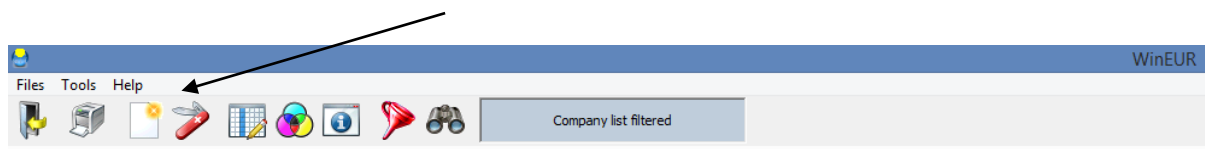
Scenario No 1 SME license (limited to 1 company) or MLT (up to 3 companies):

If you have acquired WinEUR SME or MLT (refer to your contract), the code field has already been completed. Generally, this is a numeric code that refers to your file number with GIT. For the MLT version a letter A, B or C is added.

Scenario No 2 First license (mono currency) or PRO (unlimited in terms of companies):

If you have a First or PRO license (refer to your contract) you can personalise your code, imagine your company is called Trade Commodities SARL, you can use TRADE as the code for example.

Remember:

The company code contains all the accounting files itself. Remember, the code is an alphanumeric field of maximum 6 characters, without spaces or punctuation as it refers to a directory that must be read by the operating system.

The Fiscal year code : accepts a numeric code, for example 11 for the year 2011 (when carrying over the fiscal year, this code is automatically incremented). This fiscal year code indicates the accounting year. This field is of 2 numeric digits and is part of the name of the directory.

As a rule, the field refering to the **Directory** must not be modified as it is automatically created upon installation. The data path, for example: "C:\GIT\WINEUR\DATA\" will include different companies in the same directory.

Then you can fill in the full name of the company. The comment field is optional.

It is possible to re-use the accounting sheet of another company. This avoids having to input the accounting sheet of the new company, the tax codes or custom reports, etc. However, be advised that the structure of the accounting sheet will be the same for both company and subsequently cannot be modified.
"Re-use the accounting sheet of a company" This option is available if you have already created other companies.

When you click on OK, a new window will appear:

1.5 Company settings

Configuration is a crucial step to get started with your accounting; we advise contacting the technical service team to help you set up. If you prefer to do it yourself, follow this manual step by step.

1.5.1 Address settings

In this window, fill in the address of the mandate or accounting company.

There are five address lines. The first line must be the name of the company.

Click on **Next** to continue.

1.5.2 Basic required settings

A new window will appear, please fill in the following information:

Reference currency: This field is mandatory, it is the code for the currency of reference. Later, this information cannot be modified easily. Click on the reference currency (for use of simple accounting with single reference currency, for example the Swiss franc CHF).

Currency files: This option lets you choose if you want to use central files or not for foreign currencies.

Central files path: Indicates the path to the central files.

Start of the fiscal year: Allows you to indicate the beginning of the fiscal year of the accounting.

End of year: Allows you to indicate the end of the fiscal year of the accounting.

Multi-language companies: Allows you to translate the tabs of the accounts into several languages.

Click on Next to continue.

1.5.3 Modules settings

In this window, you need to make sure the accounting module is checked. The other modules must be active only if your license allows for it. Otherwise they will appear as inactive.
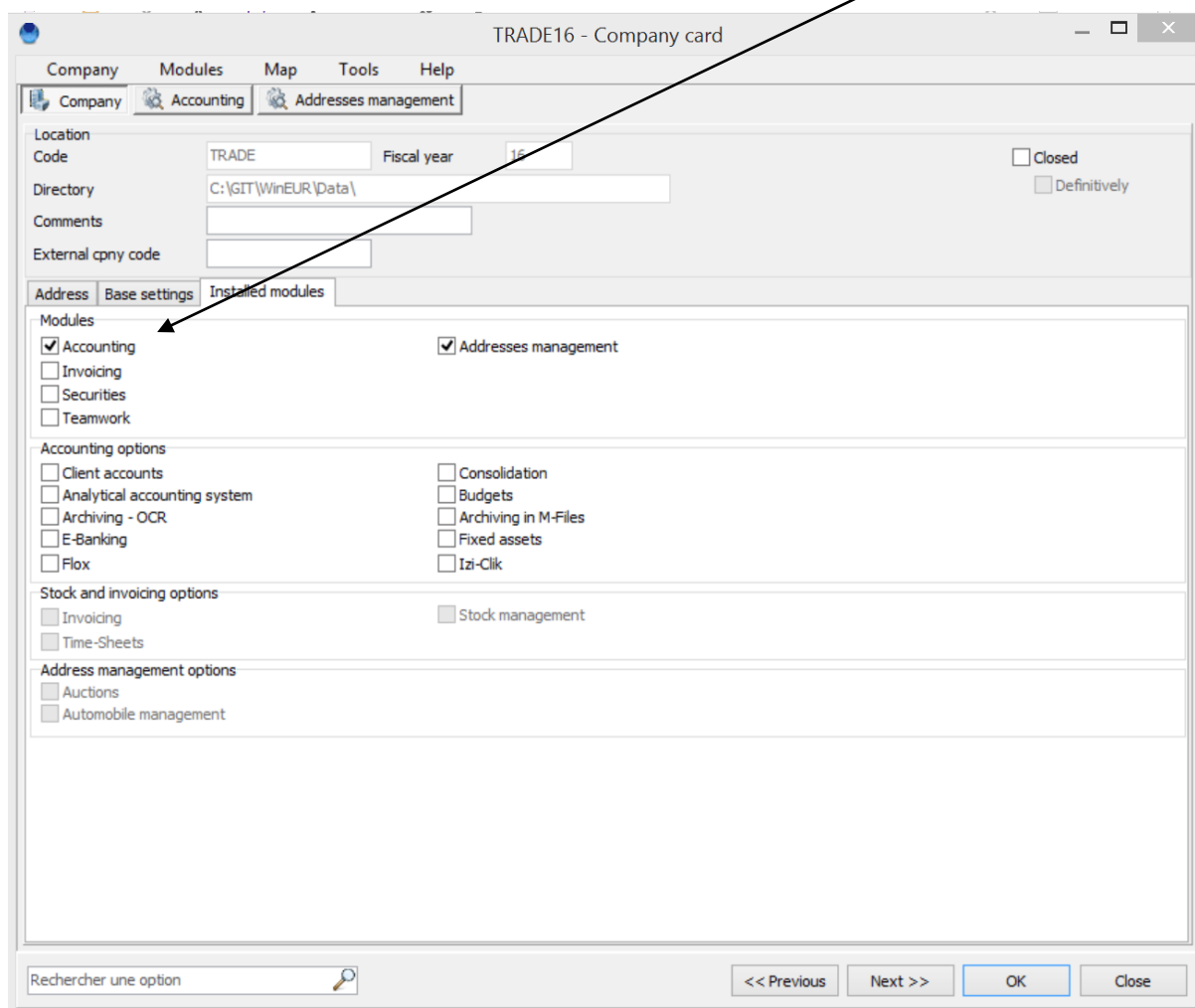
Click on Next to continue.

1.5.4 General Ledger settings

In this new window, check the following settings:

- **Length of classes:** Used to set the length (number of characters) for account class numbers (minimum 1)**.**
- **Length of groups:** Used to set the length (number of characters) for account groups (minimum 2).
- **Length of accounts:** *This value, just like the group number and account class number, cannot be modified subsequently.*
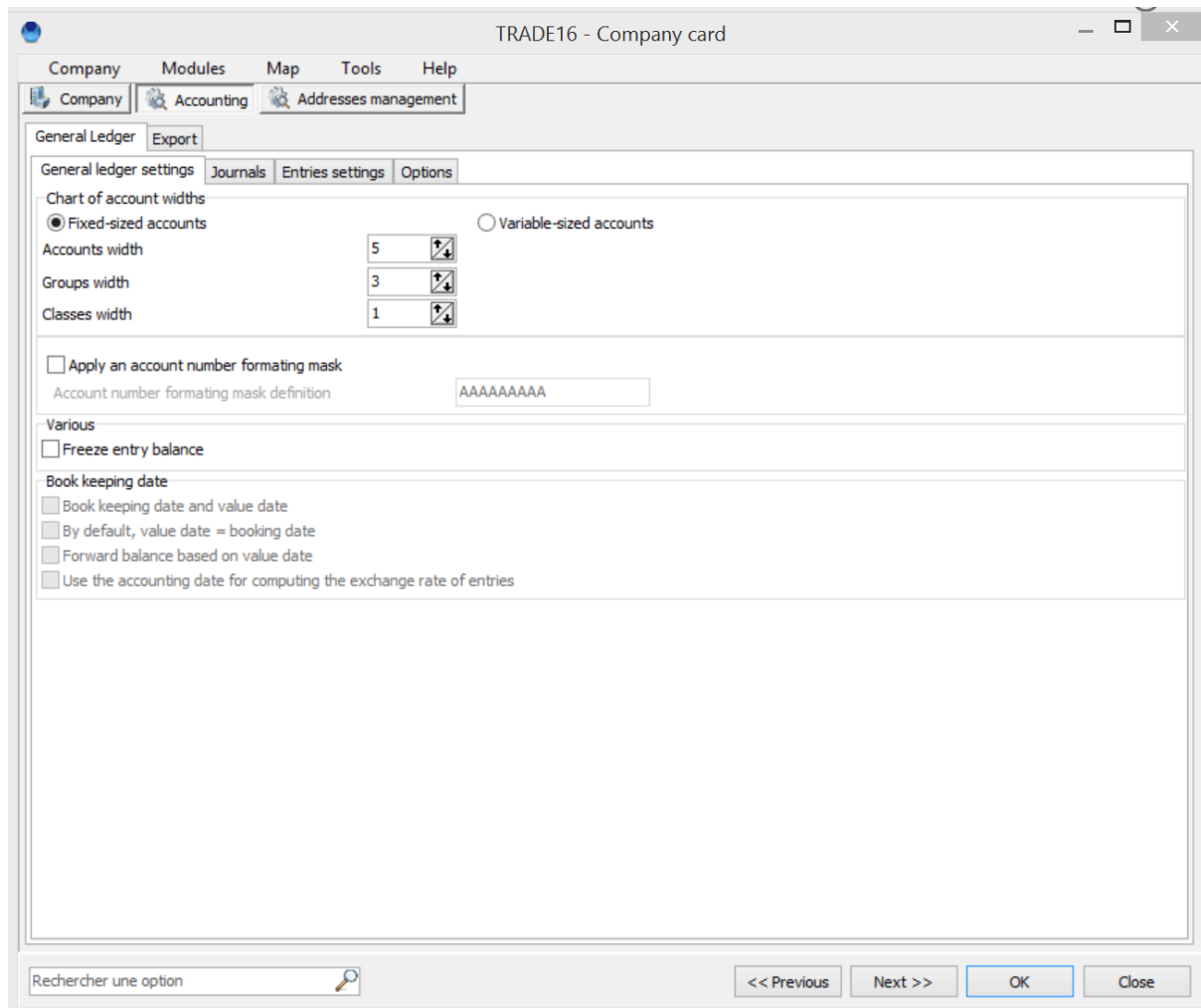
The programme requires the creation of classes, groups and accounts.

To open an account, its group must exist.

To open a group, its class must exist.

Sub-classes and sub-groups are optional (sub-totals on the balance due).

Of a fixed size, the accounts must have the same length.
Book entries are only recorded in accounts.

For example :

```
class   group

  1│                   ASSET                        CLASS
  1│0                  MOBILISED ASSET              SUB-CLASS
  1│00│                AVAILABLE                    GROUP
  1│000│               CASH REGISTER ACCOUNT        SUB-GROUP
  1│000│0              CASH REGISTER NO 1           ACCOUNT
  1│000│1              CASH REGISTER NO 2           ACCOUNT

  account
```

In this example, the lengths are as follows:

Number of class positions: 1
Number of groups: 3
Numbre of account positions: 5

The account 10001 belongs to group 100 which belongs to class 1.

With this structure, you can create 100 groups per class (from 0 to 99) and 10'000 accounts per group, this of course considering only numeric possibilities. To delete, follow the steps below:

   Accounts→ Sub-group → Group   → Sub-class   → Class

Accounting date and value date: Check this option if you would like to use an additional date for your book entries, the accounting date will be the date of entry and the value date will be the document date. By default, this field is empty.

Click on Next to continue.

1.5.5 Journal settings

In this screen the available choices are : single or multi journal
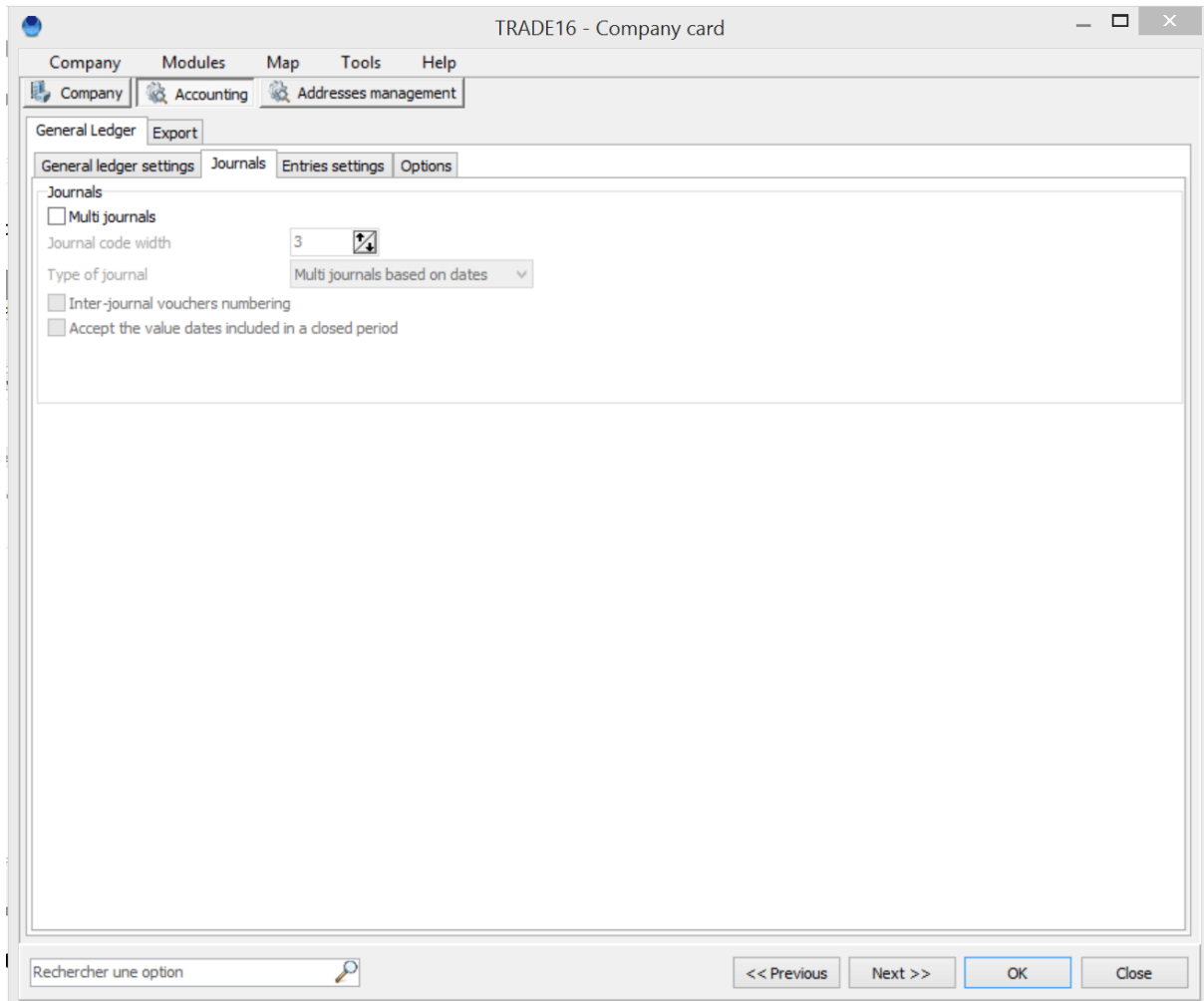
a) The single journal, default situation

By selecting single journal, all book entries are entered in the same journal without any special distinction between one and the other except for book entry numbers or potential document numbers, dates, etc.

b) Multi-journal

By selecting multi-journal, each book entry (type/kind) is recorded in a specific journal. Sales book entries will go to the sales journal, purchase book entries will go to a purchase journal, book entries regarding notes of credit will repectively go to the notes of credit on sale or purchases journal, cash accounts will revert to financial journals and finally book entries of no specific type or kind will appear in the various operations journal.

Closing of journals is possible. The closure of a journal inhibits the recording of book entries in relation to the date of closure of the journal. It is imperative that all concerned book entries be carried out. **Closing does not take into account provisional book entries.**

If the multi-journals are on dates, only the closing dates will be considered. Sorting will be done per this information in the entire journal. In the case of multi-journals on book entries, in addition to closing dates, a new question is asked: number of the last book entry to be taken into consideration. Sorting will stop there.

Click on Next to continue.

1.5.6 Book entry settings

This section is also essential to manage book entries, the information that appears on this screen must be filled out.

Length of the document number: Used to set the length of the column of the document number, with a maximum of 15 characters.

Numbering of the documents: When inputting data, the programme automatically assigns a book entry number to each new book entry, independently of the documents number. This number can change after the book entries have been made, when you have deleted one or several provisional book entries. The account is then reajusted. Therefore, the numbering of documents is important.

The document number is used to identify an accounting document in relation to an accounting book entry (itself made of several lines).

Number sequence of documents is specific to each journal.

The number of each document does not change provisional or final book entries.

Available choices are:

a) Sequential numbering
b) Absolute numbering
c) Without numbering
d) Numbering by user

a) Sequential numbering

The user gives the first number of the document when inputting the first book entry and the programme automatically increments to the next book entry this number increased by 1, a number you can accept or modify. In the latter case, at the next book entry, sequencing starts from this modified number.

b) Absolute numbering

The user sets up a counting feature from the first document, it is this counter increased by 1 that is proposed to the programme. If you modify a number, the next will still follow the initial incrementation.

c) Without numbering

The programme does not suggest a document number; it is up to the user, if he so wishes, to attribute one to each book entry.

d) Sequencing by user

This option is identical to sequential numbering. However, the sequence is linked to the user.

The number available with the multi journal option is unique, so:

Absolute numbering by journal. The programme does not offer this choice. This numbering will be specified when creating journals. You can however define the <Length of the journal code>.

Taxes :

Select the tax regime of the company. Available options are:

a) No taxes
b) VAT
c) Other VAT

a) No taxes

In this case, no questions or menus are displayed. The company is not subject to a tax regime or you can handle taxes separately.

b) VAT (Value Added Tax)

The tax system applied is VAT (system used in Switzerland since the 1st of January 1995).

c) Other VAT available also in other countries

Types of services :

The type of service is used to manage value in accounting of book entries with VAT, with a distinction between:

a) Agreed-upon services
b) Received services

a) Agreed-upon services

This type of service is used when the fiscal debt begins with the issue of an invoice (when you send an invoice to a debtor or receive one from a supplier).

b) Received services

This type of service is used when the fiscal debt begins with the payment of the invoice (when the debtor pays an invoice or when you pay a supplier).

Breakdown of taxes

This option is used to break down a tax when entering a book entry, meaning the gross amount and the tax on two different lines, automatically or semi-automatically.

Tag line:

To have two lines for the description of book entries.

This option is only recommended if all book entries have two tag lines as it would slow down the input process. It is best to summarise the information.

Click on Next to continue.

1.5.7 Various options

On the next screen: all fields are optional.
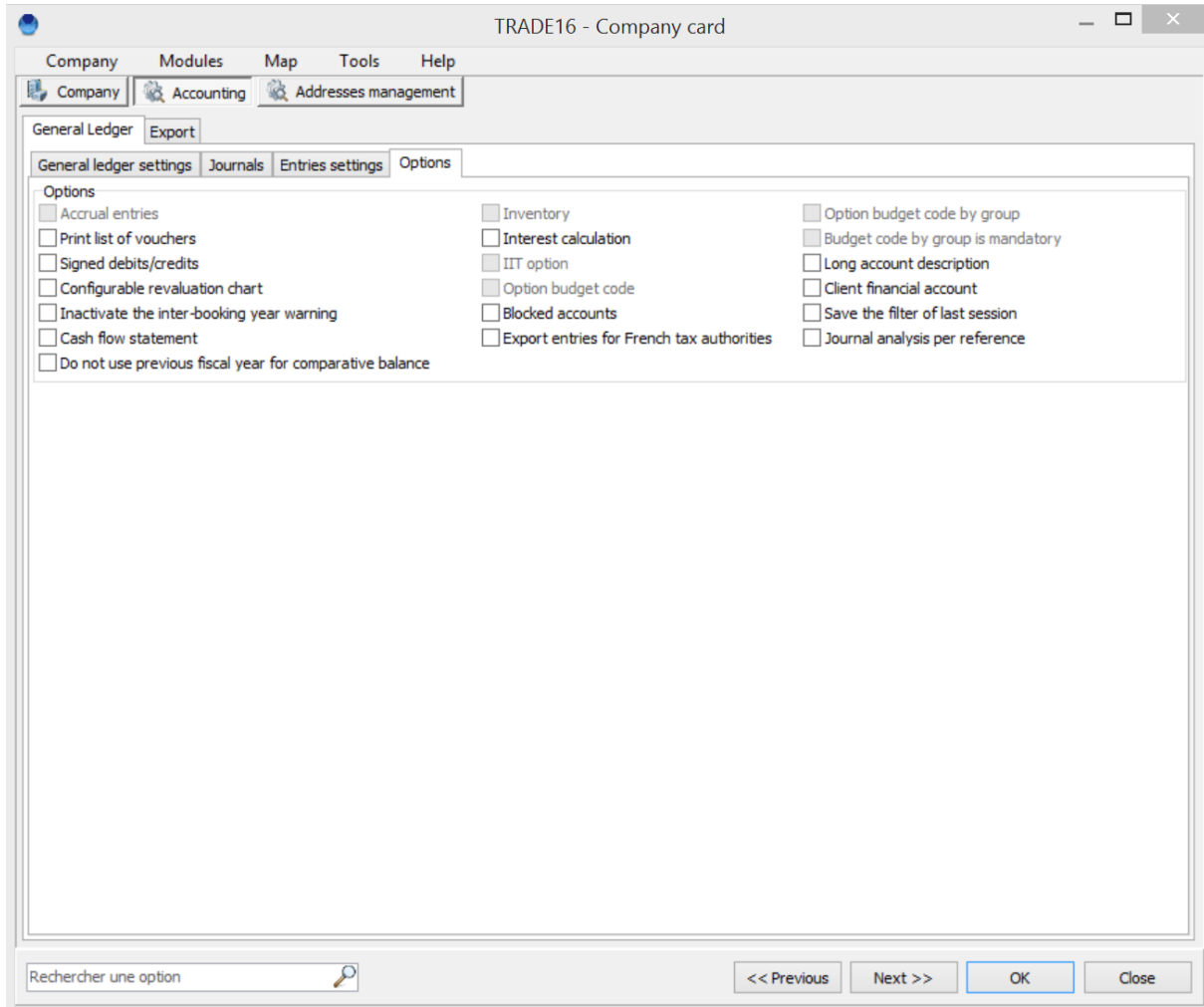
Budget code option: Adds three characters in addition to the account no for consolidating exports.

Budget code option per group: Adds fifteen characters in addition to the account no for consolidating exports.

Interest option: Access interest calculation options. The interest statements are valid for Grand Ledger accounts, AP/AR accounts, auxiliary accounts and invoices.

Signed debits /credits: Introduce into General Ledger accounts negative debits or credits. This option can be interesting for net numbers analysis; however, it slows the input of book entries.

Validate with OK to close

After saving, the company is created and will appear from now on in the list of companies accessible to the user.

If other users can also access this accounting, just update their access per the systems administrations manual.

3) On the following screen, click on this icon to enter the main menu of the programme, or double-click on this line.
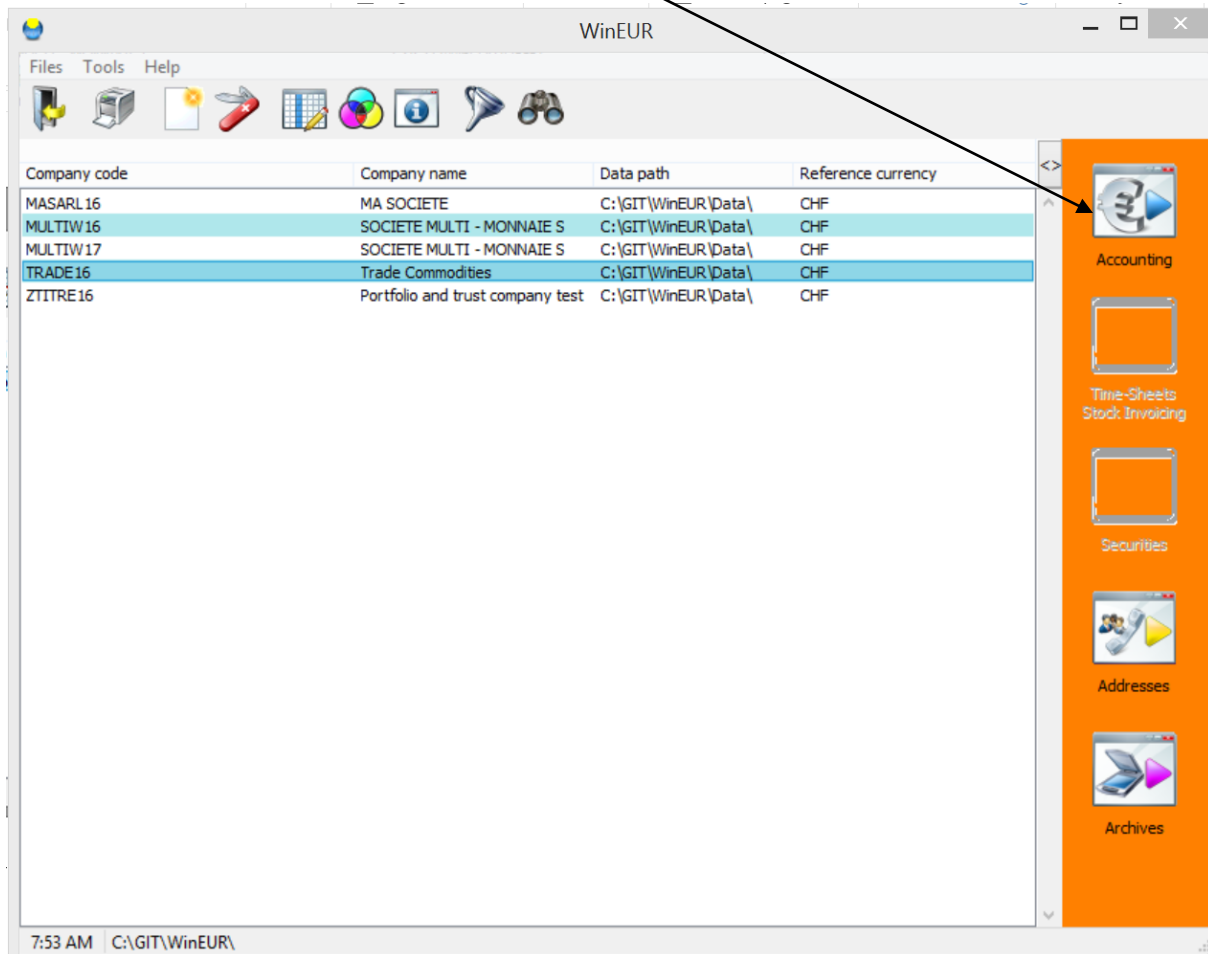
2. Master file and settings of the accounting sheet

2.1 Reference files

Let's start with the Reference settings.
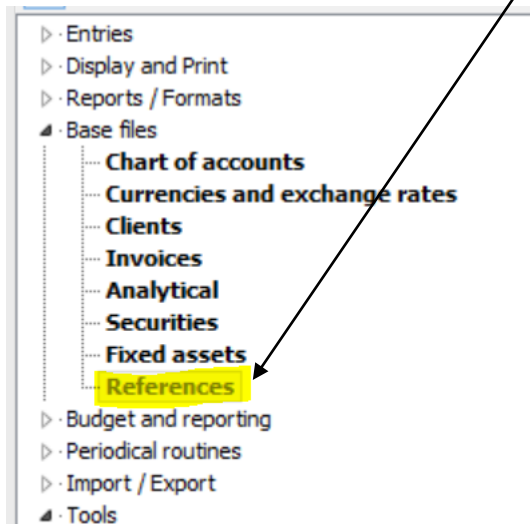
2.1.1 VAT codes

You have set up accounting with a tax system, this section concerns you. First, update the tax table.

Code	Description	Rate	Calculation	Cash/Client	Sales/VAT accnt.	Purch./VAT accnt.
1	8 % - M/ses	8.0000	[0]	☑	2016-CHF	1061-CHF
2	2.4 % - M/ses	2.4000	[0]	☑	2016-CHF	1061-CHF
3	Exportation	0.0000	[0]	☑	2016-CHF	-
4	8 % Charges	8.0000	[0]	☑	-	1062-CHF
5	8 % - Invest	8.0000	[0]	☑	-	1062-CHF
20	8 % - M/ses	8.0000	[4]	☐	2016-CHF	1061-CHF

The code 0 (zero) is a specific tax code; this means you do not have to create it and include it in the table. For the programme, this code means your book entry line is not concerned by the tax system. In the tax statement that you will produce later, this code will never be considered.

If you would still like to have information such as the turnover not subject to tax, you must create a special tax code, with a percentage of zero. Thus, the amounts subject to tax will appear with a tax equal to zero.

The notion of **agreed or levied taxes** has no bearing on the General Ledger module. Indeed, it is directly on the book entry line that you will indicate the tax code. It is up to you to know when the tax should be applied, unlike in the AP/AR (debtors/credits) module where this notion is very important since it must be applied to invoices either on issue or collection.

2.1.1.1 Creation of taxes

Each tax has a numeric code with a maximum of four positions. Click on Insert or the <INS> key to create a new tax.

Then the **code name.** Enter an explicit name, for example 8% VAT.

In the next field, indicate the **percentage of the tax.**

The rounded factor must be introduced. For example, 0.05; however, it is preferable to use a small rounding factor such as 0.01 as in the statement, rounded sums can be too consequential and the total tax will not be correct in consideration of the total subject amount. Two scenarios apply:

• You are in **agreed-upon services** and you first account for the invoice of the debtors account with in counterpart revenue and tax accounts. In this case, you can break down the tax and the programme with automatically generate the book entry.

• You are in **received services** and you account for invoices only upon collection. In this case, you can break down the tax as above. If, on the contrary, you account for

invoices through a debtor account, you will not be able to automatically break down the tax as it will occur with the code; but the code can only be input upon payment of the invoice.

The way to create a tax table is the same as to create other files. As soon as you have input your first code, you will have an initial table in which you just need to press the <INSERT> key again to create new ones.

2.1.1.2 Calculation options

Select one of the options, the first is always proposed by default. Read through the various possibilities carefully.

[0] Input all tax inclusive, Save inclusive of all taxes

The most frequently used, this option is the standard calculation mode, meaning you input the all tax inclusive amount and the programme saves this very all tax inclusive amount. In the amount, the programme will recognise the pre-tax value and the tax. For example, a CHF 108 invoice breaks down like this:

Sale.....................100
VAT.........................8
Invoice total   108
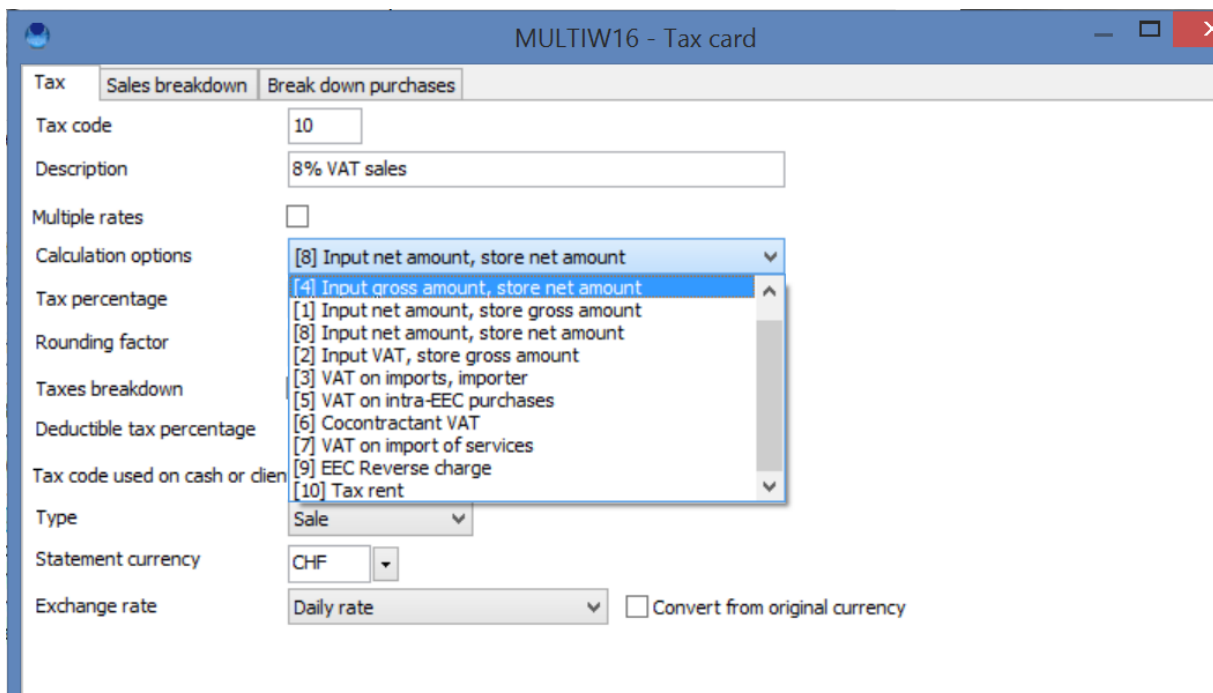
Apply the tax code on the gross amount, CHF 108. On the book entry line, the amount inclusive of all taxes will be entered and the programme will calculate the tax of CHF 8 for a net amount of CHF 100. These two amounts will appear in the entries if the field to detail the taxes has been checked. (Refer to the company parameters then the entry rules - see item 2.3.6).

[4] Enter the tax inclusive, Record excluding tax

Enter the gross amount (tax inclusive) and the programme will calculate the net and record it on the coded line. One condition for this calculation method to be correct is to configure it as not being **AP/AR/CASH** (see section 3.1.1.3). You cannot enter a net amount on the invoice or cash account line, but on a purchase or sales account only.

For example: you must account for an employee's expenses which include charges without VAT, with VAT and other where VAT is partially deductible. It is easier to take the total cost of the charges by tax type (tax inclusive amount), rather than indicate the expenses in amounts excluding tax.

[1] Input excluding tax, Save tax inclusive

This calculation method is the inverse of the previous option. It is used to enter the tax exclusive amount on a line and the programme will save the tax inclusive amount. Here, you can work per the same logic as the previous option, but on an AP/AR or cash account.

[8] Input excluding tax, Save excluding tax

Enter the net (tax exclusive) amount and the programme will save the net in the account. This calculation option implies a negative (N) response in the "AP/AR/LIQUIDITIES tax code line" of the tax code. This calculation method only applies to the General Ledger.

[2] Input the tax, Save tax inclusive

This option is the same as the previous one, except that the tax inclusive amount is **_computed_** from the tax and not the tax exclusive amount. If you often have invoices with multiple tax rates like:

One line per item with a tax code
A total excluding tax
Amounts of taxes
And finally an overall total of the invoice.

It will be easy to take the amount of the first tax to calculate the tax inclusive amount, then the amount of the second tax, tec.

[3] Import / Forwarding Agent VAT

This option is only valid for forwarding agent invoices when they invoice you directly for the tax of your imported purchase. The tax exclusive amount is not included in these invoices since it is invoice separately by your supplier.

On the line you must actually have the amount of tax; the programme must, however, have a reference of the tax returns, notion of tax exclusive and inclusive. We will see later, when you enter a book entry with this kind of tax code, the programme will ask you for the tax exclusive amount for reference.

[5] Intra-Community VAT

You receive an invoice with intra-community VAT or an invoice for import services. Your invoice is consequently tax-free. However, it is necessary to show the tax to be paid and the tax to be recovered.

This option, like the two below, will allow you to create a book entry of the type

Debit s/ purchase or fees account ....fr 1'000.-
Credit s/ cash or supplier account............................fr. (1'000.-)
Debit s/tax to be recovered account ....fr.   80.-
Crédit s/ tax payable or import service tax account .....fr.   (80.-)

[6] Co-contractor VAT

This option is the same as the previous one. It operates strictly in the same way; referring to a Belgian tax.

[7] Import of services VAT

This option is the same as the intra-community tax. It works strictly in the same way. It applies to invoices of foreign fees on which first the tax to be paid then the tax to be recovered must be calculated.

However, the programme cannot handle the notion of exemption of the non-declarable tax exclusive amount (for Switzerland). It will be up to you to know when you must declare these taxes. Also, we advise you to have two separate accounts for collected taxes and taxes to be recovered and systematically account for the tax by debit and credit. It is easier to operate this way than retroactively retrieve the relevant book entries when the maximum to be declared is reached.

2.1.1.3 Breakdown of VAT

As VAT is applied on sales and purchases, additional questions arise. This is not just about tax and counterpart accounts, but accounts of sales tax, purchase tax, sales accounts and purchase accounts. In the following example, we give the sales and VAT account, these accounts must be created beforehand from the accounting plan

The same applies for purchases

You can use the same tax code for collected VAT and VAT to be recovered to the extent that the rate is the same and the entire tax is deductible.

However, we strongly advise creating two tax codes: one for sales and one for purchases. **Producing statements will be made easier as well as checking entry of book entries.**

% of deductible VAT: if all VAT is to be recovered, answer 100, otherwise you must indicate the corresponding percentage and then indicate the non-deductible VAT account.

The last two questions (VAT TO BE PAID ACCOUNT)...refer to methods of computing INTRA-COMMUNITY VAT, CO-CONTRACTOR VAT and IMPORT OF SERVICES VAT in order to create the tax counterpart line according to the example cited above of intra-community VAT.

2.1.2 Currency files

If accounting is **multi-currency**, read this section. This section will provide a greater understanding of currency management, very useful for performing revaluations (see section 7.1 to set up and generate revaluation book entries).

You must first go to the Currency option to create the various desired currencies.

To create currencies, chose the currency option. The following screen will appear:
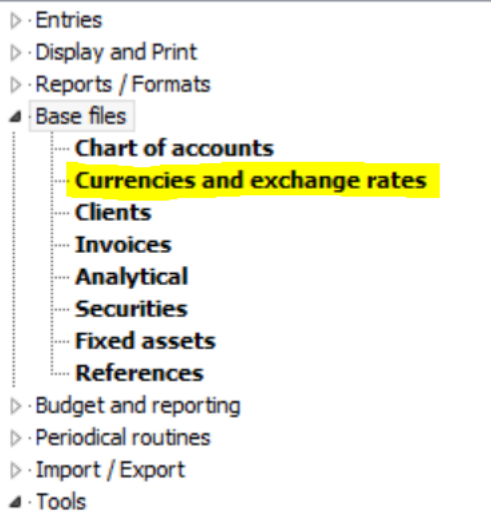
2.1.2.1 Update currencies
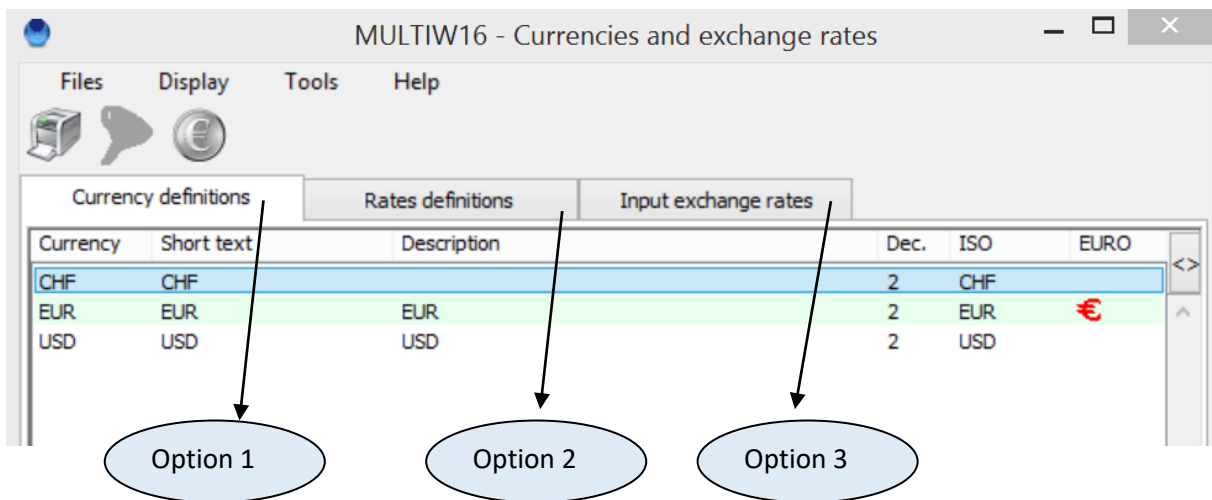
2.1.2.2 Defining currencies (Option 1)

Defining currencies is straightfoward. Here, you indicate only the code, brief text and long text of the currency, the number of decimals and the ISO code. The other elements will be introduced in other menus.

MULTIW16 - Currency card [CHF]

Currency

Currency code	CHF
Short text	CHF
Detailed text	Swiss Franc
ISO code	CHF Swiss Franc
Country code	
Decimal places	2
	☐ Participate in the EURO
Fixed exchange rate (1 EURO = …)	0.000000
Stored in thousands	☐
Account code	
Inverse REUTERS rate	☐
Interest convention	365/365

⏮ ◀ ▷ ▷�   OK   Cancel

There is no mandatory method on how to enter currency codes. Three alphanumeric characters are available to you. However, we advise choosing ISO codes. These are recognised the world over, avoiding any possible confusion. Remember, these files can be central files and used by other companies.

The number of decimals is the legal division of the currency (CHF, USD, EUR=2, YEN=0) and the number of decimals of the exchange rate.

2.1.2.3 Defining exchange rates (Option 2)

We must define each currency according to the others or at least according to the one that is a reference currency (here called base currency).

Explanation: Company A is held in CHF; company B in USD. Both have EUR accounts. It is imperative to:

- Create the currencies CHF, USD and EUR.
- Define the relation EUR to CHF for company A, i.e. define the exchange rate of the EUR against the base currency CHF.
- Define the relation of EUR to USD for company B, i.e. define the exchange rate of the EUR against the base currency USD.

If company A also uses the USD as a foreign currency, it is also necessary to define the exchange rate of the USD against the CHF.

After entering these two currency codes (foreign currency in relation to base currency), choose the input mode for exchange rates (for example here, 1 EUR for...CHF)). WARNING this choice must correspond to the usual information you have. Indeed, if you receive these currencies in one direction, the input mode must not be different or reversed.

Then indicate the number of decimals to the exchange rate. By default, the programme has four decimal places.

Then, if you already have this information, you can input the standard exchange rate as well as the closing price. However, these two elements can be introduced later.

Thus, you must define the relations of each currency against the others, which results in:

			Rates		
Rate	Exchange rate input mode	Dec.	Standard	Closing	<>
CHF/USD	1 CHF = ... USD	4	1.1111	1.0000	
EUR/CHF	1 EUR = ... CHF	4	1.0860	1.0865	

(Tabs: Currency definitions | Rates definitions | Input exchange rates)

It is not possible to create definitions in both directions, i.e. indicate for example a CHF/EUR relation if you have already defined the EUR/CHF relation.

After defining the exchange rate, you can introduce values. For that, select option 3.

2.1.2.4 Input exchange rates (Option 3)

(Tabs: Currency definitions | Rates definitions | Input exchange rates)

One currency one date

Rate between two dates

Standard and closing rates

2.1.2.5 Exchange rate in relation to a currency, on a specific date

With this option, the programme provides exchange rates between one currency and the other on a given date.

Indicate the value date, then the base currency. The following screen will appear:

You can modify the various exchange rates that are of interest by clicking on them. Remember, this rate will be the one on the specified date.

If no exchange rate is available for the requested date, the programme will automatically select the last registered exchange rate (with indication of the date under the « Value date » column). When no exchange rate has been entered since the begining of the year, the default exchange rate is the "closing rate" and the value date states 00/00/00 (see above for USD/CHF).

2.1.2.6 One currency in relation to another, several dates

Sometimes, it is easier to directly type in the exchange rates of a currency in relation to another for a given period (from this date to that).
Indicate the chosen currency code as well as the base currency. Then consider the date limits per the screen below.

Rate	Value date	Exchange rate input mode	Dec.	Daily rate
USD/CHF	01/01/16	1 USD = … CHF	4	0.9984
USD/CHF	01/02/16	1 USD = … CHF	4	1.0210
USD/CHF	01/03/16	1 USD = … CHF	4	0.9992
USD/CHF	01/04/16	1 USD = … CHF	4	0.9593
USD/CHF	31/05/16	1 USD = … CHF	4	0.9907

You can enter your new rate at any date including in the selected interval just by clicking on "Insert". The programme will sort lines by date.

When entering book entries, the programme will propose the rate closest to the date of the book entry. Thus, if the book entry is dated 19.02.16, the programme will apply the rate of 1.0210. If the date is 22.03.16, the rate will be 0.9992.
An option enables the calculation of cross-currency exchange rates provided parities are established between the base currency and the other currencies.

2.1.2.7 Input standard and closing rates

This option introduces standard and closing exchange rates, with the possibility of copying the current standard/closing prices.
If you want to copy the day's exchange rate, check the currency you want as well as the "Copy rate of the day" box, this will copy the exchange rate of the day on the standard or closing price and avoids having to enter it manually.

Rate	Exchange rate input mode	Dec	Standard	Closing
CHF/USD	1 CHF = … USD	4	1.1111	1.0000
EUR/CHF	1 EUR = … CHF	4	1.0860	1.0865

2.1.2.8 Utility programmes

With the WinEUR programme you can export exchange rates to another files system and also import. To do this, go to « tools », then click on the « Import/Export » field. You can use the different types of files. Options appear as follows:
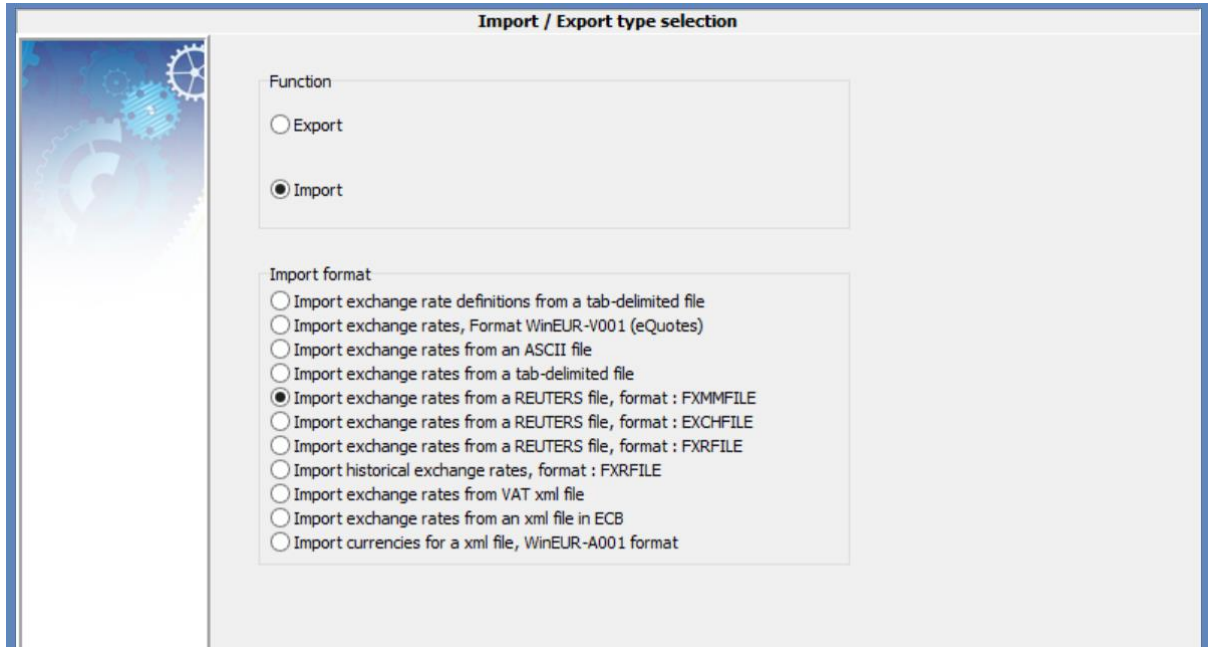
2.1.3 Multi-journal files

If your accounting is set in multi-journal, it is imperative to create these before recording any book entries.

From the main menu, click on Basic files and References
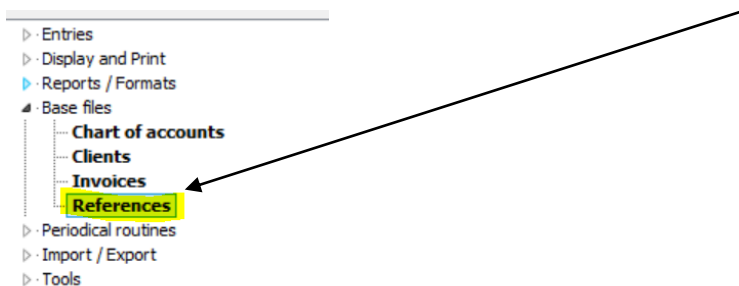
Then click on the Journal tab to continue
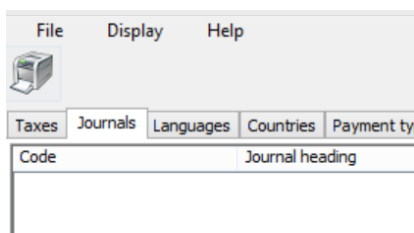
From your keyboard press the <INS> key or click the insert button.

You can choose between different kinds of journals:

2.1.3.1 Purchase journal

Journal code: Enter the journal code, here PUR in example. The maximum number of characters depends on the established configuration.

Journal title: enter a text (40 characters maximum) here to easily recognise the journal type.

Journal type: Indicate its nature. So, in this case, purchase journal.

Document: Sequencing of documents is linked to each journal, unlike the unique journal. You must indicate the first number and the programme will automatically implement +1.

Let's take, for example, the following sequence: **AC** to refer to the purchase journal, followed by the document number. Resulting in:

AC-0001 for the first document,
AC -0002 for the second, etc.

Pay attention to numbering because, for the programme, if you enter AC -1 it will be sequential, however when sorting the programme will put AC -10 right after PUR-1. That's why in our example we put AC -0000 to allow 9999 possible documents in this journal.

Also, we indicated AC -0000 and not AC -0001 since from the very first document the programme will increment +1. In this case, the programme for the first book entry will know that document is AC -0001.

This is an example and not an obligation. It is obvious that you can just enter a number not preceded by the letter P.

INVOICE NO = DOCUMENT NUMBER: This question is only valid for accounting with the AP/AR option since here we do not have the concept of invoices. If you have debtor/supplier management, the programme will set by default, in the invoice number field, the same number as the document.

If you are done with the Journal tab, please fill in the information regarding accounts in the Purchase tab.

First and last expense account: This information only applies when printing a journal. Indeed, the programme will be able to differentiate between purchasing accounts, investment accounts as required by VAT returns.

First and last investment account: Indicate the investment accounts as explained above.

Lastly, fill in the information regarding **taxes**.

First and last tax accounts: Indicate here the tax account limits for each expense (purchase).

First and last tax accounts [1]: Indicate here the tax account limits for investments.

The print-out will distribute purchase journal book entries in three columns for tax exclusive amounts and in 3 columns for taxes: INVESTISSEMENTS, PURCHASES and VARIOUS.

To finish saving press <ENTER> or OK

To edit a journal, place the mouse on it and press <ENTER>. Everything is editable, except the code itself. You will edit a journal if you have an additional purchase account that doesn't fit within the previously set limits or, as happens more often, to modify the number of a document. As the programme increments automatically and if you delete the last book entry, the programme will not un-increment sequencing. If you haven't performed the modification, there will be a hole in the sequence.

Obviously, you can create as many purchase journals as you wish (the same applies to all other types of journals). For example, if you want to differentiate purchases by department, just create as many journals as there are departments.

2.1.3.2 Sales journal

For the sales journal, set limits for sales accounts and tax accounts.
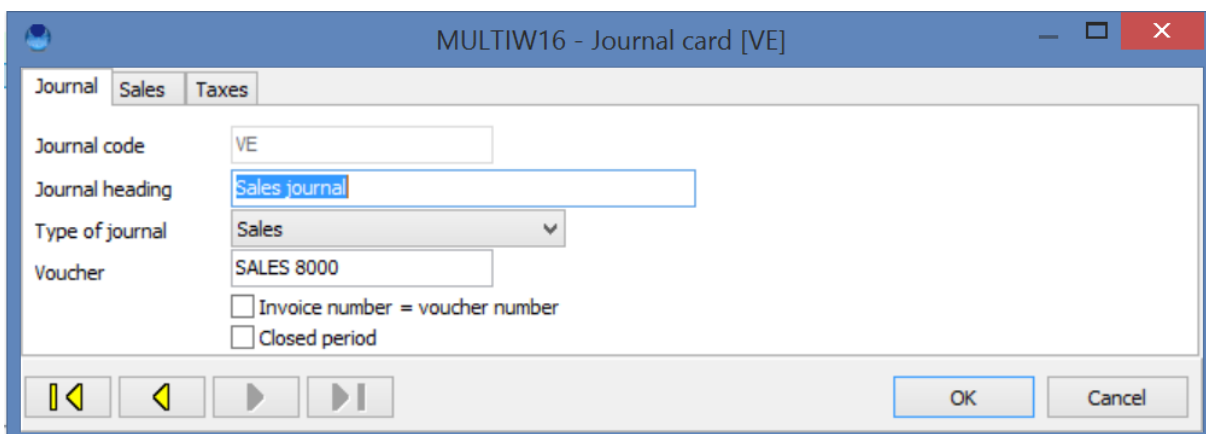
It is possible to create journals for purchase credit notes and sales credit notes. The screens will be the same. For General Ledger accounting, it does not affect purchase or sales journals. However, for accounting with AP/AR management, the programme does not allow for a purchase credit note to be input in the purchase journal. You can only input supplier invoices or debit notes. The same applies to the sales journal, only client invoices of debit notes.

2.1.3.3 Financial journal

Financial journals have the particularity of being linked to a single account. That is, you must create as many financial journals as you have cash accounts. The relevant book entries must be settled by the indicated account (see both tables below).

Same principle for a cash register journal

2.1.3.4 **Miscellaneous transactions journal**

The miscellaneous transactions journals refer to all book entries other than purchases, sales and financial book entries. In these journals, you can input anything, in other words there are no constraints. It acts as a stand-alone journal.

Which gives the following table as a summary of all journals:

We repeat, for General Ledger accounting, this multi-journal notion is not very interesting. However, the possibility exists.

3.2 Accounting plan

You have just finished creating the reference files, you can now define your accounting plan.

From the Basic Files menu, select Chart of accounts.
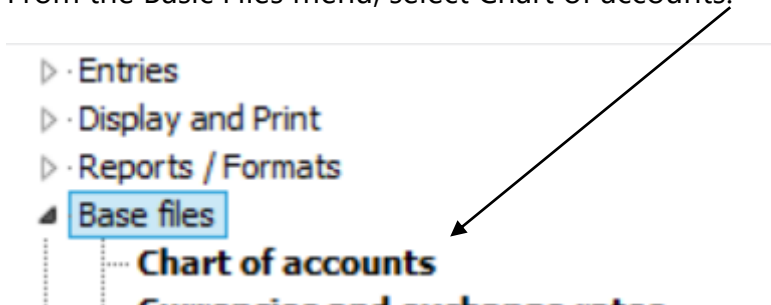
3.2.1 Input classes, groups and accounts in mono-currency

In this section, we will reproduce the same elements in the table below.

As previously explained in company settings, you work only with accounts; however, **you cannot create an account if its group does not exist. The group cannot be created if the class does not exist.**

Account		Currency	Description	Structural type	Type	Sub-type	Revaluation	Breakdown
	2100	CHF	Capital	Account	Liabilities	Normal		
	2120	CHF	Réserve Légale	Account	Liabilities	Normal		
	2129	CHF	Résultat Reporté	Account	Liabilities	Normal		
3			CHARGES RELATIVES AUX M/SES	Class	Costs			
	30		ACHATS	Group	Costs			
	3001	CHF	Achats matières premières	Account	Costs	Normal		Optional
	3002	CHF	Achats marchandises	Account	Costs	Normal		Optional
	3003	CHF	Achats divers	Account	Costs	Normal		Optional
	3060	CHF	Frais	Account	Costs	Normal		Optional
	3065	CHF	Frais société	Account	Costs	Normal		Optional
	3070	CHF	Escomptes Obtenus	Account	Costs	Normal		Optional
4			AUTRES CHARGES D'EXPLOITATION	Class	Costs			
	40		FRAIS DE PERSONNEL	Group	Costs			
	4000	CHF	Salaires	Account	Costs	Normal		Optional
	4001	CHF	Treizième salaire	Account	Costs	Normal		Optional
	4002	CHF	Frais + divers	Account	Costs	Normal		Optional
	4003	CHF	Indemnités d'assurances	Account	Costs	Normal		

We will assume for now that the structure you have chosen is as follows:
1 position for classes   **(in red),**
2 positions for groups **(in blue),**
5 positions accounts (in black).
For example, you begin with class 1. Remember, there is no obligation to construct the chart of accounts in a logical order except for the rule above. Indeed, you can first create all the classes, then all the groups and lastly all the accounts. That said, it is often easier to start with a class, group and accounts that are linked, then another group, etc.

   1) For the screen below, press **<INS>** on your keyboard or **Click on Insert.**

2) **In the account Field** : First insert class 1 referring to the asset

You can see on the screen, by typing a position, the programme recognises you are inputting a class. It is a fixed structure so information is clear. If you type 2 positions, the programme will know you're entering a group, three positions a sub-group and so on and so forth.

3) **In the Nature field:** pull down the menu with the ARROW to select the nature of the account.

4) Tag : a field of maximum 30 characters.

5) Validate with the **<Enter> key or OK,** you will obtain the following result:
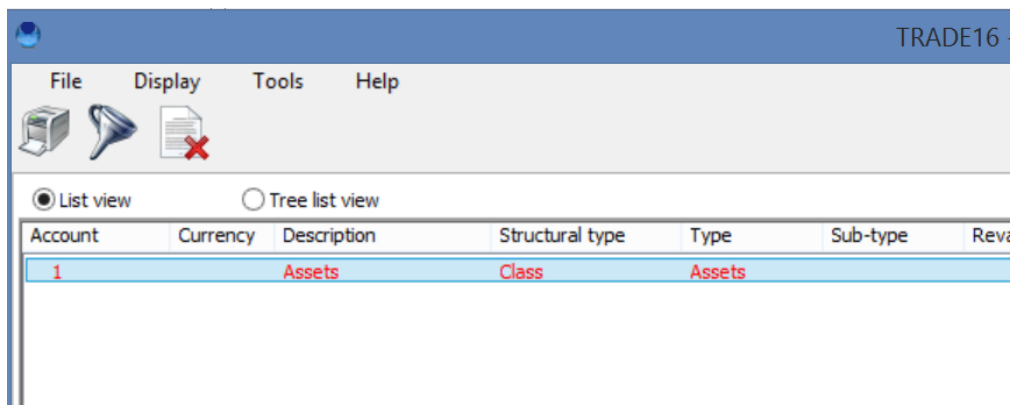
6) Now to create a group press the <ENTER> key of Insert button. Make sure the **Serial Creation box is checked, to avoid leaving this screen and fill in the information of the group as follows**
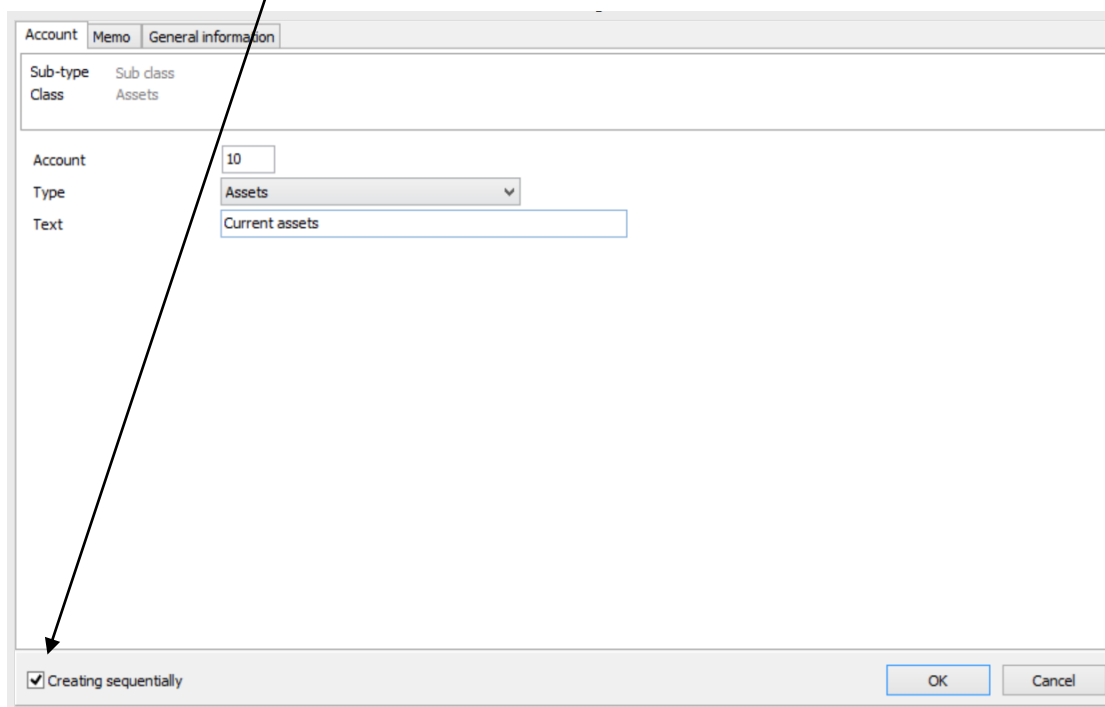
7) Validate with the **<ENTER> key or press OK.**

8) Lastly create a cash account. As soon as you input an account number, new questions will appear: **Situation with a single currency,** can't pull down the currency field.

9) Validate with the <ENTER> key or press OK **to finish.**

Your first structure is complete, here is the result:

Follow the same procedure to complete your chart of accounts.

3.2.2 Input multi-currency accounts

If you have a multi-currency license and you manage several currencies, read this section; otherwise, you can skip to the next heading.

The variant comes in at account creation when you link it to a currency: either the reference currency, or a foreign currency. Obviously, without first creating foreign currencies, this will not come up. Refer to section **3.1.2 Currency files for the creation of other currencies** (This option is mandatory before proceeding further. The below table shows an example of a multi-currency chart of accounts).

Account	Currency	Description	Structural type	Type
1		Assets	Class	Assets
10		Current assets	Sub class	Assets
100		Cash	Group	Assets
101		Cash EUR	Group	Assets
102		UBS Bank CHF	Group	Assets
1021		UBS Bank EUR	Sub group	Assets
1022		UBS Bank USD	Sub group	Assets

We will reproduce the 10100 account in several currencies. You don't have to use the same account for different currencies; it's to facilitate your understanding:

1) From the previous screen press the **<INS> key** or the **insert button**

2) In the account field, enter the 10100 account and press the <TAB> key on your keyboard to move to the next currency field

3) From this field, pull down the options with the bottom ARROW and select the currency, EUR for example

Compte	10100	EUR	▼		
Nature	Actif	Code	Texte	<>	
		CHF	Franc CH		
Type	Compte n	EUR	EUR	^	
Libellé	Caisse	USD	USD		

4) In the tag field type text.

Compte	10100	EUR	▾
Nature	Actif		▾
Type	Compte normal		▾
Libellé	Caisse en EURO|		

5) Now go to the Revaluation tab to complete settings

Compte	Réévaluation	Divers	Statistiques	Mémo	Intérêts	Génériques

Comptabilité

Réévaluation des changes	Cours du jour		▾
Montants réévalués	Réévaluation du solde		▾
Compte de gains de change	68500	CHF ▾ ?	Gains de change
Compte de pertes de change	58600	CHF ▾ ?	Pertes de change

You can choose not to revalue your account or the standard exchange rate revaluation, at the closing price or rate of the day. In this case, we have selected **Rate of the day**

If you select one of the three revaluation options, you must indicate the valuation mode:

In general, balance sheet accounts are revalued on balances. In somes cases the Profit and Loss accounts can be revalued on the movement. For our example, we chose the **Revaluation of the balance**.

Next, questions concerning the transfer of the results of the revaluation, i.e. the account for exchange differences in the event of gains and one in the event of losses. Of course, this can be the same account.

P&L exchange differences accounts are mandatorily in the base/reference currency of accounting. Revaluation adds a book entry that corrects the reference currency (balance or movement) of a foreign currency account. The original amount is not affected and the calculated difference is compulsorily in the reference currency.

Before indicating the method of revaluation on a foreign currency account, the account(s) of exchange differences must exist. The programme will refuse to input a number that does not exist.

Take the time to create a 68500 account or the account you want to assign for currency exchange gains and losses. Refer to the previous section for its creation, or just validate with ENTER and the system will prompt its creation.

Compte de gains de change	68500	CHF	▼ ?	Gains de change
Compte de pertes de change	68600	CHF	▼ ?	Pertes de change

6) To finish validate with the <ENTER> key or press OK.

   To create account 10020 USD, apply the same procedure

3.2.3 Input the VAT tax code into the account

This question only arises if you have configured accounting with a VAT tax system. You must fill in the tax column; first determine the accounts in which you need to input the VAT code. For our example, we will use accounts 34000, 34100 and 61000 as shown in the following table:

1) Move the mouse on the 30000 example account and double-click

Account		Currency	Description	Structural type	Type	Sub-type	Revaluation	B
	2120	CHF	Réserve Légale	Account	Liabilities	Normal		
	2129	CHF	Résultat Reporté	Account	Liabilities	Normal		
3			CHARGES RELATIVES AUX M/SES	Class	Costs			
	30		ACHATS	Group	Costs			
	3001	CHF	Achats matières premières	Account	Costs	Normal		C
	3002	CHF	Achats marchandises	Account	Costs	Normal		C
	3003	CHF	Achats divers	Account	Costs	Normal		C
	3060	CHF	Frais	Account	Costs	Normal		C
	3065	CHF	Frais société	Account	Costs	Normal		C
	3070	CHF	Escomptes Obtenus	Account	Costs	Normal		C
	32		ventes	Group	Income			
	3219	CHF	ventes	Account	Income	Normal		
4			AUTRES CHARGES D'EXPLOITATION	Class	Costs			
	40		FRAIS DE PERSONNEL	Group	Costs			
	4000	CHF	Salaires	Account	Costs	Normal		C
	4001	CHF	Treizième salaire	Account	Costs	Normal		C
	4002	CHF	Frais + divers	Account	Costs	Normal		C
	4003	CHF	Indemnités d'assurances	Account	Costs	Normal		
	4050	CHF	AVS / AI / Chomage	Account	Costs	Normal		C

2) Then click on the Various tab and select **input tax code**

Code	Description
1	TVA 8% S/VTE
2	TVA 2.5% S/VTE
3	TVA EXPORT
4	TVA 8 % ACH+SE
5	TVA 8% INV+FG
6	TVA 8% 50% RECUP
7	TVA 2.5% INV+FG
10	TVA 8% sur les Ventes

3) Pull down the ARROW of the tax code and select a code per the type of VAT to apply. The codes must of course be pre-registered.
See section 3.1.1 to help you choose the right tax code. We insist on the fact that you must follow this manual step by step so as not to forget important options like VAT.

4) For our example, we will select code 4 for the purchase account.

Repeat this operation to assign a VAT code to the other accounts in our example 42000 and 42720.

By checking the tax option, each time the account will be affected, the programme will allow for a tax code. We will see this later in input of book entries.

You can use the same tax code for collected VAT and VAT to be recovered, so long as the rate is the same and that the entire tax is deductible.

However, we strongly advise creating two tax codes: one for sales and one for purchases. Your tally will be made easier, as well as verification of the book entry entries.

3.2.4 Edit an account

You can modify an account by moving the mouse on the line and pressing <ENTER>. If the account you have created is false in its coding, it will not be possible to modify it as is. You must first delete it and then recreate it with the correct number or renumber with a right-click on the mouse (see section 3.2.7).

3.2.5 Erase one or several accounts

Erase an account: Delete an account (insofar as there is no balance or movement) by pressing <DEL>.

Erase a list of accounts: In this last case, an additional window will appear and allow you to select the account or accounts to be deleted.

If a filter is activated on the accounting chart, the « Delete a list of accounts » function will consider the filter on the accounting chart.

To erase from the selected accounting chart choose Erase a list of accounts as shown in the table below:
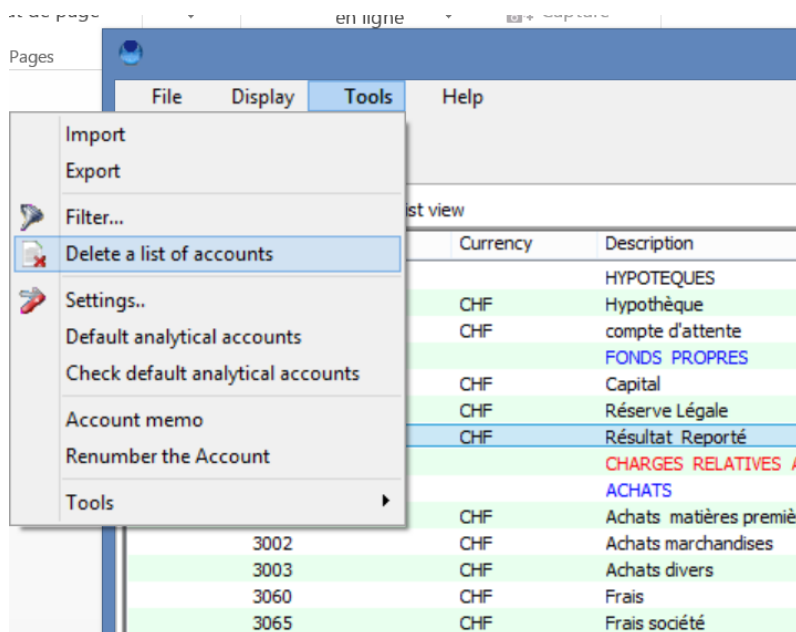
To do this, select/unselect the accounts. As you can see on this screen, the selected accounts have a checkmark on the left (10200, 10210).
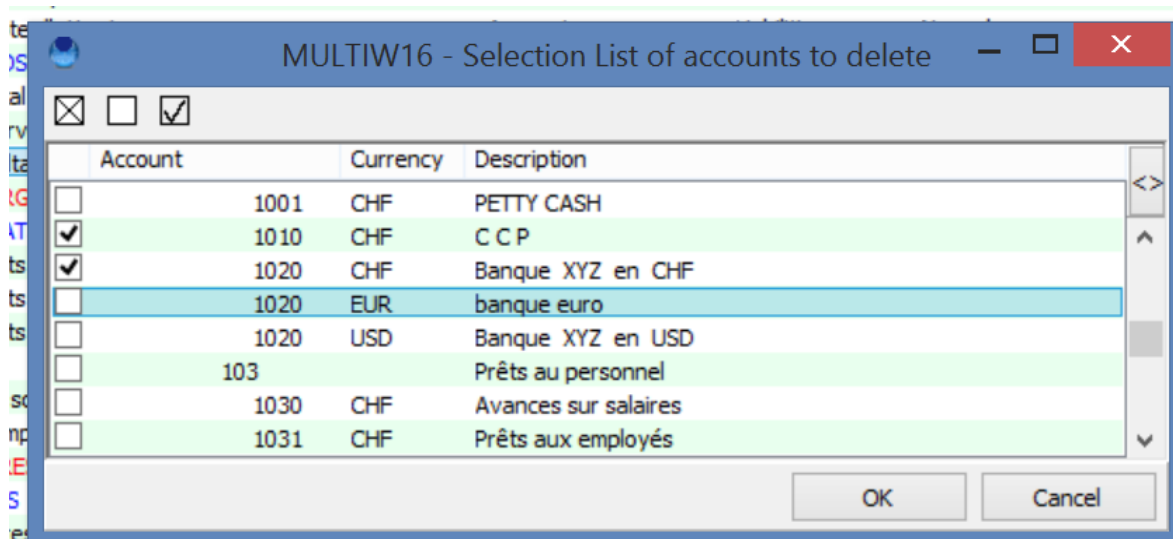
Lastly, validate with OK.

☒   select all accounts.

☐   Remove the selection.

☑   Display only the selected items.

3.2.6 Search for an account

To find or land on an account, just type the full or partial account number directly from your keyboard as shown in the screen below:

After typing the numbers, the mouse will place itself on the nearest account.

This feature is available on all tables of the list (chart of accounts, table of taxes, starting balance, display, input of entries, etc.).

You can also use the CTRL + F key shortcut.

3.2.7 Renumber an account

- Place the mouse on the account you want to renumber
- Use the Tools menu and select Renumber the account
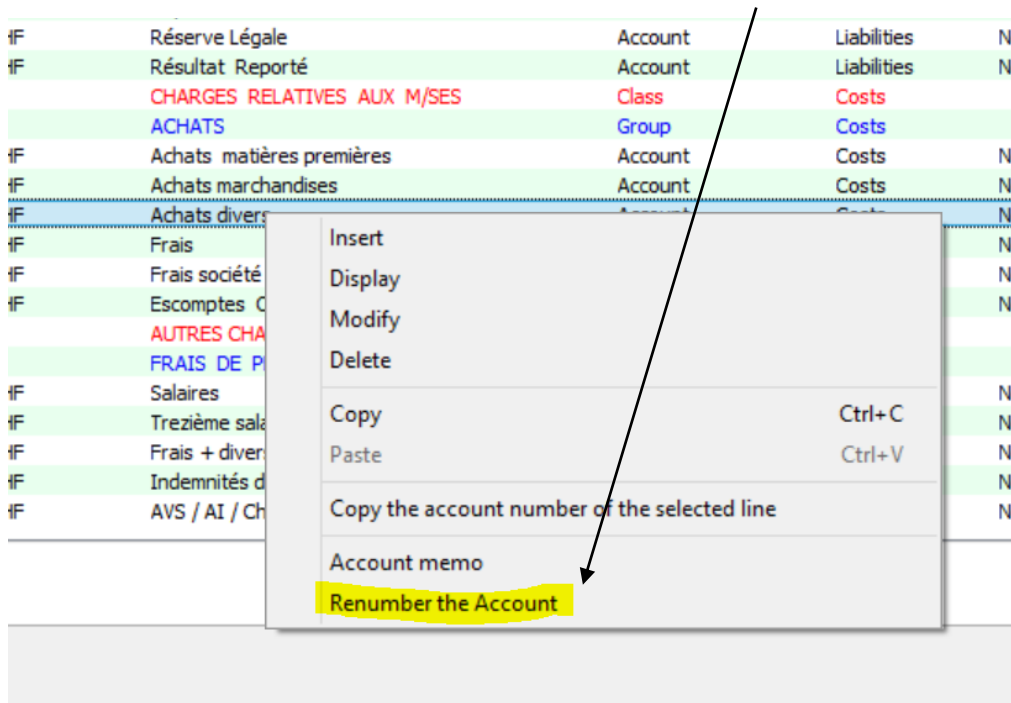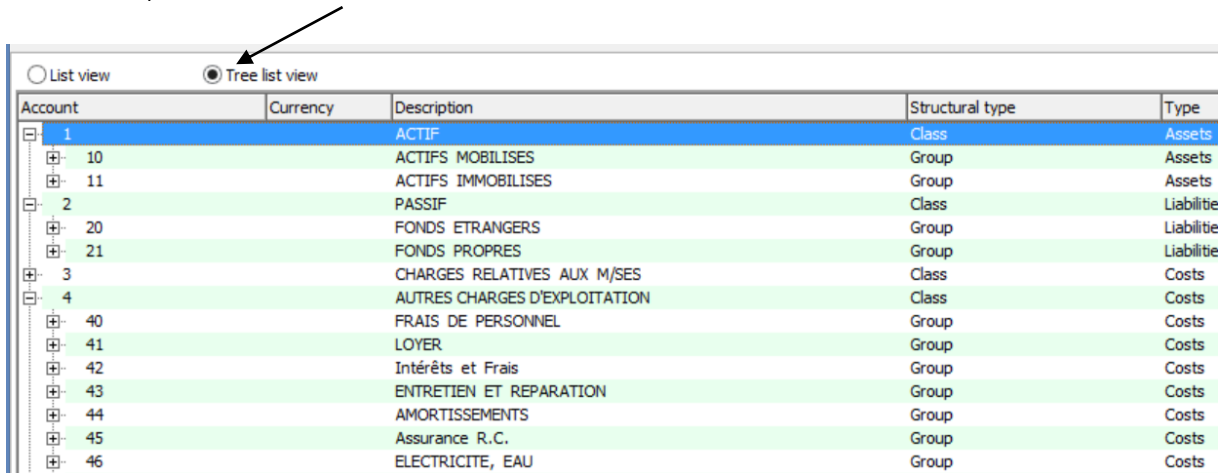
- Or use the right-click on the mouse to choose the account renumbering option

- Type the new account number as shown in the screen below:
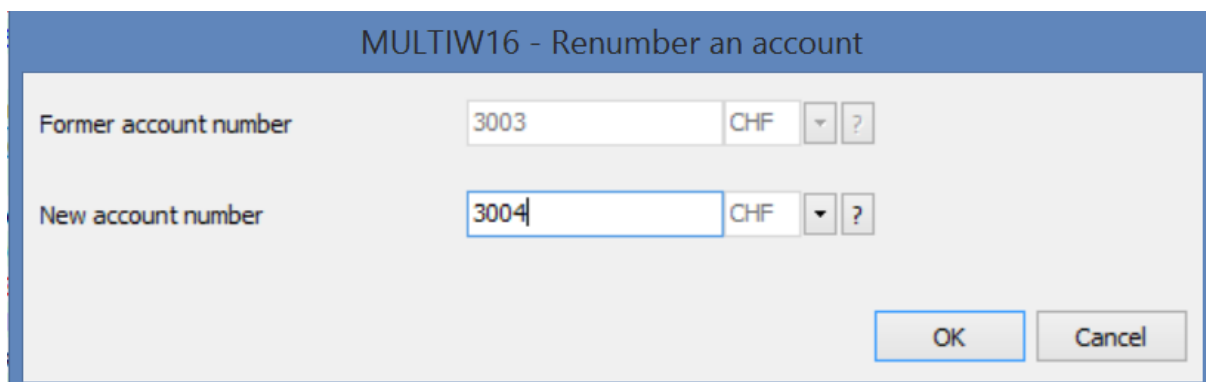
- Validate with the <ENTER> key or press OK (all book entries of the 44000 account will be transferred to account 44100); you can revert back to the original state with the same operation.

3.2.8 View accounts in tree view

To do this, click on Tree view

3.2.9 Display / print accounts

This display mode is available in almost all our reports, making it easy to access Excel sheets and the Outlook interface with the email button.

To proceed: click on the printer icon.
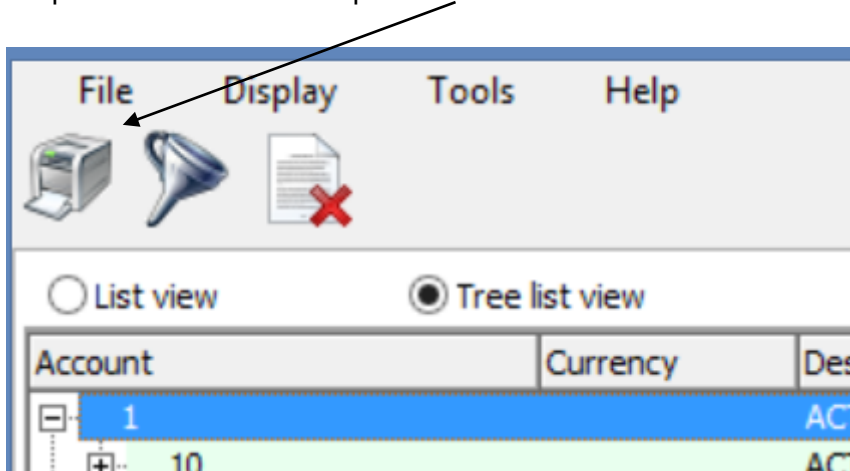
Several options are offered by the programme:

1) **Preview**: you can select the number of columns for a more compact view.
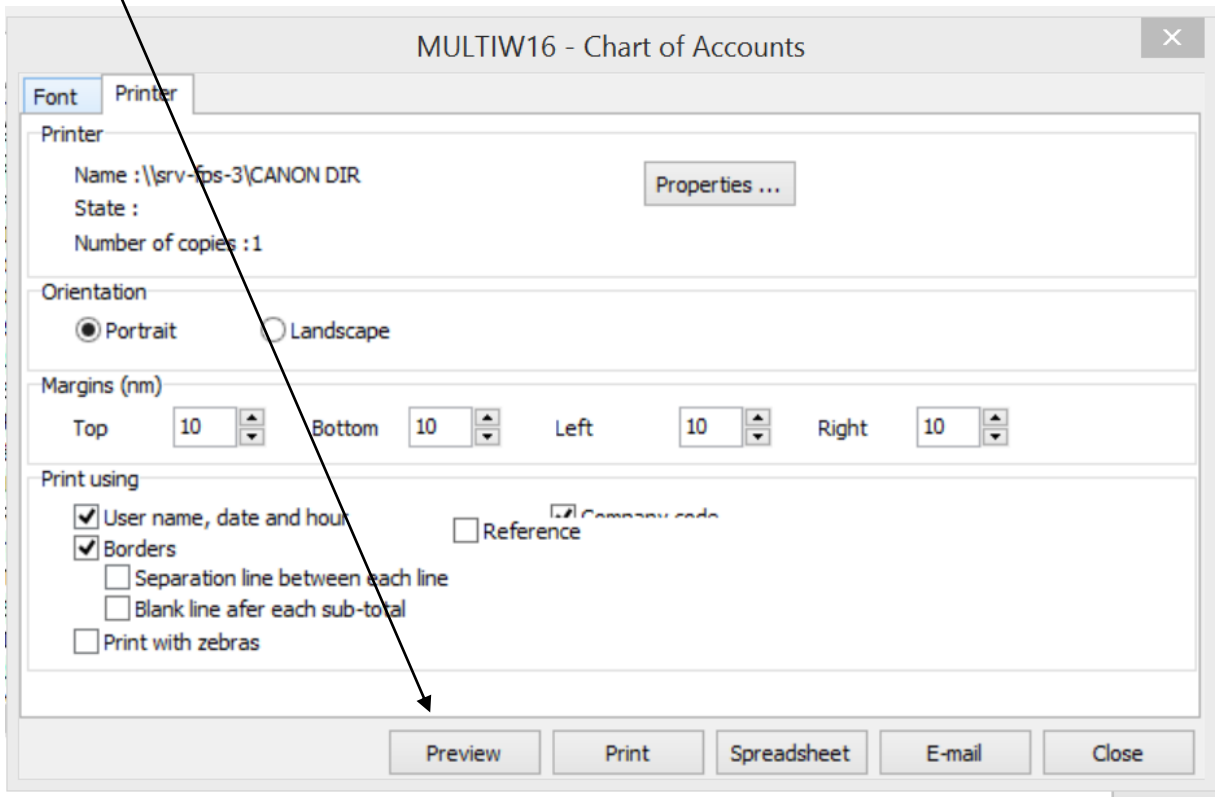
In preview, you can specify what and how by clicking on the **printer and pencil icon** (for example print only page 2 of the report) or **save** the report on your hard drive. You can also apply display feature to zoom in on the report.

2) **Print**: You can customise your layout and choose your printer with the properties button.
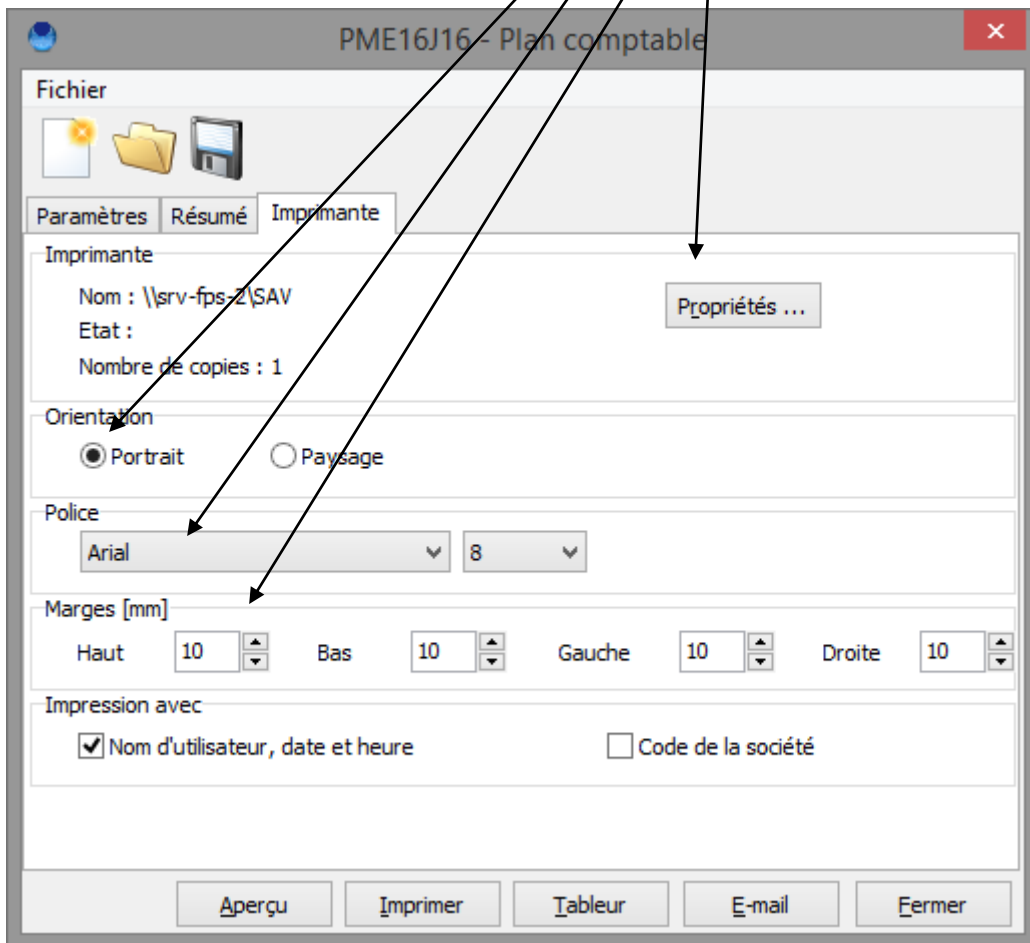
3) **Spreadsheet**: With just a click on Spreadsheet, the report is displayed in Excel;

	A	B	C	D	E	F
1	SOCIETE MULTI - MONNAIE S MULTIW-16					
2	Chart of Accounts					
3	Account	Currency	Description	Structural	Type	Sub-type
4	1		ACTIF	Class	Assets	
5	10		ACTIFS MOBILISES	Group	Assets	
6	11		ACTIFS IMMOBILISES	Group	Assets	
7						
8	2		PASSIF	Class	Liabilities	
9	20		FONDS ETRANGERS	Group	Liabilities	
10	21		FONDS PROPRES	Group	Liabilities	
11	3		CHARGES RELATIVES AUX M/SES	Class	Costs	
12						
13	4		AUTRES CHARGES D'EXPLOITATION	Class	Costs	
14	40		FRAIS DE PERSONNEL	Group	Costs	
15	41		LOYER	Group	Costs	
16	42		Intérêts et Frais	Group	Costs	
17	43		ENTRETIEN ET REPARATION	Group	Costs	
18	44		AMORTISSEMENTS	Group	Costs	
19	45		Assurance R.C.	Group	Costs	
20	46		ELECTRICITE, EAU	Group	Costs	

4) **Email**: With just a click on Email, the report will attach in your Outlook interface

3.2.10 Memo file

You can add text that will provide a more detailed description of your account; just open the account and click on the Memo tab. Then place the mouse inside the field and type in the information you want.

For example, if you want to reference certain information on account 42000.

You can type the text you want.

Once the text has been typed, it is imperative to save the memo file by pressing the <ENTER> key. If you press <ESC>, you will lose the information.

On the list of accounts, in regard to the account in question, an asterisk will appear to show **a memo file was created.**

3.2.11 Change the colour of classes and groups

A feature that makes your chart of accounts easier to read; we will put, for example, the classes in red and groups in blue. Proceed as follows, from the **Tools Menu** of the chart of accounts, click on **Settings**
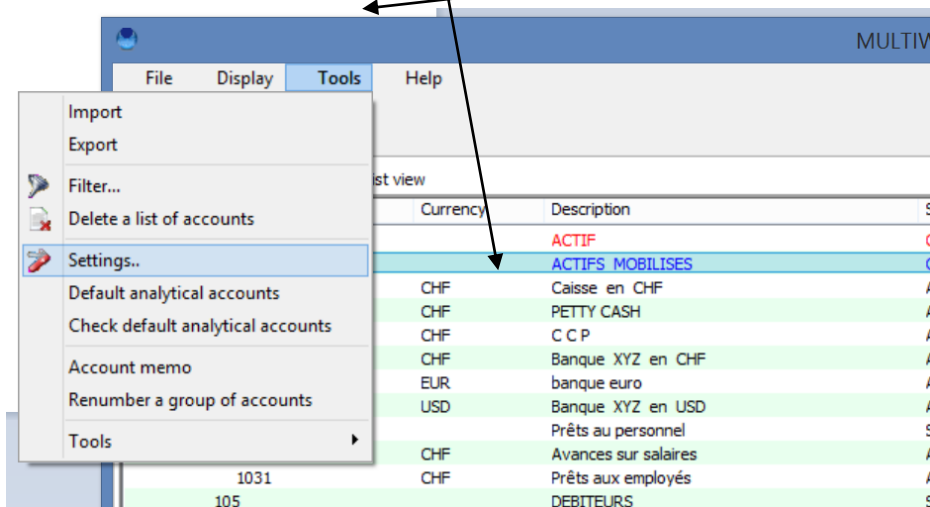
A new screen will prompt you to change the colours, for example classes in red with a thicker font. Click on the class button.
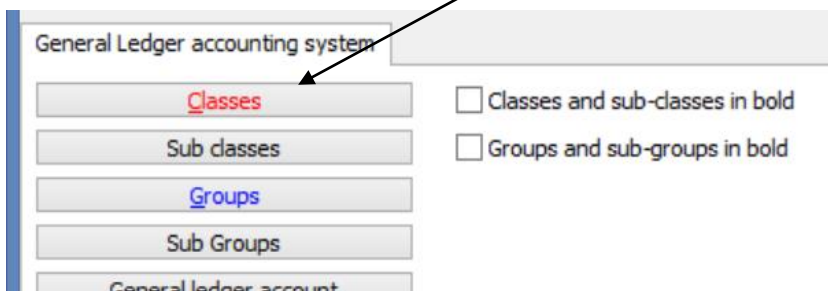
Select the colour to change the appearance.
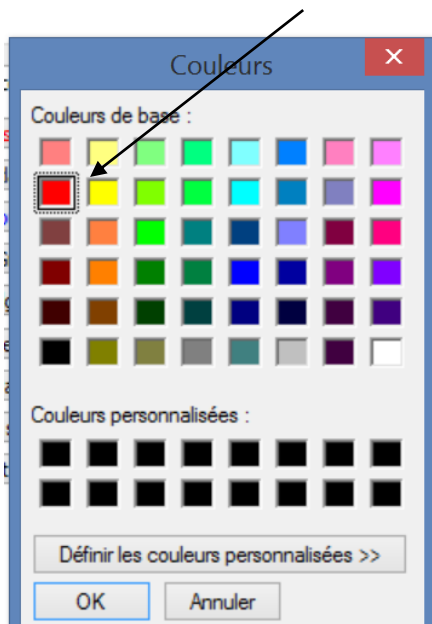
In the same way, use the same process for groups, here is the result:

	2060	CHF	Hypothèque	Account	Liabilities	Normal	
	2062	CHF	compte d'attente	Account	Liabilities	Normal	
21			FONDS PROPRES	Group	Liabilities		
	2100	CHF	Capital	Account	Liabilities	Normal	
	2120	CHF	Réserve Légale	Account	Liabilities	Normal	
	2129	CHF	Résultat Reporté	Account	Liabilities	Normal	
3			CHARGES RELATIVES AUX M/SES	Class	Costs		
	30		ACHATS	Group	Costs		
	3001	CHF	Achats matières premières	Account	Costs	Normal	Optional
	3002	CHF	Achats marchandises	Account	Costs	Normal	Optional
	3003	CHF	Achats divers	Account	Costs	Normal	Optional
	3060	CHF	Frais	Account	Costs	Normal	Optional
	3065	CHF	Frais société	Account	Costs	Normal	Optional
	3070	CHF	Escomptes Obtenus	Account	Costs	Normal	Optional
4			AUTRES CHARGES D'EXPLOITATION	Class	Costs		
	40		FRAIS DE PERSONNEL	Group	Costs		

3.2.12 Notes

To begin accounting, a minimum of created accounts may be sufficient but there must be at least classes and groups. In fact, when entering a book entry, it is possible to introduce a new account. However, it is preferable to create the most comprehensive chart of accounts possible; creation is faster and inputting book entries will not lag or slow.

At all times, you can go back in the update of the chart of accounts to create new accounts to modify most information, except the number and currency, or to delete accounts (if there is no balance or movements).

The structure of the chart of accounts is fixed. It is important to think carefully about this so as not to be hindered sooner or later by the lack of positions. For example, if you chose a 1, 2, 4 structure it means you cannot have more than 10 groups per class, etc.

Remember, this programme is more than just accounting software; it is also an excellent management tool that, as we will see in detail later, can produce results per positions in numbering; you can sort from any position, from the first to the last but also from the third to the fifth.

Let's take the following example: you have two offices. One in Geneva and one in Zurich. You would like to get the operating accounts by sector. The best solution is to take the analytic module; however, by properly structuring your chart of accounts, it will be relatively easy to perform this analysis. Use the last position to indicate the city and there you go.

Conclusion: Nothing can replace the thorough process and competence of a human being. Take the time to think before you realize it's too late and so that maybe, to avoid important things not making sense, you would have to start all over again.

We emphasise, the structure of your chart of accounts is paramount. It will make your work easier; it will allow you to produce results very quickly by simple display. Indeed, in no way did the programme ask for the nature of the accounts (assets, liabilities, expenses, revenues). Freedom is absolute, with its advantages and disadvantages.

3. Book entries

3.1 General information

The principle of the programme is to allow the authorised (meaning with sufficient rights) user to:

- Input account documents at will, without the mandatory notion of chronological order or input order with first a line of debit then a line of credit,

- Modify them,

- Delete them,

- View or print them.

In short, the programme is flexible enough to quickly input, verify, etc. which implies a thorough command and understanding of accounting. Since, we remind you, the programme will never restrict the input of a debit amount when it should be input in credits or imputting to a balance account rather that a P&L account.

As soon as a book entry is recorded, the programme will update the affected elements, ie balance, movements, etc. Of course, during the recording itself, the programme will not be able to register each line, so each element, straight away.

In the same menu (book entries), you can create, edit and display the book entries. But you can also create a new account (insofar as the group already exists), display the chart of accounts, read or create of memo file and even ask to view the movements of an account.

The screen will display as much information as possible, including the balance of the input account, its four last movements. We will see this in detail later.

Inputting is also made easier with standard tabs.

With utilities, you can create a batch of book entry templates each of which you can retrieve whenever necessary (ex: payroll book entries, rent, etc).

You will learn how to input simple and multiple book entries. We will review both cases with and without VAT. Take care to follow the exact procedure that follows.

3.2 Input an accounting book entry

In this section you will learn how to process simple and multiple book entries; to do this you must select the following menu:
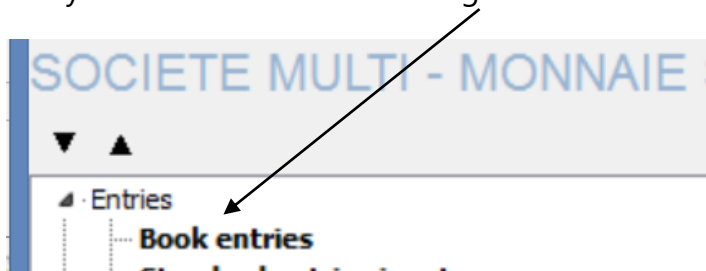
3.2.1 Input a simple book entry

As you can see from the screen below, there aren't any saved book entries yet.
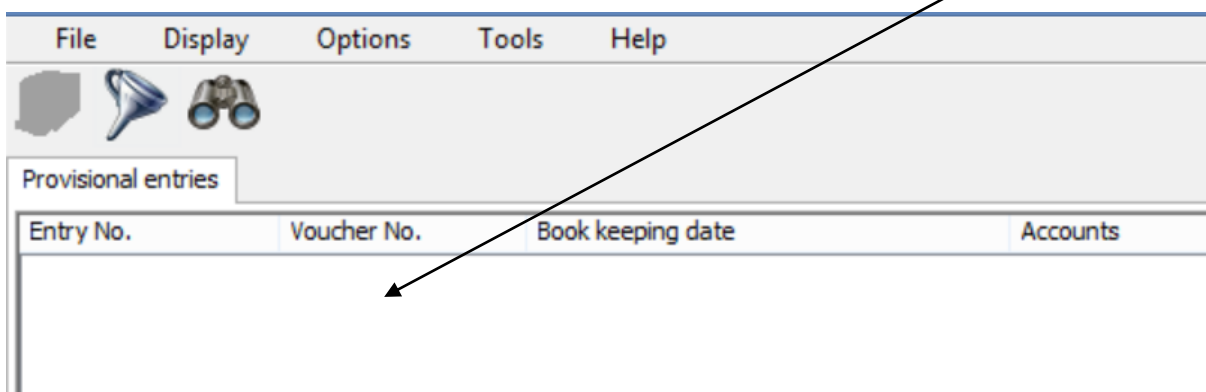
We will input the first book entry with a transfer of funds from cash register then to the bank for an amount of CHF 2'000. We will credit the cash register (account 10000 or the appropriate account in your chart of accounts) and debit the bank (account 10200).

The programme is a two-part accounting software, i.e. book entries must be balanced and be transcribed in two lines. Consequently, the programme will systematically prompt the balance of the book entry on the following line, or in the case of a simple book entry the inverse amount.
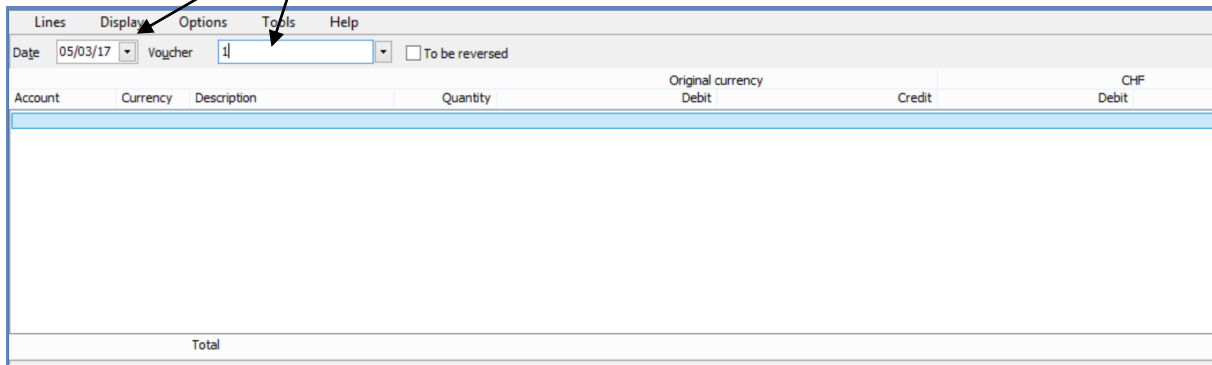
For the operation to proceed smoothly, we advise you to follow the instructions step by step.

Now Click on Insert or press the **<INS> key** on your keyboard.

On this new screen, position the mouse on the **date field**, by default it will show the date of the previous book entry or the current date.

==Use the <**TAB**> key to move to the next field and avoid using the mouse to go faster.==

For the **numbering of documents,** it all depends on the kind of configuration (see section 2.3.6) that you specified in the company settings (sequential numbering, absolute numbering, without numbering or even depending on the user). ==For our example we will manually attribute document 1 and press the <**TAB**> key.==

Let's make the most of this screen to note the following:

Numbering of documents depends on your own wishes. We insist on the fact that this is very important. Indeed, it is easier to retrieve a book entry by document number rather than book entry number. Particularly after carrying over the book entry when the book entry number can change.

NB : The book entry number is generated by the machine and cannot be modified, unlike the document number.

On the following screen, position the mouse on the **account** field, if you know the account number you can type it directly with your keyboard. ==By default, it will show the last input account or the first account of your chart of accounts.==

If you don't know the account number you can search for it with the bottom **ARROW** or with the **F4, F2, F3 keys** (located next to the account field, a new window will appear with a list of accounts, choose the right account and double click on the line to accept).

==To go the the next **tag** field press <TAB> on your keyboard.==

In the tag field you can type the text refering to the line of the book entry, in this field input a maximum of 40 characters ; if you think this is insufficient, you can add a second line of text in company settings (see section 2.3.6 book entry settings and select « two lines of text »).

For our example, type transfer of funds.

You can save standard tags to avoid retyping them again; to do this, just press F8 on your keyboard.

==To move on to the next field just press <TAB> on your keyboard.==

In the CHF field (amount), to follow our example, type in the amount 2000 in negative, knowing it's a credit amount

General Ledger ▼	1000	CHF ▼ ?	Caisse en CHF
Text	transfer	▼ ?	
Text		▼ ?	
CHF	-2000		

You can also use a calculator to perform the operations with the F12 key on your keyboard.

==To continue with your book entry use the <TAB> key or click on OK== and you will obtain the following screen

You just have to fill in the second counterpart line. Position the mouse over the account field again, to follow our example, insert the account 10200 as shown in the screen below

General Ledger	∨	1020		CHF	▼	?	Banque XYZ en CHF	🛈
Text		transfer			▼	?		
Text					▼	?		
CHF		2,000.00						

If you don't remember the bank account number, go back to the explanation on the previous page (See box).

To move on to the next field, use the <TAB> key on your keyboard.

To land on the tag field again, you can use the same text or modify the proposed text. To move on to the next field, please press the <TAB> key on your keyboard again.

The screen below automatically proposes the amount of the previous line with a negative sign, in this case, 2000 is a positive value.

General Ledger	∨	1021		CHF	▼	?	Banque UBS CHF
Text		transfer			▼	?	
Text					▼	?	
CHF		2000.00					

To continue please press the **<TAB> key** on your keyboard or click on the **OK line** button. Here is the result of your book entry. First remark, the total balance of your book entry is at zero.
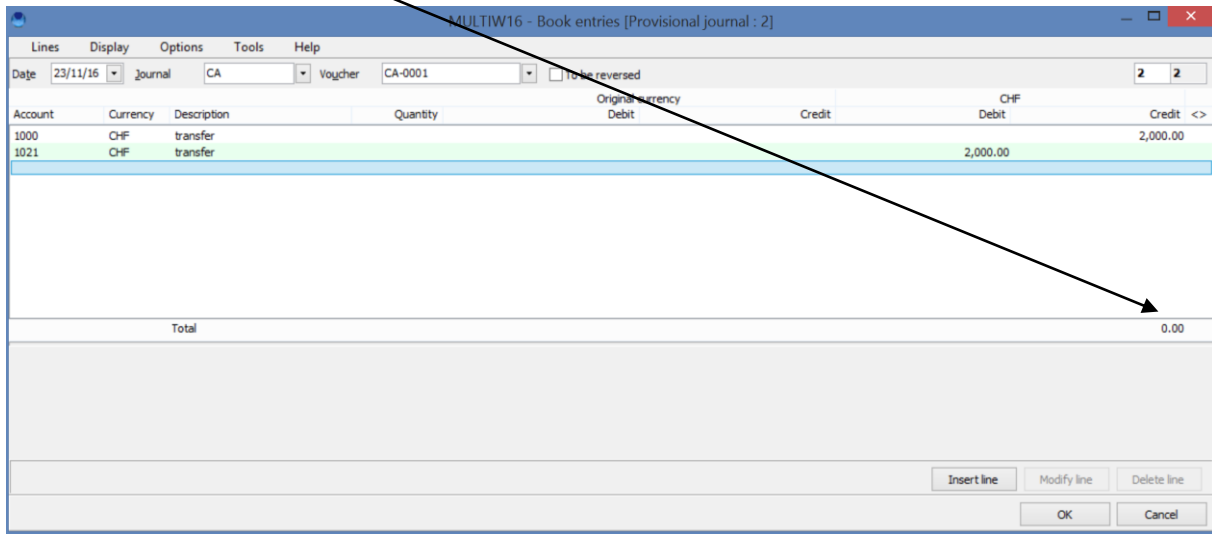
You cannot validate a book entry if the total does not come to zero, an additional safety feature of the software. To finish and validate, you can press the <ENTER> key on your keyboard or click the OK button.

As soon as the book entry is saved, the programme will move on directly to the next; you can enter the next book entry or exit inputting by clicking ESC.

3.2.2 Inputting multiple book entries

If it's a multiple book entry (more than two lines), you must input the lines one by one, regardless of whether they are a credit or debit. Balance will update with each additional line.

Using the same interface as with simple book entries, our second book entry will be the payment of various expenses. Credit the bank (account 10200 or the appropriate account in your chart of accounts) and debit several expense accounts (for our example accounts 52000, 52700 and 52520).

To begin our presentation, from the screen below Click on Insert or press the <INS> key on your keyboard.

Provisional entries	Posted entries					
Entry No.	Voucher No.	Journal code	Book keeping date	Accounts	Text	int
1	1		03/02/16	1050-CHF, 2016-CHF...	FACTURE CLIENT	1...
2	CA-0001	CA	23/11/16	1000-CHF, 1021-CHF	transfer	(...

Print   Insert   Display   Modify   Delete

Number of provisional entries : 2

Close
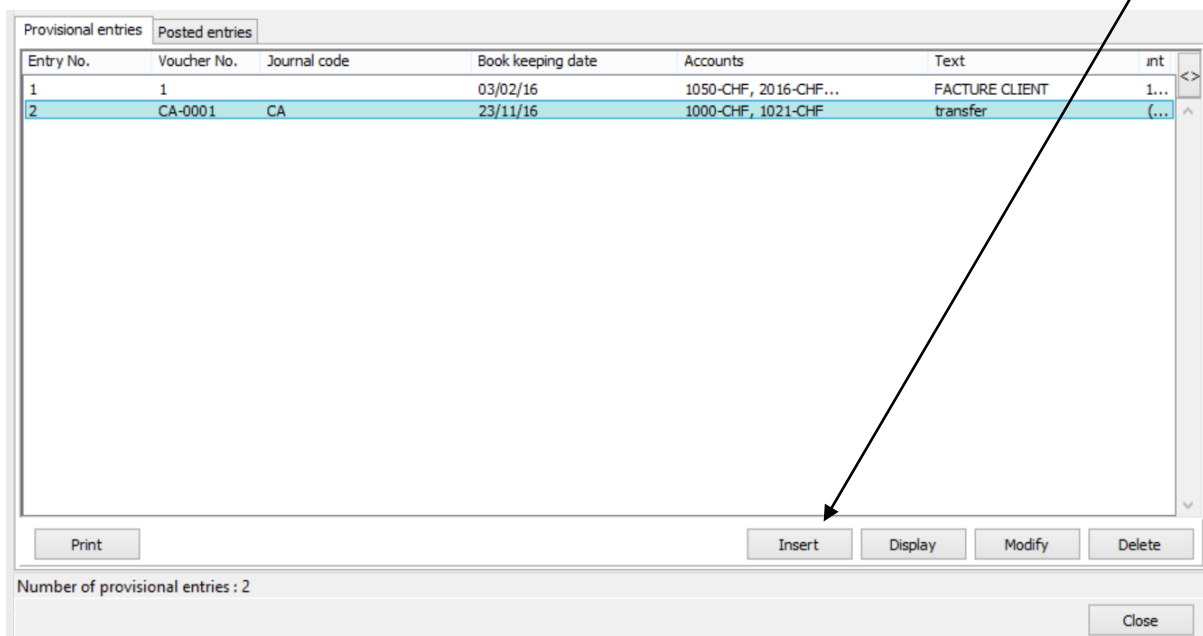
To review the last movements we recommend you activate the following setting: **Permanent display of movements**, see screen below.

Lines	Display	Options	Tools	Help	MULTIW16 - Book entries [Provisional journal : 3]
	Always display movements			A ▾	Voucher CA-0002 ▾ ☐ To be reversed
	Analytical account filter with GL account currency				Original currency
	Input both lines of text in a memo			tion	Quantity	Debit
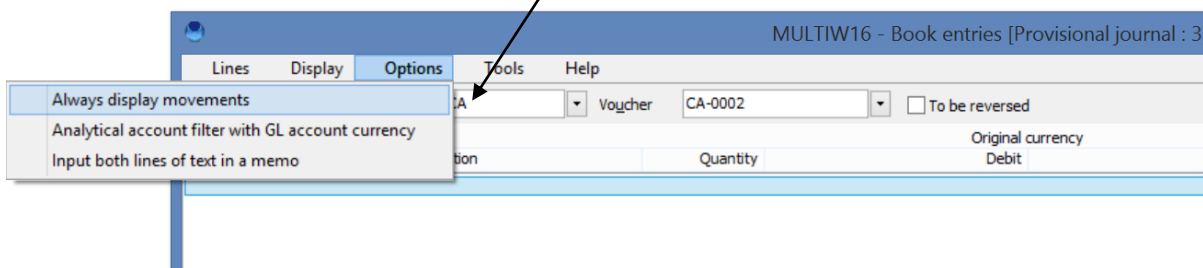
To continue, place the mouse in the date field: <mark>**enter the date of your transaction**</mark> and press the <TAB> key to move on the next field.

In the document field, the system will automatically show the following number. You can also use a custom number like UBS-100112.

To facilitate our example, we'll let the programme automatically manage to number. To move onto the next field, press the <TAB> key.

The mouse is now over the account field; please enter the account corresponding to the bank account of your chart of accounts and then press the <TAB> key to continue.

As you can see in this second book entry example, you can see the **balance** and the **last** movements of your **bank account**.

In the tag field, the system will propose the tag of the previous book entry, but you can edit the text. We will input various payment and press the <TAB> key to continue.

In the amount field, apply the same principle as for the previous book entry and credit a negative amount of 6000, see screen below.

If the book entry is in multiple parts (more than two lines), you must input each line one after the other, regardless if credit or debit.

With each additional line, the balance of the book entry will update.

To continue press on the <TAB> key or the button marked OK line.

The screen below shows the first part of your book entry, you still need to input the counterpart. The system goes back to the account field.

Now please enter the first expense account, example 52000 which corresponds to wages. Press the <TAB> key to go to the next field.

In the tag field, type the example text June wages and press the <TAB> key to go to the next field.

Compte	52000
Libellé	Salaires juin

In the amount filed, indicate the amount to be debited from 2500 and <TAB> to continue.

General Ledger ⌄	4000		CHF	⌄	?	S
Analytical				⌄	?	
Text	wages november					
Text						
Quantity	2,500					

Here is the result of the first counterpart line.

Account	Currency	Description	Quantity	Original currency Debit	Credit	CHF Debit	Credit <>
1021	CHF	various payment					6,000.00
4000	CHF	wages november	2,500			2,500.00	
Total							3,500.00

Account : 1021 : Banque UBS CHF
Balance = 2,000.00 CHF

23/11/16	CA-0001	transfer	2,000.00	CHF

General Ledger ⌄	1021	CHF ⌄ ?	Banque UBS CHF	ℹ
Text	wages november	⌄ ?		
Text		⌄ ?		
CHF	3,500.00			

You can see there is still 3500.- to balance and the system will not allow you to validate unless the balance is at zero. You must continue with the other expenses.

The system will return to the account field, please enter the second expense account in the same way.

General Ledger	⌄	4050	CHF	▾	?	A
Analytical				▾	?	
Text		insurance june				
Text						
Quantity		500				

We have input account AVS 52700, tag AVS June and amount 500. To finish this operation, validate with the <TAB> key or click the line OK button.

Here is the result of the second counterpart line.

You can see there is still 3000.- left to balance and the system will still not allow you to validate unless the balance is at zero. You must continue with a new line.

The system will return to the account field, please input the third expense account as with the previous line.

We have input the pension account, assigned the Pension tag and an amount of 3'000 that represents the balance of the book entry. To finish this operation, validate with the <TAB> key or click on the OK line button.

Here is the final result of the book entry. The balance of the book entry is zero, you can now validate with the <ENTER> key of your keyboard or the OK button.

You can also modify a line by placing the mouse directly over it and typing <ENTER>; you will go to the account field and so on. Just change what is necessary and validate the other fields with <ENTER> or with the bottom ARROW.

You can insert a line in between or delete a line.

If you would like to invert two lines, just click on the Lines and invert the book entry.

The following screen shows the inverted result:

Accou	Currency	Description	Quantity	Debit	Credit	Debit	Credit	<>
1021	CHF	various payment				6,000.00		
4000	CHF	wages november	(2,500)				2,500.00	
4050	CHF	insurance june	(500)				500.00	
4051	CHF	pension	(300)				3,000.00	

Date 28/11/16 Journal CA Voucher 3 ☐ To be reversed   1 4

To go back to the original state just click on the Lines again and invert the book entry.

To finish our example, you can continue the book entry with ENTER or ESC to close or by clicking the CANCEL button.

The following screen will display a summary of book entries input up till now.

Entry No.	Voucher No.	Journal code	Book keeping date	Accounts	Text	int
1	1		03/02/16	1050-CHF, 2016-CHF...	FACTURE CLIENT	1...
2	CA-0001	CA	23/11/16	1000-CHF, 1021-CHF	transfer	(...
3	3	CA	28/11/16	1021-CHF, 4000-CHF...	various payment	5...

Provisional entries | Posted entries

Print   Insert   Display   Modify   Delete

The book entries you have input will all be provisional; i.e. you can edit them at any time. They refer to only one journal.

In a previous section, we showed you how to make your book entries final and so prevent any modifications.

3.2.3 Inputting book entries in multi-journal

If you have activated the multi-journal option, read this section; otherwise go to the next section. Before starting, you need the multi-journal setting; proceed as follows: in the screen below select the proposed settings.
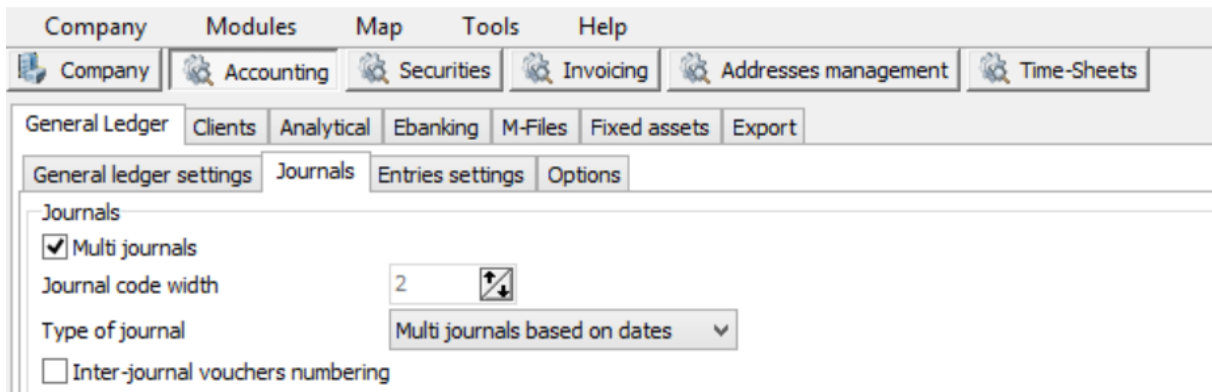
Validate with the ENTER key or OK to finish the operation.

Now, refer back to section 3.1.3 **Multi-journal files** to create new journals.

The principle behind inputting book entries with multiple journals is the same as with a single journal. As you can see on the screen below, you have an additional field which is the journal code.
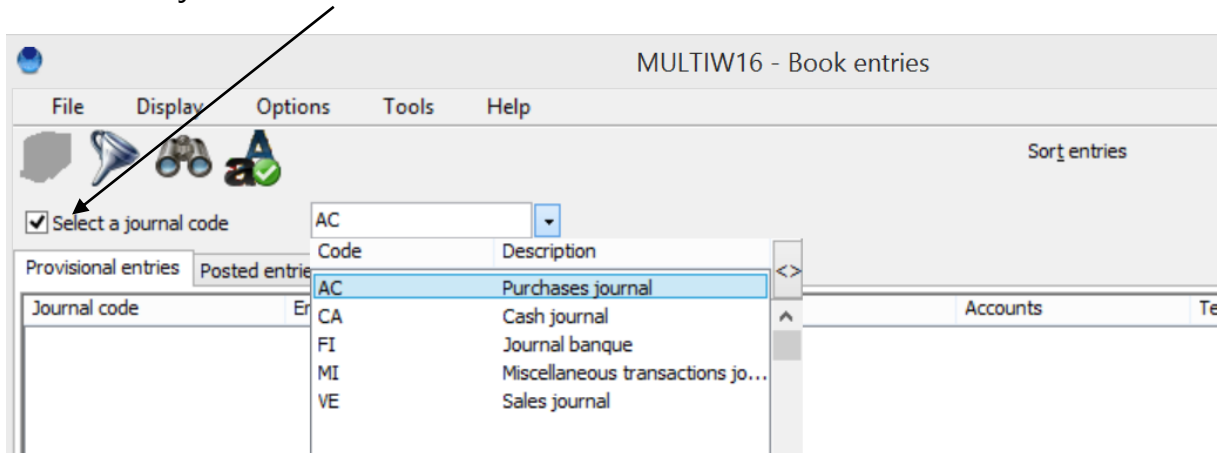
If you want to change the journal with the bottom ARROW you can select another journal.

To number the documents, the programme proposes the one you chose when creating the journal (see section 3.1.3).

Lines	Display	Options	Tools	Help

Date 05/03/17 ▼ Journal AC ▼ Voucher ACH-001 ▼ ☐ To be reversed

				Original currency	
Accou	Currency	Description	Quantity	Debit	Credit

Now input happens the same way as a simple or multiple entry.

If you have finished with a book entry and want to change the journal to modify any document, press <ESC> after saving the book entry. The screen will then go back to the previous screen.

In the financial journals, you specify a specific account. Consequently, the account can be used in the book entries of its own journal. For the purchase and sales journl, there are no particular restrictions except the one cited above as, here, the programme recognizes the notion of supplier and debitor.

Lines	Display	Options	Tools	Help

Date 05/03/17 ▼ Journal FI ▼ Voucher BK-0001 ▼ ☐ To be reversed

Financial account 1020 CHF ▼ ? Banque XYZ en CHF

				Original currency	
Accou	Currency	Description	Quantity	Debit	Credit

When you enter a book entry in a financial journal, the programme automatically knows that the counterpart must be the linked account. You just have to input different lines and rather than retrieve the last line and validate everything, you just have to press <TAB> to save. The programme will ask for the tag of the last line and will automatically save the book entry. The time that's saved is appreciable.

3.2.4 Input lines with signed credit/debit

While this option is less and less frequently used, your accounting can be configured with the SIGNED DEBIT/CREDIT option (see section 2.3.7, various options, to activate this option). In this case, when entering each line, the programme will ask if the amount is assigned to the debit or credit of the account.

General Ledger ▾	1000	CHF	▾ ?
Tax	10 ▾ ?		
Text	various payment		
Text			
Amount type	+ (debit) ▾		
	+ (debit)		
	- (credit)		

With this option, the amounts are usually input without signs.

For example:

Amount of 100.-- choosing « Debit » goes to the debit column of the account (conventional book entry).

Amount of -100.--, choosing « Debit>, goes to the debit column of the account but as a negative value (book entry that diminishes the debtor account).

Amount of 100.-, choosing « Credit », goes to the «credit column of the account (conventional book entry).

Amount of -100.--, choosing « Credit », goes to the credit accound but as a negative (book entry that diminishes the credit of the account).

Practical example:

Credit sales of the account and direct expenses of the negative credit sales are recorded. Notes of credit are recorded on the debit sales of the sales account. This way, the movements of the credit account indicate net sales and debit movement of the returns/notes of credit account.

In more traditional accounting, the sales account is credited, the « sales expenses » account is debited and the sales account is debited for notes for credit.

3.2.5 Input a line in the original currency

If you have a licence that allows you to manage several currencies, read this section, if not you can skip ahead. Firstly, you must create the currencies (see section 3.1.2) then set up a chart of accounts to create multi-currency accounts (see section 3.2.2). Now that configuration is set, proceed with the book entry like a normal book entry but in the account field type the foreign currency account, for example the 10210 EUR. See below.
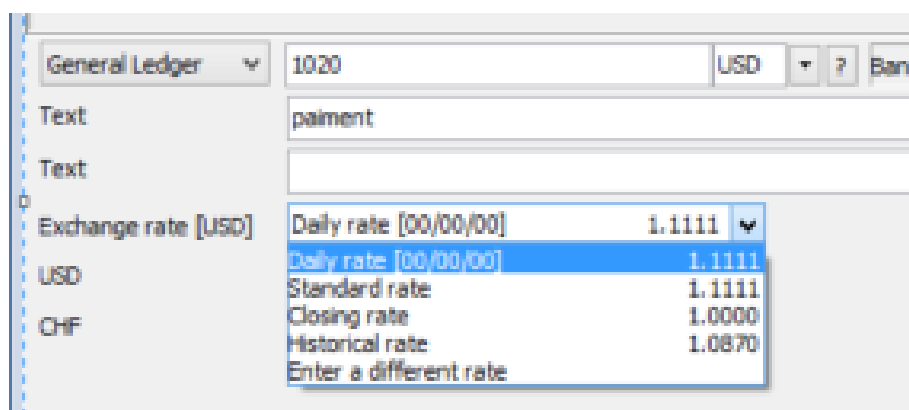
When you input a foreign currency account, the programme will display the following possible exchange rates:

By default, the programme will propose the rate of the day and displays the date of the rate. If none are available at the date of the book entry then the most recent is proposed. It is also possible to select the standard or closing rate.

The historical rate will be updated with every book entry. This is the mean of the item.

The calculated rate is the exact rate used last for a book entry in the same currency.

You can also choose to use another rate. Just place the mouse on the ENTER ANOTHER RATE line, hit <TAB> and the programme will ask for the rate, offering by default the rate of the day or nearest date.

In the case of the other choices, the programme transforms the amount directly into the original currency.

And automatically proposes the corresponding amount in the reference currency. You can choose to accept or edit.

If you edit the amount to the reference currency, the programme will recalculate the rate.

It is possible you don't have the rate, but only the amounts in original and reference currencies. Take the rate of the day or offered rate and type in the two amounts. The rate will be recalculated.

Another possible case: you have the rate of the day, the reference currency amount but not the amount in the original currency. You can input a line with the known elements.

Display of the last movements of a foreign currency account is also done in the original currency. Only the balance is in both currencies.

Here is a first excerpt of the book entry, two columns are displayed: original currency and reference currency
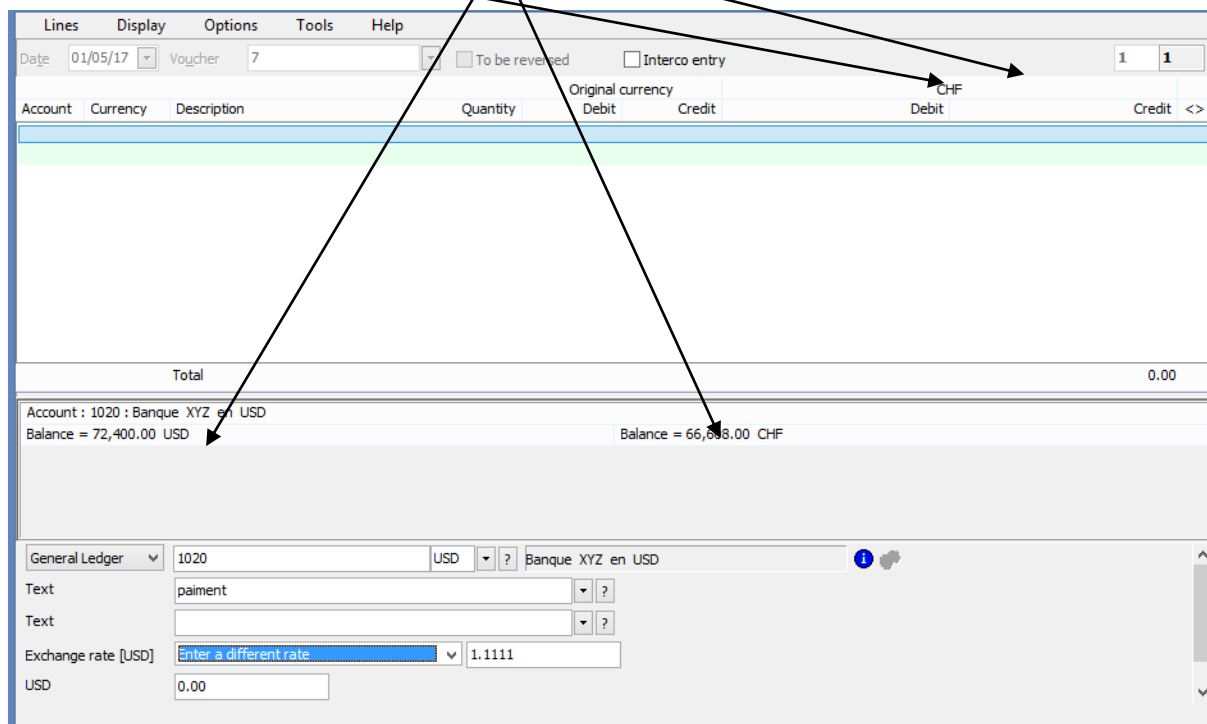
3.2.6 Input a line with a tax code

Entering a line with a tax code can, if the tax is broken down, automatically generate a complete book entry.

If not the book entry will be the same as for a normal line, the programme will just ask for the tag code right before inputting the tag.

The various practical cases will be explained with VAT.

First, you must create different types of taxes (see section 3.1.1)

3.2.6.1.1 Input tax inclusive, save tax inclusive

This options is used for clients with the AP/AR module (management of payables and receivables) CThis option est utilisée pour les clients ayant le module tiers (gestion débiteurs et créanciers) ou pour les clients qui utilisent une taxe sur les comptes de (actifs/passifs) liquidités quand on saisit une écriture chiffre d'affaires.

Here is a reminder of the various taxes created when creating the VAT code reference file. **Check that your tax code is under the [0] calculation mode** (see section 3.1.1.2)

Taxes	Journals	Payment terms	Banks	Allocation keys	Analytical dimensions	Languages	Interest rates	Margin rate	Account management fees	Countries	Type of third-party

Code	Description	Rate	Calculation	Cash/Client	Breakdown Sales/VAT accnt.	Purch./VAT accnt.
1	8 % - M/ses	8.0000	[0]	✓	2016-CHF	1061-CHF
2	2.4 % - M/ses	2.4000	[0]	✓	2016-CHF	1061-CHF
3	Exportation	0.0000	[0]	✓	2016-CHF	-
4	8 % Charges	8.0000	[0]	✓	-	1062-CHF
5	8 % - Invest	8.0000	[0]	✓	-	1062-CHF
10	8% VAT	0.0000	[8]	☐	-	-
20	8 % - M/ses	8.0000	[4]	☐	2016-CHF	1061-CHF

To facilitate our explanation we will provide an example:

You have a tax code on a cash account. Saving occurs with a single book entry. If you think you have received the payment from a clients on your bank account, here is the procedure:
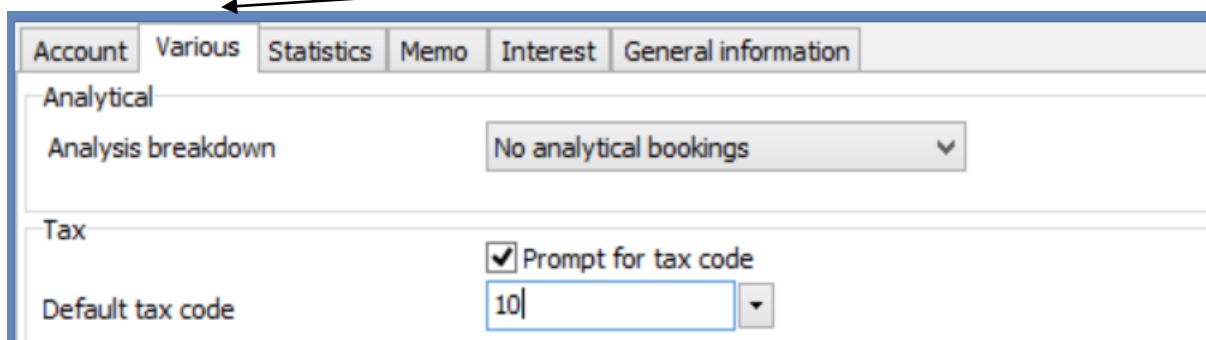
1) From the menu of the accounting programme you must select the accounting plan

⊿ Base files
  Chart of accounts
  Currencies and exchange rates
  Clients
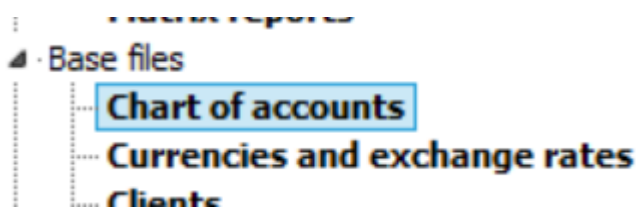
2) From the list of accounts place the mouse on the cash account:

	List view	○ Tree list view								
Account		Currency	Description	Structural type	Type	Sub-type	Revaluation	Breakdown	Tax	TFT category
1			ACTIF	Class	Assets					
* 10			ACTIFS MOBILISES	Group	Assets					
	1000	CHF	Caisse en CHF	Account	Assets	Normal			10	Cash

3) Double-click on the line and go to the Various tab

Account	Various	Statistics	Memo	Interest	General information

Analytical

Analysis breakdown   No analytical bookings ⌄

Tax

☑ Prompt for tax code

Default tax code   10 ⌄

4) Activate the checkbox of the tax code and select a default tax code.

5) Go to enter book entry in the menu,
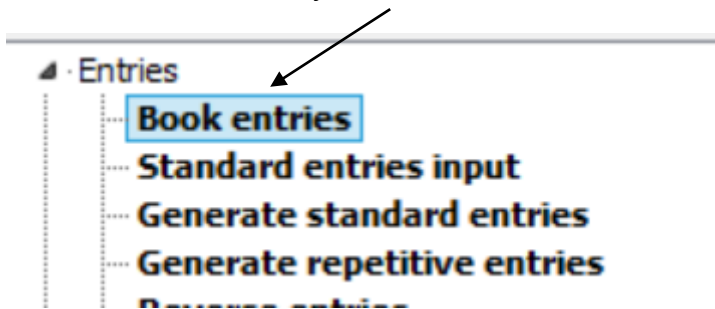
6) Enter the book entry with the tax into the cash account. The amount in this case is with tax included.

7) After entering the amount, press the <TAB> key and the programme will automatically create two other lines, i.e. the amount of the tax and the amount without tax, see the above.

This is only valid if in the configuration of the tax you indicated:

Breakdown tax Yes,

Tax account with input of account No
The sales, purchases account (VAT) with input of the account No.

If you answered **Yes for input of accounts** the programme will ask for the account number with, by default, the value indicated during the configuration of the tax. This is valid if you have several accounts and when you enter accounts, the programme allows you to stop to the account number.

You can change all amounts, but pay attention to the consistency of your tax accounts and returns calculated by the programme. Usually, it's best to accept the programm's calculations.

3.2.6.1.2 Input tax inclusive, save tax exclusive

As already indicated in the tax configuration section, this tax calculation option is available only when entering the tax on an expense or products account and not on an AP/AR or cash account.

We will review here a standard input for this calculation. You must split an employee's expense note per different expense accounts, example:

52810, Representation costs

52830 Client gifts, various

We assume the tax of account 52810 is 100% deductible for this book entry while the one for account 52830 only up to 50%.

You first enter the reprensentation costs as follows:

The amount to enter is thus the tax inclusive amount.

The programme records the tax exclusive amount on account 52810 and created the tax line. The counterpart line is not created according to tax codes settings because here it will be a balance sheet account.

The second affected account is the Gifts, various account. On the third line of the book entry, enter the account 452830 with the adequate tax code, as well as the tag and tax inclusive amount:

The programme will apply the formula, i.e. the tax exclusive amount on account 52830, the deductible tax on account 11700 and the non-deductible on the account indicated during configuration of the tax, in this case account 67000. The counterpart is still not indicated as it is a balance sheet account.

Compte	Monnaie	Description	Quantité	Débit	Crédit	Débit	Crédit
52810	CHF	[T:4] cadeaux clients				537.05	
11700	CHF	cadeaux clients				42.95	
52830	CHF	[T:6] cadeaux divers				425.95	
11700	CHF	cadeaux divers				17.05	
67000	CHF	cadeaux divers				17.00	

For this, we have previously created tax code 6; in the tax tab, we have selected calculation option [4] and a percentage of deductible tax of 50%.

In the Breakdown of purchases tab, we have indicated the non-deductible VAT on purchases account. Here is a view of tax code 4:

The balance of the account is CHF 1040.- that you balance on a current account for example.

Compte	Monnaie	Description	Quantité	Débit	Crédit	Débit	Crédit <
52810	CHF	[T:4] cadeaux clients				537.05	
11700	CHF	cadeaux clients				42.95	
52830	CHF	[T:6] cadeaux divers				425.95	
11700	CHF	cadeaux divers				17.05	
67000	CHF	cadeaux divers				17.00	
10200	CHF	cadeaux divers					1'040.00

This book entry has a total of 6 lines (as indicated by the number on the top left of the screen), the two first ones refer to account 52810, and the last to the current account.

3.2.6.1.3 Input tax exclusive, save tax inclusive

On the coded line, enter the tax exclusive amount. Here, the affected accounts are AP/AR or cash accounts and not expenses or product accounts.

Compte	21000		CHF	▼	?	FOURNISSEURS à PAYER
Taxe	6	▼	?		TVA 8% sur le tiers
Libellé	Cadeaux clients			▼	?
CHF	-500				

Once the line is validated, depending on the configuration of the tax code, the book entry will become:

Compte	Monnaie	Description	Débit	Crédit
21000	CHF	[T:6] Facture d'achat		540.00
13000	CHF	Facture d'achat	40.00	
30000	CHF	Facture d'achat	500.00	

We see the tax exclusive amount in the expense account (here account 30000) and on the supplier account, where it is the tax inclusive amount.

Here are the settings of the VAT code that were used:

3.2.6.1.4 Input the tax, save tax inclusive

Here, enter on the AP/AR line the amount of tax and the programme will save the tax inclusive amount.

Once the line is validated, the book entry will be automatically completed according to the configuration of the tax code.

Compte	Monnaie	Description	Débit	Crédit
21000	CHF	[T:7] Facture d'achat		1'620.00
13000	CHF	Facture d'achat	120.00	
30000	CHF	Facture d'achat	1'500.00	

Here is the tax code used in this example:

Warning: you must think in terms of the account in which the tax is entered. Indeed, if it is a supplier account, as in our example, the amount of the tax is entered in credit. As such, the programme translates the tax inclusive amount in credit of the supplier account and that the tax exclusive amounts and tax are in debt.

3.2.6.1.5 Import / forwarder VAT

When you receive imported merchandise, the forwarder pays customs and VAT. This VAT is reinvoiced with expenses.

The invoice does not include the tax exclusive amount, since it has already been invoiced by your supplier. You must enter the amount of the tax. Or, for the VAT return, you must have, in reference, all the taxes and amounts exclusive and inclusive of tax.

Also, this calculation option introduces the notion of tax exclusive, for reference in returns without affecting the book entry itself.

Enter on the tax account the amount of tax. Once this amount is validated, the programme will show a tax exclusive field and propose the corresponding amount that you can accept or edit.

Compte	Monnaie	Description	Débit	Crédit
13001	CHF	[T:9] Facture d'achat	80.00	

The book entry ends at the tax line. Indeed, the tax is not broken down since we are already working in a tax account and that there is no counterpart (sales or purchases account).

It is up to you to enter the counterpart lines.

3.2.6.1.6 Intra-community, co-contracting or import of services VAT

We will provide a single example since with the other tax modes it is the same procedure.

The book entry will refer to import of services VAT. In Switzerland, like in many other countries subject to VAT, foreign fees are subject to VAT. First account for the payable tax and the recuperable tax.

Enter the supplier account line with the adequate tax code:

Once the line is validated, the book entry will be automatically filled in according to the tax settings.

Compte	Monnaie	Description	Débit	Crédit
21000	CHF	[T:10] facture services		2'000.00
13000	CHF	facture services	160.00	
21000	CHF	facture services		160.00
30000	CHF	facture services	2'000.00	

Here is an example of the settings for Import of services VAT:
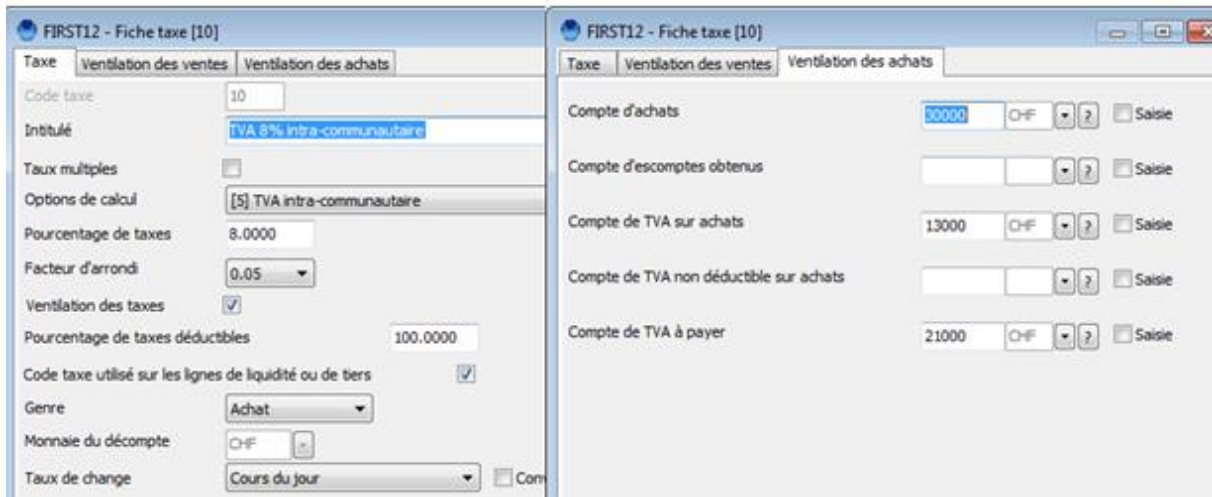
Intra-community and co-contracting VAT are calculated per the same principle.

Remember, the programme does not have the notion of the amount of import of services not subject to reporting. Therefore it is preferable to create accounts for VAT to be paid and to be recuperated that are different to those existing. According to the returns that will come out, you will know if the invoices are to be taken into account or not.

If your invoice is in a foreign currency, the programme allows you to enter the amount subject to tax in the original currency and create tax lines in the reference currency. You can break down the amount in the purchase account in the currency of your choice.

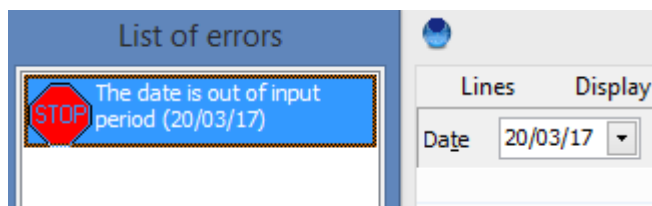### 3.2.7 Input a book entry within a specified period

If your accounting is configured with a specific time period, you can only input book entries within the given dates. This feature is very useful if, for example, you have finished your VAT declaration for the first quarter and you want to block entries for this period.

To do this, go to company setting (see section 2.3.2 basic required settings) and change the input dates and validate with OK to finish.

Now if you want to enter a book entry outside of this time period, the following message will appear:

3.3 Edit a book entry

To edit a book entry, place the mouse on the book entry line and press the <ENTER> key or click on the Edit button.

You can edit any field of the book entry or edit a book entry line directly.

The date, you can access with the ALT+T keys or directly with the mouse.

The document number pressing ALT+P or with the mouse

And of course, by placing the mouse over a line and hitting <ENTER>

You can insert a line by hitting <INSERT> or delete one with <DEL>

Once editing is complete, you must press <TAB> to save. By using <ESC>, you cancel all edits.

When you have selected a line and pressed <ENTER>, you can edit all items of the line. The screen is accessible for edits.

The mouse is placed on the account number, then currency, tax code if necessary and finally the amount.

Just hit <ENTER> to validate the field and move on to the next. Edit just by retyping the wrong elements or by completing them. You can also go back to previous fields with the Shift and TAB keys.

Let's use this screen to highlight the information the programme proposes:

At the top right of the screen, the number 2-2 mean the mouse is positioned on the second line and that the book entry has two lines.

3.4 Delete book entries

Deleting one or several book entries requires attention; as a safeguard the programme will always require confirmation.
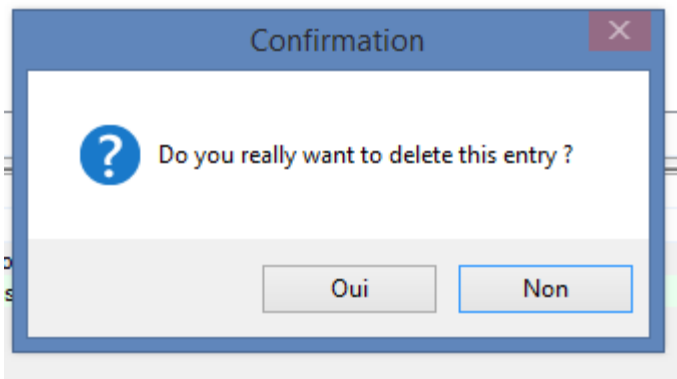
3.4.1 Delete a book entry

Same principle as an edit, just place the mouse on the line of the book entry and press the <DEL> key or click on the Delete button.

The programme will ask the following question, with preselection of a negative answer by default to avoid any handling errors. If your answer is positive, the programme will delete the book entry.

3.4.2 Delete several book entries

Proceed as follows: from the table below, click on the Tools menu and press Delete all book entries
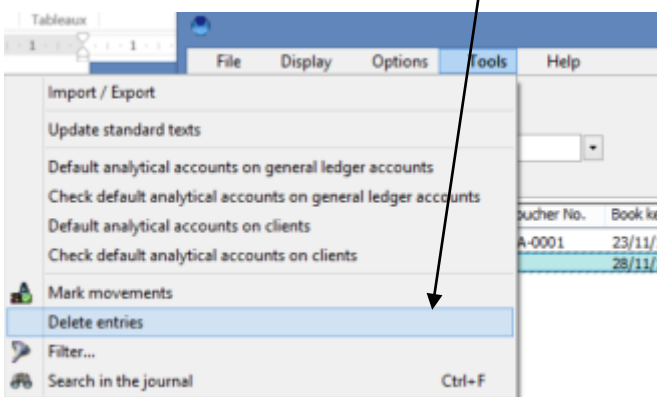
Then the system will offer a choice among the various possibilities

The screen below shows all the lines of the current book entry: you must first select the **document** you wish to delete and press the **Delete** button to be done with this option.
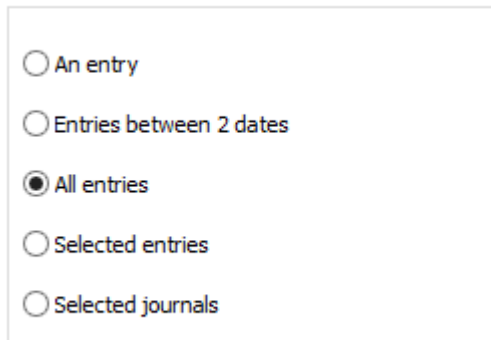
Book entries between two dates: the programme lets you filter book entries between two dates.

To finish press OK

All book entries: This option lets you delete all book entries with no exceptions. The programme will ask for confirmation and delete provisional book entries one by one automatically.
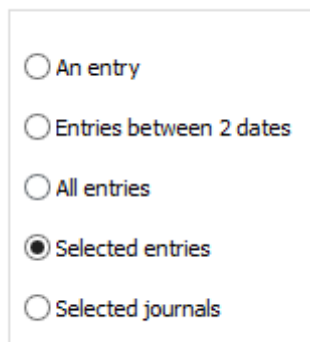
To finsih click the OK button

Delete selected book entries
This option lets you delete certain provisional book entries that have been previously selected.
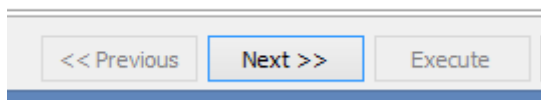
Next button to continue

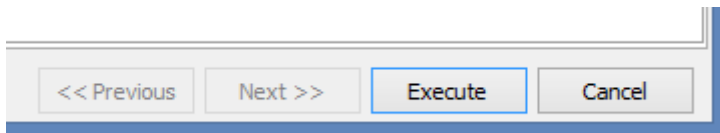**Method 1:**

Select an interval of documents
Click "OK"
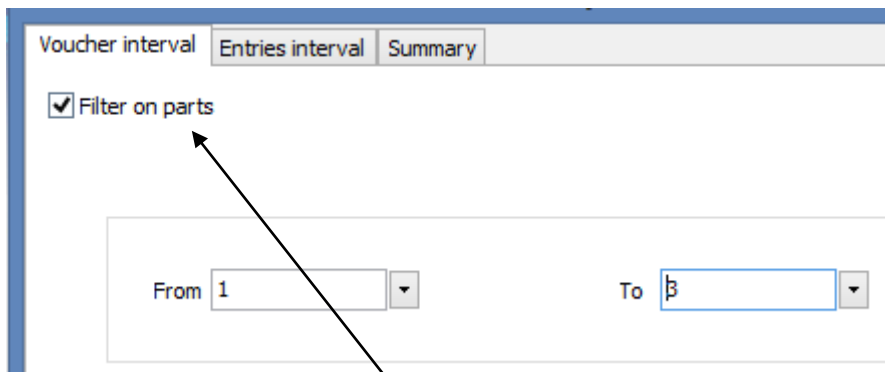
Display documents, select and confirm deletion

Method 2:

Select an interval of book entries
a) user who created the book entry
b) user who modified the book entry
c) date of book entry
d) interval of document numbers

Entry	Date	Journal	Voucher	Created by	Modified by	Text 1st line	Amount
1	03/02/16		1	VICENTE		FACTURE CLIENT	1,080.00
2	23/11/16	CA	CA-0001	ADMIN		transfer	(2,000.00)
3	28/11/16	CA	3	ADMIN		various payment	6,000.00

User that created | User that modified | Dates | Voucher interval | Entries interval | Summary

User	Number of entries
ADMIN	1
VICENTE	1

Click "Ok"
Confirm deletion

3.5 Copy paste a book entry

This operation must be used if it concerns repetitive book entries, as is often the case with salaries, rent or other.
Just point the mouse on the line to copy.
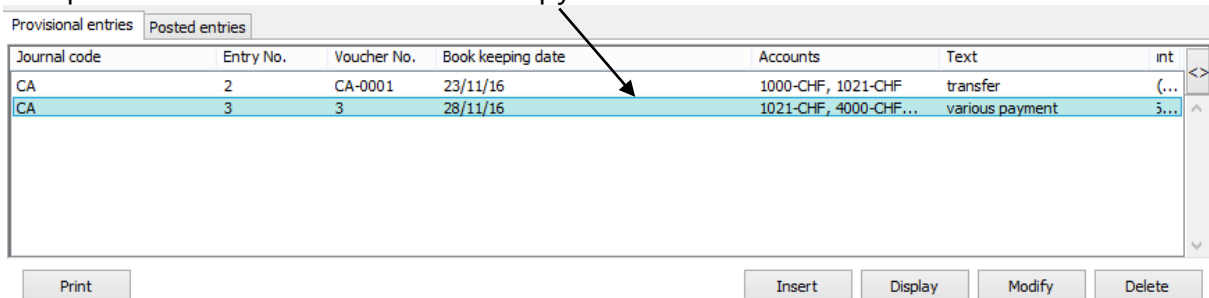
Then right-click with the mouse on the line, and you will have a menu with several choices, just click on Copy Paste
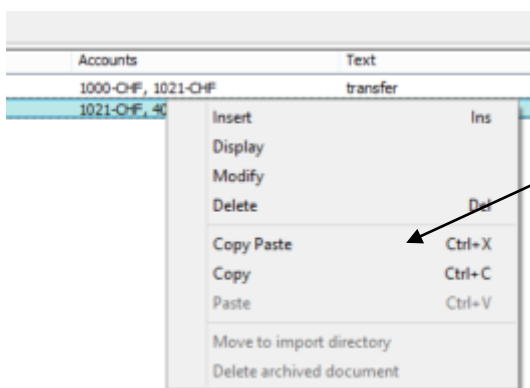
The programme will suggest updating the date and validate with the <ENTER> key of press OK
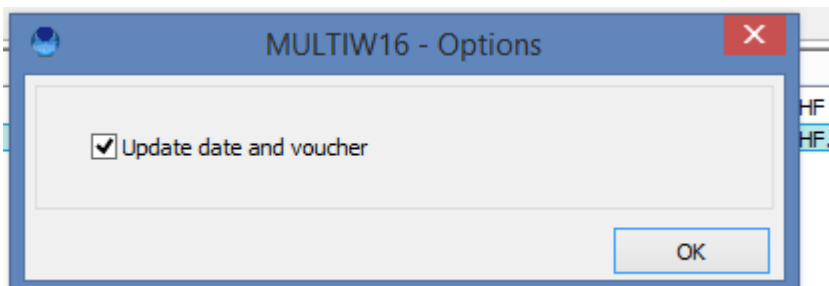
Lastly you still need to make the necessary changes on each line of the book entry if required. Now see section Modification 4.2.3 to apply your changes.

3.6 Sort book entries

Sorting can be performed either by book entry or document.

3.6.1 Sort book entries by book entry

From the book entry entry menu, select the Sort book entries by book entry field
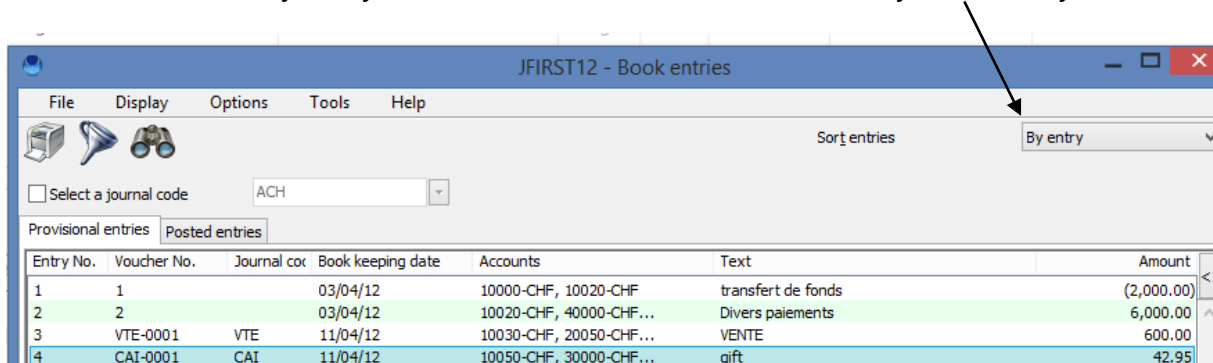
3.6.2 Sort book entries by document

From the book entry menu, select the Sort book entries by document field
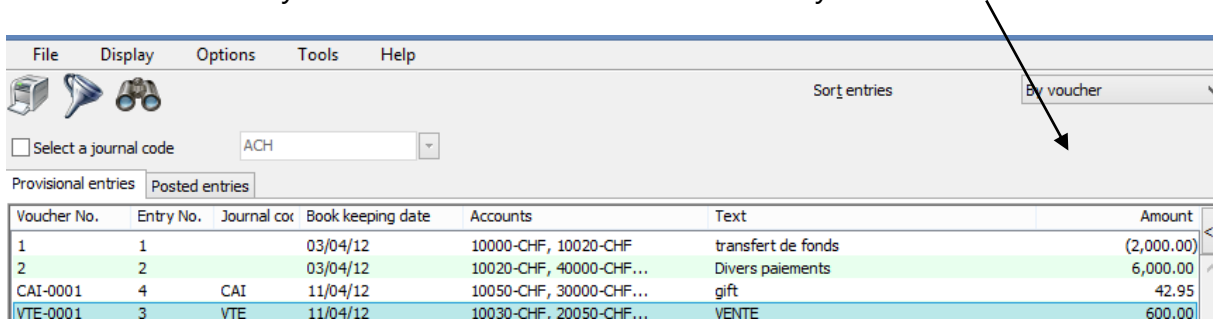
3.7 Search for book entries

You can choose between a quick search or advanced search ; this feature is very useful when you want to find a book entry according to various criteria.

3.7.1 Quick search for a book entry

Just type in the book entry number from your keyboard and a light-yellow zone displays the input number. Here is an example.

Once the number is validated, place the mouse on the typed book entry. In this case book entry 45, here is the result:

Provisional entries	Posted entries					
Entry No.	Voucher No	Journal cod	Book keeping date	Accounts	Text	Amount
1	1		03/04/12	10000-CHF, 10020-CHF	transfert de fonds	(2,000.00)
2	2		03/04/12	10020-CHF, 40000-CHF...	Divers paiements	6,000.00
3	VTE-0001	VTE	11/04/12	10030-CHF, 20050-CHF...	VENTE	600.00
4	CAI-0001	CAI	11/04/12	10050-CHF, 30000-CHF...	gift	42.95

This search is also valid for sorting by document:

JFIRST12 - Book entries

File   Display   Options   Tools   Help

Sort entries   By voucher

Select a journal code   ACH

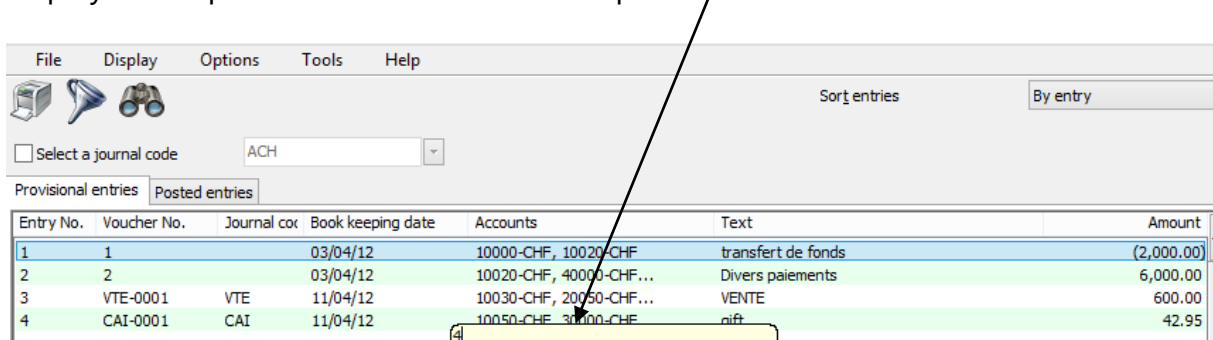| Provisional entries	Posted entries					
Voucher No.	Entry No.	Journal cod	Book keeping date	Accounts	Text	Amount
1	1		03/04/12	10000-CHF, 10020-CHF	transfert de fonds	(2,000.00)
2	2		03/04/12	10020-CHF, 40000-CHF...	Divers paiements	6,000.00
CAI-0001	4	CAI	11/04/12	10050-CHF, 30000-CHF...	gift	42.95
VTE-0001	3	VTE	11/04/12	10030-CHF, 20050-CHF	VENTE	600.00

Here is the result: place the mouse directly on the mentioned document.

Provisional entries	Posted entries					
Voucher No.	Entry No.	Journal cod	Book keeping date	Accounts	Text	Amount
1	1		03/04/12	10000-CHF, 10020-CHF	transfert de fonds	(2,000.00)
2	2		03/04/12	10020-CHF, 40000-CHF...	Divers paiements	6,000.00
CAI-0001	4	CAI	11/04/12	10050-CHF, 30000-CHF...	gift	42.95
VTE-0001	3	VTE	11/04/12	10030-CHF, 20050-CHF	VENTE	600.00

3.7.2 Advanced search for book entries in the journal

This menu lets you search based on all elements of the journal. The information you are searching for will appear either on the screen or when printed
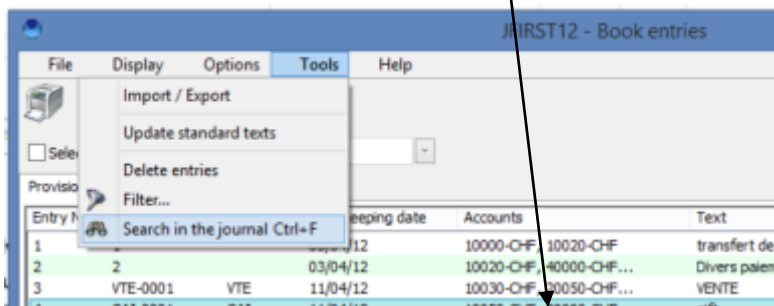
You can also access this menu using the <CTRL> + F shortcut

Whatever the element you are looking for, the programme will ask if the search should be done.

3.7.2.1 Search by date

Input the **from** and **to** dates to search and validate with the **Search** button. For our example, we will search for book entries from January to end of February.
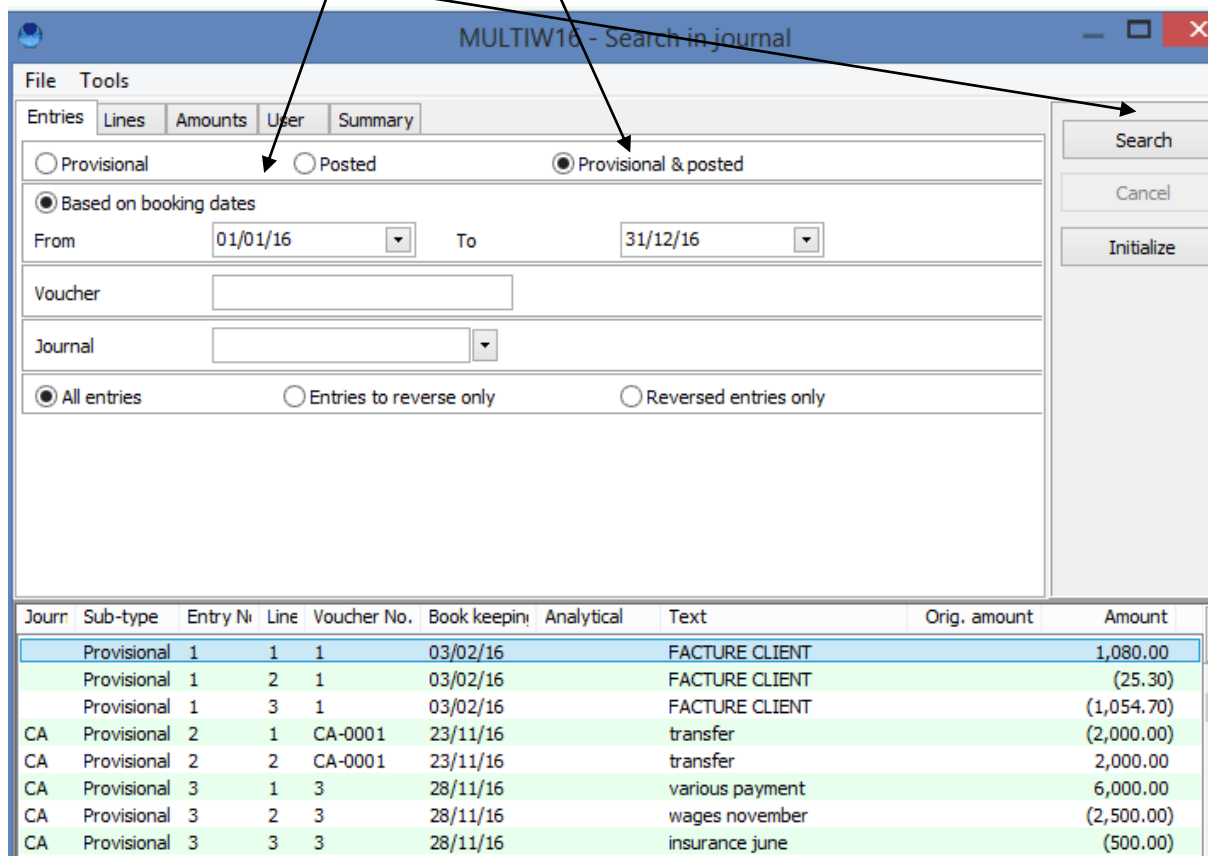
The result shows the book entries that meet your search requirements.

The programme will sort book entries according to your choices and as soon as the indicated criterion is found the book entries will be displayed.

To view the details of a book entry, click on View. To edit a book entry, click on Edit.

Otherwise, <ESC> to quit the option

3.7.2.2 Search for a document number

Just type the document number to search for and apply the same procedure.

3.7.2.3 Search for a word in the tag

Type the word or tag you are looking for from the Lines tab. The tag can be partial.

The programme will sort book entries accordingly and will not differentiate between capital and lower case letters.

3.7.2.4 Search an amout

The programme will first ask if the searched amount is in original or reference currency.

Furthermore, you can search from the tab all amounts between…. and ….. This option is interesting when you don't know the exact amount. If, on the other hand, you do know the exact amount, just type in that amount.

Last question to refine your search: the programme must take into account amounts in debit only, or only credit or even indifferently (ie debit or credit).
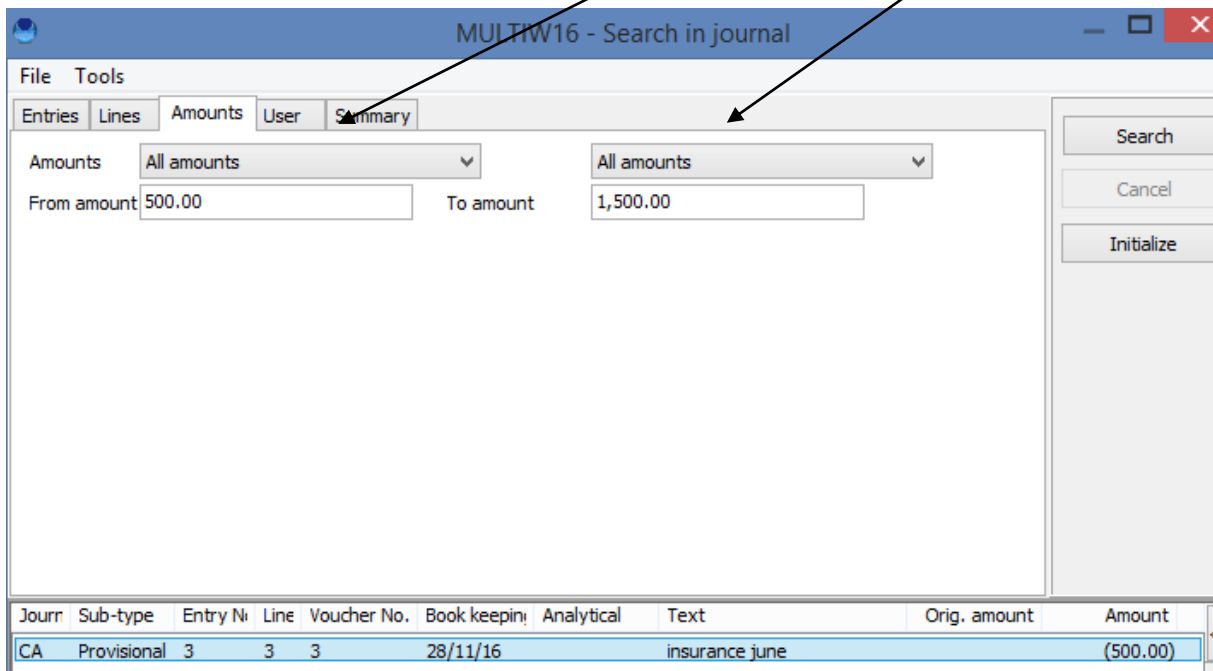
3.7.2.5 Search for an account

Like the other menus, just type in the account number from the Lines tab and select the book entries to sort.
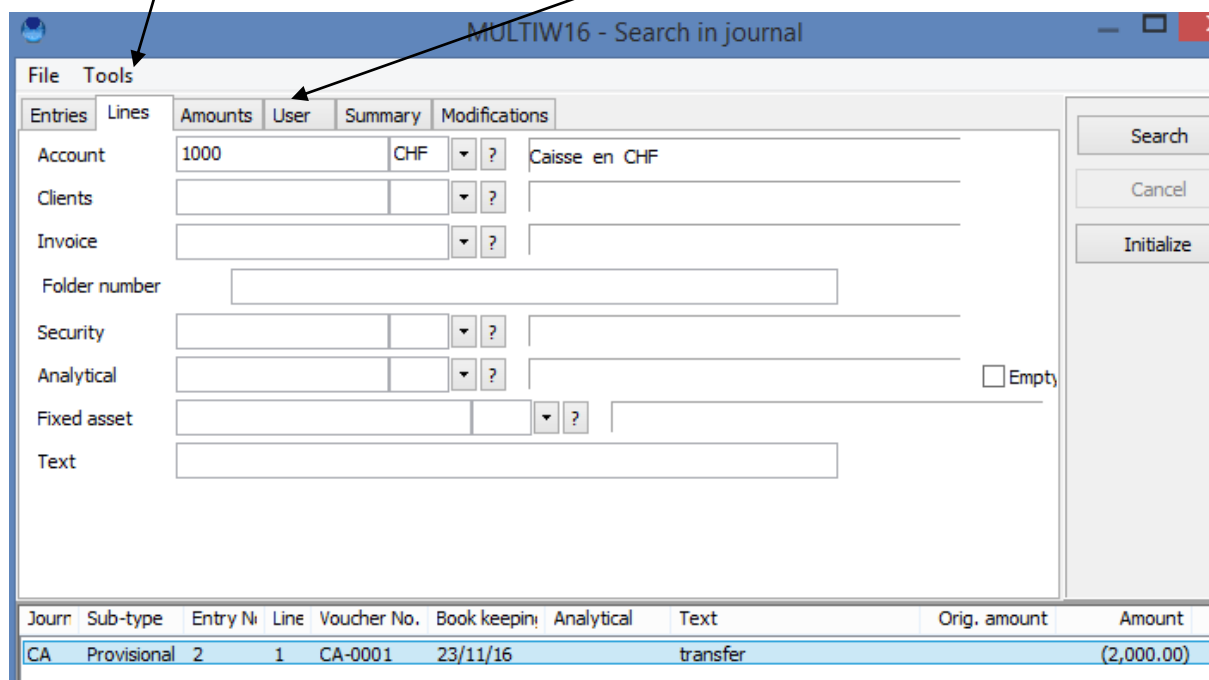
3.8 Book entry utilities

SomeThis??? feature will help you to better manage book entries like copy-paste, search, sort, entry of book entries etc that we will explain in detail in the following sections.

3.8.1 Update standard tags

This option increases the speed of tag input. Often, these are recurrent. Rather than type the tag again, you can create standard texts.

Remember, creating standard tags can be done directly when entering a book entry: but you can also create it in advance by doing the following:

1) From the book entry menu click on the Tools menu and select the Update standard tags option. You will obtain the following:
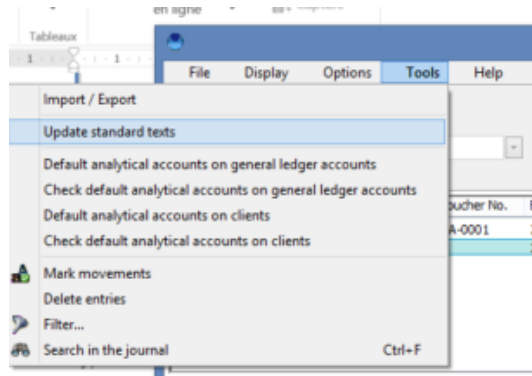
2) When you create a standard tag for the first time, the programme displays an empty table and the mouse is placed on the first line. As soon as a tag is created, press <INS> or click the Insert button to create other ones. You can also and at all times edit or delete a standard tag with the corresponding keys.
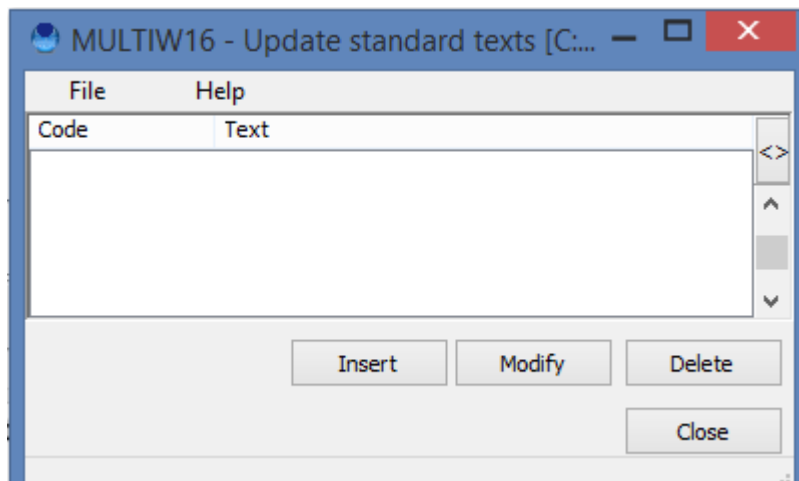
3) Creating it is done with a code and a text, here is the input.
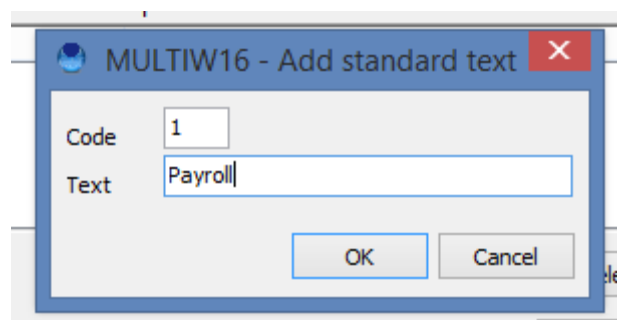
4) In our example, we have input 3 tag codes:

3   28/11/16   1021-CH

MULTIW16 - Update standard texts [C:...

File   Help

Code	Text
1	Payroll
2	Various paiment
3	Insurance

Insert   Modify   Delete

Close
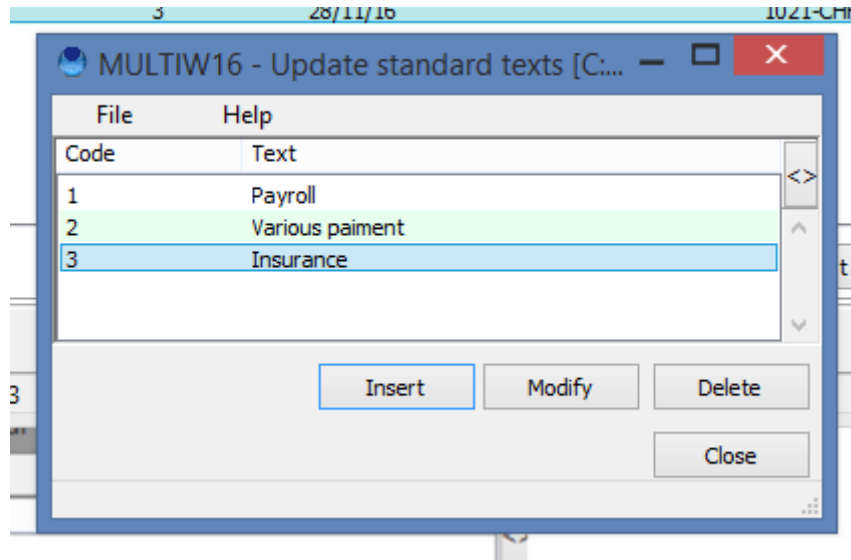
Call up a standard tag from book entries

First, you must either go into an existing book entry or a new one; you have two possibilities to access the standard tag list:

a) **Call up by its code:** from the tag field click either on the <F4> key, of the bottom ARROW of the keyboard, a window will appear with the list of tags, just select or type in the corresponding number and hit <ENTER>
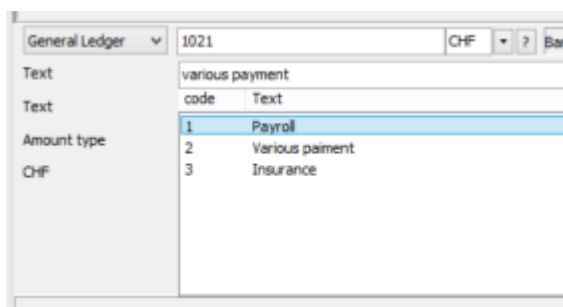
b) **Call up by its text:** from the tag field click on the <F3> key, a window will appear with the list of tags sorted by text, just select or type the first corresponding characters and hit <ENTER>
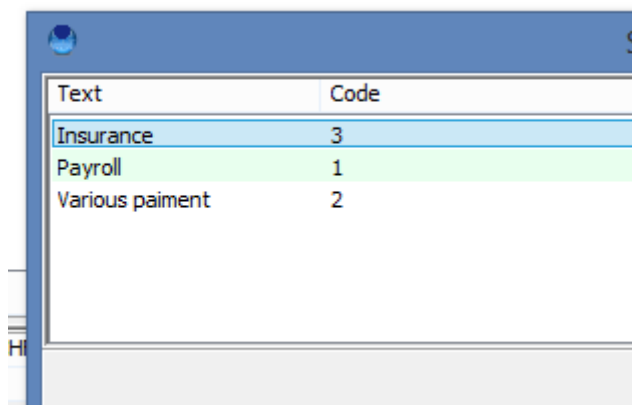
c) **Call up by its number:** from the tag field type the number of the tag and press the <F9> key.

Create a standard tag from book entries:

From the tag field type the standard tag and press the <F8> key to add a new tag code. For example: "invoice payment" is a tag that does not yet exist in the list.
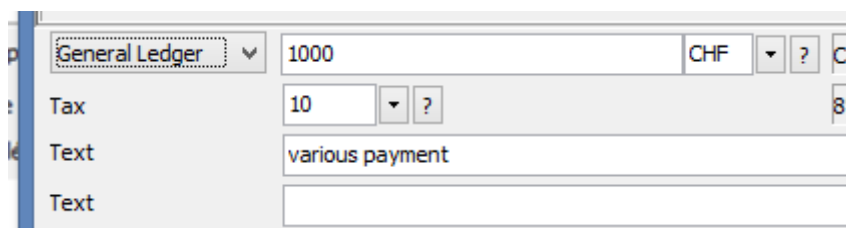
Here is the result after pressing F8

If, by mistake, you click on F8 several times, the programme will recopy the same text several times. You can delete then using the delete key on your keyboard or right-click with your mouse and click on delete.
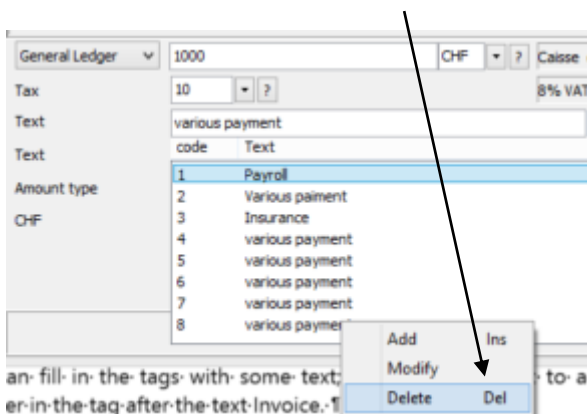
Use of formulas for a standard tag in book entries:

You can fill in the tags with some text; example, you want to add the document number in the tag after the text Invoice.

Tags can include formulas, just input it in the text, codes as follows :

@(1,<,from><,length>) client name
@(2,<,from><,length>) client code
@(3,<,from><,length>) invoice number
@(4,<,from><,length>) invoice text
@(5,<,from><,length>) document number

@(6,<,from><,length>) tag of the previous book entry (same line)
@(7,<,from><,length>) tag of the previous line (same line)

The <from> option starts at 0. <length> 0 means all the lengeth. The final length will be limited to 30 positions.

Examples: Invoice @(5,10) ON UBS, i.e. document number is FC-0027, will result in tag Invoice FC-0027 ON UBS.

3.8.2 Reverse debit and credit columns in a book entry

This feature is available when adding or editing a book entry.

Your intitial situation shows the following book entry:

Lines	Display	Options	Tools	Help								
Date	28/11/16	Journal	CA		Voucher	CA-0003		☐ To be reversed			2	2

					Original currency		CHF		
Account	Currency	Description		Quantity	Debit	Credit	Debit	Credit	<>
3003	CHF	Various payment					4,500.00		
1020	EUR	Various payment				3,600.00		4,500.00	

Now if you want to reverse, proceed as follows:
Click on the Lines menu and select Reverse book entry

Lines
Default column sizes
Reverse entry
Entry lines macro generating... Ctrl+G
Close
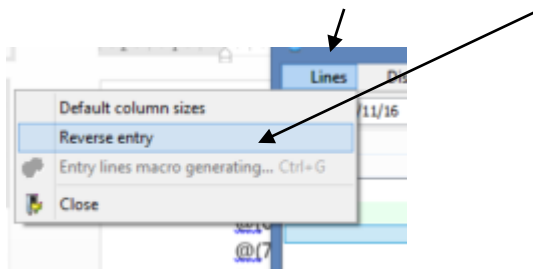
In the final result, the columns will be reversed:

Lines	Display	Options	Tools	Help								
Date	28/11/16	Journal	CA		Voucher	CA-0003		☐ To be reversed			1	2

					Original currency		CHF		
Account	Currency	Description		Quantity	Debit	Credit	Debit	Credit	
3003	CHF	Various payment						4,500.00	
1020	EUR	Various payment			3,600.00		4,500.00		

3.8.3 Clear book entries as final

This menu lets you transform provisional book entries into final ones, i.e. once definitive you can no longer edit or delete. Select the Definitive option of the **Book entries** menu.

```
⊿ · Entries
    ┈ Book entries
    ┈ Standard entries inp
    ┈ Generate standard
    ┈ Generate repetitive
    ┈ Reverse entries
    ┈ Post entries
    ┈ Import / Export
```

To clear book entries you can:

Use the single journal option:

◉ An entry

◯ Entries between 2 dates

◯ All entries

◯ Selected entries

Use the multi-journal option

◉ An entry

◯ Entries between 2 dates

◯ All entries

◯ Selected entries

◯ Selected journals

3.8.3.1 Clear a book entry

This option lets you clear a single book entry
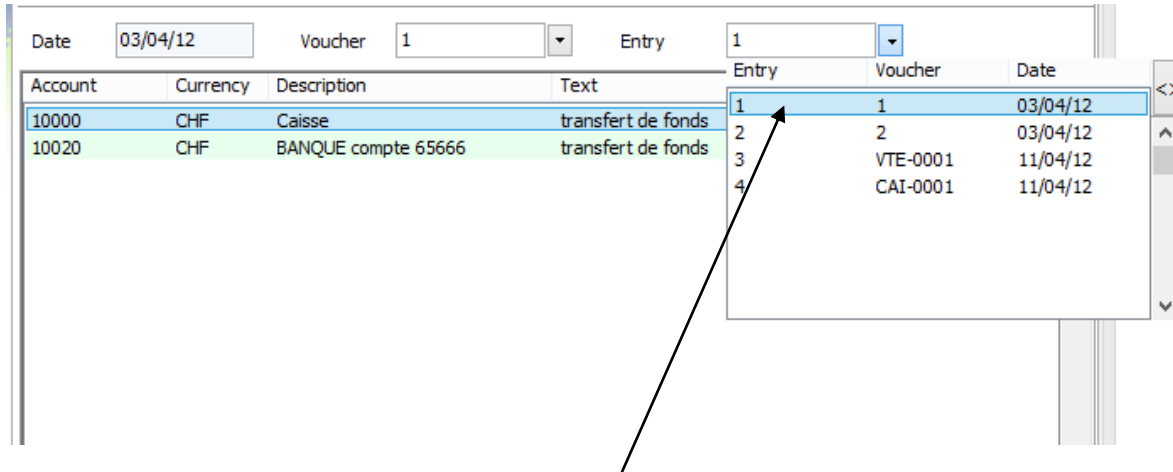
The programme will suggest the first book entry.

If it's the book entry you want to clear as final, hit <TAB> otherwise use the features available at the bottom of the screen:

Previous button for the previous book entry,
Next button for the next book entry,
And to select a specific book entry by typiing the number or pressing F4 to display the list and select the book entry.

As soon as you Clear, a warning message will ask you to confirm the operation.
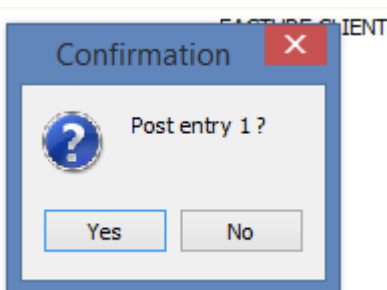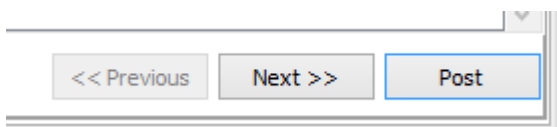
Now the programme clears the book entry and displays the next one.

3.8.3.2 Clear book entries between two dates

Here, clear the book entries between two dates, irrespective of their number

○ An entry
● Entries between 2 dates
○ All entries
○ Selected entries
○ Selected journals

Indicate the date limits and confirm.

From [01/01/16 ▾]   To [16/05/16 ▾]

☐ Post by chronological order

3.8.3.3 Clear all book entries

○ An entry
○ Entries between 2 dates
● All entries
○ Selected entries
○ Selected journals

This option lets you clear all book entries, without exception. The programme just asks for a confirmation and clears the book entries one after the other automatically. This option makes it possible to passer toutes les écritures, without exception.

3.8.3.4 Clear selected book entries

○ An entry

○ Entries between 2 dates

○ All entries

◉ Selected entries

○ Selected journals

This option lets you clear as final some book entries. Before selecting the book entries, you can filter the book entries or documents, otherwise validate.

| Voucher interval | Entries interval | Summary |

☐ Filter on parts

From [   ] [▼]   To [   ] [▼]

The programme displays all book entries without being selected. You can check all with the crossed box or uncheck all with the unmarked box or reverse them.

☒ ☐ ⊡ ➤ | Sort by entry ▼ |

Entry	Date	Journal	Voucher	Created by	Modified by	Text 1st line	Amount
☐ 1	03/04/12		1	FIRST		transfert de fonds	(2,000.00)
☐ 2	03/04/12		2	FIRST	FIRST	Divers paiements	6,000.00
☐ 3	11/04/12	VTE	VTE-0...	FIRST		VENTE	600.00
☐ 4	11/04/12	CAI	CAI-0...	ADMIN		gift	42.95

☒ ☐ ⊡ ➤ | Sort by entry ▼ |

Entry	Date	Journal	Voucher	Created by	Modified by	Text 1st line	Amount
☑ 1	03/04/12		1	FIRST		transfert de fonds	(2,000.00)
☑ 2	03/04/12		2	FIRST	FIRST	Divers paiements	6,000.00
☑ 3	11/04/12	VTE	VTE-0...	FIRST		VENTE	600.00
☑ 4	11/04/12	CAI	CAI-0...	ADMIN		gift	42.95

Just un-select with the mouse the ones you are not interested in. You can move with the ARROWS or <PAGE UP> and <PAGE DOWN>, <HOME>, <END>. As soon as your selection is over, click on OK to validate the clearing of book entries.

Select book entries created by one or several users

To use this feature, you must use the filter that is in the menu bar.
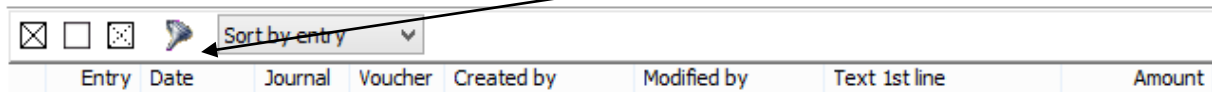
By selecting this feature, a window will appear with users who have input book entries. Just select the user or users with the mouse and validate with the Enter key or OK button to finalise your choice.

The list is restricted to the selection. The procedure to select or unselect book entries remains the same as validation and final clearing.

There are many possibilities for final clearing and we understand why final book entry numbers can differ from provisional ones; hence the importance of a clear method for numbering documents.

3.8.3.5 Select journals

If your accounting is configured in multi-journal, you have an additional option that lets you clear book entries per journal.

The first selection is in terms of dates: from the…. to the….

Place the mouse on the corresponding line and check the journal or journals you wish to clear.

Once selected, just follow the information on the screen to validate and confirm.

3.8.4 Import / Export: Remember a batch of book entries

This option lets you copy book entries and lock them in a file named by you to retrieve later. To do so, from the accounting menu, select Import / Export.
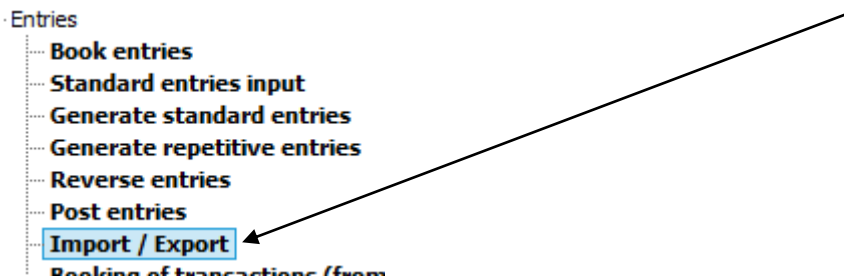
Let's say you have standard book entries that come up again every month, like the rent, salaries, etc.

Choose to remember a batch of book entries.

The programme will ask you for the book entry interval you wish to have remembered. Input the book entry numbers and not the documents numbers. If you want to remember several book entries in the same batch, these must follow one another; otherwise you must create several batches. In our example, there are only 63 book entries. Which gives:

Choose, for example, book entry 2 to 5.

By definition, the mouse will place itself on the format of the current version of your programme. You must not select another one; in any case, if you have a doubt, it is best to contact customer service. Then click on next and OK.

The programme then asks where to stock the batch and will suggest by default the same path as for the data. It is usually the correct path, except in special cases (for example, if you want to copy the batch into another accounting or on an external hard drive.)
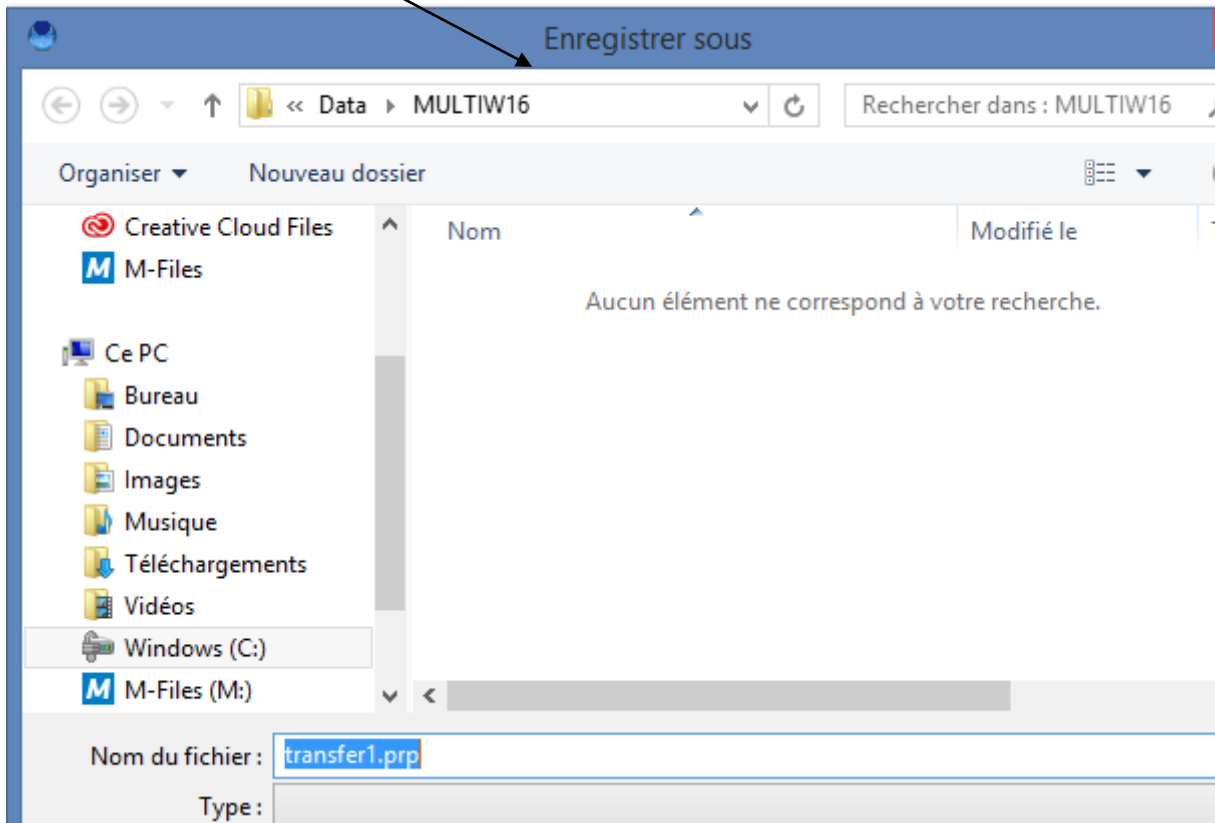
Now enter a file name; type a meaningful name like here *transfert1* followed by the extension prp. It is clear and easy to find back the batch whenever necessary among the other batches you will create.

Once the format is established, you can click save. The programme saves the batch under the designated file name, followed by the PRP extension.

From then on, you can retrieve and upload this file to the provisional book entries journal at all times.

Save a batch of entries

Entry 2 : 2 lines
Entry 3 : 4 lines
Entry 4 : 3 lines
Entry 5 : 2 lines

End of export

00:00:00

To exit this screen hit cancel.

This option was created so inputting entries is made easier, but it also allows you to rebuild the provisional journal in case there is a problem with it. For example, if the journal is partially damaged and some of the book entries no longer balance out or the file cannot be read, the easiest and most simple way to retrieve account is to:

- Copy all the correct book entries by batch or several bacthes if the book entries don't follow each other,

- Delete the entire provisional journal,

- Reload the entire batch or all the different batches,

- Rerun diagnostics and if necessary recalculate provisional movements.

3.8.5 Reload a batch of book entries

Before undertaking any operation, we advise you to save a file of your company's accounting.

This option is the reverse of the previous one. Here, you are retrieving a batch and copying it in your journal. New book entries will be created.

First, click on Load batch of book entries

○ Save a batch of entries
○ E-mail a batch of entries
◉ Load a batch of entries

Let's use the same example as above. We have 7 book entries saved that seem repetitive and that we want to reload. The programme will ask for the access path and suggest by default the same access path as for accounting.

Select file to import				
Source	Files to import			
Directory of file	c:\users\valerie\documents\a-wineur_qb\			
File	Company	Creation	Version	Entries
TRANSFER2	C:\GIT\WinEUR\Data\MULTIW16\	10/03/17	11	4

Next, it will ask for the name of the batch. If there is only one, it will suggest it, otherwise it will display the list of available files. Select the right file and click next.

Once it is validated, the programme will indicate the batch's characteristics (origin, date of creation, number of book entries) and ask if you just want to look at the file or look and upload the batch.

The first time and often, it is interesting to look at the file before uploading, particularly if it comes from a different accounting or another version or even from other data (stock, invoicing, payroll, etc.). The programme checks that everything can be read and is compatible with the programme structure and data. For example, if all accounts exist as well as currencies, if the structure of the file is correct, if an instruction line isn't missing, which would shift all the lines over and provoke errors.

Format definition

File format   [11] EUR format, version >= 4.30

Character format
(•) Do not convert
( ) Convert the lettering

Type of operation

(•) Check and load the batch (if no errors found during check)
( ) Check batch

Clients

[✔] Creating missing clients
[ ] Update the address

Rounding account   [   ] [ ] [▾] [?]

[✔] Redate entries

Book keeping date 31.12.16 [▾]   Value date 31.12.16 [▾]

[ ] Truncate all voucher numbers exceeding maximum size

[✔] Renumber vouchers

   [ ] Change journal   [   ] [▾]

[ ] Reverse entries

   Insert a word before the text   [   ]

[✔] Creating zero entry lines

[ ] Creating posted entries
[ ] Print provisional entries
[ ] Compute entry amounts in book-keeping currency

   [Standard rate   ▾]

[ ] Force the use of the reference currency for analytical accounts

[✔] Update opening balance of new accounts

[✔] Creating general ledger accounts

You can display the detail of the batch.

The programme, if it finds errors, will stop and will blink around the error so you can see it. However, it is often difficult to interpret this kind of information. It is best, at such a time, to contact our customer service.

If the verification is correct, you can reload the batch without any worries. This time, the programme will display a window with the list of formats. Place the mouse on the creation format. Usually, you must accept.

Then come a series of questions:

DO YOU WANT TO REDATE THE BOOK ENTRIES

In our case, we will choose Yes since the book entry refers to last month's book entries. So, you have to retype the date.

DO YOU WANT TO RENUMBER THE BOOK ENTRIES

In our case, YES, since it's a new book entry and so a new document. It will automatically increment per the type of journal. In the case of a single journal, it will ask and suggest the following document by default.

DO YOU WANT TO REVERSE THE BOOK ENTRIES

This question is asked to cancel book entries for intermediate closing of accounts. Here, the answer is No.

DO YOU WANT TO OPEN MISSING AP/AR

For General Ledger accounting, this question is not important since the notion of pyables/receivables does not exist. If the AP/AR module is installed, it is important to answer Yes, particularly if the batch of book entries comes from a stock or invoicing programme.

DO YOU WANT BOOK ENTRY LINES AT ZERO

This option is entirely up to you. Hoever, it is rare to have book lines at zero. For example, in invoicing, you have delivered samples that are invoiced at zero and you want them to appear in accounting, or not.

PRINT PROVISIONAL BOOK ENTRIES

When loading the batch, you can print the new book entries. In theory, this option is interesting. However, in practice, it often happens that the printer doesn't work, or is missing paper, it gets stuck, etc. Since the print version comes out as the loading progresses, it implies that if printing is interrupted so is the upload. We strongly advise you to load the batch without printing and then print the book entries.

After all these questions, the programme will start to save the book entries one by one. The operation is displayed on the screen in the form of a verification and loading.

Check entries batch c:\users\valerie\documents\a-wineur_gb\TRANSFER2.PRP

Check entry number 1 of batch : 2 lines
Check entry number 2 of batch : 4 lines
Check entry number 3 of batch : 3 lines
Check entry number 4 of batch : 2 lines
Check 4 entries

Load entries c:\users\valerie\documents\a-wineur_gb\TRANSFER2.PRP

Add entry 6 : 2 lines - Voucher CA-0004
Add entry 7 : 4 lines - Voucher CA-0005
Add entry 8 : 3 lines - Voucher CA-0006
Add entry 9 : 2 lines - Voucher CA-0007
Loading 4 entries

Once completed, the programme asks if you want to delete the previously saved batch. In our case, the answer will be negative since the batch is standard and will come back each month.

Operation successful ✕

Do you want to delete this batch of entries ?
c:\users\valerie\documents\a-wineur_gb\TRANSFER2.PRP

Yes   No
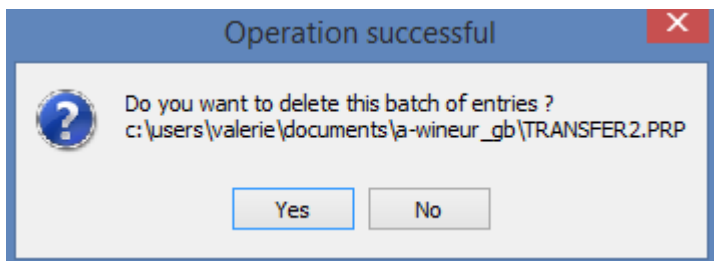
Finally, cancel to exit the screen.

By going back to the accounting book entries menu, the last book entries do indeed correspond to the uploaded batch:

| Journal code	Entry No.	Voucher No.	Book keeping date	Accounts	Text	int
Provisional entries	Posted entries					
CA	2	CA-0001	23/11/16	1000-CHF, 1021-CHF	transfer	(..
CA	3	3	28/11/16	1021-CHF, 4000-CHF...	various payment	5..
CA	4	CA-0002	28/11/16	1000-CHF, 1063-CHF...	Transfer	4..
CA	5	CA-0003	28/11/16	3003-CHF, 1020-EUR	Various payment	(..
CA	6	CA-0004	31/12/16	1000-CHF, 1021-CHF	transfer	(

The book entries have indeed been saved from number 64 to 70 with the date of 02.08.16 and the document numbers have been modified. Just change the tag of the book entry.

3.8.6 Help windows

In almost all book entry fields a question mark appears. This means you can consult, by clicking on it, a window with the list of elements of that field.

3.8.7 Create an account from input of a book entry

When inputting a book entry, you can create a new account. Indeed, it is not necessary to leave the menu and *go make to the update*? of the chart of accounts. You can type the account number, the programme will recognise that the account does not exist and ask if you want to create it. For example, we will create the account 10080 from the input of book entries.
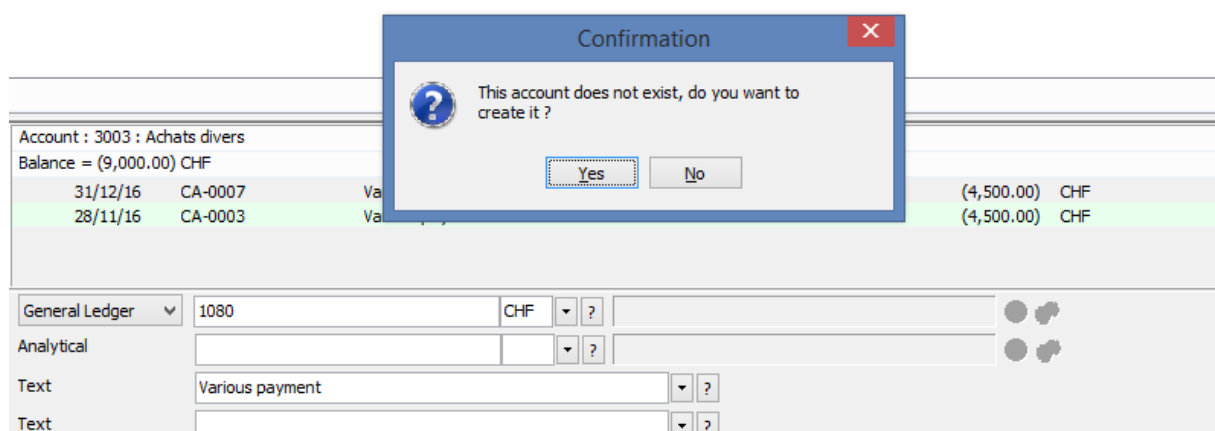
By validating with Yes you will have the same interface as in the chart of accounts

Just apply the procedure of account creation from the chart of accounts (see section 3.2.1) and you can continue with the input of your book entry.

If the account to create belongs to an undefined group, the programme will recognize that the group does not exist and won't allow its creation. The same applies for a class.

3.8.8 View or edit the chart of accounts while inputting

If you are inputting a book entry, you can also view an account or the chart of accounts.

In the following table, we will access the details of the account by clicking on the blue button.

From there, you can view and edit the information of the account and navigate in each tab.

3.8.9 View movements of an account while inputting

In a similar way, you can access the movements of an account while inputting a book entry by clicking on the second icon to the right

A screen will show you the full movement of all book entries for account 10000.

Account	1000 CHF					Description	Caisse en CHF	
					CHF		CHF	
Date	Jnal	Entry	Voucher	Text	Debit	Credit	Debit	
23/11/16	CA	2	CA-0001	transfer			(2,000.00)	
28/11/16	CA	4	CA-0002	Transfer			4,600.00	
31/12/16	CA	6	CA-0004	transfer			(2,000.00)	
31/12/16	CA	8	CA-0006	Transfer			4,600.00	

4. Display and print general accounting

As we have seen in the previous section, you can edit book entries. Often, when checking movements of an account on screen we see a book entry is incorrect.

You can go back into the book entry, calling it up by its number or document number.

Ever conscious of efficiency, we have implemented the « DISPLAY WITH BOOK ENTRY EDIT" option. So you can display the movements of an account or balance and edit incorrect book entries. A detailed menu displays all the possibilities.

⊿ · Display and Print
    ⌐··· **General Ledger accounting system**
    ⌐··· **Tax statement (VAT)**
    ⌐··· **Balance-Sheet**
    ⌐··· **Profit and loss**
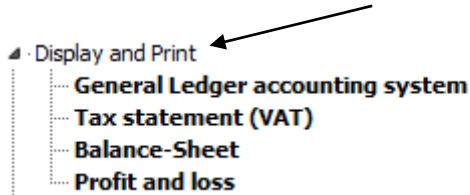
4.1 Display a summary of all accounts in list mode (balance sheet)

Move with the arrows, place yourself on a line and and hit <ENTER> to view the corresponding book entry or type the account number directly from your keyboard.

The following screen shows an excerpt of the balance sheet view in list mode.

Account	Currency	Description	Op. bal.	Mvt	Balance
1		ACTIF			
100		ACTIF			
10000	CHF	Caisse	0.00	(2,000.00)	(2,000.00)
10020	CHF	BANQUE compte 65666	0.00	8,000.00	8,000.00
10030	CHF	BANQUE compte 45895	0.00	600.00	600.00
10050	CHF	TVA à RECUPERER	0.00	77.00	77.00
2		PASSIF			
200		PASSIF			
20000	CHF	PASSIF	0.00	0.00	0.00
20050	CHF	VAT	0.00	(44.45)	(44.45)
20051	CHF	VAT on purchase	0.00	0.00	0.00
20052	CHF	non-deductible VAT on purchase	0.00	0.00	0.00
3		CHARGES			
300		ACHATS			
30000	CHF	ACHATS	0.00	963.00	963.00
4		AUTRES CHARGES D'EXPLOITATION			
400		SALAIRES			
40000	CHF	Salaires du personnel	0.00	(2,500.00)	(2,500.00)
40020	CHF	AVS	0.00	(500.00)	(500.00)
40030	CHF	Prévoyance	0.00	(4,040.00)	(4,040.00)
40050	CHF	Purchase	0.00	0.00	0.00
6		PRODUITS			
600		PRODUITS			
60000	CHF	PRODUITS	0.00	(555.55)	(555.55)
60001	CHF	PRODUITS à l'exportation	0.00	0.00	0.00

○ List view   ○ Tree list view

CHF

4.2 Cascaded display of an account and edit

As soon as a book entry has been edited in regards to an important element (date, amount, account number, etc.), the programme recalculates everything and updates the balance of the account.

The programme will not recalculate if you only modify the tag of a book entry.

We will show you how to view an account and edit in cascaded display; to do so point the mouse on one of the accounts and double click to view details.

Account	Currency	Description	Op. bal.	CHF Mvt	Balance
1		ACTIF			
100		ACTIF			
10000	CHF	Caisse	0.00	(2,000.00)	(2,000.00)
10020	CHF	BANQUE compte 65666	0.00	8,000.00	8,000.00
10030	CHF	BANQUE compte 45895	0.00	600.00	600.00
10050	CHF	TVA à RECUPERER	0.00	77.00	77.00
2		PASSIF			

The programme will show the following screen with all corresponding book entries, point now on one of the book entries, for example the first and double click

Account: 10020 CHF   Description: BANQUE compte 65666

Date	Jnal	Entry	Voucher	Text	CHF Debit
03/04/12		1	1	transfert de fonds	2,000.00
03/04/12		2	2	Divers paiements	6,000.00

The next screen will display the book entry with all its lines, continue now to the line you wish to edit and select with a double click

Journal: Date: 03/04/12   Voucher: 1   Entry: 1

Account	Currency	Text	CHF Debit	Credit
10000	CHF	transfert de fonds		2,000.00
10020	CHF	transfert de fonds	2,000.00	

◁ Trial balance   ◁ Account movements   Modify entry ▷

Proceed with your modifications, in our case we have modified the amount by inputting 1000 instead of 2000. Validate your book entry.

Now you can go back to the **balance sheet by clicking on the balance sheet button or hitting ESC twice.**

The balance of your account has been edited and updated.

4.3 Summary view of all accounts in tree view (balance sheet)

This view is another style of display, you will have a summary by Class and group; this can be very useful if you want to display the full hierarchy on your screen. Just click on Tree view and you will see the following table:
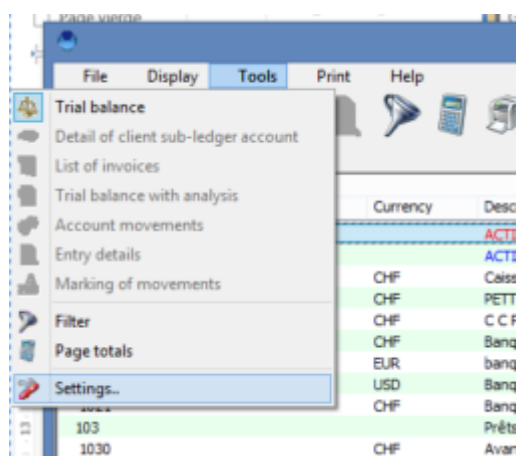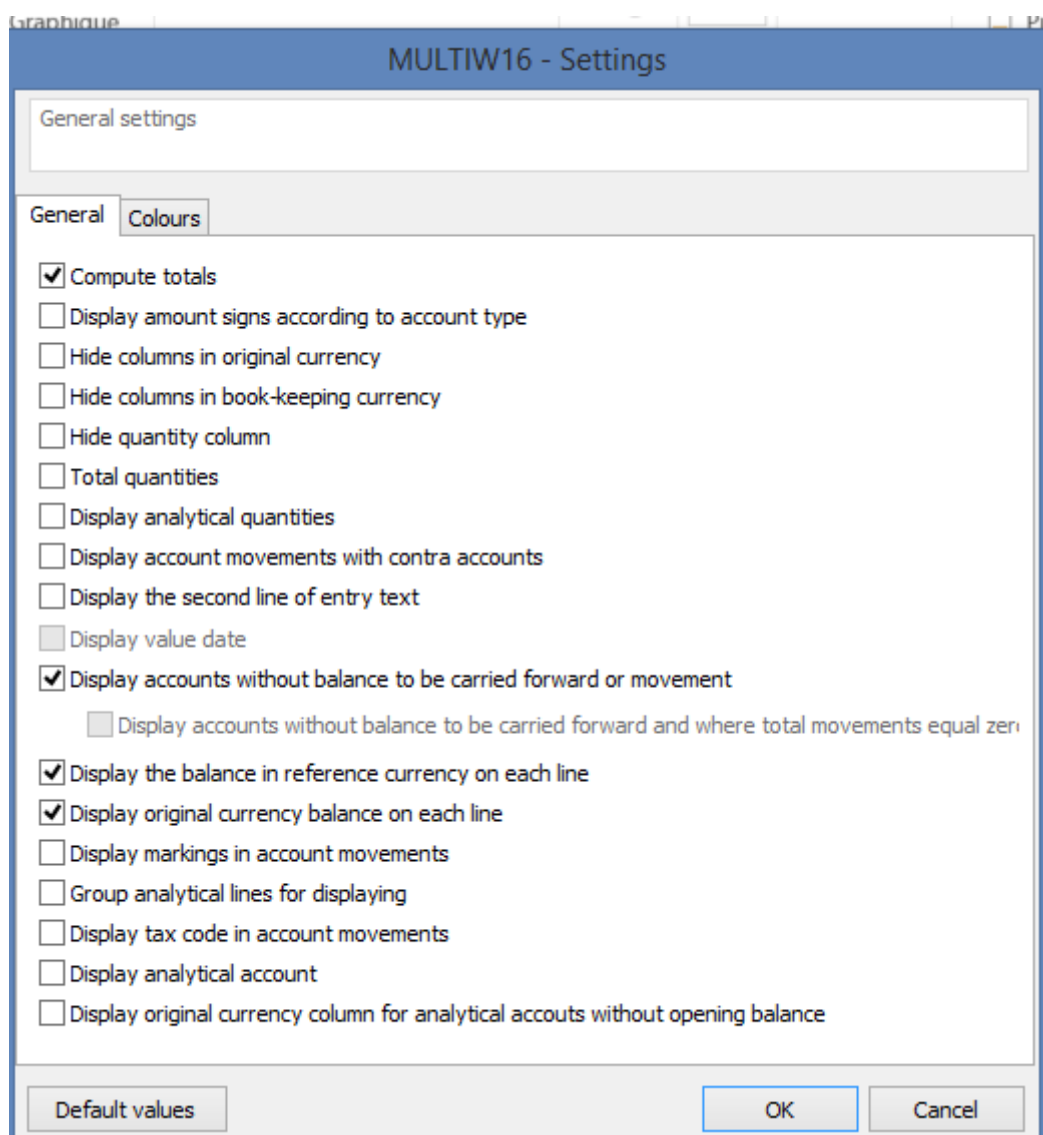

By clicking on the calculator icon the totals of each column are calculated. To permanently display totals, the option must be activated in the settings of the Tools button, as we will see in section 5.4 below.

4.4 Display tools

This option lets you configure the layout of your reports.
To do so, click on the Tools menu and select Settings :

This window will open :

MULTIW16 - Settings

General settings

General | Colours

- ☑ Compute totals
- ☐ Display amount signs according to account type
- ☐ Hide columns in original currency
- ☐ Hide columns in book-keeping currency
- ☐ Hide quantity column
- ☐ Total quantities
- ☐ Display analytical quantities
- ☐ Display account movements with contra accounts
- ☐ Display the second line of entry text
- ☐ Display value date
- ☑ Display accounts without balance to be carried forward or movement
  - ☐ Display accounts without balance to be carried forward and where total movements equal zero
- ☑ Display the balance in reference currency on each line
- ☑ Display original currency balance on each line
- ☐ Display markings in account movements
- ☐ Group analytical lines for displaying
- ☐ Display tax code in account movements
- ☐ Display analytical account
- ☐ Display original currency column for analytical accouts without opening balance

Default values   OK   Cancel

We suggest checking the Calculate totals box, which permanently displays the page totals – the equivalent of the calculator icon

The other settings are not mandatory but you can select them according to your needs.

The colour tabs allow for better readability of the display. In our example, we chose red for classes and sub-classes and blue for groups and sub-groups. We have also added bold font to enhance readability of titles.

Here is the result:

Account	Currency	Description	Op. bal.	Mvt	Balance	Op. bal.	Mvt	Balance
1		ACTIF						
10		ACTIFS MOBILISES						
1000	CHF	Caisse en CHF				4,245.00	5,200.00	9,445.00
1001	CHF	PETTY CASH				(8,000.00)	0.00	(8,000.00)
1010	CHF	C C P				44,296.00	0.00	44,296.00
1020	CHF	Banque XYZ en CHF				1,853,870.17	0.00	1,853,870.17
1030	EUR	banque euro	27,020.01	7,200.00	34,220.01	33,775.01	9,000.00	42,775.01

4.5 Filter on display

The filter can be a powerul tool to display accounts; you can customise your display by clicking on the filter icon that is in the following menu:
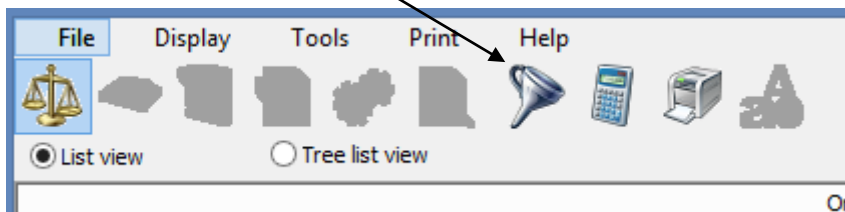
4.5.1 Filter with an account interval

This options lets you use display intervals for accounts. You can also add other parameters like, for example, **accounts where the balance is zero.**

When you use the filter, the icon becomes red.

4.5.2 Filter with a balance interval

In the same way, you can apply filters on balances

4.5.3 Filter with book entry movements with a date interval
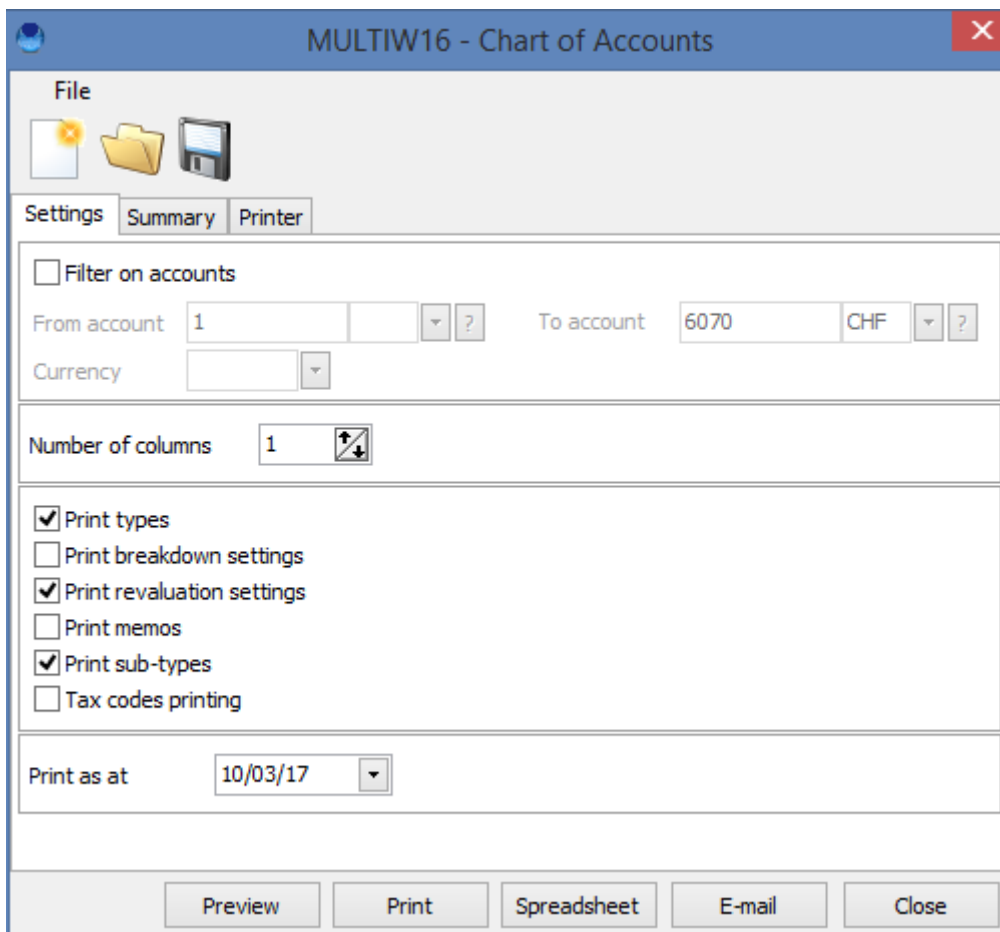
In the same way, you can apply date filters

4.6 Print

The print menu is very similar to the display menu. To use it, click on the Print menu.
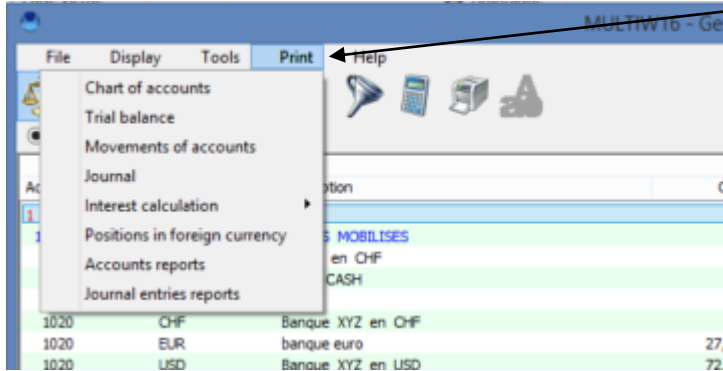
4.6.1 Accounting charter

Print of this document is identical to the one that is located directly in the master file, accounting charter. We have already explained the various possibilities, see section 3.2.9

4.6.2 Balance of accounts

Similar to the previous option, the balance of accounts displays a balance with, in comparison, the balance at the end of the previous fiscal year. The balances are those that were input from the initial balance (balance on 31.12.15 for example).

Just like with display, you have the option to print:

- initial balance,
- with or without provisional book entries,
- for all accounts,
- or a selection of accounts,
- with or without choice of currency,
- with or without sub-totals,

4.6.2.1 Initial balance

The initial balance is not always updated from the start in our example. Indeed, it often happens that we don't have the information at the start of accounting. You can record or edit at all times.

To display or print
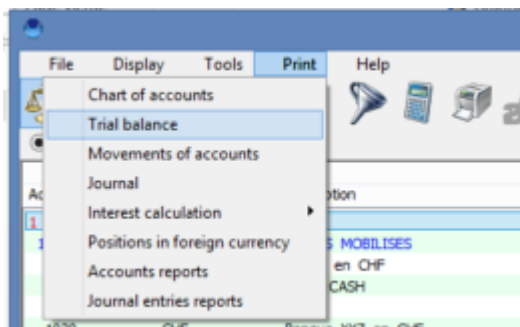
Select the Initial balance option

Page 1   SOCIETE MULTI - MONNAIE S   As at 01/01/16
                                            Opening balance

Account		Description	Original currency	CHF
			Op. bal.	Op. bal.
1000	CHF	Caisse en CHF		4,245.00
1001	CHF	PETTY CASH		(8,000.00)
1010	CHF	C C P		44,296.00
1020	CHF	Banque XYZ en CHF		1,853,870.17
1020	EUR	banque euro	27,020.01	33,775.01
1020	USD	Banque XYZ en USD	72,400.00	66,608.00
1021	CHF	Banque UBS CHF		0.00
1030	CHF	Avances sur salaires		(100.00)
1031	CHF	Prêts aux employés		0.00
1050	CHF	DEBITEURS (COMPTE COLLECTIF)		3,798,200.21
1051	CHF	DEBITEURS		(4,873.55)

4.6.2.2 Account balance

In this menu, you can display the balance of all accounts, the balance of some of the accounts (from …. to ….), or even a selection of accounts.

Settings | Filters | Balances | Summary | Printer

○ Opening balance   ● Trial balance
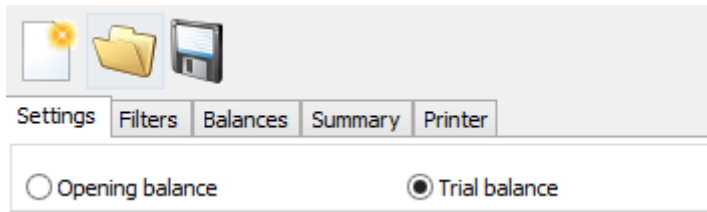
Page 1   SOCIETE MULTI - MONNAIE S   from 01/01/16 to 31/12/16
                                              Trial balance

Account		Description	Original currency			CHF		
			Op. bal.	Movement	Balance	Op. bal.	Movement	Balance
1000	CHF	Caisse en CHF				4,245.00	5,200.00	9,445.00
1001	CHF	PETTY CASH				(8,000.00)	0.00	(8,000.00)
1010	CHF	C C P				44,296.00	0.00	44,296.00
1020	CHF	Banque XYZ en CHF				1,853,870.17	0.00	1,853,870.17
1020	EUR	banque euro	27,020.01	7,200.00	34,220.01	33,775.01	9,000.00	42,775.01
1020	USD	Banque XYZ en USD	72,400.00	0.00	72,400.00	66,608.00	0.00	66,608.00
1021	CHF	Banque UBS CHF				0.00	16,000.00	16,000.00
1030	CHF	Avances sur salaires				(100.00)	0.00	(100.00)
1031	CHF	Prêts aux employés				0.00	0.00	0.00
1050	CHF	DEBITEURS (COMPTE COLLECTIF)				3,798,200.21	1,000.00	3,799,200.21

You can of course apply filters for an interval of accounts:

Settings | Filters | Balances | Summary | Printer

☑ Filter on accounts

From account 1***   *** ▼ ?   To account 1***   *** ▼ ?
Currency ▼

Which gives the following result :

age 1   SOCIETE MULTI - MONNAIE S   As at 01/01/16
                                            Opening balance
                              (from account "1***-***" To account "1***-***")

Account		Description	Original currency	CHF
			Op. bal.	Op. bal.
1000	CHF	Caisse en CHF		4,245.00
1001	CHF	PETTY CASH		(8,000.00)
1010	CHF	C C P		44,296.00
1020	CHF	Banque XYZ en CHF		1,853,870.17
1020	EUR	banque euro	27,020.01	33,775.01
1020	USD	Banque XYZ en USD	72,400.00	66,608.00
1021	CHF	Banque UBS CHF		0.00
1030	CHF	Avances sur salaires		(100.00)
1031	CHF	Prêts aux employés		0.00

4.6.2.3 Comparative balance

It's exactly the same principle as with the previous section. The only difference is that for each account, in front of the column, the balance of the end of the previous years appears.
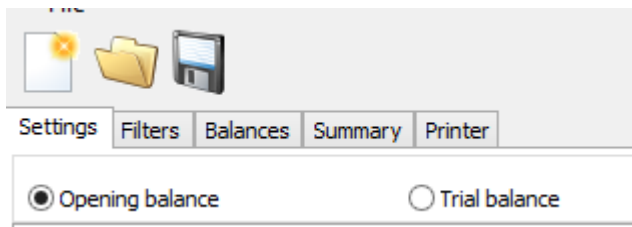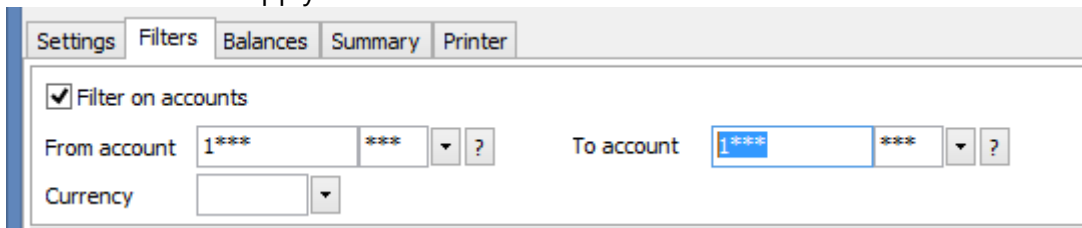
These balances are taken from the initial balance where, as we have seen, there is the balance field at the beginning of the accounting sheet and at the end of the previous fiscal period.

Page 1

Plan comptable PME avec TVA

Balance comparative

du 01/01/16 au 31/12/16

Compte		Intitulé	CHF			
			S.A.N.	Mouvement	Solde	31/12/15
10000	CHF	Caisse	0.00	36,200.00	36,200.00	0.00
10100	CHF	CCP	0.00	0.00	0.00	0.00
10200	CHF	Compte courant UBS CHF	0.00	446,094.00	446,094.00	0.00
10210	EUR	Compte courant UBS EUR	0.00	(7,200.00)	(7,200.00)	0.00
10230	USD	Compte courant UBS USD	0.00	5,000.00	5,000.00	0.00
10500	CHF	Placements	0.00	0.00	0.00	0.00
10600	CHF	Titres	0.00	60,000.00	60,000.00	0.00
11000	CHF	Créances envers des tiers	0.00	152,300.00	152,300.00	0.00
11700	CHF	TVA récup.s/achats & services	0.00	1,200.40	1,200.40	0.00
11760	CHF	Impôt anticipé à récupérer	0.00	0.00	0.00	0.00
11900	CHF	Actifs transitoires	0.00	0.00	0.00	0.00
12000	CHF	Stocks	0.00	0.00	0.00	0.00
12100	CHF	Matières premières	0.00	0.00	0.00	0.00
12600	CHF	Produits finis	0.00	0.00	0.00	0.00
12800	CHF	Travaux en cours	0.00	0.00	0.00	0.00
14000	CHF	Participations	0.00	0.00	0.00	0.00
14400	CHF	Prêts accordés	0.00	0.00	0.00	0.00
15000	CHF	Machines et appareils	0.00	0.00	0.00	0.00
15150	CHF	Mobilier	0.00	0.00	0.00	0.00
15200	CHF	Informatique	0.00	1,018.50	1,018.50	0.00
15300	CHF	Véhicules	0.00	0.00	0.00	0.00
15400	CHF	Outillage	0.00	0.00	0.00	0.00
16000	CHF	Immeubles	0.00	0.00	0.00	0.00
16090	CHF	Terrains	0.00	0.00	0.00	0.00
17000	CHF	Brevets	0.00	0.00	0.00	0.00

4.6.2.4 Debit-credit balance

This option shows the balance with columns for total debit movements and total credit movements.

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Opening balance

As at 01/01/16

(from account "1***-***" To account "1***-***")

Account		Description	Original currency	CHF
			Op. bal.	Op. bal.
1000	CHF	Caisse en CHF		4,245.00
1010	CHF	CCP		44,296.00
1020	CHF	Banque XYZ en CHF		1,853,870.17
1020	EUR	banque euro	27,020.01	33,775.01
1020	USD	Banque XYZ en USD	72,400.00	66,608.00
1021	CHF	Banque UBS CHF		0.00
1031	CHF	Prêts aux employés		0.00
1050	CHF	DEBITEURS (COMPTE COLLECTIF)		3,798,200.21
1053	CHF	DEBITEUR DOUTEUX		923.40
1054	CHF	DEBITORS TEST		0.00
1058	CHF	Débiteurs Douteux		1,238.00
1061	CHF	TVA récup s/ achats & services		22,328.11
1062	CHF	TVA récup s/ invest & charges		153,845.85
1063	CHF	TVA on sales		0.00
1064	CHF	Non deductible VAT		0.00
1071	CHF	Stocks Marchandises A		0.00
1072	CHF	Stocks Marchandises B		0.00
1073	CHF	Stocks Emballages		0.00
1080	CHF			0.00
1091	CHF	Charges payées d'avance		0.00
1092	CHF	Produits à recevoir		0.00
1100	CHF	Immeuble		0.00
1109	CHF	Amortissement Immeuble		0.00
1110	CHF	Machines		0.00
1113	CHF	Outillage		0.00
1115	CHF	Mobilier		0.00
1119	CHF	Amortissement Matériel		0.00
1120	CHF	Véhicules		0.00
1129	CHF	Amortissement Véhicules		0.00
			Totals	5,979,329.75

### 4.6.3 Account movements (General Ledger)

In this menu, you have the detail of the account movements, with or without provisional book entries, for a given period.

You must indicate the account number, if you want to include provisional book entries or not, and provide the date brackets of the requested period.

Use the following menu:
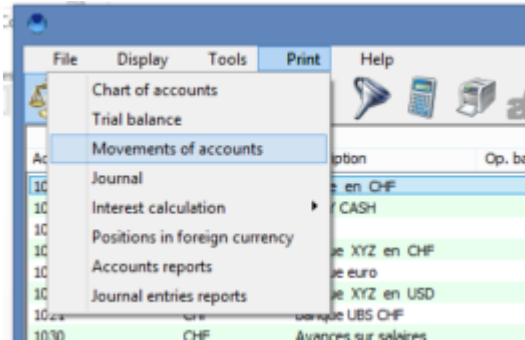
Then you can activate or deactivate the options that are offered on the following screen :
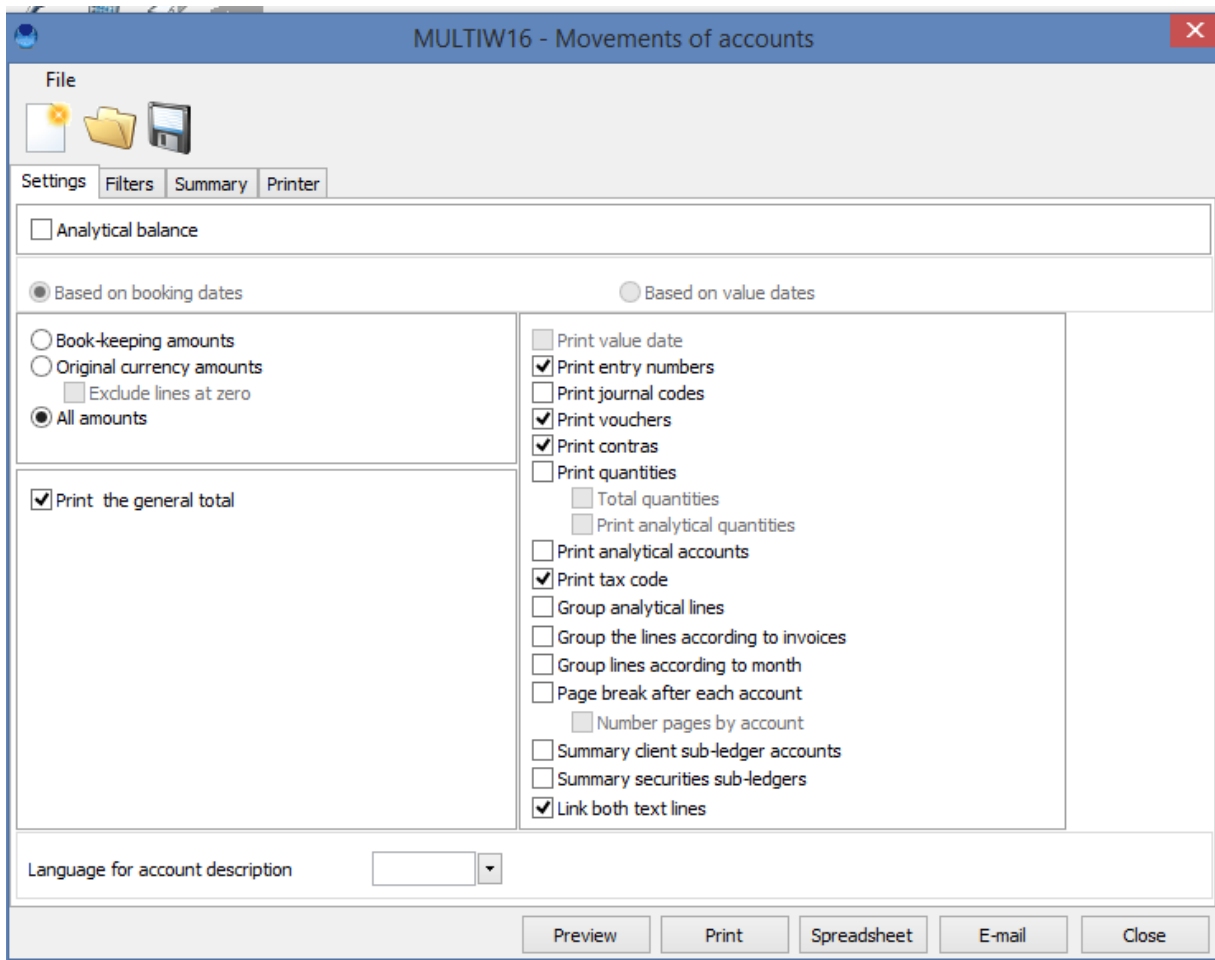
We have already explained the other buttons (spreadsheet, email) as well as the filter and print tabs. You can customise your display and print selection by checking the options you need.

With the filters you can tailor your result, for example by settings dates from...to along the same lines as for with accounts.

We'll use this opportunity to explain the print menu bar :

Page navigation buttons : these let you navigate from one page to the other.

Optimise the zoom : reduces zoom in a single click.

Preview 100% : displays a 100% scale preview.

Zoom accross : This button lets you zoom the report across the page.

Zoom % : Custom zoom according to the specified size.

Configurer imprimante : specify the page or pages as well as the number of copies to print.

Quick print : Print directly

Save a report : Save a report you are working on in a specific file in PDF or Excel format.

Open a report : Open a saved report.

Here is the result of the report based on the options previously activated:

Movements of accounts

1000 CHF   Caisse en CHF

Date	Entry	Voucher	Contra		Tax	Text	Debit	Credit	Balance
						Balance as at 01/01/16			4,245.00
23/11/16	* 2	CA-0001	1021	CHF		transfer	(2,000.00)		2,245.00
28/11/16	* 4	CA-0002	Various		10	Transfer	4,600.00		6,845.00
31/12/16	* 6	CA-0004	1021	CHF		transfer	(2,000.00)		4,845.00
31/12/16	* 8	CA-0006	Various		10	Transfer	4,600.00		9,445.00
						Balance as at 31/12/16	5,200.00	0.00	9,445.00

1001 CHF   PETTY CASH

Date	Entry	Voucher	Contra	Tax	Text	Debit	Credit	Balance
					Balance as at 01/01/16			(8,000.00)
					Balance as at 31/12/16	0.00	0.00	(8,000.00)

1010 CHF   C C P

Date	Entry	Voucher	Contra	Tax	Text	Debit	Credit	Balance
					Balance as at 01/01/16			44,296.00
					Balance as at 31/12/16	0.00	0.00	44,296.00

4.6.4 Book entry journal

If accounting is configured in single journal, you will have two menus to print journals: provisional book entry journal and/or cleared book entry journal.
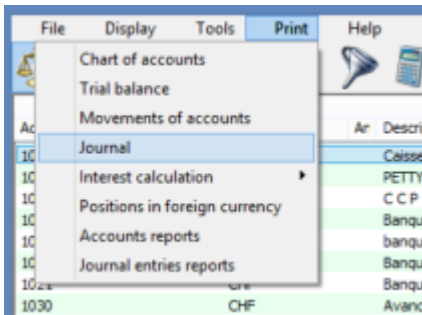
As with the previous options, you can customise your display and print with the available tabs.

Here is an excerpt of the report on a journal :

Journal of provisional and posted entries : 1 to 9

Jnal	Date	Entry		Voucher	Text	Account		Client, invoice / Title / Fixed asset			Amount in original currency	CHF Debit	CHF Credit
CA	23/11/16	*	2	CA-0001	transfer	1000	CHF					(2,000.00)	
					transfer	1021	CHF					2,000.00	
CA	28/11/16	*	3	3	various payment	1021	CHF					6,000.00	
					wages november	4000	CHF					(2,500.00)	
					insurance june	4050	CHF					(500.00)	
					pension	4051	CHF					(3,000.00)	
CA	28/11/16	*	4	CA-0002	Transfer	1000	CHF			10		4,600.00	
					Transfer	1063	CHF						340.75
					Transfer	6000	CHF						4,259.25
CA	28/11/16	*	5	CA-0003	Various payment	3003	CHF						4,500.00
					Various payment	1020	EUR				3,600.00	4,500.00	
CA	31/12/16	*	6	CA-0004	transfer	1000	CHF					(2,000.00)	
					transfer	1021	CHF					2,000.00	
CA	31/12/16	*	7	CA-0005	various payment	1021	CHF					6,000.00	
					wages november	4000	CHF					(2,500.00)	
					insurance june	4050	CHF					(500.00)	
					pension	4051	CHF					(3,000.00)	
CA	31/12/16	*	8	CA-0006	Transfer	1000	CHF			10		4,600.00	
					Transfer	1063	CHF						340.75
					Transfer	6000	CHF						4,259.25
CA	31/12/16	*	9	CA-0007	Various payment	3003	CHF						4,500.00
					Various payment	1020	EUR				3,600.00	4,500.00	
	03/02/16		1	1	FACTURE CLIENT	1050	CHF	AURELIA	CHF F3434	2		1,080.00	
					FACTURE CLIENT	2016	CHF					(25.30)	
					FACTURE CLIENT	3060	CHF					(1,054.70)	
										Totals		18,200.00	18,200.00

Sorting options :

- **NO SORTING** : the programme will print in the order of book entries, from such and such a book entry, with each book entry underlined or not, with the amounts in original currency or not.

- **SORT BY DATE** : the programme will print according to the date of the book entry, from such and such date, with each book entry underlined or not, with the amounts in original currency or not.

- **SORT BY DOCUMENT ORDER** : the programme will print according to document numbers in numeric or alphanumeric order, with each book entry underlined or not, with the amounts in original currency or not.
  If you leave a field empty, the programme will take all documents ; otherwise, you can indicate you want to print from this document to that one.

Warning : the order of the documents means that if, for example 1, 2, 3....10, 11 the programme will print book entries according to the following sequence 1, 10, 11,....2, 20 etc. If you want to print in a logical numeical sequence, don't sort. This option is only valid when numbering is not sequential and corresponds to sorting (ex: A.001, V-001, etc. to indicate the nature of the booking).

Print multi-journal book entries:
If your accounting is configured in multi-journal, you only have one menu: print journal, in which you will have choices:

If you print having checked "centraliser" journal, the programme will give all movements for each account in regards to the journal.

You can also print a summary by sales journal. This document will provide elements of the sales journal by tax code. Thus, you will have one line per tax, with columns for turnover, rate and amount of the tax.

Last choice: you can either not sort or sort on dates or even document numbers.

Select journals

This option lets you select one or several journals to print. The list of journals appears in a window. Just check the journal(s) to print.

	Code	Journal heading	Sub-type
	AC	Purchases journal	Purchases
	CA	Cash journal	Purchases
	FI	Journal banque	Financial
	MI	Miscellaneous transactions …	Miscellaneous operations
	VE	Sales journal	Sales

The field are identical to the one from the previous section.

Central journal

The central journal shows the movements for each journal.

General journal

The general journal corresponds to the single journal option. You can choose between the provisional book entry journal or cleared book entry journal, sorting on dates, documents or without sorting.

4.6.5 Statements in foreign currency

If you use foreign currency accounts, read this section.

You can print statements in foreign currencies from an account list.
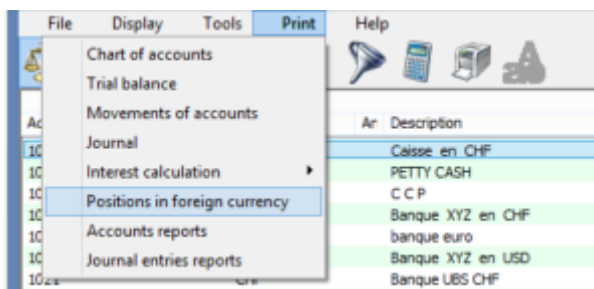
The programme will display a window in which you must indicate the accounts.

Last question: do you want to apply revaluation rules?:

If the answer is negative, the programme will apply the historical exchange rate.

If the answer is yes, it will revalue the rates.

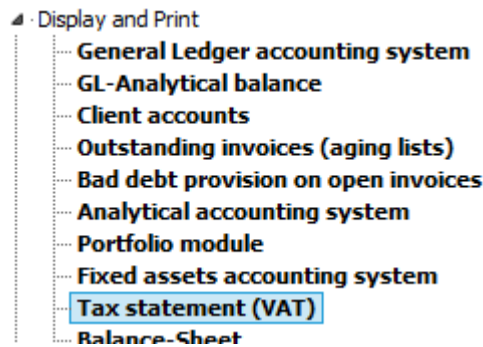Depending on the active options, you will obtain the following report:

Positions in foreign currency

With entries : Provisional Posted

Accounts : 1000 - 6070

Curre	Description	Position	Amount in CHF	Hist. rate
EUR	EUR	50,485.46	65,656.61	1.3005
USD	USD	106,398.15	119,657.61	0.8892
CHF	Total exchange in CHF		185,314.22	
CHF	Accounts total in book-keeping currency		(185,314.22)	
CHF	General total		0.00	

4.6.6 VAT return

This menu lets you quickly display the VAT returns. From this display and print menu, choose the Tax recap (VAT) option

```
◢ · Display and Print
        ┈ General Ledger accounting system
        ┈ GL-Analytical balance
        ┈ Client accounts
        ┈ Outstanding invoices (aging lists)
        ┈ Bad debt provision on open invoices
        ┈ Analytical accounting system
        ┈ Portfolio module
        ┈ Fixed assets accounting system
        ┈ Tax statement (VAT)
        ┈ Balance-Sheet
```

The following screen will show the list of tax codes.

The following screen provides several options for VAT. This additional question is necessary as, on each tax code, we have the notion of purchase and sale. This means that you can have a single tax code for sales, but also for purchases. In this case it would be important to display first the VAT on sales, then the VAT on purchases which would yield a global balance of both. In our example, we have created different tax codes according to purchase or sale.

Then, you have the following choices :

- Include or exclude provisional book entries
- choose the period to print from to ....
- Print or don't print the summary of the tax return (total by tax code)
- for a particular currency or any currency.
You can choose to only take VAT on sales, or on purchases or even both.

Remember, you can also apply filters on tax codes and dates, as shown in the following screen:

Here is an excerpt of a report, according to the marked options.

VAT statement based on invoices

Tax code 2 - 2.4 % - M/ses Rate : 2.4000

Date	Voucher	Entry	Text	Invoice	Clients		Net amount	Tax (CHF)	Gross amount	Deductible VAT	Total VAT
03/02/16	1	1	FACTU	F3434	AURELIA	CHF	(1,054.70)	(25.30)	(1,080.00)	0.00	(25.30)
					Totals		(1,054.70)	(25.30)	(1,080.00)	0.00	(25.30)

Tax code 10 - 8% VAT Rate : 8.0000

Date	Voucher	Entry	Text	Invoice	Clients	Net amount	Tax (CHF)	Gross amount	Deductible VAT	Total VAT
28/11/16	CA-0002	* 4	Transf			(4,259.25)	(340.75)	(4,600.00)	0.00	(340.75)
31/12/16	CA-0006	* 8	Transf			(4,259.25)	(340.75)	(4,600.00)	0.00	(340.75)
					Totals	(8,518.50)	(681.50)	(9,200.00)	0.00	(681.50)

4.6.7 Balance sheet

By using this option, you may display and print the balance sheet of the company.

▲ Display and Print
  General Ledger accounting system
  GL-Analytical balance
  Client accounts
  Outstanding invoices (aging lists)
  Bad debt provision on open invoices
  Analytical accounting system
  Portfolio module
  Fixed assets accounting system
  Tax statement (VAT)
  Balance-Sheet
  Profit and loss

You land on the following screen :

There are several parameters to select in order to get the company's balance sheet.

To begin with, let's look at the tabs at the top of the screen.

Settings: in this screen you can create a custom layout of your balance sheet. The options are explicit enough not to go over them one by one. However, we will explain the "**Recalculate balance at a set date**" option. This lets you see the balance at the date you want, without selecting this option, the programme will automatically show the balance at the end of the previous fiscal year (often 21 December).

Column headers : create custom column headers. Be careful of the width of each column header.

Format : adjust certain settings on the dates, separators and amounts.

Spreadsheet: with this option, you can save your balance sheet directly in Excel format in the directory of your choice. This lets you, for example, rework your balance sheet later.

Font : manage the various font sizes for the different lines of the balance sheet.

Printer : manage the selected printer, print orientation, margins as well as indications that could figure there. Furthermore, at the bottom of the screen, you have 5 icons with different possibilities to view the balance sheet.

In the following report, you can display or not display the column of the previous year, which can be very useful for comparisons. In our example, the numbers from the previous years are zero since the operations of this company began in 2016.

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Balance sheet as at 31/12/16

				31/12/16	%	31/12/15	%
			ACTIF				
			ACTIFS MOBILISES				
	1000	CHF	Caisse en CHF	9'445.00	0.16	4'245.00	0.07
	1001	CHF	PETTY CASH	(8'000.00)	(0.13)	(8'000.00)	(0.13)
	1010	CHF	C C P	44'296.00	0.74	44'296.00	0.74
	1020	CHF	Banque XYZ en CHF	1'853'870.17	30.91	1'853'870.17	31.07
	1020	EUR	banque euro	42'775.01	0.71	33'775.01	0.57
	1020	USD	Banque XYZ en USD	66'608.00	1.11	66'608.00	1.12
	1021	CHF	Banque UBS CHF	16'000.00	0.27	0.00	0.00
			Prêts au personnel				
	1030	CHF	Avances sur salaires	(100.00)	0.00	(100.00)	0.00
	1031	CHF	Prêts aux employés	0.00	0.00	0.00	0.00
			Total Prêts au personnel	**(100.00)**	**0.00**	**(100.00)**	**0.00**
			DEBITEURS				
	1050	CHF	DEBITEURS (COMPTE COLLECTIF)	3'799'280.21	63.35	3'798'200.21	63.66
	1051	CHF	DEBITEURS	(4'873.55)	(0.08)	(4'873.55)	(0.08)
	1053	CHF	DEBITEUR DOUTEUX	923.40	0.02	923.40	0.02
	1054	CHF	DEBITORS TEST	0.00	0.00	0.00	0.00
	1058	CHF	Débiteurs Douteux	1'238.00	0.02	1'238.00	0.02
			Total DEBITEURS	**3'796'568.06**	**63.31**	**3'795'488.06**	**63.61**
			PASSIF				
			FONDS ETRANGERS				
2001	CHF		FOURNISSEURS COMPTE COLLECTIF	1'885'004.80	31.43	1'885'004.80	31.59
2002	CHF		FOURNISSEURS DIVERS	0.00	0.00	0.00	0.00
			AUTRES CREANCIERS				
2010	CHF		VAT	0.00	0.00	0.00	0.00
2011	CHF		Impôt à la source	23'519.05	0.39	23'519.05	0.39
2012	CHF		c/c AVS	49'268.15	0.82	49'268.15	0.83
2013	CHF		c/c LPP	44'451.30	0.74	44'451.30	0.75
2014	CHF		c/c LAA	4'612.75	0.08	4'612.75	0.08
2015	CHF		c/c Assurance IJM(perte gain)	4'085.70	0.07	4'085.70	0.07
2016	CHF		TVA Collectée sur Ventes	421'664.20	7.03	421'638.90	7.07
2017	CHF		OP& SCARPA	13'046.00	0.22	13'046.00	0.22
2018	CHF		c/c CAF GE	0.00	0.00	0.00	0.00
2019	CHF		c/c CAF VD	0.00	0.00	0.00	0.00
			Total AUTRES CREANCIERS	**560'647.15**	**9.35**	**560'621.85**	**9.40**

4.6.8 Profits & losses

Display and Print
  General Ledger accounting system
  GL-Analytical balance
  Client accounts
  Outstanding invoices (aging lists)
  Bad debt provision on open invoices
  Analytical accounting system
  Portfolio module
  Fixed assets accounting system
  Tax statement (VAT)
  Balance-Sheet
  Profit and loss
  Cash flow statement

All options in this menu are identical to the ones explained in the previous chapter. See point "5.6.7 Balance sheet" for further detail.

We will show only the final result of this report on the next page:

P&P du 01/01/16 au 31/12/16

			2016	%	2015	%
		PRODUITS				
		CA DES VENTES ET SERVICES				
		Ventes				
32000	CHF	Ventes brutes de marchandises	537.05	0.26	0.00	
		Total Ventes	**537.05**	**0.26**	**0.00**	
		Ventes prestations de services				
34000	CHF	Ventes brutes prestations	203'425.85	99.74	0.00	
		Total Ventes prestations de services	**203'425.85**	**99.74**	**0.00**	
		Total CA DES VENTES ET SERVICES	**203'962.90**	**100.00**	**0.00**	
		TOTAL DES PRODUITS	**203'962.90**	**100.00**	**0.00**	

			2016	%	2015	%
		CHARGES				
		CHARGES MAT/MARCH/SERVICES				
		Charges mat/mar/services				
42000	CHF	Achats de marchandises	8'403.70	7.13	0.00	
42720	CHF	Frais de transport à l'achat	555.55	0.47	0.00	
		Total Charges mat/mar/services	**8'959.25**	**7.60**	**0.00**	
		Prestation de tiers				
44000	CHF	Prestations de tiers	2'407.40	2.04	0.00	
		Total Prestation de tiers	**2'407.40**	**2.04**	**0.00**	
		Total CHARGES MAT/MARCH/SERVICES	**11'366.65**	**9.64**	**0.00**	
		CHARGES DE PERSONNEL				
		Charges de personnel				

5. Reports and formats

As indicated at the begining of the manual, this programme uses a management tool that lets you not only keep track of accounting but also perform analysis in the form of reports.

This report print menu divides into several sections:

Reports determined by lines, reports determined by columns and reports determined by fields.

Each report must be created, none is pre-determined since the programme does not recognise the notion of the nature of accounts and the chart of accounts is completely free.

This lets you, among other things, use several balance sheets : a very succinct one for a quick overview and a detailed one for fiduciary purposes.

These reports are copied when carrying forward accounting.

Each report allows you to review the situation at all times, without any special manipulations such as clearing a book entry or inputting intermediary year-end book entries.

Select the Reports / Formats menu from the general accounting menu
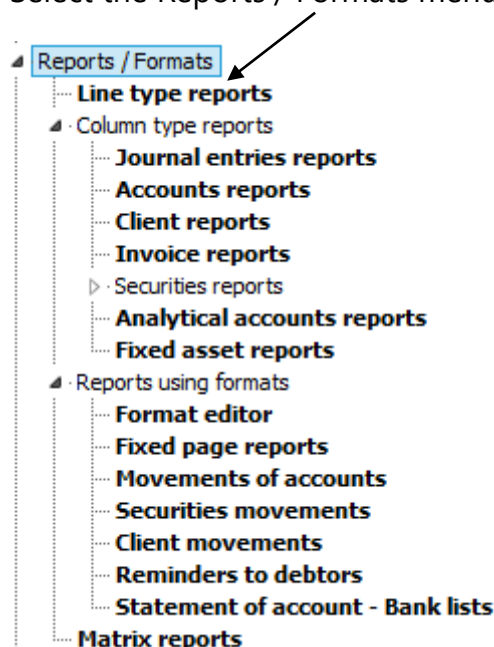
5.1 Line-based reports

These reports are made of the lines of the accounts or group of accounts, of totals and also formulas. The layout is limited in terms of the number of columns, which is set, even if some are optional. We will revert back to this later.

These simple reports provide balance sheets, P&L or operating accounts. But you can also create all sorts of reports, like for example a cash statement.

To create a line type report, click on the following menu :

5.1.1 Balance sheet

As we have seen, you can print the Balance sheet from display and print; but this section will show you how to customise this report with a different layout to the one from the previous section.

There are two ways to use this tool.

5.1.1.1 Determine a line-based report without automatic generator

This operation implies that you must create the entire report.
Determining a report is determining the lines that make it. The corresponding columns are pre-established.
Here is the procedure:

1) in the properties tab, insert a title for your first example. It is alphanumeric text of maximum 30 characters.
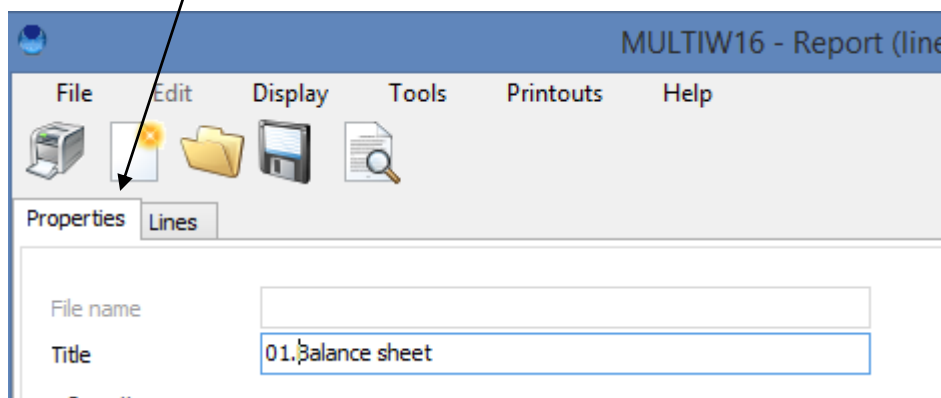
2) Click on the **lines tab**. In this table, the first line named blank line appears automatically.
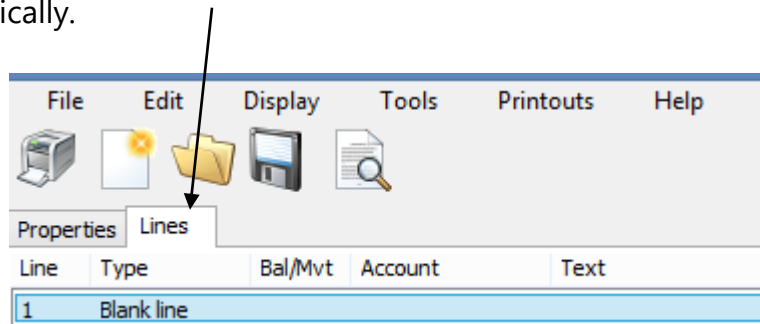
This option allows for spacing between two lines, to insert a line.

The report will be created with each new input line. You cannot move the mouse beyond existing lines. Thus, if you want, for the layout, to start on the third line, just choose the **BLANK LINE** type for the two first lines.

3) Click on **the add button** to create the 2nd line of your report
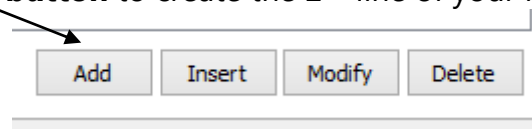
The following screen will suggest several fields that we will explain.

Type of line

4) By clicking on **type of line** you will find the various choices at your disposal to insert in your line:
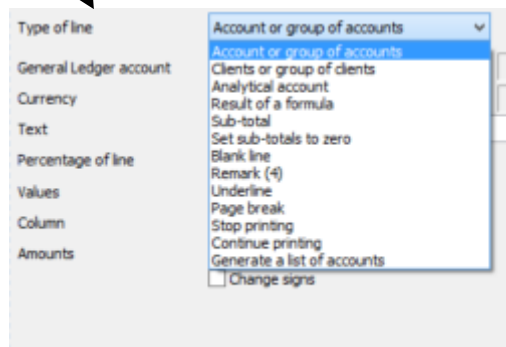
Here are a few explanations:

Note (free text)

This option lets you type text on the line. You have up to 30 alphanumeric characters.

To underline a note, on the line below, you must create a new remark and hit the desired underline. The "underline" type of line refers only to amounts columns.

Cancel print and resume print

These two options allow you not to print the lines you have introduced into the report.

For example, you have a whole list of accounts of which you only want the total. For you, introducing all the accounts is easier than using a formulas, if only to check that you have all the elements in the definition of your balance sheet.

To do this, cancel print; then the accounts, then resume print and finally your account total. Thus, only the total will appear.

Page break

You can insert a page break, for example after the assets account so that the liabilities account is on another page.

Just place the mouse on the line and request a page break.

Underline

This option underlines the amounts column.

You must specify if the underline applies to the left column, right column or both.

And finally if it also applies to the percentages columns.

5) Choose **Note** (free text)
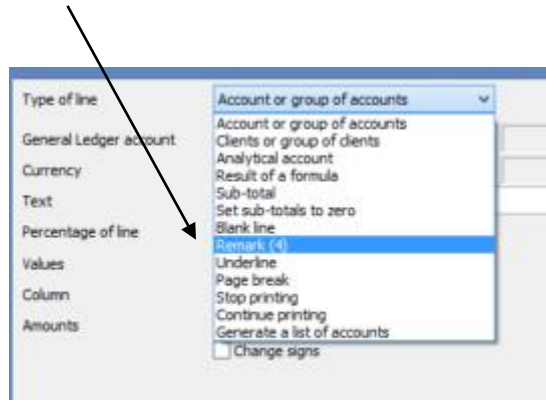
Type the word Assets in the note field
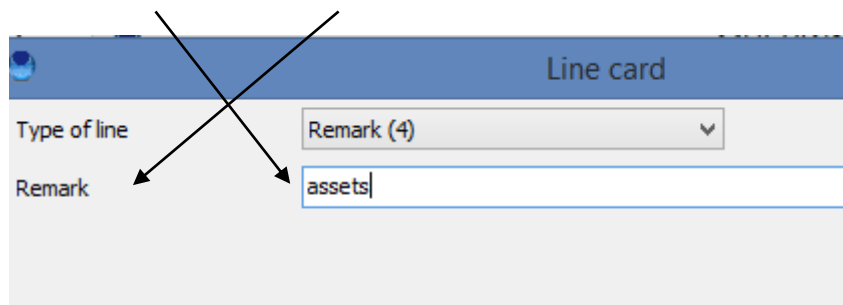
Here is the result of the second line

6) Click the **add button** to create the 3rd line of the report
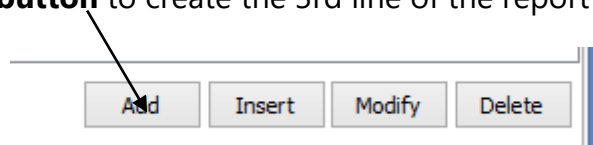
7) In the type of line, select **Note (free text)** and input in the note field the * character 5 times
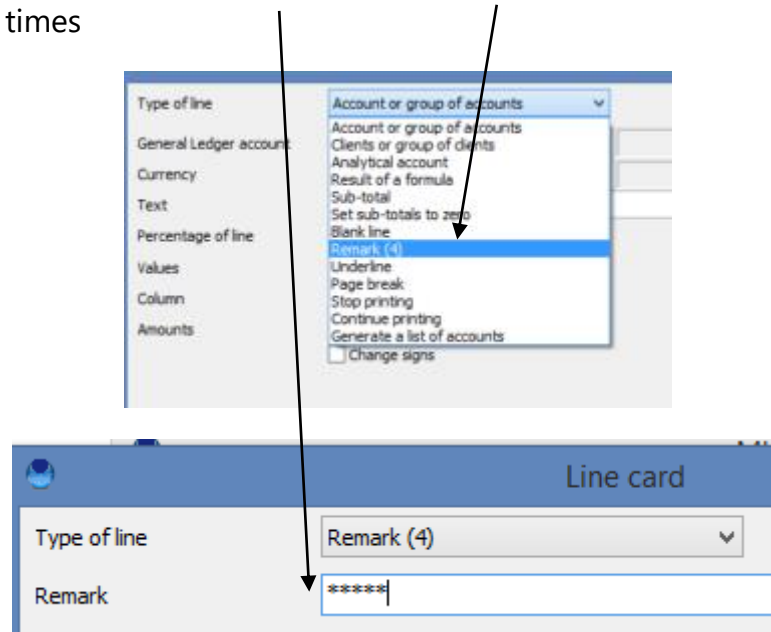
Here is the result.

8) Click again on the **add button** to create the 4th line of your report; we will insert a blank line between your lines.
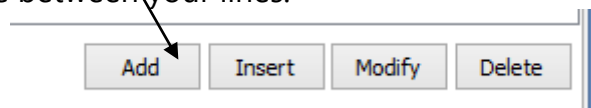
9) In line type select blank line.
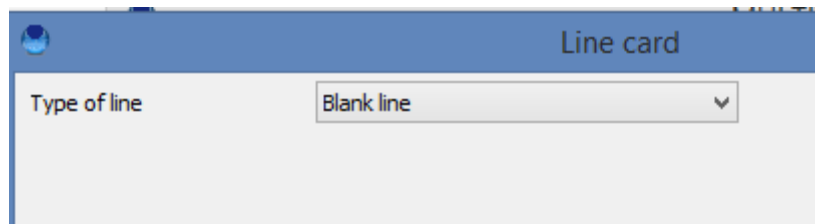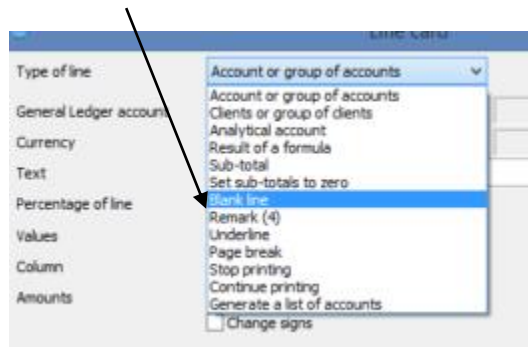
Validate with OK; here is the result:

10) Repeat steps 8 and 9 and you will get the following result:

11) Click once more on the **add button** to create the 6th line of your report; we will now insert an account in your line.
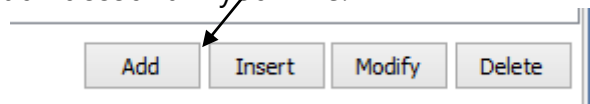
12) In **line type,** select the first option Account or group of accounts.

Account or group of accounts

By choosing the account or group of accounts line type, the programme will ask you to select an account:

Type the account number. This can be either a complete account, a group, a class or even a partial number. You can even make a selection of accounts by typing for example: account: ***10, which will give you all the accounts ending in 10.
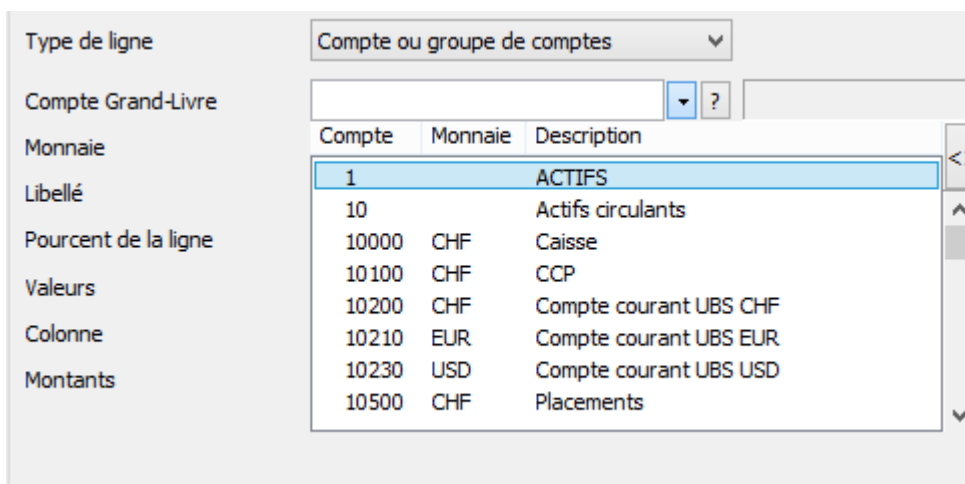
13) in the **General Ledger** account type in an account, for example, the cash book, in our example account 10000

Type of line	Account or group of accounts
General Ledger account	1000
Currency	CHF
Text	Cash
Percentage of line	0
Values	Indifferent
Column	Left
Amounts	Balances
	☐ Change signs

General Ledger account	1000

As soon as you **input the account**, the programme will ask to specifiy the currency.

14) Either type a specific **currency code**, or leave the field empty. Now, the programme will consider all accounts with the same number, regardless of currency, and will display a single result which will be in the currency of reference.

Currency	CHF

If you want to display an account in reference currency with its balance (or movement) in original currency, you must specify the currency.

15) Then, the account tag suggested by default if the tag of the account. However, you can edit and type in the text you want.

Text	Cash

16) Percentage of the line indicates in reference to the corresponding line at 100%. The programme will calculate the percentage according to this line.

Percentage of line	0

To do this, you will need to know the reference line. Let's assume it's line 20, just put 20 with the ARROWs.

Generally, it's best to input this information after creating the entire report, or at least as soon as you have the base line to have the corresponding number.

If you do not want to calculate the percentage, just leave the number at zero.

17) the **Values** field also provides several possibilities; in our example, we will keep **indifferent**; but we will explain the other options.
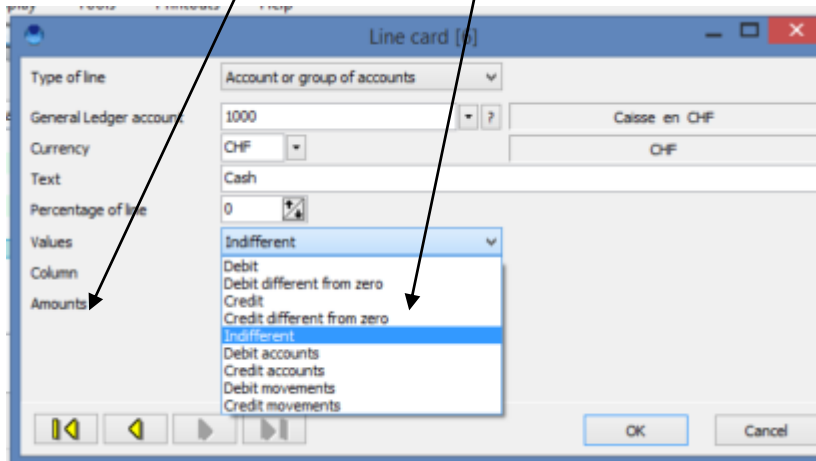
a) **DEBIT**, only if the account or group of accounts has a result in debit. This means that if the result is in debit, the line will appear. Otherwise, the programme will not take the line into account.

b) **CREDIT**, the reverse of the previous choice. The account appears when it is in credit. These two options are mainly for accounts that can sometimes be in debit, sometimes in credit and that you want to show in your report at the right place per the result.

Let's take the case of a bank account. You want it to be as assets if it's in debit, and as liabilities if it's in credit. Rather than create two bank accounts and do a transfer each time you need a balance sheet, just create two lines for the same account, one with the assets, indicating only debits and the other in liabilities with only credit. The programme will automatically place the account in the right place.

Warning: if you record an account only in debit, usually it is indispensable to create another line with this account in credit, otherwise the report might be incorrect.

These two options are not meant for all accounts. Meaning, mainly, you will specify accounts indifferenty even if you know a particluar account will always be in debit and others always in credit.

c) **INDIFFERENT**, the programme will calculate the account regardless of the result. This option applies to most cases.

d) **ACCOUNTS IN DEBIT** lets you choose in the group of specific accounts which are in debit. For example, if you selected group 10 and accounts 10100 and 10210 are in credit, the total of group *tell*? will include accounts 10000, 10200, 10500, 10510 and 10600.

e) **ACCOUNTS IN CREDIT** reverse of the previous options. In our example, only accounts 10100 and 102100 will appear.

f) **MOVEMENTS IN DEBIT** shows only movements in debit. This option can be interesting if for example you want to show on one side revenue and on the other cash book expenses.

g) **MOVEMENTS IN CREDIT** reverse of the previous option. As with the other choices, usually, it is necessary to have both lines in the report to avoid any errors.

18) The column field You must specify on which column the amount should be printed. This question applies only to print or transfer to an spreadsheet since, when displaying, the amounts will always be shown on the same column.

You can choose between :

Left column
Right column
Both
Left column if debit and right column if credit.

For our example, we will select left

19) Amounts: the amounts must be on balances or movements.
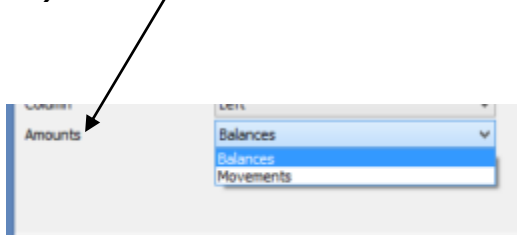
For a balance sheet, it's obvious the answer is on balances. For P&L accounts, it can be interesting to create a report on movements.

Indeed, if you want to calculate the entire period, specify from the beginning to the end of the journal, which will show balances.

With the same report, you can ask for a specific period such as from 01.02.2016 to 28.02.2016 and you will have the movements of this period.

Generally, expect calculations on movements to be less quick than on balances.

20) Change the sign
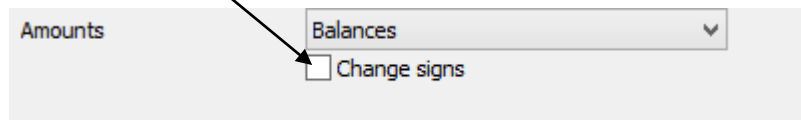
The programme will then ask if you want to change the sign.

If the answer is negative, the result will reflect the account.

If the answer is positive, the result will be inverted. However, this result will be considered for totals of the real value. Inversion is effective only in display or print but not for calculations. It is only a change in representations.

This option displays, for example, liabilities accounts without a plus-minus sign and in the case where there is a liabilities account in debit, there will be a minus sign in the report.

Once you have input all the elements of the account or group of accounts line, the programme will display:
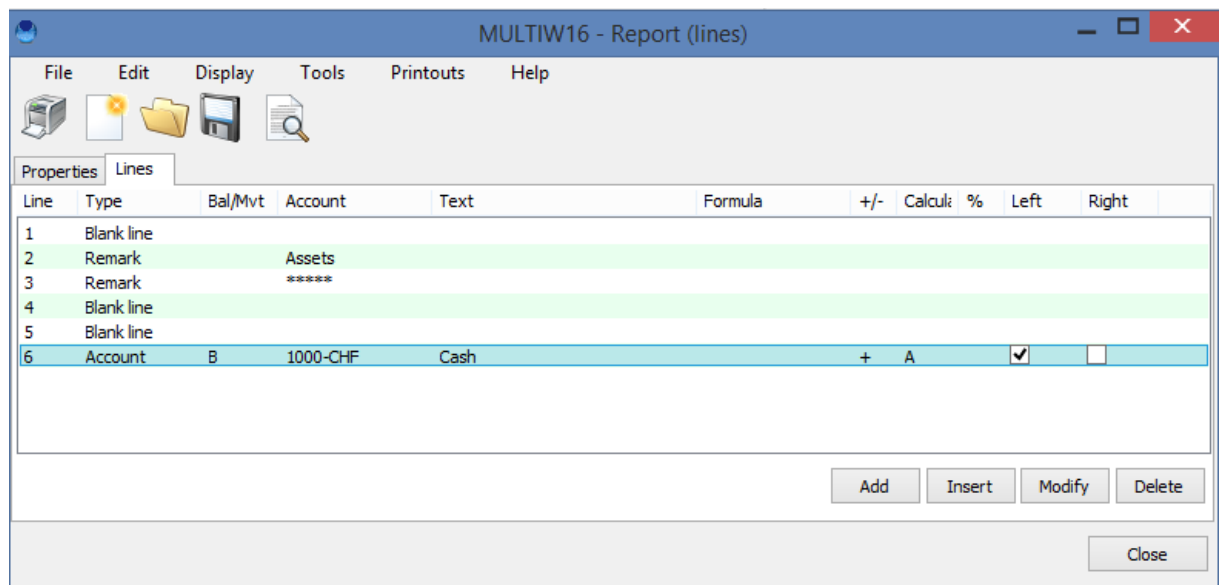
You can see that, on line 6, we have requested an account that will be taken of balances (S), with a number of 1000 CHF, tag is « Cash register », without inversion of the sign (+), taken indifferently (I) of which the amount is positioned on the left column.

Analysis of this screen shows :

The first line is a blank line
The second line is a note to specify the title
The third line is also a note to underline the title
The fourth and fifth lines are blank lines
The sixth line is an account

By default, the programme will suggest, from the following account or group of accounts line, the same components as previously.

21) backup the report : So as to not lose your work, and before continuing with the other lines, you must save your report.

First, click on the disk icon

The following screen will allow you to name your report; follow the example by entering **01.-Interim balance sheet** and click on the save button to finish.
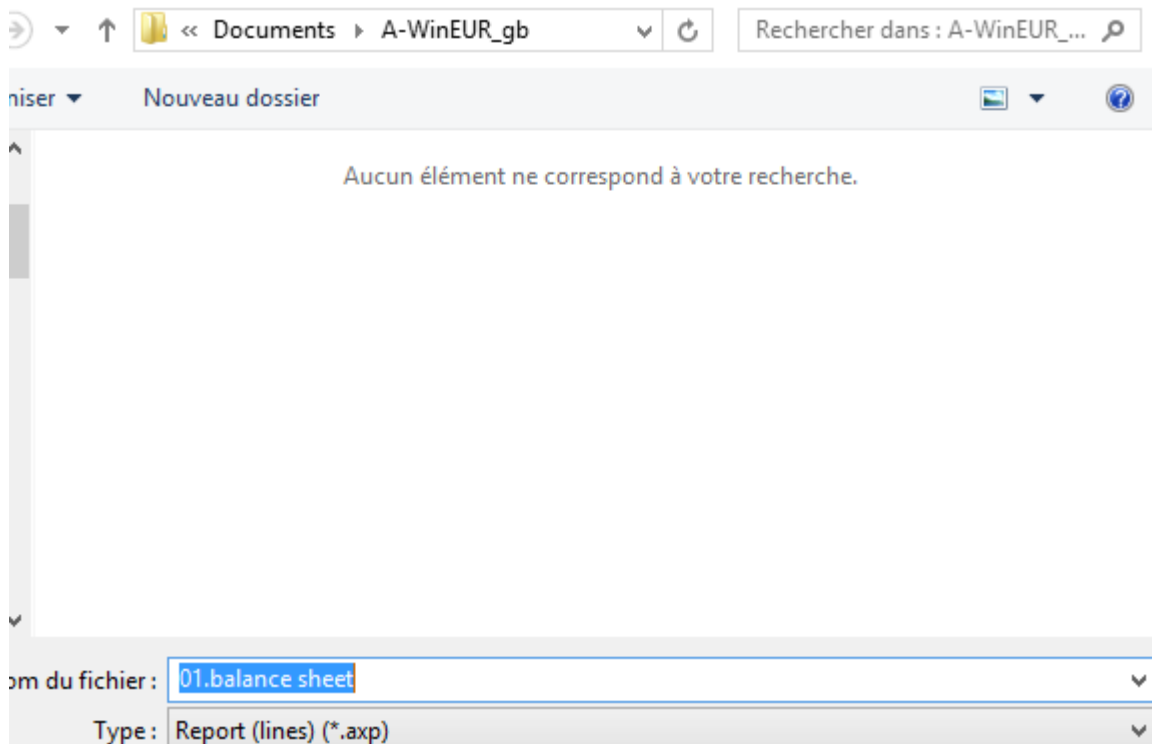
Now you can continue adding new lines, don't forget to click on the disk icon from time to time to back up.

22) Click again on the add button to create the 7th line of your report; we will now put a formula in your line.
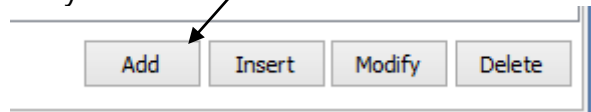
23) in this type of line, select the result of a formula
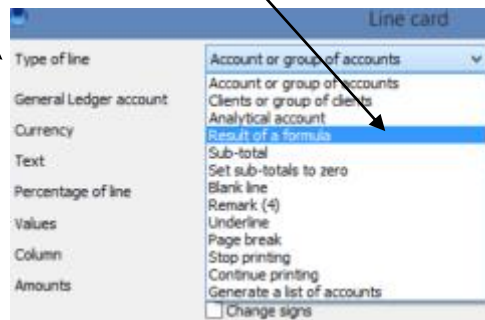
Result of a formula

You might need to add up several accounts without them being in the same structure (i.e. without common numbering). There are two possible solutions.

The first is to halt printing, take all accounts one after the other and request the total.

The second option is faster. With the result of a formula option, you can create your formula as a sum, substractions, etc.

As soon as you request this type of line, the programme displays:
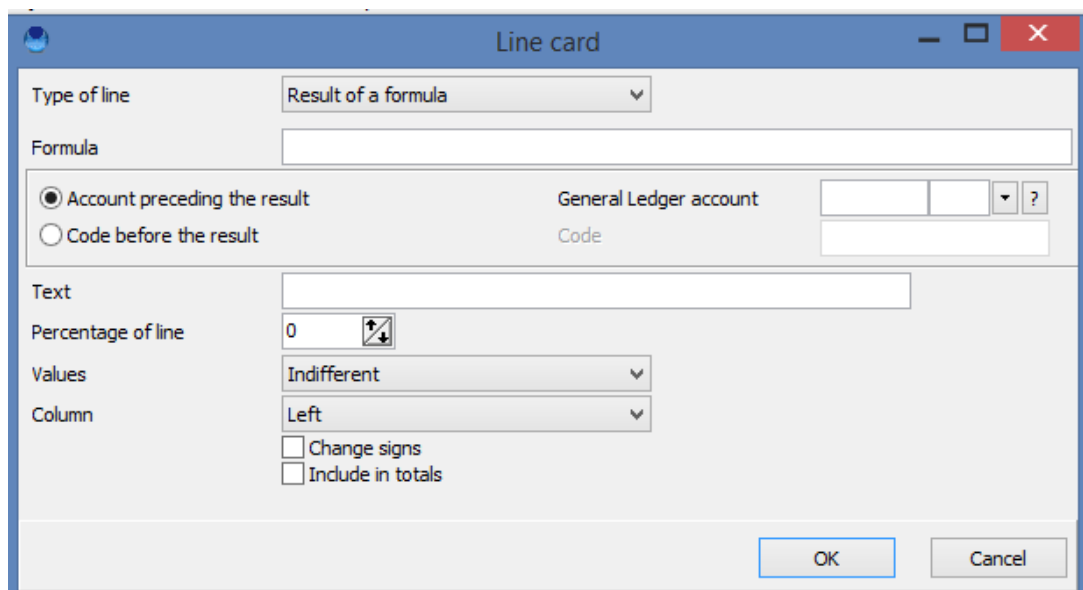
The formula is a calculation line of 60 characters. As indicated by the help window with the F1 key.

Formulas recognise four basic operations: addition **(+)**, substraction **(-)**, multiplication **(-)** and division **(/)**.

Operations must always precede the operations that are:

Numbers   Amounts preceded by a sign (+1200)

LXX   Amount calculated for line **(L)xx(+125).** In this case, line 25 **(L25)** must be placed before the formula otherwise it will not be considered in the calculation (the calculation goes from top to bottom in the lines of the report.

TX   Specified total value **(+T2)**. This must be placed before the formula otherwise it will not be considered in the calculation.

SXXXXX (**MON**)   Balance of an account of group of accounts **(S10000)**. The currency (MON) is optional.

MXXXXX (**MON**)   Movements of an account of group of accounts **(S10000)**. The currency (MON) is optional.

Letters **L, T, S, M** can be followed by **D, C, I, d, c, P, N** (same options as with specifying an account or group of accounts).

You can also use parentheses to narrow your calculations.

So you can have a calculation line like:

FORMULA: +S40020+S40030-S40040+(T1*L6)

The code is optional and refers to an account number. It is interesting if you want to print account numbers and when the formula refers to an account or group of accounts.

Enter the tag

Then, the programme will ask if you want to print the result only if it is in debit, if it is in credit or indifferently. The other possibilities are not to be input here as they are part of the formula (movements or balance, D/C/I, d/c/P/N).

In our example, we will keep things simple: here is the formula that is used:

By validating with OK you will get the result on the 7th line

The result of the formula can be displayed or printed for information purposes. In this case, give a negative answer to the question: sum of totals.

If, on the contrary, it must be part of the calculations and totals, answer in the positive.

Then indicate if you want to invert the sign (appearance), the percentage reference line and, finally, the column where the amount should figure.

If your formula is incorrect, the programme will indicate the error.

If your formula contains more that 60 characters, you must input on two lines. To do this, you must:

Pause print
Input your formula with as many elements possible, specifying with sum in the totals
Resume print
input your second forumla line adding +LXX (XX being the number of the first formula line).

24) Click again on the add button to create the 8th line of your report; we will add an account in your line.
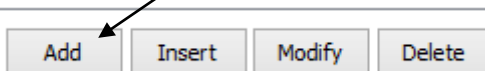
25) in this type of line, select the account or group of accounts
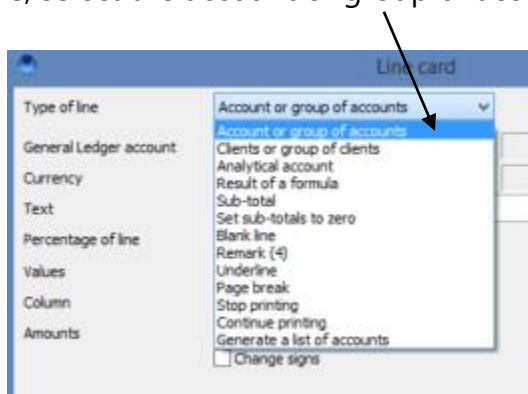
26) In General Ledger account we will display the result of all accounts starting with 10***.

In the tag field enter a text that groups all these accounts, for example Investments, and the remaining fields leave by default.

Here is the result:

27) You can redo steps 24 and 25 with account 11***.

In the tag field enter a text that groups all these accounts, for example VAT, and the remaining fields leave by default.

Here is the result:
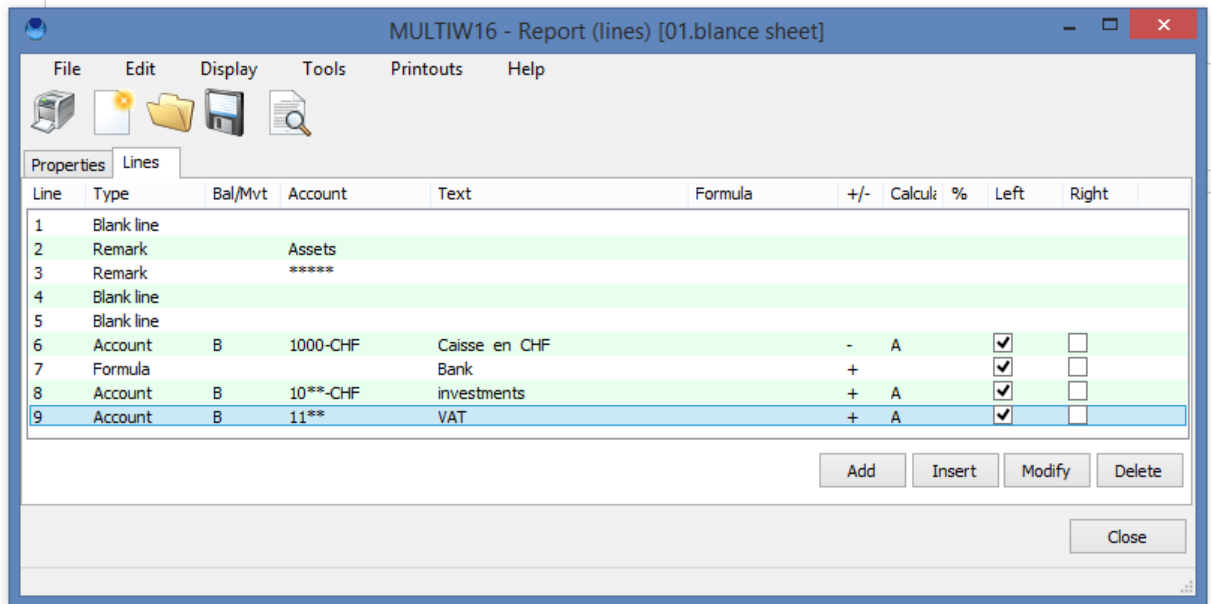
28) Click again on the add button to create the 10th line of your report; we will use it for a sub-total.
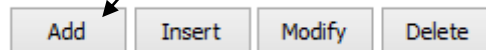
29) In the line type select Sub-total
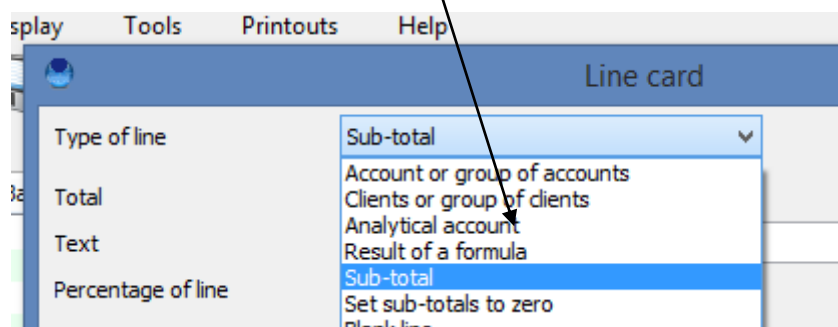
Sub-total

A total is a result that is displayed or printed, but not considered in final calculations except, as we have seen, in the formulas.

Totals only appear in the reference currency column. Original currency columns cannot be added.

The programme allows for 5 totals rows, ie 5 levels of totals or sub-totals and not 5 totals in all.

The smallest sub-total you have must be on level 1. The total that encompasses all accounts included in total 1 must be of a superior level, minimum 2.

The total is calculated from the line *where i sis active*? going up each previous line and stops when:

- it's the beginning of the table
- there is a total of the same level or greater
- there is a line at a total of zero on the same level or greater.

In our example, we will just put the sub-total tag 1 knowing that you can have other subtotals.

Type of line	Sub-total
Total	1
Text	Sub-total 1
Percentage of line	0

30) Follow the same steps to add Liability lines and blank lines, you get the following result:

1	Blank line							
2	Remark		Assets					
3	Remark		*****					
4	Blank line							
5	Blank line							
6	Account	B	1000-CHF	Caisse en CHF	-	A	✔	☐
7	Formula			Bank	+		✔	☐
8	Account	B	10**-CHF	investments	+	A	✔	☐
9	Account	B	11**	VAT	+	A	✔	☐
10	Sub-total	1		Sub-total 1	+	A	✔	☐
11	Remark		Liability					
12	Blank line							
13	Remark		*****					

31) Click again on the **add button** to create the 14th line of your report, we we will use it for a group of accounts.

Add	Insert	Modify	Delete

32) in the line type select **Issue a list of accounts** and validate with OK

Type of line	Generate a list of accounts ⌄

This option retrieves a series of accounts, rather than type them one by one.

Now that asset accounts have been input, liability accounts must be entered. To do this, select the ISSUE A LIST OF ACCOUNTS option. The programme will ask the following questions:

Indicate the list of accounts to issue, from account...to account....

For example, from account 2 to account 29999.

From account	2		⌄	?
To account	2999	CHF	⌄	?
Group with	4			
Values	Indifferent			⌄
Column	Left			⌄
Amounts	Balances			⌄

☐ Change signs
☐ Include classes, groups, etc...
☐ Page break between classes

No sign change

Indifferently

Print amounts on left column

Amounts taken on balances

Then if you want to include classes, groups, etc...

With the following result :

1	Blank line							
2	Remark			Assets				
3	Remark			*****				
4	Blank line							
5	Blank line							
6	Account	B	1000-CHF	Caisse en CHF	-	A	✔	☐
7	Formula			Bank	+		✔	☐
8	Account	B	10**-CHF	investments	+	A	✔	☐
9	Account	B	11**	VAT	+	A	✔	☐
10	Sub-total	1		Sub-total 1	+	A	✔	☐
11	Remark			Liability				
12	Blank line							
13	Remark			*****				
14	Account	B	2001-CHF	FOURNISSEURS COMPTE COLL…	+	A	✔	☐
15	Account	B	2002-CHF	FOURNISSEURS DIVERS	+	A	✔	☐
16	Account	B	2010-CHF	VAT	+	A	✔	☐
17	Account	B	2011-CHF	Impôt à la source	+	A	✔	☐
18	Account	B	2012-CHF	c/c AVS	+	A	✔	☐
19	Account	B	2013-CHF	c/c LPP	+	A	✔	☐
20	Account	B	2014-CHF	c/c LAA	+	A	✔	☐
21	Account	B	2015-CHF	c/c Assurance IJM(perte gain)	+	A	✔	☐
22	Account	B	2016-CHF	TVA Collectée sur Ventes	+	A	✔	☐
23	Account	B	2017-CHF	OP & SCARPA	+	A	✔	☐
24	Account	B	2018-CHF	c/c CAF GE	+	A	✔	☐
25	Account	B	2019-CHF	c/c CAF VD	+	A	✔	☐
26	Account	B	2023-CHF	Salaires à payer	+	A	✔	☐
27	Account	B	2031-CHF	Provisons 13ème salaire	+	A	✔	☐
28	Account	B	2060-CHF	Hypothèque	+	A	✔	☐
29	Account	B	2062-CHF	compte d'attente	+	A	✔	☐
30	Account	B	2100-CHF	Capital	+	A	✔	☐
31	Account	B	2120-CHF	Réserve Légale	+	A	✔	☐
32	Account	B	2129-CHF	Résultat Reporté	+	A	✔	☐

33) Now add the sub-totals and here is the result:

1	Blank line							
2	Remark			Assets				
3	Remark			*****				
4	Blank line							
5	Blank line							
6	Account	B	1000-CHF	Caisse en CHF	-	A	✔	☐
7	Formula			Bank	+		✔	☐
8	Account	B	10**-CHF	investments	+	A	✔	☐
9	Account	B	11**	VAT	+	A	✔	☐
10	Sub-total	1		Sub-total 1	+	A	✔	☐
11	Remark			Liability				
12	Blank line							
13	Remark			*****				
14	Account	B	2001-CHF	FOURNISSEURS COMPTE COLL…	+	A	✔	☐
15	Account	B	2002-CHF	FOURNISSEURS DIVERS	+	A	✔	☐
16	Account	B	2010-CHF	VAT	+	A	✔	☐
17	Account	B	2011-CHF	Impôt à la source	+	A	✔	☐
18	Account	B	2012-CHF	c/c AVS	+	A	✔	☐
19	Account	B	2013-CHF	c/c LPP	+	A	✔	☐
20	Account	B	2014-CHF	c/c LAA	+	A	✔	☐
21	Account	B	2015-CHF	c/c Assurance IJM(perte gain)	+	A	✔	☐
22	Account	B	2016-CHF	TVA Collectée sur Ventes	+	A	✔	☐
23	Account	B	2017-CHF	OP & SCARPA	+	A	✔	☐
24	Account	B	2018-CHF	c/c CAF GE	+	A	✔	☐
25	Account	B	2019-CHF	c/c CAF VD	+	A	✔	☐
26	Account	B	2023-CHF	Salaires à payer	+	A	✔	☐
27	Account	B	2031-CHF	Provisons 13ème salaire	+	A	✔	☐
28	Account	B	2060-CHF	Hypothèque	+	A	✔	☐
29	Account	B	2062-CHF	compte d'attente	+	A	✔	☐
30	Account	B	2100-CHF	Capital	+	A	✔	☐
31	Account	B	2120-CHF	Réserve Légale	+	A	✔	☐
32	Account	B	2129-CHF	Résultat Reporté	+	A	✔	☐
33	Sub-total	1		Sub-total 2	+	A	✔	☐

34) Display the contents of your report with the following icon:
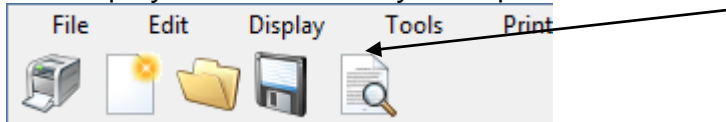
Like with standard display of the balance sheet, you can filter with dates and edit titles.

Resulting in:

SOCIETE MULTI - MONNAIE S MULTIW-16
Balance sheet
As at : 31/12/16, Movements since : 31/12/16

Acco	Curre	Description	Amount in CHF	%	Previous fiscal	%
		Assets				
		*****				
1000	CHF	Caisse en CHF	(9,445.00)		(4,245.00)	
		Bank	0.00		0.00	
10**	CHF	investments	5,887,571.69		5,865,973.19	
11**	CHF	VAT	0.00		0.00	
		Sub-total 1	**5,897,016.69**		**5,870,218.19**	
		Liability				
		*****				
2001	CHF	FOURNISSEURS COMPTE COLLECTIF	(1,885,004.80)		(1,885,004.80)	
2002	CHF	FOURNISSEURS DIVERS	0.00		0.00	
2010	CHF	VAT	0.00		0.00	
2011	CHF	Impôt à la source	(23,519.05)		(23,519.05)	
2012	CHF	c/c AVS	(49,268.15)		(49,268.15)	
2013	CHF	c/c LPP	(44,451.30)		(44,451.30)	
2014	CHF	c/c LAA	(4,612.75)		(4,612.75)	
2015	CHF	c/c Assurance UM(perte gain)	(4,085.70)		(4,085.70)	
2016	CHF	TVA Collectée sur Ventes	(421,664.20)		(421,638.90)	
2017	CHF	OP & SCARPA	(13,046.00)		(13,046.00)	
2018	CHF	c/c CAF GE	0.00		0.00	
2019	CHF	c/c CAF VD	0.00		0.00	
2023	CHF	Salaires à payer	(293,374.70)		(293,374.70)	
2031	CHF	Provisons 13ème salaire	(2,912.50)		(2,912.50)	
2060	CHF	Hypothèque	10,000.00		10,000.00	
2062	CHF	compte d'attente	0.00		0.00	
2100	CHF	Capital	0.00		0.00	
2120	CHF	Réserve Légale	0.00		0.00	
2129	CHF	Résultat Reporté	(3,234,442.35)		(3,228,404.35)	

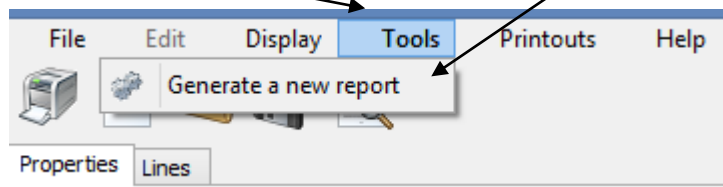It is therefore possible to issue a simple or extremely detailed report according to your needs.

5.1.1.2 Determine a line report with automatic generator

This method is faster and simpler than the previous one. Follow these steps:

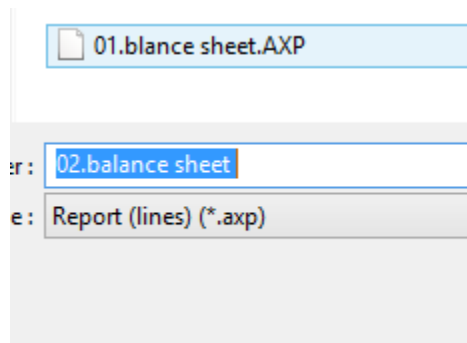1) Click on the following icon and type the specified title

Properties | Lines

File name

Title | Balance sheet with generator
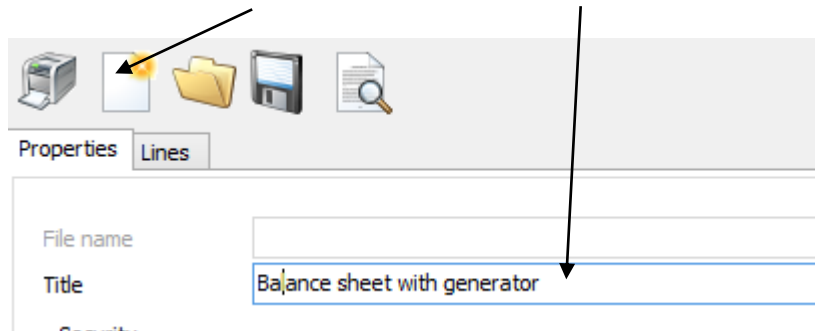
2) Click on the Tools menu and select generate a new report

File | Edit | Display | Tools | Printouts | Help

Generate a new report

Properties | Lines

3) Click on Yes to save the document

Warning

The file has been modified.
Save it ?

Yes | No | Cancel

4) Name your file and click on save

01.blance sheet.AXP

er : 02.balance sheet

e : Report (lines) (*.axp)

5) Click on Balance sheet

○ Account selection
● Balance-Sheet
○ Profit and loss

6) Click on Next

MULTIW16 - Generate a new report

2 Report without zero accounts for a given period

☐ Without zero accounts

Journal entries from   01/01/16 ▼   To   31/12/16 ▼

☑ Including provisional entries
☐ With accrual entries
☐ With a column for the previous fiscal year
    ☐ Recalculate balances at cut-off date

● Based on booking dates   ○ Based on value dates

Group with   4 ⬆⬇

<< Previous   Next >>   Cancel

7) Click on balances and OK to finish

8) Click on the Lines tab
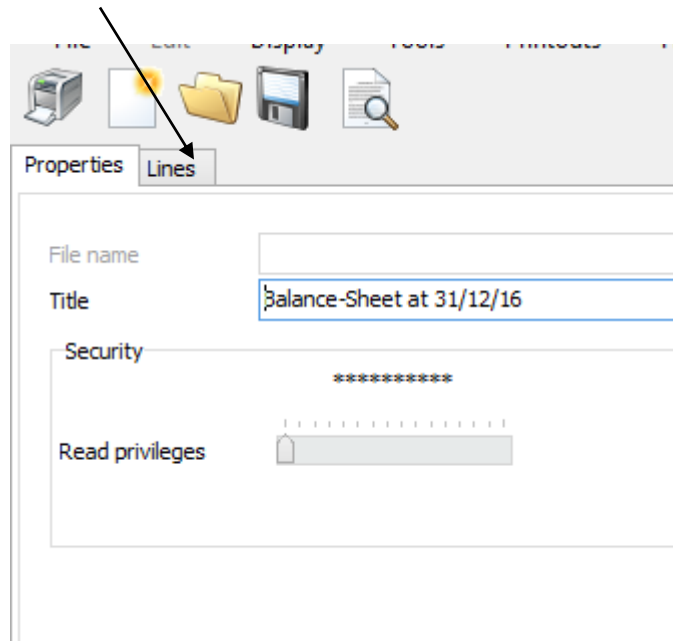
Edit where necessary to customise your report: add, edit or delete lines or even group accounts.

Line	Type	Bal/Mvt	Account	Text	Formula	+/-	Calcula	%	Left	Right
107	Sub-total	1		Total AUTRES CREANCIERS		-	A	140	☑	☐
108	Blank line									
109	Account	B	2023-CHF	Salaires à payer		-	A	140	☑	☐
110	Reset to zero	1								
111	Blank line									
112	Remark		TRANSITOIRES							
113	Account	B	2031-CHF	Provisons 13ème salaire		-	A	140	☑	☐
114	Underline								☑	
115	Sub-total	1		Total TRANSITOIRES		-	A	140	☑	☐
116	Blank line									
117	Reset to zero	1								
118	Blank line									
119	Remark		HYPOTEQUES							
120	Account	B	2060-CHF	Hypothèque		-	A	140	☑	☐
121	Account	B	2062-CHF	compte d'attente		-	A	140	☑	☐
122	Underline								☑	
123	Sub-total	1		Total HYPOTEQUES		-	A	140	☑	☐
124	Blank line									
125	Underline								☑	
126	Sub-total	2		Total FONDS ETRANGERS		-	A	140	☑	☐
127	Blank line									
128	Reset to zero	2								
129	Blank line									
130	Remark		FONDS PROPRES							
131	Account	B	2100-CHF	Capital		-	A	140	☑	☐
132	Account	B	2120-CHF	Réserve Légale		-	A	140	☑	☐
133	Account	B	2129-CHF	Résultat Reporté		-	A	140	☑	☐
134	Underline								☑	
135	Sub-total	2		Total FONDS PROPRES		-	A	140	☑	☐
136	Blank line									
137	Blank line									
138	Cumulated r...			Profit	B3+B4+B6	-		140	☑	☐
139	Underline								☑	
140	Sub-total	3		Total PASSIF		-	A	140	☑	☐
141	Underline								☑	
142	Underline								☑	
0	Account	B				+	D	81	☑	☐

9) Preview your report with the following icon :

10) Here is the result:

SOCIETE MULTI - MONNAIE S MULTIW-16

Balance-Sheet at 31/12/16

As at : 01/01/16, Movements since : 01/01/16

Compt	Monna	Intitulé	Montant en CHF	%	Exercice précéde	%
		ACTIF				
		ACTIFS MOBILISES				
1000	CHF	Caisse en CHF	4'245,00	0,07	4'245,00	0,07
1001	CHF	PETTY CASH	(8'000,00)	(0,13)	(8'000,00)	(0,13)
1010	CHF	C C P	44'296,00	0,74	44'296,00	0,74
1020	CHF	Banque XYZ en CHF	1'853'870,17	31,07	1'853'870,17	31,07
1020	EUR	banque euro	33'775,01	0,57	33'775,01	0,57
1020	USD	Banque XYZ en USD	66'608,00	1,12	66'608,00	1,12
		Prêts au personnel				
1030	CHF	Avances sur salaires	(100,00)	0,00	(100,00)	0,00
		Total Prêts au personnel	**(100,00)**	**0,00**	**(100,00)**	**0,00**
		DEBITEURS				
1050	CHF	DEBITEURS (COMPTE COLLECTIF)	3'798'200,21	63,66	3'798'200,21	63,66
1051	CHF	DEBITEURS	(4'873,55)	(0,08)	(4'873,55)	(0,08)
1053	CHF	DEBITEUR DOUTEUX	923,40	0,02	923,40	0,02
1058	CHF	Débiteurs Douteux	1'238,00	0,02	1'238,00	0,02
		Total DEBITEURS	**3'795'488,06**	**63,61**	**3'795'488,06**	**63,61**
		TVA A RECUPERER				
1061	CHF	TVA récup s/ achats & services	22'328,11	0,37	22'328,11	0,37
1062	CHF	TVA récup s/ invest & charges	153'845,85	2,58	153'845,85	2,58

Compt	Monn	Intitulé	Montant en CHF	%	Exercice précéde
		PASSIFS			
		Autres dettes à c. terme			
22000	CHF	TVA due	16,317.10	2.32	0.00
		Total Autres dettes à c. terme	**16,317.10**	**2.32**	**0.00**
		Capitaux propres			
28000	CHF	Capital	150,000.00	21.35	0.00
28500	CHF	Privé	450,000.00	64.06	0.00
		Total Capitaux propres	**600,000.00**	**85.42**	**0.00**
		Bénéfice	86,095.80	12.26	0.00
		Total PASSIFS	**702,412.90**	**100.00**	**0.00**

5.1.2 Profits and losses

Same steps as in the previous section: just select Profits & losses instead of balance.

5.2 Coherence by column

This report is based on columns and the programme will created lines automatically when calculating.

From the main menu, select reports and formats and click on Column reports
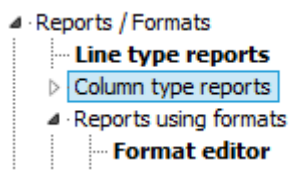
5.2.1 Journal reports

You can create column reports to display, for example, the journal in a different way to the standard one provided by the application.

Frm the Column reports menu, select the Journal reports option
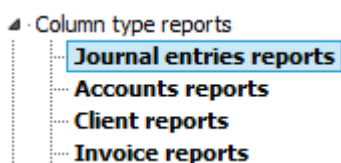
1) From this window, type a text for the title

The general settings let you specify:

Title of the report, reference, language
If you want only totals, or use filters from account to account

2) Select the Column tab

In this option, specify the columns that make up the report. We will see in detail all the possible components.

3) Click on the add button

4) A new window will appear that lets you fill in the various fields.
   We will see the type of columns, ie alphanumeric columns and numeric columns.

These columns are based on elements like account number, currency codes, titles as well as exchange rate gains & losses P&L accounts.

The column input screen will be displayed in the same way, with the same questions.

5) Let's look for example at the Nature of the account column of the General Ledger:

6) Fill in the fields

WIDTH

By default, the programme provides the width for the account number. The same goes for all other alphanumeric columns. You can accept or edit.

TITLE

You can specify the title of the column if you want. The programme lets you enter as many characters as are in the previously specified width.

ALIGNMENT

You can choose to align right, align left or center the account numbers.

FROM THE POSITION AND ON THE POSITION NUMBER

Furthrmore, you can select elements, here the accounts from such and such a position.

If you don't want a selection, you can leave the numbers at zero.

You'll get the following result:

Column	Type	Title	Description	Width	Formula
1	110	account	General Ledger account	7	

Properties | Columns | Selection criteria | Sort criteria | Cross table

7) To continue with the second column, click on add

| Add | Insert | Modify | Delete |
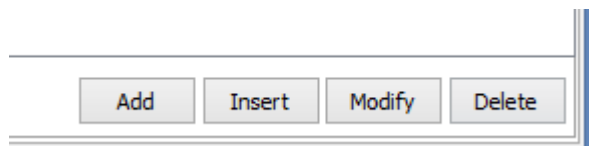
8) In Nature of the column, select the account's currency

Type of column	[120] General ledger account currency
Width	3
Title	Mon
Justification	Left justified
From position	0
On number of positions	0

Here is the result

Properties | Columns | Selection criteria | Sort criteria | Cross table

Column	Type	Title	Description	Width	Formula
1	110	account	General Ledger account	7	
2	120	Mon	General ledger account currency	3	

9) To continue with the 3rd colum, click on add

| Add | Insert | Modify | Delete |
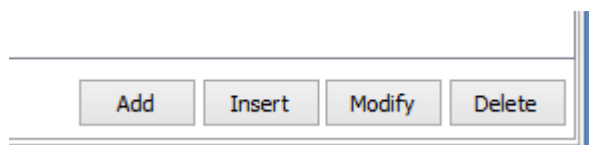
10) In Nature of the column, select Account title

Type of column	[125] Account description
Width	30
Title	Account description
Justification	Left justified
From position	0
On number of positions	0

11) To continue with the 4th column, click add

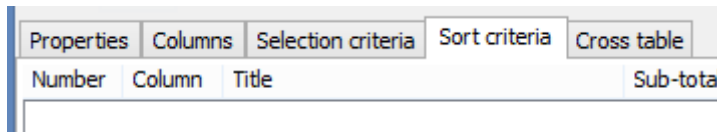12) In Nature of the column, select Amount in reference currency

   And in the vertical sub-total, as shown in the screen below:

Type of column	[630] Amount in book keeping currency
Width	31
Title	Amount in book keeping currency
Justification	Right justified
Sub-total	No sub-totals
	☐ Change signs
Decimals	2 ◉ Use the currency's number of decimals
	○ Use the column's number of decimals
Rounding factor	0
Condition	Whatever the value

The result of the four columns is shown as follows:

	Properties	Columns	Selection criteria	Sort criteria	Cross table		
Column	Type	Title		Description		Width	Formula
1	110	account		General Ledger account		7	
2	120	Mon		General ledger account currency		3	
3	125	Account description		Account description		30	
4	630	Amount in book keeping cur...		Amount in book keeping currency		31	

13) Sort your data by clicking on the Sorting criteria tab

Properties	Columns	Selection criteria	Sort criteria	Cross table	
Number	Column	Title			Sub-total

This option lets you arrange the elements in a given order and provides sub-totals according to the sorting cireteria.

14) To continue click the add button

Like with the other option, sorting will be based on the input order of the columns.

Selecting this option, you will be in a table where each line corresponds to a sorting choice.

To use a search criterion, just select the column, like for example account, and validate with ok.

Column of selection	account
From position	0
On number of positions	0
☐ Page break	
☐ Sub-total	
☐ Display the text	

Here is the result of the sorting line

Properties	Columns	Selection criteria	Sort criteria	Cross table			
Number	Column	Title		Sub-total	Page break	From	On
1	1	account		☐	☐	0	0

You may accumulate sorting. However, be careful of the coherence of your choices and do not forget that if there is a change in the column, you will need to change the sort order accordingly, the same as at the time of selection!

15) To use a search criterion, click on the Search criteria tab

Properties	Columns	Selection criteria	Sort crite
Number	Column	Title	
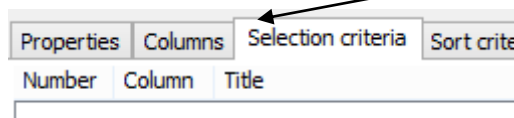
This option will appear as soon as you have input columns. Specify search criterion to consider – or not – certain elements in the entered columns.

As with defining columns, the programme will propose a table with lines.

By typing the first line, the programme will display the list of existing columns.

Add two selection lines as follows:

Number	Column	Title	Criteria
1	1	account	>30000
2	1	account	<50000

Properties | Columns | Selection criteria | Sort criteria | Cross table

Here are the commands to use :

= to specify identity,

< to specify inferiority

> to specify superiority,

>= greater or equal to,

<= smaller or equal to,

<> different from

.AND. to add,

.OR. to determine an alternative,

.INC. included,

.EX. excluded.

17) Save your report, name it and finish with the Save button

Ce PC ▸ Documents ▸ GIT-MANUELSutilisation   Rechercher dans : GIT-N

01.report general ledger

Journal report (*.rjn)

ssiers   Enregistrer

18) Preview your report

MULTIW16 - Print journal report

| Settings | Sort criteria | Selection criteria | Multi-company | Format | Spread-sheet | Font | Printer |

☑ Filter on dates

From 01/01/16   To 31/12/16

☑ Including provisional entries

From 2   To 9

☑ With posted entries

From 1   To 1

From 0   To 0

| Preview | Print | Spreadsheet | E-mail | Close |

And here is the final result:

01.-Rapport sur le journal

Compte	Mon	Intitulé du compte	Montant en monn
34000	CHF	Ventes brutes prestations	-1851.85
34000	CHF	Ventes brutes prestations	-2407.40
34000	CHF	Ventes brutes prestations	-740.75
34000	CHF	Ventes brutes prestations	-5555.55
34000	CHF	Ventes brutes prestations	-3703.70
34000	CHF	Ventes brutes prestations	-7407.40
34000	CHF	Ventes brutes prestations	-3703.70
34000	CHF	Ventes brutes prestations	-5555.55
34000	CHF	Ventes brutes prestations	-7407.40
34000	CHF	Ventes brutes prestations	-8333.35
34000	CHF	Ventes brutes prestations	-6481.50
34000	CHF	Ventes brutes prestations	-5555.55
34000	CHF	Ventes brutes prestations	-5555.55
34000	CHF	Ventes brutes prestations	-6018.50
34000	CHF	Ventes brutes prestations	-11111.10
34000	**CHF**	**Ventes brutes prestations**	**-81388.85**
42000	CHF	Achats de marchandises	996.30
42000	CHF	Achats de marchandises	7407.40
42000	**CHF**	**Achats de marchandises**	**8403.70**
42720	CHF	Frais de transport à l'achat	555.55
42720	**CHF**	**Frais de transport à l'achat**	**555.55**
44000	CHF	Prestations de tiers	2407.40
44000	**CHF**	**Prestations de tiers**	**2407.40**
Total			**-70022.20**

5.2.2 Report on accounts

This menu is similar to the previous one. You can create column reports, for example a report with an initial balance column, a movements of the month column and a final balance column.

From this report menu, select the option report on accounts.

⊿ · Column type reports
    ⋮── **Journal entries reports**
    ⋮── **Accounts reports**
    ⋮── **Client reports**
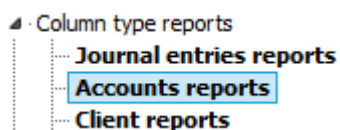
We will just present the structure of the report as the procedure is the same as the one applied for journal reports.

PME16 - Impression de la définition du rapport en colonnes

Colonne	Nature	Titre	Description	Largeur	Formule
1	2	Compt	Compte	5	
2	3	Mon	Monnaie du compte	3	
3	4	Intitulé du compte	Intitulé du compte	30	
4	7	Solde d'entrée e	Solde d'entrée en monnaie de réf	16	
5	905	Mouvements provi	Mouvements provisoires en monn	16	
6	19	Solde en monnaie	Solde en monnaie de référence	16	

Here is the report :

Compt	Mon	Intitulé du compte	Solde d'entrée	Mouvements pro	Solde en monnai
10000	CHF	Caisse	0.00	36200.00	36200.00
10100	CHF	CCP	0.00	0.00	0.00
10200	CHF	Compte courant UBS CHF	0.00	446094.00	446094.00
10210	EUR	Compte courant UBS EUR	0.00	-7200.00	-7200.00
10230	USD	Compte courant UBS USD	0.00	5000.00	5000.00
10500	CHF	Placements	0.00	0.00	0.00
10510	CHF	Placements à terme	0.00	0.00	0.00
10600	CHF	Titres	0.00	60000.00	60000.00
11000	CHF	Créances envers des tiers	0.00	152300.00	152300.00
11700	CHF	TVA récup.s/achats & services	0.00	1200.40	1200.40
11760	CHF	Impôt anticipé à récupérer	0.00	0.00	0.00
11900	CHF	Actifs transitoires	0.00	0.00	0.00
12000	CHF	Stocks	0.00	0.00	0.00
12100	CHF	Matières premières	0.00	0.00	0.00
12600	CHF	Produits finis	0.00	0.00	0.00
12800	CHF	Travaux en cours	0.00	0.00	0.00
14000	CHF	Participations	0.00	0.00	0.00
14400	CHF	Prêts accordés	0.00	0.00	0.00
15000	CHF	Machines et appareils	0.00	0.00	0.00
15150	CHF	Mobilier	0.00	0.00	0.00
15200	CHF	Informatique	0.00	1018.50	1018.50
15300	CHF	Véhicules	0.00	0.00	0.00

5.3 Reports using formats

For this section, a separate manual is available and can be downloaded from our website at the following address:

http://www.git.ch/fileadmin/user_upload/manuels/Manuel%20formats.pdf

5.4 Matrix reports

Matrix reports allow you to issue lists quickly using cross tabulation.

From the Reports and formats menu select Matrix reports
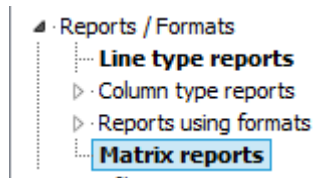
As an example, we will describe how to produce a report showing a statement of sales per month.

01.- Rapport des ventes par mois

	1	2	3	4	5	6	7	8	9	10	11	12	Total
32000	0.00	0.00	(537.05)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(537.05)
34000	(21,666.65)	(59,722.20)	(85,092.55)	0.00	0.00	0.00	0.00	(36,944.45)	0.00	0.00	0.00	0.00	(203,425.85)
Total	(21,666.65)	(59,722.20)	(85,629.60)	0.00	0.00	0.00	0.00	(36,944.45)	0.00	0.00	0.00	0.00	(203,962.90)

1) Click on the following icon :
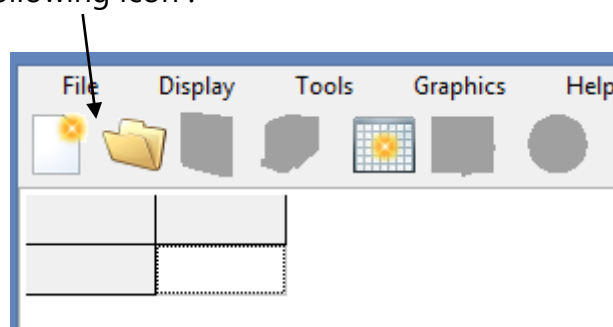
2) General settings are indispensable settings for what comes next. This will be explained:

   Matrix name: A completely free description, for our example we used 01.- monthly sales report

   Columns : There are several options depending on your licence:
   GL : to display accounts in the General Ledger columns.
   Period : displays the months in the columns
   Currency : with a multi-curency licence, you can have results in columns by currency
   Companies : with a multi-company licence you can have results in columns by accounting company.

Paid and settled invoices: with a multi-company licence you can have results in columns by accounting company.

In our example, we have selected the **period** to be in column

Lines : only one option for the moment :
GL : to display accounts in the lines of the General Ledger.
Display totals: this options is checked to obtain totals by column and by line.

Amounts : We have selected **Movements** in our example, but you can also use balances if you want to display balance sheet accounts.

With provisional and accrual book entries : you must at least check one of the options.

Finally, our choices are displayed in the following table:

3) Click next to continue

4) In the column options, just indicate the frequency and period beginning and end

5) Click next to continue

6) In the line options, you must consider a few parameters, sucn as filter and code and tag display; we advise you to keep the one suggested in the example. Accounts 3001 and 3070 sales account *?* of the chart of accounts.

7) Click next to continue

Here is the final result

	1	2	3	4	5	6	7	8	9	10	11	12
3001 - Achats matières premières	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3002 - Achats marchandises	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3003 - Achats divers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,500.00)	(9,000.00)
3060 - Frais	0.00	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)
3065 - Frais société	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3070 - Escomptes Obtenus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(1,054.70)	(5,554.70)	(10,054.70)

8) Save your report : and name it.

Nom		Modifié le
		Aucun élé

ier : 01.report on sales

pe : Matrix definition (*.mtx)

6. Frequent operations

In this chapter, we will mainly review currency revaluation, carrying-forward accounting and initial balance.

6.1 Currency revaluation

This chapter is addressed solely to multi-currency licence holders
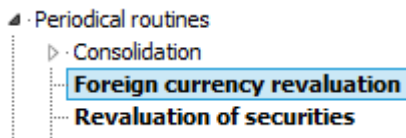
Your accounting is kept in several currencies. You will be required to revalue exchange rates, if only at the end of year, at fiscal rates.
This option enables these operations, for as many times as you wish.

Revaluation of accounts lets you verify gains and losses realised on currencies at any time during the fiscal year. Furthermore, you can automatically clear the corresponding book entries.

6.1.1 Print the revaluation chart

This option lets you print foreign currency accounts with their specificity in terms of level of revaluation.

Select Print the chart of accounts
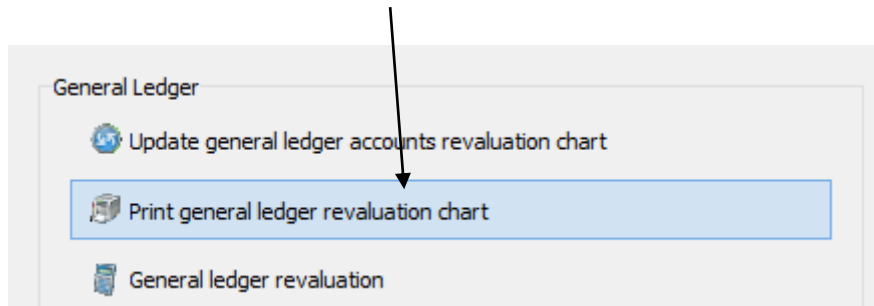
Specify from which account…. And up to which account you wish to display or print your chart.
Do you also want to display/print non- revalued accounts ?
Here is an example of a print-out:
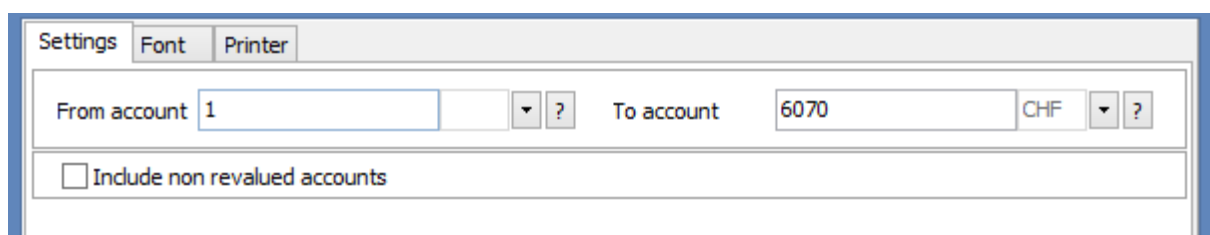
SOCIETE MULTI - MONNAIE S MULTIW-16
General ledger revaluation plan

Account	Description	Bal/Mvts	Exchange rate	exchange gains	Exchange rates losses
1020 EUR	banque euro	Balance	Closing	4996	4996
1020 USD	Banque XYZ en USD	Balance	Closing	4995	4995

6.1.2 Revaluation of General Ledger accounts

To do so, use the second option: revaluation of accounts
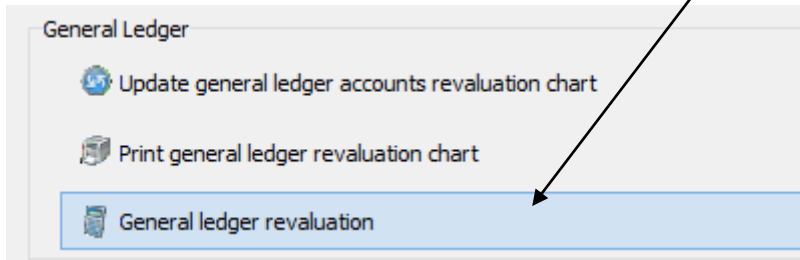
You must answer the following questions : from account to account, currency, cut-off date, movement dates.

First scenario: you only wish to do a simulation, for example, for verification. Just keep unchecked the option : Issue revaluation book entries.

Click next to continue, a new window will appear:

Click next to continue, and Launch to start processing.

A new window will appear with the result; click on preview to see all the detail:

| 1020 | EUR | banque euro | | CHF | 27020.01 |
| 1020 | USD | Banque XYZ en USD | | CHF | 72400.00 |

Operation time : 00:00:00

SOCIETE MULTI - MONNAIE S MULTIW-16

Foreign currency positions revaluation (general-ledger)

As at : 30/06/16, Movements since : 01/01/16

Accoun	Curr	Text	Analysis code	Anal	Balance in currency	Historical rate	Historical balance	New rate	New balance	Difference	P&L ac
1020	EUR	banque euro			27020.01	1.2500	33775.01	1.0865	29357.24	-4417.77	4996
1020	USD	Banque XYZ en USD			72400.00	1.0870	66608.00	1.0000	72400.00	5792.00	4995
							100383.01		101757.24	1374.23	

Second scenario : you want to revalue with transfer book entries, in this case, check this option

Click on next; a new window will appear and the programme will ask you to specify the journal code (if you are in multi-journal), the document number, if you want to increment the document number of each book entry. It will also prompt a tag with "Revaluation at current date".

2 Entry generation settings

● Provisional entries	○ Adjustment entries

Journal	AC ▼
Voucher	☑ Increase the voucher number for each entry
Text	Revaluation at 30/06/16 ▼ ?
Text	▼ ?

☑ Book gains

Click next to continue; a new window will appear:

Settings	Format	Font	Printer

☐ Sort and sub-totals by currency

Click next to continue, and launch to start porcessing.

A new window will appear with the result; click on preview to see the detail

```
1020   EUR   banque euro           CHF    27020.01
1020   USD   Banque XYZ en USD     CHF    72400.00

Operation time : 00:00:00
```

SOCIETE MULTI - MONNAIE S MULTIW-16

Foreign currency positions revaluation (general-ledger)

As at : 30/06/16, Movements since : 01/01/16

Accou	Curre	Text	Balance in currency	Historical rate	Historical balance	New rate	New balance	Difference	P&L ac
1020	EUR	banque euro	27020.01	1.2500	33775.01	1.0865	29357.24	-4417.77	4996
1020	USD	Banque XYZ en USD	72400.00	1.0870	66608.00	1.0000	72400.00	5792.00	4995
					100383.01		101757.24	1374.23	

The programme will analyse the currency of each account and attribute gains/losses in the accounts corresponding to the currency.

For each foreign currency account under revaluation, the difference from the exchange rate is calculated and generates a new book entry.

Now go to book entry input, you can see that the programme has created two revaluation book entries.

Click on one of them, let's look as the details of the generated book entry.

You can see on this screen that only the balance in the reference currency has been updated and that the counterpart was transfered onto the results account specified during the configuration of the foreign currency account (in our case account 68600).

6.2 Carry-over accounting

In this chapter, we will explain the creation and retrieval of previous year accounting; these operations are easy to do.
Select the carry-over accounting option.

6.2.1 Creating a new accounting period

This operation creates a new file on your hard drive. Profits & losses accounts will be set to zero and the result will be transferred to a balance sheet account selected by the user. This operation is required every year.

> *You are not obliged to close the current accounting plan to create a new one. WinEUR lets you work on two accounting plans simultaneously.*

Click first on Create a new accounting plan.
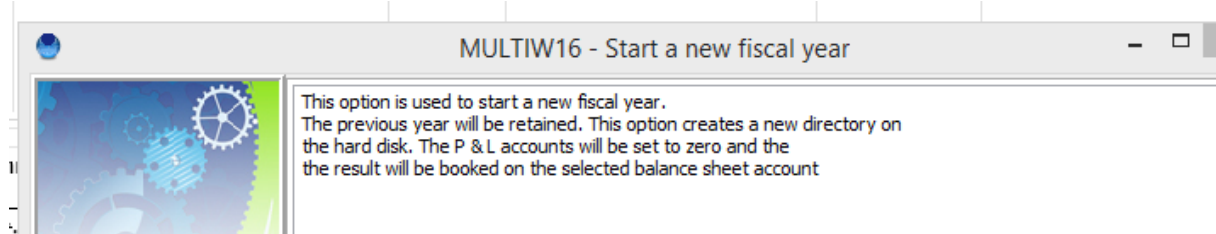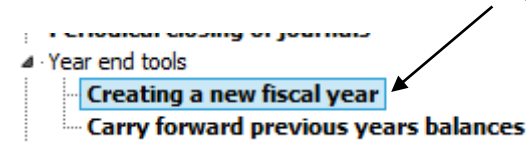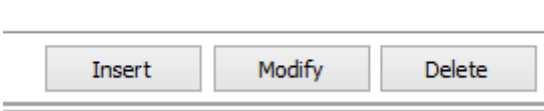
In our example we will create year 2017 for company SME that will become SME17; follow these steps.

Specify the P&L accounts that must be set to zero (from account… to account…) and on which account the balance must be transferred.

If it is the first time you perform this operation, you will see an empty table that must be completed.
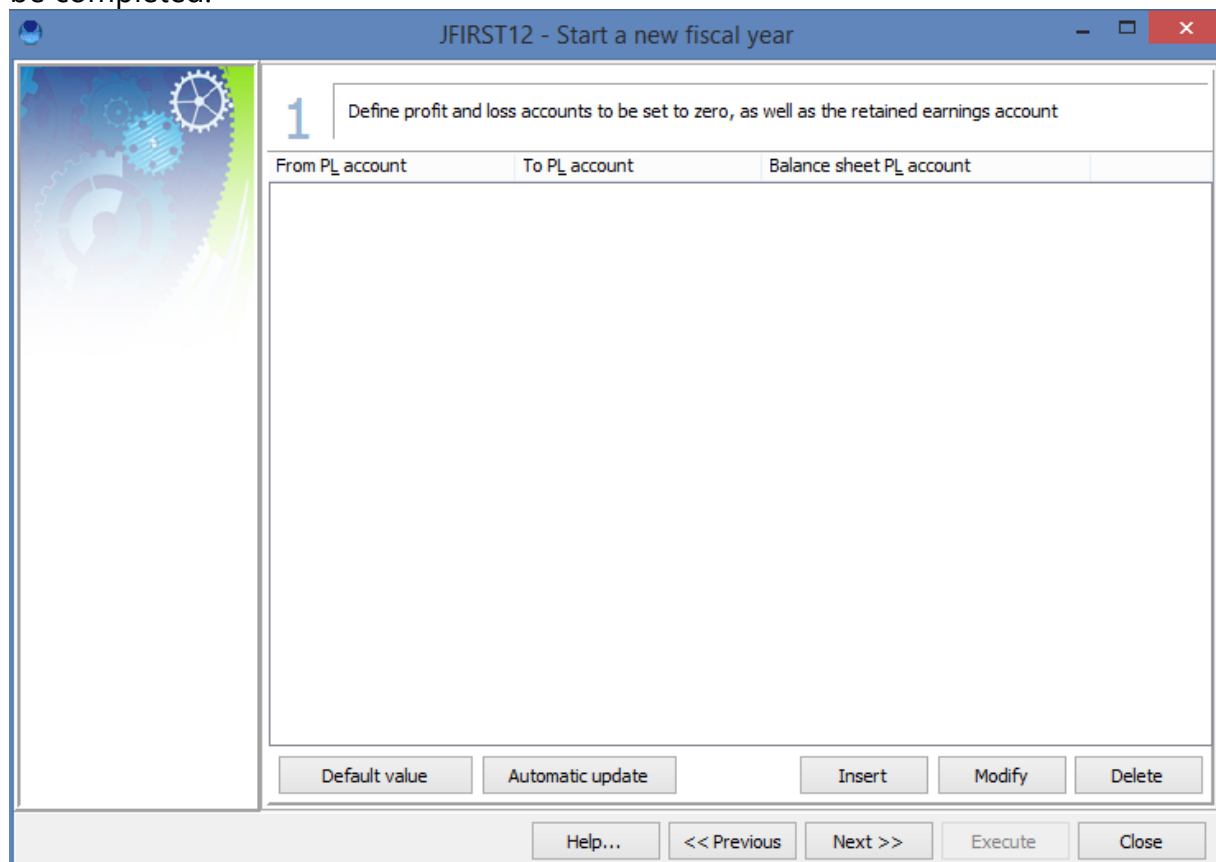
To do so, click on Insert

A new window appears, with three different fields to be completed

Indicate your first profits and losses accounts; in our example, we will indicate 3 which refers to our Sales account.

Indicate your last profits and losses account; in our example, the account 89010.

You are required to create or indicate the balance sheet account in which the remaining balance will be transfered; the first time, you are required to create this account; in our example we will create the remaining balance account 29900.

A confirmation message enables the creation of this accounts.
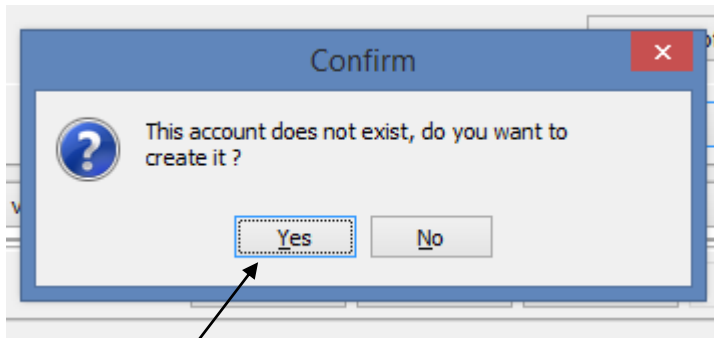
Answer yes and you are in the in creation mode of a new account of the chart of accounts. Fill in the fields as shown in the following example and validate with Ok.
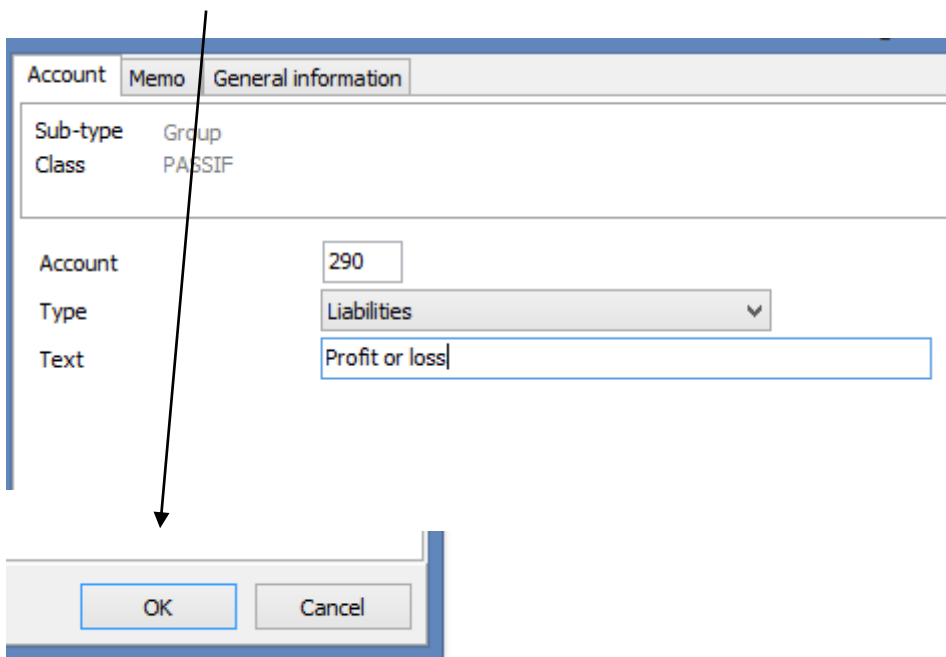
The screen below summarises the various account settings; it is important to check and start over in case of error.
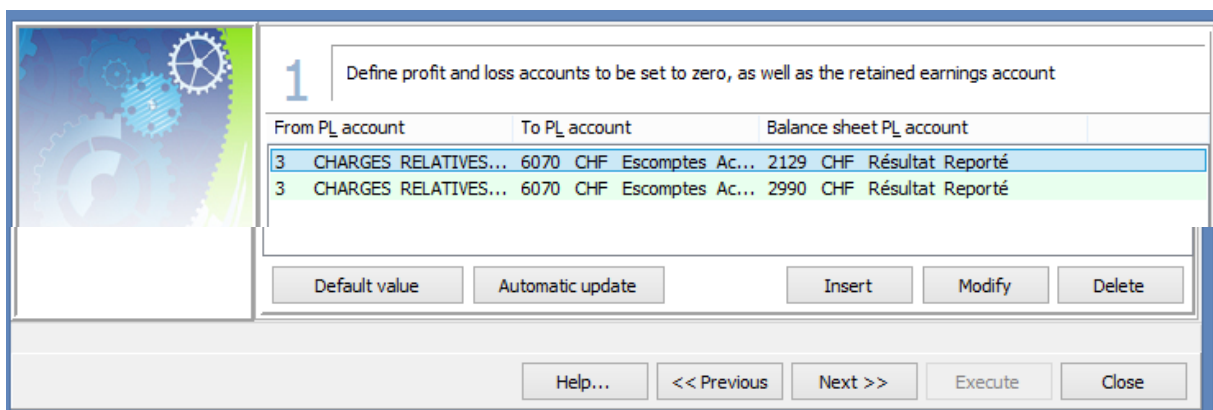
Click next to continue
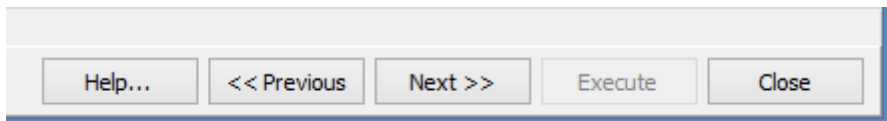
In the next window, by default, do not activate the two settings.
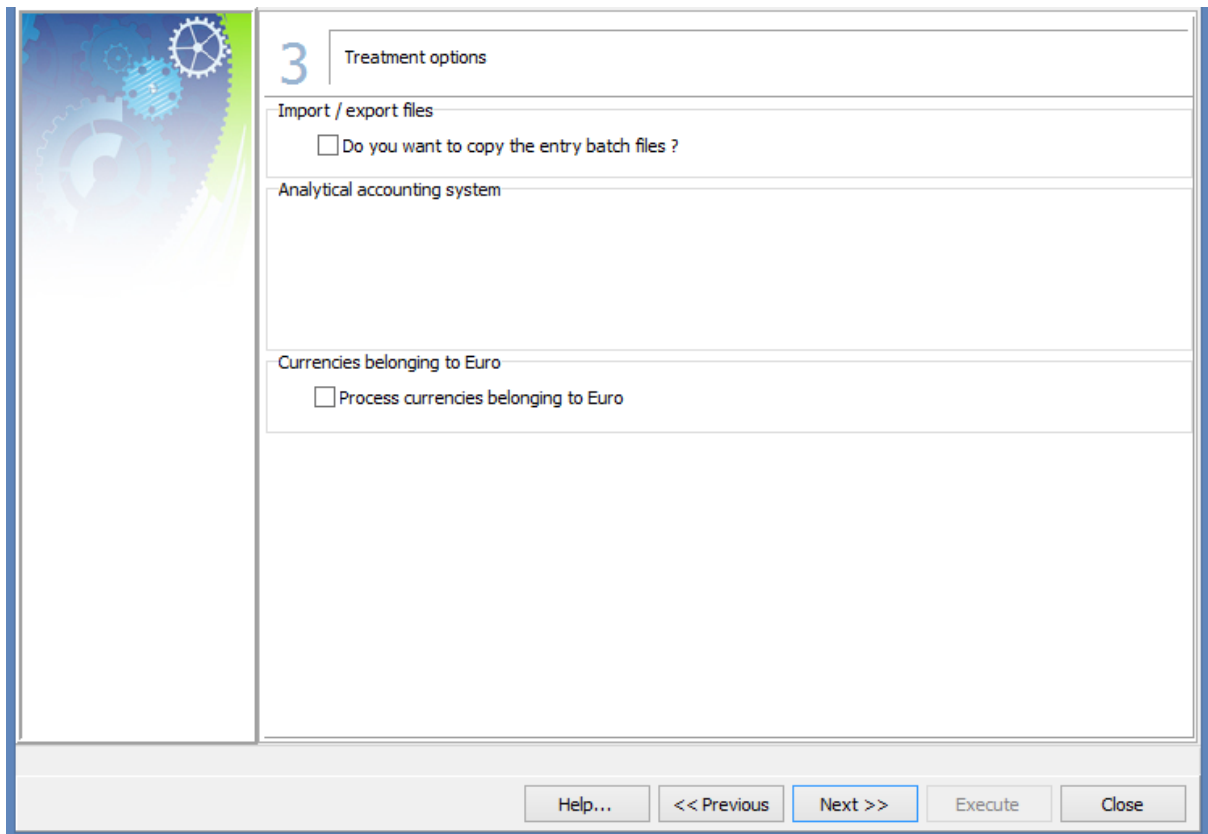
To finalise the process, click Launch
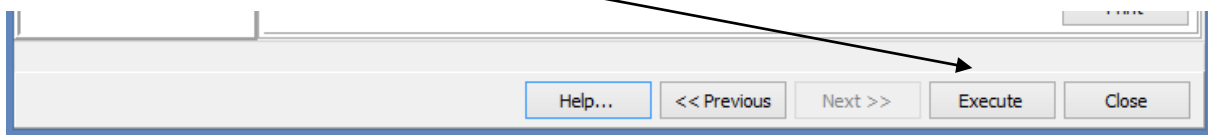
To finish, leave this screen and go back to the list of companies; you can see the programme has created the new year MULTIW17.
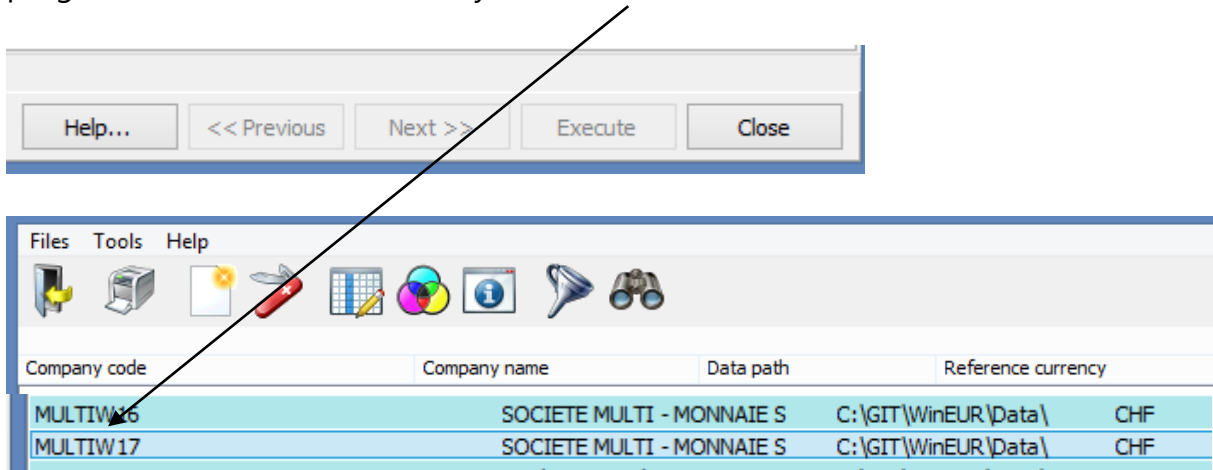
6.2.2 Resume the previous year's accounting

You kept your accounting with this programme for a full fiscal year. You have carried-over accounting and have already started the following accounting year.

Let's say your fiduciary, after verification, gives you a few closing book entries. You input them in the accounting of the previous year. To update the 2017 accounting plan you are required to carry-over the accounting of the previous year.

This entails actually carrying over accounting once more, into the current year but without deleting the cleared and provisional journal, balances, etc.

Start by selecting Resume previous year's accounting
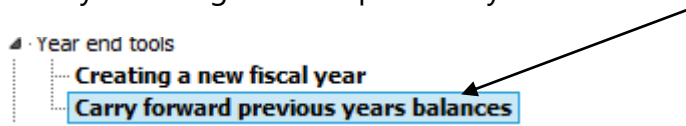
The programme will ask the same question as when creating a new accounting plan, i.e. indicate the P&L accounts to set to zero (from account... to account....) and on which account the programme should transfer the balance.

Here you can modify the data of the report, for example if new accounts have been created.

Once the information is completed, the programme will ask two additional questions:
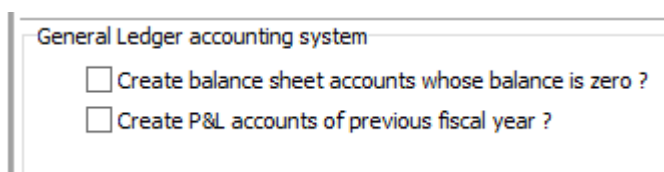
It is strongly advised to run data diagnostics of the previous year before performing these operations.

You can carry-over as many times as necessary.

6.2.3 Initial balance

The initial balance is not always updated from the start. Indeed, it often happens that you don't have all the infomration from the outset of accounting. Insert or edit at all times.

Also, the programme lets you manage two accounting years simultaneously. You can start a new accounting year and wait to close the other one later. In this case, as soon as the previous accounting year is "closed", it is possible to carry-over the balances into the new accounting year, without losing all your work.

The programme was designed so that carrying-over the accounting automatically transfers accounts into the next year, without having to do so manually. The advantage of this system is to always allow a review of prior accounting, balances of assets and liabilities accounts and their movements, to compare accounting years, etc.

This flexibility in terms of initial balance update has, as ever, its advatanges and disadvantages. The user must be knowledgeable and competent.

There are two ways to set the intial balance.

The first is manually, either because it is the first time or because there are few elements to modify.

The second is semi-automatic, taking up elements from the previous year. This entails having already used this programme for accounting purposes.

To start go the General accounting menu
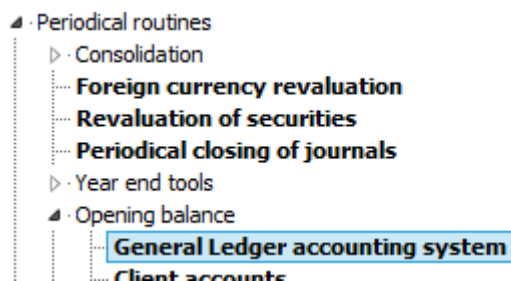
As soon as you select this option, the following screen will appear:
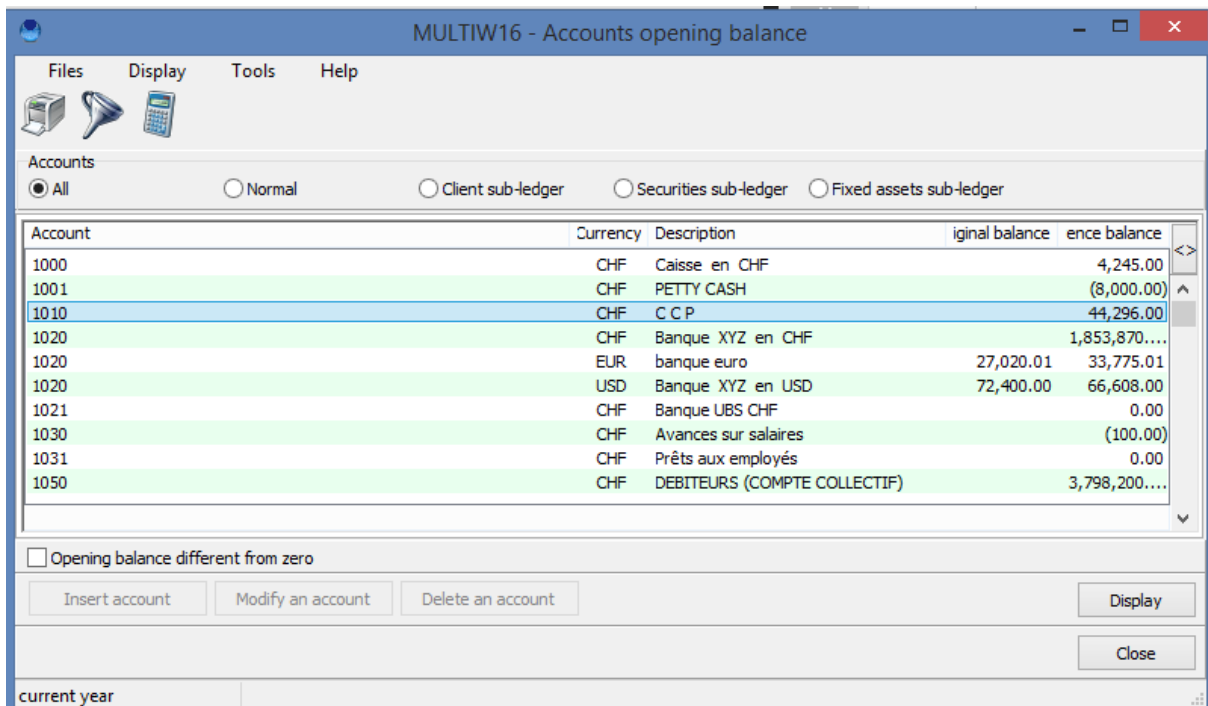
As you can see, the list of accounts includes not only balance sheet accounts but also P&L accounts. This is for two reasons:

- Firstly, the programme uses the notion of initial and balance at year-end of the previous year. Thus, for balance sheet accounts, both balances will be the same, but for P&L accounts, the initial balance will be zero and the balance of the previous year will be the final balance. When carrying-over accounting, all balances are automatically updated (initial and year-end of previous year balances).

- Secondly, with this system it is possible to start account mid-year if you don't want to start all over again. Use the initial balance as a balance at specified date. Balances of the previous year will be used as initial balance. When carrying-over accounting, just edit the dates for your accounting year. Be wary of comparisons. They do not always reflect reality.

The programme recognises the nature of the amounts to be introduced in the following manner:

Amount in debit: type the numbers without a plus-minus sign, ex. CHF. 1200.- in debit, type 1200. No need to specify decimals, they will be set to zero. For the separation of units and decimals, it depends on the settings of the programme or company.

Amount in credit: before typing the corresponding numbers, you must *tape*? the minus sign (-), either on the main keyboard, or digital keyboard, ex. 1200.- in credit: type « -1200 », or « 1200) followed by minus. It is with this sign that the programme

will know if that the amount is in credit. In general, amounts in credit are displayed between brackets.

As soon as you input the initial balance and validate, the programme will suggest by default the same balance in the field for the previous accounting-year.

Once this information has been entered, the screen will return to the list with the updated account. You can go to the next.

A few examples of input screens:

To input a balance, place the mouse on the selected account and type <ENTER>. Landing on the following screen:

First input amount in debit without decimals.

Once both balances are validated, the screen returns to the initial list with the account updated.

Account	Currency	Description	iginal balance	ence balance
1000	CHF	Caisse en CHF		4,245.00
1001	CHF	PETTY CASH		(8,000.00)
1010	CHF	C C P		44,296.00
1020	CHF	Banque XYZ en CHF		1,853,870....
1020	EUR	banque euro	27.020.01	33.775.01

Input amount in credit without decimals.

Presentation of amount in credit.

Account		Currency	Description	Original balance	:ference balance
1000		CHF	Caisse en CHF		4,245.00
1001		CHF	PETTY CASH		(8,000.00)
1010		CHF	C C P		44,296.00
1020		CHF	Banque XYZ en CHF		1,853,870.17

With a foreign currency account, the programme requires balances in original and reference currencies.

Account	Currency	Description	Original balance	Reference balance
1000	CHF	Caisse en CHF		4,245.00
1001	CHF	PETTY CASH		(8,000.00)
1010	CHF	C C P		44,296.00
1020	CHF	Banque XYZ en CHF		1,853,870.17
1020	EUR	banque euro	27,020.01	33,775.01
1020	USD	Banque XYZ en USD	72,400.00	66,608.00

If you want the programme to automatically input the balance in reference currency, just input the closing exchange rate. Otherwise, you are required to input both amounts.

And this is the result.

| 1020 | | CHF | Banque XYZ en CHF | | 1,853,870.17 |
| 1020 | | EUR | banque euro | 27,020.01 | 33,775.01 |

Remember, it is not mandatory to update the balance before starting input of book entries, or even complete it. However, you must know that at all times the programme shows accounts including the intial balance. The results are this in consequence.

7. WinEUR utilities

The utilities menu is accessible only to users with sufficient access rights.

All theses options bear risk either because they modify the fundamental structure of accounting or because they induce definitive action.

Only the ACCOUNTING DIAGNOSTICS bears no consequence. It only shows the state of the data and indicates potential errors.

In general, we advise you to save your data before using one of these options.

This option allows you, afterwards, to modify most of the elements of your company's settings.

We won't go into detail; just refer to section 2.1.

However, remember it is possible to modify, to a certain degree, the following elements:

7.1 Company settings

This option lets you, at all times, modify most of the elements of company settings.

We won't go into detail, just refer to section 2.3.

To start using this feature, click on Company settings:
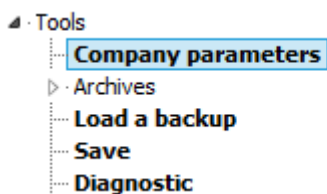
For general settings:

Currency code cannot be modified.

With regards to accounting settings at creation, we have additional information, such as :

Start and end of movements
Input period from ...to...

Length of account numbers cannot be modfied.

7.2 Company diagnostic

Run data diagnostics after getting stuck, crashing, encountering issues, etc.... or just in case of doubt.

Diagnostics is meant to indicate if the data can be read, is comprehensible and logical from an IT standpoint. To do so, click on Diagnostic
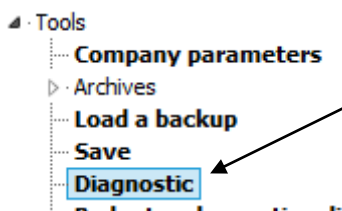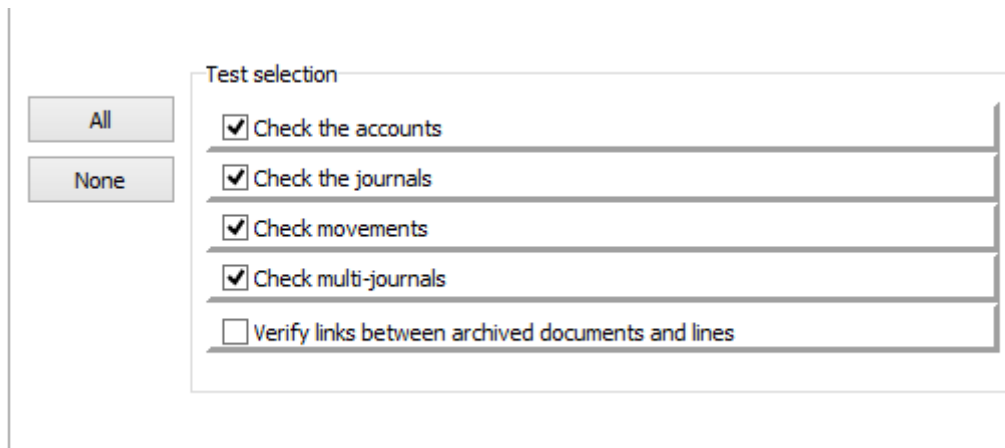
For example, diagnostics will check if:

- All accounts are indeed referenced where they are supposed to be.

- All book entries are dated within the beginning and end of the accounting year.

- All book entries are made up of at least two lines and that the total of debits and credits equals zero.

- The existence of all acounts in the General Ledger, for all currencies.

- the total balances of intial balance (equal to zero), etc.

In other words, it will cross-check and count with statistical and logical type verifications in consideration of data unavailable to the user.

By selecting this option, the programme displays the following screen:

Test selection

All	☑ Check the accounts
None	☑ Check the journals
	☑ Check movements
	☑ Check multi-journals
	☐ Verify links between archived documents and lines

NOTES

- The programme will suggest by default complete verification of all files. It is important to perform all tests.

- Diagnostics are not multi-user options; no one should or try to work at the same time.

Launch with the Launch button

Cancel	Execute
<< Previous	Next >>	Close

You will get the following results page:

You can also review in detail the list of errors and warning with the Errors tab:

7.3 Backup

This menu lets you save only the company you are currently in.
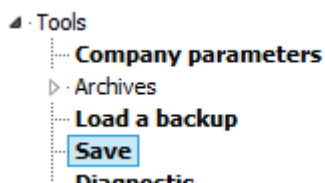
If you are in multi-user mode, make sure the other users have exited the programme; it is also required to close all windows, modules and features of the WinEUR programme.

Usually backups occur regularly and automatically with the server; however, if you have installed on a local server, you are required to back up manually on a regular basis.

Go the backup menu, the programme immediatly displays the backup settings and asks for a confirmation.

The programme generates different types of information that must be saved.

We note:

a) accounting data
b) central files
c) systems files

The COMPANY BACKUP option is available either in PROGRAMME UTILITIES of the company, or SYSTEMS ADMINISTRATION, or right-click on the screen with the list of companies.
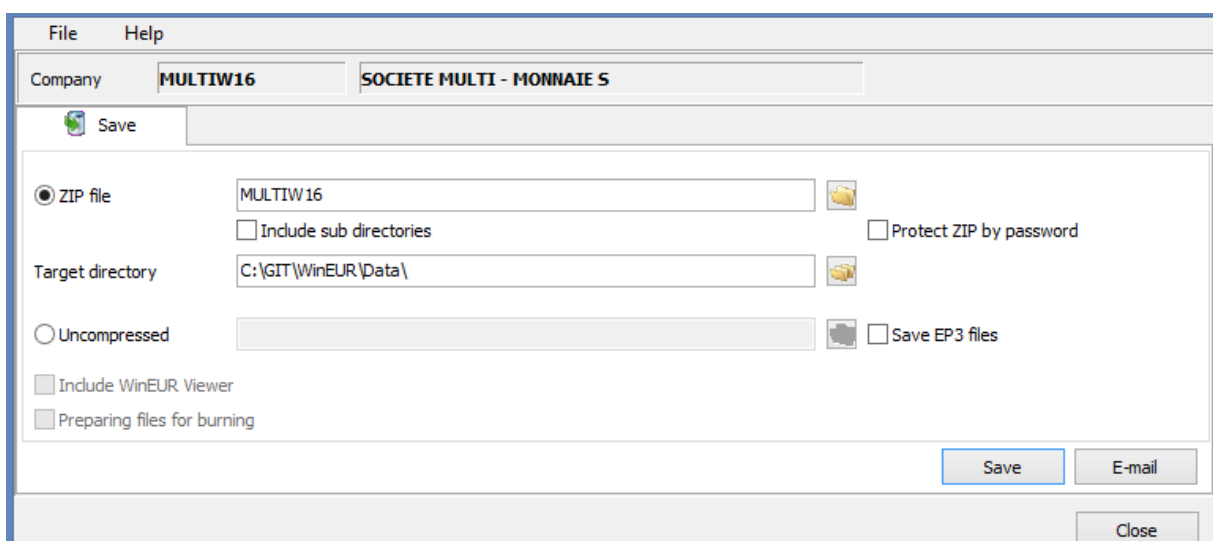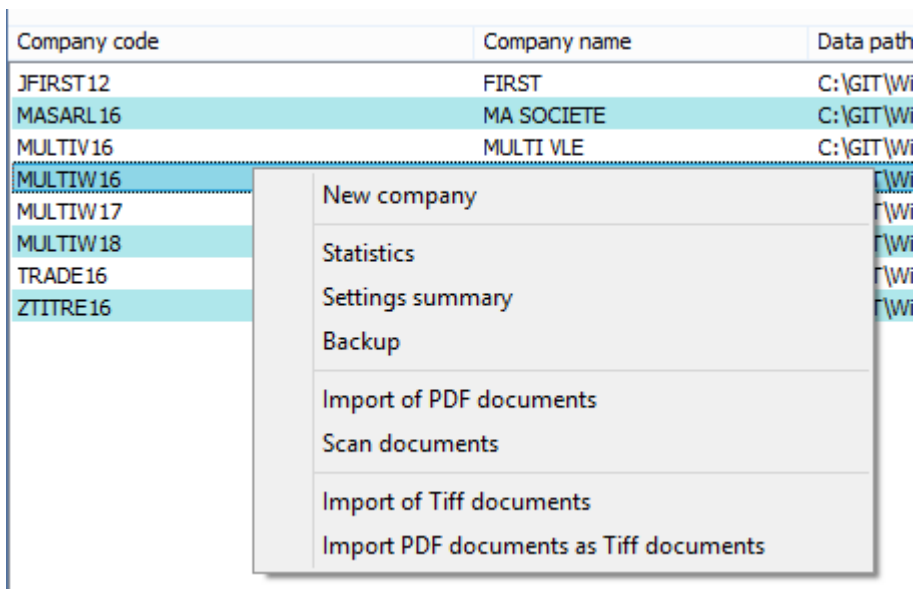
Let us explain the different settings:

The following field is always proposed by default and refers to the accounting company of the current fiscal year, in this case SME16; we advise you not to change this field.

It is not necessary to check the "include sub-directories"; you can however check this box if you have manually created sub-directories and want to include them in the backup file.

You can check the following field if you want to protect your backup file with a password.

The following field is the most important; you must specify where you want to save the accounting file, for example locally, on a USB key or network drive. In our example, we chose a local file.

If you want to archive your accounting on a CD or DVD, you can choose to save as uncompressed files. This feature is very useful, particularly if you have the archiving module.

The option « include viewer can only be checked for backup » of uncompressed files when saving to a CD or DVD. This option will allow access to a read-only version on all accounting.

Finally, by clicking the save button, the programme will perform the backup with the specifications of backup files, the size and time to execute as you can see here below:
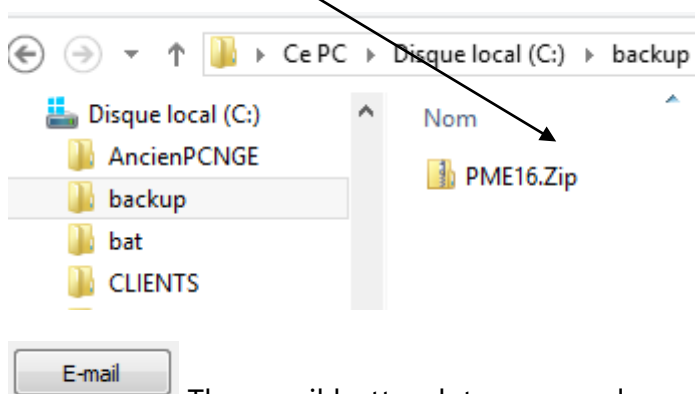
```
C:\GIT\WinEUR\Data\JFIRST12\ExtImmo.PX
C:\GIT\WinEUR\Data\JFIRST12\ExtImmo.XG0
C:\GIT\WinEUR\Data\JFIRST12\ExtImmo.XG1
C:\GIT\WinEUR\Data\JFIRST12\ExtImmo.YG0
C:\GIT\WinEUR\Data\JFIRST12\ExtImmo.YG1
C:\GIT\WinEUR\Data\JFIRST12\ExtInvoices.db
C:\GIT\WinEUR\Data\JFIRST12\ExtInvoices.MB
C:\GIT\WinEUR\Data\JFIRST12\ExtInvoices.PX
C:\GIT\WinEUR\Data\JFIRST12\ExtInvoices.XG0
C:\GIT\WinEUR\Data\JFIRST12\ExtInvoices.YG0
C:\GIT\WinEUR\Data\JFIRST12\GLTranslation.db
C:\GIT\WinEUR\Data\JFIRST12\GLTranslation.PX
C:\GIT\WinEUR\Data\JFIRST12\JNLS.BT
C:\GIT\WinEUR\Data\JFIRST12\JNLS.DTA
C:\GIT\WinEUR\Data\JFIRST12\LettrageOpeningBal.DB
C:\GIT\WinEUR\Data\JFIRST12\LettrageOpeningBal.PX
C:\GIT\WinEUR\Data\JFIRST12\LettrageOpeningBal.XG0
C:\GIT\WinEUR\Data\JFIRST12\LettrageOpeningBal.YG0
C:\GIT\WinEUR\Data\JFIRST12\MAXCO.DTA
C:\GIT\WinEUR\Data\JFIRST12\NEWFYCOR.BT
C:\GIT\WinEUR\Data\JFIRST12\REFS.BT
C:\GIT\WinEUR\Data\JFIRST12\REFS.DTA
C:\GIT\WinEUR\Data\JFIRST12\REFS.DTB
C:\GIT\WinEUR\Data\JFIRST12\REFS.DTC
60 compressed files

Size :17 KB

Backup successful

Operation time : 00:00:01

|
```

The programme will generate a compressed filed located on C: drive in the backup file named SME16


![E-mail button] The email button lets you send compressed data; this is very useful when you want, for example, to send data to your fiduciary or our technical service for internal analysis.

Depending on the settings of your email account, by clicking on this button you will access Outlook directly.
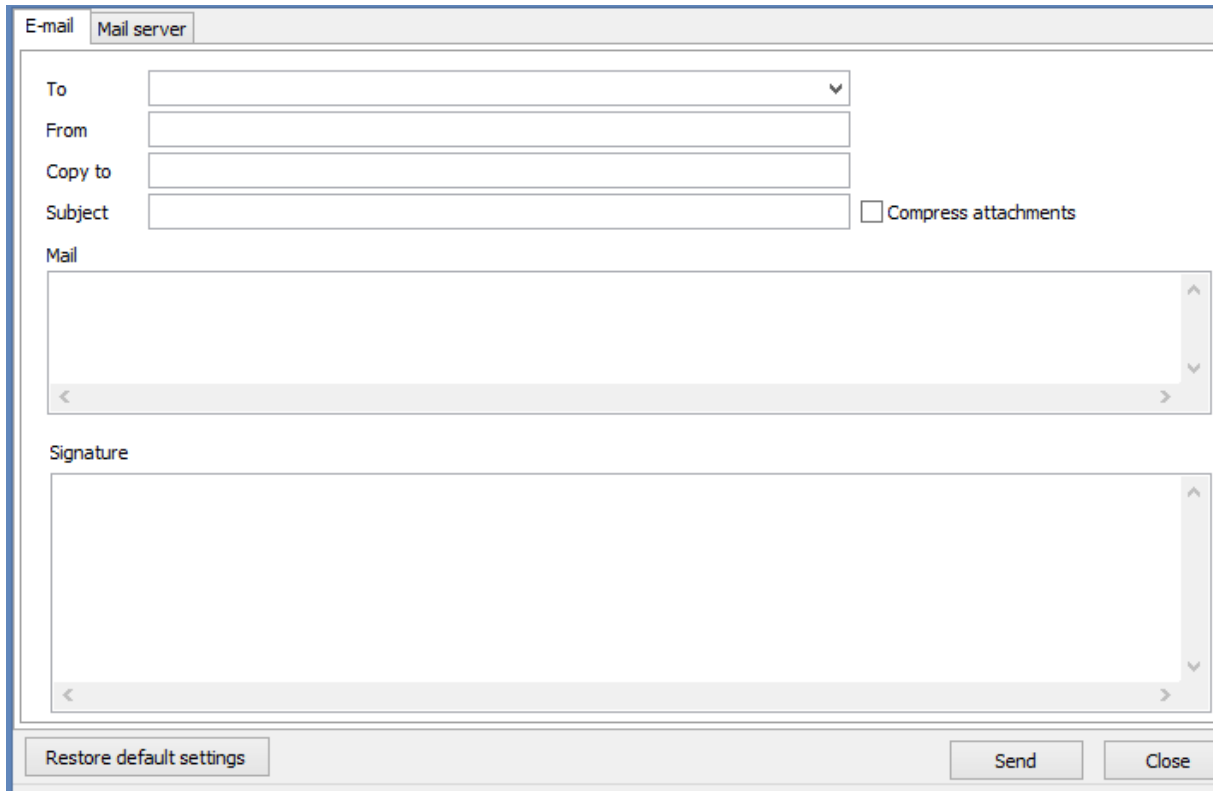
7.4 Upload a backup

This feature lets you load a saved file from a USB key, a CD of hard drive when you need to upload data. Click on Load a backup.
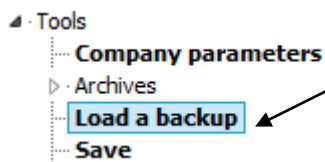
This feature requires exclusive action; all other users must exit the programme.
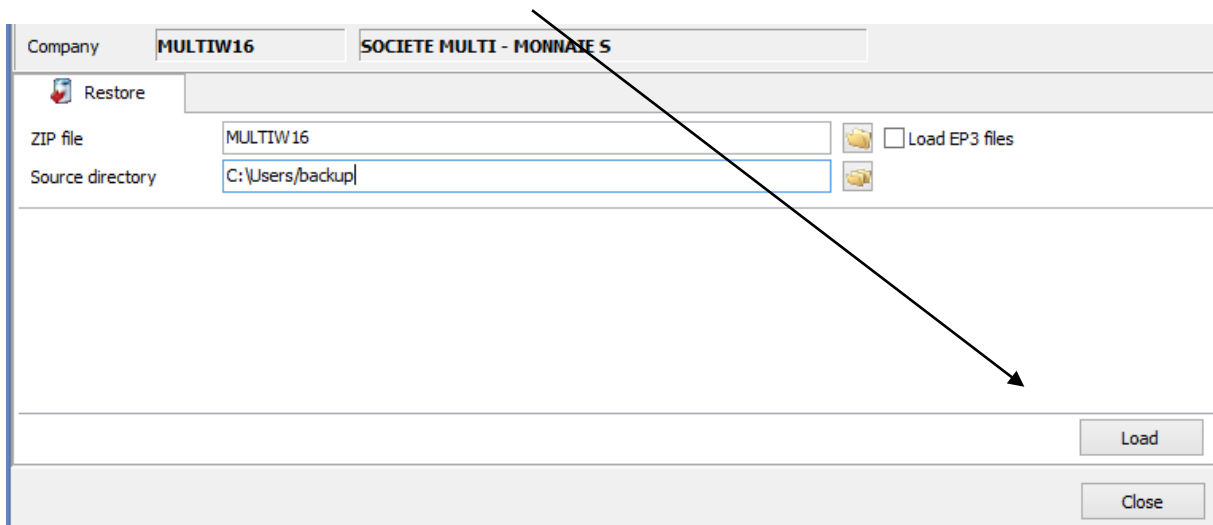
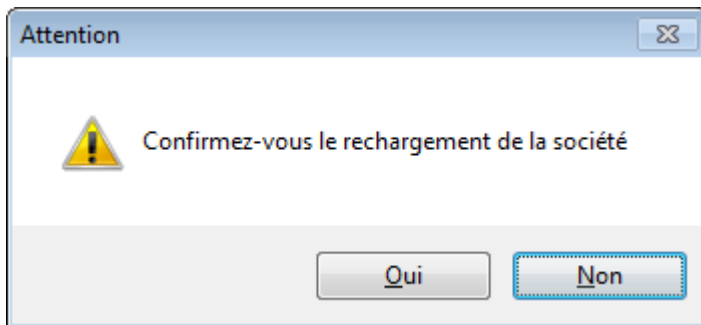The zip file is the accounting file set by default, do not touch this setting.

The source directory is the directory in which your backup is located; according to our previous example it will be the Backup directory.

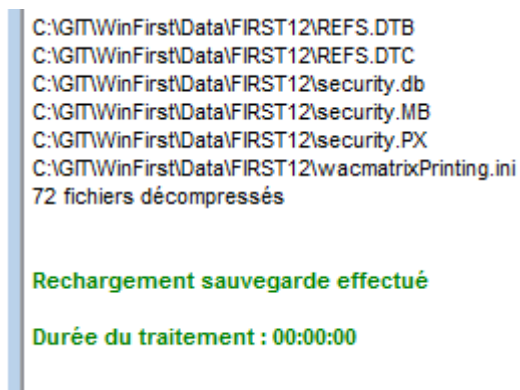Now you just have to click on the upload button.

Confirm with yes

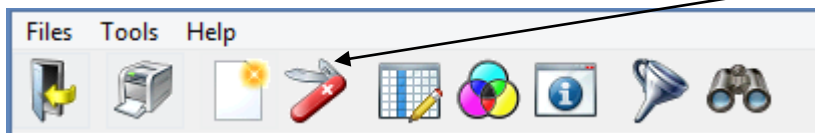An excerpt of the result is shown below

```
C:\GIT\WinFirst\Data\FIRST12\REFS.DTB
C:\GIT\WinFirst\Data\FIRST12\REFS.DTC
C:\GIT\WinFirst\Data\FIRST12\security.db
C:\GIT\WinFirst\Data\FIRST12\security.MB
C:\GIT\WinFirst\Data\FIRST12\security.PX
C:\GIT\WinFirst\Data\FIRST12\wacmatrixPrinting.ini
72 fichiers décompressés


Rechargement sauvegarde effectué

Durée du traitement : 00:00:00
```

7.5 User update

This section is part of systems administration; we will explain how to create a new user.

From the WinEUR list of companies, click on the Swiss army knife:

Then click on the Users button
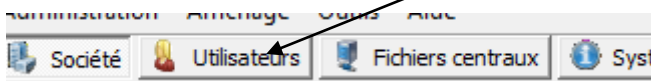
The screen shows the list of programme users; in our case admin and first.

The first **ADMIN** user contains a password hidden with asterisks, the second user **VICENTE** has no password; the password is not required, but, for security reasons, we advise you to use one.

The small army knife indicates that you have all rights on the accounting company.

The RI column (R=read / I=input) column shows the level of user rights; R15I15 means you have maximum rights as you are the programme administrator.

We advise you to call on our services to set up access control by user. The systems administrator creates different user codes, gives them a password and specifies to which companies the user has access.

We will create a new user with a password; to do so, click on insert

| Insert | Modify | Delete | Utilities |
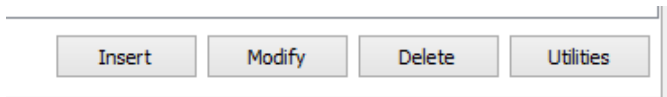
We will create the user LARA with a password and admin rights.

After validating, here is the summary of users: