

# Accounting Made Easy

2018

*Turbo***CASH**  
Accounting Software



# Accounting Made Easy

Your guide to Accounting and TurboCASH5

A Tutorial

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# WELCOME to TurboCASH

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Thank you for choosing the *TurboCASH5* program. This program is easy to use, but an exceptionally powerful accounting program. This program allows you to set up your accounting system quickly and then adjust it to according to your own requirements.

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

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

*TurboCASH5* can be customised to accommodate virtually any business' requirements. The program is so versatile, that, if your business expands and you change to another form of ownership, (e.g., from sole proprietor to partnership, close corporation or company) or even if need to you register or de-register for VAT/GST/Sales tax, *TurboCASH* can accommodate these changes with ease.



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

*Failure to setup the program correctly will yield incorrect results.*

*Fortunately you do not have to worry about this. If this is the first time that you are using the software then it is best to use the EXAMPLE set of books installed for your country rather than creating your own Set of Books. The fewer changes you make to this the better.*

If you have never used *TurboCASH* before, time should be well spent doing the Handyman tutorial before launching into your own Set of Books. When *TurboCASH* is set up correctly, you, as the user, will enjoy the benefits of increased financial control of your enterprise. Each business entity is different from the next. It is for this reason that the *TurboCASH* program was developed with built-in flexibility.

In our experience 95% of all *TurboCASH* problems are caused by:

- Inadequate setting up of the program
- Inadequate knowledge of the program
- Inadequate computer hardware
- Most of all - inaccurate data capture (finger problems!).

We call this the "**GIGO**" effect. **Garbage In - Garbage Out.**

# HOW TO USE THIS BOOK

The book starts with a table of contents, which can be used as a quick reference to the relevant page(s). This is a step by step guide to performing all the actions associated with *TurboCASH*. In order to facilitate quick referencing, the table of contents is comprehensively numbered.



*To access more detailed information, on any topic in this book, or on any other issue in the TurboCASH program, you may press the **F1** key on your keyboard to access the Help files in TurboCASH.*

The following Set of Books based on this tutorial, are installed in the "...\\Bin\\EN-TUTORIALS\\" folder.

- HANDYMAN (No transactions)
- HANDYMAN-A (Unposted batches and documents)
- HANDYMAN-B (Posted batches and documents)

To follow this tutorial, you need to click on the **Browse** icon (Open Set of Books) and select these Sets of Books.



*For Afrikaans users, the following Afrikaans tutorials are available:*

*The following Set of Books based on the Afrikaans tutorial, are installed in the "...\\Bin\\AF-HANDLEIDINGS\\" folder.*

- NUTSMAN (No transactions)
- NUTSMAN-A (Unposted)
- NUTSMAN-B (Posted)

*To follow the Afrikaans tutorial, you need to click on the **Browse** icon (Open Set of Books) and select these Sets of Books.*

*The Afrikaans book ("Rekeningkunde met Gemak") based on this tutorial, is also available.*

This book is divided into the following modules:

- **MODULE A** – Introduction to accounting and accounting principles.
- **MODULE B** – Installing, registering and launching with *TurboCASH*.
- **MODULE C** – A reference guide to the TurboCASH program, interface, filters, features, etc.
- **MODULE D** – Backing up and restoring your data in the event of mistakes or hardware failures.
- **MODULE E** – Creating a Set of Books and set up procedures.
- **MODULE F** – This is a work-through tutorial, providing "hands-on" knowledge to create / edit your chart of accounts, bank accounts, tax accounts, debtor and creditor accounts.



*The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.*

*This tutorial, VAT based on 14% tax for taxable transactions up to 31 March 2018 and 15% for taxable transactions as from 1 April 2018. It illustrates how TurboCASH5 is configured to manage and process transactions for both tax rates.*

- **MODULE G** – This is a work-through tutorial, providing "hands-on" knowledge to create / edit stock items to generate documents for purchases and sales of non trading stock items as well as trading stock items.
- **MODULE H** – This is a work-through tutorial, providing "hands-on" knowledge to enter your opening balances.

- **MODULE I** – This is a work-through tutorial, providing “hands-on” knowledge to enter and process your daily transactions in batches. This will illustrate the transactions in the Purchase, Sales, Payments, Receipt batches as well as the repeating batches.



*In this MODULE, the taxable transactions up to 31 March 2018 is based on 14%.*

- **MODULE J** – This is a work-through tutorial, providing “hands-on” knowledge to enter and process your daily transactions in the purchase and sales batches using documents for non trading stock items.



*In this MODULE, the taxable transactions up to 31 March 2018 is based on 14%.*

- **MODULE K** – This is a work-through tutorial, providing “hands-on” knowledge to enter and process your daily transactions in the purchase and sales batches using documents for trading stock items. If you do trade in stock items, you need to follow this MODULE.



*In this MODULE, the taxable transactions as from 1 April 2018 is based on 15%.*

- **MODULE L** – This is a working tutorial describing to schedule create repeating invoices for your debtors (customers) using the calendar. A new feature has been added where quotes for hours can be scheduled. Once these appointments are completed, quotes for hours may be converted to invoices.



*In this MODULE, the taxable transactions as from 1 April 2018 is based on 15%.*

- **MODULE M** – This is a working tutorial describing the **Bank reconciliation** based on the data you have entered in the payments and receipts batches (journals) or the current bank account in **MODULE I**.
- **MODULE N** – This is a working tutorial of how to enter **budgets** and to generate reports to view your budget figures. These budget figures are used as comparative figures on the budget performance report, income statement, trial balance, user reports, etc. compare your actual income and expenses against the budgeted figures.
- **MODULE O** – Available **reports** are listed and how to generate these reports. The reports from the tutorials are also included with each tutorial so that you may check your reports after having completed the tutorials.
- **MODULE P – Open item processing and reports** – The basics and features of open item processing and reports for open item are outlined.
- **MODULE Q** – The **Report designer** interface and file structure of reports and layout files for printing documents are outlined.
- **MODULE R** – A list of the basic **keyboard short-cuts** for those users who prefers to use the keyboard instead of the mouse to get around *TurboCASH*.

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











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





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

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

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

-  *Press the **F1** key when focussed on screens to get more help.*
-  *Note (Additional information)*
-  *Tip / Help*
-  *Important*
-  *Warning*
-  *Next step / Proceed*
-  *Plugins*
-  *Scale –Accounting equation - **Debits** = **Credits***

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

-  Create, edit or to perform a specific action.
-  Click or select using the mouse.
-  Enter or press a key on the keyboard.
-  Leave a field blank. Go to the next field.

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# **MODULE A - INTRODUCTION TO ACCOUNTING**

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## **A.1- USING A COMPUTER IN ACCOUNTING**

---

### **A.1.1- INTRODUCTION**

---

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

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

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

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

### **A.1.2- THE ACCOUNTING PROCESS**

---

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

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

- An Income statement reflecting how well or poor the business or organisation has performed over a specific period.
- A Balance sheet reflecting the business' financial position as at a specific date.

Additional summarised information with respect to certain items and budgets may also be necessary to determine performance or financial position. *TurboCASH* contains many of these reports and includes a report writer to supplement your own reports.

### **A.1.3- METHODS OF RECORDING**

---

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

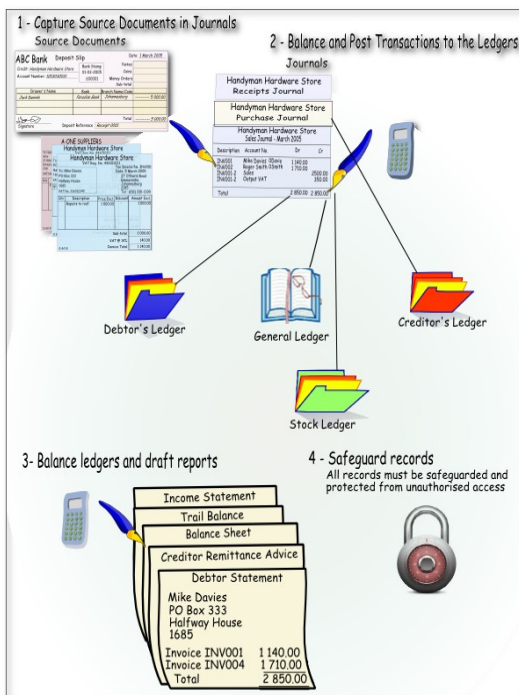
1. Input
2. Process
3. Output
4. Safeguarding of records

## MODULE A - INTRODUCTION TO ACCOUNTING

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

### A.1.3.1- Manual system

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

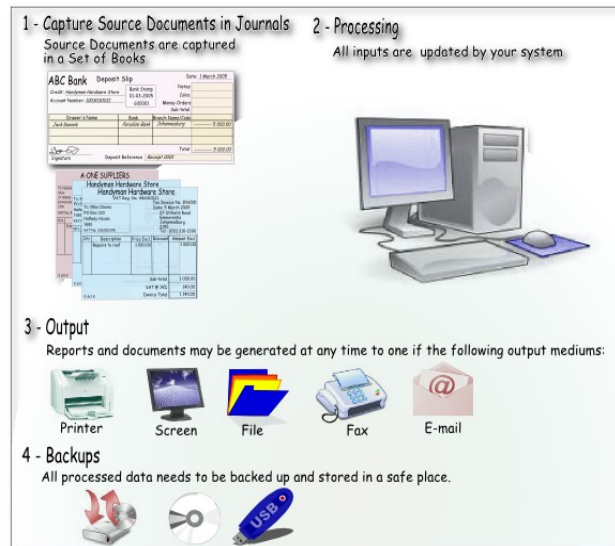


The basic processes in a manual system, is as follows:

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

### A.1.3.2- Computerised system

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



The basic processes in a computerised system, is as follows:

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

**A.1.4- MANUAL VERSUS COMPUTERISED ACCOUNTING SYSTEMS**

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

<b>Steps</b>	<b>Hand system,</b>	<b>Computerised system</b>
1.	<i>Planning and opening an accounting system.</i>	<i>Planning and opening an accounting system.</i>
2.	<i>Entering of the first transactions or opening balances.</i>	<i>Entering of the first transactions or opening balances.</i>
3.	<b>Preparation</b> of source documents - to <b>write</b> them <b>up</b> in the auxiliary journals or books of first entry.	<b>Coding</b> of source documents - to <b>enter</b> them in the auxiliary journals or books of first entry.
4.	<i>Bank reconciliation.</i>	<i>Bank reconciliation.</i>
5.	<b>Closing off</b> of the auxiliary journals or books of first entry <b>and post</b> them to the ledger accounts.	<b>Posting</b> of the auxiliary journals or books of first entry to the ledger accounts.
6.	<b>Compile</b> the Trial balance.	<b>Print</b> the Trial balance.
7.	<i>Finalising of the Accounts and Adjustments.</i>	<i>Finalising of the Accounts and Adjustments.</i>
8.	<b>Compiling</b> of Financial statements and other reports.	<b>Printing</b> of Financial statements and other reports.

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

It is apparent that the processes for both systems are basically the same. Some of the processes in the computerised system are automated. We can clearly see that some of the time consuming processes are eliminated in the computerised system.

Furthermore, a computerised accounting system is pre-programmed and some defaults may also be set to eliminate human errors.

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

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



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

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

***Stick with TurboCASH, the end will be worth it.***

## **A.2- ACCOUNTING PRINCIPLES**

---

### **A.2.1- BASIC ACCOUNTING PRINCIPLES**

---

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

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

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

### **A.2.2- DUAL ENTRY SYSTEM - DEBITS AND CREDITS**

---

#### **A.2.2.1- Dual entry system**

---

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

#### **A.2.2.2- What are debits and credits?**

---

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

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

Debit	Credit
<i>The account receiving the value is debited.</i>	<i>The account giving the value is credited.</i>

#### **The following example illustrates debits and credits:**

On 1 March your business sells goods to the value of 100 to a customer, Tom on credit and issues a sales invoice for the transaction:

## MODULE A - INTRODUCTION TO ACCOUNTING

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On 1 March the customer receives the goods to the value of 100 from the business.

Debit			Customer Tom's Account			Credit		
Date	Description	Amount	Date	Description	Amount			
1 March	Sales Account - Goods	100						

On 1 March the business gives the goods to the value of 100 to the customer.

Debit			Sales Account			Credit		
Date	Description	Amount	Date	Description	Amount			
			1 March	Tom's Account - Goods	100			

The customer account debit is debited and the sales account is credited.

What happens if the customer settles his account with the business on 20 March? Your business will issue a receipt of 100 as a source document.

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

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

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

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

You will debit the bank and credit the customer account.



*Only transactions between the business and another entity (i.e. the purchasing of a computer for office use) should be recorded. Any personal transactions made by the owner of a company (i.e. the purchase of a computer for gaming at home) should not be entered. As a rule, the owner and the business are seen as two separate entities in the eyes of the law.*

### A.2.3- TRANSACTION CYCLE

---

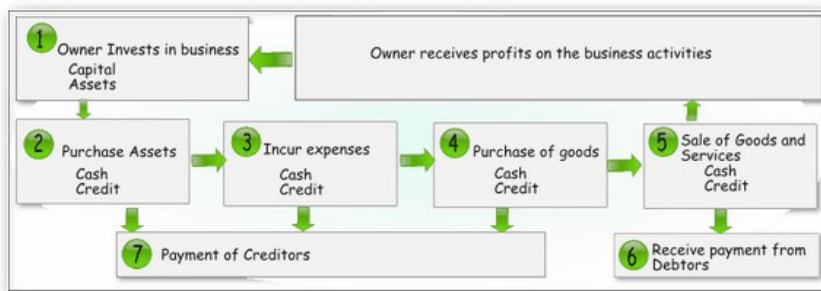
Imagine if you have to make decisions based on boxes and boxes of slips and documents!

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

- An Income statement reflecting how well or poor the business or organisation has performed over a specific period.
- A Balance sheet reflecting the business or organisations financial position as at a specific date.

Additional summarised information with respect to certain items and budgets may also be necessary to determine performance or financial position. TurboCASH contains many of these reports and includes a report writer to supplement your own reports.

The business sells services or goods for money and in the process the business also have to buy services or goods to be able to sell their services or goods. These business activities can briefly be illustrated in the following diagram:



The above diagram clearly illustrates the transactions that occur frequently in a business. There are also a number of parties involved. The affect of these basic transactions on the accounting equation can be illustrated as follows:

**Transaction cycle:**

1. **The owner invests in the business:**

- a) **Owner invests cash:** The business receives cash from the owner. The business then owes this amount to the owner, which is the owners interest in the business (Capital).



**ASSETS = + CAPITAL**  
*DEBIT : Bank account = CREDIT : Capital account*

- b) **Owner invests assets:** The business receives an asset e.g. a motor vehicle from the owner and it increases the business assets. On the other hand it also increases the owners interest in the business (Capital).



**+ ASSETS = + CAPITAL**  
*DEBIT : Vehicles Account = CREDIT : Capital account*

2. **Purchase of assets:**

- a) **Purchase of assets and pay cash:** The business receives an asset e.g. a motor vehicle, stock; etc. from another party (the supplier) and it increases the business assets. On the other hand it also decreases the assets (cash in the bank).



**+ ASSETS = - ASSETS**  
*DEBIT : Vehicles Account = CREDIT : Bank account*

- b) **Purchase assets on credit:** The business receives an asset e.g. a motor vehicle, etc. from another party (the supplier) and it increases the business assets. On the other hand it also increases the liabilities towards the supplier, which will then be referred to as the creditor.



**+ ASSETS = + LIABILITIES**  
*DEBIT : Vehicles Account = CREDIT : Creditor's account*

**3. Incur expenses:**

- a) **Incur expenses and pay cash:** The business receives the value of goods and services, which the business will consume or use up in the normal business activities, e.g. placing of an advertisement, fuel for the motor vehicle, etc. and it increases the business nominal accounts, the expense accounts. On the other hand it also decreases the assets (cash in the bank).



$+ \text{EXPENSES} = - \text{ASSETS}$   
*DEBIT : Advertisements Fuel & Oil Account = CREDIT : Bank account*

- b) **Incur expenses on credit:** The business receives the value of goods and services, which the business will consume or use up in the normal business activities, e.g. placing of an advertisement, fuel for the motor vehicle, etc. and it increases the business nominal accounts, the expense accounts. On the other hand it also increases the liabilities towards the supplier, which will then be referred to as the creditor.



$+ \text{EXPENSES} = + \text{LIABILITIES}$   
*DEBIT : Advertisements Fuel & Oil Account = CREDIT : Creditor's account*

**4. Purchase of stock or goods for resale:**

- a) **Purchase of stock or goods and pay cash:** The business receives an asset (stock) from another party (the supplier) and it increases the business assets. On the other hand it also decreases the assets (cash in the bank).



$+ \text{ASSETS} = - \text{ASSETS}$   
*DEBIT : Stock, Purchase account = CREDIT : Bank account*

- b) **Purchase of stock or goods on credit:** The business receives an asset (stock) from another party (the supplier) and it increases the business assets. On the other hand it also increases the liabilities towards the supplier, which will then be referred to as the creditor (supplier).



$+ \text{ASSETS} = + \text{LIABILITIES}$   
*DEBIT : Stock, Purchase account = CREDIT : Creditor's account*

**5. Sell services or goods:**

- a) **Sell services for cash:** The business receives an asset (cash) from another party (the customer / client) and it increases the business assets. On the other hand it also increases the nominal accounts (income).



$+ \text{ASSETS} = + \text{INCOME}$   
*DEBIT : Bank account = CREDIT : Sales account*



- b) **Sell services on credit:** The business receives an asset (debtor) from another party (the customer / client) and it increases the business assets. On the other hand it also increases the nominal accounts (income).



**+ ASSETS = + INCOME**  
**DEBIT : Debtor's account = CREDIT : Sales account**

- c) **Sell trading stock for cash:** The business gains an asset (cash) from another party (the customer / client) and it increases the business assets. On the other hand it also increases the nominal accounts (income). The business loses an asset (stock at cost price) and it decreases the business assets. On the other hand it also decreases the nominal accounts (cost of sales).



*(Selling price of goods sold)*  
**+ ASSETS = + INCOME**  
**DEBIT : Bank account = CREDIT : Sales account**



*(Cost price of goods sold)*  
**- COST OF SALES = - ASSETS**  
**DEBIT : Cost of sales account = CREDIT : Stock Account**

- d) **Sell stock on credit:** The business gains an asset (debtor) from another party (the customer / client) and it increases the business assets. On the other hand it also increases the nominal accounts (income). The business loses an asset (stock at cost price) and it decreases the business assets. On the other hand it also decreases the nominal accounts (cost of sales).



*(Selling price of goods sold)*  
**+ ASSETS = + INCOME**  
**DEBIT : Debtor's account = CREDIT : Sales account**



*(Cost price of goods sold)*  
**- COST OF SALES = - ASSETS**  
**DEBIT : Cost of sales account = CREDIT : Stock Account**

6. **Receive cash from debtors:** The business gains an asset (cash) from another party (the customer / client) and it increases the business assets. On the other hand it also decreases the business assets (debtors).



**+ ASSETS = - ASSETS**  
**DEBIT : Bank account = CREDIT : Debtor's account**

7. **Payment of creditors:** The business decreases a liability (creditor / supplier) with the money paid to the other party (the creditor / supplier) and it decreases the business assets (cash).












**- LIABILITIES = - ASSETS**  
**DEBIT : Creditor's account = CREDIT : Bank account**

## **A.2.4- MAIN CLASSIFICATION OF ACCOUNTS / FINANCIAL CATEGORIES**

### **A.2.4.1- Accounting equation - Income statement**

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

<i>Financial category</i>	<i>What do they tell us?</i>	<i>Examples of accounts</i>
 <i>Income accounts</i> (Nominal accounts)	<i>These accounts reflect the income sources of the business.</i>	 <i>Sales</i>  <i>Interest received</i>
 <i>Expense accounts</i> (Nominal accounts)	<i>These accounts reflect the expenses that the business incurs to generate the income.</i>	 <i>Motor vehicle expenses</i>  <i>Rent</i>  <i>Telephone</i>  <i>Salaries and wages</i>  <i>Water and lights</i>

The difference between the total of the income and the total of the expense accounts will reflect how much profit/loss the business made.

The profit is the return or remuneration the owner or owners of the business receives on their investment in the business. This difference (Profit / Loss) is transferred to the Balance sheet (Retained earnings account) as it will increase the owner / owners equity (interest) in the business.



















$$PROFIT = INCOME - EXPENSES$$



### **A.2.4.2- Accounting equation - Balance sheet**

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

## Accounting equation - Balance sheet

Financial category	What do they tell us?	Examples of accounts
 Proprietary accounts	These accounts are used to enter all the personal transactions between the owner(s) of the business and themselves. This reflects how much the owner(s) has invested in the business and how much they have taken out of the business.	 Capital  Drawings  Retained income / earnings
 Asset accounts	These accounts will reflect all the assets owned by the business, which is used in the activities of the business.	 Vehicles  Equipment  Furniture and fittings  Debtors  Bank  Petty cash  Trading stock
 Liability accounts	These accounts will reflect all the liabilities of the business, to which the business owes money.	 Loans  Bank overdrafts  Creditors



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



ASSETS



LIABILITIES

The balance sheet reflects a list of all the assets that the business owns and a list of how these assets are financed. The balance sheet is nothing more than a list of the sources used to finance the assets of the business and a list of the assets, which were financed.

Owner's equity or interest in the business is the capital invested by the owner in the business. Capital and liabilities finance all assets the business has acquired and are also known as the "sources of financing" or "capital employed". On the other hand, the assets that the business owns, is known as the "employment of capital".

### A.2.4.3- Accounting equation - Income statement and Balance sheet

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



ASSETS +



EXPENSES =



INCOME +



CAPITAL +



LIABILITIES

$$\text{DEBITS} = \text{CREDITS}$$

**A.2.5- GROUPS/CLASSIFICATION OF FINANCIAL CATEGORIES**




---


In order to facilitate the generation proper reports, our template sets of books have been divided into financial categories, which may be further divided into account groups.

**A.2.5.1- Account groups - Financial categories - Income statement**

---

Each of the Income statement Financial categories (i.e. INCOME and EXPENSES), are further classified or grouped as follows:

<b>FINANCIAL CATEGORY</b>	<b>REPORTING GROUPS FOR ACCOUNTS</b>	<b>DESCRIPTION</b>	<b>DR / CR</b>
 <i>NET PROFIT</i>	<i>RETAINED INCOME</i>	<i>Income received is greater than incurred expenses.</i>	<i>CREDIT</i>
		<i>Incurred expenses are greater than income received.</i>	<i>DEBIT</i>
 <i>INCOME</i>	<i>INCOME</i>	<i>Revenue generated from the sale of goods and services.</i>	<i>CREDIT</i>
	<i>OTHER INCOME</i>	<i>Revenue from ventures and activities outside the "normal"</i>	<i>CREDIT</i>
 <i>EXPENSES</i>	<i>EXPENSES</i>	<i>Incurred in the normal business activities to generate income.</i>	<i>DEBIT</i>




 **RETAINED EARNINGS / INCOME**, at the beginning of the financial year, the income/expense accounts are zeroed and the resulting balance transferred to the retained income account.

Income / Expense accounts created (in *TurboCASH*) should be assigned to an appropriate reporting group and linked to a financial category in *TurboCASH* (INCOME or EXPENSES).

The Financial results influence the net worth of a business. A profit will increase the capital value of a business; the opposite is true for a loss.

### A.2.5.2- Account groups - Financial categories - Balance sheet

Each of the Balance sheet Financial categories CAPITAL, ASSETS and LIABILITIES, are further classified or grouped as follows:

<b>FINANCIAL CATEGORY</b>	<b>REPORTING GROUPS FOR ACCOUNTS</b>	<b>DESCRIPTION</b>	<b>DR / CR</b>
 CAPITAL	CAPITAL	<i>The value of the owners' equity.</i>	CREDIT
	MEMBERS' CONTRIBUTION SHARE CAPITAL	<i>Sole Proprietor or Partnership Close Corporation Companies</i>	
 ASSETS	FIXED ASSETS	<i>Physical items with a value, e.g. Land and buildings, Plant and machinery, Motor vehicles, Furniture &amp; fittings, Computers, etc.</i>	DEBIT
	CURRENT ASSETS	<i>Cash in the Bank, Petty cash, and Value of the Debtors ledger, stock holding and prepaid expenses.</i>	
 LIABILITIES	LONG-TERM LIABILITIES	<i>All amounts owed to third parties or financial obligations repayable normally more than one year.</i>	CREDIT
	CURRENT LIABILITIES	<i>All amounts owed by the business to Creditors, Taxes payable, accounts payable and provisions for expenses.</i>	

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

### A.2.6- CHARTS OF ACCOUNTS in *TurboCASH*

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

In *TurboCASH*, the chart of accounts that is created or selected may be customised to suit your specific needs. All accounts in your chart of accounts must be linked to either a Balance sheet or Income statement category. It may be a good idea to print the Chart of accounts and to check that all the accounts necessary for your business appear. You may add/delete accounts to cater for your specific requirements.

In the "EN-SOUTHAFRICA" Set of Books, the chart of accounts (listed below) is split into the two parts i.e. Income statement Accounts and Balance sheet Accounts, for your convenience.

**A.2.6.1- Income / Expense accounts - Chart of accounts**

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



**NETT PROFIT / NET LOSS** = **INCOME** - **EXPENSE S**

**Income statement Financial categories - (Income and Expenses):**

<b>Account</b>	<b>Description</b>	<b>Account group1</b>	<b>Type</b>
G010	Sales	INCOME	Inc / Exp
G050	Other Sales	INCOME	Inc / Exp
G060	Bad Debts Recovered	OTHER INCOME	Inc / Exp
G065	Cash Discount Received	OTHER INCOME	Inc / Exp
G070	Interest Received	OTHER INCOME	Inc / Exp
G075	Profit/Loss- Sale of Fixed assets	OTHER INCOME	Inc / Exp
G080	Sundry Income	OTHER INCOME	Inc / Exp
G100	Cost of sales	COST OF SALES	Inc / Exp
G180	Delivery Charges	EXPENSES	Inc / Exp
G200	Accountancy Fees	EXPENSES	Inc / Exp
G205	Advertising	EXPENSES	Inc / Exp
G210	Audit Fees	EXPENSES	Inc / Exp
G215	Bad Debts Written-off	EXPENSES	Inc / Exp
G220	Bank Charges	EXPENSES	Inc / Exp
G225	Cleaning	EXPENSES	Inc / Exp
G230	Commissions Paid	EXPENSES	Inc / Exp
G235	Consultancy Fees	EXPENSES	Inc / Exp
G240	Depreciation	EXPENSES	Inc / Exp
G245	Entertainment	EXPENSES	Inc / Exp
G250	Finance Charges	EXPENSES	Inc / Exp
G255	Gifts and Donations	EXPENSES	Inc / Exp
G260	Insurances	EXPENSES	Inc / Exp
G262	Interest Paid	EXPENSES	Inc / Exp
G265	Legal Fees	EXPENSES	Inc / Exp
G270	Lights and Water	EXPENSES	Inc / Exp
G275	Medical Expenses	EXPENSES	Inc / Exp
G280	Motor Vehicle Expenses	EXPENSES	Inc / Exp
G280001	Fuel	EXPENSES	Inc / Exp

## Income / Expense accounts - Chart of accounts

Account	Description	Account group1	Type
G280005	Motor Repairs	EXPENSES	Inc / Exp
G280010	Motor Costs - Other	EXPENSES	Inc / Exp
G285	Printing Postage and Stationery	EXPENSES	Inc / Exp
G290	Rent Paid	EXPENSES	Inc / Exp
G295	Repairs and Maintenance	EXPENSES	Inc / Exp
G300	Salaries - Directors	EXPENSES	Inc / Exp
G305	Salaries - Staff	EXPENSES	Inc / Exp
G310	Salaries/Wages- Employers Contrib.	EXPENSES	Inc / Exp
G315	Subscriptions	EXPENSES	Inc / Exp
G320	Telephone and Fax	EXPENSES	Inc / Exp
G330	Travelling Expenses	EXPENSES	Inc / Exp

### A.2.6.2- Balance sheet accounts - Chart of accounts











































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


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

#### Balance sheet Accounts – Financial categories (Capital, Liabilities and Assets):

Account	Description	Account group1	Type
G505	SHARE CAPITAL	CAPITAL	
G510	RETAINED INCOME	CAPITAL	Retained Income
G550	Long Term Loans	LONG TERM LIABILITIES	
G560	Installment Sale - Creditors	LONG TERM LIABILITIES	
G600	FURNITURE AND FITTINGS	FIXED ASSETS	
G600010	Furniture and Fittings at Cost	FIXED ASSETS	
G600020	Furniture/Fittings Accum. Deprec.	FIXED ASSETS	
G610	OFFICE EQUIPMENT	FIXED ASSETS	
G610010	Office Equipment at Cost	FIXED ASSETS	
G610020	Office Equipment Accum. Depreciation	FIXED ASSETS	
G620	MOTOR VEHICLES	FIXED ASSETS	
G620010	Motor Vehicles at Cost	FIXED ASSETS	
G620020	Motor Vehicles Accum. Depreciation	FIXED ASSETS	
G700	DEBTORS CONTROL ACCOUNT	CURRENT ASSETS	Debtors Control

**MODULE A - INTRODUCTION TO ACCOUNTING**

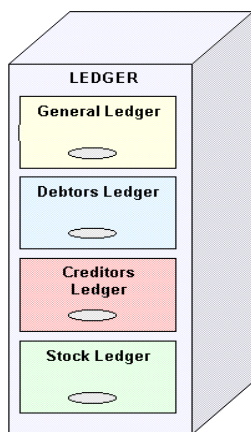
Account	Description	Account group1	Type
 G730	DEPOSITS PAID	 CURRENT ASSETS	
 G740	POS-Till Account	 CURRENT ASSETS	
 G745	POS-Cheque Payments Account	 CURRENT ASSETS	
 G750	STOCK CONTROL ACCOUNT	 CURRENT ASSETS	
 B810	CURRENT BANK ACCOUNT	 CURRENT ASSETS	 Bank account
 B820	PETTY CASH	 CURRENT ASSETS	 Bank account
 G900	CREDITORS CONTROL ACCOUNT	 CURRENT LIABILITY	 Creditors Control
 G920	SALARIES CONTROL	 CURRENT LIABILITY	
 G920001	Salaries	 CURRENT LIABILITY	
 G920005	UIF Payable	 CURRENT LIABILITY	
 G920010	PAYE Payable	 CURRENT LIABILITY	
 G920015	Skills Development Levy	 CURRENT LIABILITY	
 G950	VAT CONTROL ACCOUNT	 CURRENT LIABILITY	
 T950005	Output (Sales) VAT 14%	 CURRENT LIABILITY	 Tax account
 T950010	Input VAT (Exp) - 14%	 CURRENT ASSETS	 Tax account
 T950015	Zero Rated VAT - 0%	 CURRENT LIABILITY	 Tax account
 G950100	VAT PAYMENT ACCOUNT	 CURRENT LIABILITY	
 G999	SUSPENSE ACCOUNT	 CURRENT LIABILITY	

 The chart of accounts may be customised to suit your specific needs. You may change descriptions, add new accounts and sub-accounts. TurboCASH allows you to create up to 999 main accounts. For each of these main accounts you may also create up to 999 sub-accounts.  
 In a Set of Books consisting of a 4-Digit Main Accounts, you may create up to 9999 main accounts.  
 In a Set of books consisting of 5-digit main accounts, you may create up to 99999 main accounts.



## A.2.7- THE LEDGER

The Ledger consists of the General ledger (Chart of accounts), the Debtor's ledger; the Creditor's ledger and the Stock ledger. The ledger can be illustrated as follows:

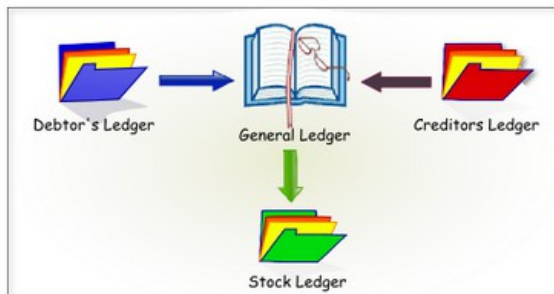


1. **General ledger** - consists of the Income and Expense accounts and Capital, Assets and Liabilities (Balance sheet) accounts. It also includes a control account for the debtors, creditors and stock items.
2. **Debtor's ledger** - consists of the individual debtor accounts. Each individual debtor's account contains the contact information, messages and accounting information. The total outstanding balance of all the debtor accounts in the debtor's ledger is automatically updated and reported in the **Debtor's control** in the General ledger.
3. **Creditor's ledger** - consists of the individual creditor accounts. Each individual creditor's account contains the contact information, messages and accounting information.

The total outstanding balance of all the creditor accounts in the creditor's ledger is automatically updated and reported in the **Creditor's control account** in the General ledger.

4. **Stock ledger** - consists of the individual stock item records. Each individual stock item records contain specific information, such as quantities, cost prices, selling prices, units, re-order levels, etc. The total outstanding cost price value of all the stock item records in the stock ledger is automatically updated and reported in the **Stock control account** in the General ledger. It also includes a control account for the debtors, creditors and stock items.

The outstanding balances of the individual accounts and records in the Debtor's ledger, the Creditor's ledger and the Stock ledger is automatically updated and reported in the respective **Control accounts** in the General ledger.



**A.2.8- CONTROL ACCOUNTS**

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

Imagine what the size of your General ledger would be if you have 800 debtor accounts, 400 creditor accounts and 200 stock items. If you open ledger accounts for each of your individual debtors and creditors and stock items in the respective subsidiary ledgers, your General ledger would have approximately 1400 less accounts. Now you will have three more ledgers in which you can manage and store specific information regarding each of the accounts for your debtors, creditors and stock items.

Only the total of each of these three ledgers will be reflected in your General ledger, Trial balance and Balance sheet. You will also have a separate list of all your debtors, creditors and stock items.

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

Control accounts					
<b>General ledger</b>					
Dr	Debtor's control	Cr	Dr	Creditor's control	Cr
	Balance 5 000			Balance 1 800	
Dr	Stock control	Cr			
	Balance 2 000				
<b>Debtor's ledger</b>			<b>Creditor's ledger</b>		
Dr	Debtor A	Cr	Dr	Creditor A	Cr
	Balance 3 500			Balance 800	
Dr	Debtor B	Cr	Dr	Creditor B	Cr
	Balance 1 500			Balance 1 000	
<b>Stock ledger</b>					
Dr	Stock item A	Cr			
	Balance 900				
Dr	Stock item B	Cr			
	Balance 1 100				

**General ledger** – A list of your Chart of accounts, income and expenses, capital, assets and liabilities. In the Chart of accounts, you would keep the control accounts regarding your debtor accounts, creditor accounts and the stock items (if you trade in stock items). The details are kept in the individual subsidiary ledgers (debtor's ledger, creditor's ledger and stock ledgers).

The subsidiary ledgers and the General ledger, is as follows:

1. **Debtor's control account** – This account reflects the total amount owed by all the individual debtor accounts. The balance of the debtor's control account must equal the total of the debtors' list, which represents the amounts owed by the individual debtors obtained from the individual balances in the various subsidiary ledger accounts for each debtor. This subsidiary ledger is known as the debtors' ledger.

In the debtors' ledger, the transaction details and additional information regarding each debtor such as their personal and contact information, credit limit, terms, etc. may be stored. This debtors' ledger is also a register of each and every transaction that you and a specific debtor entered into.

2. **Creditor's control account** – This account reflects the total amount owed to all the individual creditor accounts. The balance of the creditor's control account must equal the total of the creditors list, which represents the amounts owed by the individual creditors obtained from the individual balances in the various subsidiary ledger accounts for each creditor. This subsidiary ledger is known as the creditors' ledger.



















In the creditors' ledger, the transaction details and additional information regarding each creditor such as their personal and contact information, credit limit, terms, etc. may be stored. This creditors' ledger is also a register of each and every transaction that you and a specific creditor entered into.

3. **Stock control account** – This account reflects the total amount or value of all stock items. The balance of each of the individual stock item ledger accounts or records must equal the total of the stock item list, which represents the amounts or value of the individual stock items obtained from the individual balances in the various subsidiary ledger accounts for each stock item. This subsidiary ledger is known as the stock ledger.

In the stock ledger, the transaction details and additional information regarding each stock item such as the cost prices, selling prices, quantities, and location on the shelves, etc. may be stored. This stock ledger is also a register of each and every stock transaction, how many items are purchased, sold, etc.

**A.2.9- TRANSACTION LIST - DEBITS AND CREDITS**

The following list of most commonly used transactions illustrates the debit and credit transactions on the double entry accounting principle:

<i>TRANSACTION</i>	<i>DEBIT</i>	<i>CREDIT</i>
<i>Capital - cash contribution</i>	 <i>Assets - Bank</i>	 <i>Capital</i>
<i>Sales - cash</i>	 <i>Assets - Bank</i>	 <i>Income</i>
<i>Sales - credit</i>	 <i>Assets - Debtors</i>	 <i>Income</i>
<i>Purchases - cash</i>	 <i>Assets - applicable</i>	 <i>Assets - Bank</i>
<i>Purchases - credit</i>	 <i>Assets - applicable</i>	 <i>Liabilities - Creditors</i>
<i>Expenses - cash</i>	 <i>Expenses - applicable</i>	 <i>Assets - Bank</i>
<i>Expenses - credit</i>	 <i>Expenses - applicable</i>	 <i>Liabilities - Creditors</i>
<i>Debtors - receipts</i>	 <i>Assets - Bank</i>	 <i>Assets - Debtors</i>
<i>Creditors - payments</i>	 <i>Liabilities - Creditors</i>	 <i>Assets - Bank</i>

# **MODULE B - INSTALLING, LAUNCHING AND REGISTERING *TurboCASH***

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## **IN THIS MODULE**

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## **B.1- HARDWARE AND SOFTWARE REQUIREMENTS**

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

- An IBM compatible computer running a 32-bit Microsoft Windows 98, Windows 2000, Windows ME, Windows NT, Windows XP or Vista, Windows 7 or Windows 10.
- 256 MB of RAM for a single user and 512 MB for a multi-user.
- 36 Speed or higher CD ROM
- SVGA / LCD / LED screen (1024 x 768 screen resolution or higher).
- Approximately 650MB hard disk space.

Recent decreases in the cost of hardware have made even the simplest of modern machines, orders of magnitude better than older machines. *TurboCASH* is a database. It will run more securely on a better machine. The costs saved by using an old machine will soon be at risk given the time and effort that it will take to construct a Set of Books and re-enter the data.

## **B.2- INSTALLING TurboCASH5 SINGLE-USER**

The TurboCASH5 installation process should only take a few minutes. During this process you may need to select a few options. The most important options, you may need to select is your country and language, reading and accepting the licence agreement.



*TurboCASH5* should, by default, install in the TCASH5 directory (e.g. C : / TCASH5. If you choose to install TurboCASH5 in different directory or folder on your system, **DO NOT** install TurboCASH in any Program files directories.

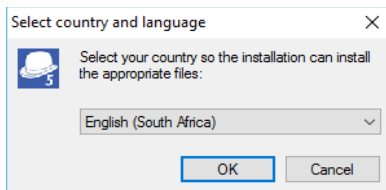


This documentation will describe to do a standard installation to run TurboCASH5 locally on one computer for 1 user only.

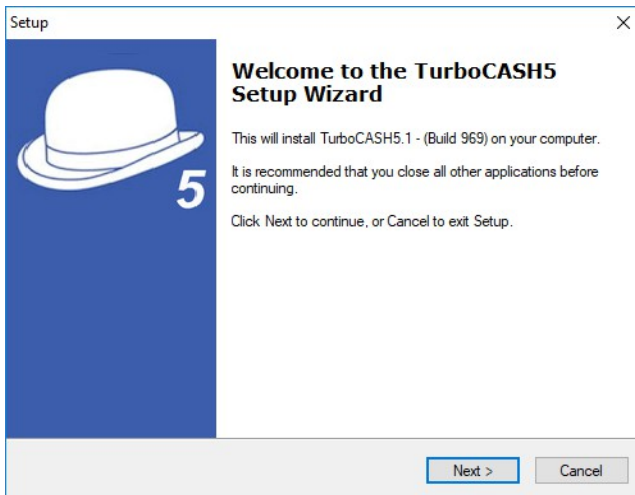
- Multi-user installation and configuration will be dealt with in separate documentation.
- Multi-user is limited in this edition! You will need to buy a multi-user license or compile the source yourself.

**To install TurboCASH5 single-user:**

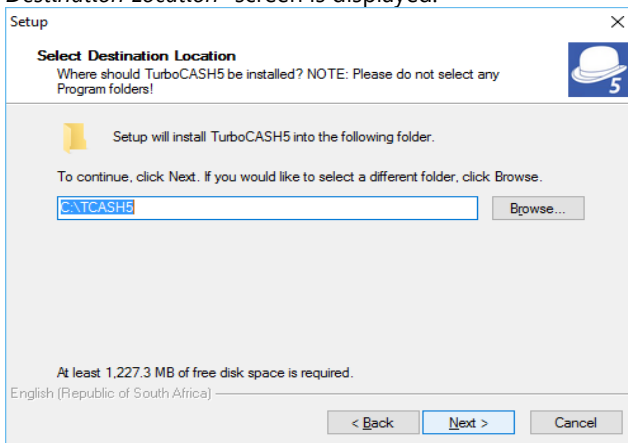
1. Once the TurboCASH5 installation file is downloaded, select the file and open it. The “Select country and language” screen is displayed:




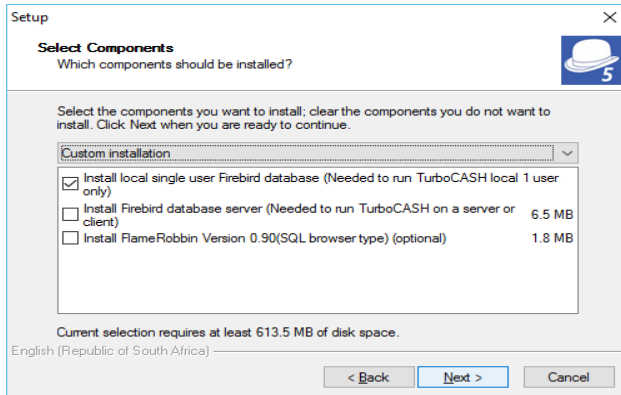
2. Select your country and language. Click **OK**. The “Welcome to the TurboCASH5 Setup Wizard” screen is displayed:




3. Click **Next**. The “License Agreement” screen will be displayed.
4. Please read the agreement carefully. If you agree with the terms and conditions of the license agreement, select the “I accept the agreement” option and click **Next**. The “Select Destination Location” screen is displayed:





5. The default path is TCASH5 on your system's default drive, (e.g. C:/TCASH5).  
 You may click on the **Browse** button to select any other folder than the default path where you wish to install TurboCASH5 on the “Browse For Folder” screen.
6. Once finished, click **Next**. The “Select Components” screen, is displayed:




7. A list of the components will be displayed. Select or deselect (remove the tick) for the following options, if necessary:
  - a) **Install Firebird Database Server** (Needed to run *TurboCASH5* local 1 user only) - If you are installing *TurboCASH5* for the first time, you need to make sure that this option is selected.
 

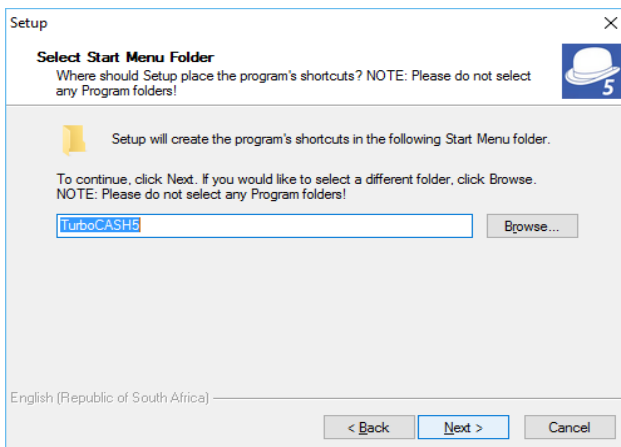
 *Select this option if you need to run TurboCASH5 locally for 1 user only.*
  - b) **Install Firebird Database Server** (Needed to run *TurboCASH5* on a server or client).
 

 *For the purpose of the single-user installation, do not select this option.*
  - c) **Install FlameRobin SQL Browser Type** - (Optional) - This will install the FlameRobin Database Admin software to manage your *TurboCASH5* databases (Sets of Books).
 

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

 *The FlameRobin software is used to browse, check and edit data. The installation of FlameRobin is optional and is not required to run TurboCASH5. The use of FlameRobin is not recommended for users which have insufficient knowledge and expertise.*
8. Once finished, selecting the components to be installed, click **Next**. The "Select Start Menu Folder" screen is displayed:



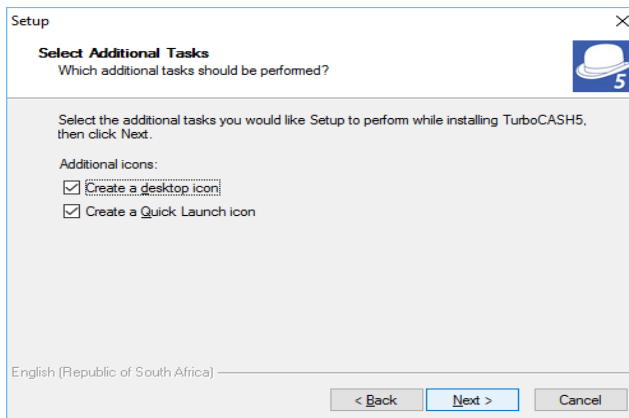


9. The default name for the "Select Start Menu Folder" is TurboCASH5.

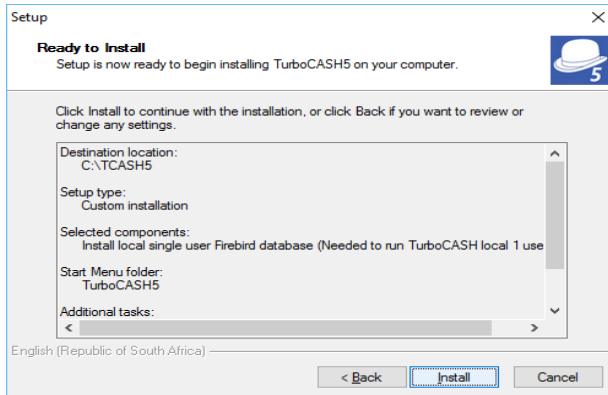


You may over type this with your own description, if necessary. This will create an item on the **Start → Programs** menu list with items for TurboCASH5, Uninstall TurboCASH5 on your Windows™ Task bar.

10. Once finished, click **Next**. The "Select Additional Tasks" screen is displayed:



11. By default no options are selected. Select the following options, if you wish them to be installed:
- a) **Create desktop icon** - This will create an icon on your desktop from where you may start or launch the TurboCASH5 program.
  - b) **Create Quick Launch icon** - This will create an icon on your Quick Launch Toolbar on your Windows™ Task bar. You may then start or launch the TurboCASH5 program directly from the Quick Launch Toolbar.
12. Once finished, click **Next**. The "Ready to Install" screen is displayed:



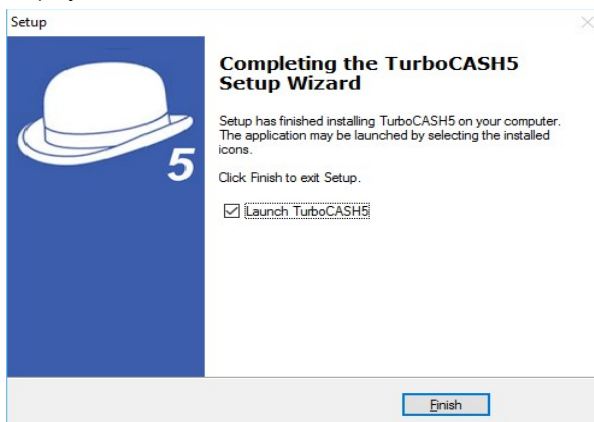
13. Please check the following selections to be installed:

- a) Destination location
- b) Setup type
- c) Selected components
- d) Start Menu folder
- e) Additional tasks (icons)



*This is your last chance to change anything to be installed. If you are not satisfied with your selection, click on the **Back** buttons to select or deselect the necessary options.*

14. Click **Install**. The TurboCASH5 installation process will start. Once the TurboCASH5 installation process is finished, the "Completing the TurboCASH5 Setup Wizard" screen is displayed:



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

- Install Firebird
- Install FlameRobin SQL Browser Type

15. If the **Launch TurboCASH5** option is selected, the TurboCASH5 program will automatically be launched.



If you do not select this option (remove the tick), you may then launch or start TurboCASH5 from the following options (if selected or where specified): -

- Desktop icon.
- Quick Launch icon (on the Quick Launch Toolbar on your Windows™ Task bar).
- **Start → Programs→ TurboCASH5** menu from the Windows™ **Start** button.

16. Once finished selecting or deselecting the necessary options, click **Finish**. The TurboCASH program will be started if you did not remove the tick on the Launch TurboCASH5 option.

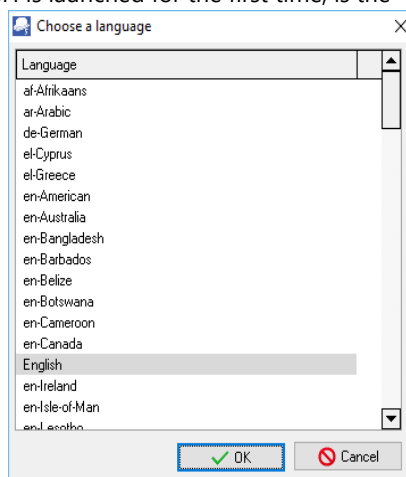
### **B.3- LAUNCHING TurboCASH5 FOR THE FIRST TIME**

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

The TurboCASH interface will display in the selected language (**Switch language (Start ribbon)**). Depending on your country / language installation of TurboCASH, the specific language / country language have already been set for each Set of Books. (**Access control (Setup ribbon)**).

When opening a Set of Books, it will automatically load the language file. All screens, reports and layout files are translatable via the language files.

It will display the tax terminology for the selected country e.g. en-South-Africa will display VAT, af-Afrikaans will display BTW, en-Australia and en-New-Zealand will display GST, en-American will display Sales tax, etc.



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



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




English is the default (driver language file – used as the basis for translation, and to customise language files). For example, the en-American and the en-UK files contain specific label, text, currency and tax terminology for each country.

Should you select the incorrect language at this stage, you may change the language in the **Switch language (Start ribbon)**.

## B.4- STARTING TurboCASH5

To start TurboCASH5:

1. To start TurboCASH, double-click on the  icon (if the "Create a desktop icon" option was selected on the "Additional tasks" screen in the "Setup" install screen).

**Or** select TurboCASH on the Windows **Start** button **TurboCASH5**

The following progress screen will be displayed:

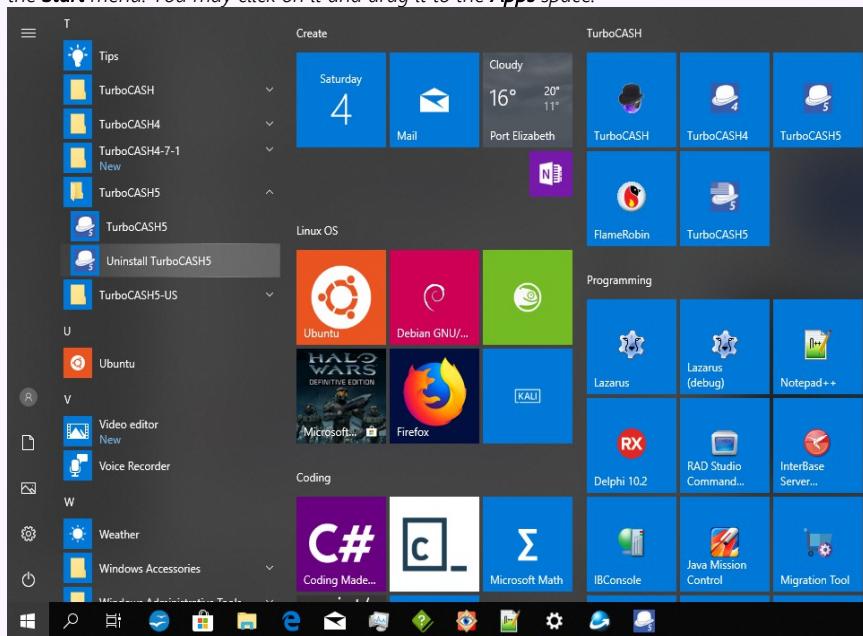


The TurboCASH program will be launched.



### Windows 10

After installing TurboCASH, the TurboCASH5, should be displayed in the **Recently added** list on the **Start** menu. You may click on it and drag it to the **Apps** space.



**MODULE B - INSTALLING, LAUNCHING AND REGISTERING TurboCASH**

If it is not listed, click on **All apps**. All the Applications should be listed. Select TurboCASH5 and drag it to the Apps space. Quick access and launch of TurboCASH will then be available from the **Start** icon in Windows.

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



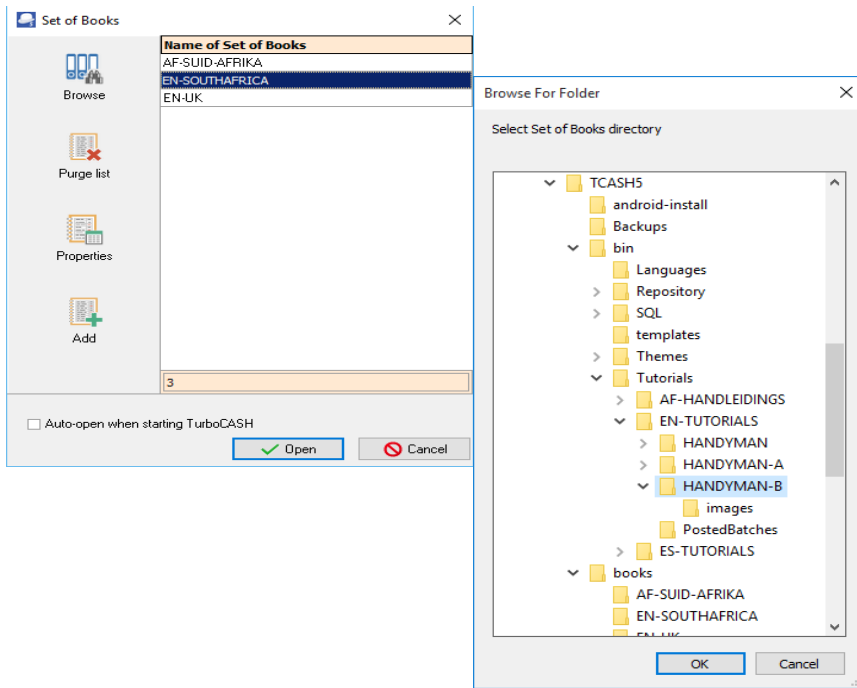
At first only the items under the **Start** ribbon are active. Before you can select any of the menu options, you will need to "Open a Set of Books" (On the **Start** ribbon, select **Open**).

**B.5- OPENING SETS OF BOOKS**

By default, only the Set of Books will be installed for the country language selected in the "Select your country and language" when installing TurboCASH5.

**To open a Set of Books:**

1. On the **Start** ribbon, select **Open**.



**Other Sets of Books:**

If you are looking for a different Set of Books (template), not displayed in the list of the "Set of Books" screen, click on the **Browse** icon and select a Set of Books in the "...\Bin\Repository\" folder. The "Repository" folder contains all Sets of Books (templates) which is available in TurboCASH5.

**English tutorials:**

The following Set of Books based on this tutorial, are installed in the "...\\Bin\\EN-TUTORIALS\\" folder.

- HANDYMAN (No transactions)
- HANDYMAN-A (Unposted)
- HANDYMAN-B (Posted)

To follow this tutorial, you need to click on the **Browse** icon and select these Sets of Books.



*When opening these English tutorials, the default English language file, will be initialised to display on the TurboCASH interface, reports and document layout files. The English language file refers to Tax instead of VAT/GST/Sales tax.*

*Should you wish to use the Tax terminology for your country, you may select the country specific English language file.*

**Afrikaans tutorials:**

*The following Set of Books based on the Afrikaans tutorial, are installed in the "...\\Bin\\AF-HANDLEIDINGS\\" folder.*

- NUTSMAN (No transactions)
- NUTSMAN-A (Unposted)
- NUTSMAN-B (Posted)

*To follow the Afrikaans tutorial, you need to click on the **Browse** icon and select these Sets of Books.*



*The Afrikaans book ("Rekeningkunde met Gemak") based on this tutorial, is also available.*

2. Select the Set of Books and click **Open**.

## **B.6- SELECTING A LANGUAGE**



---

The TurboCASH interface will display in the selected language (**Switch language (Start ribbon)**). Depending on your country / language installation of TurboCASH, the specific language / country language have already been set for each Set of Books. (**Access control (Setup ribbon)**).

When opening a Set of Books for a specific country, it will automatically load the language file (containing specific currency and tax terminology). All screens, reports and layout files are translatable via the language files.

It will display the tax terminology for the selected country e.g. en-South-Africa will display VAT, af-Afrikaans will display BTW, en-Australia and en-New-Zealand will display GST, en-American will display Sales tax, etc.

List of the English language files which refers to country specific currency and Tax terminology:

<b>English VAT</b>	<b>English GST</b>	<b>English Sales tax / Consumption Tax</b>
 en-Bangladesh	 en-Australia	 en-American (Sales tax)
 en-Barbados	 en-Belize	 en-Tonga (Consumption tax)
 en-Botswana	 en-New-Zealand	
 en-Cameroon		
 en-Ireland		
 en-Isle-of-Man		
 en-Lesotho		
 en-Malawi		
 en-Malta		
 en-Mauritius		
 en-Namibia		
 en-Rwanda		
 en-South-Africa		
 en-Tanzania		
 en-Trinidad		
 en-Uganda		
 en-UK		
 en-Zambia		
 en-Zimbabwe		

### **B.6.1- Changing language files**

---

Should the incorrect language file and / or Tax terminology be displayed, you may set the language files in the following options:

**To choose a language (global setting):**

1. On the **Start** ribbon, select **Switch language**.
2. Select the language of your choice.
3. Click **OK**.

**To set a language for a Set of Books:**

1. On the **Setup** ribbon, select **Access control**.
2. In the "*System lang*" field, select the language of your choice for the Set of Books.
3. Click **Apply**. Each time when the Set of Books is opened, the selected language file will be loaded.

### **B.6.2- Changing language files for debtors / creditors**

---

**Multiple language – Document layout files** – Supports the automatic translation via the language files (**Switch language (Start ribbon)**) maintained in **Tools** → **Customise language** menu (**Setup** ribbon).

Document layout files will be printed in the language set for debtor (customer / client) and creditor (supplier) accounts. Layout file 2 is also supported to print a copy of another layout file or a delivery note.

For example, in South Africa, the language that may be selected for English speaking debtors (customers / clients) and creditors (suppliers) is "*en-South-Africa*", and for Afrikaans speaking debtors (customers / clients) and creditors (suppliers) is "*af-Afrikaans*".

**To set a language for a Debtor or Creditor:**

1. On the **Action** ribbon, select **Debtors** or **Creditors**.
2. In the "*Language*" field, select the language for the debtor (customer / client) or creditor (supplier).
3. Click **Save**. When printing documents for the debtor (customer / client)(invoices, credit notes and quotes), or documents for the creditor (supplier) (purchases, supplier returns and orders) it will print in the selected language.



### **B.6.3- Customising language files (optional)**

---

You may edit or translate the existing labels or descriptions used in the TurboCASH to suit your specific needs or industry. You may also create or add a new language for a specific country or industry. You may also create or add a new language for a specific country or industry.

The following languages (87 countries / tax regimes), are available: Afrikaans, Arabic, English (25), Croatian (3), Español (13), Français (18), German, Greek (2), Indonesian, Italian, Lithuanian, Netherlands, Slovenian, Swedish, Swahili, Thai, Turkish (3), and Xhōsa, etc.

Language files are prefixed with the Language code followed by the Country name (e.g. en-American, en-Australia, en-UK, en-South Africa, etc.).

The names of the Sets of Books (stored in the "...\Bin\Repository\" folder) are also (prefixed with the Language code followed by the Country name). Most of these Sets of Books are linked to the applicable language file (**Access control (Setup ribbon)**).

The language files are stored in the \*.dfm file type. The language files are located in the "...\Bin\Languages" directory, or other directory, where TurboCASH is installed. The default language for the country you have selected when installing TurboCASH will automatically be displayed when launching TurboCASH for the first time.

If a Set of Books is opened, it will load the language file (**Access control (Setup ribbon)**).

If this is not the correct language, you may select any of the available languages. To do this, access **Switch language (Action ribbon)**.



*Care must be taken to ensure that existing labels in the master language are not amended. You need to create a new name for the file you wish to edit.*

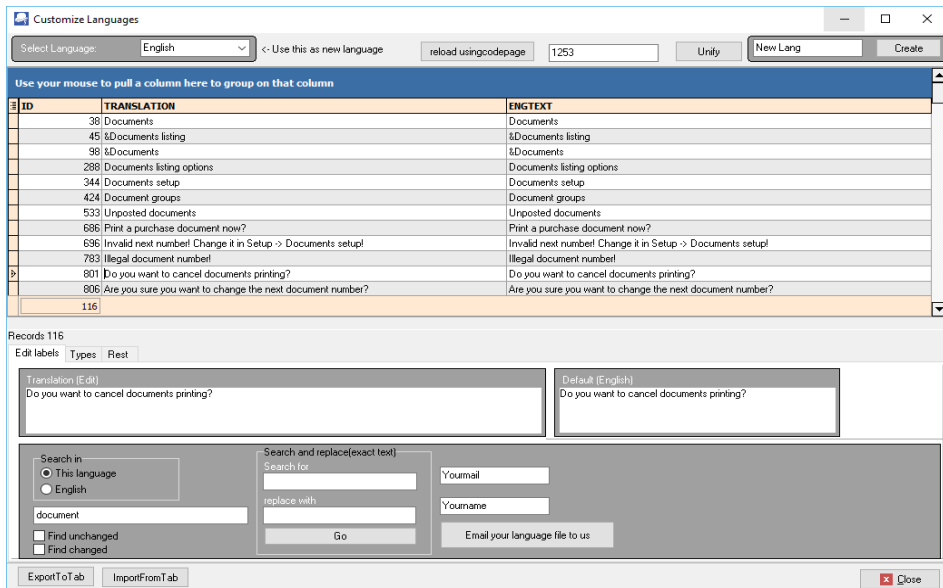
You may at any time switch over to the master (English, Afrikaans or any other available language) in the **Switch language (Start ribbon)**, and back again to your new customised language file.




*If you have created or edited a language file, it is recommended that you need to save a copy of the language file somewhere else on your system, in the event of uninstalling and reinstalling TurboCASH.*

**To create, edit or translate language labels or descriptions:**

1. On the **Setup** ribbon, select **Tools** → **Customise language**.



2. Check in the “*Select Language*” field that the correct details is selected.
3. In the “*New Lang*” field, Enter the name for your new language.
4. Click **Create**.
5. Edit or change the labels as necessary.
6. Once finished creating or editing your language file, click **E-mail your language file to us** to send the language file to the TurboCASH developers. This will automatically launch your system’s default e-mail program and attach your language file in the e-mail message. The developers will then add your language file in the next TurboCASH release.
7. Once finished, click **Close**.

 *It is strongly recommended that the label, which is edited or entered, is not longer than the “Default English” labels’ length. If your label is too long, it may cause some options in the program not to function or display properly. Do not use the **Delete** button to remove any of the existing edited labels.*

 ***Unify** button – So not click on the **Unify** button. This may change the TurboCASH programme name on the screens <@APPNAME@> and hyper-links <@APPURL@> to incorrect websites.*

## **B.7- REGISTERING TurboCASH**

Registration of TurboCASH5 is optional. There are no limitations to the number of transactions, etc.

### **You need to register TurboCASH5 to:**

1. **Webshop** - To use any of the powerful Plugins, you need to purchase a license for most of the Plugins. Before you can Register plugins, you first need to Register TurboCASH5.
2. **Forum** - On the shared forum, you may find topics (posts), post questions or issues, find solutions and participate in any discussions.

### **B.7.1- Register create an account**

TurboCASH and osFinancials share the same codebase. So we decided to rejoin together to make a single place of content, forum, registrations and a global shop to purchase your products. To get to this, all you need to visit the osFinancials website - [TurboCASH page at osFinancials](#).

#### **To register / create an account for TurboCASH on the website:**

1. To create a new account, you need to register TurboCASH in the osFinancials website - [TurboCASH page at osFinancials](#) website.
2. On the osFinancials and TurboCASH registration page (<http://www.osf-boekhoudpakket-administratie.nl/index.php/en/component/users/?view=registration>), select the **Create an account** option.
3. Enter the following:
  - a) Name
  - b) Username
  - c) Password
  - d) Confirm password
  - e) Email Address
  - f) Confirm Email Address
  - g) Settings – Frontend language – Select English (United Kingdom), English (USA) or Dutch (NL).
4. Click **Register**.

## B.7.2- Activate registration of TurboCASH5

Once you have already created an account (i.e. Username and password) on the website, you need to enter your username and password in TurboCASH program.

### To register TurboCASH:

1. Click **Register** icon (or **Online registration**) icon) (**Start** ribbon).



If you have not initiated the "Register your TurboCASH" screen at this stage, you may later access this screen from the **Help** → **Online registration** menu (**Action** ribbon).

2. Click **Get it online** (of the "Register your TurboCASH" screen), the following "Register your TurboCASH" screen is displayed:

3. Enter the Username and password.
4. Click **Send**. An information message "Registration send success!" will be displayed.
5. Click **OK**. The message "You have registered successfully! Username" (email address and username) as well as the "Code" (Serial number) will be displayed below the "User password" field, **Send** and **Reregister** buttons. If you have purchased any plugins, these plugins will be listed in the "To register plugins, you need to register TurboCASH5 first!" section of the screen.

# **MODULE C - WORKING IN TurboCASH**

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## **C.1- TurboCASH FEATURES**

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The TurboCASH program is an exceptionally powerful accounting program yet easy to use. TurboCASH5 helps you to get started quickly and automates many time consuming processes.

### **C.1.1- Get started easily**

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

### **C.1.2- Multiple language support**

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**Multiple language / Country specific** – Can be installed in 87 Language / Country configurations. Some languages / countries are; Afrikaans, Arabic, English (25), Croatian (3), Español (13), Français (18), Hrvatski (3) German, Greek (2), Indonesian, Italian, Lithuanian, Netherlands, Portuguese (9) Slovenian, Swedish, Swahili, Thai, Turkish (3), and Xhōsa, etc.



#### **Multiple Language Set of Books**

*Multiple Language Set of Books - This makes it possible for a multi-lingual country or an international company to work in different languages on the same set of books.*

### **C.1.3- Calendar / Planner**

---

- Create and manage general events (appointments) and events (appointments) for debtor (customer / client) and creditor (supplier) accounts.
- Schedule Repeating invoices.
- Create and manage appointments for hours (labour, consulting, etc.). This will generate Quotes which can be confirmed and converted when the appointment is completed.
- Print a list of events (appointments) for any period or date(s).

### **C.1.4- Debtors / Creditors**

---

- **Quick access to websites** - Double-click on the "Website" field of debtor (customer / client) and creditor (supplier) accounts to directly visit the websites of debtor (customer / client) and creditor (supplier) accounts in your system's default web-browser.
- **Quick access to e-mail** - Double-click on the "E-mail" field of debtor (customer / client) and creditor (supplier) accounts to directly insert the e-mail address of debtor (customer / client) and creditor (supplier) accounts in your system's default e-mail program.

## **MODULE C - WORKING IN TurboCASH**

---

- Up to two (2) Reporting groups for debtor (customer / client) and creditor (supplier) accounts.
- Manage debtor (customer / client) accounts in nine (9) tabs (i.e. Delivery address, Accounting information, Contacts, Appointment, Documents, Transactions, Bank account, Backorders and Stock items tabs).
- Manage creditor (supplier) accounts in eight (8) tabs (i.e. Delivery address, Accounting information, Contacts, Appointment, Documents, Transactions, Bank account and Stock items tabs).

### **C.1.5- Full stock control**

---

- Up to eleven (11) stock item types can be used to create (add), copy, stock items.
- Up to two (2) reporting groups for stock items.
- Financial entry stock type can be used to process invoices, from the account in the ledger.

### **C.1.6- Batch processing**

---

- Repeating transactions.
- Cancel / Reverse posted batches.
- Abbreviation Definitions
- Generate multiple transactions (Charge amounts, Interest, Fixed amount, Debtors with balances less than a specified amount).
- Create receipts (Receipt batches).
- Receive payment - Open item. This will automatically generate transactions in the receipt batch and post it to the ledger.
- Creditors balance at date (Payments batches) – This will import the creditor (supplier) accounts balances into the payments batch).

### **C.1.7- Document processing**

---

- Up to two (2) **reporting groups** for documents. These can be changed on the context menu.
- **Salespersons** – The salesperson can be changed on the context menu. Salespersons is added to purchase document layout files (i.e. Purchases, Supplier returns and Orders). This will indicate who processes orders, purchases and supplier return documents.
- **Repeating invoices** – Processed in the **Edit** menu or the **Calendar (Action ribbon)**.
- **Quotes** can be generated from the **Calendar / Planner** and be converted to Invoices.



- Create documents from the context menu **Convert invoices to quotes, Convert orders to purchases, Copy documents, Change account**, etc.
- Documents supports **abbreviations** to auto-complete the “*Description*” fields in document lines.
- Change the sort sequence of transactions and / or comments on posted as well as unposted documents.
- Cancel / Reverse posted documents.
- Export / Import Documents.
- Clear / Reset a Set of Books and retain the documents as unposted.

### **C.1.8- Powerful comprehensive reporting**

---

- Up to two (2) **reporting groups** for Accounts, Debtors, Creditors, Stock, Documents, Cost centres.
- **Multi-year reporting periods / dates** – All transaction reports can be printed for a period (Month, 2 Months, Quarter (3 Months), 4 Months, Half Year (6 Months) or Year) or specific date(s).
- **Report footers** – The Data source (i.e. full system path, name of the Set of Books), User (i.e. System user and TurboCASH user) as well as the date time stamp and page numbers are printed on the report footers.
- **T-Ledger analyser**
  - Budget listing and Actual figures in the Trial balance, Income statement, Balance (Balance sheet) and Standard column balances reports.
  - Budget vs Actual report.
  - Column balances in the General ledger, Debtor's ledger and Creditor's ledger.
- **T-Account viewer** – Filter, Print and Export the transactions.
- **Sales and Purchase analysis.**
- **Report designer** - In addition to the reports, you may design your own customised user reports with the powerful Report designer. The Report designer allows you to write your own external reports and documents using the data in a Set of Books in *TurboCASH*.
- **Batch type reports** – These may be printed from various options:
  - **Posted batches** tab of “*Batch entry*” screen.
  - **Documents** and **Transactions** tabs of debtor (customer / client) and creditor (supplier) accounts. Only the transactions applicable to the selected account will be listed.

## **C.1.9- Export / Import**

---

The following supports export and import of Accounts, Debtors, Creditors, Stock, Documents and Posted batches.

### **C.1.10- Export to spreadsheets**

---

The following can be exported to spreadsheets:

- Debtor (customer / client) accounts
- Creditor (supplier) accounts
- Documents
- Stock items
- **T-Ledger analyser** Reports
  - Budget listing and Actual figures in the Trial balance, Income / Expenses (Income statement), Balance (Balance sheet) and Standard column balances reports.
  - Budget vs Actual report.
  - Column balances in the General ledger, Debtor's ledger and Creditor's ledger.
- **T-Account viewer** – Transaction Reports - Filter, Print and Export the transactions.



*The T-Account viewer may be launched from the Reports → T-Account viewer menu or right-click (Show details).*

These transactions may also be viewed, printed and exported for specific accounts from the following options:

- **T-Ledger analyser** – Selected account or reporting group.
- **Search (F3)** – Selected account or batch in the search results (double-click or right-click).
- **Documents** and **Transactions** tabs of debtor (customer / client) and creditor (supplier) accounts. Only the transactions applicable to the selected account will be listed.

### **C.1.11- Additional features**

---

Supports the following features, if activated:

- Cost centres - Cost centre 1 and Cost centre 2 supports budgets.
- Projects.

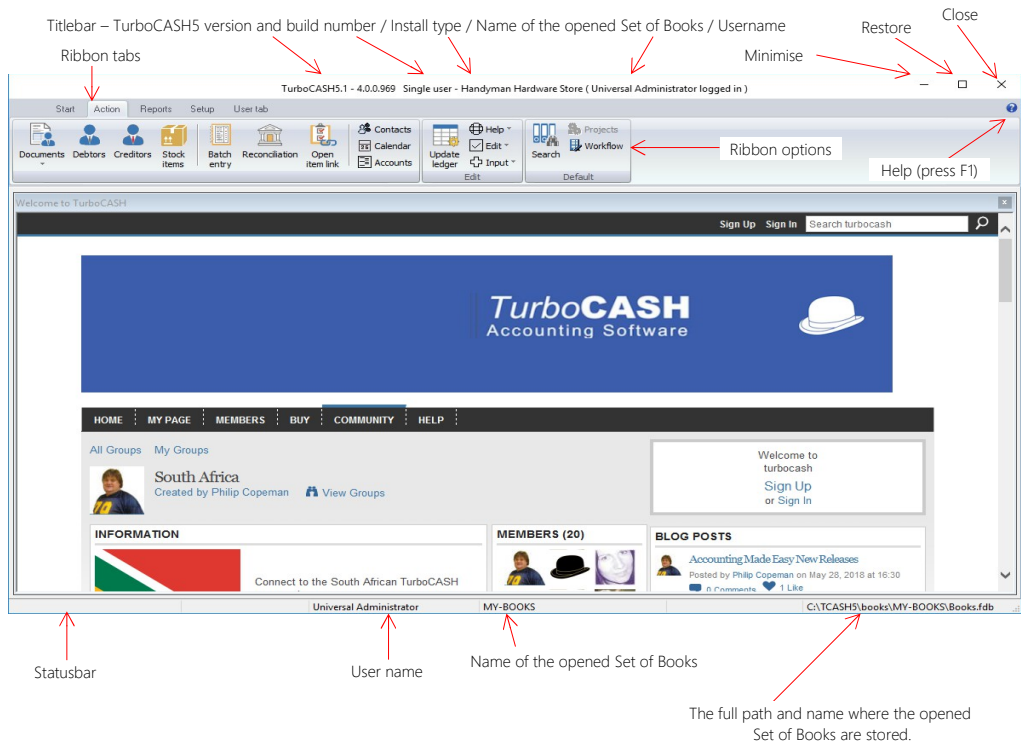
## **C.2- THE TurboCASH PROGRAM**

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

For the purpose of this documentation, the images (screen shots) are displayed in the default English language.

Most of the program options can be easily accessed by one or more mouse-clicks or by pressing a few buttons on the keyboard.

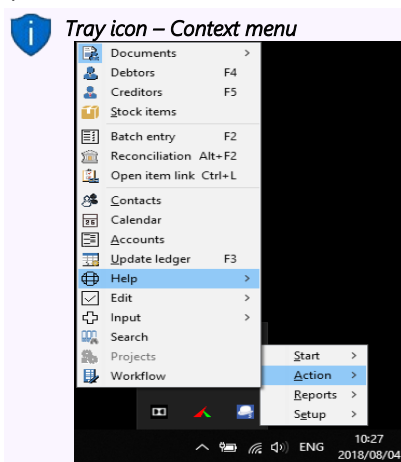
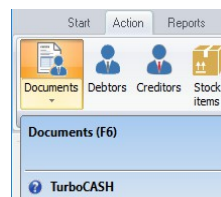
TurboCASH offers many features and options. To enhance your effectiveness and efficiency to perform your tasks in the program, it is important that you can access the required options as quickly and effortlessly as possible.



## MODULE C - WORKING IN TurboCASH

The new design of the *TurboCASH5* user-interface (UI) offers you different options, which displays information and / or allows you to access the different features and options:

1. **Titlebar** – Displays the version of the *TurboCASH* program, the registered user's name (if the program is registered) and the user logged into the Set of Books (if users and passwords were set in the **Access control (Setup ribbon)**)).
2. **Tool tips** - When the mouse is moved over an icon on the ribbons the name of the icon and TurboCASH is displayed. If a short-cut key is assigned to that icon, it will also be displayed (e.g. **Documents (F6)**). It will not launch any function, but is only a flash card. This should refresh user's memory to the short-cut keys.
3. **Tray icon** - The "Tray icon notification area" of your operating system. It displays the name of the opened (active) Set of Books (as entered in the "Company name" field) - (**Company info (Setup ribbon)**) when the mouse is moved over the TurboCASH icon. It will also automatically display the name of the Set of Books when the Set of Books is opened.



*To launch the TurboCASH5 program's context menu:*


*Click on the < Tray icon on the "Windows task bar".*

*On the TurboCASH5 icon, right-click. A menu list of the ribbon tabs (i.e. Start, Action, Reports and Setup) will be displayed.*

*If you select one of these ribbon options, the menus (and sub-menus) for the selected ribbon will be available.*


4. **Ribbons** – The functions and features and utilities are grouped in five (5) ribbon tabs. These are:
  - a) **Start** - Open, Register (will be displayed until your TurboCASH5 is registered), Backup / Restore, Delete Set of Books, Create Set of Books, Save as (Set of Books), Close Set of Books, Switch language and Exit TurboCASH.
  - b) **Action** – Documents, Debtors, Creditors, Stock items, Batch entry, Reconciliation, Open item link, Contacts, Calendar, Accounts, Update ledger, Help (menu list), Edit (menu list), Input (menu list), Search, Workflow and Projects (if activated).
  - c) **Reports** – Reports (menu list), User reports (menu list), T-Ledger analyser 1, T-Ledger analyser 2, T-Account viewer, Printer and Report designer.

- d) **Setup** – Company Info, Documents, Groups, Stock information, Reporting Dates, Access control, Batch types, Salesperson, Printer, Workflow setup, Setup (menu list), Report designer, Calculator, Import, Export and Tools (menu list).
- e) **User tab** – This tab is by default not activated. The **User tab** is a quick menu to manage (customise) the menus, most frequently used. It can be grouped into up to six (6) groups. If users are added in the **Access control (Setup ribbon)**, it will store the custom menus for each user. There are two (2) options to activate this tab, i.e.:
  - i) **Auto learn** – Tick this option to add the last accessed options to the User tab.
  - ii) **Edit – Add / Remove** the options to be displayed in the **User tab**.

 All options and menus on the **Start, Action, Reports and Setup** ribbon tabs, are available via a context menu.  
 You may right-click anywhere in the program (e.g. Ribbon bar, Statusbar, etc.) to access the main context menu.

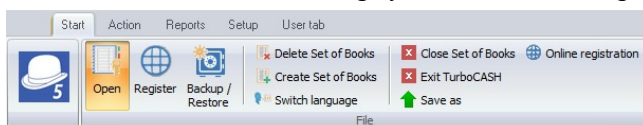
- 5. **Statusbar** – The following is displayed in the Status-bar:
  - a) **User name** – “Universal Administrator” will be displayed when a Set of Books with no users and passwords. If users and passwords were set in the **Access control (Setup ribbon)**, it will display User and the user's name.
  - b) **Name of the Set of Books** - The name of the opened (active) Set of Books is displayed in the fourth section.
  - c) **Path of the Set of Books** - The full path of the opened Set of Books is displayed in the last section.

## C.2.1- RIBBONS AND MENUS

 Most of these program options are only accessible if a valid Set of Books are opened. If no Set of Books are opened, only the **Start** ribbon tab will be displayed. The **Action, Reports, Setup and User tab** ribbons will be inactive.  
 On the **Start** ribbon, the **Open, Backup / Restore, Delete Set of Books, Create Set of Books, Switch language** and **Exit TurboCASH** options will be accessible.  
 You need to have a Set of Books opened to access the **Register** and **Save as** options.

### C.2.1.1- Start ribbon

The **Start** ribbon is used to manage your sets of books, registration and language.



The following ten (10) options are available:

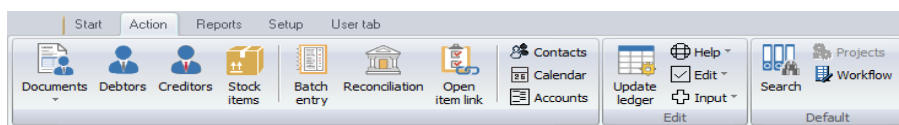
1. **Open** - Open an existing Set of Books in any valid folder on the system.
2. **Register** - Register the TurboCASH5 Program. Once you have registered TurboCASH5, and you restart the TurboCASH5 program, it will be removed from the **Start** tab on the ribbon bar.
3. **Backup / Restore** - Create a backup file of your Set of Books. You may also restore the Set of Books from a valid backup file.
4. **Delete Set of Books** - This option is used to permanently delete a Set of Books.
5. **Create Set of Books** - This option is used to create, copy or convert a Set of Books using the creation wizard. (TurboCASH allows you to create unlimited Sets of Books).
6. **Save as** - This option is used to save an exact copy of the Set of Books.
7. **Switch language** - The TurboCASH5 program will by default use the language selected after installing TurboCASH5. You may select a different language. The program interface, reports and layout files will by default be printed in this language.  
You may set the language for a Set of Books in the "*Language*" field in **Access control (Setup ribbon)**.  
You may also set a language in the "*Language*" field for debtor (customer / client) accounts in **Debtors (Action ribbon)** and for creditor (supplier) accounts in **Creditors (Action ribbon)**.
8. **Close Set of Books** - The opened Set of Books will be closed. All other ribbon tabs will not be accessible.
9. **Exit TurboCASH** - This will close the Set of Books and exit the TurboCASH5 program.
10. **Online registration** - Register the TurboCASH5 program or via the website.

### C.2.1.2- Action ribbon

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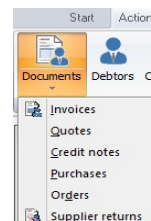
The **Action** ribbon is used to manage the following:

- **Master files** – Ledger accounts (chart of accounts), debtors, creditors, contacts, stock items, appointments, tasks, etc.
- **Transactions** - Processing of transactions in sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders), batches (journals), managing open item accounts (adjust payment dates and / or process receipts / remittance advice for payments and / or refunds, etc.
- **Periodic processing** – Reconciliation, repeating transactions and invoices.
- **Search** – Search for data and print transactions and documents, etc.
- **Help** – Access the help file, websites (forum, bug reporting, webshop), support details, etc.



The following seventeen (17) options are available:

1. **Documents** - Access, process and manage sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders).  
If a document type is selected on the list of documents, the selected documents screen will be launched as a separate floating screen.
2. **Debtors** – Maintain (manage) debtor (customer / client) accounts. You may create, edit, delete and / or disable debtor (customer / client) accounts.
3. **Creditors** - Maintain (manage) creditor (supplier) accounts. You may create, edit, delete and / or disable creditor (supplier) accounts.
4. **Stock items** – Maintain (manage) stock (inventory) items. You may create, edit, delete and / or disable stock (inventory) items for eleven (11) stock item types. These are, Default, Sales, Sales (no stock), Purchases, Purchases (no stock), Financial entry, Option item, Option item (no stock), BOM (Bills of Materials), BOM (production) and Linked items.
5. **Batch entry** - Enter and process transactions in batches.
6. **Reconciliation** - Reconcile transactions in payment and receipt batches (linked to a bank account) with printed bank statements.



**BankImport plugin** is a commercial plugin. - It allows you to import a valid bank statement file into TurboCASH. It will import bank transactions and save you hours of data entry. You can simply link transactions to your debtors, creditors or other accounts. And with a simple mouse click, link the payments to the right invoices. (See - BankOnline Plugin).

7. **Open item link** – Process, edit, delete links for ledger accounts (income, expense, balance sheet, bank and tax), debtor (customer / client) and / or disable creditor (supplier) accounts set as Open item accounts. You may also adjust the payment dates for these accounts or process receipts / remittance advice for payments and / or refunds.
8. **Contact** - Maintain (manage) contact persons and print a list of contacts.
9. **Calendar** - The calendar (planner) allows you to manage (schedule, add, edit, delete) events (general appointments, debtor appointments (up to 6 categories), creditor appointments, repeating invoices and to generate quotes / invoices for events). It also allows you to (add, edit and / or delete) contacts and tasks.
10. **Accounts** - Create, edit, delete general ledger accounts (income / expense, bank and tax accounts).
11. **Update ledger** - Update (post) sales documents (i.e. invoices and credit notes) and purchase documents (i.e. purchases and supplier returns) and batches to the ledger.

12. **Help** - Access the following eight (8) options:

- a) **Help** - Launch the TurboCASH Help system where you may locate topics on TurboCASH. Context sensitive help has been implemented on most features.
- b) **About TurboCASH** - View the version and release date of the program and the version of your Operating system.
- c) **Support** - View contact information of TurboCASH or go to the support page via the Internet.
- d) **Show welcome** - By default, the "Welcome to TurboCASH" screen displays the website.



*If the website is updated, new content will be displayed in the "Welcome to TurboCASH" screen.*

- e) **Online registration** - Register the TurboCASH program.
- f) **Forum** - Please visit our Forum to find solutions or to post comments, etc.
- g) **Webshop** - Please visit our webshop.
- h) **Bug report** - View, search and report any bugs on our bug-tracking system at Sourceforge.

13. **Edit** - Access the following three (3) options:

- a) **Repeating transactions** - Enter and / or edit transactions in batches of a recurring nature.
- b) **Repeating invoices** - Generate and process invoices of a recurring nature by selecting invoices to repeat from the invoice history.
- c) **Delete** - Delete sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders).

14. **Input** - Access the following six (6) options:

- a) **Adjust stock** - Launch the **Stock items (Action ribbon)** as a separate floating screen.
- b) **Confirm** - Confirm and convert quotes to invoices and orders to purchases.
- c) **Backorders** - Add, edit and delete back orders for stock items.
- d) **Sales documents** - Process / edit invoices, credit notes and quotes.
- e) **Purchase documents** - Process / edit purchases, supplier returns and orders.
- f) **POS Invoice** - Run and manage a point-of-sales shift and process point-of-sale invoices.

15. **Search** - Launch the Investigator to search and filter for data in the Set of Books.



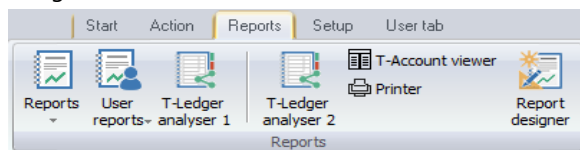
16. **Projects** - By default, this option is inactive. Once projects is activated, you may process transactions for projects and print project reports. You need create groups for Projects (**Groups (Setup ribbon)**) and activate Projects (**Setup → System parameters (Setup ribbon)**). Projects may be activated for each batch type in the **Batch setup (Advanced tab)**.
17. **Workflow** -



*Workflow Plugin is a commercial plugin.*

### C.2.1.3- Reports ribbon

The **Reports** ribbon is used to access and print all reports, user reports and reports from the T-Ledger analyser 1 / 2 and T-Account viewer. It is also used to access the Printer (setup) and Report designer.



The following seven (7) options are available:

1. **Reports** - List the reports in fifteen (15) menu items and groups.
2. **User reports** - Any other reports that are under construction. Users may add their own reports in the ...\\plug\_ins\\reports\\userreports folder.
3. **T-Ledger analyser 1** - Trial balance, Income statement, Balance sheet, Standard column balances (column view of the Trial balance, Income statement and Balance sheet in one report), Budget versus actual, This year versus last year as well as Column balances.
4. **T-Ledger analyser 2** - The same reports are available as for the T-Ledger analyser 1, but it gives you another option to generate different views and reports.
5. **T-Account viewer** - Analyse and print transactions for specific accounts, etc.
6. **Printer** - Setup and configure the printers on your system.
7. **Report designer** - Edit, create and customise layout files for documents and reports.

#### C.2.1.3.1- Reports menu

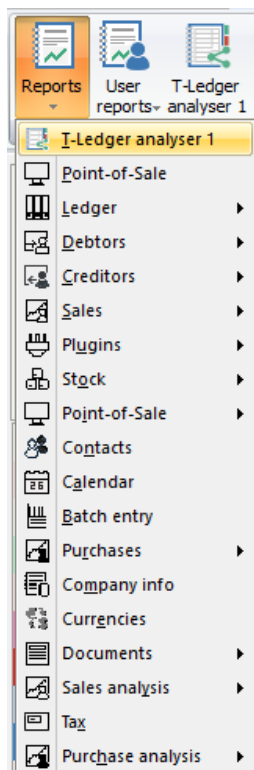
This menu lists all the standard reports, which are required to manage the information in a Set of Books. In addition to these standard reports, you may also create your own user or custom reports in the **Report designer**.

These reports that are stored in the ...\\plug\_ins\\reports\\systemreports folder.

If you are creating transactions from your stock file (processing documents - invoices, credit notes, purchases and supplier returns documents), you will need to view reports in the stock ledger, document listing, sales analysis, purchase analysis reports.

**To access the reports menu:**

1. On the **Reports** ribbon, select **Reports**. A list of the nineteen (19) reports or groups of reports will be listed.
2. The summary of these reports, is as follows:
  - a) **T-Ledger analyser** - The T-Ledger analyser allows you to generate six (6) different report types of your data which may be printed and exported in various formats. These are:
    - Trial balance
    - Income statement
    - Balance sheet
    - Standard column balances (column view of the Trial balance, Income statement and Balance sheet in one report)
    - Budget versus actual
    - This year versus last year
    - In addition to this, you may also view and export the data in column balances (balances per period) for the general ledger, debtors and creditors.
    - Transactions may also be printed from the T-Account viewer.
  - b) **Point-of-Sale** - The Cash-up and Sales analysis report for the built-in point-of-sale (if you use point-of-sale).
  - c) **Ledger** - The following reports are available to manage all the accounts in the general ledger:
    - **Budget vs actual (3 periods)** – Compare budget vs actual figures for any 3 periods.
    - **Graph - Profit / Loss per week** - Net profit and loss per week in a bar chart.
    - **Listing** - List the General ledger accounts (Chart of accounts).
    - **Transactions** - Transactions, Transactions - Standard and Transactions - Extra details.
  - d) **Debtors** - The following reports are available to manage the accounts in the debtor's ledger:
    - **Graph - Debtors per week** - Invoices and Debit transactions, Credit notes and Credit transactions as well as the difference per week in a bar chart.
    - **Age analysis** - Various age analysis reports.



- **Listing** - Contacts, Listing, List delivery address, List postal address, List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing).
  - **Print labels** - Postal and Delivery address labels.
  - **Transactions** - Transactions – Open item, Transactions - Standard and Transactions - Extra details.
  - **Outstanding** – Debtor statements, Debtor statements – Outstanding, Due date and Outstanding at date.
- e) **Creditors** - The following reports are available to manage the accounts in the creditor's ledger:
- **Graph - Creditors per week** - Supplier returns and Debit transactions, Purchases and Credit transactions as well as the difference per week in a bar chart.
  - **Age analysis** - Various age analysis reports.
  - **Listing** - Contacts, Listing, List delivery address, List postal address or List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing) report.
  - **Print labels** - Postal and Delivery address labels.
  - **Transactions** - Transactions - Open item, Transactions - Standard and Transactions - Extra details.
  - **Outstanding** – Remittance advices, Remittance advices – Outstanding, Due date and Outstanding at date.
- f) **Sales** - Various reports are available to analyse your sales documents. Print Graphs, Debtors, Sales and Items reports for Invoices, Credit notes and Quotes.
- g) **Plugins** – Price agreement report for the Price agreement plugin.
- h) **Stock** - The following reports are available to manage the stock items:
- **Reorder** - Stock reorder report to list only those stock items that needs to be reordered. The Current stock levels report lists all the current stock levels.
  - **Print barcodes** – Print the Barcodes or the Yagoda barcodes.
  - **Listing** - Print lists of All selling prices (Selling price 1 / 2 / 3) and the Stock item listing (Quantities and Cost prices). You may select to print extra details for these reports. You may also print the Stock - Tax class listing report.
  - **Backorder** - Print a list of backorders.

- **Stock In / Out** - The following two (2) reports:
  - **Stock In / Out - Documents** - Displays a summary of sales and purchase documents for each stock item. The “*Show details*” option will list and display the document dates and document numbers for each stock item.
  - **Stock In / Out** - Displays a list of the stock items and the quantities in and out as well as the total prices. The “*Show details*” option will list and display the document dates and document numbers for each stock item.
- i) **Point-of-Sale** - Sales and Receipt reports for the plugin point-of-sale systems (if you purchased and use the HorecaPOS or RetailPOS point-of-sale systems).
- j) **Contacts** - Lists the details of all your contacts. To list only the contacts for debtor (customer / client) accounts, you need to print it in the **Debtors → Listing - Contacts** menu. To list only the contacts for creditor (supplier) accounts, you need to print it in the **Creditors → listing - Contacts** menu.
- k) **Calendar** - Print the appointments (events) (i.e. Appointment, Debtor appointment, Hours and Creditor appointment) that was scheduled in the Calendar / Planner.
- l) **Batch entry** - Print the transactions of posted invoices, credit notes purchase and supplier return documents as well as posted batch transactions (i.e. sales journal, purchase journal, payments journals, receipts journals, general journals, etc.).
- m) **Purchases** - Various reports are available to analyse your purchase documents. Print Graphs, Creditors, Purchases and Items reports for Purchase and Supplier return documents as well as Orders.
- n) **Company info** –
  - **Bank accounts** - List of Banking details (for up to two (2) bank accounts) as entered in **Company info (Setup ribbon)**.
  - **Information** – List of Lists the details of the following:
  - **Document heading and messages** (up to 3 lines) as entered in the **Documents setup (Setup ribbon)** for each of the Sales documents (i.e. **Invoices, Credit notes** and **Quotes** tabs) as well as Purchase documents (i.e. **Purchases, Supplier returns** and **Orders** tabs). This information is standard and will be printed on all documents.
  - **Global statement** message (up to 3 lines) as entered on the **Statement setup** tab on **Documents setup (Setup ribbon)**. This information will print standard on all **Statements (Reports → Debtors – Outstanding (Reports ribbon))**. This is in addition to the specific messages (up to 4 lines) that can be entered in the **Delivery address** tab individual debtor accounts (**Debtors - Action ribbon**).
  - **Selling price descriptions** – The descriptions of Selling price 1, Selling price 2 and Selling price 3 as entered in the Selling price descriptions (**Stock information (Setup ribbon)**).

- **Cost of Sales –**
  - **Create Cost of Sales -**
    - **Yes** - Cost of Sales is activated.
    - **No** - Cost of Sales is not activated.
  - **Average cost -**
    - **Yes** – Average Cost of Sales is activated.
    - **No** – Latest Cost of Sales is activated.
- o) **Currencies** – List of the Currencies added in **Setup** → **Currencies (Setup ribbon)**. These currencies can be selected when processing documents, such as invoices, credit notes, purchases, supplier returns documents, orders and quotes.
- p) **Documents** - Lists your documents, such as invoices, credit notes, purchases, supplier returns documents, orders and quotes or a selection of documents or for a selected period.
- q) **Sales analysis -**
  - **Sales documents for each document type** (i.e. **Invoices, Credit notes and Quotes**) - You may print reports for five (5) reporting groups (i.e. Debtor group 1, Debtor group 2, Document group 1, Document group 2 and Salespersons).
  - **Invoices and Credit notes** - You may print reports for five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons).
  - **Sales per product - Stock group 1** and **Stock group 2** are also available to analyse the sales (invoices) and returns (credit notes of trading stock items (default stock type).
- r) **Tax** - If you are registered as a VAT/GST/Sales tax vendor, you need to print and view reports for a specific period for all your Tax (VAT/GST/Sales tax) or for a specific tax code such as Input VAT/GST/Sales tax, Output VAT/GST/Sales tax, Zero-rated VAT/GST/Sales tax, etc.
- s) **Purchase analysis -**
  - **Purchase documents for each document type** (i.e. **Purchase, Supplier return documents and Orders**) - You may print reports for five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons).
  - **Purchase and Supplier return documents** - You may print reports for five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons).
  - **Purchases per product - Stock group 1** and **Stock group 2** are also available to analyse the purchases and returns for trading stock items (default stock type).

### C.2.1.3.2- User reports menu

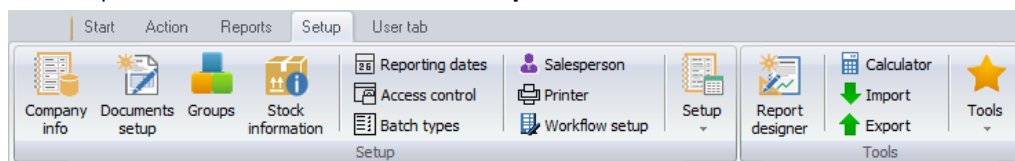
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Any other reports that are under construction. Users may add their own reports in the ...\\plug\_ins\\reports\\userreports folder.

### C.2.1.4- Setup ribbon

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The Setup ribbon tab is used to access the **Setup** and **Tools**.



The following sixteen (16) options are available:

1. **Company info** - Enter the company information (name, address telephone, fax numbers e-mail address) and registration numbers for the Company and VAT/GST/Sales tax, if applicable.
  - a) You also may to set the default tax method and output method for reports (to "screen, printer, file, e-mail" or "fax").
  - b) Load your logo or picture, which you wish to be displayed on the documents.
  - c) Set the default currency format and date format in your Windows Operating System.
2. **Documents setup** - Settings for sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders). Set the defaults for documents, such as the numbers, batch types, headings and messages and document layout files.

On the **Statement setup** tab, you may enter a global message to be printed on **Debtor statements (Reports → Debtors → Outstanding menu)**.
3. **Groups** - Set up to 2 Groups for Accounts, Debtors, Creditors, Stock items and Documents for printing reports.
4. **Stock information** - The following settings are available:
  - a) **Default** -
    - i) **Selling prices** - Enter (edit) the descriptions for up to 3 selling prices. You may set the default selling price 1 / 2 / 3 which will be used globally when processing documents.
    - ii) **Cost of sales** - Set the parameters for Cost of sales (account, batch type, whether you will be using average cost or latest cost).
    - iii) **Documents setup** - This also contains various settings when processing documents and / or working with stock.
  - b) **Units** - Specify the unit descriptions and sizes to be displayed in the "Stock item" screens and reports.



The unit description is implemented on the Test Invoice (LanguageID906190), Delivery note (no code) (LanguageID906181) and Delivery note (LanguageID906182) layout files.



Launch the **Help file**. - Copy this text "Add unit descriptions to layout files" to the **Search** tab and click on the **List topics** button.  
Follow the steps (procedure) to add this to your own customised layout files.

- c) **Tax classes** – Create, add, edit Tax classes (Account classes) to which you may select Input Tax codes, Output Tax codes, Sales, Cost of sales and Stock control accounts.
5. **Reporting dates** - Set the start date of your financial year and the periods in a financial year. You may also close a specific period or year for posting transactions to the ledger.
6. **Access control** - Set the passwords, users and access to certain menus for each of your users.
7. **Batch types** - Create or delete batch types or journals in which you wish to enter transactions. Batch types also need to be linked to sales documents (i.e. invoices and credit notes) and purchase documents (i.e. purchases and supplier returns) on Setup Documents.
8. **Salesperson** - Add or remove any salespersons, which will be processing sales documents (i.e. invoices, credit notes and quotes) and purchase documents (i.e. purchases, supplier returns and orders) or cashiers operating Point-of-Sale.
9. **Printer** - Select the default settings for printing reports and documents.
10. **Workflow setup** -



*Workflow Plugin is a commercial plugin.*

11. **Setup** - Access the following seven (7) options:
  - a) **Financial categories** - Link your Ledger Account groups to Assets, Capital, Expenses, Income or Liabilities.
  - b) **Backup path** - Set the default backup drive and folders on your system on which you wish to create backup files or disks.
  - c) **System parameters** - Select the indicators for debit and credit, number of decimals to be displayed on reports and documents as well as the number of decimals to be stored. You may also select to display the default system currency symbol.  
Select 1 of 2 methods for reconciling bank statements with the transactions in your cash-book (receipts and payments batches). If you have purchased the *BankImport plugin*, you need to change the setting import the transactions from your bank statement and allocate these transactions to the accounts.
  - d) **Internet** - Configure your Internet, e-mail accounts to send reports, lists and documents via the internet or to configure a network server.
  - e) **Point-of-Sale** - Set Point-of-Sale parameters, configure printers, peripherals, etc.

- f) **Currencies** - You may add / edit currencies and the exchange rates. When processing documents, you may select the currency. This will automatically calculate the prices for that currency.
- g) **Theme** - Select Classic or Ruby theme to be displayed in the program. You may also add your own favourite background pictures.
- 12. **Report designer** - Edit existing reports and layout files for documents. You may also create and edit your own reports and layout files.
- 13. **Calculator** - Access the Calculator.
- 14. **Import** - Import accounts, debtors, creditors, documents and stock from specific file formats.
- 15. **Export** - Export accounts, debtors, creditors, documents, stock and posted batches to specific file formats.
- 16. **Tools**- Access the following seven (7) options:
  - a) **Global processes** - The following four (4) options are available:
    - i) **Clear / Reset** - This option allows you to clear all the transactions and balances in a Set of Books. This will clear or reset the Set of Books and delete all the transactions and balances. You may also select to retain all documents and set them to unposted.
    - ii) **Do year end** - This option allows you to close off all the nominal accounts (income and expense accounts) and transfer the balances for the financial year to the Retained Earnings account. The start date and the reporting dates for the financial year will also be created for the new financial year.
    - iii) **Copy from a Set of Books** - This option allows you to copy the data from a selected Set of Books into the active (open) Set of Books. This will replace all the data in the active Set of Books.
    - iv) **Reverse posted document / batch** - This feature allows you to reverse or cancel the transactions in posted documents and batches.
      - **Reverse posted batch (journal)** - The transactions entered or imported in batches (journals) which are already updated (posted) to the ledger, may be reversed or cancelled. This option will cancel all the transactions already updated (posted) to the ledger, remove it from the transaction file, and import the transactions to the selected batch (journal).

You may then erase or delete the entire batch (journal) as well as the transactions, edit or correct the transactions, balance the batch, print the batch list and post it to the ledger.
      - **Reverse posted document** - The documents as well as any transactions generated by the documents (invoices and credit notes, purchase documents and supplier returns documents) when the documents were updated (posted) to the ledger, will be reversed or cancelled.



The selected reversed document will be available as an unposted document. You may edit the document in **Documents (Action ribbon)** and then post (update) it to the ledger. If you do not need to update (post) the document to the ledger, you may delete the document in **Edit → Delete – Documents** menu (**Action ribbon**).

- b) **Data integrity check** - Run a Data integrity check and print a Data integrity check report.
- c) **Customise language** - Customise (edit, change and translate) language files.
- d) **Close active forms** - Close any open forms (e.g. "Documents, Debtors, Creditors, Stock items" screens, etc.)
- e) **Activate plugins** - By default, no plugins is activated when TurboCASH5 is installed. This option allows you to activate / deactivate all plugins, registered plugins or specific plugins. The Activated plugins will be available from the **Plugins** menu.
- f) **Plugins** - By default, no plugins are listed on this menu. Only activated plugins will be listed.
- g) **Others** - Not used.



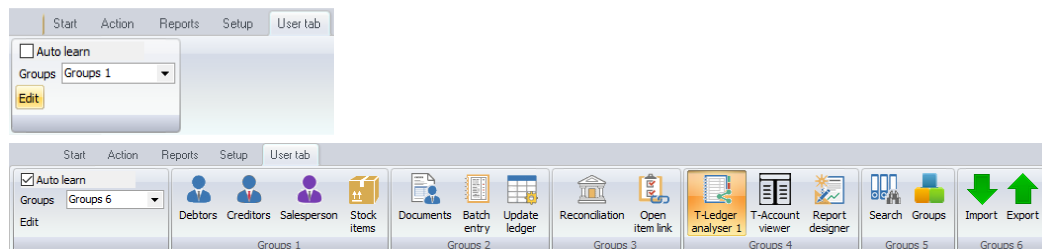
*Most of these plugins are licensed under commercial licenses. You need to purchase a license on which a registration code and instructions will be mailed to you to unlock the full features of these plugins. Plugins needs to be registered in the **Tools→ Plugins → Extra→ Register plugins** menu (**Setup ribbon**).*

### C.2.1.5- User tab ribbon

The **User tab** ribbon is a custom quick menu. It is used to manage user navigation in a Set of Books. You may select (tick) the "Auto-learn" feature to add the last accessed options in up to six (6) groups.

By default, when opening the Set of Books, the **Action** ribbon will be displayed.

If the **User tab** ribbon, is activated, the **User tab** ribbon will automatically be displayed when opening the Set of Books.



There are two (2) ways to add menus to the **User tab** ribbon, i.e.:

- **Auto-learn** - You may select this option to automatically add your accessed functions (menu items) to the **User tab** ribbon.
- **Edit** – Manually add functions (menu items) to the **User tab** ribbon.



*Edit you may use this option to add, delete and link items to six (6) groups.*

*The **User tab** ribbon may also be edited and accessed in the **User tab** on **Access control (Setup ribbon)**.*

## **C.3- WORKING WITH TurboCASH RIBBONS AND SCREENS**

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### **C.3.1- Show / Hide ribbon options**

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#### **Hide ribbon**

You may need some extra space when working with, Documents, Stock, Debtors, Creditors, T-Ledger analyser, etc.

To “Auto hide” the ribbons options, double-click on any of the ribbon tabs. This will hide the options on the ribbon and only display the ribbon tabs and auto-resize (larger) the screens in TurboCASH5. You may then click on a ribbon tab to select and access the options. Once you have selected an option, the ribbon options will auto hide and only display the ribbon tabs.

#### **Show ribbon**

To “Show” the ribbon options and resize the screens (smaller), you may double-click on a ribbon tab.

### **C.3.2- Menu lists**

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You may right-click basically anywhere on the program to access menus (and sub-menus, where applicable) for each of the ribbon tabs.

### **C.3.3- Dock / Undock sections of screens**

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By default, all sections of screens are docked (maximised). If you see the following button on a screen, you may click to undock (maximise) resize a screen or to dock (minimise) the screen:



### **C.3.4- Dragging / Resizing sections of screens**

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When the mouse is moved over some areas of a screen, you may drag the area of the screen to resize it.



## C.4- FILTERS AND SEARCH FEATURES

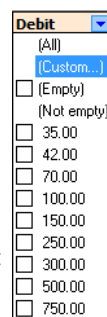
### C.4.1- Filter options in column headings

The grid (implemented in TurboCASH5) is very powerful because of its sophisticated easy to use filter and sort features does this quicker than any other way. It has the ability to group, sort and filter any data column(s) on most screens in a Set of Books with only a view mouse clicks.

If you need to view or find specific data, there are various options available to locate and find your data.

Some of the options are:

1. **Sort** - Click on a column heading to sort and list the data ascending or descending sequence. All the data is by default displayed ascending; from the smallest to the highest value (e.g. a-z or 0-9) according to the record number (e.g. line number in a batch, etc.) To change the sort order from ascending (e.g. a-z or 0-9) to descending (e.g. z-a or 9-0) select a column and click on it. If you click on it again it will change back to ascending sequence.
2. **Drag and drop columns** - You may click on a column and drag it to the left or to the right to change the sequence your data is displayed on screens.
3. **Filter** - Click in the arrow to list the data in a specific column. A list displaying the data, as well as an "All" option and a "Custom..." option in the selected column will be displayed. For example, if amounts are entered in a "Batch entry" screen, all the amounts will be listed. By adding a tick next to a specific amount, only transactions, matching that amount will be listed.
4. **Custom** - You can easily build customised filters according to your needs. These filter files can be saved and opened for future use.



## C.4.2- Custom filters

Once you have selected an option on a list, the your selection will be displayed at the bottom section of the “Batch entry” screen as follows:

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
3	107	2018/03/30	Rent - April	G220000 Rent	T850020 Input VAT - Standard rate - 14%	500,00		
4	108	2018/03/30	Payment on account	C2ABCD0 ABC-Office-Supplies	G	750,00		
5	109	2018/03/30	Detail - Mercedes-Benz	G210010 Fuel and oil	G	150,00		
6	110	2018/03/30			-14%	250,00		

Summary: 1 650,00 Debit, 0,00 Credit

Filter: and <Head>  
 Balance Equal to 0  
 Date Between 2018/03/05 and 2018/03/30  
 Debit Greater than 120.00  
 Reference Between 105 and 111  
 Push this button to add a condition

Buttons: Open..., Save as..., OK, Cancel, Apply

Footer: [Balance = balance] and [Date Between 2018/03/05 and 2018/03/30] and [Debit > 120.00] and [Reference Between 105 and 111] Customise...

You may click on the “Customise...” option on a column list or click on the **Customise** button to:

1. Make a filter (add or delete conditions and groups).
2. Save a filter.
3. Open a filter.

### C.4.2.1- Make a custom filter

#### To make a filter:

1. Click on the “Customise...” option on a column list or click on the **Customise** button.
2. Select an operator (i.e. and, or, and not, or not).
3. Click on the **Filter** button (or on the ... button) and select one of the following options on the context menu:
4. **New condition** – Create a new condition.
5. **New group** – Create a new group.
6. **Delete row** (If you click on the **Filter** button, you may delete all rows (conditions and groups)).
7. Select a column from the list of available data applicable to the screen. In this example, the **Date** is selected.

8. Select a filter condition. In this example, the **Between** is selected. Another field is opened to select another date.
9. Once you have created your conditions or groups, click on the **Apply** button.
10. Click on the **OK** button to close and exit this "Make filter" screen.

#### C.4.2.2- Conditions

---

The values of conditions, is as follows:

1. **Equal to** - list or display all values which is the same as the specified value.
2. **Not equal to** - list or display all values which is not the same as the specified value.
3. **Less than** - list or display all values smaller than the specified value.
4. **Less than or equal to** - list or display all values smaller or equal to the specified value.
5. **Greater than** - list or display all values greater than the specified value.
6. **Greater than or equal to** - list or display all values greater or equal to the specified value.
7. **Is null** - excludes any value entered, will not be listed or displayed.
8. **Is not null** - is not zero - any value which is not equal to zero will be listed or displayed.
9. **Between** - Specify specific values, etc. to include only matching values. (For example, between reference numbers 105 and 111 will exclude any lower numbers than 105 and higher numbers than 111).
10. **Not between** - Specify specific values, etc. to exclude values. (For example, Not between reference numbers 105 and 111 will exclude these numbers and will list any lower numbers than 105 and higher numbers than 111).
11. **In** - In a specified value.
12. **Not in** - Not in a specified value.



*If a Date for a column condition is selected, additional conditions will be available (i.e. is this month, is this year, is next 7 days, is next week, is next 14 days, is next two weeks, is next 30 days, is next month, is future, is this week, is yesterday, is today, is last 7 days, is last week, is last 14 days, is last two weeks, is last 30 days, is last month, is last year, is past, is this week, etc.*

#### C.4.2.3- Save custom filter files

---

**To save a custom filter file:**

1. Once you have sorted or filtered your data with the Make filter utility, click on the **Save as...** button. The "Save active filter as" screen will be displayed.
2. Select a directory in which you wish to save the custom filter file.
3. Enter a file name.
4. Click on the **Save** button to save the Filter in a (\*.flt) Filter File format. You may then at any later stage open the saved \*.flt file.

### C.4.2.4- Open custom filter files

---

**To open a saved a custom filter file:**

1. Once you have sorted or filtered your data with the Make filter utility, click on the **Open...** button. The "Open saved filter as" screen will be displayed.
2. Select a directory in which you have saved the custom filter file.
3. Select a valid filter file.
4. Click on the **Open** button. The selected filter file's name will be displayed in the titlebar of the "Make filter" screen.

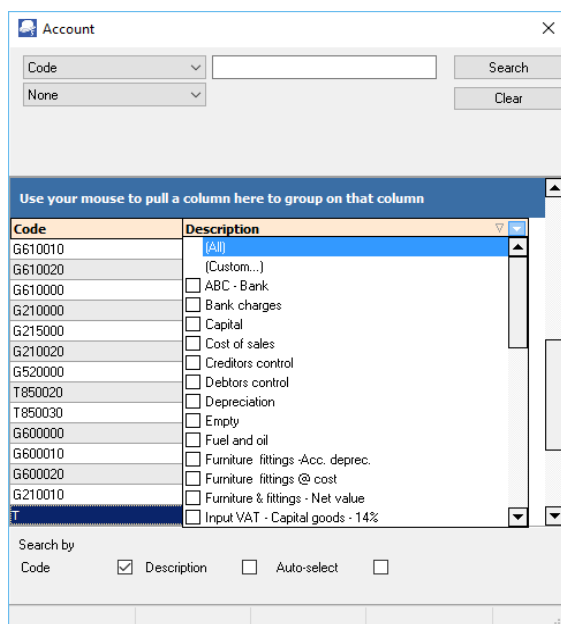
## C.5- LOOKUPS

---

### C.5.1- Accounts lookup

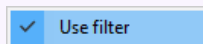
---

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



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

If the **Use filter** is enabled, the Use filter context menu will display a tick as follows -




To disable the filter, click on the menu to remove the tick. If the filter is enabled, you may locate and select accounts, stock items, periods, etc. on the lookup screen with ease.

## C.5.2- Stock item lookup

When processing documents you need to select the stock item in the document lines section. There are basically three (3) options to select stock items in any open / unposted document:

1. **Lookup** - Click on the "Item no." column of document line or when proceeding to a new line, the Lookup will automatically be launched. To edit / select an existing Item, you need to double-click on the selected item in the document line.
2. **Open fast add** - The icon will launch the lookup as a part of the "Document entry" screen (replace the header section of the document). Once finished selecting stock items, you may click on the **Close fast add** icon.

 You may enter a valid stock code, barcode or serial number and press the **Enter** key in the "Fast add item (stock code / barcode / serial)" field in the footer section of the "Document entry" screen. This will insert the stock transaction in the document line.

3. **Button lookup** - This will launch a graphical image view of Stock group 1 and Stock images.

The default "Stock lookup" screen, is as follows:

Stock item
✕

Use your mouse to pull a column here to group on that column

Code	Description	Extra description
3COMP	Compressor	
3DRILL	Drill press	850 Watts + 6 drill bits
4L-INSTCUP	Install - Built-in cupboards	
4L-PAINT-E	Paint - Exterior	
BOM	BOM	
BOMPRODUCTION	BOM (Production)	
GL-CODE	General ledger	
OPTIONITEM	Option item	
OPTIONITEM-NS	Option item (no stock)	
PURCHASES	Purchases	
PURCHASES-NS	Purchases (no stock)	
SALES	Sales	
SALES-NS	Sales (no stock)	

Search by

Code


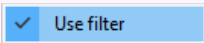
Description

Auto-select

Cur : 5
Quote : 1
Order : 3
Exp : 7
P1 : 1000(1140)

The values and fields, are as follows:

1. **Code** - "Code" is the default option. You may select the "Description, Barcode, Description and Extra description" or "Code, Description and Extra description" option. This will allow you to enter any valid values for a stock item. If you click on the **Search** button, it will list only those stock items matching the value entered.
2. **Operator** - None is the default. You may select an operator (i.e. and / or). These operators will add another field where you may enter values to filter the stock items. If you click on the **Search** button, it will list only those stock items matching the values entered in the first search values field and / or the values entered in the second search values field.
3. **Stock group 1** - You may select a stock group 1 (created / added in **Groups - Stock group 1 (Setup)** ribbon) and linked to the stock item). This will only list those stock items linked to Stock group 1.
4. **Stock group 2** - You may select a stock group 2 (created / added in **Groups - Stock group 2 (Setup)** ribbon) and linked to the stock item). This will only list those stock items linked to Stock group 2.
5. **Search by: Code, Description and Barcodes** is the default options. If any of these are selected (ticked), it will change the sort sequence in which the stock items are listed.

 The **Auto-select** tick box will only be displayed when the  (right-click) is selected (ticked). The "Auto-select" option allows you to enter any keys to filter by stock code, description, barcode, etc.

6. **Statusbar** - This bar is located right at the bottom of the lookup screen. It will display the following details for the selected stock item:
  - a) **Cur**: This displays the current actual quantities on hand for the selected stock item. This is the totals of the "Quantity on hand" field of the "Values" section on the **Ledger** tab of the **Stock items (Action)** ribbon), (as updated by posted documents) *PLUS* any unposted purchase documents.
  - b) **Quote**: This displays the quantities of any open / unconfirmed quotes which have not yet been converted to invoices.
  - c) **Order**: This displays the quantities of any open / unconfirmed orders which have not yet been converted to purchase documents.
  - d) **Exp**: This displays the expected quantities on hand for the selected stock item. This is the current quantities on hand for the selected stock item. This is the totals of the "Quantity on hand" field of the "Values" section on the **Ledger** tab of the **Stock items (Action)** ribbon) *LESS* the quantities of any open / unconfirmed quotes which have not yet been converted to invoices *PLUS* the quantities of any open / unconfirmed orders which have not yet been converted to purchase documents.



- e) **P1:** This displays the "Selling price 1" field of the "Selling prices" section on the **Ledger** tab of the **Stock items (Action ribbon)**. The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.
- f) **P2:** This displays the "Selling price 2" field of the "Selling prices" section on the **Ledger** tab of the **Stock items (Action ribbon)**. The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.
- g) **P3:** This displays the "Selling price 3" field of the "Selling prices" section on the **Ledger** tab of the **Stock items (Action ribbon)**. The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.
- h) **LP:** This displays the Latest cost (last cost price) field of the Values section on the **Ledger** tab of the **Stock items (Action ribbon)**. The price is displayed as exclusive of tax (VAT/GST/Sales tax) and the price is displayed as inclusive of tax (VAT/GST/Sales tax) between brackets.

### C.5.3- Batches lookup

The lookup in the "Batch entry" screen automatically filter the code or the description. When the Account or Tax columns are focused, you may type the code or description. In this example, the description is typed as "fu" and it lists only those accounts with the starting with the typed characters, e.g. *Fuel and Oil* and *Furniture*...

ABC-Payments - [ABCPayments1803]

Batch entry | Posted batches

Change alias: ABCPayments1803

Account: G600010 Furniture fittings @ cost | Contra account: B010-000 ABC - Bank

Inclusive amount: R570.00 | Exclusive amount: R500.00 | Reference total: R570.00

fu

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1	105	2018/03/01	1 x Desk	G600010 Furniture fittings @ cost	T850030 Input VAT - Capital goods - 14%	500,00		
2	106	2018/03/01	2 x Chairs	Code	Capital goods - 14%	300,00		
3	107	2018/03/30	Rent - April	G210010 Fuel and oil	Standard rate - 14%	500,00		
4	108	2018/03/30	Payment on account	G600010 Furniture fittings @ cost		750,00		
5	109	2018/03/30	Petrol - Mercedes Benz	G600020 Furniture fittings - Acc. deprec.		150,00		
6	110	2018/03/30	Waltons - Paper and pens		Standard rate - 14%	250,00		
7	111	2018/03/30	Petty cash - Increase float			100,00		
						2,550,00	0,00	

(Balance = balance) Customise...



You may configure the Account types to be included in the Account lookup. On the **F10:Setup - Advanced** tab, you may set the Account lookup type to:

- **All** (default) all account types,
- **General ledger** – All account types, except Debtors, Creditors.
- **Debtors** (only Debtor accounts),
- **Creditors** (only Creditor accounts).
- **Open item** – Only those General ledger, Debtor and Creditor accounts for which Open item is activated.

### C.5.4- Tax lookup

---

The Tax authorities may impose changes in the Tax (VAT/GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

During the transition period, you may need to use both the tax rates, i.e. 14% or 15%, depending on whether the transaction(s) is taxable on or before 31 March 2018 at 14%; or from 1 April 2018 at 15%.



If you have a Zero-rated VAT – 0% Tax account, in the 14% structure (e.g. "T850040 Zero-rated VAT – 0%"), you also need to disable Zero-rated VAT – 0% Tax account.

In TurboCASH, the VAT accounts need to accommodate two VAT rates. An invoice may even reflect a rate of 14% and 15% depending if the goods were supplied or services rendered on or before 31 March 2018 or from 1 April 2018.

An example would be where a service provider charges subscriptions in advance April 2018 at 15%, but usage (e.g. calls) are charged in arrears March 2018 at 14%.

By default, all accounts is "Enabled". All Tax / VAT codes are listed in the Tax lookup in the "Tax" column. Once the transitional period where all the transactions up to 31 March 2018 at 14% is posted (updated) to the ledger, you may disable the 14% Tax / VAT accounts (**Accounts** on the **Action** tab). The 14% rate Tax / VAT accounts will not be listed on the Tax lookup screens.

### C.5.4.1- Batches - Tax lookup

When processing transactions in **Batch entry** on the **Action** tab, you need to make absolutely sure that the correct Tax (VAT/GST/Sales tax) code is selected.

The 14% VAT rate (e.g. "850000" account range) are normally applicable to transactions up to 31 March 2018, in the "Date" column.

Debtor: **D1ABGRE Mr. AB Green**  
 PO Box 1111 Lakeside  
 Johannesburg 2122

Contra account: **G010-000 Sales**

Inclusive amount: **R1 140,00**  
 Exclusive amount: **R1 000,00**  
 Reference total: **R1 140,00**

No	Reference	Date	Description	Debtor	Tax	Debit	Credit	Open item
1	INV001	2018/03/07	Paint - Exterior	D1ABGRE Mr. AB Green	T850010 Output VAT - 14%	1 140,00	0,00	
2	INV002	2018/03/09	Install - Built-in cupboard	D1MACDS MAC Shop Decor Specialists	Code			
3	INV003	2018/03/10	Paint - Exterior	D1ABGRE Mr. AB Green	Empty			
4	INV004	2018/03/12	Install - Built-in cupboard	D1MDAVI Mr. Mike Davies	850010 Output VAT - 14%			
					850020 Input VAT - Standard rate - 14%			
					850030 Input VAT - Capital goods - 14%			
					850040 Zero-rated VAT - 0%			
					860010 Output VAT - 15%			
					860020 Input VAT - Standard rate - 15%			
					860030 Input VAT - Capital goods - 15%			
					860040 Zero-rated VAT - 0%			


The 15% VAT rate (e.g. "860000" account range) is normally applicable to transactions as from 1 April 2018, in the "Date" column.



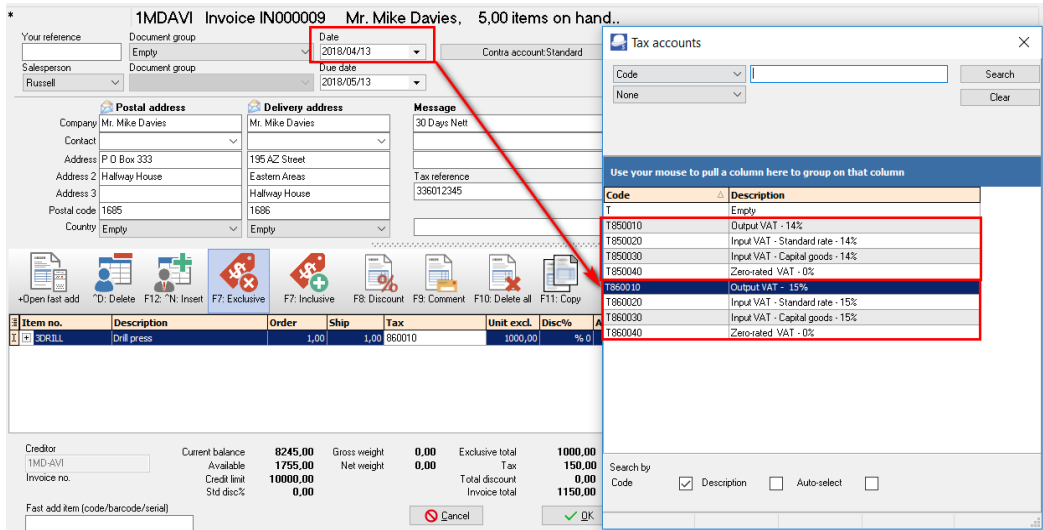
You need to have a Zero-rated VAT – 0% Tax account, in the 14% structure (e.g. "850040 Zero-rated VAT – 0%") and in the 15% structure (e.g. "860040 Zero-rated VAT – 0%"). Please ensure that the correct Zero-rated VAT – 0% Tax account is selected.

**C.5.4.2- Documents - Tax lookup**

When processing transactions in **Documents** on the **Action** tab in purchase documents (i.e. Purchases, Supplier returns and Orders), as well as sales documents (i.e. Invoices, Credit notes and Quotes), you need to make absolutely sure that the correct Tax (VAT/GST/Sales tax) code is selected.

 If you have a Zero-rated VAT – 0% Tax account, in the 14% structure (e.g. "T850040 Zero-rated VAT – 0%"), you also need to disable Zero-rated VAT – 0% Tax account.


The 14% VAT rate (e.g. "G850000" account range) are normally applicable to transactions up to 31 March 2018, in the "Date" field.



The screenshot shows the '1MDAVI Invoice IN000009 Mr. Mike Davies, 5,00 items on hand..' window. The 'Date' field is set to 2018/04/13. A 'Tax accounts' window is open on the right, showing a list of tax codes and descriptions. The 'Output VAT - 15%' option is highlighted in blue, and a red box surrounds the 'Output VAT - 14%' and 'Output VAT - 15%' options. A red arrow points from the 'Date' field to the 'Output VAT - 15%' option.

Code	Description
1	Empty
T850010	Output VAT - 14%
T860020	Input VAT - Standard rate - 14%
T860030	Input VAT - Capital goods - 14%
T850040	Zero-rated VAT - 0%
T860010	Output VAT - 15%
T860020	Input VAT - Standard rate - 15%
T860030	Input VAT - Capital goods - 15%
T860040	Zero-rated VAT - 0%


The 15% VAT rate (e.g. "T860000" account range) is normally applicable to transactions as from 1 April 2018, in the "Date" field.



 You need to have a Zero-rated VAT – 0% Tax account, in the 14% structure (e.g. "T850040 Zero-rated VAT – 0%") and in the 15% structure (e.g. "T860040 Zero-rated VAT – 0%"). Please ensure that the Zero-rated VAT – 0% Tax account is selected.


## C.6- WORKING WITH OTHER WINDOWS / SCREENS


### C.6.1- Minimise, restore and closing of programs or screens

The following buttons are found on the right side of the titlebar:



 **Minimize** – **Minimize** - Click on this button to minimise the program in the *Windows Task bar*.

 **Maximize** – **Maximize** - Click on this button to display the *TurboCASH* screens as a larger screen on your desktop. This button will change to the  **Restore Down** button. When you click on this button, the *TurboCASH* screens will be restored to its original size.

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

 **Close** – **Close** - This button will exit the *TurboCASH* screens. On the *TurboCASH* program's titlebar, it has the same function as the **Exit TurboCASH (Start ribbon)**.

### C.6.2- Resizing of screens on your desktop

Pressing  on the titlebar, will re-size *TurboCASH* to the full screen option. On the bottom left corner of the *TurboCASH* program will change to .

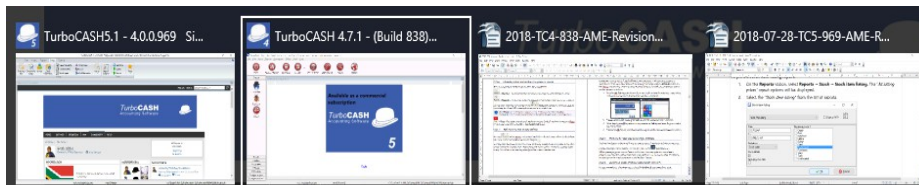
You may resize the screen to any size on your desktop by moving the mouse pointer to any place on the edge of the *TurboCASH* or window. When the mouse pointer changes to a double-sided arrow, click on the mouse and drag the edge of the screen to desired size.

### C.6.3- Switching to other programs on your desktop

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

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

## MODULE C - WORKING IN TurboCASH

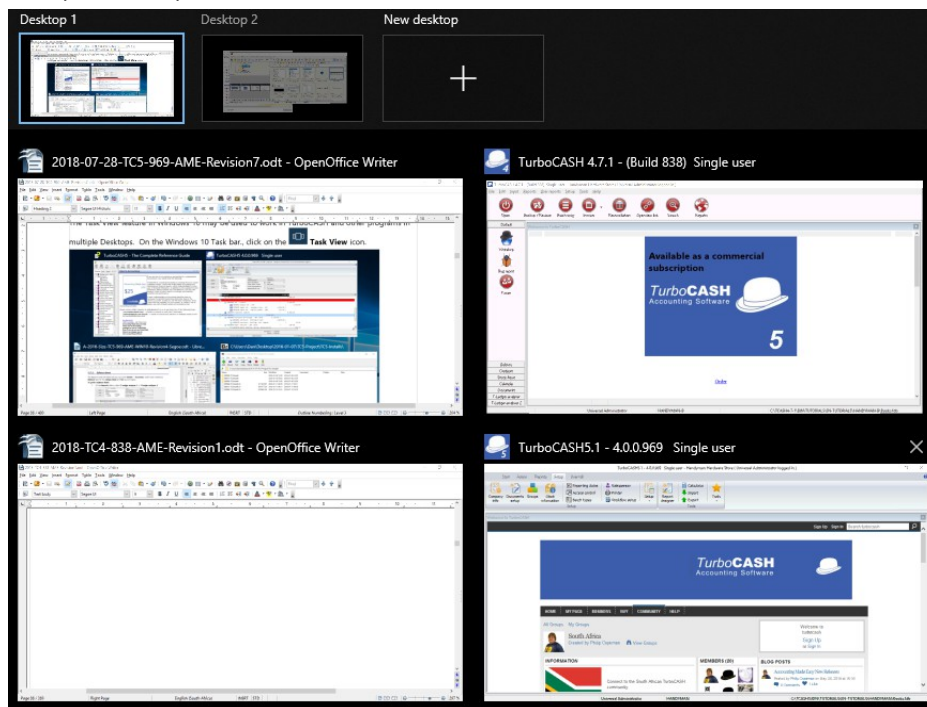


2. Repeat releasing and pressing the **Tab** key until the desired program is selected.
3. While keeping the **Alt** key down you may release the **Tab** key and press it again to select the next program.
4. Release the **Alt-Tab** keys and the selected program will be restored and ready to work in.

### C.6.4- Windows 10 - Task View and Multiple Desktops

The Task View feature in Windows 10 may be used to work in TurboCASH and other programs in

multiple Desktops. On the Windows 10 Task bar., click on the  **Task View** icon.



All the opened programs on your Desktop will be listed. You may right-click on a selected program, and move the selected program to a new desktop or an existing desktop. The desktops will display only those active programs in the Windows Task bar.

### **C.6.5- Accessing menu options using short-cut keys**

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For your convenience, a list of the short-cut keys are listed in **MODULE R** at the end of this book.

## **C.7- NAVIGATION IN TurboCASH**

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### **C.7.1- Yes / No, OK / Cancel, Back / Next and Finish buttons**

---

These options may be selected with a mouse click, or, by pressing the key corresponding to the first letter of the command, e.g.:

**Yes = Y** or **Enter**

**No = N** or **Esc**

**Next = N**

**Back = B**

**Cancel = C**, etc.

### **C.7.2- Moving between fields on screens when entering data**

---

Once data has been entered, pressing **Tab** or **Enter**, will shift the cursor to the next field, this can also be achieved by clicking with the mouse cursor. To move to the previous field, use the mouse or press the **Shift** and **Tab** keys simultaneously.

### **C.7.3- Arrow keys**

---

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

### **C.7.4- Drop-down lists**

---

A Drop-down list is represented by a small block, with a down arrow or three dots (...) on the right-hand side of the respective field. By clicking on this button, a list will be displayed. Examples are reporting groups, selling prices, salespersons, etc.

### **C.7.5- Tick boxes**

---

You will come across many fields where you have to place tick to select certain options. An example of a tick box, is as follows:


Show contact details

The **Space bar** on your keyboard allows you to toggle between a tick and a blank space in the tick box.

## **C.8- GETTING HELP IN TurboCASH**

---

To access the help file, you have three (3) options:

1. Click on the  icon on the right-hand side of the Ribbon tabs bar.
2. Press the **F1** key on your keyboard for context sensitive help. On most screens, the relevant topic will be launched.
3. Click on the **Help** → **Help** menu (**Action** ribbon).
4. Online help – This is similar to the Help file included in the release. This help file may be updated from time to time as the existing documentation are improved and topics added.



# **MODULE D - BACKUP AND RESTORE A SET OF BOOKS**

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## **IN THIS MODULE**

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## **D.1- OPTIONS TO MAKE BACKUPS OF BOOKS**

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In addition to the Backup / Restore feature you may also create exact copies from existing sets of books, templates (installed in your TCASH5/Books directory or other sets of books in the TCASH5/Bin/Repository directory). The following options are available:

- **Start** → **Backup / Restore**.
- **Start** → **Save as**.
- **Start** → **Create Set of Books** ("*Copy from a Set of Books*" option on the Creation wizard).
- **Tools** → **Global processes** → **Copy from a Set of Books** (**Setup** ribbon).

## **D.2- CREATING A BACKUP FILE ONTO A DISK OR HARD DRIVE**

---

The **Backup / Restore** option will backup your data onto disk or your hard drive in a Compressed \*.zip file or an Executable \*.exe file.

Backup files are used to Restore a Set of Books to the set of data from which the Backup File was created. Backups are copies of your data that you make on a regular basis.



*You will need backups in case of file corruption, hardware failures and other errors.*

TurboCASH also allows you to create a backup file and send it directly via e-mail. You may also select to create the self-executable (\*.exe) or a Compressed file (\*.zip) file format.

The zip backup file format allows you to send a backup file via e-mail in cases where your Internet firewall settings will not allow you to send and receive \*.exe files.

As a general rule, it is good practice to back up often, preferably upon closing the program. Backing up can be to CD-ROM, USB-Drive, etc. Backing up to your hard disk is also a good practice but the best backup is not stored on your computer. (In case of a hard drive failure!!)

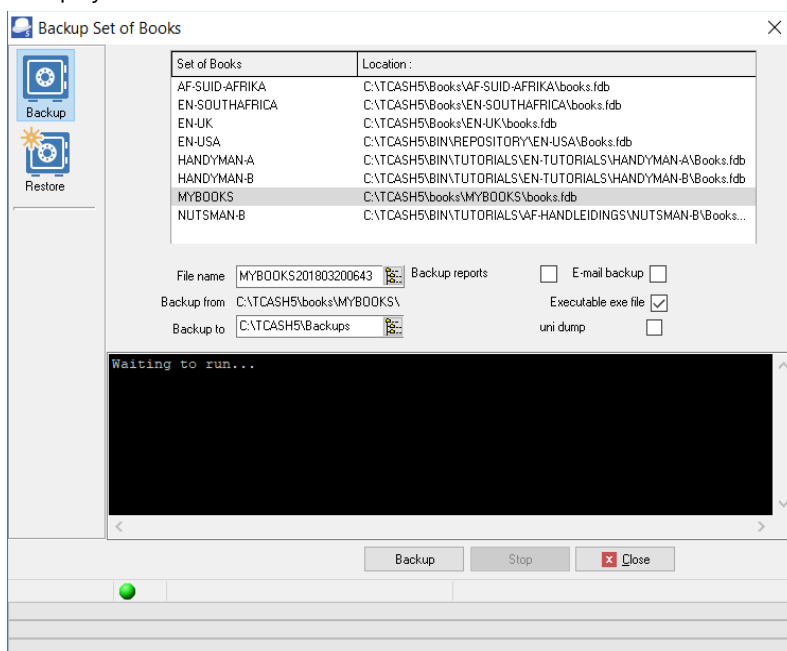
It is also recommended that you complete a BACKUP in the following instances:

- Prior to performing any major processes, such as Delete a Set of Books and Global processes (Clear / Reset Set of Books, Do year end, Copy from a Set of Books, Cancel / Reverse posted batches / documents, etc.).
- Old data on your previous version of TurboCASH or other accounting package prior to conversion to TurboCASH.
- On a regular basis: Depending on your need and volume of work. The following minimum is recommended:
  - 2 - 3 sets daily re-used weekly or every 3rd to 4th day.
  - 2 weekly sets - re-used every 3rd week.
  - 12 Monthly sets - done at the end of each month, and re-used each year.
  - 1 set prior to year-end and kept permanent.

The very same backup disks or backup files on your hard drive are used to restore your data in your Set of Books. In this version of *TurboCASH*, you may also restore a Set of Books from a valid Backup file stored on a Network Server, if a Network Server has been set up and configured on your system. If you do not make regular backups, you may have to re-enter thousands of transactions and general ledger, debtor, creditor and stock information.

### To create a backup file:

1. On the **Start** ribbon, select **Backup / Restore**. If a Set of Books is open on your system, *TurboCASH* will automatically close the Set of Books and the "Backup Set of Books" screen is displayed:



2. Select the **Backup** option, if not already selected.
3. Select the Set of Books you wish to backup.
4. You may over type the Backup file name with a name of your own.



The date and time of your operating system is automatically inserted in the file name (e.g. MYBOOKS201803200643.exe) after the default backup file name. (In this example, the date and time format is YYYYMMDD, followed by the Hour and Minutes.) It is recommended that this date and time not be over typed, if you enter a name for your backup file. You may then later select that file name to restore a Set of Books from. TurboCASH will by default create a Backup file in the \*.exe file format. If you need to create the Backup file in the \*zip file format remove the tick in the "Executable exe" file field.

5. Select the drive or folder to backup to.



*The default backup path (drive or folder) for a Set of Books as set in the **Setup → Backup path** (**Setup** ribbon) will be displayed. If you have not set the default backup path, the default system drive will be displayed. You may select any other drive or folder on your system.*

6. Click on the **Backup** button to start the backup process. While the Backup process is running, the files are backed up from and added on your backup disk or location on your hard drive or network drive will be displayed. When the backup process is completed, an information message *"The Backup process is completed!"* will be displayed.
7. Click on the **OK** button and click on the **Cancel** button on the *"Backup Set of Books"* screen. You may also press the **Esc** key on your keyboard to exit the *"Backup Set of Books"* screen.

### **D.3- CREATING AN E-MAIL BACKUP FILE**

---

To use this option, your computer system must be properly set up and the Internet account with your Internet Service Provider. The process to create a backup file must be followed.

#### **To send a backup file via e-mail:**

1. Select the **E-mail backup** option on the *"Backup Set of Books"* screen. When the backup process is finished, your e-mail program will automatically be launched.
2. The e-mail address of TurboCASH will automatically be entered in this field. Should you wish to change it to a different e-mail address, (e.g. that of your auditor or consultant), you may enter a valid e-mail address to that field.
3. Add a description to the subject if you wish (e.g. your company name).
4. The file is automatically attached to the e-mail message. You may attach another document to the e-mail.



*Your Internet Service Provider may limit your e-mail message (e.g. including attachments to 1.2MB). If the message is larger than the allowed message, your message may not reach the recipient and may be returned.*

5. Enter your message.
6. Click on the **Send** button.

## **D.4- ACTIVATING / DEACTIVATING THE AUTO-BACKUP FEATURE**


---

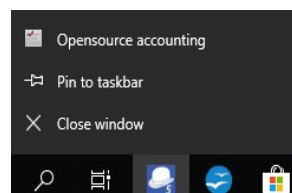
By default, the Auto Backup setting is not activated (set to FALSE). The Auto-Backup feature will automatically create backup file of your set of books to the default backup directory (set in the **Setup** → **Backup path (Setup ribbon)**) when exiting or closing TurboCASH5 if a Set of Books is open.



*The Auto-Backup feature should only be used for single-user installations where TurboCASH5 is installed on a single machine.*

It is only available if TurboCASH is closed exited using the following options:

- Click on the **Close**  button on the top right-hand corner of the TurboCASH titlebar.
- Right-click on the **TurboCASH5** icon in the Windows task bar. and click **X Close window**.



**To activate (enable) the Auto-Backup feature:**

1. Locate and open the *Tcash.ini* file (located in the TCASH5 installation directory) using Windows Explorer (File browser).
2. Open it with Notepad, Wordpad or any other text file editor of your choice. The setting in the *[BACKUP]* section of the *Tcash.ini* file is set as follows:  
**AUTOBACKUP=FALSE**
3. Change FALSE to TRUE. The value should read as follows:  
**AUTOBACKUP=TRUE**
4. Save the Tcash.ini file.

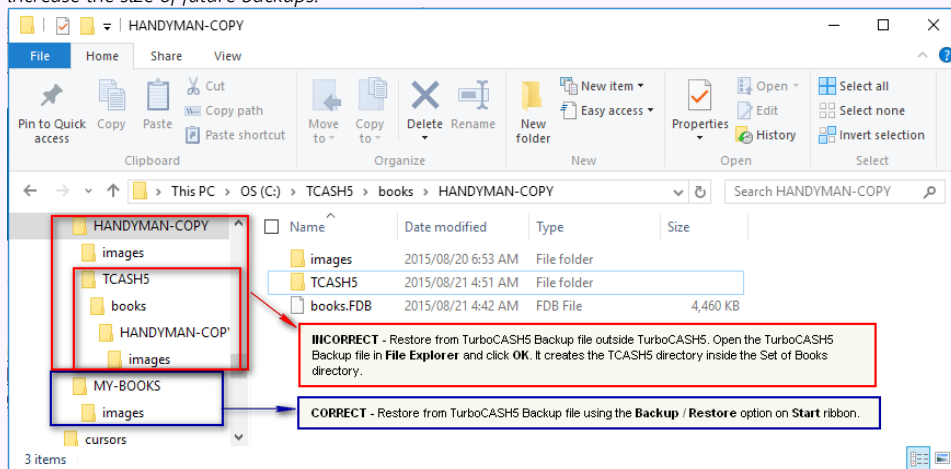
## **D.5- RESTORING A SET OF BOOKS**

This option will restore your data for a specific Set of Books or your hard drive or in a valid folder on your system.

To restore a Set of Books from a backup, a valid backup (tcBackup.exe or tcBackup.zip) file must exist.



Use the **Backup / Restore (Start ribbon) - Restore** option to select the Backup file. Do not click on the **OK** button of the **TurboCASH5 Backup file** (opened using the File Browser) to restore the Set of Books. It will add a **TCASH5** (name of your installation folder) inside the Set of Books. This will increase the size of future backups.



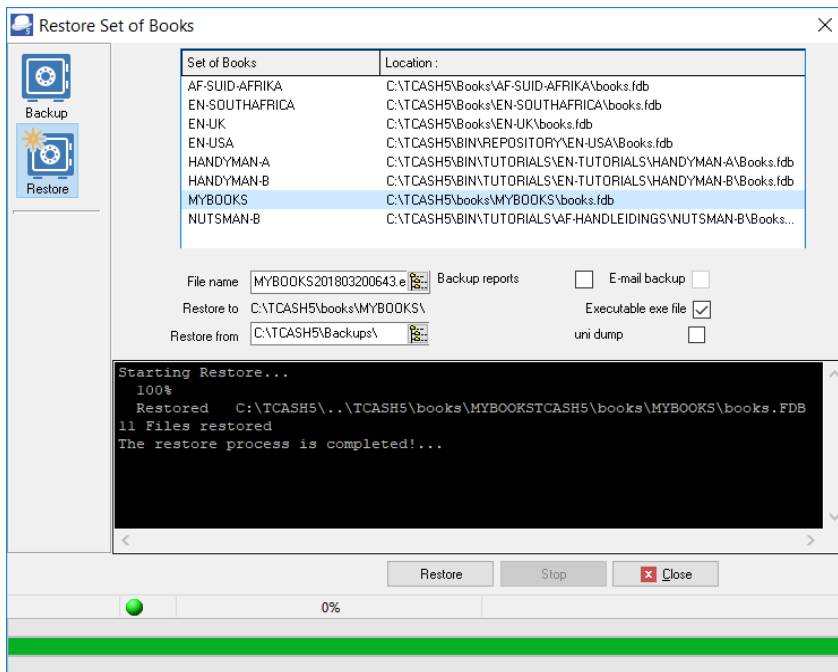
If your data becomes corrupt for some reason, restoring from backup will fix this.

It will be necessary to re-enter all the data from the date of the last backup to the present. It can be seen that backing up often is a good habit that can potentially save a lot of work. If you do not make regular backups, you may have to re-enter thousands of transactions and general ledger, debtor, creditor and stock information.


It is also important to keep record of your backup disks or files or to label your backup disks to prevent restoring a Set of Books from an incorrect backup disk or file. It is recommended that you keep a record of which data is backed up and which is not, to prevent re-entering data that is already on your backup disks.

**To restore a Set of Books:**

1. On the **Start** ribbon, select **Backup / Restore**. If a Set of Books is open on your system, *TurboCASH* will automatically close the Set of Books.



2. Select the **Restore** option. The "Backup Set of Books" screen will change to the "Restore Set of Books" screen.
3. Click on the icon next to the "File name" field and select the backup file on the "TurboCASH select backup file" screen.

 The default backup path (drive or folder) for a Set of Books as set in **Setup → Backup path (Setup ribbon)** will be displayed. If you have not set the default backup path, the default system drive will be displayed. You may select any other drive or folder on your system. You could also choose to Restore from your hard drive or any available drive on your network. TurboCASH also allows you to restore from a CD/DVD, provided that you have a CD/DVD writer installed on your system and the backup is correctly done.

4. Click on the **Restore** button. A confirmation message "This will seriously affect your Set of Books! Are you sure you want to clear this Set of Books?" will be displayed.
5. If you are absolutely sure, tick the "I have read this instruction and understand the action!" field. The **Yes** and **No** buttons will be available on this screen.
6. Click on the **Yes** button. The confirmation message "This will seriously affect your Set of Books! Are you sure you want to clear this Set of Books?" will be displayed.

## **MODULE D - BACKUP AND RESTORE A SET OF BOOKS**

---

7. If you click on the **No** button, the process will be cancelled. Click on the **Yes** button, if you are absolutely sure. The information message "*Your Set of Books will be restored in: C:\TCASH5\books\MY-BOOKS\ Do you wish to continue?*" will be displayed.
8. Click on the **Yes** button, to start the restore process. If you click on the **No** button, the process will be cancelled. When the restore process is completed, an information screen "*The Restore process is completed!*" will be displayed.
9. Click on the **OK** button and click on the **Cancel** button on the "*Backup Set of Books*" screen. You may also press the **Esc** key to exit the "*Backup Set of Books*" screen.



## **MODULE E - CREATING A SET OF BOOKS AND SETUP**

---

### **IN THIS MODULE**

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## ***E.1- OPTIONS TO CREATE A SET OF BOOKS***

---

In addition to the “*Creation wizard*” feature you may also create exact copies from existing sets of books, templates (installed in your TCASH5/Books directory or other sets of books in the TCASH5/Bin/Repository directory). The following options are available:

- **Start** → **Save as**.
- **Start** → **Create Set of Books** (“*Copy from a Set of Books*” option on the *Creation wizard*).
- **Tools** → **Global processes** → **Copy from a Set of Books** (**Setup** ribbon).

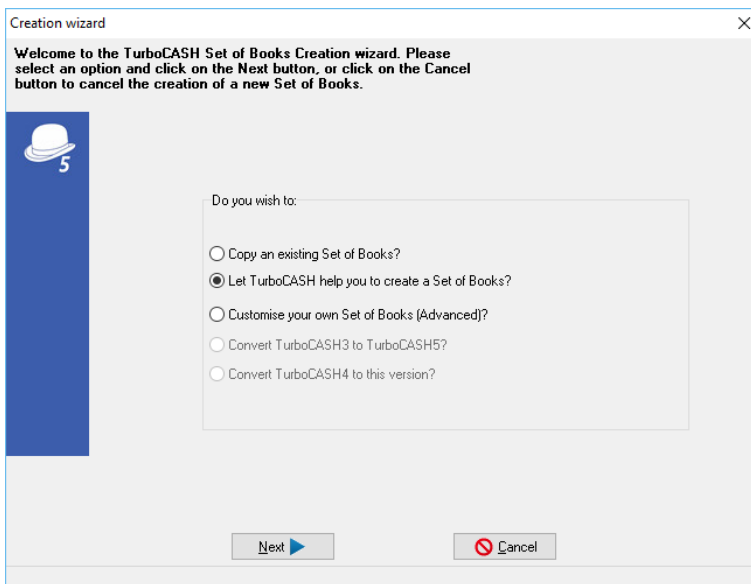
## ***E.2- CREATING A SET OF BOOKS USING THE CREATION WIZARD***

---

To create a Set of Books only takes a few minutes. The “*Creation wizard*” will help you to create a new Set of Books.

### **To create a Set of Books:**

1. On the Start ribbon, select **Create Set of Books (F10)**. The “*Creation wizard*” is displayed giving you three (3) options to create a Set of Books.



2. Check that it is selected and click on the **Next** button. On the next screen, (“*Which Chart of Accounts you wish to use?*”) you need to select a template (existing Set of Books). The “*Download books*” screen will automatically be launched. It is recommended to close the “*Download books*” screen.

date	Country	Branch	download url
Language : Afrikaans			
2014/04/09	Zuid-afrika	Algemeen	http://www.osf-boekhou
Language : American			
2014/05/02	USA-general	General	http://www.osf-boekhou
2014/05/02	USA-California	General	http://www.osf-boekhou
Language : English			
2014/03/05	Lestho	General	http://www.osf-boekhou
2014/03/05	Zambia	General	http://www.osf-boekhou
2014/03/28	Mauritius	General	http://www.osf-boekhou
2014/03/28	RWanda	General	http://www.osf-boekhou
2014/03/28	Tanzania	General	http://www.osf-boekhou
2014/03/28	Malawi	General	http://www.osf-boekhou
2014/03/28	Tonga	General	http://www.osf-boekhou
2014/03/28	Zimbabwe	General	http://www.osf-boekhou
2014/03/28	Namibia	General	http://www.osf-boekhou
Language : Nederlands			
2015/08/10	Nederland	Algemeen	http://www.osf-boekhou
2014/03/28	België	Algemeen	http://www.osf-boekhou
2015/08/10	Nederland	Referentie Grootboek sch	http://www.osf-boekhou

You may access the "Download books" screen, when clicking on the **Online** button on the "Which Chart of Accounts you wish to use?" screen. Updated versions of these Sets of Books (except the Netherlands) are included in the install of Build 969. You may click the **Browse** button, to select another Set of Books in the ...\\Bin\Repository folder.

Creation wizard

Which Chart of Accounts do you want to use?

5

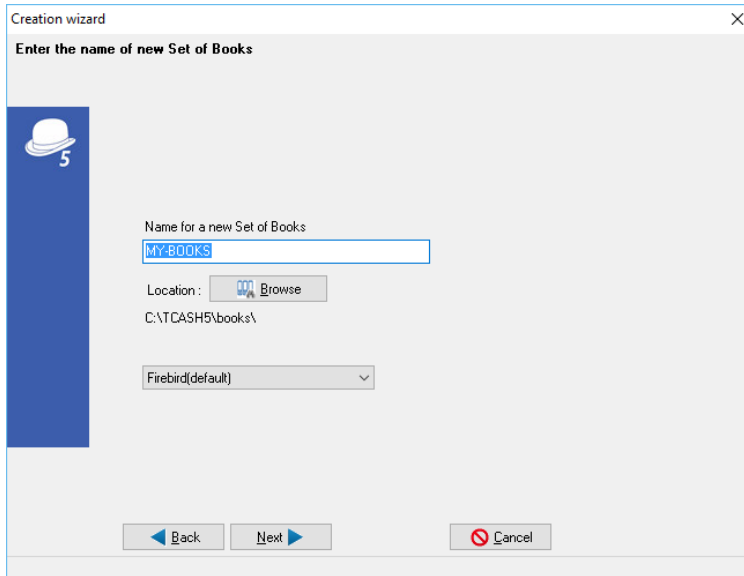
Online Browse

AF-SUID-AFRIKA  
EN-SOUTHAFRICA  
EN-UK  
HANDYMAN  
HANDYMAN-A  
HANDYMAN-B

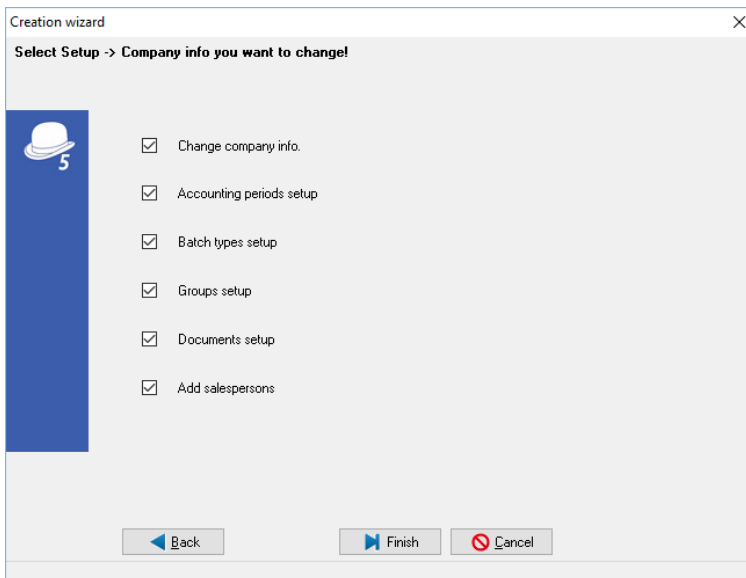
C:\TCASH5\BIN\TUTORIALS\EN-TUTORIALS\HANDYMAN\Books.fdb

Back Next Cancel

- For the purpose of this tutorial, select "HANDYMAN" and click on the **Next** button. On the next screen, TurboCASH will ask you to enter the "Name for a new Set of Books".



4. For the purpose of this tutorial, type in your own name.
5. Click on the **Next** button, or press the **Enter** key on your keyboard. On the following screen *TurboCASH*, will give you the following options to select:



6. For the purpose of this tutorial, see that "*Documents setup*" option is selected.

7. Click on the **Finish** button. A confirmation message "*Are you sure you want to create the MY-BOOKS Set of Books?*" will be displayed. MY-BOOKS is the name of the Set of Books entered in the Creation wizard.
8. Click on the **Yes** button to confirm.
9. *TurboCASH* will automatically launch the following screens from the **Setup** ribbon as selected to enable you to set the basic information and defaults for the Set of Books:
  - a) Company info (See **Paragraph E.4.1** of this **MODULE**)
  - b) Reporting dates (See **Paragraph E.4.2** of this **MODULE**)
  - c) Batch types (See **Paragraph E.4.3** of this **MODULE**)
  - d) Groups (See **Paragraph E.4.4** of this **MODULE**)
  - e) Documents setup (See **Paragraph E.4.5** of this **MODULE**)
  - f) Stock information (See **Paragraph E.4.6** of this **MODULE**)
  - g) Salespersons (See **Paragraph E.4.7** of this **MODULE**)

---

### **E.3- COMPLETING YOUR SETUP PROCEDURES**

---

It is good practice to check all the available menus in **Setup**, before moving to the next step. This will take a few minutes of your time, but it will save you problems in future. We will therefore discuss the **Setup** menu options briefly. Before you may start with this process you need to Open your Set of Books.

#### **To open your Set of Books:**

1. On the **Start** ribbon, select **Open (Alt + O)**.
2. Select the Set of Books, which you were creating, and click on the **Open** button.

---

### **E.4- SETUP**

---

#### **E.4.1- Company info**

---

This option allows you to enter all your business' details such as the address, e-mail address, contact numbers, company and tax registration numbers. These will be displayed on all reports, statements and lists. You may also select the applicable Tax method, and the default output options for reports, statements and lists. It is also important to set the Windows default date and currency formats.

You may also load a logo picture to be displayed on your documents and / or statements. For documents you need to select to print the logo on documents, or not, in **Documents setup (Setup ribbon)**.

**To enter and set the company information and defaults:**

1. If the “Company info” screen is not automatically displayed, go to the **Setup** ribbon, and select **Company info**.

2. Enter the relevant details of your company in the available fields.  
*Company reg. no.:* If you are registered as a company, a close corporation or a non-profit organisation, the relevant registration number must be.  
*Tax reg. no.:* If you are registered as a VAT/GST/Sales tax vendor, the VAT/GST/Sales tax registration number must be entered.



For the purpose of this manual, the relevant company details are already entered in the “HANDYMAN” Set of Books we have selected.

3. Click on the **Options** button. The “Company info - Options” screen is displayed:

The screenshot shows the 'Company info' dialog box with the 'Options' tab selected. The 'Tax method' is set to 'Invoice based'. The 'Due account' field is redacted. The 'Default output' is set to 'Screen'. A large empty box labeled 'Company logo' is on the right. At the bottom, there are buttons for 'Save', 'Clear', 'Paste', 'Load from file', 'OK', and 'Close'.

4. The "Tax method" is by default set to "Invoice based".
5. Select your default output options for "screen, printer, file, fax" or "e-mail". For the purpose of this tutorial, select "Screen".
6. Leave the "Company logo" blank, for the purpose of this tutorial.



If you have a company logo or picture, which includes the address, you may right-click on the Company logo to load the logo from a valid file format on your system. This logo can be selected to display on documents (invoices, etc.) and statements.

7. Click on the **Set Windows date format/style** button to set the date format of your operating system.



You may also click on the **Date/Time settings** button on **Setup** → **System parameters** (**Setup** ribbon) to open the **Regional and language settings** in the Control Panel.



This option does not work on Linux or Apple operating systems. The settings for this, should be done via the specifics of that operating systems.



If the **Set Windows date format/style** button does not launch your operating system's (version of Windows™), **Regional Settings**, you need to open the **Regional and language settings** in the Control Panel to set the format of the Short date and the correct Currency symbol.



It is important to check your Windows date format, since this format will determine the format in which you will enter your dates for your transactions. It will also determine the format dates are displayed on screens and reports.

It will also determine the format in which your dates will be displayed in the lookup screens, screens, reports, debtor statements, etc.

The date for 1 March 2018 may be displayed in one of the following formats:

- YY/MM/DD - 18/03/01
- DD/MM/YY - 01/03/18
- YYYY/MM/DD - 2018/03/01
- DD/MM/YYYY - 01/03/2018
- The YYYY/MM/DD (2018/03/01) is the format, which is used in this tutorial.

8. Click on the **OK** button to save your changes.

## E.4.2- Reporting dates (Periods)

### To set the start of the financial year:

1. If the "Reporting dates" screen is not automatically displayed, go to the **Setup** ribbon, and select **Reporting dates**.

Month	Start date	Ends on	Open for posting	Previous year
March	2018/03/01	2018/03/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
April	2018/03/01	2018/04/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
May	2018/03/01	2018/05/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
June	2018/03/01	2018/06/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
July	2018/03/01	2018/07/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
August	2018/03/01	2018/08/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
September	2018/03/01	2018/09/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
October	2018/03/01	2018/10/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
November	2018/03/01	2018/11/30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
December	2018/03/01	2018/12/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
January	2018/03/01	2019/01/31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
February	2018/03/01	2019/02/28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2. Select the following options for the Set of Books:
  - a) **Number** - Number of reporting dates (financial periods) for which you can enter transactions and view reports. Usually the number 12 for each calendar month in a financial year is used.
  - b) **Start date** - The starting date of your financial year. For the purpose of this tutorial, it is set to 2018/03/01.



- c) **Post to other years** - If this box is not ticked, you will not be able to post any transactions, budgets, etc. to the financial year preceding the financial year entered in the "Start date" field.
  - d) **Open for posting** - If this box is not ticked, you will not be able to post any transactions, budgets, etc. to the financial period, which ends on the specified "Ends on" field.
  - e) **Previous year** – This option allows you to block posting to any closed financial years older than last year periods.
3. Click on the **OK** button.

### E.4.3- Batch types

This option allows you to create batch to capture and enter your transactions. The Sales, Purchases, Receipts, Payments and General journal are standard defaults.

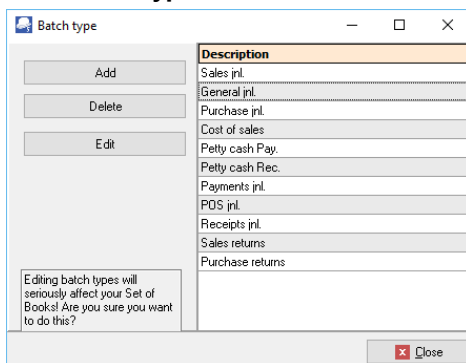
You can create any additional batches by adding them to this list. If you have more than one Bank account, you need to create a payments and receipts batch for each one. If you were initially short of batch types, you may enter additional batch types to accommodate your reporting requirements. These will not be retroactive, so thorough setting up is preferable.

<b>Batch types</b>	<b>Lookup type</b>	<b>Contra account lookup type</b>	<b>Debit / Credit</b>
<i>Sales</i>	<i>Debtors</i>	<i>General ledger</i>	<i>Debit</i>
<i>Sales returns</i>	<i>General ledger</i>	<i>Debtors</i>	<i>Credit</i>
<i>Purchases</i>	<i>General ledger</i>	<i>Creditors</i>	<i>Credit</i>
<i>Purchase returns</i>	<i>Creditors</i>	<i>General ledger</i>	<i>Debit</i>
<i>Payments</i>	<i>All</i>	<i>All</i>	<i>Debit</i>
<i>Receipts</i>	<i>All</i>	<i>All</i>	<i>Credit</i>
<i>General journal</i>	<i>All</i>	<i>All</i>	<i>Allow both / Debit / Credit</i>

You can also set the batch defaults to reduce incorrect capturing of transactions. For example, in a Sales journal, only debit entries may be entered. Batch defaults such as "contra accounts", "contra account per line", "inclusive" (of VAT/GST/Sales tax) or "exclusive" capture and increment reference numbers, and can only be set from within the batch.

### To check and add batch types:

1. If the "Batch types" screen is not automatically displayed, go to the **Setup** ribbon, and select **Batch types**.



2. Check that the basic batches "Petty cash Pay." and "Petty cash Rec." (for the Petty cash account) "Sales jnl., Purchase jnl.", and "General jnl." is added.
3. If the "Payments jnl" and "Receipt jnl" (for the Current Bank account) is displayed, rename them to "ABC-Payments" and "ABC-Receipts", for the purpose of this tutorial – (See **Paragraph F1.3.1** of **MODULE F**).



You may click on the **Edit** button to set the options for this batch.  
You may also click on the **F10:Setup** button on the "Batch entry" screen **Batch entry (Action ribbon)**.

4. Click on the **Close** button.

## E.4.4- Groups

---

This option allows you to set up to 2 reporting groups for your general ledger accounts, debtors and creditors, stock and documents. These reporting groups will allow you to select the applicable reporting category within the available reporting groups. When you generate reports or documents, you may also select these groups to print reports or to filter for specific reporting groups.



For the purpose of this tutorial, the basic settings for reporting groups 1 are already set in the "HANDYMAN" Set of Books we have selected.

### E.4.4.1- Account groups

---

This option allows you to set up to two (2) reporting groups for your general ledger accounts, debtors and creditors, stock and documents. These reporting groups will allow you to select the applicable reporting category within the available reporting groups.

When you generate reports or documents, you may also select on some of the "Report options / parameter" screens to generate reports or documents for specific reporting group(s).

## To set the groups:

1. If the “Groups” screen is not automatically displayed, go to the **Setup** ribbon, and select **Groups**.



You may click on the **Print** button to print a list of the groups.



Select the groups and use the **Move up** and **Move down** buttons to change the sequence. For the purpose of the tutorial, move the groups to display **Income**, **Cost of sales**, **Expenses**, **Capital**, **Longterm liabilities**, **Current liabilities**, **Fixed assets** and **Current assets**, if necessary. This will determine the sequence in which your Groups are listed on the **Accounts (Action ribbon)** and on the **T-Ledger Analyser1 / 2 (Reports ribbon)** is displayed, when Reporting group 1 is selected.

2. Check the “Account groups” and click on the **OK** button.



For the purpose of this tutorial, the basic settings for reporting groups 1 are already set in the “HANDYMAN” Set of Books we have selected.



You may set colours (Background and Font colours) to be displayed on the T-Ledger analyser.

### To add colours for account groups:

1. Click on the **Back colour** button and select the colour.
2. Set the **Font colour** (if necessary).
3. Click on the **OK** button of the “Color window”.

### E.4.4.2- Creditor groups

---

To illustrate the colours on the “*Creditors – List view*” screen, add the following two (2) groups for Creditor group 1:

- Creditor group 1A
- Creditor group 1B

Set the Background and Font colours for these groups.

### E.4.4.3- Debtor groups

---

To illustrate the colours on the “*Debtors – List view*” screen, add the following two (2) groups for Debtor group 1:

- Debtor group 1A
- Debtor group 1B

Set the Background and Font colours for these groups.

### E.4.4.4- Stock groups

---

To illustrate the colours on the “*Stock items – List view*” screen, add the following two (2) groups for Stock group 1:

- Stock group 1A
- Stock group 1B

Set the Background and Font colours for these groups.



*You may also add images for Stock group 1 to be displayed on the **Button** lookup, if activated on **Stock information**. (**Setup** ribbon).*

*Images may be added for each Stock item in the **Images** tab on the “Stock items” edit screen (**Action** ribbon).*

### E.4.4.5- Document groups

---

To illustrate the colours on the “*Documents – List view*” screen, add the following two (2) groups for Document group 1:

- Document group 1A
- Document group 1B

Set the Background and Font colours for these groups.

## E.4.5- Documents setup

This option allows you to set up defaults for your documents. The defaults for all document numbers to begin with 000001 (prefixed by 2 alphabetical characters **IN** for Invoices, **CR** for Credit notes, **PU** for Purchase documents, **SR** for Supplier returns documents, **OR** for Orders and **QU** for Quotes), but you may change this to suit your needs. Thereafter the document numbers will automatically allocate the document numbers in the numerical sequence they were generated.

The default Batch types have been pre-set for each document type (i.e. Invoices, Credit notes, Purchases and Supplier returns).

You may also specify the heading, message for each document type.

### To set the defaults for documents:

1. If the "Documents setup" screen is not automatically displayed, go to the **Setup** ribbon, and select **Documents setup**.



For the purpose of this tutorial, the relevant settings for documents are already set in the "HANDYMAN" Set of Books we have selected.

2. Click on each of the tabs and check or change the following, if necessary:

Layout file point-of-sale:



Leave as is.

Print standard logo:



Remove tick.

Next batch no.



Leave as is.










Auto-post on print:



Leave blank.

## MODULE E - CREATING A SET OF BOOKS AND SETUP

---

- Next invoice no.:  For the purpose of this tutorial, all documents should start with 000001 prefixed by 2 characters (i.e. IN000001 for Invoices, CR000001 for Credit notes, PU000001 for Purchases, SR000001 for Supplier returns, OR000001 for Orders and QU000001 for Quotes).
- Invoice batch:  Select the "Sales jnl." for **Invoices**.  
 Select the "Sales returns" for **Credit notes**.  
 Select the "Purchase jnl." for **Purchases**.  
 Select the "Supplier returns" for **Supplier returns**.  
You cannot select a batch type for Orders and Quotes, since they need to be confirmed and cannot be posted (updated to the ledger).
- Layout file:  Select "Invoice (15 code)". Select "Credit note (15 code)", "Purchase (15 code)", "Supplier return (15 code)", "Order (15 code)" and "Quote (15 code)" on the other tabs. These are the global default settings for each document type.
- Layout file2  Leave blank.
- Invoice heading:  For the purpose of this tutorial, the headings are already set.
- Invoice message:  For the purpose of this tutorial, the messages for each of these documents are already entered.

3. Click on the **Statement setup** tab to enter up to 3 Statement message lines to print globally on all Debtor statements (**Reports** → **Reports** → **Debtors** → **Outstanding** menu).
4. Click on the **OK** button to save your changes and close / exit this screen.



### **Selecting Layout files:**

**The default layout files** is set for the maximum stock code length (15 characters) and description (up to 35 characters).

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

- The "Invoice (no code)". Select "Credit note (no code)", "Purchase (no code)", "Supplier return (no code)", "Order (no code)" and "Quote (no code)" does not print the stock code.

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

- **Stock Codes - (less than 10 characters)** and description (less than 25 characters), you may select the "10 code" series of documents.

## E.4.6- Stock information

This option should be used if you need to generate sales documents (quotes, invoices and credit notes) and / or purchase documents (i.e. purchases, supplier returns and orders). The “*Stock information*” screen consists basically of five (5) sections (i.e. “*Units*, *Selling prices*, *Cost of sales*, *Documents setup*” and “*Tax classes*”).

### To set the stock information and cost of sales parameters:

1. If the “*Stock information*” screen is not automatically displayed, go to the **Setup** ribbon, and select **Stock information**.

2. **Units** - Check that “*Each*” and “*Hours*”, is displayed. If not; enter these and click on the **Add** button.
3. **Selling price descriptions** –
  - a) **Selling price descriptions** – The Default (Selling price 1, Selling price 2, Selling price 3) is displayed. You may over-type these with your own.
  - b) **Default** – The default selling price as the global setting. Select Selling price 1 for the purpose of this tutorial.



You may set a different selling price for specific debtor (customer / client) accounts on the **Debtor** - *Accounting information* tab (**Action** ribbon).

## MODULE E - CREATING A SET OF BOOKS AND SETUP

4. **Cost of sales - settings** – This is applicable to the Default (trading stock) stock type only. Select the following:
  - a) **Create Cost of sales** – Select (tick).
  - b) **Cost of sales batch** – Select the Cost of sales batch.
  - c) **Use “Average cost” or “Latest cost” option.** For the purpose of this tutorial, the “Average cost” option is selected.



*This setting is very important for calculating the value of your stock. If you are not sure whether to use “average cost” or “latest cost”, please consult with your accountant. The value of your stock can affect your profit and loss figures.*

5. **Documents setup** – The rest of the options (tick boxes) are used to set and configure document processing. Deselect (remove the tick) for all these options; if necessary.



*See Chapter J2 of MODULE J – SETTINGS / CUSTOMISE DOCUMENT PROCESSING – Setup stock information.*

6. Click on the **OK** button to save your changes and close or exit this screen.

### E.4.7- Salespersons

This option allows you to add / delete the salespersons, who sell your stock items or services. Salespersons may be selected on sales documents (quotes, invoices and credit notes).



*You may select the default salesperson for each debtor account. When sales documents are generated and the debtor (customer / client) account is selected, the default salesperson will be displayed for the document or you may select any available salesperson.*

This feature makes it easy to see who made the most sales or did not make target. It is also a useful tool if it is necessary to pay commission on those sales.



*Salespersons may also be selected for purchase documents (i.e. purchases, supplier returns and orders). This allows you to see who handled the purchase document.*

#### To check the salespersons:



*Salespersons may also be added or deleted in the **Groups (Salespersons) (Setup ribbon)**.*

1. If the “Salesperson” screen is not automatically displayed, go to the **Setup** ribbon, and select **Salesperson**.
2. Check “Tracy” and “Russell” are displayed as salespersons.
3. Click on the **Close** button.

Name
Tracy
Russell





For the purpose of this tutorial, we have included Tracy and Russell as the salespersons.

**To add a salesperson:**

1. Select the Salesperson on the Description list where you need to add a new Salesperson.
2. Click on the **Add** button. An entry displaying "Change name" will be inserted above the selected Salesperson.
3. Over-type the "Change name" on the list with the name for your Salesperson.
4. Click on the **Close** button.

## E.4.8- Printer

---

This option allows you to select the default printer. You may set and configure up to two (2) Reporting printers and Ticket printers and up to nine (9) user printers. Other printers that may be configured, are:

- Plain text printer
- Full plain text printer
- Character-based printer
- Graphics printer

It is recommended that you *select the printer with which you intend to print most of your reports and / or documents.*

## E.4.9- Access control (Optional)

---

This option allows you to set the default language and security options for a specific Set of Books. User passwords and access levels may also be set. You may have as many users to work on a Set of Books as you wish. You may set differing passwords for each user, in order that they are enabled to perform only the function(s) assigned to them.



**Multi-user plugin**

*This version of TurboCASH, may be configured and set up a Network server for multi-users. To enable the full multi-user functionality, you need to purchase a multi-user license and register [TurboCASH5 as a multi-user product](#).*

## E.4.10- Setup menu

---

### E.4.10.1- Financial categories

---

This option allows you to link your available reporting groups (which you have already set up on the Account groups tab) to one of the Assets, Capital, Expenses, Income, or Liabilities categories. It is important to base this linkage, to the respective categories, on the accounting equation.

Once your reporting groups for Account groups 1 and / or 2 is added, you need to link each of these to a financial category (i.e. Assets, Capital, Expenses, Income or Liabilities).

## MODULE E - CREATING A SET OF BOOKS AND SETUP



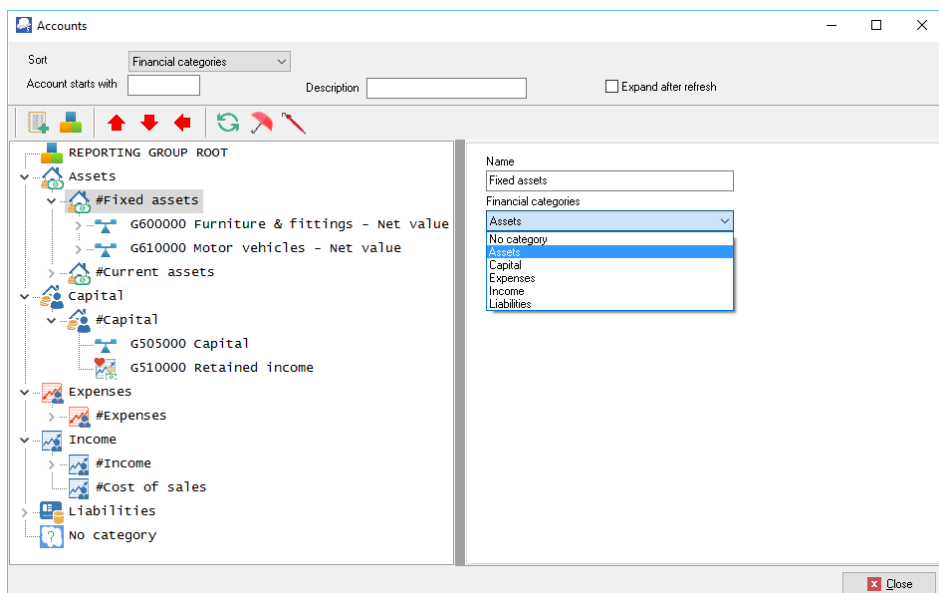
It is important to base this linkage, to the respective categories, on the accounting equation. Please refer to **MODULE A – INTRODUCTION TO ACCOUNTING** for more information.

The following two (2) options are available to link the financial categories:

1. **Setup** → **Financial categories** (**Setup** ribbon).
2. **Accounts** (**Action** ribbon).

**To link groups to financial categories:**

1. On the **Action** ribbon, select **Accounts**.
2. Select Reporting group 1. The Groups as created on “Account groups” screen “Reporting group 1” will be listed in the “Accounts” screen:



3. Select a Group and select a Financial Category (i.e. Assets, Capital, Expenses, Income or Liabilities) from the list.
4. Click on the **Save** button to save your changes.
5. Repeat the process for all the Account groups.
6. Once finished with Reporting group 1, select Reporting group 2 and repeat the link process.

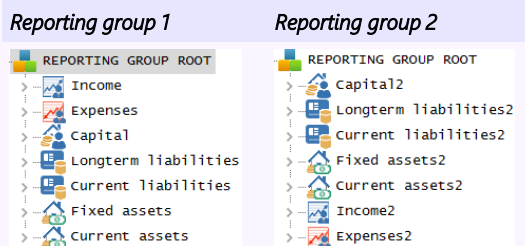


The **Save** button will only be displayed (next to the “Name” field of the Financial Category), once any changes are made.  
You need to click on the **Save** button to save the changes. If you do not do this, your changes will be lost.



**Account groups - Reporting group 1 and 2** – The sequence in which the groups and accounts are listed, may be changed in **Groups**. (**Setup** ribbon) This is done by selecting the groups on the list and use the **Move up** or **Move down** buttons.

In this tutorial, we have created Accounts - Reporting groups 1 and 2 which is set to different sequences:



This will enable you to generate general ledger reports (i.e. Trial balance, Income statement, Balance sheet, Chart of accounts, to list accounts and balances to be listed according to Reporting group 1 or according to Reporting group 2 sequences.

### E.4.10.2- Backup path

This option allows you to select the drive and / or the folders on which you wish to make your Backups. This is normally your CD-drive, but you could also make backups in any available folder or directory on your hard drive.



The "Backups" folder have been included in the TCASH5 installation directory for your convenience. You may create all your backup files to that directory (e.g. C:/TCASH5/Backups). Please remember to copy backup files in this folder on external media and store it in a safe place.




The **Auto-Backup** feature have also been added to automatically create backup files when you exit TurboCASH5. By default the **Auto-Backup** feature is not activated. See Backups for more information to enable / disable this feature.

### E.4.10.3- System parameters

This option allows you various options to configure your Set of Books. These are:

1. **Report amounts with** – This is not applicable to TurboCASH5.
2. **Data storage** - Set the rounding of decimals or no rounding (real numbers).
3. **Reporting decimals** -
  - **Number** - Set the number of decimals to be displayed on screens, reports and documents. For most Sets of Books these should be set to "2".
  - **Date/Time Settings** - This will launch the "Regional and language" options in which you may configure or set the formats of your operating system. (See – **Company info – Options** in **Chapter E.4.1** of **MODULE E**).
  - **Use currency symbol** - You may also select to display the default currency symbol of your Windows operating system on screens, reports and documents.

- **Dutch text numbering** - This setting is used when creating receipts from the "Create receipts" (**F9:Process** option in receipt batches) or the "Receive payment" option in **Open item link (Action ribbon)**. For most languages, this option should not be selected. If you wish to create and print a receipt in the Dutch language, select this option. It will display (print) the number to words for the Dutch language correctly.
4. **Speed – Do not calculate batches** - This is not applicable to TurboCASH5.
  5. **Special settings** -
    - **Show calendar** - By default, this option is not selected. If you select (tick) this field, the Calendar will be the default view when opening the Set of Books.
    - **No warning unposted:** - This option is not applicable to TurboCASH5.
    - **Contra ref as account reference** - By default, this option is not selected. This is the global settings for batches.
    - **Strict tax on account** - By default, this option is not selected. This is the global settings for batches.
    - **Projects** - By default the Projects feature is not enabled. If this option is selected, it will activate the **Projects (Action ribbon)**.
    - **Default bank reconciliation method** - by default, this option is selected (ticked). The bank transactions are manually entered from source documents in the Payments and Receipts batches. The bank reconciliation using the default method is discussed in this tutorial.
-  *The Online Bank Plugin allows you to import the transactions from your bank statement and allocate these transactions to the accounts. This will be dealt with in separate documentation.*
- **Log Level** – "Off" is the default setting. It may be set up to level 7. You may print the log report in **Access control (Setup ribbon)**.
6. **General ledger differences** – You may create a general ledger account (**Accounts (Action ribbon)**) and select that account in this field. If there any rounding differences, it will be posted to this account.

### E.4.10.4- Internet (Optional)

---

You to set your Internet in order to send reports, statements and lists to any person or institution by e-mail. You need to specify your e-mail's outgoing mail server as your Internet Service Provider has set up your e-mail account on your computer system. You may also test your e-mail server, and view the test log file from this option.

If you have set up any users on the system, the user's User ID and his/her e-mail address, that is logged on in the Set of Books and his/her e-mail address will be displayed in this screen.



*This option will only be available to the users that have been granted access for System Setup under Access control, but all users, with a valid e-mail address will be able to send reports, statements and lists on the Internet.*

In this version of TurboCASH, you may configure and set up a Network Server. You may also update the data and transactions to the Network Server and restore a Set of Books from a remote Network Sever.

#### **E.4.10.5- Currency (Optional)**

---

Multi-currency is implemented when processing documents. On the **Setup → Currencies (Setup ribbon)**, you may add currencies. When processing documents, you may select the currency. The document layout files for sales documents (i.e. Quotes, Invoices and Credit notes), and / or purchase documents (i.e. Purchases, Supplier returns and Orders) will print in that currency.

#### **E.4.10.6- Point-of-Sales (Optional)**

---

Point-of-Sale can be set up if you are selling stock items. Improved security and access control has been added for users to access or start a Point-of-Sale session or shift. You may now link the salespersons (cashiers) added in the **Salespersons (Setup ribbon)** to users on the **Others** tab of the **Access control (Setup ribbon)**. This feature will add more security when users access or start a Point-of-Sale invoicing session.

#### **E.4.10.7- Theme**

---

This option allows you to choose between Classic, Classic-large, Ruby and Random themes. The Classic theme is used for screen captures in this book.



*You may change the default Background1.jpg with your own image (photo, logo, products), etc.*

## **MODULE F - SETTING UP ACCOUNTS**

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### **IN THIS MODULE**











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## F.1- SETTING UP GENERAL LEDGER ACCOUNTS

### F.1.1- PLANNING YOUR CHART OF ACCOUNTS

A Chart of accounts or the list of accounts consists of the account numbers. Each of these accounts is linked to a certain account type. It is important to note the types of accounts, which will be reflecting in your List of Accounts (Chart of accounts) as you will create, edit and delete them in **Accounts (Action ribbon)**:

Account type	Brief description of the Account type
 <b>Bank accounts</b>	Bank accounts should be linked to a Receipts and Payment journal (batch).
 <b>General ledger accounts</b>	Accounts are aligned to either an  Income /  Expense or  Balance sheet type. The  Balance sheet account type, needs to include the following 3 control accounts; <ul style="list-style-type: none"> <li> Retained earnings / income.</li> <li> Creditor's control account.</li> <li> Debtor's control account.</li> </ul>
 <b>Tax accounts</b>	Accounts containing the Tax percentages. These are the Output Tax and Input Tax codes. These are country specific and should contain the VAT / GST / Sales tax terminology and codes as prescribed by the tax authority of your specific country.

Creditor (supplier) and debtor (customer / client) accounts, are created, edited or deleted in the **Action ribbon**.

Menu option	Brief description of the account type
 <b>Creditors</b>	Creditor (supplier) accounts containing the details of the creditors, remittance advice messages, contacts, land terms. It also contains detail of processed transactions and a list of purchase documents (i.e. Purchases, Supplier returns and Orders). The total of all individual accounts in the Creditor's ledger will be displayed as the Creditor's control account in the General ledger.
 <b>Debtors</b>	Debtor (customer / client) accounts containing the details of the debtors, statement messages and terms. It also contains detail of processed transactions and a list of sales documents (i.e. Invoices, Credit notes, Quotes and Point-of-Sale invoices). The total of all individual accounts in the Debtor's ledger will be displayed as the Debtor's control account in the General ledger.

#### **Plan your chart of accounts according to the following guidelines:**

- Increment each account number by either 5 or 10 to cater for future additions.
- If possible, list your accounts in alphabetical order.
- Group similar accounts in similar predefined ranges e.g. 600 - 699 for "Fixed assets".
- List your accounts in the order in which you would like them reported.



TurboCASH allows for 999 main accounts. Each account may also have up to 999 sub-accounts. This should be enough for most businesses. The Chart of accounts should be carefully planned so that the accounts fall in the required ranges. Some Sets of Books may contain 4-digit main, and 5-digit main accounts. The option to "Customise your own Set of Books (Advanced)?" on the Creation wizard (**Create Set of Books (Start ribbon)**), allows you to create your own Set of Books from scratch. This will then ask you to specify the number of digits for accounts (from 3 to 8-digits). You need to enter the following 3 control accounts;

- Retained earnings / income.
- Creditor's control account.
- Debtor's control account.

The following ranges (based on the 3-digit main account codes) are an example that you should try to follow. It is NOT the Chart of accounts you will be using - it is merely a guide as to the ranges.

Description	Range	Group
<b>Total chart</b>	<b>001-999</b>	
Income	001-099	Income
Expenses	200-499	Expenses
Capital	500-599	Capital
Fixed assets	600-699	Fixed assets
Current assets	700-899	Current assets
Current liabilities	900-999	Current liabilities
Tax Codes for Tax main account	850-860	Current liabilities
Bank account + Positive balance	810	Current assets
Bank account – Negative balance (O/D)	910	Current liabilities

## F.1.2- EDITING YOUR CHART OF ACCOUNTS

In the **Accounts (Action ribbon)** you may create, edit, delete accounts (general ledger, bank and tax) as well as enter and edit budget figures for accounts.

When creating or editing accounts you need to link the accounts to Account groups 1 and / or Account group 2. These Account groups must be linked to Financial categories.



For the purpose of this tutorial, the Account groups, have already been created and linked to Financial categories.

The **Accounts (Action ribbon)** allows you to create Reporting Groups and link these Account groups to Financial categories for the Balance sheet (i.e. Assets, Capital, Liabilities) and Financial categories for the Income statement (i.e. Income and Expenses).



**MODULE F - SETTING UP ACCOUNTS**



In addition to this, you may create Account group 1 and / or Account group 2 in **Groups (Setup ribbon)** and link them to the Financial categories. These Account groups may also be linked to Financial categories in the **Setup → Financial categories (Setup ribbon)**.

**To create a new ledger account:**

1. On the **Action** ribbon, select **Accounts**.

Date	Amount	Reference	Description	Date last action
2019/02/01	10 000,00	Gen		2018/04/15 08:11:00
2019/01/01	10 000,00	Gen		2018/04/15 08:11:00
2018/12/01	10 000,00	Gen		2018/04/15 08:11:00
2018/11/01	10 000,00	Gen		2018/04/15 08:11:00
2018/10/01	10 000,00	Gen		2018/04/15 08:11:00
2018/09/01	10 000,00	Gen		2018/04/15 08:11:00
2018/08/01	10 000,00	Gen		2018/04/15 08:11:00
2018/07/01	10 000,00	Gen		2018/04/15 08:11:00
2018/06/01	10 000,00	Gen		2018/04/15 08:11:00
2018/05/01	10 000,00	Gen		2018/04/15 08:11:00
2018/04/01	10 000,00	Gen		2018/04/15 08:11:00
2018/03/01	10 000,00	Gen		2018/04/15 08:11:00

2. You may filter and search for accounts and account groups as follows:

Search/Filter option	Description
Sort:	The default is "None". - This will list all accounts according to the account number (code). You may select to sort / list accounts according to Reporting group 1 or Reporting group 2 or Financial categories.
Account starts with:	Filter your accounts by entering the first digit of the account number (code). For example entering 2 will list only those account numbers starting with 2 (e.g. 200 to 299). To filter the list further, you may, for example, enter 21 to list only those accounts from 210 to 219.
Description:	Enter any character in the account description. Only those accounts containing that character will be listed (e.g. "B" will list all accounts containing the character "b". By typing "BANK" in this field, only the accounts containing bank in the account description field will be listed.
Expand after refresh:	If this field is selected, the expanded list of accounts will be displayed (when clicking on the Refresh icon (or clicking on the "Refresh" option on the context menu).

**The icons indicates the following:**

Account groups	Financial categories
<ul style="list-style-type: none"> <li>REPORTING GROUP ROOT</li> <li>Income</li> <li>Cost of sales</li> <li>Expenses</li> <li>Capital</li> <li>Longterm liabilities</li> <li>Current liabilities</li> <li>Fixed assets</li> <li>Current assets</li> </ul>	<ul style="list-style-type: none"> <li>REPORTING GROUP ROOT</li> <li>Assets</li> <li>Capital</li> <li>Expenses</li> <li>Income</li> <li>Liabilities</li> </ul>



**Account groups - Reporting group 1 and 2** – The sequence in which the groups and accounts are listed, may be changed in **Groups**. (Setup ribbon). This is done by selecting the groups on the list and use the **Move up** or **Move down** buttons.

In this tutorial, we have created Accounts - Reporting groups 1 and 2 which is set to different sequences:

Reporting group 1	Reporting group 2
<ul style="list-style-type: none"> <li>REPORTING GROUP ROOT</li> <li>Income</li> <li>Expenses</li> <li>Capital</li> <li>Longterm liabilities</li> <li>Current liabilities</li> <li>Fixed assets</li> <li>Current assets</li> </ul>	<ul style="list-style-type: none"> <li>REPORTING GROUP ROOT</li> <li>Capital2</li> <li>Longterm liabilities2</li> <li>Current liabilities2</li> <li>Fixed assets2</li> <li>Current assets2</li> <li>Income2</li> <li>Expenses2</li> </ul>










This will enable you to generate general ledger reports (i.e. Trial balance, Income statement, Balance sheet, Chart of accounts, to list accounts and balances to be listed according to Reporting group 1 or according to Reporting group 2 sequences.


**Icons for accounts:**





Icon	Account type	Reported on	Description
	Income / Expense	Income statement	Income – Expenses = Net Profit / Loss
	Assets / Liability	Balance sheet	What you own = Assets What you owe to others = Liabilities
	Bank	Balance sheet	Current assets
	Tax	Balance sheet	Current liabilities (Output Tax – Input Tax)
	Retained earnings / income	Balance sheet	Capital (Profit / Loss – Previous Years)
	Debtor's control	Balance sheet	Debtor's control = Current assets
	Creditor's control	Balance sheet	Creditor's control = Current liabilities









**Processing Icons and Context menus:**

**Account groups**

 Add	Add Group.
 Delete	Delete a selected Group / Account / Sub-account.
 Move up	Move selected Group up 1 entry.
 Move down	Move selected Group down 1 entry.
 Move left	Move selected Group to the left.
 Add	Add new Account / Sub-account.
 Refresh	Refresh the items on the Groups / Accounts list.
 Collapse	Collapse the expanded Groups / Accounts list.
 Expand	Expand the short list of Accounts and Groups.

The  **Delete** icon (option) will not be available for the following accounts:

- Accounts which has any transactions processed (posted). The "Posted" field display a value of more than 0.
- The  Retained earnings / income account.
- The  **Delete** icon (option) is available for  Debtor's control and  Creditor's control accounts. Trying to delete these control accounts, will produce an error message "You cannot delete a control account!".

<b>Field</b>	<b>Description</b>
Account type:	<p>Select the following options:</p> <ol style="list-style-type: none"> <li>1. <b>Ledger</b>  Income /  Expense ,  Asset / Liability / Capital accounts,  Retained earnings (Retained income),  Debtor's control and  Creditor's control accounts.</li> <li>2.  <b>Bank account</b> will allow you to link a Payments and Receipts batch on the <b>Bank</b> tab.</li> <li>3.  <b>Tax</b> will allow you to set the tax percentage for (VAT/GST/Sales tax) and specific tax settings.</li> </ol> <p>This field may only be selected for a new account. For existing accounts; this field will be disabled.</p>
Account number:	This consists of 2 parts. The first block is for the main account; and the second block for the sub-account.
Description:	The description for the account which will be used to lookup (select) accounts. This is also the description which will be displayed on reports.
Account group1:	This is used to group and classify the accounts on reports.
Account group2:	This is used to group and classify the accounts on reports.
Type:	<p><b>Balance sheet accounts</b> – (i.e. Capital, Liabilities and Assets) or Income statement accounts (i.e. Income or Expense). Balance sheet accounts retains the balances of the previous financial year (opening balances).</p> <p><b>Income statement accounts</b> – these accounts are closed off during the Year-end process and the balance (Net Profit / Loss) is transferred to the Retained Earnings / Income account.</p>
Sub-accounts:	<p>Select this option to create a main account. Once this option is selected, you first need to click on the <b>Save</b> button before you are allowed to create sub-accounts for that main account. You may then create sub-accounts for this main account.</p> <p>You will not be allowed to process (post) any transactions; or enter / edit any budget figures to the main account. All transactions and budget figures are entered on sub-accounts. The total of these individual sub-accounts will add up to the main account. To delete a main account, you first need to delete all sub-accounts.</p>
Status:	<p>By default, all accounts are enabled (active). Once you have any transactions processed (posted) to an account, you may not delete the account.</p> <p>You may then select the "Disabled" option to block a selected account or sub-account. This will disable; or set the selected account's status to inactive. This will produce error messages to remind you that the account or sub-account is disabled, when trying to process (post) transactions to the disabled account or sub-account.</p>

## MODULE F - SETTING UP ACCOUNTS

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Field	Description
Open item account:	<p>By default all accounts are set to "No". If you select the "Yes" option, you may select to link (match) a receipt transaction to a debit transaction; or a payment transaction to a credit transaction, etc.</p> <p>This feature is useful when, for example, you need to control specific payments to specific transactions and specific receipts to specific transactions.</p>
Posted:	<p>This field indicates the number of transactions processed (posted) for the selected account. Once any transactions have been processed (posted) (the value is more than 0), you will not be allowed to delete the account.</p>
Link tax:	<p>Link a Tax account to a ledger account. This will then be the default tax account when selecting the ledger account when processing transactions in the payments journal, receipts journal or other journals (batches).</p>



Only the "Account type, Account number, Description, Group 1" and "Group 2" fields will be displayed for control accounts; i.e.  Retained Income and for  Debtor's control and  Creditor's control.



The **Save** button will only be displayed (next to the "Description (Account name)" field), once any account is created or any field of an existing selected account is changed.  
You need to click on the **Save** button to save the changes. If you do not do this, your changes will be lost.

### F.1.3- CREATING / EDITING BANK ACCOUNTS

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You will be using this option whenever you wish to create a new bank account, change the descriptions of an existing account, or to delete an existing account.

You may have more than one Bank account and wish to add this to your Chart of accounts. TurboCASH will have set up a Bank account for you in your selected template. (We have used account number "810-000 - Current Bank account").

If you wish to add another Bank account remember that in planning your Chart of accounts you would like accounts of a similar nature to be grouped together.

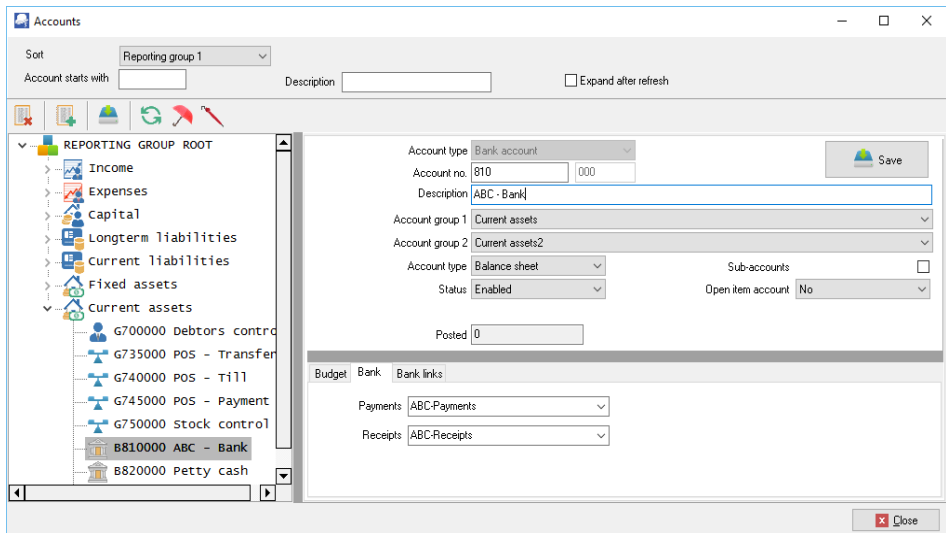


Bank accounts must be linked to a unique Payments and Receipts batch.


### F.1.3.1- Renaming an existing bank account

**To rename an existing bank account:**

1. On the **Action** ribbon, select **Accounts**.
2. Select the "810-000 - Current Bank account" (Current assets – Reporting group), if not already displayed as "ABC – Bank".
3. Replace (over-type) "Current Bank account" with "ABC – Bank" in the "Description" field.





4. Enter "ABC-Payments" and the "ABC-Receipts" batches.
5. Click on the **Save** button.

 It is recommended to type your own Payments and Receipts batch names in the Bank tab of the Bank account when creating a Bank account. If you have edited the Payments jnl. and Receipts jnl. in **Batch types (Setup ribbon)**, the descriptions would be available to select from the list (See **Chapter E4.3 of MODULE E**). You may delete these Payments jnl. and Receipt jnl. in **Batch types (Action ribbon)**.











### F.1.3.2- Creating a new bank account

**To create a new bank account:**

1. **On the Action** ribbon, select **Accounts**.
2. Select the last Bank account (e.g. "820000 - Petty cash") (Current assets – Reporting group) and click on the  **Add:Account** icon (or select the  **Add** on the Context menu). An Entry for the new Ledger account is displayed as "821000 - Account name" on the account list.

## MODULE F - SETTING UP ACCOUNTS

### 3. Enter or select the following:

- Account type:  Select "Bank account".
- Account No.:  Replace "821" with "830".
- Description:  Replace "Account name" with "XYZ-Bank".
- Account group 1:  Select "Current assets".
- Account group 2:  Select "Current assets2".
- Type:  See that "Balance sheet" is selected, since the Bank account needs to be reported on the Balance sheet.
- Sub-accounts:  Do not tick. You cannot create sub-accounts for bank accounts.
- Status:  "Enabled" (default) should be selected.
- Open item account:  "No" (default) should be selected.
- Link Tax:  "Empty" (default) should be selected.

### 4. Click on the **Bank** tab.

### 5. Enter "XYZ-Payments" and the "XYZ-Receipts" batches.



When saving the bank account, the "XYZ-Payments" and the "XYZ-Receipts" batches will automatically be created. You may edit these batches in the **Batch types** (**Setup** ribbon).



If the "Default bank reconciliation method" option is not selected (tick removed) on **Setup** → **System parameters** menu (**Setup** ribbon); the "Payments" and "Receipts batch" fields will be combined. You may then select either the Payments journal or the Receipts journal.



Once any transactions is posted (updated to the ledger) for a selected bank account; you cannot change the Payments or Receipts batches.

- Click on the **Save** button.

## F.2- CREATING / EDITING TAX ACCOUNTS

You use this option whenever you wish to create a new tax account for VAT/GST/Sales tax where you have to charge a percentage of Tax on your sales (Output Tax) and may claim some percentage on your purchases (Input Tax).

Being registered for VAT/GST/Sales tax, you will have two basic accounts, i.e. Output Tax that is charged when selling services or goods (not trading stock), and Input Tax when you purchase from another registered VAT/GST/Sales tax vendor.



Within these Tax types you may need to create additional sub-accounts to accommodate the various classifications and / or tax percentages to assist you in completing your VAT/GST/Sales tax returns and make correct payments to the Tax authorities.

Basic Output Tax (VAT/GST/Sales tax and Input Tax (VAT/GST/Sales tax) accounts as sub-accounts of the Tax - Control account (in the Current liabilities account group) are already included in the templates.

### F.2.1- Change of Tax Rates

The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.



The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.



For the purpose of this tutorial, we will be using VAT based on 14% tax for taxable transactions up to 31 March 2018 and 15% for taxable transactions as from 1 April 2018.

Account Code	Description	Rate
G850000	VAT - Control	14%
T850010	output VAT	14%
T850020	Input VAT - Standard rate	14%
T850030	Input VAT - Capital goods	14%
T850040	Zero-rated VAT	0%
G850100	VAT - Payment	14%
G860000	VAT - Control	15%
T860010	output VAT	15%
T860020	Input VAT - Standard rate	15%
T860030	Input VAT - Capital goods	15%
T860040	Zero-rated VAT	0%
G860100	VAT - Payment	15%

**All taxable transactions up to 31 March 2018 is based on the 14% VAT rate.**

**All taxable transactions as from 1 April 2018 is based on the 15% VAT rate.**



See – Tax lookup (Chapter C5.4 of MODULE C).



## MODULE F - SETTING UP ACCOUNTS

### F.2.1.1- Change the Descriptions of existing Tax Accounts to 14%

Add or Change the Descriptions of the Tax Accounts (i.e. Output - VAT Control, the VAT Payment account, as well as all Tax accounts to 14%) to reflect the existing percentage applicable (until 31 March 2018).

**To change the Descriptions of Output and Input tax accounts to 14%:**

1. On the **Action** ribbon, select **Accounts**.
2. Select a Tax account.

The screenshot shows the 'Accounts' window. On the left, a tree view lists various accounts. The account 'T850010 Output VAT - 14%' is selected and highlighted with a red box. On the right, the account details are displayed. The 'Description' field is highlighted in red and contains the text 'Output VAT - 14%'. The 'Save' button is also highlighted in red. Below the account details, there is a section for 'Budget Tax Bank links' with a 'Percentage' field set to 14.

3. In the "Description" field, add "- 14%" to "Output VAT - 14%".
4. Click the **Save** button to save the changes. After all the account descriptions is changed, the 14% accounts should display as follows:

The screenshot shows a list of accounts in a tree view. The account 'T850010 Output VAT - 14%' is highlighted with a blue selection bar. Other accounts in the list include 'G850000 VAT - Control - 14%', 'T850020 Input VAT - Standard rate - 14%', 'T850030 Input VAT - capital goods - 14%', 'T850040 Zero-rated VAT - 0%', and 'G850100 VAT - Payment - 14%'.



See – Tax lookup (Chapter C5.4 of MODULE C).


### F.2.1.2- Add new VAT - Control and VAT - Payments - 15% accounts

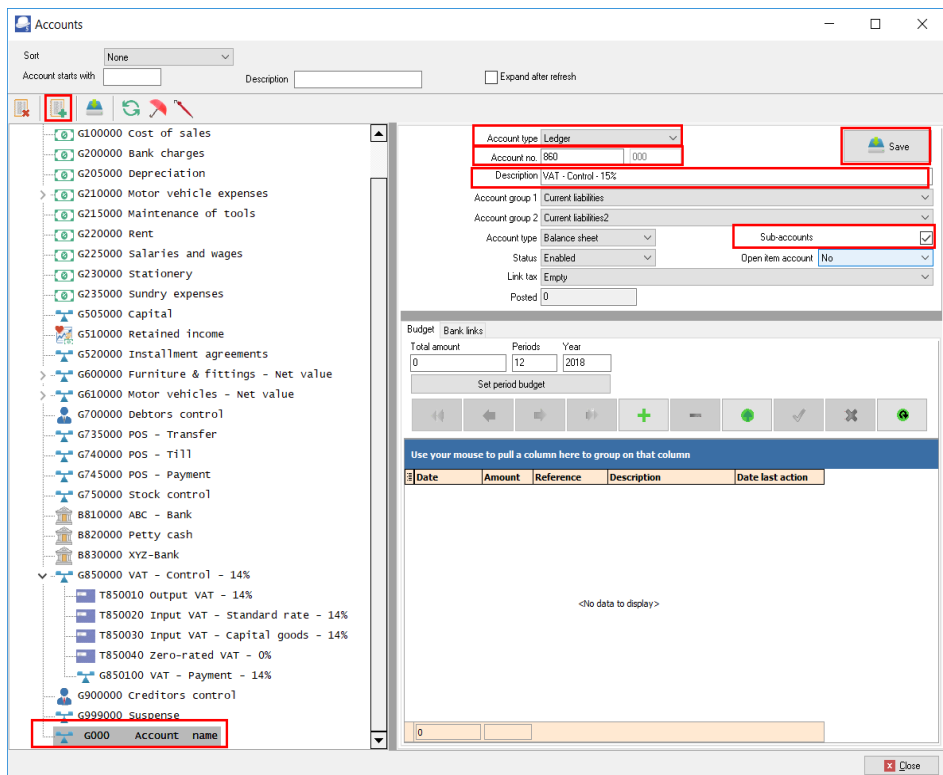
This is only applicable if a new Structure is set for the Tax accounts (i.e. VAT - Control, the VAT - Payment account (as Ledger accounts), as well as all Tax accounts to 15%) to reflect the 15% percentage applicable (as from 1 April 2018).

**F.2.1.2.1- Add new VAT - Control account at 15% as a Ledger Main account**

The VAT – Control – 15% account is the Main account under which the VAT – Payment – 15% as a Ledger account type as well as Tax account type for each Tax codes (VAT codes) at 15% as well as the Zero-rated Tax codes (VAT codes) will be processed, managed and reported on. Transactions on which the 15% VAT rate is applicable from 1 April 2018, are selected and posted (updated to the ledger).

**To Add a new VAT Control as a Ledger Main account for 15%:**

1. On the **Action** ribbon, select **Accounts**.
2. Select the "REPORTING GROUP ROOT" and click on the  (**Add:Account**) icon (or select the **Add** on the Context menu). An entry for the new ledger account is displayed as "G000 000 Account name" on the Account list.



3. Enter or select the following:
  - a) **Account type** - Select "Ledger".
  - b) **Account no.** - Change "100" in the sub accounts field of the "Account no." field to "860".

## MODULE F - SETTING UP ACCOUNTS

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- c) **Description** - Replace "Account name" with "VAT Control – 15%".
  - d) **Account group 1** - If you have set up "Account group 1", select your account group e.g. "Current liabilities".
  - e) **Account group 2** - If you have set up "Account group 2", select your account group e.g. "Current liabilities2".
  - f) **Type** - "Balance sheet" should be displayed.
  - g) **Sub accounts** - Select (tick) this option. This is the new main account under which a Ledger sub account for the Tax payments and Tax accounts for each of VAT accounts will be added for the 15%.
  - h) **Status** - "Enabled" (default) should be selected.
  - i) **Open item account** - "No" (default) should be selected.
  - j) **Link tax** - "Empty" (default) should be selected.
4. Click on the **Save** button. When you save the "VAT - Control - 15%" account, it will automatically be listed after the 14% Tax accounts.

### **F.2.1.2.2- Add new VAT Payment account at 15% as a Ledger Sub account**

The VAT – Payment – 15% as a Ledger account type on which the payment to SARS is recorded. All payments to SARS for transactions, on which the 15% VAT rate is applicable from 1 April 2018, should be paid and recorded in the from this VAT – Payment – 15% account.

All payments to SARS for transactions, on which the 14% VAT rate is applicable on or before 31 March 2018, should be paid and recorded in the VAT – Payment – 14% account.

#### **To Add a new VAT Payment - Ledger Sub account for 15%:**

1. On the **Action** ribbon, select **Accounts**.
2. Select the "G860000" VAT Control – 15%" account and click on the  **(Add:Account)** icon (or select the **Add** on the Context menu). An entry for the new ledger account is displayed as "G860 000 Account name" on the Account list.

## Add new VAT - Control and VAT - Payments - 15% accounts

3. Enter or select the following:
  - a) **Account type** - Select "Ledger".
  - b) **Account no.** - The main account "860" in the of the "Account no." field cannot be changed. Change the "Sub accounts" field from "000" to "100".
  - c) **Description** - Replace "Account name" with "VAT - Payment – 15%".
  - d) **Account group 1** - If you have set up "Account group 1", select your account group, e.g. "Current liabilities".
  - e) **Account group 2** - If you have set up "Account group 2", select your account group, e.g. "Current liabilities2".
  - f) **Type** - "Balance sheet" should be displayed.
  - g) **Sub accounts** - This option cannot be selected, since this is a sub account of the VAT - Control - 15% main account.
  - h) **Status** - "Enabled" (default) should be selected.
  - i) **Open item account** - "No" (default) should be selected.
  - j) **Link tax** - "Empty" (default) should be selected.
4. Click on the **Save** button.

## **F.2.2- Add new Tax codes (Tax accounts) for Each Tax type at 15%.**


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Your Set of Books in TurboCASH need to be configured to be able to accommodate the different rates. Transactions need to be processed at the new VAT rate of 15% as from 1 April 2018, and at VAT rate of 14% as up to 31 March 2018.

All "Enabled" Tax / VAT codes are listed in the Tax lookup in the "Tax" column. Transactions are taxable at the VAT rate of 14% up to 31 March 2018, and transactions as from 1 April 2018 are taxable at the VAT rate of 15%.

The screenshot displays a hierarchical list of VAT codes. The top section, labeled 'G850000 VAT - Control - 14%', includes sub-accounts: T850010 output VAT - 14%, T850020 Input VAT - Standard rate - 14%, T850030 Input VAT - Capital goods - 14%, T850040 Zero-rated VAT - 0%, and G850100 VAT - Payment - 14%. The bottom section, labeled 'G860000 VAT - Control - 15%', includes sub-accounts: T860010 output VAT - 15%, T860020 Input VAT - Standard rate -15%, T860030 Input VAT - Capital goods -15%, T860040 Zero-rated VAT - 0%, and G860100 VAT - Payment - 15%. Two red callout boxes with arrows point to the respective sections: the top one states 'All taxable transactions up to 31 March 2018 is based on the 14% VAT rate.' and the bottom one states 'All taxable transactions as from 1 April 2018 is based on the 15% VAT rate.'

### **To Add VAT accounts – Tax Sub accounts for 15%:**

1. On the **Action** ribbon, select **Accounts**.
2. Select the Tax Control Account (as in this case, "G860-000 VAT Control Account") and click on the  (**Add:Account**) icon (or select the **Add** on the Context menu). An entry for the new ledger account is displayed as "G860 000 Account name" on the Account list. The reason for this is that we need to create a Tax code, which is a Sub-account for the Tax main account (i.e. "VAT Control – 15% account").

## Add new Tax codes (Tax accounts) for Each Tax type at 15%.

The screenshot shows the 'Accounts' window in TurboCASH5.1. The left pane displays a list of accounts, with 'G860000 Account name' selected and highlighted in red. The right pane shows the 'Add new Tax code' form, with the following fields and values:

- Account type: Tax
- Account no.: 860
- Description: Output VAT - 15%
- Account group 1: Current liabilities
- Account group 2: Current liabilities2
- Account type: Balance sheet
- Status: Enabled
- Open item account: No
- Link tax: Empty
- Budget: Tax
- Bank links: Percentage 15%

The 'Save' button is located in the top right corner of the form.

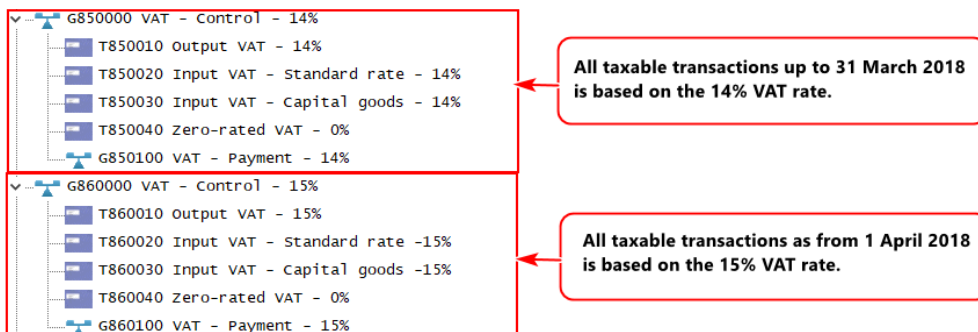
3. Enter or select the following:
  - a) **Account type** - Select "Tax (VAT/GST/Sales tax)".
  - b) **Account no.** - The Main account "860" is displayed and the sub accounts number field enter "010".
  - c) **Description** - Replace "Account name" with "Output VAT – 15%".
  - d) **Account group 1** - If you have set up "Account group 1", select your account group, e.g. "Current liabilities". This is the Account group which is linked to the main account.
  - e) **Account group 2** - If you have set up "Account group 2", select your account group, e.g. "Current liabilities2". This is the Account group which is linked to the main account.
  - f) **Type** - "Balance sheet" should be displayed. This field cannot be selected, since the main account is a Balance sheet type account.
  - g) **Sub-accounts** - This field cannot be selected, since this is a sub-account.
  - h) **Status** - "Enabled" (default) should be selected.
  - i) **Open item account** - "No" (default) should be selected.
  - j) **Link tax** - "Empty" (default) should be selected.

## MODULE F - SETTING UP ACCOUNTS

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4. Click on the **Tax** tab.
  - a) **Percentage** - Enter the percentage as "15".
  - b) **Use link tax** - Do not select this option.
  - c) **Show tax in documents** - Leave the option as "All" for the purpose of this tutorial.
5. Click on the **Save** button.
6. Add new Tax type accounts at 15% similar to the 14% tax type accounts, including the Zero-rated tax type accounts.

An example of the Tax accounts - 14% as well as the Tax accounts - 15%, in the Chart of accounts, is as follows:



## F.3- CREDITOR (SUPPLIER) ACCOUNTS

You will be using this option whenever you wish to create a new creditor (supplier) account, change the name, contact details addresses, messages, accounting information and terms of an existing account, or to delete an existing account.



To add a creditor (supplier) account, the only fields which is needed to fill in is the Creditor code and a description (account name (description)). The rest of the fields are optional.

It is recommended to enter as much information about creditor (supplier) as possible (and to keep it updated as regularly as possible).

You may read the "Working with Creditor accounts" section in the Help file and / or press the **F1** key when focussed on the following eight (8) tabs:

- **Delivery address** - Delivery address, Address 2, Address 3, Postal code, Country, Message, Message 1, Message 2 and Message 3 and Layout files for purchase documents (i.e. Purchases, Supplier returns and Orders).
- **Accounting information** - Account disabled, Open item account, Due days (Payment date), Credit limit, Charge amount, Bank account (i.e. Bank account type, Bank account no., Bank name and Branch code), Use default account and Use default tax.
- **Contacts** - Any contacts linked to the creditor (supplier) account will be listed. You may also add, edit, delete and search for contacts. The "Auto-copy info" feature allows you to copy the searched contacts details, which may be edited if required.  
Contacts may also be maintained (managed) in the in the **Contacts** and **Calendar – Contacts** (Action ribbon).
- **Appointments** - Any events or appointments have been scheduled in the **Calendar** (Action ribbon) for that creditor (supplier) account will be listed.
- **Documents** - Any Purchase, Supplier returns and / or Orders processed for the creditor (supplier) account will be listed on this tab. You may print these documents or a posted batches report for these documents.
- **Transactions** - Any debit and credit transactions (in batches and / or documents) posted (updated) to the ledger will be listed on this tab. You may print a posted batches report for these transactions or view and print the transactions in the T-Account viewer.
- **Bank accounts** – This is used for the BankImport plugin.
- **Stock items** – This tab will list all the posted as well as unposted purchase documents (i.e. Purchases, Supplier returns and Orders) for the selected creditor (supplier) account.

### F.3.1- CREATING / EDITING CREDITOR (SUPPLIER) ACCOUNTS



For this example, create one creditor, "A-ONE Suppliers".

- If you have selected the HANDYMAN Set of Books, you may follow this procedure.
- If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.



## MODULE F - SETTING UP ACCOUNTS

### To create a new creditor (supplier) account:

1. On the **Action** ribbon, select **Creditors (F5)**.

The screenshot shows the software interface with the 'Action' ribbon selected and the 'Creditors' button highlighted. Below the ribbon is a filter section with 'Filter column' set to 'None' and 'Value' set to 'Like'. A table of creditor accounts is displayed with the following data:

Creditor code	Name	Address	Address 2	Address 3	Postal code	Telephone 1	Telephone 2
2AONES	A-ONE Suppliers	P O Box 31318	Marshalltown	Johannesburg	2000	(011) 838-9221	(011) 838-9222
2BESTS	BEST Suppliers	P O Box 45532	Halfway House		1685	(011) 310-3110	
2COPEN	Opening balances - Creditor						
2SUNSU	SUNDRY SUPPLIERS						
2ABCDS	ABC-Office-Supplies	PO Box 8888	Lakeview	Johannesburg	2012	(011)312-9997	(011)312-9998
2ABCSC	ABC-Service-Centre	PO Box 9999	Lakeside	Johannesburg	2122	(011)313-9997	(011)313-9998

2. To create a new account, click on the **New** button. If the new (blank) creditor account screen is launched, you may need to enter the details, as necessary. To edit a creditor account, select the account and click on the **Edit** button to check / edit the details.

The screenshot shows the 'New Creditor' form with the following fields and values:

- Creditor code: 2AONES
- Name: A-ONE Suppliers
- Address: P O Box 31318
- Address 2: Marshalltown
- Address 3: Johannesburg
- Postal code: 2000
- Country: Empty
- Phone 1: (011) 838-9221
- Phone 2: (011) 838-9222
- Fax: (011) 838-9223
- Website: turbocash.net
- E-mail: aones@pinksoft.co.za
- Tax reference: 906012345
- Company reg. no.: 123459060
- Contactperson: Empty
- Creditor group 1: Creditor group 1B
- Creditor group 2: Unallocated
- Language: English

Below the main form is a section for 'Delivery address' with the following fields:

- Delivery address: Austin Street
- Address 2: Marshalltown
- Address 3: Johannesburg
- Postal code: 2001
- Country: Empty
- Layout file 1: Purchase (15 code)
- Layout file 2: Supplier return (15 code)
- Layout file 3: Order (15 code)
- Send document type: Print

At the bottom, there are fields for 'Statement message 1', 'Statement message 2', and 'Statement message 3'. The first field contains '2.5% Early settlement discount'. There are 'OK' and 'Cancel' buttons at the bottom right.

3. Enter and / or select the following options:

Creditor code:




Enter "2AONES" (or over-type with your own code) and press the **Enter** key.



It is important to prefix the account code for creditors to start with 2 and debtors to start with 1.

This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

Name:  Enter "A-ONE Suppliers"

Address, Address 2,  
Address 3 and  
Postal code:  Enter "PO Box 31318, Marshalltown, Johannesburg, 2000"


Country:  Leave "Empty".

Phone 1:  Enter "(011) 838-9221".


Phone 2:  Enter "(011) 838-9222".

Fax:  Enter "(011) 838-9223".

Website:  Enter "turbocash.net".

 You may double-click on the "Website" field to launch the web page of the creditor (supplier) in your operating system's default web browser.

E-mail:  "[aone@pinksoft.co.za](mailto:aone@pinksoft.co.za)".

 You may double-click on the "E-mail" field to launch a blank e-mail message in your operating system's default e-mail program with the e-mail address of the creditor (supplier).

Tax reference:  Enter "906012345".

Company reg. no.:  Enter "123459060".

Contactperson: No contact person will be available at this stage. You may click on the **Contacts** tab to create a contact person and enter the necessary contact information, if the contact has different Fax, Telephone numbers or an E-mail address as entered on the Creditor accounts default screen. Should you already have entered a contact person in the **Contacts** or in the **Calendar (Action ribbon)**, you may select the Contact person.

Creditor group 1:  Select "Creditor group 1A".







Creditor group 2:  Leave "Unallocated".

Language: The default language when TurboCASH is launched for the first time will be selected.













You may select a different language; provided that your system's **Regional and language settings** supports the locale for the language.

If the language is selected, it will print translatable document layout files (purchases, supplier returns and orders) in the selected language of the creditor (supplier) account.

4. Enter and / or select the following on the **Delivery address** tab:

- Delivery address and Postal address:*  You may wish to enter the physical address of the creditor (supplier) if different from the postal address.
- Layout file 1:*  Select "Purchase (15 code)"
- Layout file 2:*  Select "Supplier return (15 code)"
- Layout file 3:*  Select "Order (15 code)"
- Statement message 1 / 2 / 3:*  You may enter the message to be displayed on the Remittance advices, e.g. "Less 2.5% early settlement discount".
- Country:*  Leave "Empty".

5. Click on the **Accounting information** tab.

- Account disabled:*  Do not tick.
- Open item account:*  Leave blank.  
 Read the explanation of open item accounting in Debtor receipts if you wish to change this option. If you leave this blank, the Balance will be brought forward when posting.
- Due days*  Enter "30". This is the number of days as agreed upon to pay the creditor (supplier).
- Credit limit:*  Enter "12000".
- Charge amount:*  Leave blank.
- Bank account type:*  Leave blank.
- Bank account no.:*  Leave blank.
- Bank name:*  Leave blank.
- Use default account:*  Do not tick.
- Use default tax:*  Do not tick
- Debtor code:*  Leave blank.

6. Click on the **Save** button. TurboCASH will ask you to confirm if you wish to "create this account?"

7. Click on the **Yes** button.

## F.3.2- CREATING A CREDITOR ACCOUNT FOR OPENING BALANCES



**2COPEN - Opening balances – Creditor** has already been created.

If you have selected the **HANDYMAN** Set of Books, you may follow this procedure.

If you have selected the **HANDYMAN-A** or **HANDYMAN-B** Set of Books, you can click on the **Edit** button to check the settings.

### To create a new creditor account for opening balances:

1. On the **Action** ribbon, select **Creditors (F5)**. The “Creditor accounts” screen will displayed.
2. Click on the **New** button. Enter “2COPEN” as the account code.



It is important to prefix the account code for creditors to start with 2 and debtors to start with 1. This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

3. Enter the Name for the Account (i.e. “Opening Balances – Creditor”).
4. Select a Creditor group 1 (if created in Setup Creditor group1).
5. Click on the **Save** button or **OK** button. TurboCASH will ask you to confirm if you wish to “create this account?”
6. Click on the **Yes** button.



One finished processing the opening balances, you may disable the Opening balances account (tick the “Disabled” field on the **Accounting information** tab).

## F.4- DEBTOR (CUSTOMER / CLIENT) ACCOUNTS

You will be using this option whenever you wish to create a new debtor (customer / client) account, change the name, contact details addresses, messages, accounting information and terms of an existing account, or to delete an existing account.



To add a debtor (customer / client) account, the only fields which is needed to fill in is the Debtor code and a description (account name (description)). The rest of the fields are optional.

It is recommended to enter as much information about debtor (customer / client) as possible (and to keep it updated as regularly as possible).

You may read the “Working with Debtor accounts” section in the Help file and / or press the **F1** key when focussed on the following nine (9) tabs:

- **Delivery address** - Delivery address, Address 2, Address 3, Postal code, Country, Message, Message 1, Message 2 and Message 3 and Layout files for sales documents (i.e. Quotes, Invoices and Credit notes).
- **Accounting information** - Account disabled, Open item account, Due days (Payment date), Credit limit, Charge amount, Customer discount percentage, Monthly interest percentage on overdue amounts, Selling prices, Bank account (i.e. Bank account type, Bank account no., Bank name and Branch code), Use default account and Use default tax.

**MODULE F - SETTING UP ACCOUNTS**

- **Contacts** - Any contacts linked to the debtor (customer / client) account will be listed. You may also add, edit, delete and search for contacts. The "Auto-copy info" feature allows you to copy the searched contacts details, which may be edited if required. Contacts may also be maintained (managed) in the in the **Contacts** and **Calendar – Contacts** (Action ribbon).
- **Appointments** - Any events or appointments have been scheduled in the **Calendar** (Action ribbon) for that debtor (customer / client) account will be listed.
- **Documents** - Any Invoices, Point-of-Sale Invoices, Credit notes and / or Quotes generated for the debtor (customer /client) account will be listed on this tab. You may print these documents or a posted batches report for these documents.
- **Transactions** - Any debit and credit transactions (in batches and / or documents) posted (updated) to the ledger will be listed on this tab. You may print a posted batches report for these transactions or view and print the transactions in the T-Account viewer.
- **Bank accounts** – This is used for the BankImport plugin.
- **Backorders** – This tab will list all backorders for the debtor (customer / client) account.
- **Stock items** – This tab will list all the posted as well as unposted sales documents (i.e. Quotes, Invoices and Credit notes) for the selected debtor (customer / client) account.

**F.4.1- CREATING / EDITING DEBTOR (CUSTOMER / CLIENT) ACCOUNTS**



For this example, create a debtor (customer / client), "Mr. Mike Davies".  
 If you have selected the HANDYMAN Set of Books, you may follow this procedure:  
 If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.

**To create a new debtor (customer / client) account:**

1. On the **Action** ribbon, select **Debtors (F4)**. The "Debtor accounts" screen is displayed:

The screenshot shows the 'Debtor accounts' screen. At the top is a ribbon with tabs: Start, Action, Reports, Setup, User tab. The 'Action' tab is active, showing buttons for Documents, Debtors (highlighted), Creditors, Stock items, Batch entry, Reconciliation, Open item link, Contacts, Calendar, Accounts, Update ledger, Edit, Search, Workflow, and Plugin. Below the ribbon is a filter section with 'Filter column' set to 'None', a 'Value' input field, and buttons for 'Filter', 'Clear', and 'Show disabled'. A table of debtor accounts is displayed below the filter section.

#	Debtor code	Name	Address	Address 2	Address 3	Postal code	Telephone 1	Telephone 2	Fax
1	ABGRRE	Mr. AB Green	PO Box 1111	Lakeside	Johannesburg	2122	(011)314-9997	(011)314-9998	(011)314-9999
2	1CASHC	CASH CUSTOMERS							
3	1DOPEN	Opening Balances - Debtor							
4	1MACDS	MAC Shop Decor Specials	PO Box 5555	Morningside	Johannesburg	2222	(011)314-5557	(011)314-5558	(011)314-5559
5	1MDAVI	Mr. Mike Davies	P O Box 333	Halfway House		1685	(011) 315-1225	083 286-8763	(011) 315-1226
6	1RDGSM	Mr. Roger Smith	Plot 539 Boser Road	Glen Austin Ext 3	Midrand	1685	(011) 310-1677		(011) 310-1678

2. To create a new account, click on the **New** button. If the new (blank) debtor account screen is launched, you may need to enter the details, as necessary. To edit a debtor account, select the account and click on the **Edit** button to check / edit the details.

## CREATING / EDITING DEBTOR (CUSTOMER / CLIENT) ACCOUNTS

New

Delete

Edit

Save

Cancel

Export

Debtor code	1MDAVI	Phone 1	(011) 315-1225
Name	Mr. Mike Davies	Phone 2	083 286-8763
Address	P O Box 333	Fax	(011) 315-1226
Address 2	Halfway House	Website	turbocash.net
Address 3		E-mail	mike@pink-soft.co.za
Postal code	1685	Tax reference	336012345
Country	Empty	Company reg. no.	543212345

---

Contactperson		Debtor group 1	Debtor group 1B	Language	
Salesperson	Russell	Debtor group 2	Unallocated		English

Delivery address | Accounting information | Contacts | Appointment | Documents | Transactions | Bank accounts | Backorders | Stock items

Delivery address	195 AZ Street	Layout file 1	Invoice (15 code)
Address 2	Eastern Areas	Layout file 2	Credit note (15 code)
Address 3	Halfway House	Layout file 3	Quote (15 code)
Postal code	1686	Send document type	Print
Country	Empty		

---

Message: Please refer any queries to our accounts

Statement message 1: department

Statement message 2:

Statement message 3:

OK Cancel

### 3. Enter and / or select the following options:

Debtor code:



Enter "1MDAVI" (or over-type with your own code) and press the **Enter** key.



It is important to prefix the account code for creditors to start with 2 and debtors to start with 1. This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

Name:



Enter "Mr. Mike Davies".

Address, Address 2, Address 3 and



Enter "PO Box 333, Halfway House, 1685".

Postal code:

Country:



Leave "Empty".

Phone 1:



Enter "(011) 315-1225".

Phone 2:



Enter "083 286-8763".

Fax:



Enter "(011) 315-1226"

Website:



Enter "turbocash.net".



You may double-click on the "Website" field to launch the web page of the debtor (customer / client) in your operating system's default web browser.

## MODULE F - SETTING UP ACCOUNTS

---

E-mail:  "mike@pinksoft.co.za"





You may double-click on the "E-mail" field to launch a blank e-mail message in your operating system's default e-mail program with the e-mail address of the debtor (customer / client).

Tax reference:  Enter "336012345".

Company reg. no.:  Enter "543212345".

Contact person: No contact person will be available at this stage. You may click on the **Contacts** tab to create a contact person and enter the necessary contact information, if the contact has different Fax, Telephone numbers or an E-mail address as entered on the Debtor accounts default screen. Should you already have entered a contact person in the **Contacts** or on the **Calendar (Action ribbon)**, you may select the Contact person.


Salesperson:  Select "Russell".

Debtor group 1:  Select "Debtor group 1B".

Debtor group 2:  Leave "Unallocated".

Language: The default language when TurboCASH is launched for the first time will be selected.  
You may select a different language; provided that your system's **Regional and language settings** supports the locale for the language.  
If the language is selected, it will print translatable document layout files (invoices, credit notes and quotes) in the selected language of the debtor (customer / client) account.

#### 4. Enter and / or select the following on the **Delivery address** tab:


Delivery address and Postal code:  You may wish to enter the physical address of the debtor (customer / client); if different from the postal address.

Country:  Leave "Empty".

Layout file 1:  Select "Invoice (15 code)"


Layout file 2:  Select "Credit note (15 code)"

Layout file 3:  Select "Quote (15 code)"













Statement message and Statement message 1 / 2 / 3:  You may enter the message to be displayed on the Debtor statements, e.g. "Please refer any queries to our accounts department".

#### 5. Click on the **Accounting information** tab.

Account disabled:  Do not tick.

Open item account:  Tick.

## CREATING / EDITING DEBTOR (CUSTOMER / CLIENT) ACCOUNTS

-  Read the explanation of open item accounting in Debtor receipts if you wish to change this option. If you leave this blank, the Balance will be brought forward when posting.
- Due days:  Enter "30". This is the number of days as agreed upon to to receive payment from the debtor (customer / client).
- Credit limit:  Enter "10000".
- Charge amount:  Leave blank.
- Customer discount:  Leave blank.
- Monthly interest on overdue amounts:  Leave blank.
- Selling price:  Select "Selling price 1"
- Bank account type:  Leave blank.
- Bank account no.:  Leave blank.
- Bank name:  Leave blank.
- Use default account:  Do not tick.
- Use default tax:  Do not tick

6. Click on the **Save** button or **OK** button. TurboCASH will ask you to confirm if you wish to "create this account?"
7. Click on the **Yes** button.

### F.4.2- CREATING A DEBTOR ACCOUNT FOR OPENING BALANCES



**1DOPEN - Opening Balances** – Debtor has already been created.

If you have selected the HANDYMAN Set of Books, you may follow this procedure.

If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.

#### To create a new debtor account for opening balances:

1. On the **Action** ribbon, select **Debtors (F4)**. The "Debtor accounts" screen will displayed.
2. Click on the **New** button. Enter "1DOPEN" as the account code.



It is important to prefix the account code for creditors to start with 2 and debtors to start with 1. This will make it easier to select accounts, in some features, for example, selecting a Contra account in Batch setup.

3. Enter the Name for the Account (i.e. "Opening Balances – Debtor").
4. Select a Debtor group 1 (if created in Setup Debtor group1).



## MODULE F - SETTING UP ACCOUNTS

---

5. Click on the **Save** button or **OK** button. TurboCASH will ask you to confirm if you wish to "create this account?"
6. Click on the **Yes** button.



One finished processing the opening balances, you may disable the Opening balances account (tick the "Disabled" field on the **Accounting information** tab).



ONCE YOU HAVE ENTERED ALL YOUR DEBTORS (CUSTOMERS), CREDITORS (SUPPLIERS) AND ADDED THE EXTRA GENERAL LEDGER ACCOUNTS YOU NEED, YOU HAVE COMPLETED THE SET-UP AND CHART OF ACCOUNTS IN ORDER FOR TurboCASH TO RUN YOUR SET OF ACCOUNTS.

## F.5- PRINTING LISTS OF ACCOUNTS, DEBTORS AND CREDITORS

---



We recommend that you print your Chart of accounts and Debtors and Creditors details to check that everything you have setup is, in fact, correct. In accounting it is best to follow the rule: check, recheck and check again. It is easier to find and fix any mistakes at this stage, rather than when you have captured transactions.

### F.5.1- PRINTING ACCOUNTS LISTING (CHART OF ACCOUNTS)

---

**To print a list of your accounts:**

1. On the **Reports** ribbon, select **Reports** → **Ledger** → **Listing**.

Chart of accounts

Chart of accounts  Open in PDF

From account  
G010000

To account  
G999000

Sequence  
Account


OK Cancel

## PRINTING ACCOUNTS LISTING (CHART OF ACCOUNTS)

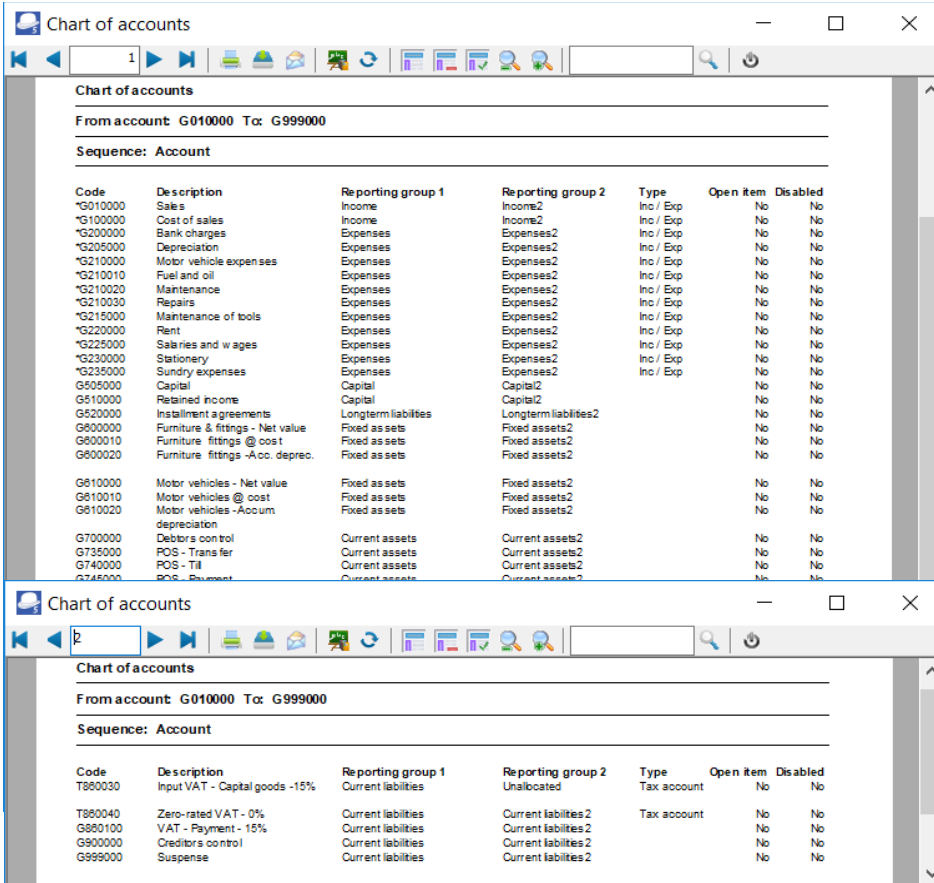
- Select the following options:

From account:  Select the first account.

To account:  Select the last account.

Sequence:  Select "Account", if not selected. You may also select "Description, Type, Reporting group1" or "Reporting group2".

- Click on the **OK** button to print your Chart of accounts.



The screenshot shows two instances of the 'Chart of accounts' window. The top window displays a list of accounts starting from G010000 to G745000. The bottom window displays a list of accounts starting from T860030 to G999000. Both windows show the same columns: Code, Description, Reporting group 1, Reporting group 2, Type, Open item, and Disabled.

Code	Description	Reporting group 1	Reporting group 2	Type	Open item	Disabled
G010000	Sales	Income	Income2	Inc / Exp	No	No
*G100000	Cost of sales	Income	Income2	Inc / Exp	No	No
*G200000	Bank charges	Expenses	Expenses2	Inc / Exp	No	No
*G205000	Depreciation	Expenses	Expenses2	Inc / Exp	No	No
*G210000	Motor vehicle expenses	Expenses	Expenses2	Inc / Exp	No	No
*G210010	Fuel and oil	Expenses	Expenses2	Inc / Exp	No	No
*G210020	Maintenance	Expenses	Expenses2	Inc / Exp	No	No
*G210030	Repairs	Expenses	Expenses2	Inc / Exp	No	No
*G215000	Maintenance of tools	Expenses	Expenses2	Inc / Exp	No	No
*G220000	Rent	Expenses	Expenses2	Inc / Exp	No	No
*G225000	Salaries and wages	Expenses	Expenses2	Inc / Exp	No	No
*G230000	Stationery	Expenses	Expenses2	Inc / Exp	No	No
*G235000	Sundry expenses	Expenses	Expenses2	Inc / Exp	No	No
G505000	Capital	Capital	Capital2	Capital	No	No
G510000	Retained income	Capital	Capital2	Capital	No	No
G520000	Installment agreements	Longterm liabilities	Longterm liabilities2	Capital	No	No
G600000	Furniture & fittings - Net value	Fixed assets	Fixed assets2	Capital	No	No
G600010	Furniture fittings @ cost	Fixed assets	Fixed assets2	Capital	No	No
G600020	Furniture fittings -Acc. deprec.	Fixed assets	Fixed assets2	Capital	No	No
G610000	Motor vehicles - Net value	Fixed assets	Fixed assets2	Capital	No	No
G610010	Motor vehicles @ cost	Fixed assets	Fixed assets2	Capital	No	No
G610020	Motor vehicles -Accum. depreciation	Fixed assets	Fixed assets2	Capital	No	No
G700000	Debtors control	Current assets	Current assets2	Capital	No	No
G735000	POS - Transfer	Current assets	Current assets2	Capital	No	No
G740000	POS - Till	Current assets	Current assets2	Capital	No	No
G745000	POS - Receipt	Current assets	Current assets2	Capital	No	No

Code	Description	Reporting group 1	Reporting group 2	Type	Open item	Disabled
T860030	Input VAT - Capital goods -15%	Current liabilities	Unallocated	Tax account	No	No
T880040	Zero-rated VAT - 0%	Current liabilities	Current liabilities2	Tax account	No	No
G880100	VAT - Payment - 15%	Current liabilities	Current liabilities2	Tax account	No	No
G900000	Creditors control	Current liabilities	Current liabilities2	Tax account	No	No
G999000	Suspense	Current liabilities	Current liabilities2	Tax account	No	No







*It is important to check that the VAT based on 14% tax for taxable transactions up to 31 March 2018 is replicated for the VAT based on 15% for taxable transactions as from 1 April 2018.*

## MODULE F - SETTING UP ACCOUNTS

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Check that all the reporting groups are correct and that all the types are correct. The following needs special attention i.e.

-  **Income** and  **Expense** account types should be prefixed with an asterisk e.g. \*G010000"
-  **Bank account** type should be "Bank account" - Code prefixed with a **B** and **Bank account** in the Type column.
-  **Tax** (VAT/GST/Sales tax) sub-accounts type should be "Tax account" - Code prefixed with a **T** and **Tax account** in the Type column.

### F.5.2- PRINTING DEBTOR LISTING

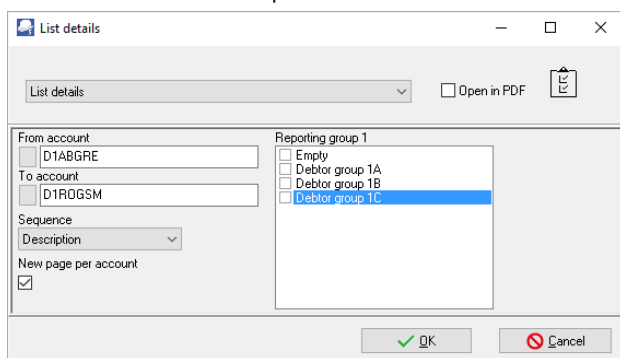
---

The Debtor listing allows you to print the following seven (7) reports:

1. **Contacts** - This report will list the Name of the Contact, Telephone 1 / 2 and the debtor (customer / client) account code and name (description) linked to the contact.
2. **Listing** - This report will list the Account code, Name of the Debtor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
3. **List - Delivery address** - This report will list the Account code, Name of the Debtor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
4. **List - Postal address** - This report will list the Account code, Name of the Debtor (account description), Postal address, Telephone 1 / 2, Fax, E-mail address and Website.
5. **List details** - This report will display the Contact details, Registration details, Banking details, Reporting details, Accounting terms and information for each debtor (customer / client) account.
6. **Tax and company registration numbers** – List the registration numbers as entered on the Debtor accounts (edit screen) (**Action** ribbon).
7. **Credit control listing** - Credit limit vs current balance and available balances as at the date and time of printing.

**To print a list of your debtors (customers / clients):**

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Listing**. The “*Contacts*” (default report) will be displayed.
2. Select the “*List details*” report.



3. Select the following options:
  - From account:* Select the first account.
  - To account:* Select the last account.
  - Reporting group 1* Do not tick. You may select to print only those accounts that are linked to specific Debtor group(s) 1.
  - Sequence:* Select “Debtor code”. You may also select “Description”, Reporting group1” or “Reporting group2”.
  - New page per account:* Tick this option for this report.
4. Click on the **OK** button to print a list of your debtor (customer /client) accounts.

The “*List details*” report will display the following information:

1. **Contact details** - Contactperson, Telephone 1 / 2, Fax, E-Mail, Website, Postal address, Delivery address and Language of the debtor (customer / client).
2. **Registration details** - Company Registration number and Tax registration number.
3. **Banking details** - Bank account type, Name of Bank account, Bank account number and Branch code.
4. **Reporting details** - Reporting group 1 / 2, Layout file 1 (Invoices), Layout file 2 (Credit notes) and Layout file 3 (Quotes). If no layout files are selected, the documents will be printed for the global settings in **Documents setup (Setup ribbon)**.
5. **Accounting terms and information** - Statement message, Credit limit, Monthly interest rate, Customer discount rate, Due days (payment terms), account settings (i.e. Open item / Balance B/F), Account disabled, Default selling price and Salesperson.

### **F.5.3- PRINTING CREDITOR LISTING**

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The Creditor listing allows you to print the following seven (7) reports:






1. **Contacts** - This report will list the Name of the Contact, Telephone 1 / 2 and the creditor (supplier) account code and name (description) linked to the contact.
2. **Listing** - This report will list the Account code, Name of the Creditor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
3. **List - Delivery address** - This report will list the Account code, Name of the Creditor (account description), Delivery address, Telephone 1 / 2, Fax, E-mail address and Website.
4. **List - Postal address** - This report will list the Account code, Name of the Creditor (account description), Postal address, Telephone 1 / 2, Fax, E-mail address and Website.
5. **List details** - This report will display the Contact details, Registration details, Banking details, Reporting details, Accounting terms and information for each creditor (supplier account).
6. Tax and company registration numbers List the Registration numbers as entered on the Creditor accounts (edit screen) (**Action** ribbon).
7. **Credit control listing** - Credit limit vs current balance and available balances as at the date and time of printing.

#### **To print a list of your creditors (suppliers):**

1. On the **Reports** ribbon, select **Reports** → **Creditors** → **Listing**. The “*Contacts*” screen will be displayed.
2. Select the “*List details*” report.

The screenshot shows a dialog box titled "List details". It features a dropdown menu with "List details" selected, an "Open in PDF" checkbox, and a printer icon. The dialog is divided into two main sections. The left section includes "From account" (C2ABCOS), "To account" (C2SUNSU), "Sequence" (Description), and a checked "New page per account" checkbox. The right section, titled "Reporting group 1", contains three unchecked checkboxes: "Empty", "Creditor group 1A", and "Creditor group 1B". At the bottom, there are "OK" and "Cancel" buttons.

3. Select the following options:

- From account:*  Select the first account.
- To account:*  Select the last account.
- Reporting group 1*  Do not tick. You may select to print only those accounts that are linked to specific Creditor group(s) 1.
- Sequence:*  Select "Creditor code". You may also select "Description, Reporting group1" or "Reporting group2".
- New page per account:*  Tick this option for this report.

4. Click on the **OK** button to print a list of your creditor (supplier) accounts.

The "List details" report will display the following information:

1. **Contact details** - Contactperson, Telephone 1 / 2, Fax, E-Mail, Website, Postal address, Delivery address and Language of the creditor (supplier).
2. **Registration details** - Company Registration number and Tax registration number.
3. **Banking details** - Bank account type, Name of Bank account, Bank account number and Branch code.
4. **Reporting details** - Reporting group 1 / 2, Layout file 1 (Purchases), Layout file 2 (Supplier returns) and Layout file 3 (Orders). If no layout files are selected, the documents will be printed for the global settings in **Documents setup (Setup ribbon)**.
5. **Accounting terms and information** - Statement message, Credit limit, Due days (payment terms), account settings (i.e. Open item / Balance B/F) and Account disabled.



YOU ARE NOW READY TO ENTER YOUR OPENING BALANCES AND TO PROCESS TRANSACTIONS.

## **MODULE G - CREATING / EDITING STOCK ITEMS**

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### **IN THIS MODULE**

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## G.1- INTRODUCTION

In the HANDYMAN Set of Books, we have included eleven (11) Stock items. The following Stock item types are used in this tutorial:

1. **Default (Trading stock):** These Stock items are for retail industries which purchase stock items for resale.



*For the purpose of this tutorial, we will be purchasing and selling Compressors and Drill Presses. - (See MODULE K).*

2. **Financial entry:** This Stock item type allows you to select a General ledger account. This may be used for services or any other purchase or sales which is not trading stock items.



*For the purpose of this tutorial, orders and purchase documents are used for purchases of non trading stock, (e.g. service and fitting of tyres on a delivery van as well as installing of office equipment). - (See Chapter J.3 of MODULE J). This will illustrate similar transactions than in the Purchase journal. - (See Chapter I.3 of MODULE I).*

3. **Sales (no stock):** – Used for selling of non-trading stock – Need to select a Sales account only and an Output Tax (VAT / GST / Sales tax) account.



*For the purpose of this tutorial, quotes and invoices are used for selling of non-trading stock, (e.g. service and fitting of shelves). - (See Chapter J.4 of MODULE J). This will illustrate similar transactions than in the Sales journal. - (See Chapter I.4 of MODULE I).*



*You may create, add, copy, delete and / or disable up to eleven (11) stock item types. You may read the "Working with Stock" section in the Help file and / or press the **F1** key when focussed on the following stock item's "Type" fields:*

- **Default** – Used for trading stock – Need to select the Sales, Cost of sales and Stock control accounts. It can also be linked to the Input and Output Tax accounts. For the purpose of this tutorial, we will be using two (2) trading stock items (i.e. Compressor and a Drill press).
- **Sales** – Used for non-trading stock – Need to select a Sales account only. It can only be linked to the Output Tax account.
- **Sales (no stock)** – Used for non-trading stock – Need to select a Sales account only. It can only be linked to the Output Tax account.
- **Purchases** – Used for non-trading stock – Need to select the Cost of sales and the Stock control or Purchase account. It can only be linked to the Input Tax account. No Selling prices can be entered.
- **Purchases (no stock)** – Used for non-trading stock – Need to select the Cost of sales and the Stock control or Purchase account. It can only be linked to the Input Tax account. No Selling prices can be entered.
- **Financial entry** – Cannot select the Sales, Cost of sales and Stock control accounts. This allows you to select a ledger account on the Accounts lookup when processing documents. Once you select this stock item type when processing documents, the Accounts lookup will be displayed. You may then select any general ledger account on the Accounts lookup. You need to select the Input as well as Output Tax accounts for this stock type. The Selling prices may also be entered.



You need to create a financial entry stock item for each Tax Type (different rates).

- **Option item** – This stock type allows items that are a combination of options (like colour and size) options can be defined in **Stock information**. (**Setup** ribbon). These options are then linked to the Options Stock type (**Stock items** on the **Options** tab (**Action** ribbon)). When processing documents, the available options (options list) will be launched from the "Quantity" fields when selecting documents.
- **Option item (no stock)** – This is similar to the Option item with stock, but does not allow every entry to have a sales price, cost price, quantity and minimum stock level. This will also be used in generating purchases on supplier 1.
- **BOM – Bill of Materials** – allows you to add other stock items or products consisting of various other stock items (components) and / or some services, etc. to the BOM list. The BOM stock item is the finished product. You may only select the Sales account and the Output Tax account. For trading stock, the cost of sales and stock control accounts are controlled via the default stock items linked to the BOM item. An example would be the components (Stock items) of a computer system which are used to make the complete system, which is then sold as a finished product.
- **BOM (Production)** – This is similar to the BOM stock type. It has a feature where you may assemble (specify the quantities) of finished items or disassemble a specified quantity of finished items.
- **Linked item** - To be advised.

## G.2- ADDING TAX CLASSES

---

This option allows you to create and maintain account / tax classes. Tax classes are a set of five (5) accounts which are linked to the **Ledger** tab of the "Stock item" screen (**Action** ribbon) for a selected stock item.

When a stock item is linked to a tax class, it will disable the **Lookup** button on the **Ledger** tab of the "Stock item" screen (**Action** ribbon) for a selected stock item. It will automatically set the Input and Output Tax accounts, Sales account, Cost of sales accounts without having to select them for each stock item.



You need to create tax classes for each of your tax codes applicable to stock items. For the purpose of this tutorial, we create a Tax class – Standard rate. If you have Stock items applicable to, for example, Zero-rated Tax (VAT / GST / Sales tax), you need to create them.




**To set stock tax classes:**

1. On the **Setup** ribbon, select **Stock information**.
2. Click on the **Tax classes** tab.



*If "English" as the default language is used, Tax classes will be displayed.  
If you have selected, "en-South-Africa" the Tax classes description, will reflect VAT classes.*

No	Name	Output tax	Input tax	Sales account	Stock control
2	Standard rate 15%	T860-010 Output VAT - 15%	T860-020 Input VAT - Standard rate	G010-000 Sales	G750-000 Stock control
1	Standard rate 14%	T850-010 Output VAT - 14%	T850-020 Input VAT - Standard rate	G010-000 Sales	G750-000 Stock control

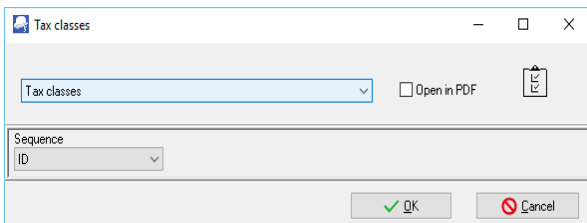
3. Select the existing Tax class and add 14% to the Name field, if not reflected.
4. Click  to save the changes.
5. Click  to add a new Tax class.
6. Enter the Name (description) e.g. Standard rate 15% for the tax class.
7. Select the following accounts:
  - a) **Input Tax** - Select the Input Tax account (860-020).
  - b) **Output Tax** - Select the Output Tax account (860-010).
  - c) **Sales account** - Select the Sales account (010-000).
  - d) **Cost of sales** - Select the Cost of sales account (100-000).
  - e) **Stock control** - Select the Stock control account (750-000).
8. Click  to save the changes.
9. Click on the **OK** button to close the "Stock information" screen.

**G.2.1.1- Printing a report for Tax classes**

When a stock item is linked to a tax class, it will disable the Lookup button on the **Ledger** tab of the **Action → Stock items** screen for a selected stock item. It will automatically set the Input tax and Output tax, Sales, Cost of sales and Stock control account fields without having to select them for each stock item.

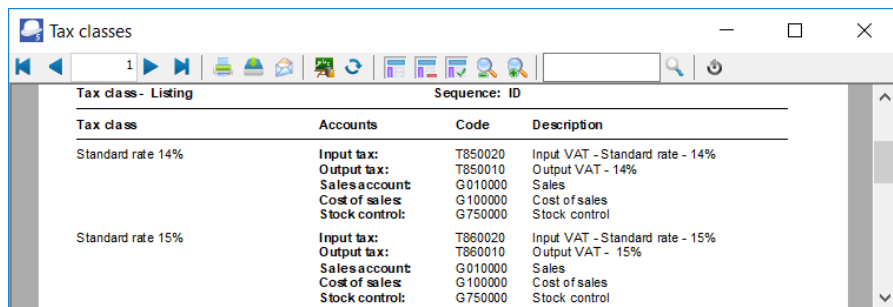
**To print Stock item listing - Tax classes reports:**

1. On the **Reports** ribbon, select **Reports** → **Stock** → **Stock item listing**.
2. Select "Tax classes" report.



3. Select the **Sequence** (i.e. "ID" (record Id) or "Description") for the sequence to list the tax classes.
4. Click on the **OK** button.

An example of the Stock item listing - "Tax class - Listing" report, is as follows:



Tax class	Accounts	Code	Description
Standard rate 14%	Input tax:	T850020	Input VAT - Standard rate - 14%
	Output tax:	T850010	Output VAT - 14%
	Sales account:	G010000	Sales
	Cost of sales:	G100000	Cost of sales
	Stock control:	G750000	Stock control
Standard rate 15%	Input tax:	T860020	Input VAT - Standard rate - 15%
	Output tax:	T860010	Output VAT - 15%
	Sales account:	G010000	Sales
	Cost of sales:	G100000	Cost of sales
	Stock control:	G750000	Stock control

The next step is to link the accounts to the stock items.

**G.2.1.2- Linking Tax classes to Stock items**

**To change Input and Output tax accounts from 14% to 15%:**

1. On the **Action** ribbon, select **Stock items**.
2. Select a Stock item.
3. Click on the **Ledger** tab.

Ledger Document groups Transactions Image Multi-group Backorders

Tax class: Standard rate 14%

Tax:
 

- Input tax: Empty
- Output tax: Standard rate 15%

Ledger:
 

- Sales account: G010-000 Sales
- Cost of sales: G100-000 Cost of sales
- Stock control: G750-000 Stock control
- Last invoice: [Empty]
- Cost centre: [Empty]

Weight:
 

- Net weight: 0
- Gross weight: 0

Selling prices:
 

	Excl. amt.	Incl. amt.
Selling price 1	1000	1140,00
Selling price 2	1100	1254,00
Selling price 3	1200	1368,00

Value:
 

Average cost	500
Total cost	2500,00
Quantity on hand	5
Latest cost	500,00
Reorder level	10,00
Reorder at	5,00
Minimum	4,00

4. Tax class, select "Standard rate 15%".
5. Click on the **Save** button. The inclusive amount will automatically be updated with the new tax rate.

Ledger Document groups Transactions Image Multi-group Backorders

Tax class: Standard rate 15%

Tax:
 

- Input tax: T860-020 Input VAT - Standard rate - 15%
- Output tax: T860-010 Output VAT - 15%

Ledger:
 

- Sales account: G010-000 Sales
- Cost of sales: G100-000 Cost of sales
- Stock control: G750-000 Stock control
- Last invoice: [Empty]
- Cost centre: [Empty]

Weight:
 

- Net weight: 0
- Gross weight: 0


Selling prices:
 

	Excl. amt.	Incl. amt.
Selling price 1	1000	1150,00
Selling price 2	1100	1265,00
Selling price 3	1200	1380,00

Value:
 

Average cost	500
Total cost	2500,00
Quantity on hand	5
Latest cost	500,00
Reorder level	10,00
Reorder at	5,00
Minimum	4,00

6. Repeat the process for all the stock items.

 You may also change the tax classes on the grid view. In this example, the Tax class column was dragged from the Right to the Left. Select the Stock item and Tax class Standard rate 15% and click on the Save button. Repeat the process for all the stock items.

Search [Bom] [Hardware] [Labour] [Option] [Paint] [Power tools] [Purchases] [Sales] [Tools] [Unallocated]




Buttons: New, Delete, Edit, **Save**, Cancel, Copy from item, Default, Barcode, Report, Use barcode printer, Single line mode, Update type, Description

Stock #	Description	Date last c	Tax class	hand	Reorder	Avg. cost	Unit cost	Unit size	Discount	Selling price	Selling price	Selling price	Barcode	Type
3COMP	Compressor	2018/05/05	Standard rate 14%	3	10	1.000,00	1.000,00	Each	✓	1.500,00	1.600,00	1.700,00	3456789123	Default
3DRILL	Drill press	2018/05/05	Empty	5	10	500,00	500,00	Each	✓	1.000,00	1.100,00	1.200,00	1234567890	Default
4L-INSTCU	Install - Built in c	2018/05/05	Standard rate 14%	0	0	0,00	0,00	Hours	✓	500,00	550,00	600,00		Sales (no stc)
4L-PAINT E	Paint - Exterior	2018/05/05	Standard rate 14%	0	0	0,00	0,00	Hours	✓	500,00	550,00	600,00		Sales (no stc)
BOM	BOM	2018/05/05	Standard rate 14%	0	0	1.500,00	0,00	@	✓	0,00	0,00	0,00		BOM
BOMPRODI	BOM (Productio	2018/05/05	Standard rate 14%	0	0	0,00	0,00	@	✓	0,00	0,00	0,00		BOM (Produ
GL-CODE	General ledger	2018/05/05	Standard rate 14%	0	0	0,00	0,00		✓	0,00	0,00	0,00		Financial ent
OPTIQNITE	Option item	2018/05/05	Standard rate 14%	0	0	0,00	0,00		✓	0,00	0,00	0,00		Option item
OPTIQNITE	Option item (no	2018/05/05	Standard rate 14%	0	0	0,00	0,00		✓	0,00	0,00	0,00		Option item
PURCHASE	Purchases	2018/05/05	Standard rate 14%	0	0	0,00	0,00		✓	0,00	0,00	0,00		Purchases

### **G.3- SETTING UP A STOCK ITEM FOR FINANCIAL ENTRY**

When a Financial entry stock item type is selected, when processing documents, the Accounts lookup will be displayed. You may then select any general ledger account on the Accounts lookup.

Examples of accounts that may be selected on documents:






- Sales documents (i.e. Invoices, Credit notes and Quotes)
  -  Income accounts - Selling miscellaneous services and goods not trading stock.
- Purchase documents (i.e. Purchases, Supplier returns and Orders)
  -  Expense accounts - e.g. Purchasing of Stationery (Consumables)
  -  Asset accounts – Purchasing of Fixed assets

**To set up a stock item for financial entry:**

1. On the **Action** ribbon, select **Stock items (F12)**.
2. Click on the **New** button. A blank “Stock item” screen will be displayed.

3. Enter and / or select the following options:






a) **Main**

<b>Option</b>	<b>Description</b>
Stock code:	 Enter a stock code. For the purpose of this tutorial, “GL-CODE” was entered.
Description:	 For the purpose of this tutorial, “General ledger” was entered.
Disabled:	 Leave blank.
Apply invoice discount:	 Leave blank.
Expected quantity:	 Field disabled – The values in this field should be 0 at this stage.



Stock code – Since the document layout files supporting 10 stock codes (10 code) is selected in the **Documents setup** (**Setup** ribbon) and on the **Delivery address** tabs of **Creditors** and **Debtors** (**Action** ribbon) were selected, were selected, it is recommended that the Stock code be limited to a maximum of 10 characters.  
(See **Chapter E4.5** of **MODULE E**).


**b) Stock information**

<b>Option</b>	<b>Description</b>
Barcode:	 Leave blank.
Manufacturer:	 Leave blank.
Extra description:	 Leave blank.
Type:	 Default is the standard Stock item type. Select "Financial entry". This will disable the "Sales, Cost of sales" and "Stock control" accounts as well as the "Latest invoice" fields.
Units:	 Click on this field and select "Each".

**c) Reports**

<b>Option</b>	<b>Description</b>
Stock group 1:	 Select "Labour".
Stock group 2:	 Leave blank.

**d) Preferred suppliers**

<b>Option</b>	<b>Description</b>
Preferred supplier 1:	 Leave blank.
Supplier stock code:	 Leave blank.
Preferred supplier 2:	 Leave blank.
Supplier stock code:	 Leave blank.



4. Click on the **Ledger** tab; if not displayed by default.

**MODULE G - CREATING / EDITING STOCK ITEMS**




Ledger	Document groups	Transactions	Image	Multi-group	Backorders														
Tax class		Standard rate																	
Tax		Input tax: T850-020 Input VAT - Standard rate - 14% Output tax: T850-010 Output VAT - 14%																	
Ledger		Sales account: G010-000 Sales Cost of sales: G100-000 Cost of sales Stock control: G750-000 Stock control Last invoice: Cost centre:																	
Weight		Net weight: 0 Gross weight: 0																	
Selling prices		<table border="1"> <thead> <tr> <th></th> <th>Excl. amt.</th> <th>Incl. amt.</th> </tr> </thead> <tbody> <tr> <td>Selling price 1</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Selling price 2</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>Selling price 3</td> <td>0</td> <td>0.00</td> </tr> </tbody> </table>					Excl. amt.	Incl. amt.	Selling price 1	0	0.00	Selling price 2	0	0.00	Selling price 3	0	0.00		
	Excl. amt.	Incl. amt.																	
Selling price 1	0	0.00																	
Selling price 2	0	0.00																	
Selling price 3	0	0.00																	
Value		<table border="1"> <tbody> <tr> <td>Average cost</td> <td>0</td> </tr> <tr> <td>Total cost</td> <td>0.00</td> </tr> <tr> <td>Quantity on hand</td> <td>0</td> </tr> <tr> <td>Latest cost</td> <td>0.00</td> </tr> <tr> <td>Reorder level</td> <td>0.00</td> </tr> <tr> <td>Reorder at</td> <td>0.00</td> </tr> <tr> <td>Minimum</td> <td>0.00</td> </tr> </tbody> </table>				Average cost	0	Total cost	0.00	Quantity on hand	0	Latest cost	0.00	Reorder level	0.00	Reorder at	0.00	Minimum	0.00
Average cost	0																		
Total cost	0.00																		
Quantity on hand	0																		
Latest cost	0.00																		
Reorder level	0.00																		
Reorder at	0.00																		
Minimum	0.00																		

5. Select and / or enter the following options:




a) **Tax class / Tax / Ledger**

Option	Description
Tax class:	 Select "Standard rate 15%" – It will automatically link the <ul style="list-style-type: none"> <li>Input Tax to "T860-020 Input VAT – Standard rate - 15%"</li> <li>Output Tax to "T860-010 Output VAT - 15%"</li> <li>Sales account to "G010-000 Sales"</li> <li>Cost of sales to "G100-000 Cost of sales"</li> <li>Stock control to "G750-000 Stock control"</li> </ul>
Last invoice:	 Option inactive. The date of the last purchase or other document generated on which the service Stock item was selected. This field will not display any date if it is a new item, or if no Stock items have been selected on any documents.








b) **Cost centre / Weight**

Option	Description
Cost centre:	 Disabled.
Nett weight:	 Leave blank.
Gross weight:	 Leave blank.

c) **Selling prices**

Option	Description
Selling price 1:	 Leave blank.
Selling price 2:	 Leave blank.
Selling price 3:	 Leave blank.

d) **Value**

<i>Option</i>	<i>Description</i>
Average cost:	 Leave blank.
Total cost:	 Leave blank.
Quantity on hand:	 Leave blank.
Latest cost:	 Leave blank.
Re-order level:	 Leave blank.
Reorder at:	 Leave blank.
Minimum:	 Leave blank.

- Click on the **Save** button to save changes.

## **G.4- SETTING UP A STOCK ITEM FOR SALES (NO STOCK)**

The disabled and inactive options for the Sales (no stock) Stock item type is the same. If you select this Sales or the Sales (no stock) Stock item type on an invoice or a credit note, no Cost of sales transactions would be generated. You will also not be allowed to specify the re-order level and select the Cost of sales, Stock control and Input Tax accounts.

Should you need to generate invoices and credit notes to customers (debtors / clients) for services, fees, charges or other sales which is not trading stock, you may create a Sales or Sales (no stock) Stock item type. You may generate invoices and credit notes for these non trading Stock items only or add these item codes to an invoice or credit note containing physical Stock items.

Some examples where you would create a Sales or Sales (no stock) Stock item type, is the following:

- Invoicing services such as labour, consulting fees, etc.
- Invoicing carting fees, delivery fees, other charges, etc.



For the purpose of this tutorial, we will be selling 2 services (i.e. Install - Built-in cupboards and Paint Exterior (outside of houses)) at 500,00 per hour to our debtors / clients).



The "Sales (no stock)" Stock item type is already created and added in the HANDYMAN, HANDYMAN-A or HANDYMAN-B Sets of Books.

You may select the "Sales (no stock)" Stock item type and click on the Copy from item and only need to change a few details for the new services item.



**To set up a stock item for sales (no stock) for services:**

1. On the **Action** ribbon, select **Stock items (F12)**.
2. Select the "Sales (no stock)".
3. Click on the **Copy from item** button. The "Stock item" screen with all the data as entered in the original "Stock item" screen (except the Stock code) is displayed:

4. Enter and / or select the following:

a) **Main**

Option	Description
Stock code:	Enter "4L-PAINT-E".
Description:	Enter "Paint Exterior".
Disabled:	Leave blank.
Apply invoice discount:	Leave as is.

b) **Stock information**

Option	Description
Barcode:	Leave blank.
Manufacturer:	Leave blank.
Extra description:	Leave blank.
Type:	Default is the standard Stock item type. Select "Sales (no stock)". This will disable the "Input Tax, Cost of sales" and "Stock control" accounts as well "Last invoice" fields.
Units:	Click on this field and select "Hours".

c) **Reports**

Option	Description
Stock group 1:	Select "Labour".
Stock group 2:	Leave blank.

d) **Preferred suppliers**

Option	Description
Preferred supplier 1:	Leave blank.
Supplier stock code:	Leave blank.
Preferred supplier 2:	Leave blank.
Supplier stock code:	Leave blank.

5. Click on the **Ledger** tab; if not displayed by default.

The screenshot shows the 'Ledger' tab with the following sections:

- Tax:** Tax class: Standard rate. Input tax: T850-020 Input VAT - Standard rate - 14%. Output tax: T850-010 Output VAT - 14%.
- Ledger:** Sales account: G010-000 Sales. Cost of sales: G100-000 Cost of sales. Stock control: G750-000 Stock control. Last invoice: (empty).
- Weight:** Net weight: 0. Gross weight: 0.
- Selling prices:**

	Excl. amt.	Incl. amt.
Selling price 1	500	570.00
Selling price 2	550	627.00
Selling price 3	600	684.00
- Value:**

Average cost	0
Total cost	0.00
Quantity on hand	0
Latest cost	0.00
Reorder level	0.00
Reorder at	0.00
Minimum	0.00

6. Select and / or enter the following options:

a) **Tax class / Tax / Ledger**

Option	Description
Tax class:	Select "Standard rate 15%" – It will automatically link the <ul style="list-style-type: none"> <li>• Input Tax to "T860-020 Input VAT – Standard rate - 15%"</li> <li>• Output Tax to "T860-010 Output VAT - 15%"</li> <li>• Sales account to "G010-000 Sales"</li> <li>• Cost of sales to "G100-000 Cost of sales"</li> <li>• Stock control to "G750-000 Stock control"</li> </ul>
Last invoice:	Option inactive. The date of the last purchase or other document generated on which the service Stock item was selected. This field will not display any date if it is a new item, or if no Stock items have been selected on any documents.


**b) Cost centre / Weight****Option**      **Description**


Cost centre:  Disabled.


Nett weight:  Leave blank.

Gross weight:  Leave blank.

**c) Selling prices****Option**      **Description**

Selling price 1:  Enter "500" exclusive or "570" as inclusive of VAT/GST/Sales tax.


Selling price 2:  Enter "550" exclusive or "627" as inclusive of VAT/GST/Sales tax.

Selling price 3:  Enter "600" exclusive or "684" as inclusive of VAT/GST/Sales tax.

**d) Value****Option**      **Description**

Average cost:  Leave blank.

Total cost:  Leave blank.

Quantity on hand:  Leave blank.

Latest cost:  Leave blank.

Re-order level:  Leave blank.

Reorder at:  Leave blank.

Minimum:  Leave blank.

7. Click on the **Save** button to save changes.



Select the Paint Exterior "4L-PAINT-E" Stock item and click on the **Copy from item** button.

1. Enter "4L-INSTCUP" as the stock code.
2. Enter "Install - Built-in cupboards" in the "Description" field.
3. All other fields and the selling prices should be the same as for the Paint Exterior Stock item.
4. Click on the **Save** button.

---

**G.5- CREATING A TRADING STOCK ITEM**

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The Default Stock item type is used for Trading stock items. The Cost of sales settings for these are important as these may have an impact on your gross profit.

For the purpose of this tutorial, we will be selling 2 items, i.e. compressors drill presses:

Handyman Hardware Store List of Stock Items as at 28 February 2018				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor	3Comp	4	1 000.00	4 000.00
Drill Press	3Drill	5	500.00	2 500.00
<b>Total</b>				<b>6 500.00</b>



For this example, we will create one stock item, "Drill press".

If you have selected the HANDYMAN Set of Books, you may follow this procedure.

If you have selected the HANDYMAN-A or HANDYMAN-B Set of Books, you can click on the **Edit** button to check the settings.

**To create and edit stock items:**

1. On the **Action** ribbon, select **Stock items (F12)**. The "Stock item" screen is displayed.
2. Click on the **New** button. A blank "Stock item" screen will be displayed. "Default" is the standard "Stock item type".
3. Check that "Default" is selected for the purpose of this tutorial.

4. Enter and /or select the following options:

a) **Main**

Option	Description
Stock code:	Enter "3DRILL".
Description:	Enter "Drill press".
Disabled:	Leave blank.
Apply invoice discount:	Leave blank.
Expected quantity:	Field disabled – The values in this field should be 0 at this stage.

b) **Stock information**

Option	Description
Barcode:	Enter "1234567890".
Manufacturer:	Enter "Bosch".
Extra description:	Enter "850 Watts + 6 drill bits".
Type:	Default is the standard Stock item type. Check that "Default" is selected for the purpose of this tutorial.
Units:	Click on this field and select "Each".

c) **Reports**

Option	Description
Stock group 1:	Select "Power tools".
Stock group 2:	Leave blank.

d) **Preferred suppliers**

Option	Description
Preferred supplier 1:	Leave blank.
Supplier stock code:	Leave blank.
Preferred supplier 2:	Leave blank.
Supplier stock code:	Leave blank.

5. Click on the **Ledger** tab; if not displayed by default.

The screenshot shows the 'Ledger' tab with the following sections:

- Tax:** Tax class: Standard rate. Input tax: T850-020 Input VAT - Standard rate - 14%. Output tax: T850-010 Output VAT - 14%.
- Ledger:** Sales account: G010-000 Sales. Cost of sales: G100-000 Cost of sales. Stock control: G750-000 Stock control. Last invoice: [empty]. Cost centre: [empty].
- Weight:** Net weight: 0. Gross weight: 0.
- Selling prices:**



	Excl. amt.	Incl. amt.
Selling price 1	1000	1140.00
Selling price 2	1100	1254.00
Selling price 3	1200	1368.00
- Value:**

Average cost	0
Total cost	0.00
Quantity on hand	0
Latest cost	0.00
Reorder level	10.00
Reorder at	5.00
Minimum	4.00




Stock can be categorised into groups by the prefix of the code. The Sales, Cost of sales and Stock accounts can also be split into sub-accounts per stock category. Each stock item can then be linked to the appropriate Sales, Cost of sales and Stock sub-account for its particular category. Each stock item can also be linked to different tax types catering for varied VAT/GST/Sales tax rates.

6. Select and / or enter the following options:




a) **Tax class / Tax / Ledger**

Option	Description
Tax class:	 Select "Standard rate 15%" – It will automatically link the <ul style="list-style-type: none"> <li>• Input Tax to "T860-020 Input VAT – Standard rate - 15%"</li> <li>• Output Tax to "T860-010 Output VAT - 15%"</li> <li>• Sales account to "G010-000 Sales"</li> <li>• Cost of sales to "G100-000 Cost of sales"</li> <li>• Stock control to "G750-000 Stock control"</li> </ul>
Last invoice:	 Option inactive. The date of the last purchase or other document generated on which the service Stock item was selected. This field will not display any date if it is a new item, or if no Stock items have been selected on any documents.








b) **Cost centre / Weight**

Option	Description
Cost centre:	 Disabled.
Nett weight:	 Leave blank.
Gross weight:	 Leave blank.

c) **Selling prices**

Option	Description
Selling price 1:	 Enter "1000" exclusive or "1140" as inclusive of VAT/GST/Sales tax.
Selling price 2:	 Enter "1100" exclusive or "1254" as inclusive of VAT/GST/Sales tax.
Selling price 3:	 Enter "1200" exclusive or "1368" as inclusive of VAT/GST/Sales tax.

d) **Value**

Option	Description
Average cost:	 Leave blank.
Total cost:	 Leave blank.
Quantity on hand:	 Leave blank.
Latest cost:	 Leave blank. We will enter the Cost price when we do the Stock take-on (entering Quantities on hand and Cost prices).
Re-order level:	 Enter "10".
Reorder at:	 Enter "5".
Minimum:	 Enter "4".

7. Click on the **Save** button to save changes.

## **G.6- PRINTING STOCK ITEM LISTING**

**To print a stock item listing report:**

1. On the **Reports** ribbon, select **Reports** → **Stock** → **Stock item listing**. The “*All selling prices*” report options will be displayed.
2. Select the “*Stock item listing*” from the list of reports.

3. Select the following options:

- From:* Select the first Stock item i.e. “3COMP” on the list.
- To:* Select the last Stock item i.e. “SALES-NS” on the list.
- Show details:* Select to view additional details for the stock items.
- Reporting group 1:* Leave blank.
- Show details:* Leave blank.
- New page per account:* Leave blank.

4. Click on the **OK** button.

If you click on the “Power tools” Stock group 1 only these 2 items linked to “Power tools” Stock group 1 (i.e. Compressor and Drill press) should be displayed.

It is good practice to retrieve a detailed report to check that you have entered all the details and information correctly. To view additional information, select the “Show details” option. This will list the Extra description, Manufacturer, Units, Net and Gross weight, Selling prices 1 / 2 / 3, Barcode and Reporting group 1 / 2.

It is also recommended that the **All selling prices** Stock item listing report is printed to check your selling prices, before you start invoicing.

# **MODULE H - ENTERING YOUR OPENING BALANCES**

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## **IN THIS MODULE**

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## **H.1- ENTERING OPENING BALANCES**

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FOR THIS TUTORIAL; WE WILL USE THE HANDYMAN SET OF BOOKS.  
TO BEGIN THE TUTORIAL PLEASE GO TO THE MAIN SPEED TOOLBAR - CLICK ON THE OPEN ICON AND  
SELECT THE "HANDYMAN" SET OF BOOKS.

*(It is in the "TCASH5/ Bin/Tutorials/EN-TUTORIALS" directory on your system).*

We advise you to follow this tutorial carefully when setting up your new Set of Books, expanding on the Chart of accounts, adding your debtors and creditors to suit your particular company.

*TurboCASH* may be started at any point (not necessarily the same day as you start your business). You will, possibly, need to enter the balances for all your existing ledger accounts from your manual Set of Books. These balances are called opening balances. It is advisable to enter your opening balances at the time of setting up the system.

Opening balances are obtained from your latest trial balance or balance sheet. If your company has been running for some time, it is a good idea to enter the balance sheet or trial balance figures from the previous year into the system. For example, if your financial year starts on 2018/03/01, enter your opening balances into the system using the date 2019/02/28. This will give you a prior year to this year comparison.

If you enter your trial balance figures from your previous financial year, *TurboCASH* will calculate your net profit/loss, putting it to the Retained income account. (It will not carry the expense figures over to the current year.)

If you do not enter any opening balances, your set of accounts will not be complete. However, if it is a brand new business you are starting, it will obviously not be necessary to enter any opening balances, as you will not have any.



*The opening balances are captured in the General journal.*

## **H.2- DEBTOR / CREDITOR ACCOUNTS FOR OPENING BALANCES**

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### **H.2.1- Creating a debtor account for opening balances**

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See *Chapter F.3.2* of *MODULE F*.

### **H.2.2- Creating a creditor account for opening balances**

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See *Chapter F.2.2* of *MODULE F*.

### H.3- CAPTURING OPENING BALANCES

If you have started to use TurboCASH5, and you already have balances in a hand system or any other computerised accounting system, you need to enter the balances from your previous accounting system.

For the purpose of this tutorial, the following examples will be used to illustrate the opening balances:

#### General ledger : The Trial balance:

Handyman Hardware Store Closing Trial Balance as at 28 February 2018			
Description	Account No:	Debit	Credit
Capital	505		11 500.00
Retained Income	510		4 200.00
Furniture & Fittings - @ Cost	600-010	1 007.00	
Furniture & Fittings - Accumulated Depreciation	600-020		300.00
Motor Vehicles - @ Cost	610-010	5 000.00	
Motor Vehicles - Accumulated Depreciation	610-020		500.00
Debtor's Control	700	1 800.00	
Creditor's Control	900		1 000.00
Stock Control	750	6 500.00	
Bank	810		3 193.00
Petty Cash	820		100.00
Output VAT	850-010		100.00
<b>Total</b>		<b>17 600.00</b>	<b>17 600.00</b>

#### Control accounts:

Individual balances needs to be taken on separately for the following Control accounts:

- Debtor's control (G700).
- Creditor's control (G900).
- Stock control (G750)

Control accounts in the General ledger must always be in balance with the total of the sub-ledgers.

#### Debtor's ledger : The balances of the individual Debtor accounts:

Handyman Hardware Store Debtor's Age analysis as at 28 February 2018					
Debtor	Account no:	Outstanding amount	Outstanding as at		
			28/02/2018	31/01/2018	31/12/2017
Mr. Mike Davies	D1MD-AVI	800.00	500.00	200.00	100.00
Mr. Roger Smith	D1R0-GSM	1 000.00	600.00	200.00	200.00
<b>Total</b>		<b>1 800.00</b>	<b>1 100.00</b>	<b>400.00</b>	<b>300.00</b>

#### Debtor's ledger:

Individual balances may be taken on for the following:

- Outstanding amount.
- Each period separately.

Each period separately will allow you to use the Ageing feature.

#### Creditor's ledger : The balances of the individual Creditor accounts:

Handyman Hardware Store Creditor's Age Analysis as at 28 February 2018					
Creditor	Account No:	Outstanding Amount	Outstanding as at		
			28/02/2018	31/01/2018	31/12/2017
A-One Suppliers	2A0-NES	600.00	300.00	200.00	100.00
BEST Suppliers	2BE-ST5	400.00	200.00	100.00	100.00
<b>Total</b>		<b>1 000.00</b>	<b>500.00</b>	<b>300.00</b>	<b>200.00</b>

#### Creditor's ledger:

Individual balances may be taken on for the following:

- Outstanding amount.
- Each period separately.

Each period separately will allow you to use the Ageing feature.

#### Stock ledger: The balances (Quantities and Cost prices) of the individual Stock items:

Handyman Hardware Store List of Stock Items as at 28 February 2018				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor	3Comp	4	1 000.00	4 000.00
Drill Press	3Drill	5	500.00	2 500.00
<b>Total</b>				<b>6 500.00</b>

#### Stock ledger:

Only the total value (cost price of stock) is entered as the opening balance of your stock items.

## MODULE H - ENTERING YOUR OPENING BALANCES



The opening balances for your trading stock items (Default stock type) must be entered for each individual stock item - you cannot simply enter the total from the trial balance. You need to inform the program of the quantities on hand and the cost prices for each stock item. See **Chapter K.3** of **MODULE K**.

TurboCASH will calculate the value of each stock item by multiplying the quantities on hand by the cost price. After all the quantities and cost prices of your stock items are entered, the total value of all stock items should be equal to the control figure (stock control account), as per your financial statements.

### H.3.1- Capturing opening balances for general ledger accounts

#### To enter opening balances from your trial balance:

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select **General jnl.**, and click on the **Open** button.
3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "OpenBalances" to indicate that the Opening balances was entered in this General jnl. batch.



The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen is displayed:



The first time you enter transactions in a General journal, you should set it up according to your requirements. This should be done for each journal, but only need to be done once, unless your requirements change.

5. Set up the General journal as follows:

**Contra account:** The relevant contra account for the batch (i.e. the account to which TurboCASH will create a balancing entry).











Click on the **Lookup** button and select the suspense account, i.e. "999 - Suspense Account".

**No tax:**



Select this option, as no VAT/GST/Sales tax (Output VAT/GST/Sales Tax and Input VAT/GST/Sales tax) is applicable to the opening balance transactions.

## Capturing opening balances for general ledger accounts

- Increment reference:*  If you tick this field, TurboCASH will increment the reference number by 1 on each subsequent line. DO NOT tick this option.
- Consolidate balancing:*  If you tick this field, TurboCASH will consolidate all balancing entries into 1 entry, if you have used an account more than once. As for the take-on of opening balances, it is NOT necessary to tick this option, since you will be entering both debits and credits from your Trial balance and will not be asking TurboCASH to balance the batch.
- Contra account per line:*  If you tick this field, TurboCASH will ask to allocate a contra account for each transaction. As this will be a batch in which you wish to enter both debits and credits DO NOT tick this field.
- Inclusive mode:*  If you tick this field, TurboCASH will treat all amounts as inclusive of VAT/GST/Sales tax. Tick this option.
- Repeat details:*  If you tick this field, TurboCASH will repeat the detail entered in the Description column on each subsequent line. Tick this option to repeat the details for the next transactions.
- Amount entry:*  Set to "Allow both", since you will enter amounts in both the debit and credit column.
- Opening balance – This year*  Tick this option.
-  If you do not tick this option, you will not be allowed to post to the Retained earnings / income account. An error message (similar to this error message "This batch does not validate! Line JNL1 Opening balance - Take-on retained income must be adjusted in opening balance batch! See F10 in batch for setup." will be produced.

- Click on the **Advanced** tab.
- Leave all fields blank, and make sure that the default option, "Account lookup type", is set to "All" and the "Contra account lookup type" is set to "General ledger".
- Click on the **OK** button.
- Capture the first transaction as follows:

Reference: JNL1  
Date: 2018/02/28  
Description: Opening balance - Take-on  
Account: Select - "G505 Capital"  
Amount: 11 500,00 CR



Use the same reference number, date and details for all the entries.




### Tax


Since No tax (VAT/GST/Sales tax) is applicable, to the opening balance transactions in this tutorial, we have selected to hide the Tax column in the Setup options or this batch.


**MODULE H - ENTERING YOUR OPENING BALANCES**

10. Repeat as above for capturing the rest of the Trial balance. After capturing the Trial balance, the transactions should reflect as follows:

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	JNLI	2018/02/28	Opening balance - Take-on	G505000 Capital		11 500,00	
2	JNLI	2018/02/28	Opening balance - Take-on	G510000 Retained income		4 200,00	
3	JNLI	2018/02/28	Opening balance - Take-on	G600010 Furniture - fittings @ cost	1 007,00		
4	JNLI	2018/02/28	Opening balance - Take-on	G600020 Furniture - fittings - Acc. deprec.		300,00	
5	JNLI	2018/02/28	Opening balance - Take-on	G610010 Motor vehicles @ cost	5 000,00		
6	JNLI	2018/02/28	Opening balance - Take-on	G610020 Motor vehicles - Accum. depreciation		500,00	
7	JNLI	2018/02/28	Opening balance - Take-on	D1DOPEN Opening Balances - Debtor	1 800,00		
8	JNLI	2018/02/28	Opening balance - Take-on	C2COPEN Opening balances - Creditor		1 000,00	
9	JNLI	2018/02/28	Opening balance - Take-on	G750000 Stock control	6 500,00		
10	JNLI	2018/02/28	Opening balance - Take-on	B810000 ABC - Bank	3 193,00		
11	JNLI	2018/02/28	Opening balance - Take-on	B820000 Petty cash	100,00		
12	JNLI	2018/02/28	Opening balance - Take-on	T850010 Output VAT - 14%		100,00	
					17 600,00	17 600,00	

- 

**If you are not selling trading stock:**  
 When entering the opening balance for the Stock control account (Account number G750-000), TurboCASH, you may use the Suspense Account (Account number G999-000) for the purpose of this tutorial.
- 

When entering the opening balance for the Debtor's control account (Account number G700-000), TurboCASH will not allow you to select the Debtor's control account. The same applies to the Creditor's control account (Account number G900-000). The reason for this is that you cannot post any transactions to the Debtor's control account in the General ledger. You need to select the individual Debtor accounts in the Debtor's ledger, to take on each individual Debtor's opening balance. When posting the transactions for the opening balances in the General journal, the Debtor's control account in the General ledger will automatically be updated with the total of all the individual Debtor transactions posted to the Debtor's ledger.
- 

It is not necessary to "balance" your batch, as your Trial balance should already be in balance. You will note that there is an amount indicating the difference between the debit and credit entries at the end of the Debit Amount column. This amount (and the Reference total at the top right corner) should reflect a zero after entering all your transactions.

11. Click on the **F8:List** icon to print a list of the transactions in the batch.

12. The batch list is displayed as follows:

Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2018/02/28	JNL1	Opening balance - Take-on	G505-000	G899-000	0.00		11 500.00
2018/02/28	JNL1	Opening balance - Take-on	G510-000	G899-000	0.00	4 200.00	
2018/02/28	JNL1	Opening balance - Take-on	G600-010	G899-000	0.00	1 007.00	
2018/02/28	JNL1	Opening balance - Take-on	G600-020	G899-000	0.00		300.00
2018/02/28	JNL1	Opening balance - Take-on	G610-010	G899-000	0.00	5 000.00	
2018/02/28	JNL1	Opening balance - Take-on	G610-020	G899-000	0.00		500.00
2018/02/28	JNL1	Opening balance - Take-on	D100-PEN	G899-000	0.00	1 800.00	
2018/02/28	JNL1	Opening balance - Take-on	C200-PEN	G899-000	0.00		1 000.00
2018/02/28	JNL1	Opening balance - Take-on	G750-000	G899-000	0.00	6 500.00	
2018/02/28	JNL1	Opening balance - Take-on	B610-000	G899-000	0.00	3 193.00	
2018/02/28	JNL1	Opening balance - Take-on	B820-000	G899-000	0.00	100.00	
2018/02/28	JNL1	Opening balance - Take-on	T650-010	G899-000	0.00		100.00
<b>Total</b>						<b>17 600.00</b>	<b>17 600.00</b>



*It is recommended that the source document (e.g. trial balance or balance sheet and income statement, etc.) be attached to this List of the transactions (take-on of opening balances) and that it be retained for record and audit purposes.*

13. Click on the **F6:Post** icon. A confirmation message "Do you want to continue posting? Batch contains transactions posting to last year!" will be displayed.
14. Click on the **Yes** button. A confirmation message "Do you wish to post on the retained earnings account?" will be displayed.
15. Click on the **Yes** button to continue posting. The transactions will be posted (updated to the ledger).



**Confirmation: Post to last year**

*If you click on the **No** button, the transactions will not be posted.*

**Confirmation: Retained earnings**

- *If you have not ticked the "Opening Balances – This year" field on the **F10: Setup Standard** tab, you will not be allowed to post to the Retained earnings / income account.*
- *If you click on the **No** button, the transactions will not be posted.*



*The debit and credit transactions is entered and posted in 28 February 2018.*

		From date	To date							Debit	Credit	
		2018/02/28	2018/02/28	Export	Print	<						
Opening balances											0,00	
10034	Unallocated	Unallocated	B820000	Petty cash	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	100.00			
10034	Unallocated	Unallocated	G600010	Furniture fittings @ cost	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	1 007.00			
10034	Unallocated	Unallocated	D100PEN	Operating Balances - Debtor	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	1 800.00			
10034	Unallocated	Unallocated	B810000	ABC - Bank	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	3 193.00			
10034	Unallocated	Unallocated	G610010	Motor vehicles @ cost	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	5 000.00			
10034	Unallocated	Unallocated	G700000	Stock control	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	6 500.00			
10034	Unallocated	Unallocated	G505000	Capital	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28		11 500.00		
10034	Unallocated	Unallocated	G510000	Retained income	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	4 200.00			
10034	Unallocated	Unallocated	C200PEN	Operating balances - Creditor	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	1 000.00			
10034	Unallocated	Unallocated	G610020	Motor vehicles - Accum. depr	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	500.00			
10034	Unallocated	Unallocated	G500020	Furniture fittings - Acc. depre	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28	300.00			
10034	Unallocated	Unallocated	T650010	Output VAT - 14%	OpenBalances	Opening balance - Take-on	#: JNL1	2018/02/28		100.00		
<b>Total</b>										<b>17 600,00</b>	<b>17 600,00</b>	



**Leap years:**

If a leap year is, for example, February 2016, the transactions may be entered and posted on 29 February 2016. If the Opening balance batch is posted with transactions entered for 29 February 2016, the transactions are automatically converted to 28 February 2016.

### H.3.2- Capturing opening balance for debtors (customers / clients)

**To enter opening balances for your debtor accounts:**

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select **General jnl.**, and click on the **Open** button.
3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "DOpenBalances" to indicate that the opening balances for debtor (customer / client) accounts was entered in this General journal batch.
4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen will be displayed. The settings are basically the same as for the opening balances of the General ledger account. Change the batch settings as follows:

- **Standard** tab – Select the "Contra account" - "D1DO-PEN Opening balances – Debtors" and set "Amount entry" to "Debit".



The tick in the "Opening balances – This year" field must not be selected (not ticked) for opening balances for debtors (customers / clients).

- **Advanced** tab – Set the "Account lookup type" and "Contra account lookup type" both to "Debtors".
5. Once setup, click on the **OK** button.
  6. Enter the following transactions:

Handyman Hardware Store					
Debtor's Age analysis as at 28 February 2018					
Debtor	Account no.	Outstanding amount	Outstanding as at		
			28/02/2018	31/01/2018	31/12/2017
Mr. Mike Davies	D1MD-AVI	800.00	500.00	200.00	100.00
Mr. Roger Smith	D1RO-GSM	1 000.00	600.00	200.00	200.00
<b>Total</b>		<b>1 800.00</b>	<b>1 100.00</b>	<b>400.00</b>	<b>300.00</b>



The Opening Balances – Debtor account should reflect the total of all Debtor accounts (in the Debtor's control account). You only need to list (select) the individual debtor accounts and enter their balances.

You may enter only the total outstanding balance (i.e. 1 800,00 as per this example) as at 28 February 2018 for each debtor account (2 entries).

If you wish to optimise the ageing feature in TurboCASH, you may enter the balances for each debtor account as at the end of each period, e.g. 28 February 2018 – 1 100,00, 31 January 2018 – 400,00 and 31 December 2017 – 300,00.

7. After entering the individual balances, for each period, the transactions should be displayed as follows:

## Capturing opening balance for debtors (customers / clients)

General jnl. - [DOpenBalances]

Batch entry | Posted batches

Change alias: DOpenBalances

Account: **D1MDAVI Mr. Mike Davies**  
P O Box 333 Halfway House 1685

Contra account: **D1DO-PEN Opening Balances - Debtor**

Inclusive amount: **R500,00** | Exclusive amount: **R500,00** | Reference total: **R1 800,00**

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	JNL2	2018/02/28	Debtor opening balances - Feb 2018	D1MDAVI Mr. Mike Davies	500,00		
2	JNL2	2018/02/28	Debtor opening balances - Feb 2018	D1ROGSM Mr. Roger Smith	600,00		
3	JNL2	2018/01/31	Debtor opening balances - Jan 2018	D1MDAVI Mr. Mike Davies	200,00		
4	JNL2	2018/01/31	Debtor opening balances - Jan 2018	D1ROGSM Mr. Roger Smith	200,00		
5	JNL2	2017/12/31	Debtor opening balances - Dec 2017	D1MDAVI Mr. Mike Davies	100,00		
6	JNL2	2017/12/31	Debtor opening balances - Dec 2017	D1ROGSM Mr. Roger Smith	200,00		
					1 800,00	0,00	

(Balance = balance) Customise...

8. Click on the **F5: Balance** icon. TurboCASH will generate balancing entries for each period (i.e. Feb2018, Jan2018 and Dec2017), as follows:

General jnl. - [DOpenBalances]

Batch entry | Posted batches

Change alias: DOpenBalances

Account: **D1MDAVI Mr. Mike Davies**  
P O Box 333 Halfway House 1685

Contra account: **D1DO-PEN Opening Balances - Debtor**

Inclusive amount: **R500,00** | Exclusive amount: **R500,00** | Reference total: **R1 800,00**

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	JNL2	2018/02/28	Debtor opening balances - Feb 2018	D1MDAVI Mr. Mike Davies	500,00		
2	JNL2	2018/02/28	Debtor opening balances - Feb 2018	D1ROGSM Mr. Roger Smith	600,00		
3	JNL2	2018/01/31	Debtor opening balances - Jan 2018	D1MDAVI Mr. Mike Davies	200,00		
4	JNL2	2018/01/31	Debtor opening balances - Jan 2018	D1ROGSM Mr. Roger Smith	200,00		
5	JNL2	2017/12/31	Debtor opening balances - Dec 2017	D1MDAVI Mr. Mike Davies	100,00		
6	JNL2	2017/12/31	Debtor opening balances - Dec 2017	D1ROGSM Mr. Roger Smith	200,00		
7	*****	2018/02/28	Debtor opening balances - Feb 2018	D1DOPEN Opening Balances - Debtor		500,00	
8	*****	2018/02/28	Debtor opening balances - Feb 2018	D1DOPEN Opening Balances - Debtor		600,00	
9	*****	2018/01/31	Debtor opening balances - Jan 2018	D1DOPEN Opening Balances - Debtor		200,00	
10	*****	2018/01/31	Debtor opening balances - Jan 2018	D1DOPEN Opening Balances - Debtor		200,00	
11	*****	2017/12/31	Debtor opening balances - Dec 2017	D1DOPEN Opening Balances - Debtor		100,00	
12	*****	2017/12/31	Debtor opening balances - Dec 2017	D1DOPEN Opening Balances - Debtor		200,00	
					1 800,00	1 800,00	

(Balance = balance) Customise...



You may click on the **F9: Process** icon and select the "Totals per period" option. This will list the totals of all the Debit entries and all the Credit entries for each period. The difference should be zero.

Totals for each period			
Period	Debit	Credit	To balance
December 17	300	300	0
January 18	400	400	0
February 18	1100	1100	0


9. Click on the **F8:List** icon to print a list of the transactions in the batch.



**MODULE H - ENTERING YOUR OPENING BALANCES**

The batch list is displayed as follows:

Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
<b>Batch name General jnl.</b>							
<b>Alias (batch name) DOpenBalances</b>							
2017/12/31	JNL2	Debtor opening balances - Dec 2017	D1MD-AVI	D1DO-PEN	0.00	100.00	
2017/12/31	*****	*Debtor opening balances - Dec 2017	D1DO-PEN	1DO-PEN	0.00		100.00
2017/12/31	JNL2	Debtor opening balances - Dec 2017	D1RO-GSM	D1DO-PEN	0.00	200.00	
2017/12/31	*****	*Debtor opening balances - Dec 2017	D1DO-PEN	1DO-PEN	0.00		200.00
<b>Total</b>						<b>300.00</b>	<b>300.00</b>
<hr/>							
2018/01/31	JNL2	Debtor opening balances - Jan 2018	D1MD-AVI	D1DO-PEN	0.00	200.00	
2018/01/31	*****	*Debtor opening balances - Jan 2018	D1DO-PEN	1DO-PEN	0.00		200.00
2018/01/31	JNL2	Debtor opening balances - Jan 2018	D1RO-GSM	D1DO-PEN	0.00	200.00	
2018/01/31	*****	*Debtor opening balances - Jan 2018	D1DO-PEN	1DO-PEN	0.00		200.00
<b>Total</b>						<b>400.00</b>	<b>400.00</b>
<hr/>							
2018/02/28	JNL2	Debtor opening balances - Feb 2018	D1MD-AVI	D1DO-PEN	0.00	500.00	
2018/02/28	*****	*Debtor opening balances - Feb 2018	D1DO-PEN	1DO-PEN	0.00		500.00
2018/02/28	JNL2	Debtor opening balances - Feb 2018	D1RO-GSM	D1DO-PEN	0.00	600.00	
2018/02/28	*****	*Debtor opening balances - Feb 2018	D1DO-PEN	1DO-PEN	0.00		600.00
<b>Total</b>						<b>1100.00</b>	<b>1100.00</b>

 It is recommended that the source document (e.g. trial balance or balance sheet and income statement, etc.) be attached to this List of the transactions (take-on of opening balances) and that it be retained for record and audit purposes.

- Click on the **F6: Post** icon. A confirmation message "Do you want to continue posting? Batch contains transactions posting to last year!" will be displayed.
- Click on the **Yes** button.

TurboCASH will post the entries for each period to the ledger.

The "Opening balances – Debtor" account should have a zero balance after balances were debited to the individual debtor (customer / client) accounts.

		From date	To date	<input type="checkbox"/> Show contra				Debit	Credit
		2017/12/01	2019/02/28	Export	Print	<			
								Opening balances	0.00
10040	Unallocated	Unallocated	D1DOPEN	Opening Balances - Debtor	DOpenBalances	Debtor opening balances - Dec 2017	*****	2017/12/31	200.00
10040	Unallocated	Unallocated	D1DOPEN	Opening Balances - Debtor	DOpenBalances	Debtor opening balances - Dec 2017	*****	2017/12/31	100.00
10040	Unallocated	Unallocated	D1MDAVI	Mr. Mike Davies	DOpenBalances	Debtor opening balances - Dec 2017	JNL2	2017/12/31	100.00
10040	Unallocated	Unallocated	D1ROGSM	Mr. Roger Smith	DOpenBalances	Debtor opening balances - Dec 2017	JNL2	2017/12/31	200.00
10040	Unallocated	Unallocated	D1DOPEN	Opening Balances - Debtor	DOpenBalances	Debtor opening balances - Jan 2018	*****	2018/01/31	200.00
10040	Unallocated	Unallocated	D1DOPEN	Opening Balances - Debtor	DOpenBalances	Debtor opening balances - Jan 2018	*****	2018/01/31	200.00
10040	Unallocated	Unallocated	D1MDAVI	Mr. Mike Davies	DOpenBalances	Debtor opening balances - Jan 2018	JNL2	2018/01/31	200.00
10040	Unallocated	Unallocated	D1ROGSM	Mr. Roger Smith	DOpenBalances	Debtor opening balances - Jan 2018	JNL2	2018/01/31	200.00
10040	Unallocated	Unallocated	D1DOPEN	Opening Balances - Debtor	DOpenBalances	Debtor opening balances - Feb 2018	*****	2018/02/28	600.00
10040	Unallocated	Unallocated	D1DOPEN	Opening Balances - Debtor	DOpenBalances	Debtor opening balances - Feb 2018	*****	2018/02/28	500.00
10040	Unallocated	Unallocated	D1MDAVI	Mr. Mike Davies	DOpenBalances	Debtor opening balances - Feb 2018	JNL2	2018/02/28	500.00
10040	Unallocated	Unallocated	D1ROGSM	Mr. Roger Smith	DOpenBalances	Debtor opening balances - Feb 2018	JNL2	2018/02/28	600.00
								<b>1 800.00</b>	<b>1 800.00</b>

## Capturing opening balance for debtors (customers / clients)

Click on the **Print** button.

The screenshot shows a software window titled 'ledgerdetail' with a standard toolbar. It displays three T-account views for debtors. Each view has columns for 'Debit', 'Credit', and 'Cum'. The first view, 'DIDOPEN Opening Balances - Debtor', shows opening balances for December 2017 and January 2018. The second view, 'DIHDAVI Mr. Mike Davies', shows opening balances for December 2017, January 2018, and February 2018. The third view, 'DIROGSM Mr. Roger Smith', shows opening balances for December 2017, January 2018, and February 2018. Each view includes a 'Totals' row at the bottom.

T-Account viewer				
DIDOPEN Opening Balances - Debtor				
		Debit	Credit Cum	
10040	2017/12/31	Debtor opening balances - Dec 2017	200.00	-200.00
DOpenBalances				
10040	2017/12/31	Debtor opening balances - Dec 2017	100.00	-300.00
DOpenBalances				
10040	2018/01/31	Debtor opening balances - Jan 2018	200.00	-500.00
DOpenBalances				
10040	2018/01/31	Debtor opening balances - Jan 2018	200.00	-700.00
DOpenBalances				
10040	2018/02/28	Debtor opening balances - Feb 2018	800.00	-1 300.00
DOpenBalances				
10040	2018/02/28	Debtor opening balances - Feb 2018	500.00	-1 800.00
DOpenBalances				
		<b>Totals</b>	<b>1 800.00</b>	<b>1 800.00</b>

T-Account viewer				
DIHDAVI Mr. Mike Davies				
		Debit	Credit Cum	
10040	2017/12/31	Debtor opening balances - Dec 2017	100.00	-1 700.00
DOpenBalances				
10040	2018/01/31	Debtor opening balances - Jan 2018	200.00	-1 500.00
DOpenBalances				
10040	2018/02/28	Debtor opening balances - Feb 2018	500.00	-1 000.00
DOpenBalances				
		<b>Totals</b>	<b>800.00</b>	<b>800.00</b>

T-Account viewer				
DIROGSM Mr. Roger Smith				
		Debit	Credit Cum	
10040	2017/12/31	Debtor opening balances - Dec 2017	200.00	-800.00
DOpenBalances				
10040	2018/01/31	Debtor opening balances - Jan 2018	200.00	-600.00
DOpenBalances				
10040	2018/02/28	Debtor opening balances - Feb 2018	600.00	0.00
DOpenBalances				
		<b>Totals</b>	<b>1 000.00</b>	<b>1 000.00</b>

### H.3.3- Capturing opening balances for creditors (suppliers)

**To enter opening balances for your creditor accounts:**

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select **General jnl.**, and click on the **Open** button.
3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "COpenBalances" to indicate that the opening balances for creditor (supplier) accounts was entered in this General journal batch.

## MODULE H - ENTERING YOUR OPENING BALANCES

4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen will be displayed. The settings are basically the same as for the opening balances of the General ledger account. Change the batch settings as follows:
  - **Standard** tab – Select the "Contra account" - "Opening balances – Creditors" and set "Amount entry" to "Credit".
    - ✓ The tick in the "Opening balances – This year" field must not be selected (not ticked) for opening balances for creditors (suppliers).
  - **Advanced** tab – Set the "Account lookup type" and "Contra account lookup type" both to "Creditors".
5. Once setup, click on the **OK** button.
6. Enter the following transactions:

Handyman Hardware Store Creditor's Age Analysis as at 28 February 2018					
Creditor	Account No.	Outstanding Amount	Outstandings as at		
			28/02/2018	31/01/2018	31/12/2017
A-One Suppliers	2A0-NES	600.00	300.00	200.00	100.00
BEST Suppliers	2BE-ST5	400.00	200.00	100.00	100.00
<b>Total</b>		<b>1 000.00</b>	<b>500.00</b>	<b>300.00</b>	<b>200.00</b>

✓ The Opening Balances – Creditor account should reflect the total of all Creditor accounts (in the Creditor's control account). You only need to list (select) the individual creditor accounts and enter their balances.

You may enter only the total outstanding balance (i.e. 1 000,00 as per this example) as at 28 February 2018 for each creditor account (2 entries).

If you wish to optimise the ageing feature in TurboCASH, you may enter the balances for each creditor account as at the end of each period, e.g. 28 February 2018 – 500,00, 31 January 2018 – 300,00 and 31 December 2017 – 200,00.

7. After entering the individual balances, for each period, the transactions should be displayed as follows:

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	JNL3	2018/02/28	Creditor opening balances -Feb 2018	C2ADNES A-ONE Suppliers		300,00	
2	JNL3	2018/02/28	Creditor opening balances -Feb 2018	C2BEST5 BEST Suppliers		200,00	
3	JNL3	2018/01/31	Creditor opening balances -Jan 2018	C2ADNES A-ONE Suppliers		200,00	
4	JNL3	2018/01/31	Creditor opening balances -Jan 2018	C2BEST5 BEST Suppliers		100,00	
5	JNL3	2017/12/31	Creditor opening balances -Dec 2017	C2ADNES A-ONE Suppliers		100,00	
6	JNL3	2017/12/31	Creditor opening balances -Dec 2017	C2BEST5 BEST Suppliers		100,00	
					0,00	1 000,00	

## Capturing opening balances for creditors (suppliers)

8. Click on the **F5: Balance** icon. TurboCASH will generate balancing entries for each period (i.e. Feb2018, Jan2018 and Dec2017), as follows:

General jnl. - [COpenBalances]

Batch entry: Posted batches

Change alias: COpenBalances

Account: C2ADNES A-ONE Suppliers  
P O Box 31318 Marshalltown  
Johannesburg 2000

Contra account: C2COPEN Opening balances - Creditor

Inclusive amount: -R300,00  
Exclusive amount: -R300,00  
Reference total: -R1 000,00

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	JNL3	2018/02/28	Creditor opening balances -Feb 2018	C2ADNES A-ONE Suppliers		300,00	
2	JNL3	2018/02/28	Creditor opening balances -Feb 2018	C2BESTS BEST Suppliers		200,00	
3	JNL3	2018/01/31	Creditor opening balances -Jan 2018	C2ADNES A-ONE Suppliers		200,00	
4	JNL3	2018/01/31	Creditor opening balances -Jan 2018	C2BESTS BEST Suppliers		100,00	
5	JNL3	2017/12/31	Creditor opening balances -Dec 2017	C2ADNES A-ONE Suppliers		100,00	
6	JNL3	2017/12/31	Creditor opening balances -Dec 2017	C2BESTS BEST Suppliers		100,00	
7	*****	2018/02/28	Creditor opening balances -Feb 2018	C2COPEN Opening balances - Creditor	300,00		
8	*****	2018/02/28	Creditor opening balances -Feb 2018	C2COPEN Opening balances - Creditor	200,00		
9	*****	2018/01/31	Creditor opening balances -Jan 2018	C2COPEN Opening balances - Creditor	200,00		
10	*****	2018/01/31	Creditor opening balances -Jan 2018	C2COPEN Opening balances - Creditor	100,00		
11	*****	2017/12/31	Creditor opening balances -Dec 2017	C2COPEN Opening balances - Creditor	100,00		
12	*****	2017/12/31	Creditor opening balances -Dec 2017	C2COPEN Opening balances - Creditor	100,00		

12 | 1 000,00 | 1 000,00

(Balance = balance) Customise...

You may click on the **F9: Process** icon and select the "Totals per period" option. This will list the totals of all the Debit entries and all the Credit entries for each period. The difference should be zero.

Period	Debit	Credit	To balance
December 17	200	200	0
January 18	300	300	0
February 18	500	500	0

9. Click on the **F8:List** icon to print a list of the transactions in the batch.

**MODULE H - ENTERING YOUR OPENING BALANCES**

The batch list is displayed as follows:

Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2017/12/31	JNL3	Creditor opening balances -Dec 2017	C2AC-NES	C2CO-PEN	0.00	100.00	
2017/12/31	-----	*Creditor opening balances -Dec 2017	C2CO-PEN	2CO-PEN	0.00	100.00	
2017/12/31	JNL3	Creditor opening balances -Dec 2017	C2BE-ST5	C2CO-PEN	0.00		100.00
2017/12/31	-----	*Creditor opening balances -Dec 2017	C2CO-PEN	2CO-PEN	0.00	100.00	
<b>Total</b>						<b>200.00</b>	<b>200.00</b>
Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2018/01/31	JNL3	Creditor opening balances -Jan 2018	C2AC-NES	C2CO-PEN	0.00	200.00	
2018/01/31	-----	*Creditor opening balances -Jan 2018	C2CO-PEN	2CO-PEN	0.00	200.00	
2018/01/31	JNL3	Creditor opening balances -Jan 2018	C2BE-ST5	C2CO-PEN	0.00		100.00
2018/01/31	-----	*Creditor opening balances -Jan 2018	C2CO-PEN	2CO-PEN	0.00	100.00	
<b>Total</b>						<b>300.00</b>	<b>300.00</b>
Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2018/02/28	JNL3	Creditor opening balances -Feb 2018	C2AC-NES	C2CO-PEN	0.00	300.00	
2018/02/28	-----	*Creditor opening balances -Feb 2018	C2CO-PEN	2CO-PEN	0.00	300.00	
2018/02/28	JNL3	Creditor opening balances -Feb 2018	C2BE-ST5	C2CO-PEN	0.00		200.00
2018/02/28	-----	*Creditor opening balances -Feb 2018	C2CO-PEN	2CO-PEN	0.00	200.00	
<b>Total</b>						<b>500.00</b>	<b>500.00</b>



*It is recommended that the source document (e.g. trial balance or balance sheet and income statement, etc.) be attached to this List of the transactions (take-on of opening balances) and that it be retained for record and audit purposes.*

- Click on the **F6: Post** icon. A confirmation message "Do you want to continue posting? Batch contains transactions posting to last year!" will be displayed.
- Click on the **Yes** button.

TurboCASH will post the entries for each period to the ledger. The "Opening balances – Creditor" account should have a zero balance after balances were credited to the individual creditor (supplier) accounts.

From date		To date		<input type="checkbox"/> Show contra											
2017/12/01		2019/02/28				Export		Print		<		Debit	Credit		
												Opening balances		0.00	
10041	Unallocated	Unallocated	C2COPEN	Opening balances - Creditor	COpenBalances	Creditor opening balances -Dec 2017	*****	2017/12/31	100.00						
10041	Unallocated	Unallocated	C2COPEN	Opening balances - Creditor	COpenBalances	Creditor opening balances -Dec 2017	*****	2017/12/31	100.00						
10041	Unallocated	Unallocated	C2ADNES	A-ONE Suppliers	COpenBalances	Creditor opening balances -Dec 2017	JNL3	2017/12/31			100.00				
10041	Unallocated	Unallocated	C2BEST5	BEST Suppliers	COpenBalances	Creditor opening balances -Dec 2017	JNL3	2017/12/31			100.00				
10041	Unallocated	Unallocated	C2COPEN	Opening balances - Creditor	COpenBalances	Creditor opening balances -Jan 2018	*****	2018/01/31	100.00						
10041	Unallocated	Unallocated	C2COPEN	Opening balances - Creditor	COpenBalances	Creditor opening balances -Jan 2018	*****	2018/01/31	200.00						
10041	Unallocated	Unallocated	C2ADNES	A-ONE Suppliers	COpenBalances	Creditor opening balances -Jan 2018	JNL3	2018/01/31			200.00				
10041	Unallocated	Unallocated	C2BEST5	BEST Suppliers	COpenBalances	Creditor opening balances -Jan 2018	JNL3	2018/01/31			100.00				
10041	Unallocated	Unallocated	C2COPEN	Opening balances - Creditor	COpenBalances	Creditor opening balances -Feb 2018	*****	2018/02/28	200.00						
10041	Unallocated	Unallocated	C2COPEN	Opening balances - Creditor	COpenBalances	Creditor opening balances -Feb 2018	*****	2018/02/28	300.00						
10041	Unallocated	Unallocated	C2ADNES	A-ONE Suppliers	COpenBalances	Creditor opening balances -Feb 2018	JNL3	2018/02/28			300.00				
10041	Unallocated	Unallocated	C2BEST5	BEST Suppliers	COpenBalances	Creditor opening balances -Feb 2018	JNL3	2018/02/28			200.00				
												1,000.00	1,000.00		

## Capturing opening balances for creditors (suppliers)

Click on the **Print** button.

The screenshot shows a window titled 'ledgerdetail' with a standard Windows interface. It contains three T-Account viewer tables, each for a different supplier. Each table has columns for 'Debit', 'Credit', and 'Cum' (Cumulative). The tables show opening balances for December 2017 and January and February 2018.

T-Account viewer			
CZAONES A-ONE Suppliers			
		Debit	Credit Cum
10041	2017/12/31 JNL3		100,00 -100,00
	COpenBalances		.
10041	2018/01/31 JNL3		200,00 -300,00
	COpenBalances		.
10041	2018/02/28 JNL3		300,00 -600,00
	COpenBalances		.
	<b>Totals</b>		<b>600,00</b>
			<b>600,00</b>

T-Account viewer			
C2BE STS BEST Suppliers			
		Debit	Credit Cum
10041	2017/12/31 JNL3		100,00 -700,00
	COpenBalances		.
10041	2018/01/31 JNL3		100,00 -800,00
	COpenBalances		.
10041	2018/02/28 JNL3		200,00 -1 000,00
	COpenBalances		.
	<b>Totals</b>		<b>400,00</b>
			<b>400,00</b>

T-Account viewer			
C2COPEN Opening balances - Creditor			
		Debit	Credit Cum
10041	2017/12/31 -----	100,00	-900,00
	COpenBalances		.
10041	2017/12/31 -----	100,00	-800,00
	COpenBalances		.
10041	2018/01/31 -----	100,00	-700,00
	COpenBalances		.
10041	2018/01/31 -----	200,00	-500,00
	COpenBalances		.
10041	2018/02/28 -----	200,00	-300,00
	COpenBalances		.
10041	2018/02/28 -----	300,00	0,00
	COpenBalances		.
	<b>Totals</b>	<b>1 000,00</b>	
		<b>1 000,00</b>	

## H.4- PRINTING A TRIAL BALANCE

It is good practice to print a Trial balance in *TurboCASH* at this point and check it with the Trail Balance of your previous accounting records from which you have entered your transactions.



*It is recommended that this printed Trial balance be retained with your working papers and the previous trial balance for record and audit purposes.*

**To print a trial balance from the T-Ledger analyser:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.

The screenshot shows the T-Ledger analyser interface. At the top, there are controls for 'Per period' (Free selection), 'Display' (2018/03/01 / 2019/02/28), 'Groups' (None), and 'Report type' (Trial balance). There are also checkboxes for 'Ignore zero balances', 'Viewer Debtors / Creditors', 'Include opening balances', and 'Opening balances only'. Below these controls is a tree view of accounts under 'REPORTING GROUP ROOT'. The accounts and their balances are as follows:


Account Name	Debit Balance	Credit Balance
REPORTING GROUP ROOT	0,00	
G505000 Capital		11 500,00
G510000 Retained income		4 200,00
G600000 Furniture & fittings - Net value	707,00	
G600010 Furniture fittings @ cost	1 007,00	
G600020 Furniture fittings -Acc. deprec.		300,00
G610000 Motor vehicles - Net value	4 500,00	
G610010 Motor vehicles @ cost	5 000,00	
G610020 Motor vehicles -Accum. depreciation		500,00
G700000 Debtors control	1 800,00	
G750000 Stock control	6 500,00	
B810000 ABC - Bank	3 193,00	
B820000 Petty cash	100,00	
G850000 VAT - Control - 14%		100,00
T850010 output VAT - 14%		100,00
G900000 Creditors control		1 000,00

At the bottom right of the interface, it shows 'Net Profit/Loss D 0.00' and 'Balance D 0.00'.




*If you need to check the individual balances of the Debtor's accounts in the Debtor's control account (G700), you need to generate Debtor's age analysis report.  
If you need to check the individual balances of the Creditor's accounts in the Creditor's control account (G900), you need to generate Creditor's age analysis report.  
If you need to check the opening balances of the individual stock items in the Stock control account, you need to generate a Stock item listing report.*

2. Select the following:
  - a) **Periods** – On the default "Per period" tab, select "Year" and Period "2018/03/01-2019/02/28".
  - b) **Report type** – Select "Trial balance".
  - c) **Reporting group** – The following options are available:
    - i) **None** – Select this option. This will list the accounts according to the Account code (account number).
    - ii) **Reporting group 1** – This will list the accounts according to the Account Group 1 (**Groups - Account group1**) (**Setup** ribbon).
    - iii) **Reporting group 2** – This will list the accounts according to the Account Group 2 (**Groups (Account group2)**) (**Setup** ribbon).
  - d) **Ignore zero balances** – Tick – This will list only those accounts for which opening balances was entered.
  - e) **Viewer Debtors / Creditors** – If this option is not ticked, it will list only the balances of the Debtor's control account and the Creditor's control account.

 Tick this option to show the break down of the Debtor accounts in the Debtor's control account and the break down of the Creditor accounts in the Creditor's control account.

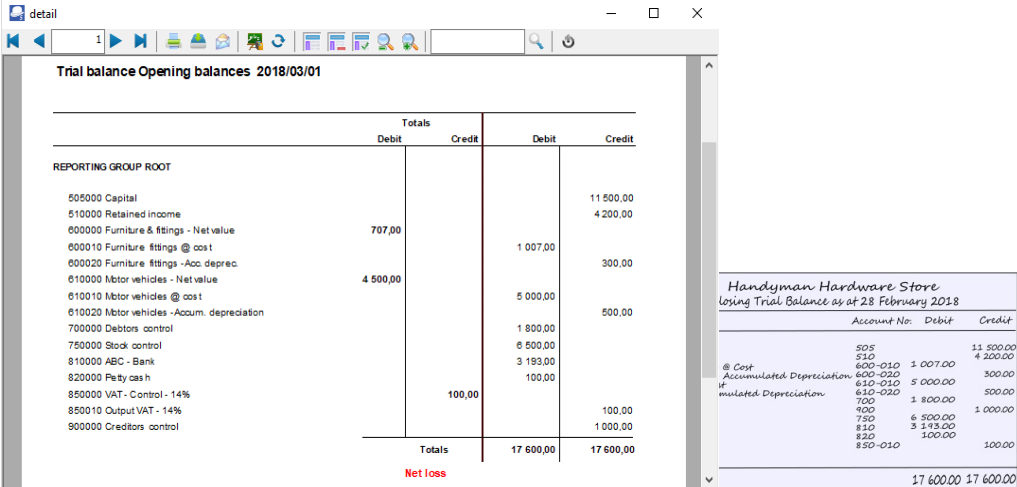
G700000 Debtors control	1,800.00		
DIDOPEN Opening Balances - Debtor			1,800.00
DINDAVI Mr. Mike Davies		800.00	
DIROGSM Mr. Roger Smith		1,000.00	
G750000 Stock control	6,500.00		
B810000 ABC - Bank		3,193.00	
B820000 Petty cash		100.00	
G850000 VAT - Control			100.00
G900000 Creditors control			1,000.00
#creditor group 1A	1,000.00		
C2COPEN Opening balances - Creditor		1,000.00	
#creditor group 1B			1,000.00
C2AONES A-ONE Suppliers			600.00
C2BESTS BEST Suppliers			400.00

- f) **Include opening balances** – Tick this option to include the opening balances.
- g) **Opening balances only** – Leave this option blank, if no other transactions are entered and posted for the selected period.

 If any transactions is posted for the selected period, you need to tick this option to list only the accounts for which opening balances have been entered.

3. Click on the **Report** button. You may change the sequences, and click on the **Print** button to print the report.


An example of the "Trial balance" (account code sequence), is as follows:



Totals		Totals	
Debit	Credit	Debit	Credit
<b>REPORTING GROUP ROOT</b>			
505000 Capital			11 500.00
510000 Retained income			4 200.00
600000 Furniture & fittings - Net value	707.00		
600010 Furniture fittings @ cost		1 007.00	
600020 Furniture fittings - Acc. deprec.			300.00
610000 Mtor vehicles - Net value	4 500.00		
610010 Mtor vehicles @ cost		5 000.00	
610020 Mtor vehicles - Accum. depreciation			500.00
700000 Debtors control		1 800.00	
750000 Stock control		6 500.00	
810000 ABC - Bank		3 193.00	
820000 Petty cash		100.00	
850000 VAT - Control - 14%			100.00
850010 Output VAT - 14%			100.00
900000 Creditors control			1 000.00
<b>Totals</b>		<b>17 600.00</b>	<b>17 600.00</b>
		<b>Net loss</b>	

Account No.	Debit	Credit
505		11 500.00
510		4 200.00
600-010	1 007.00	
600-D20		300.00
610-010	5 000.00	
610-020		500.00
700	1 800.00	
750	6 500.00	
810	3 193.00	
820	100.00	
850-010		100.00
<b>Totals</b>	<b>17 600.00</b>	<b>17 600.00</b>

 The totals should balance with the previous financial year. Check that the totals are in balance and that the correct balances correspond with the balances on your source trial balance.

 **AT THIS POINT YOU HAVE COMPLETED YOUR SETUP, CHARTED YOUR ACCOUNTS, CAPTURED YOUR DEBTORS AND CREDITORS; AND ENTERED YOUR OPENING BALANCES INTO TurboCASH.**



# **MODULE I - PROCESSING BATCH TRANSACTIONS**

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## **I.1- PURCHASE AND SALES TRANSACTIONS – BATCHES OR DOCUMENTS**

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The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

This MODULE, VAT based on 14% tax for taxable transactions up to 31 March 2018.

If you generate documents from your stock item code file in *TurboCASH*, transactions will automatically be generated when documents are updated or posted to the ledger as follows:

- **Sales documents (Invoices and Credit notes)** in the **Sales journal** (as linked to the “*Batch type*” field of the **Invoices** and **Credit notes** tabs in **Documents setup (Setup ribbon)**).
- **Purchase documents (Purchases and Supplier returns)** in the **Purchase journal** (as linked to the “*Batch type*” field of the **Purchases** and **Supplier returns** tabs in **Documents setup (Setup ribbon)**).

In addition to the Sales and Purchase journals for transactions generated by documents, you also need to enter transactions in other batches (journals) (i.e. **Payments Jnl, Receipts Jnl, Petty cash Jnl, General Jnl**, etc.). These are the *books of prime entry* in which you need to capture payments, receipts, opening balances, etc. and post or update it to the ledger.

**1.2- CAPTURING YOUR CASHBOOK**

For this tutorial, assume that you purchase some fixed assets, such as a desk at 570,00 (inclusive of VAT/GST/Sales tax) and 2 chairs at 342,00 (inclusive of VAT/GST/Sales tax) for your office on 1<sup>st</sup> of March 2018. The owner also handed a cheque of 5 000,00 from his personal bank account which you need to deposit into the current account of the business in order increase his Capital.

Date: <u>1 March 2018</u>	Date: <u>1 March 2018</u>
To: <u>Office Decorators</u>	To: <u>Office Suppliers</u>
For: <u>Purchase of 1 Desk</u>	For: <u>Purchase of 2 Chairs</u>
Balance b/f: _____	Balance b/f: _____
Deposit: _____	Deposit: _____
Balance: _____	Balance: _____
This Cheque: <u>570.00 (Incl)</u>	This Cheque: <u>342.00 (Incl)</u>
Balance c/f: _____	Balance c/f: _____
105	106

You will need to issue the following cheques on 1 March 2018:

- Cheque 105 - Office Decorators to 570,00 (Inclusive of VAT/GST/Sales tax) for 1 desk.
- Cheque 106 - Office Suppliers to 342,00 (Inclusive of VAT/GST/Sales tax) for 2 chairs.

The cheque counterfoils (cheque requisitions) will be used to capture the transactions in the **Payments journal** of the bank account from which the cheque is issued.



The invoices or slips received from the supplier also need to be retained for Tax and VAT/GST/Sales tax purposes.

<b>Handyman Hardware Store</b>	
Receipt no.: 0001	Date: <u>1 March 2018</u>
Received From: <u>Jack Daniels</u>	
For: <u>Capital Owner's Contribution</u>	
Amount: <u>Five Thousand Rands Only</u>	---- <u>5 000.00</u>
Payment Method: <u>Cheque</u>	Discount: _____
Signature: <u>[Signature]</u>	

An amount of 5 000,00 is received from the owner, for which the following receipt is issued:



Receipts are usually issued for all moneys received in cash and cheques received.



Receipts may also be created using the "Create receipts" option (F9: **Process**) in the Receipts batch and the "Receive payment" option on **Open item link** (Action ribbon) feature.

A deposit number D5000 of 5 000,00 - Capital Contribution will be used to capture the transactions in the **Receipts journal** of the bank account in which the owner's cheque is deposited.

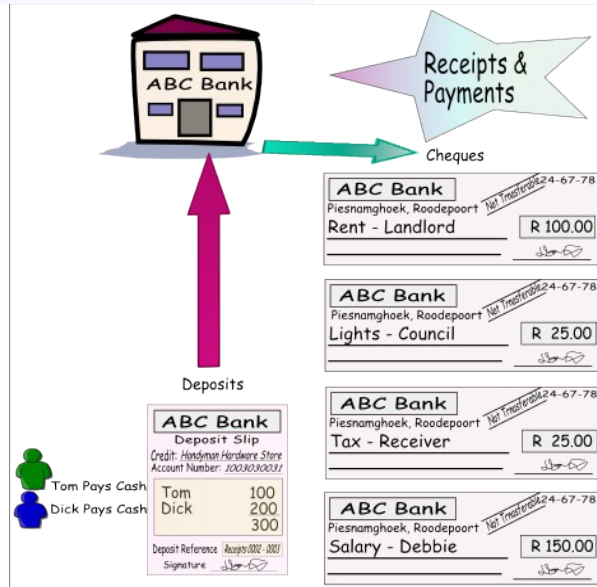
<b>ABC Bank</b>		<b>Deposit Slip</b>		Date: <u>1 March 2018</u>
Credit: <u>Handyman Hardware Store</u>	Bank Stamp 01-03-2018 600001	Notes	Coins	
Account Number: <u>1003030031</u>		Money Orders	Sub-total	
Drawer's Name	Bank	Branch Name/Code		
<u>Jack Daniels</u>	<u>Paradise Bank</u>	<u>Johannesburg</u>		----- <u>5 000.00</u>
Signature: <u>[Signature]</u>			Total	----- <u>5 000.00</u>
Deposit Reference		<u>Receipt 0001</u>		



The Cashbook consists of a **Payments journal** and a **Receipts journal**.

- **Cheques** issued will be captured in the **Payments journal**.
- **Deposits** will be captured in the **Receipts journal**.

Budget	Bank	Bank links
	Payments	ABC-Payments
	Receipts	ABC-Receipts



In this tutorial, the payments transactions are manually entered from source documents in the payments batch and the receipts (deposits) are manually entered in the receipt batch. These transactions may also be entered manually from bank statements.



**BankImport plugin** is a commercial plugin. - It allows you to import a valid bank statement file into TurboCASH. It will import bank transactions and save you hours of data entry. You can simply link transactions to your debtors, creditors or other accounts. And with a simple mouse click, link the payments to the right invoices.

## 1.2.1- Entering your payments

### To enter your payment transactions:

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **ABC-Payments** journal and click on the **Open** button.
3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "ABCPayments1803" to indicate that the payments of March 2018 was entered in this Payments batch for the "ABC-Bank" account.



The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen is displayed:



The contra account is by default set to the Bank account.

You cannot change this in the Payments journal or Receipts journal.



The first time you enter a transaction in the Payments journal you should set it up according to your requirements. This should be done for each journal, but only need to be done once, unless your requirements change.

5. Set up the Payments journal as follows:

No tax:



Leave blank for the purpose of this tutorial. You may at a later stage select this option, if there are no tax (Input VAT/GST/Sales tax) applicable to all the transactions you need to enter in the payments batch (e.g. payment of creditor accounts).

Increment reference:



Tick.

Consolidate balancing:



Do not tick.

Inclusive mode:



Tick.

Repeat details:



Leave blank.

Amount entry:



Tick on "Debit".

6. Once setup; click on the **Advanced** tab.

7. Leave all fields blank, and make sure that the default option, "Account lookup type", is set to "All" for this exercise.
8. Once setup; click on the **OK** button. You are now ready to record your first cheque.
9. Capture your cheques from your cheque stubs in your chequebook or from your cheque requisitions (or the supporting documents), using the payment (cheque) number as the reference number.

Reference: 105  
Date: 2018/03/01  
Description: 1 x Desk  
Account: Type "fur" for furniture and select the correct sub-account – G600-010 - Furniture & fittings @ cost.  
Tax: Input VAT/GST/Sales tax - Capital goods - 14%  
Amount: 570,00 DR



*The amount is a debit as it is the amount for the fixed asset account. When you balance the batch, TurboCASH will create the credit to the Bank account.*



*Ensure that the **F7:Inclusive** icon is reflecting "inclusive". This should be so as we set the batch to inclusive mode.*

*When you select a VAT/GST/Sales tax type, always check the bottom right-hand corner for the inclusive and exclusive amounts. Based on the 14% VAT rate, the amount of 570,00 will change to 500,00.*

*This is because the cost of the desk is 500,00 and should be posted to the furniture and equipment account. The VAT/GST/Sales tax amount (70,00) must be posted to the Input VAT/GST/Sales Tax account.*

10. You are now ready for cheque no. 106.

Reference: 106  
Date: 2018/03/01  
Description: 2 x Chairs  
Account: G600-010 - Furniture & fittings @ cost.  
Tax: Input VAT/GST/Sales tax - Capital goods - 14%  
Amount: 342,00 DR

## MODULE I - PROCESSING BATCH TRANSACTIONS

11. After capturing your first two payments (cheques), the Payments journal is displayed as follows:

ABC-Payments - [ABCPayments1803]

Batch entry | Posted batches

Change alias: ABCPayments1803

D: Delete N: Insert F5: Balance F6: Post F7: Exclusive F7: Inclusive F8: List F9: Process F10: Setup

Account: G600010 Furniture fittings @ cost Contra account: B810-000 ABC - Bank Inclusive amount: R570,00 Exclusive amount: R500,00 Reference total: R570,00

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1	105	2018/03/01	1 x Desk	G600010 Furniture fittings @ cost	T850030 Input VAT - Capital goods - 14%	500,00		
2	106	2018/03/01	2 x Chairs	G600010 Furniture fittings @ cost	T850030 Input VAT - Capital goods - 14%	300,00		



**"F7: Inclusive"** icon - Amounts in the regular or regular font indicate that it is entered Inclusive of VAT/GST/Sales tax.

If the **"F7: Exclusive"** icon is selected, the amounts are entered as Exclusive if VAT/GST/Sales tax and will be displayed in the **bold** font.

In Payments and Receipt batches the amounts are displayed as Exclusive of VAT/GST/Sales tax when the cursor is not in the amount field (after the batch is balanced).



You can enter transactions in a batch daily and only post at the end of the month. Your transactions will not be lost when you exit a batch or close TurboCASH. You may also choose to post after every balanced entry.



For the purpose of this tutorial, **DO NOT** balance or post the batch at this point.

### I.2.2- Entering your receipts

#### To enter your receipts transactions:

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **ABC-Receipts** journal and click on the **Open** button.
3. Enter the alias (batch name) in the *"Change alias"* field. In this example, enter *"ABCReceipts1803"* to indicate that the receipts (deposits) for March 2018 was entered in this Receipts batch for the *"ABC-Bank"* account.



The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

- Click on the **F10:Setup** icon to set your batch up. The “Options for this batch” screen is displayed:

The contra account is by default set to the Bank account.

You cannot change this in the Payments journal or Receipts journal.

From the first transaction, the Receipts journal should be setup according to your requirements. You only need do this once, unless your requirements change.

- Set up the Receipts journal as follows:

No tax:

Select this option for the purpose of this tutorial. This will hide the tax column and tax lookup. You may at a later stage deselect this option, if there are any tax (Output VAT/GST/Sales tax) applicable to any transaction or all the transactions you need to enter in the receipts batch (e.g. cash sales accounts).

Increment reference:

Tick.

Consolidate balancing:

Do not tick.

Inclusive mode:

Tick.

Repeat details:

Leave blank. You may select this option if you need to enter many transactions of the same nature (e.g. Payment received - Thank you). This will repeat the details to the next line or transaction.

Amount entry:

Tick on “Credit”.

- Once setup; click on the **Advanced** tab.
- Leave all fields blank, and make sure that the default option, “Account lookup type”, is set to “All” for this exercise.
- Once setup; click on the **OK** button. You are now ready to record your first deposit.
- Capture deposits from the deposit book or slips. Number each page of the deposit book separately and use this number as your reference number.

It is important that this reference does/will not coincide with your cheque numbers. If you have pre-numbered deposit slips, it is wise to prefix your deposit number with D. You may also prefix your cheque numbers with C.



## MODULE I - PROCESSING BATCH TRANSACTIONS

Reference: D5000  
Date: 2018/03/01  
Description: Cash from owner.  
Account: Type "cap" for capital and select - G505-000 – Capital.  
Amount: 5 000,00 CR



### Tax

Since No tax (VAT/GST/Sales tax) is applicable, to the receipt transactions in this tutorial, we have selected to hide the Tax column in the **F10:Setup – Standard** tab.



The amount is a credit for the capital account. When you balance the batch, TurboCASH will create the debit to the bank account.

10. After capturing your first receipt, the Receipts journal is displayed as follows:

The screenshot shows the 'ABC-Receipts - [ABCReceipts1803]' window. It displays a batch entry for the 'Capital' account (G505000) with a contra account of 'ABC - Bank' (8810-000). The inclusive amount is -R5 000,00 and the exclusive amount is -R5 000,00. The reference total is -R5 000,00. Below this, a table shows the journal entry:

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	D5000	2018/03/01	Cash received from owner	G505000 Capital		5 000,00	



You can enter transactions in a batch daily and only post at the end of the month. Your transactions will not be lost when you exit a batch or close TurboCASH. You may also choose to post after every balanced entry.



For the purpose of this tutorial, **DO NOT balance or post the batch** at this point.

## 1.3- CAPTURING YOUR PURCHASES IN BATCHES

You need to capture all the supplier invoices you have received for purchases on credit, from your creditors (suppliers).



In addition to the Purchase journal in the Batch entry mode, you may also use the Document entry to create Purchases using the following stock item types:

- **Financial entry** – Use the Accounts lookup to select General ledger accounts.
- **Sales (no stock)** – Create a Stock item for services only (e.g. consulting, labour, etc.)

Purchases are also usually linked to the Purchase journal in the **Documents setup (Purchases tab) (Setup ribbon)**.

Using the Document entry, Purchases may be printed by TurboCASH5, which will generate similar transactions as the Purchase journal batch entry as discussed here.


You may also create, print orders and convert these to Purchase documents.


For the purpose of this tutorial, the similar transactions as in the Purchases Batch are also replicated for Purchase documents – See (**Chapter J.3 of MODULE J**).


### I.3.1- Entering supplier invoices (Purchase journal)

**To enter purchase transactions:**


1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **Purchase Jnl** and click on the **Open** button.

 If no contra account is displayed on the "Batch type selection" screen, you need to set up the options for the batch. If you have not yet set the Purchase journal, or if your requirements should change, click on the **F10:Setup** icon.

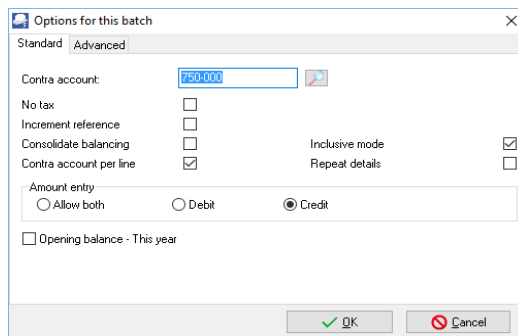
 If you have a few supplier credit notes, you may enter a negative (minus sign), followed by the amount in the credit column. These amounts will be transferred to the debit column.

 If you have many supplier credit notes to capture, you need to set the amount entry to debit in the **F10:Setup – Standard** tab for the Purchase journal, before entering supplier credit notes in the Purchase journal. Alternatively, you may enter the supplier credit notes in the Purchase returns journal.






3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "Purchases1803" to indicate that the Purchases for March 2018 was entered in this Purchase batch.

 This will help you if you wish to identify a specific batch to generate a batch type report, or if you wish to export posted batches to a file.

4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen is displayed:



5. Set up the Purchase journal as follows:

- Contra account:  Click on the **Lookup** button and select "750-000 - Stock control".
- No tax:  Leave blank.
- Increment reference:  Leave blank.
- Consolidate balancing:  Leave blank.
- Contra account per line:  Tick.

**MODULE I - PROCESSING BATCH TRANSACTIONS**


- Inclusive mode:  Tick.
- Repeat details:  Leave blank.
- Amount entry:  Tick on "Credit".
- Opening balance - This year:  Leave blank.


6. Once set up; click on the **Advanced** tab.  
Select the "Creditors" option for the "Account lookup type", since you only need to select "Creditors" accounts when you enter transactions for purchases on credit to creditor (supplier) accounts.
7. Once set up; click on the **OK** button.
8. Enter the following supplier invoices in the Purchase journal:

ABC-Service-Centre				
To: Handyman Hardware Store 27 Olifants Road Emmarentia Johannesburg 2195 VAT No: 446010111		Tax Invoice: IN0107 Date: 5 March 2018 PO Box 9999 Lakeside Johannesburg 2012 Tel: (011) 313-9997		
Qty	Description	Price Excl.	Discount	Amount Excl.
	Service Delivery Van	400.00	-	400.00
	5 x New Tyres			
	Fitting and Balancing	600.00		600.00
Sub-total				1 000.00
VAT @ 14%				140.00
Invoice Total				1 140.00
E.&O.E				

ABC-Office-Supplies				
To: Handyman Hardware Store 27 Olifants Road Emmarentia Johannesburg 2195 VAT No: 446010111		Tax Invoice: IN0014 Date: 6 March 2018 PO Box 8888 Lakeview Johannesburg 2012 Tel: (011) 312-9997		
Qty	Description	Price Excl.	Discount	Amount Excl.
	Supply and Install	1 500.00	-	1 500.00
	Built-in Cupboards			
Sub-total				1 500.00
VAT @ 14%				210.00
Invoice Total				1 710.00
E.&O.E				

9. Enter and / or select the following:
  - a) **Reference** - Enter the purchase or other applicable number you allocate to the supplier invoice.
  - b) **Date** - Enter or select the date of the transaction.
  - c) **Description** - Enter a brief description for the transaction.
  - d) **Account** - Select the creditor account.
  - e) **Contra account** - Select the account to be debited with the credit purchase (expense or asset).
  - f) **Tax** - Select the applicable Input Tax account for the expense or purchase.
 

 This is only applicable if Input VAT/GST/Sales tax is allowed on a transaction, and if you are registered as a VAT/GST/Sales tax Vendor. If no VAT/GST/Sales tax is applicable to the transaction, select the No tax code.

 You may also select to hide the Tax column, and lookup in the **F10: Setup – Standard** tab for the Purchase journal, if no VAT/GST/Sales tax is applicable to all transactions in this batch; or if you are not registered as a VAT/GST/Sales tax Vendor.
  - g) **Amount** - Enter the amount of the transaction (Inclusive or Exclusive of VAT/GST/Sales tax) in the Credit amount column.

10. After entering the supplier invoices in the Purchase journal, the transactions will be displayed as follows:

No.	Reference	Date	Description	Creditors	Contra account:	Tax	Debit	Credit	Open item
1	PU001	2018/03/05	Service - Delivery van	C2ABCSC ABC-Service-Centre	G210020 Maintenance	T850020 Input VAT - Standard rate - 14%		456,00	
2	PU001	2018/03/05	SuNew tyres - Fitting and balancing	C2ABCSC ABC-Service-Centre	G210030 Repairs	T850020 Input VAT - Standard rate - 14%		634,00	
3	PU002	2018/03/06	Install - Built-in cupboards	C2ABCDS ABC-Office-Supplies	G600010 Furniture: fittings @ cost	T850020 Input VAT - Standard rate - 14%		1 710,00	
							0,00	2 850,00	



You have now captured all your supplier invoices for the month and may proceed with posting.

### 1.3.2- Updating supplier invoices to the ledger

Once you have completed entering these supplier invoices, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon to balance the batch.

No.	Reference	Date	Description	Creditors	Contra account:	Tax	Debit	Credit	Open item
1	PU001	2018/03/05	Service - Delivery van	C2ABCSC ABC-Service-Centre	G210020 Maintenance	T850020 Input VAT - Standard rate - 14%		456,00	
2	PU001	2018/03/05	SuNew tyres - Fitting and balancing	C2ABCSC ABC-Service-Centre	G210030 Repairs	T850020 Input VAT - Standard rate - 14%		634,00	
3	PU002	2018/03/06	Install - Built-in cupboards	C2ABCDS ABC-Office-Supplies	G600010 Furniture: fittings @ cost	T850020 Input VAT - Standard rate - 14%		1 710,00	
4	*****	2018/03/05	Service - Delivery van	T850020 Input VAT - Standard rate - 14%	Bal	Bal	56,00		
5	*****	2018/03/05	Service - Delivery van	G210020 Maintenance	Bal	Bal	400,00		
6	*****	2018/03/05	SuNew tyres - Fitting and balancing	T850020 Input VAT - Standard rate - 14%	Bal	Bal	84,00		
7	*****	2018/03/05	SuNew tyres - Fitting and balancing	G210030 Repairs	Bal	Bal	600,00		
8	*****	2018/03/06	Install - Built-in cupboards	T850020 Input VAT - Standard rate - 14%	Bal	Bal	210,00		
9	*****	2018/03/06	Install - Built-in cupboards	G600010 Furniture: fittings @ cost	Bal	Bal	1 500,00		
							2 850,00	2 850,00	

2. Click on the **F8:List** icon to list the batch.



It is a good idea to list the batch, and check the entries on the batch thoroughly. If there are any errors, you may edit the batch, before posting the batch.

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.



It is not necessary to post (update) the transactions at the end of each day. You may add and / or post the transactions on a daily, or weekly basis, or at the end of a month. When you have entered a few transactions, you may close or exit the batch. The data will not be lost.

### I.3.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

**To access the T-Account view of the transactions:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. Creditor account ABC-Service Centre). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10035 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. G210-020 Maintenance, G210-030 Repairs, G610-010 Furniture & fittings, T850-020 Input VAT/GST/Sales tax-Standard rate - 14%, C2ABCOS ABC-Office Supplies, C2ABCSC ABC-Service Centre). This will list the transactions for a specific account.
  - **Date** – This will list the transactions for a specific date. If you double-click on a date, the “From date” and “To date” will be changed to the selected date.

After posting the transactions in the Purchase journal, the transactions should display as follows in the T-Account viewer:

**Batch view**


		From date	To date					Debit	Credit
		2018/03/01	2019/02/28	Export	Print	<			
Opening balances								0,00	
10035 Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	Purchases1803	Service - Delivery van	*****	2018/03/05	56,00	
10035 Unallocated	Unallocated	G210020*	Maintenance	Purchases1803	Service - Delivery van	*****	2018/03/05	400,00	
10035 Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	Purchases1803	5xNew tyres - Fitting and balancing	*****	2018/03/05	84,00	
10035 Unallocated	Unallocated	G210030*	Repairs	Purchases1803	5xNew tyres - Fitting and balancing	*****	2018/03/05	600,00	
10035 Unallocated	Unallocated	C2ABCSC	ABC-Service-Centre	Purchases1803	Service - Delivery van	PU001	2018/03/05		456,00
10035 Unallocated	Unallocated	C2ABCSC	ABC-Service-Centre	Purchases1803	5xNew tyres - Fitting and balancing	PU001	2018/03/05		684,00
10035 Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	Purchases1803	Install - Built-in cupboards	*****	2018/03/06	210,00	
10035 Unallocated	Unallocated	G600010	Furniture fittings @ cost	Purchases1803	Install - Built-in cupboards	*****	2018/03/06	1 500,00	
10035 Unallocated	Unallocated	C2ABCOS	ABC-Office-Supplies	Purchases1803	Install - Built-in cupboards	PU002	2018/03/06		1 710,00
								2 850,00	2 850,00

**Account view**

**Accounts in the Creditor's ledger:**

 **ABC-Office-Supplies**

C2ABCOS ABC-Office-Supplies				Debit	Credit
10035	2018/03/05	PU002	Install - Built-in cupboards		1 710,00
Purchases 1803					
				<b>Totals</b>	<b>1 710,00</b>


 **ABC-Service-Centre**

C2ABCSC ABC-Service-Centre				Debit	Credit
10035	2018/03/05	PU001	Service - Delivery van	456,00	
Purchases 1803					
10035	2018/03/05	PU001	5xNew tyres - Fitting and balancing	684,00	
Purchases 1803					
				<b>Totals</b>	<b>1 140,00</b>


**Accounts in the General ledger:**

 **Motor vehicles - Maintenance**


G210020* Maintenance				Debit	Credit
10035	2018/03/05	*****	Service - Delivery van	400,00	
Purchases 1803					
				<b>Totals</b>	<b>400,00</b>

 **Motor vehicles - Repairs**

G210030* Repairs				Debit	Credit
10035	2018/03/05	*****	5xNew tyres - Fitting and balancing	600,00	
Purchases 1803					
				<b>Totals</b>	<b>600,00</b>

 **Furniture & fittings @ cost**

G600010 Furniture fittings @ cost				Debit	Credit
10035	2018/03/05	*****	Install - Built-in cupboards	1 500,00	
Purchases 1803					
				<b>Totals</b>	<b>1 500,00</b>

 **Input Tax – Standard rate - 14 %**

T850020 Input VAT - Standard rate - 14%				Debit	Credit
10035	2018/03/05	*****	Service - Delivery van	56,00	
Purchases 1803					
10035	2018/03/05	*****	5xNew tyres - Fitting and balancing	84,00	
Purchases 1803					
10035	2018/03/05	*****	Install - Built-in cupboards	210,00	
Purchases 1803					
				<b>Totals</b>	<b>350,00</b>



**Debits = Credits**

**Debit transactions in the General ledger (i.e. Purchases  Furniture +  Expenses +  Input Tax (VAT/GST/Sales Tax) accounts).**

**=**

**Credit transactions in the Creditor's ledger (i.e. individual  Creditor accounts).**

## **I.4- CAPTURING YOUR SALES**

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*In addition to the Sales journal in the Batch entry mode, you may also use the Document entry to create Invoices using the following stock item types:*

- **Financial entry** – Use the Accounts lookup to select General ledger accounts.
- **Sales (no stock)** – Create a Stock item for services only (e.g. consulting, labour, etc.)

*Sales are also usually linked to the Sales journal in the **Documents (Invoices tab) (Setup ribbon)**.*

*Using the Document entry, Invoices may be printed by TurboCASH5, which will generate similar transactions as the Sales journal batch entry as discussed here. Using the documents feature to record sales transactions in the Sales journal, you do not have to write out hand written invoices as in this example.*

*You may also create, print quotes and convert these to Invoices.*

*For the purpose of this tutorial, the similar transactions as in the Sales batch are also replicated for Invoices - (See **Chapter J.4** of **MODULE J**).*

### **I.4.1- Entering your invoices**

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You need to capture the invoices you have manually issued for sales to your debtors (customers). For the purpose of the sales journal this tutorial, assume that you will be writing out your invoices manually. You simply need to capture the details such as the invoice number, date of the invoice, details of the services or goods sold, the amount and VAT/GST/Sales tax (if you are registered as a VAT/GST/Sales tax vendor) in the Sales journal.



*The hand written invoices in this Chapter are only applicable to the selling of services and items, which does not constitute your trading stock items to debtors customers / clients). In this case, you need to manually produce hand-written invoices, which are captured in the Sales journal.*

Capture the following four (4) hand-written invoices:

Handyman Hardware Store VAT Reg. No. 446010111					Handyman Hardware Store VAT Reg. No. 446010111				
To: Mr. AB Green PO Box 1111 Lakeside Johannesburg 2012 VAT No: 111111111		Tax Invoice: INV001 Date: 7 March 2018 27 Oilfants Road Emmarentia Johannesburg 2195 Tel: (011) 310-1390			To: MAC Shop Decor Specialists PO Box 5555 Morningside Johannesburg 2222 VAT No: 66666666		Tax Invoice: INV002 Date: 9 March 2018 27 Oilfants Road Emmarentia Johannesburg 2195 Tel: (011) 310-1390		
Qty	Description	Price Excl.	Discount	Amount Excl.	Qty	Description	Price Excl.	Discount	Amount Excl.
	Paint - Exterior	1 000.00	-	1 000.00		Install Built-in Cupboards	1 500.00	-	1 500.00
				Sub-total					1 000.00
				VAT @ 14%					140.00
				Invoice Total					1 140.00
E.&O.E					E.&O.E				

Handyman Hardware Store VAT Reg. No. 446010111					Handyman Hardware Store VAT Reg. No. 446010111				
To: Mr. AB Green PO Box 1111 Lakeside Johannesburg 2122 VAT No: 111111111		Tax Invoice: INV003 Date: 10 March 2018 27 Oilfants Road Emmarentia Johannesburg 2195 Tel: (011) 310-1390			To: Mike Davies PO Box 333 Halfway House 1685 VAT No: 336012345		Tax Invoice: INV004 Date: 12 March 2018 27 Oilfants Road Emmarentia Johannesburg 2195 Tel: (011) 310-1390		
Qty	Description	Price Excl.	Discount	Amount Excl.	Qty	Description	Price Excl.	Discount	Amount Excl.
	Paint - Exterior	1 000.00	-	1 000.00		Install Built-in Cupboards	1 500.00	-	1 500.00
				Sub-total					1 000.00
				VAT @ 14%					140.00
				Invoice Total					1 140.00
E.&O.E					E.&O.E				

To enter your sales transactions:

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **Sales Jnl** and click on the **Open** button.
3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "Sales1803" to indicate that the Sales for March 2018 was entered in this Sales batch.



This will help you if you wish to identify a specific batch to generate a batch type report, or if you wish to export posted batches to a file.

4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen is displayed:

**Options for this batch** [Close]

Standard | Advanced

Contra account:  [Clear]

No tax

Increment reference

Consolidate balancing  Inclusive mode

Contra account per line  Repeat details

Amount entry  
 Allow both  Debit  Credit










Opening balance - This year



## MODULE I - PROCESSING BATCH TRANSACTIONS

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5. Set up the Sales journal as follows:

Contra account:		Click on the <b>Lookup</b> button and select "010-000 - Sales".
No tax:		Leave blank.
Increment reference:		Tick.
Consolidate balancing:		Leave blank.
Contra account per line:		Leave blank.
Inclusive mode:		Tick.
Repeat details:		Leave blank.
Amount entry:		Tick on "Debit".
Opening balance - This year:		Leave blank.

6. Once set up; click on the **Advanced** tab.

Select the "Debtor" option for the "Account lookup type", since you only need to select "Debtors" accounts when you enter transactions for sales on credit to debtors (customer / client) accounts.

7. Once set up; click on the **OK** button.



If you wish to allocate different transactions to different sales accounts, setup one contra account per line.

8. You are now ready to capture the first invoice.

Reference:	INV001
Date:	2018/03/07
Description:	Paint - Exterior
Account:	D1AB-GRE (Mr. AB Green)
Tax:	Output VAT/GST/Sales tax - 14%
Amount:	1 140,00 DR (Ensure that the <b>F7:Inclusive</b> icon is reflecting the Inclusive mode)

9. After capturing your first invoice, the "Batch entry" screen for the Sales journal should reflect as follows:

Sales jnl. - [Sales1803]

Batch entry Posted batches

Change alias  
Sales1803

D: Delete N: Insert F5: Balance F6: Post F7: Exclusive F7: Inclusive F8: List F9: Process F10: Setup

Debtors  
**D1ABGRE Mr. AB Green**  
PO Box 1111 Lakeside  
Johannesburg 2122

Contra account:  
**G010-000 Sales**

Inclusive amount: **R1 140,00**

Exclusive amount: **R1 000,00**

Reference total: **R1 140,00**

No	Reference	Date	Description	Debtors	Tax	Debit	Credit	Open item
1	INV001	2018/03/07	Paint - Exterior	D1ABGRE Mr. AB Green	T850010 Output VAT - 14%	1 140,00		



**"F7: Inclusive"** icon - Amounts in the normal or regular font indicate that it is entered Inclusive of VAT/GST/Sales tax.  
If the **"F7: Exclusive"** icon is selected, the amounts are entered as Exclusive if VAT/GST/Sales tax and will be displayed in the **bold** font.

10. Capture the other 3 invoices in the same way.

Reference:	INV002	INV003	INV004
Date:	2018/03/09	2018/03/10	2018/03/12
Description:	Install - Built-in cupboard	Paint - Exterior	Install - Built-in cupboard
Account:	MAC Shop Decor Specialists	Mr. AB Green	Mr. Mike Davies
Tax:	Output Tax - 14%	Output Tax - 14%	Output Tax - 14%
Amount:	1 710,00 DR (Inclusive)	1 140,00 DR (Inclusive)	1 710,00 DR (Inclusive)

11. After capturing all your invoices, the "Batch entry" screen for the Sales journal should reflect as follows:

Sales jnl. - [Sales1803]

Batch entry Posted batches

Change alias  
Sales1803

D: Delete N: Insert F5: Balance F6: Post F7: Exclusive F7: Inclusive F8: List F9: Process F10: Setup

Debtors  
**D1ABGRE Mr. AB Green**  
PO Box 1111 Lakeside  
Johannesburg 2122

Contra account:  
**G010-000 Sales**

Inclusive amount: **R1 140,00**

Exclusive amount: **R1 000,00**

Reference total: **R1 140,00**

No	Reference	Date	Description	Debtors	Tax	Debit	Credit	Open item
1	INV001	2018/03/07	Paint - Exterior	D1ABGRE Mr. AB Green	T850010 Output VAT - 14%	1 140,00		
2	INV002	2018/03/09	Install - Built-in cupboard	D1MACDS MAC Shop Decor Specialists	T850010 Output VAT - 14%	1 710,00		
3	INV003	2018/03/10	Paint - Exterior	D1ABGRE Mr. AB Green	T850010 Output VAT - 14%	1 140,00		
4	INV004	2018/03/12	Install - Built-in cupboard	D1MDAVI Mr. Mike Davies	T850010 Output VAT - 14%	1 710,00		
						<b>5 700,00</b>	<b>0,00</b>	

(Balance = balance) Customise...



You have now captured all your sales invoices for the month and may proceed with posting.

## 1.4.2- Updating sales to the ledger

Once you have completed entering these invoices, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon. The balancing entries should reflect as follows:

No	Reference	Date	Description	Debtors	Tax	Debit	Credit	Open item
1	INV001	2018/03/07	Paint - Exterior	D1ABGRE Mr. AB Green	T850010 Output VAT - 14%	1 140,00		
2	INV002	2018/03/09	Install - Built-in cupboard	D1MACDS MAC Shop Decor Specialists	T850010 Output VAT - 14%	1 710,00		
3	INV003	2018/03/10	Paint - Exterior	D1ABGRE Mr. AB Green	T850010 Output VAT - 14%	1 140,00		
4	INV004	2018/03/12	Install - Built-in cupboard	D1MDAVI Mr. Mike Davies	T850010 Output VAT - 14%	1 710,00		
5	*****	2018/03/07	Paint - Exterior	T850010 Output VAT - 14%	Bal		140,00	
6	*****	2018/03/07	Paint - Exterior	G010000 Sales	Bal		1 000,00	
7	*****	2018/03/09	Install - Built-in cupboard	T850010 Output VAT - 14%	Bal		210,00	
8	*****	2018/03/09	Install - Built-in cupboard	G010000 Sales	Bal		1 500,00	
9	*****	2018/03/10	Paint - Exterior	T850010 Output VAT - 14%	Bal		140,00	
10	*****	2018/03/10	Paint - Exterior	G010000 Sales	Bal		1 000,00	
11	*****	2018/03/12	Install - Built-in cupboard	T850010 Output VAT - 14%	Bal		210,00	
12	*****	2018/03/12	Install - Built-in cupboard	G010000 Sales	Bal		1 500,00	
						5 700,00	5 700,00	

2. Click on the **F8:List** icon to print a list of the transactions in the batch.



*It is recommended that the source documents (e.g. sales invoices, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.*

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.

## 1.4.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

**To access the T-Account view of the transactions:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. Debtor account Sales Mr. AB Green). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10036 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. G010-000 Sales, T850-010 Output VAT/GST/Sales tax - 14%, D1MD-AVI Mr. Mike Davies, D1AB-GRE Mr. AB Green, DMA-SDS MAC Shop Decor Specialists). This will list the transactions for a specific account.

- **Date** – This will list the transactions for a specific date. If you double-click on a date, the “From date” and “To date” will be changed to the selected date.

After posting the transactions in the Sales journal, the transactions should display as follows in the T-Account viewer:

**Batch view**

		From date	To date					Debit	Credit
		2018/03/01	2019/02/28	<input type="checkbox"/> Show contra		Export	Print		
								Opening balances	0,00
10036	Unallocated	G010000*	Sales	Sales1803	Paint - Exterior	*****	2018/03/07		1 000,00
10036	Unallocated	T850010	Output VAT - 14%	Sales1803	Paint - Exterior	*****	2018/03/07		140,00
10036	Unallocated	D1ABGRE	Mr. AB Green	Sales1803	Paint - Exterior	*****	2018/03/07	1 140,00	
10036	Unallocated	G010000*	Sales	Sales1803	Install - Built-in cupboard	*****	2018/03/09		1 500,00
10036	Unallocated	T850010	Output VAT - 14%	Sales1803	Install - Built-in cupboard	*****	2018/03/09		210,00
10036	Unallocated	D1MACDS	MAC Shop Decor Specialists	Sales1803	Install - Built-in cupboard	*****	2018/03/09	1 710,00	
10036	Unallocated	G010000*	Sales	Sales1803	Paint - Exterior	*****	2018/03/10		1 000,00
10036	Unallocated	T850010	Output VAT - 14%	Sales1803	Paint - Exterior	*****	2018/03/10		140,00
10036	Unallocated	D1ABGRE	Mr. AB Green	Sales1803	Paint - Exterior	*****	2018/03/10	1 140,00	
10036	Unallocated	G010000*	Sales	Sales1803	Install - Built-in cupboard	*****	2018/03/12		1 500,00
10036	Unallocated	T850010	Output VAT - 14%	Sales1803	Install - Built-in cupboard	*****	2018/03/12		210,00
10036	Unallocated	D1MDAVI	Mr. Mike Davies	Sales1803	Install - Built-in cupboard	*****	2018/03/12	1 710,00	
								5 700,00	5 700,00

**Account view**


**Accounts in the Debtor's ledger:**

					Debit	Credit
<b>Mr. AB Green</b>						
D1ABGRE Mr. AB Green						
10036	2018/03/07	INV/001	Paint - Exterior		1 140,00	
Sales 1803						
10036	2018/03/10	INV/003	Paint - Exterior		1 140,00	
Sales 1803						
<b>Totals</b>					<b>2 280,00</b>	
<b>MAC Shop Decor Specialist</b>						
D1MACDS MAC Shop Decor Specialists						
10036	2018/03/09	INV/002	Install - Built-in cupboard		1 710,00	
Sales 1803						
<b>Totals</b>					<b>1 710,00</b>	
<b>Mr. Mike Davies</b>						
D1MDAVI Mr. Mike Davies						
10036	2018/03/12	INV/004	Install - Built-in cupboard		1 710,00	
Sales 1803						
<b>Totals</b>					<b>1 710,00</b>	

**Accounts in the General ledger:**

					Debit	Credit
<b>Sales</b>						
G010000* Sales						
10036	2018/03/07	*****	Paint - Exterior		1 000,00	
Sales 1803						
10036	2018/03/09	*****	Install - Built-in cupboard		1 500,00	
Sales 1803						
10036	2018/03/10	*****	Paint - Exterior		1 000,00	
Sales 1803						
10036	2018/03/12	*****	Install - Built-in cupboard		1 500,00	
Sales 1803						
<b>Totals</b>					<b>5 000,00</b>	
<b>Output Tax - 14%</b>						
T850010 Output VAT - 14%						
10036	2018/03/07	*****	Paint - Exterior		140,00	
Sales 1803						
10036	2018/03/09	*****	Install - Built-in cupboard		210,00	
Sales 1803						
10036	2018/03/10	*****	Paint - Exterior		140,00	
Sales 1803						
10036	2018/03/12	*****	Install - Built-in cupboard		210,00	
Sales 1803						
<b>Totals</b>					<b>700,00</b>	

**MODULE I - PROCESSING BATCH TRANSACTIONS**


  
**Debits = Credits**  
*Debit transactions in the Debtor's ledger (i.e. individual Debtor accounts)*  
 =  
*Credit transactions in the General ledger (i.e. Sales and Output Tax (VAT/GST/Sales tax) accounts).*

**1.5- RECEIVING PAYMENTS FROM YOUR DEBTORS**

**1.5.1- Entering payments from your debtors (customers / clients)**


Mr. AB Green paid 2 000,00 (1 140,00 for INV001 and 860,00 for INV003) for which receipt number 0002 was issued, and MAC Shop Decor Specialists paid 1 000,00 for which receipt number 0003 was issued. An example of the receipts, is as follows:

<p style="text-align: center;"><b>Handyman Hardware Store</b></p> <p>Receipt No.: 0002      Date: 16 March 2018</p> <p>Received From: <u>Mr. A.B.Green</u></p> <p>For: <u>Payment on Account</u></p> <p>Amount: <u>Two Thousand Rands Only</u>      --- 2 000,00</p> <p>Payment Method: <u>Cheque</u>      Discount: _____</p> <p>Signature: <u>[Signature]</u></p>	<p style="text-align: center;"><b>Handyman Hardware Store</b></p> <p>Receipt No.: 0003      Date: 16 March 2018</p> <p>Received From: <u>MAC Shop Decor Specialists</u></p> <p>For: <u>Payment on Account</u></p> <p>Amount: <u>One Thousand Rands Only</u>      --- 1 000,00</p> <p>Payment Method: <u>Cash</u>      Discount: _____</p> <p>Signature: <u>[Signature]</u></p>
---	--

 Receipts may also be created using the "Create receipts" option (F9: Process) in the Receipts batch and the "Receive payment" option on **Open item link (Action ribbon)** feature.

Both amounts were deposited on 16 March 2018 using deposit slip no. D5001. The total amount deposited is 3 000,00. An example of the deposit slip, is as follows, and must be entered in the Receipts journal:

<b>ABC Bank</b>		<b>Deposit Slip</b>		Date: 16 March 2018
Credit: <u>Handyman Hardware Store</u>		Bank Stamp 16-03-2018 600001	Notes	----- 1 000,00
Account Number: <u>1003030031</u>		Money Orders	Coins	
Drawer's Name		Bank	Branch Name/Code	Sub-total
<u>AB Green</u>		<u>Paradise Bank Springs</u>		----- 2 000,00
Signature		Total		----- 3 000,00
Deposit Reference		<u>Receipts 0002 to 0003</u>		

 All the deposits on one deposit slip must have the same reference. This is very important. If this is not done, bank reconciliation will be difficult, if not impossible.

**To enter your receipts transactions:**

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **ABC-Receipts** journal and click on the **Open** button.
3. Enter the receipt for Mr. AB Green.

Reference: D5001  
 Date: 2018/03/16  
 Description: Payment received - Thank you  
 Account: Mr. AB Green  
 Amount: 2 000,00 CR



**Tax**

*Since No tax (VAT/GST/Sales tax) is applicable, to the receipt transactions in this tutorial, we have selected to hide the Tax column in the **F10:Setup – Standard** tab.*

4. An “Open item selection” screen will appear listing all invoices (both in batches as well as documents, if any). If any opening balances were entered for Mr. AB Green, it will be listed too. You need to select the invoice which, he is paying, i.e. INV001 and press the **Enter** key. This links his payment to that invoice.

Press the **Enter** key again to link the rest of his payment (860,00) to INV003.

The screenshot shows the 'ABC-Receipts - [ABCReceipts1803]' window. The 'Batch entry' tab is active, showing account details for 'D1ABGRE Mr. AB Green' and 'B810-000 ABC - Bank'. A table lists transactions with columns for No, Reference, Date, Description, Account, Debit, Credit, and Open item. Below this, the 'Open item selection' dialog is open, showing a table of linked items with columns for Date, Reference, Payment refer, Description, Amount, Outstanding, and Enter amount. The dialog also includes buttons for 'Clear', 'Auto process', 'Open item link', and 'Payment difference'.

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	D5000	2018/03/01	Cash received from owner	G505000 Capital		5 000,00	
2	D5001	2018/03/16	Payment received - Thank you	D1ABGRE Mr. AB Green		2 000,00	


  

Date	Reference	Description	Enter amount	Outstanding	Amount	Payment reference
2018/03/10	INV003	Paint - Exterior	860,00	1 140,00	1 140,00	ABCReceipts1803
2018/03/07	INV001	Paint - Exterior	1 140,00	1 140,00	1 140,00	ABCReceipts1803
			2 000,00	2 280,00	2 280,00	

Date	Reference	Payment refer	Description	Amount	Outstanding	Enter amount
2018/03/10	INV003	D5001	Paint - Exterior	1 140,00	280,00	0,00
				1 140,00	280,00	0,00


**MODULE I - PROCESSING BATCH TRANSACTIONS**


 You may select (tick) the "Not open item batch" field (**F10:Setup** - "Options for this batch" - **Advanced** tab) to de-activate the open item feature in batches.


 If a transaction for a debtor in the receipts journal is linked to a transaction on the "Open item selection" screen, the transaction will be displayed in a yellow background colour.

- Now capture the deposit from MAC Shop Decor Specialists. As MAC Shop Decor Specialists is not an open-item debtor, you won't need to link the payment to an invoice.

Reference: D5001  
 Date: 2018/03/16  
 Description: Payment received - Thank you  
 Account: MAC Shop Decor Specialists  
 Amount: 1 000,00CR

 **Tax**  
 Since no tax (VAT/GST/Sales tax) is applicable, to the receipt transactions in this tutorial, we have selected to hide the Tax column in the Setup options.

 It is important to type something similar to "Payment Received" in the detail column, as this will appear on the debtor statement and it must be useful information for the debtor.

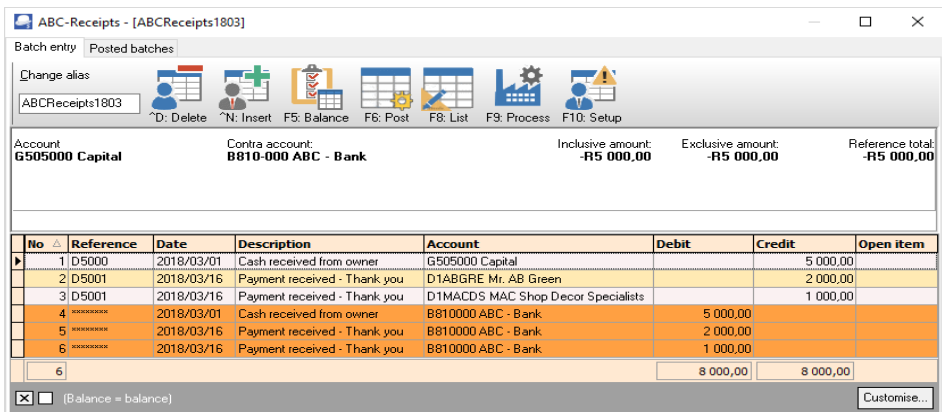
 Do not charge tax on this transaction as you have already charged Output VAT/GST/Sales tax when you captured the sale to the debtor.

 You have now captured all your receipts for the month and may proceed with posting.

**1.5.2- Posting the receipts batch**

Once you have completed entering these receipts, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

- Click on the **F5:Balance** icon.



The screenshot shows the 'ABC-Receipts - [ABCReceipts1803]' window. At the top, there are icons for various functions: Delete, Insert, Balance (F5), Post (F6), List (F8), Process (F9), and Setup (F10). Below the icons, the account information is displayed: Account: G505000 Capital, Contra account: B810-000 ABC - Bank, Inclusive amount: -R5 000,00, Exclusive amount: -R5 000,00, and Reference total: -R5 000,00.

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	D5000	2018/03/01	Cash received from owner	G505000 Capital		5 000,00	
2	D5001	2018/03/16	Payment received - Thank you	D1ABGRE Mr. AB Green		2 000,00	
3	D5001	2018/03/16	Payment received - Thank you	D1MACDS MAC Shop Decor Specialists		1 000,00	
4	*****	2018/03/01	Cash received from owner	B810000 ABC - Bank	5 000,00		
5	*****	2018/03/16	Payment received - Thank you	B810000 ABC - Bank	2 000,00		
6	*****	2018/03/16	Payment received - Thank you	B810000 ABC - Bank	1 000,00		
					8 000,00	8 000,00	

At the bottom of the window, there is a checkbox for '(Balance = balance)' and a 'Customise...' button.

- Click on the **F8:List** icon to print a list of the transactions in the batch.



It is recommended that the source documents (e.g. deposit slips and /or copies of receipts, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

- Click on the **F6:Post** icon to post (update) the batch to the ledger.

### 1.5.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

**To access the T-Account view of the transactions:**

- On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
- Select an account (e.g. B810-000 ABC – Bank). Double-click on the selected account; or right-click and select **Show details** on the context menu.
- Click on the following to get specific views of transactions:
  - Batch number** (e.g. 10037 automatically generated). This will list only the transactions for a specific batch (journal).
  - Account code** (e.g. G505-000 Capital account, B810-000 ABC - Bank, D1AB-GRE Mr. AB Green, D1MA-CDS MAC Shop Decor Specialists). This will list the transactions for a specific account.
  - Date** – This will list the transactions for a specific date. If you double-click on a date, the “From date” and “To date” will be changed to the selected date.

After posting the transactions in the Receipts journal, the transactions should display as follows in the T-Account viewer:

**Batch view**


		From date	To date					Debit	Credit	
		2018/03/01	2019/02/28	<input type="checkbox"/> Show contra	Export	Print	<			
								Opening balances	0,00	
10037	Unallocated	Unallocated	B81 0000	ABC - Bank	ABCReceipts1803	Cash received from owner	*****	2018/03/01	5 000,00	
10037	Unallocated	Unallocated	G505000	Capital	ABCReceipts1803	Cash received from owner	D5000	2018/03/01		5 000,00
10037	Unallocated	Unallocated	B81 0000	ABC - Bank	ABCReceipts1803	Payment received - Thank you	*****	2018/03/16	1 000,00	
10037	Unallocated	Unallocated	B81 0000	ABC - Bank	ABCReceipts1803	Payment received - Thank you	*****	2018/03/16	2 000,00	
10037	Unallocated	Unallocated	D1ABGRE	Mr. AB Green	ABCReceipts1803	Payment received - Thank you	D5001	2018/03/16		2 000,00
10037	Unallocated	Unallocated	D1MACDS	MAC Shop Decor Specialists	ABCReceipts1803	Payment received - Thank you	D5001	2018/03/16		1 000,00
									8 000,00	8 000,00




**MODULE I - PROCESSING BATCH TRANSACTIONS**

**Account view**

Accounts in the Debtor's ledger:

 <b>Mr. AB Green</b>				Debit	Credit
D1ABGRE	Mr. AB Green				
10037	2018/03/16	D5001	Payment received - Thank you		2 000,00
	ABCRceipts 1803				
				<b>Totals</b>	<b>2 000,00</b>

 <b>MAC Shop Decor Specialists</b>				Debit	Credit
D1MACDS	MAC Shop Decor Specialists				
10037	2018/03/16	D5001	Payment received - Thank you		1 000,00
	ABCRceipts 1803				
				<b>Totals</b>	<b>1 000,00</b>

Accounts in the General ledger:

 <b>Capital</b>				Debit	Credit
G505000	Capital				
10037	2018/03/01	D5000	Cash received from owner		5 000,00
	ABCRceipts 1803				
				<b>Totals</b>	<b>5 000,00</b>

 <b>ABC - Bank</b>				Debit	Credit
B810000	ABC - Bank				
10037	2018/03/01	*****	Cash received from owner	5 000,00	
	ABCRceipts 1803				
10037	2018/03/16	*****	Payment received - Thank you	1 000,00	
	ABCRceipts 1803				
10037	2018/03/16	*****	Payment received - Thank you	2 000,00	
	ABCRceipts 1803				
				<b>Totals</b>	<b>8 000,00</b>



Debits = Credits

Debit transactions in the General ledger (i.e.  Bank account).

=

Credit transactions in the General ledger (i.e.  Capital account) +  Debtor's ledger (i.e. individual Debtor accounts).

**1.6- CAPTURING THE REST OF YOUR PAYMENTS**

**1.6.1- Entering the rest of your payments**

Capture the following cheques issued on 30 March 2018 in the payments journal:

Date: 30 March 2018 To: Lucky Rental Agents For: Rent for April 2018 Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: 570.00 (Incl) Balance c/f: _____ 107	Date: 30 March 2018 To: ABC-Office-Supplies For: Payment on Account Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: 750.00 Balance c/f: _____ 108	Date: 30 March 2018 To: Wally's Motors For: Petrol Mercedes Benz Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: 150.00 Balance c/f: _____ 109	Date: 30 March 2018 To: Waltons - Stationery For: Paper and Pens Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: 285.00 (Incl) Balance c/f: _____ 110	Date: 30 March 2018 To: Cash For: Petty Cash Increase Balance b/f: _____ Deposit: _____ Balance: _____ This Cheque: 100.00 Balance c/f: _____ 111
---	---	--	---	---


**To enter your payments transactions:**


1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **ABC-Payments** journal and click on the **Open** button.
3. Enter the following transactions:

Ref. no.	Date	Description	Account	Tax	Dr
107	2018/03/30	Rent - April	Rent	Input Tax- 14%	570,00
108	2018/03/30	ABC-Office-Supplies	Payment on Account	No tax	750,00
109	2018/03/30	Petrol - Mercedes-Benz	Fuel & Oil	No tax	150,00
110	2018/03/30	Waltons - Paper and pens	Stationery	Input Tax - 14%	285,00
111	2018/03/30	Petty cash - Increase float	Petty cash	No tax	100,00

4. An "Open item selection" screen will appear listing all purchase documents for ABC-Office-Supplies. You need to select the purchase document which, is paid, i.e. PU002. Select the correct amount and press the **Enter** key. This links this payment to that purchase.

The screenshot shows the 'Batch entry' window for 'ABC-Payments - [ABCPayments1803]'. The window includes a toolbar with various icons and a table of transactions. Below the table, there is an 'Open item selection' dialog box. The dialog box shows a table with columns for Date, Reference, Description, Enter amount, Outstanding, Amount, and Payment reference. The selected item is PU002, 'Install - Built-in cupboards', with an enter amount of 750,00 and an outstanding amount of 1 710,00. The dialog box also has buttons for 'Clear', 'Auto process', 'Open item link', and 'Payment difference'.

 You may select (tick) the "Not open item batch" field (F10:Setup - "Options for this batch" - **Advanced** tab) to de-activate the open item feature in batches.

 If a transaction for a creditor in the payments journal is linked to a transaction on the "Open item selection" screen, the transaction will be displayed in a yellow background colour.

## MODULE I - PROCESSING BATCH TRANSACTIONS

5. After entering all your payments (cheques), it should reflect your transactions as follows:

ABC-Payments - [ABCPayments1803]

Batch entry | Posted batches

Change alias: ABCPayments1803

Account: G600010 Furniture fittings @ cost    Contra account: 8810-000 ABC - Bank    Inclusive amount: R570,00    Exclusive amount: R500,00    Reference total: R570,00

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1 105		2018/03/01	1 x Desk	G600010 Furniture fittings @ cost	T850030 Input VAT - Capital goods - 14%	500,00		
2 106		2018/03/01	2 x Chairs	G600010 Furniture fittings @ cost	T850030 Input VAT - Capital goods - 14%	300,00		
3 107		2018/03/30	Rent - April	G220000 Rent	T850020 Input VAT - Standard rate - 14%	500,00		
4 108		2018/03/30	Payment on account	C2ABCOS ABC-Office-Supplies	T Empty	750,00		
5 109		2018/03/30	Petrol - Mercedes Benz	G210010 Fuel and oil	T Empty	150,00		
6 110		2018/03/30	Walkons - Paper and pens	G230000 Stationery	T850020 Input VAT - Standard rate - 14%	250,00		
7 111		2018/03/30	Petty cash - Increase float	B820000 Petty cash	T Empty	100,00		
7						2 550,00	0,00	

(Balance = balance)    Customise...



**"F7: Inclusive"** icon - Amounts in the bold font indicate that it is entered Inclusive of VAT/GST/Sales tax.

If the **"F7: Exclusive"** icon is selected, the amounts are entered as Exclusive if VAT/GST/Sales tax and will be displayed in the normal or regular font.



You have now captured all your payments (cheques) for the month and may proceed with posting.

## 1.6.2- Posting the payments batch

Once you have completed entering these cheques, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon. The balancing entries should reflect as follows:

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1	105	2018/03/01	1 x Desk	G600010 Furniture fittings @ cost	T850030 Input/VAT - Capital goods - 14%	500,00		
2	106	2018/03/01	2 x Chairs	G600010 Furniture fittings @ cost	T850030 Input/VAT - Capital goods - 14%	300,00		
3	107	2018/03/30	Rent - April	G220000 Rent	T850020 Input/VAT - Standard rate - 14%	500,00		
4	108	2018/03/30	Payment on account	C2ABCDS ABC-Office-Supplies	T Empty	750,00		
5	109	2018/03/30	Petrol - Mercedes Benz	G210010 Fuel and oil	T Empty	150,00		
6	110	2018/03/30	Waltons - Paper and pens	G230000 Stationery	T850020 Input/VAT - Standard rate - 14%	250,00		
7	111	2018/03/30	Petty cash - Increase float	B820000 Petty cash	T Empty	100,00		
8	*****	2018/03/01	1 x Desk	T850030 Input VAT - Capital goods - 14%	Bal	70,00		
9	*****	2018/03/01	1 x Desk	B810000 ABC - Bank	Bal		570,00	
10	*****	2018/03/01	2 x Chairs	T850030 Input VAT - Capital goods - 14%	Bal	42,00		
11	*****	2018/03/01	2 x Chairs	B810000 ABC - Bank	Bal		342,00	
12	*****	2018/03/30	Rent - April	T850020 Input VAT - Standard rate - 14%	Bal	70,00		
13	*****	2018/03/30	Rent - April	B810000 ABC - Bank	Bal		570,00	
14	*****	2018/03/30	Payment on account	B810000 ABC - Bank	Bal		750,00	
15	*****	2018/03/30	Petrol - Mercedes Benz	B810000 ABC - Bank	Bal		150,00	
16	*****	2018/03/30	Waltons - Paper and pens	T850020 Input/VAT - Standard rate - 14%	Bal	35,00		
17	*****	2018/03/30	Waltons - Paper and pens	B810000 ABC - Bank	Bal		285,00	
18	*****	2018/03/30	Petty cash - Increase float	B810000 ABC - Bank	Bal		100,00	
						2 767,00	2 767,00	

2. Click on the **F8:List** icon to print a list of the transactions in the batch.

## MODULE I - PROCESSING BATCH TRANSACTIONS

C:\TCASH5\plug\_ins\reports\GENERAL\documents\batch.rep

List batch - Unposted batch

Batch name ABC-Payments  
Alias (batch name) ABCPayments1803

Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2018/03/01	105	1 x Desk	G800-010	B810-000	T850-030	70,00	500,00
2018/03/01	*****	*1 x Desk	T850-030	850-030		0,00	70,00
2018/03/01	*****	*1 x Desk	B810-000	810-000		0,00	570,00
2018/03/01	106	2 x Chairs	G800-010	B810-000	T850-030	42,00	300,00
2018/03/01	*****	*2 x Chairs	T850-030	850-030		0,00	42,00
2018/03/01	*****	*2 x Chairs	B810-000	810-000		0,00	342,00
<b>Total</b>						<b>912,00</b>	<b>912,00</b>
Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2018/03/30	107	Rent - April	G220-000	B810-000	T850-020	70,00	500,00
2018/03/30	*****	*Rent - April	T850-020	850-020		0,00	70,00
2018/03/30	*****	*Rent - April	B810-000	810-000		0,00	570,00
2018/03/30	108	Payment on account	C2AB-COS	B810-000		0,00	750,00
2018/03/30	*****	*Payment on account	B810-000	810-000		0,00	750,00
2018/03/30	109	Petrol - Mercedes Benz	G210-010	B810-000		0,00	150,00
2018/03/30	*****	*Petrol - Mercedes Benz	B810-000	810-000		0,00	150,00
2018/03/30	110	Waltons - Paper and pens	G230-000	B810-000	T850-020	35,00	250,00
2018/03/30	*****	*Waltons - Paper and pens	T850-020	850-020		0,00	35,00
2018/03/30	*****	*Waltons - Paper and pens	B810-000	810-000		0,00	285,00
2018/03/30	111	Petty cash - Increase float	B820-000	B810-000		0,00	100,00
2018/03/30	*****	*Petty cash - Increase float	B810-000	810-000		0,00	100,00
<b>Total</b>						<b>1855,00</b>	<b>1855,00</b>



An asterisk (\*) is displayed before the description of a transaction, indicates that it is a balancing transaction.



It is recommended that the source documents (e.g. payment requisitions and / or invoices, slips, etc. received from suppliers, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

- Click on the **F6:Post** icon to post (update) the batch to the ledger. A confirmation message "You are putting cash from a bank/cash directly to a bank/cash account. Do you wish to continue?"

Line : 111 Petty cash - Increase float 810000 ABC - Bank to 820000 Petty cash" will be displayed.

- Click on the **Yes** button.

### 1.6.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

#### To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. B810-000 ABC – Bank). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10038 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. B810-000 Current Bank account, G610-010 Furniture & fittings @ cost, G210-010 Fuel & Oil, B820-000 Petty cash, G220-000 Rent, C2AB-COS ABC-Office-Supplies, T850-020 Input Tax - Standard rate- 14% or T850-030 Input Tax - Capital goods- 14%). This will list the transactions for a specific account.
  - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "From date" and "To date" will be changed to the selected date.

After posting the transactions in the Payments journal, the transactions should display as follows in the T-Account viewer:

**Batch view**

From date: 2018/03/01 To date: 2019/02/28  Show contra


Export Print <

							Debit	Credit
Opening balances							0,00	
10038	Unallocated	Unallocated	T850030	Input VAT - Capital goods - 1	ABCPayments1803	1 x Desk	70,00	
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	1 x Desk		570,00
10038	Unallocated	Unallocated	T850030	Input VAT - Capital goods - 1	ABCPayments1803	2 x Chairs	42,00	
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	2 x Chairs		342,00
10038	Unallocated	Unallocated	G600010	Furniture fittings @ cost	ABCPayments1803	1 x Desk	500,00	
10038	Unallocated	Unallocated	G600010	Furniture fittings @ cost	ABCPayments1803	2 x Chairs	300,00	
10038	Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	ABCPayments1803	Rent - April	70,00	
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	Rent - April		570,00
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	Payment on account		750,00
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	Petrol - Mercedes Benz		150,00
10038	Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	ABCPayments1803	Wallons - Paper and pens	35,00	
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	Wallons - Paper and pens		285,00
10038	Unallocated	Unallocated	B810000	ABC - Bank	ABCPayments1803	Petty cash - Increase float		100,00
10038	Unallocated	Unallocated	G220000*	Rent	ABCPayments1803	Rent - April	500,00	
10038	Unallocated	Unallocated	C2ABCOS	ABC-Office-Supplies	ABCPayments1803	Payment on account	107	750,00
10038	Unallocated	Unallocated	G210010*	Fuel and oil	ABCPayments1803	Petrol - Mercedes Benz	109	150,00
10038	Unallocated	Unallocated	G230000*	Stationery	ABCPayments1803	Wallons - Paper and pens	110	250,00
10038	Unallocated	Unallocated	B820000	Petty cash	ABCPayments1803	Petty cash - Increase float	111	100,00
							2.767,00	2.767,00

**MODULE I - PROCESSING BATCH TRANSACTIONS**

**Account view**

**Debit transactions in the Creditor's ledger:**


 **ABC-Office-Supplies**

C2ABCOS ABC-Office-Supplies				Debit	Credit
10038	2018/03/30	108	Payment on account	750,00	
			ABCPayments1803		
				<b>Totals</b>	<b>750,00</b>


**Debit transactions in the General ledger:**

 **Furniture & fittings @ cost**


G600010 Furniture fittings @ cost				Debit	Credit
10038	2018/03/01	105	1 x Desk	500,00	
			ABCPayments1803		
10038	2018/03/01	106	2 x Chairs	300,00	
			ABCPayments1803		
				<b>Totals</b>	<b>800,00</b>

 **Motor vehicles - Fuel & oil**


G210010* Fuel and oil				Debit	Credit
10038	2018/03/30	109	Petrol - Mercedes Benz	150,00	
			ABCPayments1803		
				<b>Totals</b>	<b>150,00</b>

 **Rent**


G220000* Rent				Debit	Credit
10038	2018/03/30	107	Rent - April	500,00	
			ABCPayments1803		
				<b>Totals</b>	<b>500,00</b>

 **Stationery**


G230000* Stationery				Debit	Credit
10038	2018/03/30	110	Waltons - Paper and pens	250,00	
			ABCPayments1803		
				<b>Totals</b>	<b>250,00</b>

 **Petty cash**

B820000 Petty cash				Debit	Credit
10038	2018/03/30	111	Petty cash increase / bat	100,00	
			ABCPayments1803		
				<b>Totals</b>	<b>100,00</b>

 **Input Tax - Standard rate - 14%**

T850020 Input VAT - Standard rate - 14%				Debit	Credit
10038	2018/03/30	-----	Rent - April	70,00	
			ABCPayments1803		
10038	2018/03/30	-----	Waltons - Paper and pens	35,00	
			ABCPayments1803		
				<b>Totals</b>	<b>105,00</b>

 **Input Tax - Capital goods - 14%**

T850030 Input VAT - Capital goods - 14%				Debit	Credit
10038	2018/03/01	-----	1 x Desk	70,00	
			ABCPayments1803		
10038	2018/03/01	-----	2 x Chairs	42,00	
			ABCPayments1803		
				<b>Totals</b>	<b>112,00</b>

**Credit transactions in the General ledger:**

ABC – Bank				Debit	Credit
10038	2018.03/01	-----	1 x Desk		570,00
			.		
10038	2018.03/01	-----	2 x Chairs		342,00
			.		
10038	2018.03/30	-----	Rent - April		570,00
			.		
10038	2018.03/30	-----	Payment on account		750,00
			.		
10038	2018.03/30	-----	Petrol - Mercedes Benz		150,00
			.		
10038	2018.03/30	-----	Waltons - Paper and pens		285,00
			.		
10038	2018.03/30	-----	Petty cash - Increase fboat		100,00
			.		
<b>Totals</b>					<b>2 767,00</b>



**Debits = Credits**

Debit transactions in the General ledger (i.e. Petty cash + Furniture & fittings + Expenses + Tax (Input VAT/GST/Sales tax) and Creditor's ledger (i.e. individual Creditor accounts).

=

**Credit transactions (i.e. payment transactions from the Bank account).**

THE NEXT STEP IS TO RECONCILE YOUR BANK. TURN TO **MODULE M** TO DO THIS.

## 1.7- PETTY CASH PAYMENTS

Petty cash payments should be used as a bank account. If it is used as a normal General ledger – Balance sheet Account, it could cause problems on the Tax Reports (Input VAT/GST/Sales tax).

You may also reconcile your Petty cash Payments and Receipt Batches. See **MODULE M – BANK RECONCILIATION**.

### 1.7.1- Entering your petty cash payments

For the purpose of this tutorial, we assume that you have paid the following expenses from your petty cash:

Handyman Hardware Store	
Petty Cash Voucher No. PCV001	
Date: 31 March 2018	
Waltons - Paper (VAT Incl.)	-----57,00
<hr/>	
Account: Stationery - Acc 230	Total: -----57,00
Petty Cashier:	Authorised:

Handyman Hardware Store	
Petty Cash Voucher No. PCV002	
Date: 31 March 2018	
ABC Service Station - Fix Puncture	-----10,00
<hr/>	
Account: Motor Vehicle Repairs - Acc 210-020	Total: -----10,00
Petty Cashier:	Authorised:



**To enter your petty cash payment transactions:**

1. On the **Action** ribbon, select **Batch entry (F2)**.
2. Select the **Petty cash Pay.** and click on the **Open** button.
3. Enter the alias (batch name) in the "Change alias" field. In this example, enter "PCPayments1803" to indicate that the Petty cash of March 2018 was entered in this Petty cash payments batch.



The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch or import a posted batch.

4. Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen is displayed:



The contra account is by default set to the Bank account.

You cannot change this in the Payments journal or Petty cash Payments journal.

5. Set up the Petty cash payments journal as follows:

No tax:



Leave blank for the purpose of this tutorial. You may at a later stage select this option, if there are no tax (Input VAT/GST/Sales tax) applicable to all the transactions you need to enter in the Petty cash payments batch.

Increment reference:



Tick.

Consolidate balancing:



Leave blank.

Inclusive mode:



Tick.

Repeat details:



Leave blank.

Amount entry:



Cannot change this at this stage. This is set to "Allow Both". You need to enter payments in the Debit column of the Petty cash Payments batch.

6. Once setup; click on the **Advanced** tab.

Leave all fields blank, and make sure that the default option, "Account lookup type", is set to "All" for this exercise.

- Once setup; click on the **OK** button. You are now ready to record your first petty cash payment.
- Capture your petty cash vouchers from your petty cash voucher book or from your requisitions. Use your petty cash voucher number as the reference number.

Ref. no.	Date	Description	Account	Tax	Amount
PCV001	2018/03/31	Paper - Waltons	Stationery	Input Tax - 14%	57,00
PCV002	2018/03/31	Fix puncture ABC Service Station	Maintenance	No tax	10,00

- You are now ready to capture your first petty cash voucher.

Reference: PCV001  
Date: 2018/03/31  
Description: Waltons - Paper  
Account: G230-000 - Stationery  
Tax: Input VAT/GST/Sales tax - Standard goods - 14%  
Amount: 57,00 DR



*The amount is a debit as it is the amount for the expense account. When you balance the batch, TurboCASH will create the credit to the Petty cash account.*



*Ensure that the "**F7:Inclusive**" icon is reflecting "inclusive". This should be so as we set the batch to inclusive mode. When you select a VAT/GST/Sales tax type, always check the bottom right-hand corner for the inclusive and exclusive amounts. The amount of 57,00 will change to 50,00. This is because the cost of the paper is 50,00 and should be posted to the Stationery expense account. The VAT/GST/Sales tax amount (7,00) must be posted to the Input VAT/GST/Sales tax account.*


- You are now ready to capture your second petty cash voucher.


Reference: PCV002  
Date: 2018/03/31  
Description: ABC – Service Station – Fix Puncture  
Account: Maintenance (motor vehicles).  
Tax: No tax  
Amount: 10,00 DR

## MODULE I - PROCESSING BATCH TRANSACTIONS

12. After capturing your first two petty cash payment vouchers, the Petty cash payments journal is displayed as follows:

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1	PCV001	2018/03/31	Waltons - Paper	G230000 Stationery	T850020 Input VAT - Standard rate - 14%	50,00		
2	PCV002	2018/03/31	ABC - Service Station -Fix puncture	G210020 Maintenance	T Empty		10,00	
						60,00	0,00	

 You can enter transactions in a batch daily and only post at the end of the month. Your transactions will not be lost when you exit a batch or close TurboCASH. You may also choose to post after every balanced entry.

 For the purpose of this tutorial, we will post the batch.


### I.7.2- Posting the petty cash batch

Once you have completed entering these petty cash payments, and you are sure they are correct, you may proceed to finalise the batch. The recommended process, is as follows:

1. Click on the **F5:Balance** icon.

No	Reference	Date	Description	Account	Tax	Debit	Credit	Open item
1	PCV001	2018/03/31	Waltons - Paper	G230000 Stationery	T850020 Input VAT - Standard rate - 14%	50,00		
2	PCV002	2018/03/31	ABC - Service Station -Fix puncture	G210020 Maintenance	T Empty		10,00	
3	*****	2018/03/31	Waltons - Paper	B820000 Petty cash - Standard rate - 14%	Bal	7,00		
4	*****	2018/03/31	Waltons - Paper	B820000 Petty cash	Bal		57,00	
5	*****	2018/03/31	ABC - Service Station -Fix puncture	B820000 Petty cash	Bal		10,00	
						67,00	67,00	

2. Click on the **F8:List** icon to print a list of the transactions in the batch.

 It is recommended that the source documents (e.g. petty cash vouchers and / or invoices, slips, etc. received from suppliers, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

3. Click on the **F6:Post** icon to post (update) the batch to the ledger.

### I.7.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, exported and analysed.

**To access the T-Account view of the transactions:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. B820-000 Petty cash). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10039 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. B820-000 Petty cash, G210-020 Maintenance G230-000 Stationery, T850-020 Input Tax Standard - 14%). This will list the transactions for a specific account.
  - **Date** – This will list the transactions for a specific date. If you double-click on a date, the “From date” and “To date” will be changed to the selected date.

After posting the transactions in the Petty cash journal, the transactions should display as follows in the T-Account viewer:

**Batch view**

		From date	To date	<input type="checkbox"/> Show contra					Debit	Credit
		2018/03/01	2019/02/28	Export	Print	<				
							Opening balances	0,00		
10039	Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	PCPayments1803	Waltons - Paper	*****	2018/03/31	7,00	
10039	Unallocated	Unallocated	B820000	Petty cash	PCPayments1803	Waltons - Paper	*****	2018/03/31		57,00
10039	Unallocated	Unallocated	B820000	Petty cash	PCPayments1803	ABC - Service Station -Fix puncture	*****	2018/03/31		10,00
10039	Unallocated	Unallocated	G230000*	Stationery	PCPayments1803	Waltons - Paper	PCV001	2018/03/31	50,00	
10039	Unallocated	Unallocated	G210020*	Maintenance	PCPayments1803	ABC - Service Station -Fix puncture	PCV002	2018/03/31	10,00	
									67,00	67,00

## MODULE I - PROCESSING BATCH TRANSACTIONS

### Account view

#### Debit transactions in the General ledger:

##### Motor vehicles - Maintenance

G210020* Maintenance				Debit	Credit
10039	2018/03/31	PCV002	ABC - Service Station - Fix puncture	10,00	
PCPayments1803					
				<b>Totals</b>	<b>10,00</b>

##### Stationery

G230000* Stationery				Debit	Credit
10039	2018/03/31	PCV001	Waltons - Paper	50,00	
PCPayments1803					
				<b>Totals</b>	<b>50,00</b>

##### Input VAT – Standard rate - 14%

T850020 Input VAT - Standard rate - 14%				Debit	Credit
10039	2018/03/31	*****	Waltons - Paper	7,00	
PCPayments1803					
				<b>Totals</b>	<b>7,00</b>

#### Credit transactions in the General ledger:

##### Petty cash

B820000 Petty cash				Debit	Credit
10039	2018/03/31	*****	Waltons - Paper		57,00
PCPayments1803					
10039	2018/03/31	*****	ABC - Service Station -Fix puncture		10,00
PCPayments1803					
				<b>Totals</b>	<b>67,00</b>



**Debits = Credits**

**Debit transactions (i.e.  Expenses +  Tax (Input VAT/GST/Sales tax)).**

**=**

**Credit transactions (i.e. payment transactions from the  Petty cash account).**



You may also reconcile your Petty cash payments and receipt batches. See **MODULE M – BANK RECONCILIATION**.

## 1.8- REPEATING TRANSACTIONS

TurboCASH has a Repeating Transactions feature available to enable you to enter transactions, which occur on a periodic basis. They may be weekly, monthly, quarterly or annually, etc.

You may enter the transactions once and, when due, copy them into the normal batch, edit (if amounts have changed), delete or add an entry. This feature will save you lots of time. You may identify those transactions in your business and enter them in this feature.

A few examples of these entries are:

- For entry in the General journal or alternative batch type.
  - Depreciation of fixed assets
  - Payroll Journals or integration
- For entry in the Payments journal
  - Debit orders to third parties.
- For entry in the Receipts journal
  - Debit orders from third parties

Repeating transactions may be processed via the following options:

- **Edit → Repeating transactions (Action ribbon)** – Enter the transactions once in the “*Repeating batch entry*” screen. You may then Import the transactions into the normal “*Batch entry*” screen using the “*Repeating transactions*” option on the **F9:Process** (“*Process the batch*”) list.
- **Import a posted batch** option on the **F9:Process** options - **Batch entry (Action ribbon)**. Once you have entered and posted a normal batch, you may import the batch, edit it, as required, and then post it.

For the purpose of this tutorial, assume that you will write-off some depreciation on your fixed assets. Enter the following entries for your depreciation on 2018/03/31:

Furniture & fittings:	50,00 per month.
Motor vehicles: Mercedes-Benz	75,00 per month.
Motor vehicles: Delivery van	25,00 per month.

---

### I.8.1- Entering repeating transactions

---

**To enter repeating transactions:**

1. On the **Action** ribbon, select **Edit → Repeating transactions**.
2. Select the **General jnl.** batch type and click on the **Open** button.



*To indicate that you have selected a Repeating Batch or Journal, note the following:*

- a) *\*\*\*Repeating transactions\*\*\* is displayed after the name of the batch type.*
- b) *No alias for the batch will be displayed in the screen heading (titlebar).*
- c) *The alias will not be saved, as only one Repeating transactions batch can be set for a specific batch type.*

## MODULE I - PROCESSING BATCH TRANSACTIONS

- Click on the **F10:Setup** icon to set your batch up. The "Options for this batch" screen is displayed:

- Set up the repeating transactions General journal for depreciation transactions as follows:

*Contra account:* Click on the **Lookup** button and select - "205-000 - Depreciation".  
*No tax:* Tick.  
*Increment reference:* Leave blank.  
*Consolidate balancing:* Leave blank.  
*Contra account per line:* Leave blank.  
*Inclusive mode:* Tick.  
*Repeat details:* Tick.  
*Amount entry:* Tick on "Credit".  
*Opening balance - This year:* Leave blank.



- Once setup; click on the **Advanced** tab.
- Select the "General ledger" option for both the "Account lookup type" and "Contra account lookup type", since you do not need to select "Debtors" or "Creditors" accounts when you enter transactions for depreciation.
- Once setup; click on the **OK** button.
- You are now ready to capture your repeating transactions.

Ref. no.	Date	Description	Account	Credit
DE1803	2018/03/31	Depreciation-Furniture & Fittings	600-020 Furniture & fittings - Accumulated depreciation	50,00
DE1803	2018/03/31	Depreciation-Motor vehicles-Merc	610-020 Motor vehicles - Accumulated depreciation	75,00
DE1803	2018/03/31	Depreciation-Motor vehicles-Delivery van	610-020 Motor vehicles - Accumulated depreciation	25,00

9. The repeating transactions for "General journal" screen should reflect as follows:

No	Reference	Day	Description	Account	Debit	Credit
1	DE1803	2018/03/31	Depreciation-Furniture & fittings	G600020 Furniture fittings -Acc. deprec.		50,00
2	DE1803	2018/03/31	Depreciation-Vehicles-Merc	G610020 Motor vehicles -Accum. depreciation		75,00
3	DE1803	2018/03/31	Depreciation-Vehicles-Delivery van	G610020 Motor vehicles -Accum. depreciation		25,00
					0,00	150,00

10. Click on the **F5:Balance** icon. Balancing entries will be generated to the Depreciation Contra account.  
 11. Click on the **F8:List** icon to print a list of the transactions in the batch.


 You may wish to print the list of repeating transactions for record purposes.  
 The Batch list will not display an alias (batch name); since you cannot change the alias. The alias for a normal batch (journal) will be displayed as (for example in this case) Alias (batch name): General jnl..

12. Press the **Esc** key to exit this repeating batch.

## 1.8.2- Updating repeating transactions

### To post or update the repeating transactions batch:


- On the **Action** ribbon, select **Batch entry (F2)**.
- Select the **General jnl.** and click on the **Open** button. Note that there will be no alias displayed on the screen titlebar as this is a normal batch.
- Click on the **F9:Process** icon. The "Process the batch" screen will be displayed.
- Select the "Repeating transactions" option and click on the **OK** button. The following screen on the "Batch entry" screen, will be displayed:


 If you enter a reference number into the "New Reference" field, the reference numbers will not be incremented.  
 The reference number entered, will apply to all repeating transactions which will be imported or generated into the batch (journal).





## MODULE I - PROCESSING BATCH TRANSACTIONS

- Select and / or enter the following options:


Year:  Select "This year".

Period:  Select "March 2018".

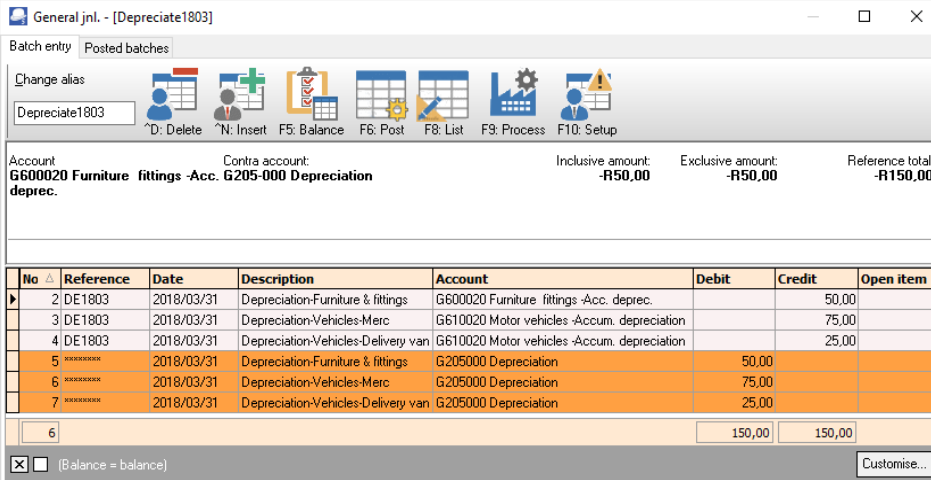
Add this to descriptions:  Leave blank, for the purpose of this tutorial.

New reference:  Leave blank, for the purpose of this tutorial.

- Click on the **OK** button. All the transactions you have entered in the repeating batch entry for the General journal will be imported (copied) into the normal batch.
- Enter the alias (batch name) in the "Change alias" field. In this example, enter "Depreciate1803" to indicate that the Depreciation transactions for March 2018 was entered in this General journal batch.

 The alias option allows you to identify a batch by a unique name. You will be able to select the batch by alias or batch name if you need to reverse the posted batch, import a posted batch or print a posted batch from the **Batches** tab of the **Batch entry – Posted batches – Details** tab.

- Click on the **F5:Balance** icon to re-balance the batch.



General.jnl. - [Depreciate1803]


Batch entry | Posted batches

Change alias: Depreciate1803

Account: G600020 Furniture fittings -Acc. deprec.    Contra account: G205-000 Depreciation    Inclusive amount: -R50,00    Exclusive amount: -R50,00    Reference total: -R150,00

No	Reference	Date	Description	Account	Debit	Credit	Open item
2	DE1803	2018/03/31	Depreciation-Furniture & fittings	G600020 Furniture fittings -Acc. deprec.		50,00	
3	DE1803	2018/03/31	Depreciation-Vehicles-Merc	G610020 Motor vehicles -Accum. depreciation		75,00	
4	DE1803	2018/03/31	Depreciation-Vehicles-Delivery van	G610020 Motor vehicles -Accum. depreciation		25,00	
5	*****	2018/03/31	Depreciation-Furniture & fittings	G205000 Depreciation	50,00		
6	*****	2018/03/31	Depreciation-Vehicles-Merc	G205000 Depreciation	75,00		
7	*****	2018/03/31	Depreciation-Vehicles-Delivery van	G205000 Depreciation	25,00		
6					150,00	150,00	

(Balance = balance)    Customise...

 Always check that the amounts are the same before posting this batch. For instance if you have sold your Mercedes-Benz, you may need to delete the entry for the next months. If you have purchased new assets you may change the amount or add a new entry. You may do it on this screen, but it is recommended that you edit your repeating transactions in the **Edit → Repeating transactions** menu (**Action** ribbon) to avoid having to change the same issues every time you wish to update a repeating batch.

- If the batch is not balanced or in balance, click on the **F5:Balance** icon to balance the batch.
- Click on the **F8:List** icon to print a list of the transactions in the batch.



It is recommended that the source documents (e.g. working papers, calculation of depreciation, etc.) be attached to this List of the transactions and that it be retained for record and audit purposes.

- Once you are satisfied that all the entries are correct, click on the **F6:Post** icon.

### I.8.3- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, exported and analysed.

**To access the T-Account view of the transactions:**

- On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
- Select an account (e.g. G205-000 Depreciation). Double-click on the selected account; or right-click and select **Show details** on the context menu.
- Click on the following to get specific views of transactions:
  - Batch number** (e.g. 10042 automatically generated). This will list only the transactions for a specific batch (journal).
  - Account code** (e.g. G205-000 Depreciation, G600-020 Furniture & fittings - Accumulated Depreciation, G610-020 Motor vehicles - Accumulated depreciation). This will list the transactions for a specific account.
  - Date** – This will list the transactions for a specific date. If you double-click on a date, the "From date" and "To date" will be changed to the selected date.

After posting the transactions in the Depreciation transactions in the General journal, the transactions should display as follows in the T-Account viewer:


**Batch view**

		From date	To date					Debit	Credit
		2018/03/01	2019/02/28	<input type="checkbox"/> Show contra	Export	Print	<		
								Opening balances	0,00
10042 Unallocated	Unallocated	G205000*	Depreciation	Depreciate1803	Depreciation-Furniture & fittings	*****	2018/03/31	50,00	
10042 Unallocated	Unallocated	G205000*	Depreciation	Depreciate1803	Depreciation-Vehicles-Merc	*****	2018/03/31	75,00	
10042 Unallocated	Unallocated	G205000*	Depreciation	Depreciate1803	Depreciation-Vehicles-Delivery van	*****	2018/03/31	25,00	
10042 Unallocated	Unallocated	G600020	Furniture fittings -Acc. depr	Depreciate1803	Depreciation-Furniture & fittings	DE1803	2018/03/31		50,00
10042 Unallocated	Unallocated	G610020	Motor vehicles -Accum. depr	Depreciate1803	Depreciation-Vehicles-Merc	DE1803	2018/03/31		75,00
10042 Unallocated	Unallocated	G610020	Motor vehicles -Accum. depr	Depreciate1803	Depreciation-Vehicles-Delivery van	DE1803	2018/03/31		25,00
								150,00	150,00

**MODULE I - PROCESSING BATCH TRANSACTIONS**

**Account view**

**Debit transactions in the General ledger:**


 **Depreciation**

G20 5000* Depreciation				Debit	Credit
10042	2018/03/31	-----	Depreciation-Furniture & fittings	50,00	
	Depreciate1803		.		
10042	2018/03/31	-----	Depreciation-Vehicles-Merc	75,00	
	Depreciate1803		.		
10042	2018/03/31	-----	Depreciation-Vehicles-Delivery van	25,00	
	Depreciate1803		.		
<b>Totals</b>				<b>150,00</b>	

**Credit transactions in the General ledger:**

 **Furniture & fittings - Accumulated depreciation**

G60 0020 Furniture fittings -Acc. deprec.				Debit	Credit
10042	2018/03/31	DE1803	Depreciation-Furniture & fittings		50,00
	Depreciate1803		.		
<b>Totals</b>					<b>50,00</b>

 **Motor vehicles - Accumulated depreciation**

G610020 Motor vehicles -Accum. depreciation				Debit	Credit
10042	2018/03/31	DE1803	Depreciation-Vehicles-Merc		75,00
	Depreciate1803		.		
10042	2018/03/31	DE1803	Depreciation-Vehicles-Delivery van		25,00
	Depreciate1803		.		
<b>Totals</b>					<b>100,00</b>



**Debits = Credits**

**Debit transactions (i.e.  Depreciation expense account)**

**=**

**Depreciation Account for each Fixed Asset (e.g. for  Furniture & fittings and Motor vehicles)).**



Since you have updated your batches, you may generate any of the reports to view what your profits and losses are and any detailed transactions, etc. and evaluate your business on any of these reports.

# **MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK**

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## **IN THIS MODULE**

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## J.1- SALES AND PURCHASES TRANSACTIONS



The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

This MODULE, VAT based on 14% tax for taxable transactions up to 31 March 2018.



The Purchases and Sales of Trading stock items (Default) stock type are dealt with in **MODULE K**.


### J.1.1- Purchases

The following options are available to enter Purchase transactions:

1. **Batch entry** – Hand-written purchases and supplier returns (supplier credit notes) may be entered in the Purchase Jnl.



These are dealt with in **Chapter I.3 of MODULE I**.

2. **Documents** – If you wish to generate purchase documents (i.e. Purchases, Supplier returns and Orders), you may enter transactions in **Documents (Action ribbon)**. To do this, you need to create stock item codes for the following stock types:
  - a) **Financial entry** – You only need to set the Tax accounts (Input and Output Tax accounts). When selecting this item, it will allow you to select the general ledger account on the Accounts lookup. Purchase prices may also be maintained for the Financial entry stock item type.
    -  For the purpose of this tutorial, we will be purchasing services (i.e. Tyres and Service to Delivery Van and Installation of Office Equipment from creditors (suppliers).
  - b) **Purchases (no stock)** – Pre-set the Input Tax account and pre-set purchase (expense / asset) account as well as purchase / cost prices.
  - c) **Purchases** – This is similar to the Purchases (no stock) stock type. - It will also allow you to keep track of stock item quantities, etc. by updating the stock transaction table.



Purchases could also be used for any purchases other than trading stock. Non-trading stock items could be captured through the **Batch entry - Purchase journal (Action ribbon)**. These may now be entered using the different stock types. An example of a non-stock item could be the purchase of consumables such as stationery, etc.

## J.1.2- Sales

---

The following options are available to enter Sales transactions:

1. **Batch entry** – Hand-written invoices and credit notes may be entered in the Sales Jnl.



*These are dealt with in Chapter 1.4 of MODULE I.*

2. **Documents** – If you wish to generate sales documents (i.e. Invoices, Credit notes and Quotes), via TurboCASH, you may enter transactions in **Documents (Action ribbon)**. To do this, you need to create stock item codes for the following stock types:
  - a) **Financial entry** – You only need to set the Tax accounts (Input and Output Tax accounts). When selecting this item, it will allow you to select the general ledger account on the Accounts lookup. Selling prices may also be maintained for the Financial entry stock item type.
  - b) **Sales (no stock)** – Pre-set the Output Tax account and Sales account as well as selling prices.



*For the purpose of this tutorial, we will be selling 2 services (i.e. Install - Built-in cupboards and Paint - Exterior (outside of houses)) at 500,00 per hour to our debtors / clients).*

- c) **Sales** – This is similar to the Sales (no stock) stock type. It will also allow you to keep track of stock item quantities, etc. by updating the stock transaction table.



*Invoices could also be used for any sales other than trading stock. Non-trading stock items could be captured through the **Batch entry - Sales journal (Action ribbon)**. These may now be entered using the different stock types. An example of a non-stock item could be the sale of old or obsolete furniture, which your business does not use any longer.*

## **J.2- DOCUMENTS / STOCK SETTING AND PARAMETERS**

It is important that the required accounts and settings be absolutely correct before you proceed with purchasing and selling of stock items in a Set of Books. If this is not done, you may find incorrect results in *TurboCASH*. For example, the Cost of sales transactions may not be generated when documents are posted to the ledger or the cost of sales may be calculated at average cost in stead of latest cost, etc.

Setup of Documents is a once off process:

1. **Documents setup (Setup ribbon)** – Check document numbers, messages, set layout files, etc. - (See **Chapter E.4.5** of **MODULE E**).
2. **Groups (Setup ribbon)** – Add the Cost of sales reporting group under Account group 1 (Reporting group 1). Add Reporting groups 1 and 2 for Document groups and Stock group 1 /2, where applicable. - (See **Chapter E.4.4** of **MODULE E**).
3. **Salesperson (Setup ribbon)** – Add Salespersons. - (See **Chapter E.4.7** of **MODULE E**).
4. **Setup → Batch types** – Add Cost of sales Batch (only to be used with Cost of sales settings for the Default Stock type). - (See **Chapter E.4.3** of **MODULE E**).
5. **Stock information (Setup ribbon)** – Unit prices, Selling price descriptions, Default selling price. - (See **Chapter E.4.6** of **MODULE E**).
6. **Accounts (Action ribbon)** – Create a Cost of sales account for Trading stock. - (See **Chapter F.1** of **MODULE F**).
7. **Creditors (Action ribbon)** – Create a Sundry Supplier account. - (See **Chapter F.2** of **MODULE F**).
8. **Debtors (Action ribbon)** – Create a Cash Customer and Linking Debtors to a Salesperson. - (See **Chapter F.3** of **MODULE F**).



*You may print a Company information (**Reports → Company info – Information**) report to check the selling price descriptions. This report will also display the default headings and messages that will print on document layout files (i.e. Invoices, Quotes, Credit notes, Purchases, Supplier returns and Orders).*



*Your Set of Books should be set up to process documents for the purchase and selling of stock items.*

### **J.3- PROCESSING CREDITORS - ORDERS AND PURCHASES**

The similar Purchase transactions may be entered in the normal "Batch entry" screens as above (See **Chapter I.3** of **MODULE I**). Using the batch option, will not generate any purchase documents (i.e. Orders, Purchase documents and / or Supplier return documents). These documents need to be manually written in purchased stationery.

Using the Documents option, the transactions in the Purchase journal will automatically be generated and these documents will be automatically be generated via the layout files as set in as follows:

- **Global Settings** – As selected on the "Layout file" fields of **Documents setup** (**Purchases, Supplier returns** and **Orders** tabs) (**Setup** ribbon).
- **Creditor** (Supplier) **Specific Settings** – As selected on the "Layout file" fields of the **Creditors - Delivery address** tab) (**Action** ribbon) – ("Layout file 1" = Purchases, "Layout file 2" = Supplier returns and "Layout file 3" = Orders fields).
- The Default setting on the layout file should always revert to the Global settings unless another layout file have been set for a specific creditor (supplier) account. In addition to these two (2) settings layout files may be changed or other formats may be selected as follows:
  - **Documents** (**Action** ribbon) – Sidebar for Purchase document types (i.e. Purchases, Supplier returns and / or Orders).
  - **Creditors – Documents** tab (**Action** ribbon) of a selected creditor (supplier) account.



*Purchase documents must be used for trading stock items. Please refer to **MODULE K** of this tutorial.*

The transactions will automatically be generated when documents are updated or posted to the ledger. It will automatically generate and update (post) the transactions to the ledger in the batch types as set (linked) in the **Documents setup** (**Setup** ribbon) - **Purchases** and **Supplier returns** tabs.



### J.3.1- Creating an order

You may need to place an order with any of your creditors (suppliers). When the Goods are received you may confirm the order against the actual goods received and the original order. You will do this by converting the Order to a Purchase document.



Orders cannot be updated (posted) to the ledger and it generates no transactions. But, once the Order has been converted to a Purchase document, it can be updated (posted) to the ledger.

**Order the following services and goods (NON-TRADING STOCK ITEMS) from ABC-Service Centre:**

<b>ORDER: OR000001 - 2018/03/01</b>	
<b>ABC-Service-Centre</b>	
Service - Delivery van	400,00
5 x New Tyres - Fitting and balancing	<u>600,00</u>
Total	1 000,00
Input Tax - 14%	<u>140,00</u>
<b>Total</b>	<b>1 140,00</b>

**To create an order:**

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select "Orders" in the "Documents" field; if "Orders" is not selected.
3. Click on the **New** button. The "Creditor accounts" screen is displayed:

Creditor code	Name	First name	Contactperson	Address	Address 2	Address 3	Postal code	Telephone 1	Telephone 2
2ADNES	A-ONE Suppliers	Andy	Austin	P O Box 31318	Marshalltown	Johannesburg	2000	(011) 838-9221	(011) 838-9221
2BESTS	BEST Suppliers	Ben	Best	P O Box 45632	Halfway House		1685	(011) 310-3110	
2COPEN	Opening balances - Creditor								
2SUNSU	SUNDRY SUPPLIERS								
2ABCDS	ABC Office-Supplies	Walters	Penny	PO Box 8888	Lakeview	Johannesburg	2012	(011)312-9997	(011)312-9997
2ABCSC	ABC-Service-Centre	Xavier	Brown	PO Box 9999	Lakeside	Johannesburg	2122	(011)313-9997	(011)313-9997

4. Select the Creditor (supplier) account ("ABC-Service-Centre").
5. Click on the **Open** or **OK** button. The screen for "Orders" is displayed:

## MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK

2ABCSC Order OR00001 ABC-Service-Centre

Your reference: AAB234GP Document group: Document group 1A Date: 2018/03/01  
 Salesperson: Russell Document group: Unallocated Due date: 2018/03/01  
 Contra account: Standard

**Postal address**      **Delivery address**      **Message**

Company: ABC-Service-Centre      ABC-Service-Centre  
 Contact: \*Xavier Brown      \*Xavier Brown  
 Address: PO Box 9399      Metro Building  
 Address 2: Lakeside      Lake Street  
 Address 3: Johannesburg      Lakeside  
 Postal code: 2122      2123  
 Country: South Africa      South Africa

Message: Please confirm extras  
 Tax reference: 3333333333










+D: Open fast add    \*D: Delete    F12: \*N: Insert    F7: Exclusive    F7: Inclusive    F8: Discount    F9: Comment    F10: Delete all    F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
GL-CODE 210020	Maintenance	1,00	1,00	Input VAT - Standard rat	400,00	% 0	400,00
10 000 Km Service							
	Service - Delivery van						
GL-CODE 210030	Repairs	1,00	1,00	Input VAT - Standard rat	600,00	% 0	600,00
	5x New tyres - Fitting and balancing						

Creditors: 2AB-CSC      Current balance: 1140,00      Gross weight: 0,00      Exclusive total: 1000,00  
 Order no.:      Available: 8860,00      Net weight: 0,00      Tax: 140,00  
 Credit limit: 10000,00      Total discount: 0,00      Invoice total: 1140,00      Payments: 0,00  
 Std disc%: 0,00

Fast add item (code/barcode/serial)           

### 6. Enter and / or select the following options:

- Your reference:**  Enter "AAB234GP" as the registration number of the vehicle. This will allow you to track down the vehicle's history when entering the registration number in the **Search (Investigator)** on the **Action** ribbon. All documents matching that registration number will be listed.
- Salesperson:**  Select "Russell". Salespersons are optional for orders. This field is to show who handled the order.
- Document group 1/2:**  Select "Document group 1A".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups (Setup ribbon)**
- Date:**  Select "2018/03/01", for the purpose of this tutorial. By default, the system date will be displayed.
- Due date:**  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected creditor account.  
 Press the **Enter** key until you get to the transaction details screen (skip the "Address, Delivery address" and "Message" fields).
- Item no.:**  Select "GL-CODE". The "Accounts lookup" screen will be displayed.  
 Select the Account "G210-020 – Maintenance" for the Service of the Delivery Van. The description of the selected account is displayed. You may over-type this.



If Abbreviation definitions were set in the **Batch entry** (Action ribbon) (**F9:Process**), you may enter a character (or more) to auto-complete a description in the document line.



For the purpose of this tutorial, click on the **F9:Comment** icon or press the **F9** key. Enter "Service Delivery Van - AAB234GP" and click on the **OK** button.



Enter the Unit price (Exclusive of VAT/GST/Sales tax, if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales, tax if the **F7:Inclusive** icon is active).



Select "GL-CODE".  
The "Accounts lookup" screen will be displayed.



Select the Account "G210-030 – Repairs" for the 5 new tyres and fitting. The description of the selected account is displayed. You may over-type this.



For the purpose of this tutorial, click on the **F9:Comment** icon or press the **F9** key.



Enter "5 x New Tyres Fitting and balancing" and click on the **OK** button.



Enter the Unit price (Exclusive of VAT/GST/Sales tax, if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** icon is active).

7. Click on the **OK** button. A confirmation message "Do you wish to print this order?" will be displayed.
8. Click on the **Yes** button to print the order.

## MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK

An example of the printed order, is as follows:

Order (15 code)

Order Page no.: 1 / 1

<b>ABC-Service-Centre</b> PO Box 9999 Lakeside Johannesburg 2122	<b>Handyman Hardware Store</b> 27 Olifants Road Emmarentia Johannesburg 2195 Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: ngmail@ngs.p.net Website: turboash.net Company reg. no.: 338012345 Tax reg. no.: 446010111
<b>Delivery address</b> Metro Building Lake Street Lakeside 2123	

Order no.: OR000001	Date: 2018/03/01	Account no.: C2ABCSC
---------------------	------------------	----------------------

Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
GL-CODE	Maintenance	1	400,00		400,00	14,00%	56,00	456,00
	10 000 Km Service							
	Service - Delivery van							
GL-CODE	Repairs	1	600,00		600,00	14,00%	84,00	684,00
	5x Newtyres - Fitting and balancing							
<b>Total</b>					<b>1 000,00</b>		<b>140,00</b>	<b>1 140,00</b>

Due date: 2018/03/01 Your reference: AAB234GP Tax reference: 333333333 Message: Please confirm extras Salesperson: Russell	<b>Order accepted:</b> Name: _____ Date: _____ Signature: _____ #res/Order: 2018/03/29 06:36:01
--	---



This example is based on the Order (15 code). You may also select the following available order layout files:

- Order (10 code)
- Order (no codes)
- Order A4 (10 code)
- Order A4 (15 code)
- Order A4 (no codes)
- Order A4 Plain (10 code)
- Order A4 Plain (15 code)
- Order A4 Plain (no codes)

### J.3.2- Confirming / Converting an order to a purchase document

We have already placed an order with our ABC-Service-Centre - and the delivery van are fixed (serviced and 5 new tyres have been fitted and balanced) on 14 March 2018. The order needs to be checked and converted into a Purchase document.



#### **Convert invoice to order**

If you have already created invoices (whether they are updated to the ledger (posted) or not), you may convert the Invoice to an Order. To do this, select the Invoice on the documents list and right-click and select the "Documents → Convert invoice to order" option from the context menu. You may then edit the order and convert it to a purchase document.

#### **To convert an order to a purchase document:**



You may also convert Orders to Purchase documents from the **Input → Confirm (Action ribbon)**.

1. Access the "Orders" in the "Documents" field; if "Orders" is not selected.
2. Select the order to convert and right-click.

id	Document no.	Date	Description	Account no.	Amount incl.	Tax amount	Amount excl.
28	OR000001	2018/03/01	ABC-Service-Centre	C2ABCSC	1 140,00	140,00	1 000,00

3. On the context menu, select the "Confirm quotes and orders" option. A confirmation screen "Do you wish to continue?" will be displayed.
4. Click on the **Yes** button to proceed. Another confirmation screen "Do you wish to delete this Order?" will be displayed.
5. Click on the **No** button not to delete the order.



If you click on the **Yes** button, the order will be deleted from the "Orders" list of the "Document entry" screen.

Should you click on the **No** button the order will still be available on the "Orders" list of the "Document entry" screen. You may then Copy the order, change the account, edit the account, etc. before converting it to a purchase document.



You may delete Orders in **Edit → Delete → Documents (Action ribbon)**.

### J.3.3- Creating a purchase document

Once an Order is converted to a Purchase document, it must be checked to see that the correct stock was received. When we access the Purchase documents screen from the **Documents** → **Purchases** menu (**Action** ribbon) and the Creditor is selected, all available unposted Purchase documents for that supplier are listed.

#### J.3.3.1- Editing a purchase document confirmed from an order

**To edit a purchase document converted from an order:**

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select “Purchases” in the “Documents” field; if “Purchases” is not selected.



*The Purchase document, listed on the “Document entry” screen, was automatically created when you have confirmed and converted the Order to a Purchase document.*

3. Select the Purchase document on the list and click on the **Edit** button. The screen for Purchases is displayed:

2ABCSC Purchase PU000001 ABC-Service-Centre

Your reference: AAB234GP | Document group: Document group 1A | Date: 2018/03/14 | Contra account: Standard  
 Salesperson: Russell | Document group: Unallocated | Due date: 2018/03/14

**Postal address** | **Delivery address** | **Message**

Company: ABC-Service-Centre | ABC-Service-Centre | Please Confirm Extras  
 Contact: Xavier Brown | Xavier Brown  
 Address: PO Box 9999 | Metro Building  
 Address 2: Lakeside | Lake Street  
 Address 3: Johannesburg | Lakeside  
 Postal code: 2122 | 2123  
 Country: South Africa | South Africa

Tax reference: 333333333

+Open: fast add | +D: Delete | +N: Insert | +F7: Exclusive | +F7: Inclusive | +F8: Discount | +F9: Comment | +F10: Delete all | +F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount e)
GL-CODE 210020	Maintenance	1,00	1,00	Input VAT - Standard rat	400,00	% 0	400,00
10 000 Km Service							
	Service - Delivery van						
GL-CODE 210030	Repairs	1,00	1,00	Input VAT - Standard rat	600,00	% 0	600,00
	5x New tyres - Fitting and balancing						


Creditors: 2AB-CSC | Current balance: 2280,00 | Gross weight: 0,00 | Exclusive total: 1000,00  
 Available: 7720,00 | Net weight: 0,00 | Tax: 140,00  
 Purchase no.: | Credit limit: 10000,00 | Total discount: 0,00 | Payments:   
 Std disc%: 0,00 | Invoice total: 1140,00 | 0,00


Fast add item (code/barcode/serial)




*The Order number “OR000001”, which was converted to this Purchase document, is displayed in the very last line in the “Message” field.*

4. Enter and / or select the following options:

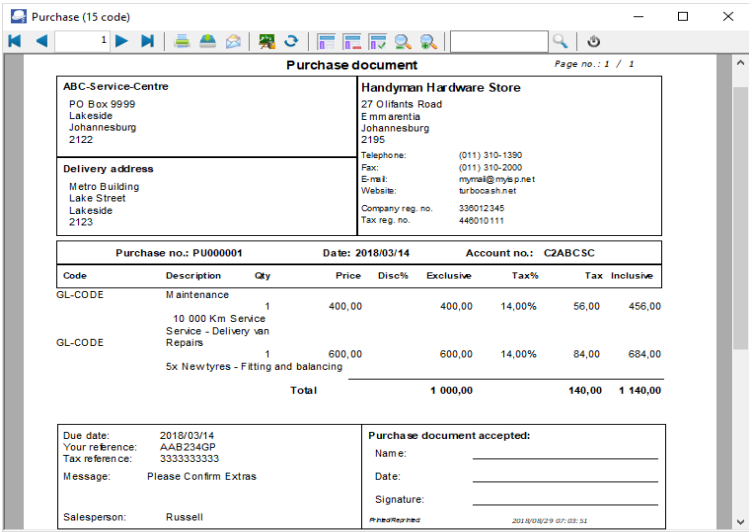
*Your reference:*  Check that "AAB234GP" is displayed.

*Date:*  The system date should be displayed. Select "2018/03/14", as it is the date on which the order was fulfilled.  
This is the date on which the Order need to be converted to a Purchase document).

*Due date:*  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected creditor account.

5. The items and details of the order will be displayed on the respective fields. Check the details and that the purchase price is correct. You may edit it, if necessary.
6. Click on the **OK** button. A confirmation screen "Do you wish to print this purchase?" will be displayed.
7. Click on the **Yes** button.

An example of the printed purchase document, is as follows:




**Purchase document** Page no.: 1 / 1

<b>ABC-Service-Centre</b> PO Box 9999 Lakeside Johannesburg 2122	<b>Handyman Hardware Store</b> 27 Olifants Road Edmore Johannesburg 2195
<b>Delivery address</b> Metro Building Lake Street Lakeside 2123	Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: mymal@mysp.net Website: turbocash.net Company reg. no. 330012345 Tax reg. no. 446010111

Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax Inclusive
GL-CODE	Maintenance	1	400,00		400,00	14,00%	456,00
	10 000 Km Service						
GL-CODE	Service - Delivery van Repairs	1	600,00		600,00	14,00%	684,00
	5x Newtyres - Fitting and balancing						
<b>Total</b>			<b>1 000,00</b>		<b>140,00</b>		<b>1 140,00</b>

Due date: 2018/03/14	<b>Purchase document accepted:</b>
Your reference: AAB234GP	Name: _____
Tax reference: 333333333	Date: _____
Message: Please Confirm Extras	Signature: _____
Salesperson: Russell	Printed: 2018/03/29 07:03:32

 This example is based on the Purchase (15 code). You may also select the following available purchase layout files:

- Purchase (10 code)
- Purchase (no codes)
- Purchase A4 (10 code)
- Purchase A4 (15 code)
- Purchase A4 (no codes)
- Purchase A4 Plain (10 code)
- Purchase A4 Plain (15 code)
- Purchase A4 Plain (no codes)

 You are now ready to enter the rest of your Purchases.


**J.3.3.2- Creating a new purchase document**

**We have also purchased the following services:**

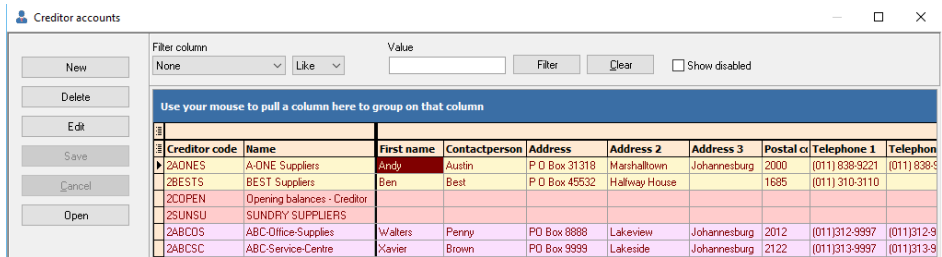
<i>PU000002 - 2018/03/15</i>	
<i>Invoice IN0014 from</i>	
<i>ABC-Office-Supplies</i>	
<i>Installation of office equipment</i>	<i>1 500,00</i>
<i>Input Tax – 14%</i>	<i><u>210,00</u></i>
<b>Total</b>	<b>1 710,00</b>

**To create a new purchase document:**

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select "Purchases" in the "Documents" field; if "Purchases" is not displayed.
3. Click on the **New** button.

 Only select "New" when you are actually creating a new Purchase document. Remember that you will only be able to edit Purchase documents as long as they have not yet been updated to the ledger.

The "Creditor accounts" screen is displayed:



Creditor code	Name	First name	Contactperson	Address	Address 2	Address 3	Postal code	Telephone 1	Telephone 2
2AONES	A-ONE Suppliers	Andy	Austin	P O Box 31318	Marshalltown	Johannesburg	2000	(011) 838-9221	(011) 838-9221
2BESTS	BEST Suppliers	Ben	Best	P O Box 45532	Halfway House		1685	(011) 310-3110	
2COPEN	Opening balances - Creditor								
2SUNSU	SUNDRY SUPPLIERS								
2ABCDS	ABC-Office-Supplies	Walkers	Penny	PO Box 8888	Lakeview	Johannesburg	2012	(011)312-9997	(011)312-9997
2ABCSC	ABC-Service-Centre	Xavier	Brown	PO Box 9999	Lakeside	Johannesburg	2122	(011)313-9997	(011)313-9997

4. Select the Creditor (supplier) account ("ABC-Office Supplies").
5. Click on the **Open** or **OK** button. The screen for "Purchases" is displayed:



2ABCOS Purchase PU000002 ABC-Office-Supplies

Your reference: IN0014 Document group: Document group 1A Date: 2018/03/15 Contra account: Standard

Salesperson: Tracy Document group: Due date: 2018/04/14

**Postal address**      **Delivery address**      **Message**

Company: ABC-Office-Supplies      ABC-Office-Supplies

Contact: Walters Penny      Walters Penny

Address: PD Box 8888      Lake Street 444

Address 2: Lakeview      Lakeview

Address 3: Johannesburg      Johannesburg

Postal code: 2012      2013

Country: South Africa      South Africa

Tax reference: 4444444444

+Open last add    \*D: Delete    F12: \*N: Insert    F7: Exclusive    F7: Inclusive    F8: Discount    F9: Comment    F10: Delete all    F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
1	G6-CODE 600010 Furniture & fittings @ cost	1,00	1,00	Input VAT - Standard ra	1500,00	% 0	1500,00
	Installation of office equipment						













Creditors: 2AB-COS      Current balance: 1710,00      Gross weight: 0,00      Exclusive total: 1500,00

Purchase no.      Available: 8290,00      Net weight: 0,00      Tax: 210,00

Std disc%: 0,00      Credit limit: 10000,00      Total discount: 0,00      Invoice total: 1710,00      Payments: 0,00

Fast add item (code/barcode/serial)      Cancel      OK

6. Enter and / or select the following options:


- Your reference:  Enter "IN0014" as the reference of the creditor.
- Salesperson:  Select "Tracy". Salespersons are optional for purchases. This field is to show who handled the purchase.
- Document group 1/2:  Select "Document group 1A".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups (Setup ribbon)**.
- Date:  Select "2018/03/15".
- Due date:  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected creditor account.  
 Press the **Enter** key until you get to the lines (skip the "Address, Delivery address" and "Message" fields).
- Item no:  Select the account "G600-010 – Furniture & fittings @ cost" for the Installation of office equipment. The description of the selected account is displayed. You may over-type this.
- Order / Ship:  Enter "1".
- Tax:  The default Input Tax account for the stock item will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Unit excl.  Enter the Unit price ("1 500,00" - Exclusive of VAT/GST/Sales tax, if the **F7:Exclusive** icon is active - or "1 710,00" - Inclusive of VAT/GST/Sales, Tax if the **F7:Inclusive** icon is active).
- Discount:  Press the **Enter** key to keep it at the default 0% discount rate.

**MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK**

Comment:  Click on the **F9:Comment** icon or press the **F9** key. Enter "Installation of office equipment" and click on the **OK** button.

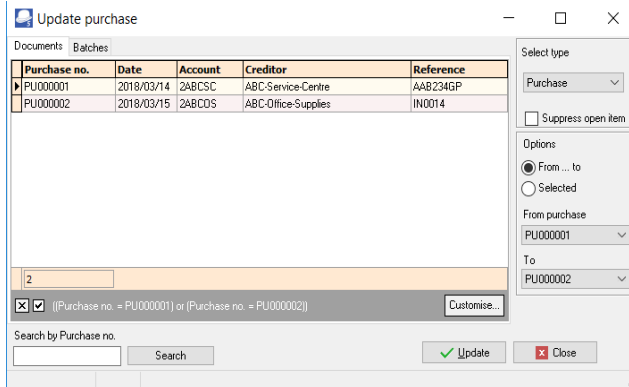
- Click on the **OK** button. A confirmation screen "Do you wish to print this purchase?" will be displayed.
- Click on the **No** button.


**J.3.4- Updating purchases to the ledger**

 Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See **Chapter E4.5 of MODULE E**) we need to post the purchases manually.

**To post or update your purchases:**

- On the **Action** ribbon, select **Update ledger (F3)**. The "Update Invoice" screen will be displayed.
- Select "Purchases" and its name will change to "Update purchases" - listing all your unposted purchases.



 Purchases in rows with a cream background (i.e. PU000001), have been printed.  
Purchases in rows with a plain white or grey or peach background (i.e. PU000002), have not yet been printed.

- Click on the "From... to" field and select -  
From purchase: PU000001  
To: PU000002
- Click on the **Update** button. TurboCASH will now write up your Purchases journal for you, as well as update your stock, creditors and Input VAT/GST/Sales tax. The following journal entries are passed:

**DR Expense / Asset Purchase account**  
**DR VAT/GST/Sales tax (net amount)**  
**CR Creditor (total amount)**

### J.3.5- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

**To access the T-Account view of the transactions:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. Creditor account C2AB-CSC ABC-Service Centre). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10043 or 10044 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. G210-020 Maintenance, G210-030 Repairs, T850-020 Input Tax account, C2AB-CSC ABC-Service Centre). This will list the transactions for a specific account.
  - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "From date" and "To date" will be changed to the selected date.

After posting the Purchase documents, the transactions should display as follows in the T-Account viewer:

**Batch view**  
**Batch 10043 – PU000001 – ABC-Service-Centre**

		From date	To date					Debit	Credit
		2018/03/01	2019/02/28	<input type="checkbox"/> Show contra	Export	Print	<		
								Opening balances	0,00
10043 Unallocated	Unallocated	G210020*	Maintenance	PU000001	Maintenance	PU000001	2018/03/14	400,00	
10043 Unallocated	Unallocated	G210030*	Repairs	PU000001	Repairs	PU000001	2018/03/14	600,00	
10043 Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	PU000001	Purchases /AAB234GP	PU000001	2018/03/14	140,00	
10043 Unallocated	Unallocated	C2ABCSC	ABC-Service-Centre	PU000001	Purchases /AAB234GP	PU000001	2018/03/14		1 140,00
								1 140,00	1 140,00

**Batch 10044 – PU000002 – ABC-Office-Supplies**

		From date	To date					Debit	Credit
		2018/03/01	2019/02/28	<input type="checkbox"/> Show contra	Export	Print	<		
								Opening balances	0,00
10044 Unallocated	Unallocated	G600010	Furniture fittings @ cost	PU000002	Furniture fittings @ cost	PU000002	2018/03/15	1 500,00	
10044 Unallocated	Unallocated	T850020	Input VAT - Standard rate - 1	PU000002	Purchases /IN0014	PU000002	2018/03/15	210,00	
10044 Unallocated	Unallocated	C2ABC05	ABC-Office-Supplies	PU000002	Purchases /IN0014	PU000002	2018/03/15		1 710,00
								1 710,00	1 710,00

**MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK**

**Account view**

Accounts in the **Creditor's ledger**:

<b>ABC-Service-Centre</b>				Debit	Credit
C2ABCSC ABC-Service-Centre					
10043	2018/03/14	PU000001	Purchases /AAB234GP		1 140,00
		PU000001			
				<b>Totals</b>	<b>1 140,00</b>

<b>ABC-Office-Supplies</b>				Debit	Credit
C2ABCOS ABC-Office-Supplies					
10044	2018/03/15	PU000002	Purchases /IN0014		1 710,00
		PU000002			
				<b>Totals</b>	<b>1 710,00</b>

Accounts in the **General ledger**:

<b>Furniture &amp; fittings @ cost</b>				Debit	Credit
G600010 Furniture fittings @ cost					
10044	2018/03/15	PU000002	Furniture fittings @ cost	1 500,00	
		PU000002			
				<b>Totals</b>	<b>1 500,00</b>

<b>Motor vehicle – Maintenance</b>				Debit	Credit
G210020* Maintenance					
10043	2018/03/14	PU000001	Maintenance	400,00	
		PU000001			
				<b>Totals</b>	<b>400,00</b>

<b>Motor vehicle - Repairs</b>				Debit	Credit
G210030* Repairs					
10043	2018/03/14	PU000001	Repairs	600,00	
		PU000001			
				<b>Totals</b>	<b>600,00</b>

<b>Input Tax – Standard rate</b>				Debit	Credit
T850020 Input VAT - Standard rate - 14%					
10043	2018/03/14	PU000001	Purchases /AAB234GP	140,00	
		PU000001			
10044	2018/03/15	PU000002	Purchases /IN0014	210,00	
		PU000002			
				<b>Totals</b>	<b>350,00</b>



**Debits = Credits**

Debit transactions in the **Expenses (i.e. Maintenance and Repairs)** and **Fixed assets accounts (i.e. Furniture & fittings @ cost)** and **Input Tax (VAT/GST/Sales tax).**

=

**Credit transactions in the Creditor's ledger (i.e. individual Creditor accounts).**

## J.4- PROCESSING DEBTORS - QUOTES AND INVOICES

The similar Sales transactions may be entered in the normal "Batch entry" screens as above (See **Chapter I.4 of MODULE I**). Using the batch option, will not generate any sales documents (i.e. Quotes, Invoices and / or Credit notes). These documents need to be manually written in purchased stationery.

Using the Documents option, the transactions in the Sales journal will automatically be generated and these documents will be automatically be generated via the layout files as set in as follows:

- **Global Settings** – As selected on the "Layout file" fields of **Documents setup (Invoices, Credit notes and Quotes tabs) (Setup ribbon)**.
- **Debtor (customer / client) Specific settings** – As selected on the Layout fields of the **Debtor - Delivery address tab (Action ribbon)** – ("Layout file 1" = Invoices, "Layout file 2" = Credit notes and "Layout file 3"= Quotes fields).
- The Default setting on the Layout file should always revert to the Global settings unless another layout file have been set for a specific debtor (customer / client) account. In addition to these two (2) settings layout files may be changed or other formats may be selected as follows:
  - **Documents (Action ribbon)**– Sidebar for Sales document types (i.e. Invoices, Credit notes and / or Quotes).
  - **Debtors – Documents tab (Action ribbon)** of a selected debtor (customer / client) account.



Sales documents must be used for trading stock items. Please refer to **MODULE K** of this tutorial.

### J.4.1- Creating a quote

Your debtors (customers / clients) may ask you for a quotation on your products for various reasons. *TurboCASH* allows you to create a quote on the system. When the debtor (customer / client) accepts the quote, you may confirm the Quote and Convert it to an Invoice.

Note will not be able update the Quotation to the ledger and it generates no transactions. But once the Quote has been converted to an Invoice, it can be updated or posted to the ledger.

On 1 March 2018 Mr. AB Green asked for a quote for painting outside of his house.

#### To create a quote:

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select "Quotes" in the "Documents" field; if "Quotes" is not selected.
3. Click on the **New** button.



Only select "New" when you are actually creating a new invoice. Remember that you will only be able to edit invoice as long as they have not yet been updated to the ledger.

4. The "Debtor accounts" screen is displayed:

## MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK

Debtor accounts

Filter column: None | Like | Value: | Filter | Clear |  Show disabled

Use your mouse to pull a column here to group on that column

ID	Debtor code	Name	First name	Contactperson	Address	Address 2	Address 3	Postal code	Telep
1	1MDAVI	Mr. Mike Davies	Mike	Davies	P.O. Box 333	Halfway House		1685	(011)3
1	1ROGSM	Mr. Roger Smith	Roger	Smith	Plot 539 Boxer Road	Glen Austin Ext 3	Midland	1685	(011)3
1	1CASHC	CASH CUSTOMERS							
1	1ABGRE	Mr. AB Green	Andrew	Green	PO Box 1111	Lakeside	Johannesburg	2122	(011)3
1	1MACDS	MAC Shop Decor Specialists	Mac	McKay	PO Box 5555	Morningside	Johannesburg	2222	(011)3
1	1DOPEN	Opening Balances - Debtor							

5. Select the Debtor (customer / client) account ("Mr. AB Green").
6. Click on the **Open** or **OK** button.

\* 1ABGRE Quote QU000001 Mr. AB Green

Your reference: Document group: 1A Date: 2018/03/01 Contra account: Standard

Salesperson: Russell Document group: Due date: 2018/03/31

Postal address: Company: Mr AB Green Contact: Andrew Green Address: PO Box 1111 Address 2: Lakeside Address 3: Johannesburg Postal code: 2122 Country: South Africa

Delivery address: Company: Mr AB Green Contact: Andrew Green Address: Green Street Address 2: Lakeside Address 3: Johannesburg Postal code: 2123 Country: South Africa

Message: This quote is valid for 14 days only. Tax reference: 1111111111

+Open fast add | \*D. Delete | F12: \*N. Insert | F7: Exclusive | F7: Inclusive | F8: Discount | F9: Comment | F10: Delete all | F11: Copy | Add to backorder

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
4	PAINT-E	2,00	2,00	Output VAT - 14%	500,00	% 0	1000,00
	Paint - Exterior						
	Paint - White						

Debtors	Current balance	3420,00	Gross weight	0,00	Exclusive total	1000,00
1AB-GRE	Available	6580,00	Net weight	0,00	Tax	140,00
Quote no.	Credit limit	10000,00			Total discount	0,00
	Std disc%	0,00			Invoice total	1140,00
						Payments: 0,00

Fast add item [code/barcode/serial]

7. Enter and / or select the following options:

Your reference:



Leave blank.

Salesperson:



Select "Russell"; if not already selected. As Russell was set as the default salesperson, his name should automatically be displayed. (You may select any other salesperson if Russell is not doing this quote).

Document group 1/2:



Select "Document group 1A".

Date:












Select "2018/03/01".

Due date:

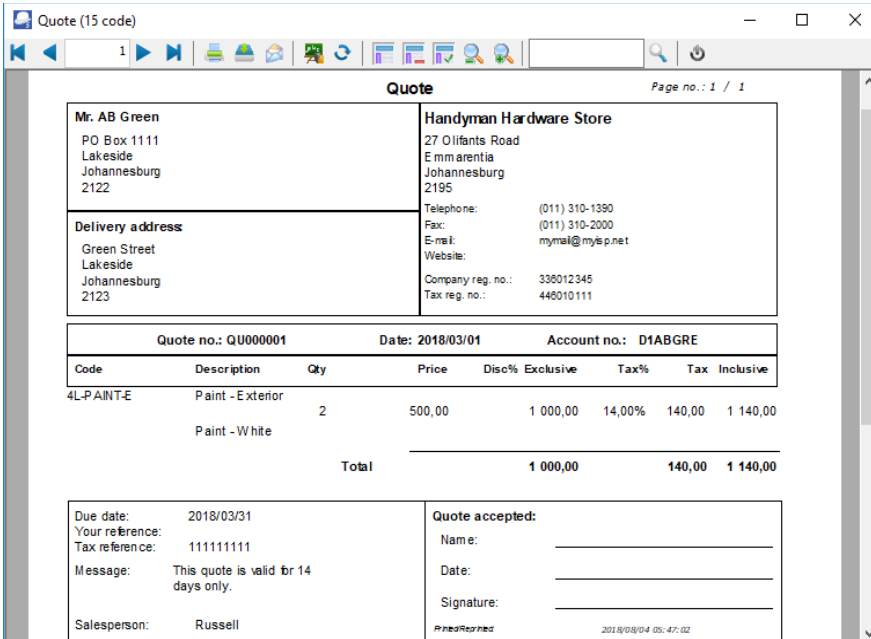


This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.

- Item no.:  Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).
-  Select "4L-PAINT-E". The description, Quantity (default 1), Output Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.
-  The default selling price for the Debtor account will be displayed. Make sure that Selling price 1 (i.e. "500") is selected for the purpose of this tutorial.
- Quantity:  The default quantity is displayed as "1". Enter "2" as the quote is for 2 hours.
- Tax:  The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Discount:  Press the **Enter** key to keep it at the default 0% discount rate.
- F9:Comment:  Click on the **F9:Comment** icon.
-  Enter "Paint - White" as a comment.
-  Click on the **OK** button.

8. Click on the **OK** button. TurboCASH will ask you if you wish to print the Quote now.
9. Click on the **Yes** button.

An example of the printed quote, is as follows:




Quote (15 code) Page no.: 1 / 1

<b>Mr. AB Green</b> PO Box 1111 Lakeside Johannesburg 2122	<b>Handyman Hardware Store</b> 27 Olifants Road Emmarentia Johannesburg 2195 Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: mymail@myesp.net Website: Company reg. no.: 338012345 Tax reg. no.: 446010111
<b>Delivery address</b> Green Street Lakeside Johannesburg 2123	

Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
4L-PAINT-E	Paint - Exterior	2	500,00		1 000,00	14,00%	140,00	1 140,00
	Paint - White							
<b>Total</b>					<b>1 000,00</b>		<b>140,00</b>	<b>1 140,00</b>

Quote no.: QU000001	Date: 2018/03/01	Account no.: D1ABGRE
---------------------	------------------	----------------------


Due date: 2018/03/31	<b>Quote accepted:</b>
Your reference: 111111111	Name: _____
Tax reference: 111111111	Date: _____
Message: This quote is valid for 14 days only.	Signature: _____
Salesperson: Russell	<small>Printed 2018/03/04 05:47:02</small>

 This example is based on the Quote (15 code). You may also select the following available quote layout files:

- Quote (10 code)
- Quote (no codes)
- Quote A4 (10 code)
- Quote A4 (15 code)
- Quote A4 (no codes)
- Quote A4 Plain (10 code)
- Quote A4 Plain (15 code)
- Quote A4 Plain (no codes)

### J.4.2- Confirming a quote - Converting a quote to an invoice

On 13 March 2018, Mr. AB Green confirms that he wishes to repair his roof as quoted on 1 March 2018. We need to check or confirm the quote and convert it to an invoice.

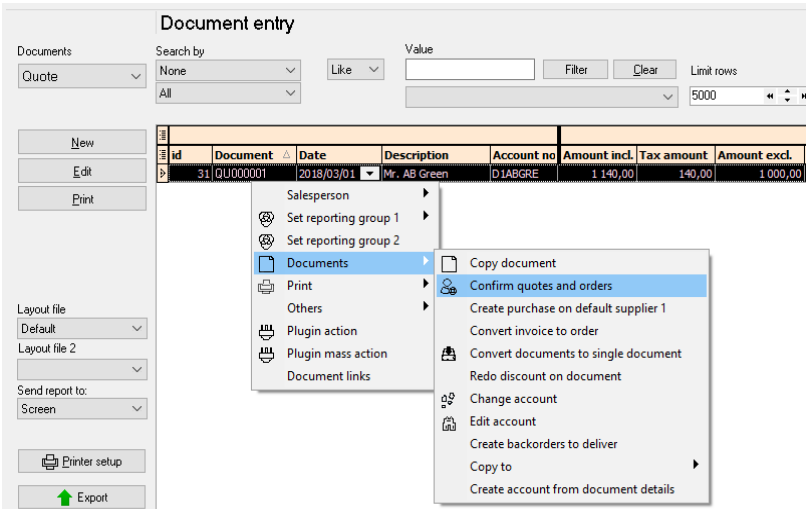
 If you have already created invoices (whether they are updated to the ledger (posted) or not), you may convert the Invoice to an Order. To do this, select the Invoice on the documents list and right-click and select the "Documents → Convert invoice to order" option from the context menu.

You may then edit the order and convert it to a purchase document.

#### To convert a quote to an invoice:

 You may also convert quotes to invoices from the **Input → Confirm (Action ribbon)**.

1. Access "Quotes" in the "Documents" field; if "Quotes" is not selected.
2. Select the quote to convert and right-click.



The screenshot shows the 'Document entry' window. At the top, there are search filters for 'Documents' (set to 'Quote'), 'Search by' (set to 'None'), and 'Value'. Below this is a table with the following data:

id	Document	Date	Description	Account no	Amount incl.	Tax amount	Amount excl.	P
31	QU000001	2018/03/01	Mr. AB Green	D.IABGRE	1 140,00	140,00	1 000,00	

A context menu is open over the first row, showing options such as 'Salesperson', 'Set reporting group 1', 'Set reporting group 2', 'Documents', 'Print', 'Others', 'Plugin action', 'Plugin mass action', and 'Document links'. The 'Documents' option is expanded, and 'Confirm quotes and orders' is selected.

3. On the context menu, select the "Confirm quotes and orders" option. A confirmation screen "Do you wish to continue?" will be displayed.



## Confirming a quote - Converting a quote to an invoice

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4. Click on the **Yes** button to proceed. Another confirmation screen "Do you wish to delete this Quote?" will be displayed.
5. Click on the **No** button not to delete the quote.



If you click on the **Yes** button, the quote will be deleted from the quotes list of the "Document entry" screen.

Should you click on the **No** button the quote will still be available on the quote list of the "Document entry" screen. You may then Copy the quote, change the account, edit the account, etc. before converting it to an invoice.



You may delete Quotes in **Edit → Delete → Documents (Action ribbon)**.

6. Click on the **Yes** button to proceed. An information message "Document(s) created IN000001 D1ABGRE Mr. AB Green" will be displayed.
7. Click on the **OK** button to close the information message.
8. Access the "Invoices" screen and edit the converted invoice, if necessary.

### J.4.3- Creating an invoice

---

Once a Quote is converted to an Invoice, check that all the items on the quote are accepted. When accessing the Invoice documents screen from the **Documents - Invoices (Action ribbon)** and the debtor (customer / client) is selected, all available unposted Invoices for that debtor (customer / client) are listed.

#### J.4.3.1- Editing an invoice confirmed from a quote

---

##### To edit an invoice converted from a quote:

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select "Invoices" in the "Documents" field; if "Invoices" is not selected.



The Invoice, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the quote to an invoice.

3. Select the invoice on the list and click on the **Edit** button.

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\* 1ABGRE Invoice IN000001 Mr. AB Green

Your reference: AB-IN110  
 Document group: Document group 1A  
 Date: 2018/03/13  
 Salesperson: Russell  
 Document group: Document group  
 Due date: 2018/04/12  
 Contra account: Standard

**Postal address**  
 Company: Mr AB Green  
 Contact: Andrew Green  
 Address: PO Box 1111  
 Address 2: Lakeside  
 Address 3: Johannesburg  
 Postal code: 2122  
 Country: South Africa

**Delivery address**  
 Company: Mr AB Green  
 Contact: Andrew Green  
 Address: Green Street  
 Address 2: Lakeside  
 Address 3: Johannesburg  
 Postal code: 2123  
 Country: South Africa

**Message**  
 30 Days Nett  
 Ref: QU000001  
 Tax reference: 111111111

+Open fast add   ^D: Delete   F12: "N": Insert   F7: Exclusive   F7: Inclusive   F8: Discount   F9: Comment   F10: Delete all   F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount
4-PAINT-E	Paint - Exterior		2,00	2,00	Output VAT - 14%	500,00	1000,00
	Paint - White					% 0	

Price Name	Value
Selling price 1	500
Selling price 2	550
Selling price 3	600

Debtors: TAB-GRE  
 Current balance: 2280,00  
 Available: 7720,00  
 Invoice no.:  
 Credit limit: 10000,00  
 Std disc%: 0,00

Gross weight: 0,00  
 Net weight: 0,00

Exclusive total: 1000,00  
 Tax: 140,00  
 Total discount: 0,00  
 Invoice total: 1140,00

Payments: 0,00

Fast add item (code/barcode/serial)

Cancel OK



The Quote number "QU000001", which was converted to this Invoice, is displayed in the very last line in the "Message" field.

- Enter and / or select the following options:

Your reference:



Enter "AB-IN110" as the reference supplied by Mr. AB Green.

Salesperson:



Check that "Russell" is displayed.

Date:



"2018/03/13" (should be displayed, as it is the date on which the quote was converted to an invoice).

Due date:



This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.

- The items and details of the quote will be displayed on the respective fields. Check the quantity and selling price for the paint and the hours is correct. You may edit it, if necessary.



The quantity ordered is the number of stock items the customer requested. The quantity shipped is the number of items actually supplied. If the quantity ordered and the quantity shipped are not the same, the difference will appear on the back order report.

- Click on the **OK** button. A confirmation screen "Do you wish to print this invoice?" will be displayed.
- Click on the **Yes** button.

An example of the printed invoice, is as follows:

**TAX INVOICE** Page no.: 1 / 1

<b>Mr. AB Green</b> PO Box 1111 Lakeside Johannesburg 2122  <b>Delivery address</b> Green Street Lakeside Johannesburg 2123	<b>Handyman Hardware Store</b> 27 Olifants Road Emmarentia Johannesburg 2195 Telephone: (011) 310-1390 Fax: (011) 310-2000 E-mail: mymail@mysp.net Website: Company reg. no.: 330012345 Tax reg. no.: 440010111
---	---

TAX INVOICE: IN000001	Date: 2018/03/13	Account no.: D1ABGRE
-----------------------	------------------	----------------------

Code	Description	Qty	Price	Disc%	Exclusive	Tax%	Tax	Inclusive
4L-PAINT-E	Paint - Exterior	2	500,00		1000,00	14,00%	140,00	1140,00
	Paint - White							
<b>Total</b>					<b>1000,00</b>		<b>140,00</b>	<b>1140,00</b>

Due date: 2018/04/12 Your reference: AB-IN110 Tax reference: 111111111 Message: 30 Days Nett Ref:QU000001 Salesperson: Russell	<b>Invoice accepted:</b> Name: _____ Date: _____ Signature: _____ Printed on: 2018/03/09 04:20:43
---	---



This example is based on the Invoice (15 code). You may also select the following available invoice layout files:

- Invoice (10 code)
- Invoice (no codes)
- Invoice A4 (10 code)
- Invoice A4 (15 code)
- Invoice A4 (no codes)
- Invoice A4 Plain (10 code)
- Invoice A4 Plain (15 code)
- Invoice A4 Plain (no codes)



If you need to print a Delivery note, you may select the Delivery note (15 code) - (TRN-906182) layout file, or the Delivery note (no codes) - (TRN-906181) layout file.

In this tutorial, a Delivery note (15 code) - (TRN-906182) layout file, will automatically be printed after the invoice is printed. To turn-off (disable) the Delivery notes, select the blank line in the "Layout file 2" field.

Layout file: 45 | IN000001

Layout file 2: **Delivery note (15 cod)**

- Credit note (10 code)
- Credit note (15 code)
- Credit note (no codes)
- Credit note A4 (10 code)
- Credit note A4 (15 code)
- Credit note A4 (no codes)
- Credit note A4 Plain (10 code)

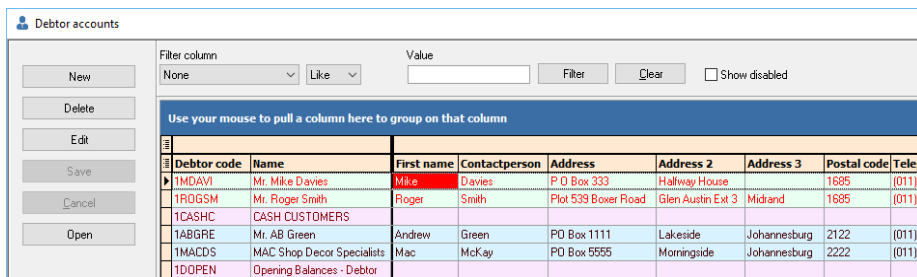
**J.4.3.2- Creating a new invoice**

**Enter the rest of your sales:**

Salesperson - Tracy		Salesperson - Russell		Salesperson - Tracy	
2018/03/14 Invoice IN000002		2018/03/15 Invoice IN000003		2018/03/16 Invoice IN000004	
To: MAC Shop Decor Specialists		To: Mr. AB Green		To: Mr. Mike Davies	
Reference: IB-101		Reference: PH-101		Reference: IB-102	
Comment: 3 White cupboards with 6 drawers		Comment: Paint - Green		Comment: Install 6 cupboards	
Install - Built-in cupboard	1 500,00	Paint outside of house	1 000,00	Install - Built-in cupboard	1 500,00
Output Tax - 14%	<u>210,00</u>	Output Tax - 14%	<u>140,00</u>	Output Tax - 14%	<u>210,00</u>
<b>Total</b>	<b>1 710,00</b>	<b>Total</b>	<b>1 140,00</b>	<b>Total</b>	<b>1 710,00</b>

**To create a new invoice:**

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select **"Invoices"** in the "Documents" field; if **"Invoices"** is not selected.
3. Click on the **New** button. The **"Debtor accounts"** screen is displayed:



4. Select the Debtor (customer / client) account ("**MAC Shop Decor Specialists**").
5. Click on the **Open** or **OK** button.

\* 1MACDS Invoice IN00002 MAC Shop Decor Specialists

Your reference: IB-101  
 Document group: Document group 1A  
 Date: 2018/03/14  
 Salesperson: Tracy  
 Document group: Document group  
 Due date: 2018/04/13  
 Contra account: Standard

**Postal address**  
 Company: MAC Shop Decor Specialists  
 Contact: Mac McKay  
 Address: PO Box 5555  
 Address 2: Morningside  
 Address 3: Johannesburg  
 Postal code: 2222  
 Country: South Africa

**Delivery address**  
 Company: MAC Shop Decor Specialists  
 Contact: Mac McKay  
 Address: Black Street  
 Address 2: Morningside  
 Address 3: Johannesburg  
 Postal code: 2223  
 Country: South Africa

**Message**  
 30 Days Nett  
 Tax reference: 66666666

+Open fast add    +D: Delete    F12: "N: Insert    F7: Exclusive    F7: Inclusive    F8: Discount    F9: Comment    F10: Delete all    F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex)
HL-1HSTCUP	Install - Built-in cupboards	3,00	3,00	Output VAT - 14%	500,00	% 0	1500,00
	3 White cupboards with 6 drawers						

Price Name	Value
Selling price 1	600
Selling price 2	550
Selling price 3	600


Debtors: 1MA-CDS  
 Invoice no.:  
 Current balance: 1710.00  
 Available: 8290.00  
 Credit limit: 10000.00  
 Std disc%: 0.00

Gross weight: 0.00  
 Net weight: 0.00










Exclusive total: 1500.00  
 Tax: 210.00  
 Total discount: 0.00  
 Invoice total: 1710.00

Payments: 0.00

Fast add item (code/barcode/serial)    Cancel    OK


 If you would like to include a longer description than the description field, you can press the **F9** key for a comment and type in a comment on that line.

6. Enter and / or select the following options:

- Your reference:  Enter "IB-101".
- Salesperson:  Select "Tracy"; if not already displayed.
- Document group 1/2:  Select "Document group 1A".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups**. (Setup ribbon).
- Date:  Select "2018/03/14".
- Due date:  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.  
 Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).
- Item no.:  Select "Sales (no stock)". The description, Quantity (default 1), Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.
- Quantity order:  Enter "1".  
 Quantity ship:

## MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK

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**Tax:**  The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.

**Discount:**  Press the **Enter** key to keep it at the default 0% discount rate.

7. Click on the **OK** button. A confirmation screen "Do you wish to print this invoice?" will be displayed.
8. Click on the **Yes** button.
9. Enter your sales to create invoices IN000003 and IN000004.



Once you have completed all your invoices, check to see that you are:

- Selling to the right person.
- Selling at the right date.
- Selling the right item requested.
- Selling the right quantity requested.
- Selling at the right price.
- Selling at the correct tax rate.



Once all your invoices are correct, you may post or update them to the ledger.

### J.4.4- Updating your invoices to the ledger

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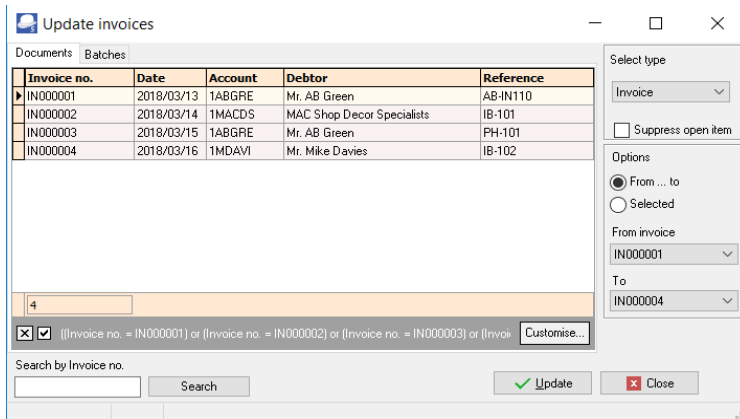
Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See **Chapter E4.5** of **MODULE E**) we need to post the invoices manually.




Check all your Purchases (Goods Received Notes) to see that they are correct and have been updated to the ledger, before you update the Invoices to the ledger.

**To post or update your invoices:**

1. On the **Action** ribbon, select **Update ledger (F3)**.
2. Invoices are displayed by default - listing all your unposted invoices. If not, select "Invoices".



 Invoices in rows with a cream background (i.e. IN000001), have been printed. Invoices in rows with a plain white or grey or peach background (i.e. IN000002 to IN000004), have not yet been printed.

3. Click on the "From... to" field and select -  
 From invoice: IN000001  
 To: IN000004
4. Click on the **Update** button. TurboCASH will automatically write up your Sales journal. It will control Sales, Output VAT/GST/Sales tax and Stock. The following journals are passed:

**DR Debtor (total amount)**

**CR Sales (net amount - selling price)**

**CR VAT/GST/Sales tax (net amount)**

**J.4.5- T-Account view of transactions**

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

**To access the T-Account view of the transactions:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. Debtor account Mr. AB Green). Double-click on the selected account; or right-click and select **Show details** on the context menu.

**MODULE J - PROCESSING DOCUMENT TRANSACTIONS - NON TRADING STOCK**

3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10045, 10046, 10047 or 10048 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. G010-000 Sales, T850-010 Output Tax - 14%, D1AB-GRE Mr. AB Green). This will list the transactions for a specific account.
  - **Date** – This will list the transactions for a specific date. If you double-click on a date, the "From date" and "To date" will be changed to the selected date.

After posting the Invoices, the transactions should display as follows in the T-Account viewer:

<b>Batch view</b>									
<b>Batch 10045 – IN000001</b>									
		From date	To date	<input type="checkbox"/> Show contra				Debit	Credit
		2018/03/13	2019/02/28	Export Print <					
Opening balances								0.00	
10045	Unallocated	Unallocated	G010000*	Sales	IN000001	Paint - Exterior	IN000001	2018/03/13	1 000.00
10045	Unallocated	Unallocated	D1ABGRE	Mr. AB Green	IN000001	Invoice /AB-IN110	IN000001	2018/03/13	1 140.00
10045	Unallocated	Unallocated	T850010	Output VAT - 14%	IN000001	Invoice /AB-IN110	IN000001	2018/03/13	140.00
								1 140.00	1 140.00
<b>Batch 10046 – IN000002</b>									
		From date	To date	<input type="checkbox"/> Show contra				Debit	Credit
		2018/03/13	2019/02/28	Export Print <					
Opening balances								0.00	
10046	Unallocated	Unallocated	G010000*	Sales	IN000002	Install - Built-in cupboards	IN000002	2018/03/14	1 500.00
10046	Unallocated	Unallocated	D1MACDS	MAC Shop Decor Specialists	IN000002	Invoice /B-101	IN000002	2018/03/14	1 710.00
10046	Unallocated	Unallocated	T850010	Output VAT - 14%	IN000002	Invoice /B-101	IN000002	2018/03/14	210.00
								1 710.00	1 710.00
<b>Batch 10047 – IN000003</b>									
		From date	To date	<input type="checkbox"/> Show contra				Debit	Credit
		2018/03/13	2019/02/28	Export Print <					
Opening balances								0.00	
10047	Unallocated	Unallocated	G010000*	Sales	IN000003	Paint - Exterior	IN000003	2018/03/15	1 000.00
10047	Unallocated	Unallocated	D1ABGRE	Mr. AB Green	IN000003	Invoice /PH-101	IN000003	2018/03/15	1 140.00
10047	Unallocated	Unallocated	T850010	Output VAT - 14%	IN000003	Invoice /PH-101	IN000003	2018/03/15	140.00
								1 140.00	1 140.00
<b>Batch 10048 – IN000004</b>									
		From date	To date	<input type="checkbox"/> Show contra				Debit	Credit
		2018/03/13	2019/02/28	Export Print <					
Opening balances								0.00	
10048	Unallocated	Unallocated	G010000*	Sales	IN000004	Install Built-in Cupboards	IN000004	2018/03/16	1 500.00
10048	Unallocated	Unallocated	D1MDAVI	Mr. Mike Davies	IN000004	Invoice /B-102	IN000004	2018/03/16	1 710.00
10048	Unallocated	Unallocated	T850010	Output VAT - 14%	IN000004	Invoice /B-102	IN000004	2018/03/16	210.00
								1 710.00	1 710.00



**Account view**

**Accounts in the Debtor's ledger:**



**Mr. AB Green**

D1ABGRE Mr. AB Green				Debit	Credit
10045	2018/03/13	IN000001	Invoice/AB-IN110	1 140,00	
		IN000001	.		
10047	2018/03/15	IN000003	Invoice/PH-101	1 140,00	
		IN000003	.		
<b>Totals</b>				<b>2 280,00</b>	



**MAC Shop Decor Specialists**

D1MACDS MAC Shop Decor Specialists				Debit	Credit
10046	2018/03/14	IN000002	Invoice/IB-101	1 710,00	
		IN000002	.		
<b>Totals</b>				<b>1 710,00</b>	



**Mr. Mike Davies**

D1MDAVI Mr. Mike Davies				Debit	Credit
10048	2018/03/16	IN000004	Invoice/IB-102	1 710,00	
		IN000004	.		
<b>Totals</b>				<b>1 710,00</b>	

**Accounts in the General ledger:**



**Sales**

G010000* Sales				Debit	Credit
10045	2018/03/13	IN000001	Paint - Exterior		1 000,00
		IN000001	.		
10046	2018/03/14	IN000002	Install - Built-in cupboards		1 500,00
		IN000002	.		
10047	2018/03/15	IN000003	Paint - Exterior		1 000,00
		IN000003	.		
10048	2018/03/16	IN000004	Install Built-in Cupboards		1 500,00
		IN000004	.		
<b>Totals</b>					<b>5 000,00</b>



**Output Tax - 14%**

T850010 Output VAT - 14%				Debit	Credit
10045	2018/03/13	IN000001	Invoice/AB-IN110		140,00
		IN000001	.		
10046	2018/03/14	IN000002	Invoice/IB-101		210,00
		IN000002	.		
10047	2018/03/15	IN000003	Invoice/PH-101		140,00
		IN000003	.		
10048	2018/03/16	IN000004	Invoice/IB-102		210,00
		IN000004	.		
<b>Totals</b>					<b>700,00</b>



**Debits = Credits**

*Debit transactions in the Debtor's ledger (i.e. individual Debtor accounts).*

=

*Credit transactions in the General ledger (i.e. Sales and Output Tax (VAT/GST/Sales tax accounts)).*

# **MODULE K - PROCESSING DOCUMENTS – TRADING STOCK**

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## K.1- DOCUMENTS / STOCK SETTING AND PARAMETERS



The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

This MODULE, VAT based on 15% tax for taxable transactions as from 1 April 2018.

It is important that the required accounts and settings be absolutely correct before you proceed with purchasing and selling of stock items in a Set of Books. If this is not done, you may find incorrect results in TurboCASH. For example, the Cost of sales transactions may not be generated when documents are posted to the ledger or the cost of sales may be calculated at average cost instead of latest cost, etc.

Setup of Documents is a once-off process:

1. **Documents setup (Setup ribbon)**– Check document numbers, messages, set layout files, etc. - (See **Chapter E.4.5 of MODULE E**).
2. **Groups (Setup ribbon)** – Add the Cost of sales reporting group under Account group 1 (Reporting group 1). Also add Reporting groups 1 and 2 for Document groups and Stock group 1 /2, where applicable. - (See **Chapter E.4.4 of MODULE E**).
3. **Salesperson (Setup ribbon)** – Add Salespersons. - (See **Chapter E.4.7 of MODULE E**).
4. **Batch types (Setup ribbon)** – Add Cost of sales batch (only to be used with Cost of sales settings for the Default Stock type). - (See **Chapter E.4.3 of MODULE E**).
5. **Stock information (Setup ribbon)** – Unit prices, Selling price descriptions, Default selling price.

For the purpose of this tutorial, we need to activate and set the cost of sales parameters, if the Cost of sales were not set correctly when you created your Set of Books. - (See **Chapter E.4.6 of MODULE E**).



You also have the option of ticking "use average cost" - if you wish you may leave this field not ticked in which case, "latest cost" will be used for calculating the value of your stock. Consult with your accountant as to which method you should use. The value of your stock can affect your profit and loss figures.

6. **Accounts (Action ribbon)** – Create a Cost of sales account for Trading stock. - (See **Chapter F.1 of MODULE F**).
7. **Creditors (Action ribbon)** – Create a Sundry supplier account. - (See **Chapter F.2 of MODULE F**).
8. **Debtors (Action ribbon)** – Create a Cash customer and Linking Debtors to a Salesperson. - (See **Chapter F.3 of MODULE F**).



You may print a Company information (**Reports → Company info – Information**) report to check the Cost of Sales settings (Average cost or Latest cost) Selling price descriptions. This report will also display the default headings and messages that will print on document layout files (i.e. Invoices, Quotes, Credit notes, Purchases, Supplier returns and Orders).



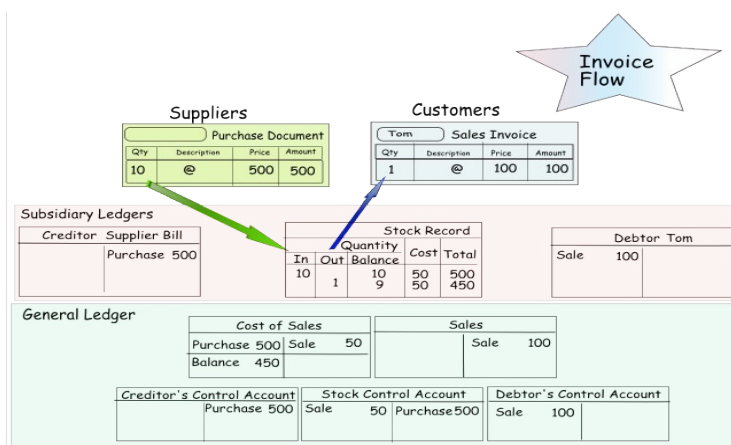
Your Set of Books should be set up to process documents for the purchase and selling of trading stock items.

## K.2- BASICS OF TRADING STOCK



Before you start with this Chapter in the Tutorial, you need to be absolutely sure that all settings for Stock items, Cost of sales and Documents are correct.

Please refer to (See **Chapter E.4.6 of MODULE E**) - Setup Stock information (with particular attention to Cost of sales).



When you first set up TurboCASH, it is important that you either enter a purchase or do a stock take-on for each stock item, before entering any invoices. By doing this you are giving TurboCASH the cost price of the stock item.

The cost price is used to update the Cost of sales and Stock accounts, when an invoice is created. Therefore, if TurboCASH does not have a cost price, the cost of sales account will be updated with a zero amount. This will cause your gross profit to be over inflated.



It is important that the required accounts and settings be absolutely correct before you proceed with purchasing and selling of trading stock items in a Set of Books.

If this is not done, you may find incorrect results in TurboCASH. For example, the Cost of sales transactions may not be generated when documents are posted to the ledger or the cost of sales may be calculated at average cost in stead of latest cost, etc.

If you generate documents from your stock item code file in TurboCASH, transactions will automatically be generated when documents are updated or posted to the ledger as follows:

- **Sales documents (Invoices and Credit notes)** in the **Sales journal** (as linked to the "Batch type" field of the **Invoices** and **Credit notes** tabs in **Documents setup (Setup ribbon)**).
- **Purchase documents (Purchases and Supplier returns)** in the **Purchase journal** (as linked to the "Batch type" field of the **Purchases** and **Supplier returns** tabs in **Documents setup (Setup ribbon)**).

The transactions for the Default (Trading stock) stock type, is as follows:

<i>Trading stock items (Default stock type)</i>	
<i>Purchases (Purchase journal)</i>	<i>Invoices (Sales journal)</i>
<i>DR - Stock item (net cost price - Input Tax excluded)</i> <i>DR - Input Tax (% of purchase price)</i> <i>CR - Creditor (full amount - Input Tax included)</i>	<i>DR - Debtor (full amount - Output Tax included)</i> <i>CR - Sales (selling price - Output Tax excluded)</i> <i>CR - Output Tax (% of selling price)</i>
	<i>Cost of sales journal</i>
	<i>DR - Cost of sales (cost price)</i> <i>CR - Stock (cost price)</i>

The transactions for Supplier returns (Credit notes received from creditors (suppliers)) are exactly the opposite than those of purchase documents (Invoices received from creditors (suppliers)).

The transactions for Credit notes (issued to debtors (customers / clients)) are exactly the opposite than those of Invoices.

<i>Trading stock items (Default stock type)</i>	
<i>Supplier returns (Purchase returns journal)</i>	<i>Credit notes (Sales returns journal)</i>
<i>DR - Creditor (full amount - Input Tax included)</i> <i>CR - Stock item (cost price - Input Tax excluded)</i> <i>CR - Input Tax (% of purchase price)</i>	<i>DR - Sales (selling price - Output Tax excluded)</i> <i>DR - Output Tax (% of selling price)</i> <i>CR - Debtor (full amount - Output Tax included)</i>
	<i>Cost of sales journal</i>
	<i>DR - Stock (cost price)</i> <i>CR - Cost of sales (cost price)</i>

All other stock types (excluding the Bills of Materials (BOM) stock type), have no cost of sales transactions.



*The Bills of Materials (BOM) and the Bills of Materials (Production) (BOM (Production)) stock types, are usually linked to trading stock items (components).*

### **K.3- TAKING ON TRADING STOCK ITEMS**

The opening balances for your stock items must be entered for each individual stock item - you cannot simply enter the total from the trial balance. You need to inform the program of the quantities on hand and the cost prices for each stock item.

TurboCASH will calculate the value of each stock item by multiplying the quantities on hand by the cost price. After all the quantities and cost prices of your stock items are entered, the total value of all stock items should be equal to the control figure (stock control account), as per your financial statements.

**K.3.1- Entering opening quantities on hand and cost prices**

In practice you would now do a stock take and inform *TurboCASH* as to the numbers of each item you have in stock. Unless your opening balances are actually entered into the system, *TurboCASH* would never know how many items you had in stock to start with. For the purpose of this tutorial, we have 5 drill presses and 4 compressors to take on.



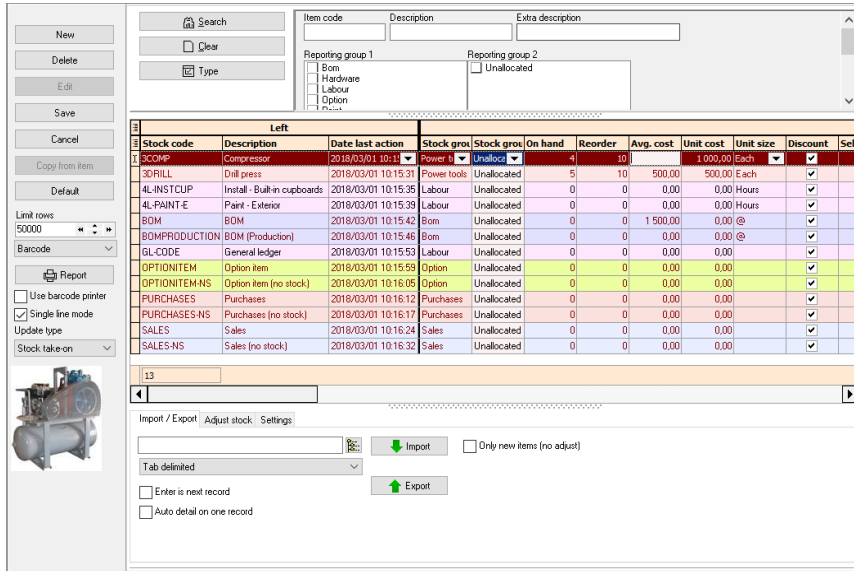
Example: List of stock items in the Stock ledger, is as follows:

Handyman Hardware Store List of Stock Items as at 28 February 2018				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor	3Comp	4	1 000.00	4 000.00
Drill Press	3Drill	5	500.00	2 500.00
<b>Total</b>				<b>6 500.00</b>


Only the total value (cost price of stock) is entered as the opening balance of your stock items.


**To take on opening balances for your stock items:**

1. On the **Action** ribbon, select **Stock items (F12)**.
2. Click on the **Advanced mode** button. The **Advanced mode** button's caption will change to **Default**.



3. Select the Stock take on the *"Update type"* field (on the sidebar).

 You may click on any column heading and drag it. For example, to enter the Average cost (in the "Avg Cost" column), simply click on the column heading and drag it next to the "On Hand" column.

 You may select (tick) the "Power tools" in Reporting group 1, and click on the **Search** button to list only the stock items linked to "Power tools".






4. Select "COMPRESSOR" to take on the compressors. Enter "4" for the Quantity on hand (in the "On hand" column) and "1000" for the Average cost (in the "Avg. cost" column).
5. Select the stock code for the "DRILL PRESS" to take on the drills. Enter "5" for the Quantity on hand (in the "On hand" column) and "500" for the Average cost (in the "Avg. cost" column).
6. Click on the **Save** button.

### **K.3.2- Printing stock item listing reports**

#### **To print a stock item listing report:**

1. On the **Reports** ribbon, select **Reports** → **Stock** → **Stock item listing**. The "All selling prices" report options will be displayed.
2. Select the "Stock item listing" from the list of reports.

3. Select the following options:

- From:*  Select the Stock item i.e. "3COMP" on the list.
- To:*  Select the Stock item i.e. "3DRILL." on the list.
- Reporting group 1:*  Click on the "Power tools" tick box to view only those Stock items linked to this Stock group1. You may also remove the tick to view all items, if the last Stock item is selected.
- Show details:*  Leave blank.
- New page per item:*  Leave blank.

4. Click on the **OK** button.

The report is displayed as follows:

Code	Description	Unit size	On hand - Unposted	Quantities On hand	Value
3COMP	Compressor	Each	3	4	4 000,00
3DRILL	Drill press	Each	5	5	2 500,00
Total Value:					6 500,00



You should have 6 500,00 of Stock on hand. This amount should balance with the stock records and the stock control account in your previous accounting records.

Handyman Hardware Store List of Stock Items as at 28 February 2018				
Stock Item	Stock Code	Quantity on Hand	Unit Cost Price	Value of Stock on Hand
Compressor	3Comp	4	1 000,00	4 000,00
Drill Press	3Drill	5	500,00	2 500,00
Total				6 500,00



It is recommended that the source document (e.g. stock item list, etc.) be attached to this Stock item List (take-on of opening balances) and that it be retained for record and audit purposes.



This report only reflect the Quantities and value at cost price (Quantity x Cost price as in this case the number and amount entered in the "Avg. cost" column for the Stock items).

It is good practice to retrieve a detailed report to check that you have entered all the details and information correctly. To view additional information, select the "Show details" option. This will list the Extra description, Manufacturer, Units, Net and Gross weight, Selling prices 1 / 2 / 3, Barcode, Reporting group 1 / 2 and preferred supplier 1 / 2.



It is also recommended that the **All selling prices** Stock item listing report is printed to check your selling prices, before you start invoicing.

5. After viewing the report, click on the **Close** button to close the report preview screen.



## K.4- PROCESSING CREDITORS - ORDERS AND PURCHASES

The transactions will automatically be generated when purchase documents are updated or posted to the ledger. It will automatically generate and update (post) the transactions to the ledger in the batch types as set (linked) in the **Documents setup (Setup ribbon) - Purchases and Supplier returns** tabs.



*It the Tax (VAT/GST/Sales tax) rate increased (as in South Africa, from 14% to 15%), make absolutely sure that the correct Tax (VAT/GST/Sales tax) rate is selected.*

*If the 14% Tax (VAT/GST/Sales tax) rate is still reflecting on the Tax lookup, it is recommended that the 14% Tax (VAT/GST/Sales tax) rate be set to "Disabled" (once the 14% transactions are finalised) in the "Status" field of **Accounts** on the **Action** ribbon.*

### K.4.1- Creating an order

You may need to place an order with any of your creditors (suppliers).

When the Goods are received (or services are rendered), you may confirm the order against the actual goods / services received.



*Orders cannot be updated (posted) to the ledger and it generates no transactions. But, once the Order has been converted to a Purchase document, it can be updated (posted) to the ledger.*

#### Order 3 x Drill presses from A-ONE Suppliers:

<b>ORDER: OR000001 - 2018/04/01</b>	
A-ONE Suppliers	
3 Drill presses at	1 500,00
Input Tax - 15%	<u>225,00</u>
<b>Total</b>	<b>1 725,00</b>

#### To create an order:

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select "Orders" in the "Documents" field; if "Orders" is not selected.
3. Click on the **New** button. The "Creditor accounts" screen is displayed:

Creditor code	Name	First name	Contactperson	Address	Address 2	Address 3	Postal c	Telephone 1	Telephone 2
2ADNES	A-ONE Suppliers	Andy	Austin	P.O. Box 31318	Marshalltown	Johannesburg	2000	(011) 838-9221	(011) 838-8
2BESTS	BEST Suppliers	Ben	Best	P.O. Box 45532	Halfway House		1685	(011) 310-3110	
2CPEN	Opening balances - Creditor								
2SUNSU	SUNDRY SUPPLIERS								
2ABCOS	ABC-Office-Supplies	Walters	Penry	PO Box 8888	Lakeview	Johannesburg	2012	(011)312-9997	(011)312-9
2ABCSC	ABC-Service-Centre	Xavier	Brown	PO Box 9999	Lakeside	Johannesburg	2122	(011)313-9997	(011)313-9

4. Select the Creditor account ("A-ONE Suppliers").
5. Click on the **Open** or **OK** button.

## MODULE K - PROCESSING DOCUMENTS – TRADING STOCK

2AONES Order OR00002 A-ONE Suppliers, 5.00 items on hand..

Your reference: 4562 Document group: Document group 1B Date: 2018/04/01 Contra account: Standard  
 Salesperson: Empty Document group: Due date: 2018/05/01

**Postal address** Company: A-ONE Suppliers Contact: Mr. Andy Austin Address: P O Box 31318 Address 2: Marshalltown Address 3: Johannesburg Postal code: 2000 Country: South Africa

**Delivery address** Company: A-ONE Suppliers Contact: Mr. Andy Austin Address: Austin Street Address 2: Marshalltown Address 3: Johannesburg Postal code: 2001 Country: South Africa

**Message** Tax reference: 906012345












+Open fast add \*D: Delete F12: "N": Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete all F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
3DRILL	Drill press	3,00		3,00 Input-VAT - Standard rat	500,00	% 0	1500,00

Creditors: 2A0-NES Current balance: 0,00 Gross weight: 0,00 Exclusive total: 1500,00  
 Order no.: Available: 12000,00 Net weight: 0,00 Tax: 225,00  
 Credit limit: 12000,00 Total discount: 0,00 Invoice total: 1725,00  
 Std disc%: 0,00 Payments: 0,00

Fast add item (code/barcode/serial) [Cancel] [OK]


### 6. Enter and / or select the following options:

- Your reference:**  Enter "4562" as the reference for the order.
- Salesperson:**  Select "Russell". Salespersons are optional for orders. This field is to show who handled the order.
- Document group 1/2:**  Select "Document group 1B".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups**. (Setup ribbon).
- Date:**  Select "2018/04/01".
- Due date:**  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected creditor account.  
 Press the **Enter** key until you get to the transaction details screen (skip the "Address, Delivery address" and "Message" fields).
- Item no.:**  Select "3DRILL". The description, Quantity (default 1), Tax account, Unit Purchase or Cost price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.
- Quantity:**  Enter "3".
- Tax:**  The default Input Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Discount:**  Press the **Enter** key to keep it at the default 0% discount rate.


7. Click on the **OK** button. A confirmation screen "Do you wish to print this order?" will be displayed.
8. Click on the **Yes** button.

## K.4.2- Confirming / Converting an order to a purchase document

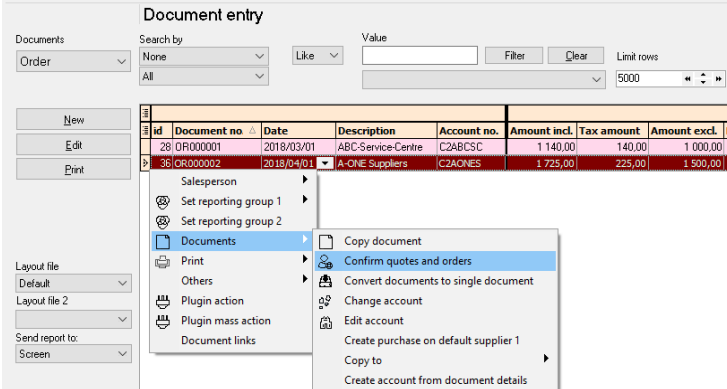
We have already placed an order with our A-ONE Suppliers - and the three drills are received on 7 April 2018. The order needs to be checked and converted into a Purchase document or a Goods received note.

 If you have already created invoices (whether they are updated to the ledger (posted) or not), you may convert the Invoice to an Order. To do this, select the Invoice on the documents list and right-click and select the "Documents → Convert invoice to order" option from the context menu. You may then edit the order and convert it to a purchase document.

### To convert an order to a purchase document:

 You may also convert Orders to Purchase documents from the **Input → Confirm (Action ribbon)**.


1. Access "Orders" in the "Documents" field; if "Orders" is not selected.
2. Select the order to convert and right-click.



The screenshot shows the 'Document entry' interface. At the top, there are search filters for 'Documents' (set to 'Order'), 'Search by' (set to 'None'), and 'Value'. Below this is a table with columns: 'Id', 'Document no.', 'Date', 'Description', 'Account no.', 'Amount incl.', 'Tax amount', and 'Amount excl.'. The table contains two rows. The second row, with ID '36', is highlighted in red. A context menu is open over this row, listing various actions such as 'Salesperson', 'Set reporting group 1', 'Documents', 'Print', 'Others', 'Plugin action', 'Plugin mass action', and 'Document links'. The 'Documents' option is selected, and a sub-menu is visible with 'Confirm quotes and orders' highlighted.

Id	Document no.	Date	Description	Account no.	Amount incl.	Tax amount	Amount excl.
28	OR000001	2018/03/01	ABC-Service-Centre	C2ABCSC	1 140,00	140,00	1 000,00
36	OR000002	2018/04/01	A-ONE Suppliers	C2AONES	1 725,00	225,00	1 500,00

3. Right-click and select the "Confirm quotes and orders" option on the context menu. A confirmation screen "Do you wish to continue?" will be displayed.
4. Click on the **Yes** button to proceed. Another confirmation screen "Do you wish to delete this Order?" will be displayed.
5. Click on the **No** button not to delete the order.

 If you click on the **Yes** button, the order will be deleted from the "Orders" list of the "Document entry" screen. Should you click on the **No** button the order will still be available on the Orders list of the "Document entry" screen. You may then Copy the order, change the account, edit the account, etc. before converting it to a purchase document.



You may delete Orders in **Edit** → **Delete** → **Documents** (Action ribbon).

### K.4.3- Creating a purchase document

Once an Order is converted to a Purchase document (Goods received note), it must be checked to see that the correct stock was received.

#### K.4.3.1- Editing a purchase document confirmed from an order

**To edit a purchase document converted from an order:**

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select "Purchases" in the "Documents" field; if "Purchases" is not selected.



The purchase document, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the order to a purchase document.

3. Select the purchase document on the list and click on the **Edit** button.

2AONES Purchase PU000003 A-ONE Suppliers, 5.00 items on hand..

Your reference: 4562 Document group: Document group 1B Date: 2018/04/05 Contra account: Standard

Salesperson: Russell Document group: Due date: 2018/05/05

**Postal address** Company: A-ONE Suppliers Contact: Mr. Andy Austin Address: P O Box 31318 Address 2: Marshalltown Address 3: Johannesburg Postal code: 2000 Country: South Africa

**Delivery address** Company: A-ONE Suppliers Contact: Mr. Andy Austin Address: Austin Street Address 2: Marshalltown Address 3: Johannesburg Postal code: 2001 Country: South Africa

**Message** Ref: OR000002 Tax reference: 906012345

+Open fast add +D: Delete F12: 'N: Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete all F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
DRILL	Drill press	3,00	3,00	Input VAT - Standard rat	500,00	% 0	1500,00

Creditors: 2A0-NES Current balance: 1725,00 Gross weight: 0,00 Exclusive total: 1500,00  
 Available: 10275,00 Net weight: 0,00 Tax: 225,00  
 Purchase no.: Credit limit: 12000,00 Total discount: 0,00 Payments:   
 Std disc%: 0,00 Invoice total: 1725,00

Fast add item (code/barcode/serial)



The order number "OR000002", which was converted to this purchase document, is displayed in the very last line in the "Message" field.

4. Enter and / or select the following options:

Your reference:



Enter "4562" as the reference of the creditor.

Date:



2018/04/05 (should be displayed, as it is the date on which the order was converted to a purchase document).

Due date:



This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected creditor account.

## Editing a purchase document confirmed from an order

- The items and details of the order will be displayed on the respective fields. Check the 3 drills and the purchase or cost price is correct. You may edit it, if necessary.
- Click on the **OK** button. A confirmation screen "Do you wish to print this purchase?" will be displayed.
- Click on the **Yes** button.



You are now ready to enter the rest of your purchases.

### K.4.3.2- Creating a new purchase document

We have also purchased two (2) compressors:

PU000004 - 2018/04/06	
Invoice 3532 from	
BEST Suppliers	
2 Compressor	2 000,00
Input Tax - 15%	<u>300,00</u>
<b>Total</b>	<b>2 300,00</b>

To create a new purchase document:

- On the **Action** ribbon, select **Documents (F6)**.
- Select "Purchases" in the "Documents" field; if "Purchases" is not displayed.
- Click on the **New** button. The "Creditor accounts" screen is displayed:

Creditor code	Name	First name	Contactperson	Address	Address 2	Address 3	Postal code	Telephone 1	Telephone 2
2ADNES	A-DNE Suppliers	Andy	Austin	P O Box 31318	Marshalltown	Johannesburg	2000	(011) 838-9221	(011) 838-9221
2BESTS	BEST Suppliers	Ben	Best	P O Box 45532	Halfway House		1685	(011) 310-3110	
2CDPEN	Opening balances - Creditor								
2SUNSU	SUNDRY SUPPLIERS								
2ABCDS	ABC-Office-Supplies	Walters	Perry	PO Box 8888	Lakeview	Johannesburg	2012	(011)312-9997	(011)312-9997
2ABCSC	ABC-Service-Centre	Xavier	Brown	PO Box 9999	Lakeview	Johannesburg	2122	(011)313-9997	(011)313-9997

- Select the Creditor account ("BEST Suppliers").
- Click on the **Open** or **OK** button.

## MODULE K - PROCESSING DOCUMENTS – TRADING STOCK

2BESTS Purchase PU000004 BEST Suppliers, 1,00 items on hand..

Your reference: 3532 Document group: Document group 1B Date: 2018/04/06 Contra account: Standard

Salesperson: Russell Document group: Due date: 2018/05/06

**Postal address** Company: BEST Suppliers Contact: Mr Ben Best Address: P O Box 45532 Address 2: Halfway House Address 3: Postal code: 1685 Country: South Africa

**Delivery address** Company: BEST Suppliers Contact: Mr Ben Best Address: Best Street Address 2: Halfway House Address 3: Postal code: 1686 Country: South Africa

**Message** Tax reference: 1234567892












+Open fast add +D: Delete F12: "N: Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete all F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
3COMP	Compressor	2,00	2,00	Input VAT - Standard rat	1000,00	% 0	2000,00

Creditors: 2BE-ST5 Current balance: 2300,00 Gross weight: 0,00 Exclusive total: 2000,00  
 Available: 7700,00 Net weight: 0,00 Tax: 300,00  
 Purchase no.: Credit limit: 10000,00 Total discount: 0,00 Payments:   
 Std disc%: 0,00 Invoice total: 2300,00

Fast add item (code/barcode/serial)

### 6. Enter and / or select the following options:

- Your reference:  Enter "3532" as the reference of the creditor.
- Salesperson:  Select "Russell". Salespersons are optional for purchases. This field is to show who handled the purchase.
- Document group 1/2:  Select "Document group 1A".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups (Setup ribbon)**.
- Date:  Select "2018/04/06".
- Due date:  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected creditor account.  
 Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).
- Item no.:  Select "3COMP". The description, Quantity (default 1), Tax account, Unit price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.
- Quantity:  Enter "2".
- Tax:  The default Input Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Discount:  Press the **Enter** key to keep it at the default 0% discount rate.

- Click on the **OK** button. A confirmation screen "Do you wish to print this purchase?" will be displayed.
- Click on the **Yes** button.



*TurboCASH defaults to an average costing basis. Please ask your accountant whether to use this option or to check the "use latest cost" option.*

## K.4.4- Updating purchase documents to the ledger



*Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See **Chapter E4.5 of MODULE E**) we need to post the purchases manually.*

### To post or update your purchases:

- On the **Action** ribbon, select **Update ledger (F3)**. The "Update Invoice" screen will be displayed.
- Select "Purchases" and its name will change to "Update purchases" - listing all your unposted purchases.

Purchase no.	Date	Account	Creditor	Reference
PU000003	2018/04/05	2ADNES	A-ONE Suppliers	4562
PU000004	2018/04/06	2BESTS	BEST Suppliers	3532



*Purchases in rows with a cream background (i.e. PU000003) have been printed.  
Purchases in rows with a plain white or grey background (i.e. PU000004), have not yet been printed.*

- Click on the "From... to" field and select -  
 From purchase: PU000003  
 To: PU000004
- Click on the **Update** button. TurboCASH will now write up your Purchases Journal for you, as well as update your stock, creditors and Input VAT/GST/Sales tax. The following journal entries are passed:

**DR Stock (net amount)**

**DR VAT/GST/Sales tax (net amount)**

**CR Creditor (total amount)**

**K.4.5- T-Account view of transactions**

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

**To access the T-Account view of the transactions:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. Creditor account A-ONE Suppliers). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10049 or 10050 automatically generated). This will list only the transactions for a specific batch (journal).
  - **Account code** (e.g. G750-000 Stock control, T850-020 Input Tax - 15%, C2A0-NES A-ONE Suppliers). This will list the transactions for a specific account.
  - **Date** – This will list the transactions for a specific date. If you double-click on a date, the “From date” and “To date” will be changed to the selected date.

After posting the Purchase documents, the transactions should display as follows in the T-Account viewer:

**Batch view**  
**Batch 10049 – PU000003 – A-ONE Suppliers**

		From date	To date							Debit	Credit	
		2018/04/01	2019/02/28	<input type="checkbox"/> Show contra	Export	Print	<					
										Opening balances	0.00	
10049 Unallocated	Unallocated	G750000	Stock control	PU000003	Drill press	PU000003	2018/04/05			1 500.00		
10049 Unallocated	Unallocated	T860020	Input VAT - Standard rate -1%	PU000003	Purchases /4562	PU000003	2018/04/05			225.00		
10049 Unallocated	Unallocated	C2A0NES	A-ONE Suppliers	PU000003	Purchases /4562	PU000003	2018/04/05				1 725.00	
										1 725.00	1 725.00	


**Batch 10050 – PU000004 – BEST Suppliers**

		From date	To date							Debit	Credit	
		2018/04/01	2019/02/28	<input type="checkbox"/> Show contra	Export	Print	<					
										Opening balances	0.00	
10050 Unallocated	Unallocated	G750000	Stock control	PU000004	Compressor	PU000004	2018/04/06			2 000.00		
10050 Unallocated	Unallocated	T860020	Input VAT - Standard rate -1%	PU000004	Purchases /3532	PU000004	2018/04/06			300.00		
10050 Unallocated	Unallocated	C2BESTS	BEST Suppliers	PU000004	Purchases /3532	PU000004	2018/04/06				2 300.00	
										2 300.00	2 300.00	




**Account view**

Accounts in the Creditor's ledger:


 **A-One Suppliers**

C2AONES A-ONE Suppliers				Debit	Credit
10049	2018/04/05	PU000003	Purchases /4562		1 725,00
		RU000003			
				<b>Totals</b>	<b>1 725,00</b>


 **BEST Suppliers**

C2BESTS BEST Suppliers				Debit	Credit
10050	2018/04/05	PU000004	Purchases /3532		2 300,00
		RU000004			
				<b>Totals</b>	<b>2 300,00</b>

Accounts in the General ledger:

 **Stock control**

G750000 Stock control				Debit	Credit
10049	2018/04/05	PU000003	Drill press	1 500,00	
		RU000003			
10050	2018/04/05	PU000004	Compressor	2 000,00	
		RU000004			
				<b>Totals</b>	<b>3 500,00</b>

 **Input Tax – Standard rate 15%**

T860020 Input VAT - Standard rate -15%				Debit	Credit
10049	2018/04/05	PU000003	Purchases /4562	225,00	
		RU000003			
10050	2018/04/05	PU000004	Purchases /3532	300,00	
		RU000004			
				<b>Totals</b>	<b>525,00</b>



**Debits = Credits**

Debit transactions in the  Stock control account (i.e. Stock ledger) and  Input Tax (VAT/GST/Sales tax)

=

Credit transactions in the Creditor's ledger (i.e. individual  Creditor accounts)

## **K.5- PROCESSING DEBTORS - QUOTES AND INVOICES**

If you are selling stock to a customer or debtor, it is best to create an Invoice using the **Documents – Invoices** and not in the **Batch entry – Sales Journal**. By creating an Invoice TurboCASH will automatically write up your Sales journal for you, credit the stock, credit the Output VAT/GST/Sales tax and debit the debtor.



Invoices could also be used for any sales other than stock. Non-stock items could be captured through the **Batch entry – Sales journal (Action ribbon)**. An example of a non-stock item could be the sale of old or obsolete furniture, which your business does not use any longer.



If the Tax (VAT/GST/Sales tax) rate increased (as in South Africa, from 14% to 15%), make absolutely sure that the correct Tax (VAT/GST/Sales tax) rate is selected. If the 14% Tax (VAT/GST/Sales tax) rate is still reflecting on the Tax lookup, it is recommended that the 14% Tax (VAT/GST/Sales tax) rate be set to "Disabled" (once the 14% transactions are finalised) in the "Status" field of **Accounts** on the **Action ribbon**.

**K.5.1- Creating a quote**

Your Debtors or Customers may ask you for a quotation on your products for various reasons. TurboCASH allows you to create a quote on the system. When the Debtor (customer / client) accepts the quote, you may confirm the Quote and Convert it to an Invoice. You will not be able update the Quote to the ledger, since it generates no transactions. But once the Quote has been converted to an Invoice, it can be updated or posted to the ledger.

On 1 April 2018 Mr. Davies asked for a quote on a drill press.

**To create a quote:**

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select “Quotes” in the “Documents” field; if “Quotes” is not displayed.
3. Click on the **New** button. The “Debtor accounts” screen is displayed:

The screenshot shows the 'Debtor accounts' window with a table of accounts. The table has columns for Debtor code, Name, First name, Contact person, Address, Address 2, Address 3, Postal code, and Telephone. The first row is highlighted in blue.

Debtor code	Name	First name	Contact person	Address	Address 2	Address 3	Postal code	Telep
1MDAVI	Mr. Mike Davies	Mike	Davies	P O Box 333	Halfway House		1685	(011) 3
1ROGSM	Mr. Roger Smith	Roger	Smith	Plot 539 Boxer Road	Glen Austin Ext 3	Midrand	1685	(011) 3
1CASHC	CASH CUSTOMERS							
1ABGRE	Mr. AB Green	Andrew	Green	PO Box 1111	Lakeside	Johannesburg	2122	(011) 3
1MACDS	MAC Shop Decor Specialists	Mac	McKay	PO Box 5555	Morningside	Johannesburg	2222	(011) 3
1DOPEN	Opening Balances - Debtor							

4. Select the Debtor account (“Mr. Mike Davies”)
5. Click on the **Open** or **OK** button.

The screenshot shows the quote creation form for Mr. Mike Davies. It includes fields for document group, date, salesperson, and postal/delivery addresses. A table lists the items being quoted, and a summary section shows the total amount and tax details.

**Quote Details:**  
 \* 1MDAVI Quote QU000002 Mr. Mike Davies, 5,00 items on hand..  
 Your reference: D-101  
 Document group: Document group 1B  
 Date: 2018/04/07  
 Salesperson: Tracy  
 Document group: Document group  
 Due date: 2018/05/07  
 Contra account: Standard

**Postal address:**  
 Company: Mr Mike Davies  
 Contact: Mr. Mike Davies  
 Address: P O Box 333  
 Address 2: Halfway House  
 Address 3: Halfway House  
 Postal code: 1685  
 Country: South Africa













**Delivery address:**  
 Company: Mr Mike Davies  
 Contact: Mr. Mike Davies  
 Address: 195 AZ Street  
 Eastern Areas  
 Halfway House  
 1686  
 South Africa

**Message:**  
 This quote is valid for 14 days only.  
 Tax reference: 336012345

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount
DRILL	Drill press	1,00	1,00	Output VAT - 15%	1000,00	% 0	1000,00

**Summary:**  
 Debtors: 1MD-AVI  
 Current balance: 5735,00  
 Available: 4265,00  
 Quote no.:  
 Credit limit: 10000,00  
 Std disc%: 0,00  
 Gross weight: 0,00  
 Net weight: 0,00  
 Exclusive total: 1000,00  
 Tax: 150,00  
 Total discount: 0,00  
 Invoice total: 1150,00  
 Payments: 0,00

6. Enter and / or select the following options:

- Your reference:  Leave blank.
- Salesperson:  Select "Tracy"; if not already selected. As Russell was set as the default salesperson, his name should automatically be displayed. (You may select any other salesperson if Tracy is not doing this quote).
- Document group 1/2:  Select "Document group 1B".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups**.(Setup ribbon).
- Date:  Select "2018/04/01".
- Due date:  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.  
 Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).
- Item no.:  Select "3DRILL". The description, Quantity (default 1), Output Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.  
 The default selling price for the Debtor account will be displayed. Make sure that Selling price 1 is selected for the purpose of this tutorial.
- Quantity:  Confirm "1".
- Tax:  The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Discount:  Press the **Enter** key to keep it at the default 0% discount rate.

7. Click on the **OK** button. A confirmation screen "Do you wish to print this quote?" will be displayed.

8. Click on the **Yes** button.

## K.5.2- Confirming a quote - converting a quote to an invoice

On 7 April 2018, Mr. Davies confirms that he wishes to take the Drill press as quoted on 1 April 2018. We need to check or confirm the quote and convert it to an invoice.

### To convert a quote to an invoice:



You may also convert Orders to Purchase documents from the **Input → Confirm (Action ribbon)**.

1. Access "Quotes" in the "Documents" field; if "Quotes" is not selected.

The screenshot shows the 'Document entry' interface. On the left, there are buttons for 'New', 'Edit', and 'Print', along with layout and report options. The main area contains a table with columns: 'id', 'Document', 'Date', 'Description', 'Account no', 'Amount incl.', 'Tax amount', 'Amount excl.', and 'Pri'. Two rows are visible: one for 'Mr. AB Green' (D1ABGRE) and one for 'Mr. Mike Davies' (D1MDAVI). A context menu is open over the second row, listing actions such as 'Salesperson', 'Set reporting group', 'Documents', 'Print', 'Others', 'Plugin action', 'Plugin mass action', 'Document links', 'Copy document', 'Confirm quotes and orders', 'Create purchase on default supplier 1', 'Convert invoice to order', 'Convert documents to single document', 'Redo discount on document', 'Change account', 'Edit account', 'Create backorders to deliver', 'Copy to', and 'Create account from document details'.

id	Document	Date	Description	Account no	Amount incl.	Tax amount	Amount excl.	Pri
31	QU000001	2018/03/01	Mr. AB Green	D1ABGRE	1 140,00	140,00	1 000,00	
39	QU000002	2018/04/07	Mr. Mike Davies	D1MDAVI	1 150,00	150,00	1 000,00	

2. Select the quote to convert and right-click.
3. On the context menu, select the "Confirm quotes and orders" option. A confirmation screen "Do you wish to continue?" will be displayed.
4. Click on the **Yes** button to proceed. Another confirmation screen "Do you wish to delete this Quote?" will be displayed.
5. Click on the **No** button not to delete the quote.



You may delete Quotes in **Edit → Delete → Documents (Action ribbon)**.



If you click on the **Yes** button, the quote will be deleted from the Quotes list of the "Document entry" screen.

Should you click on the **No** button the quote will still be available on the "Quotes" list of the "Document entry" screen. You may then Copy the quote, change the account, edit the account, etc. before converting it to an invoice.

6. An information message "Document(s) created IN000005 D1MD-AVI Mr. Mike Davies" will be displayed.
7. Click on the **OK** button to close this screen.
8. Access the "Quotes" screen and edit the converted invoice, if necessary.

## K.5.3- Creating an invoice

Once a Quote is converted to an Invoice, check that all the items on the quote are accepted. When accessing the Invoice documents screen from the **Documents - Invoices (Action)** ribbon and the debtor (customer / client) is selected, all available unposted Invoices for that debtor (customer / client) are listed.

### K.5.3.1- Editing an invoice confirmed from a quote

#### To edit an invoice converted from a quote:

1. On the **Action** ribbon, select **Documents (F6)**.
2. Select **"Invoices"** in the **"Documents"** field; if **"Invoices"** is not selected.



*The Invoice, listed on the "Document entry" screen, was automatically created when you have confirmed and converted the quote to an invoice.*

3. Select the Invoice on the list and click on the **Edit** button. The screen for **"Invoice entry"** is displayed:

\* 1MDAVI Invoice IN000005 Mr. Mike Davies, 6,00 items on hand..

Your reference: D-101 Document group: 1B Date: 2018/04/07 Contra account: Standard  
 Salesperson: Tracy Due date: 2018/05/07

**Postal address**  
 Company: Mr Mike Davies  
 Contact: Mr. Mike Davies  
 Address: P O Box 333  
 Address 2: Halfway House  
 Address 3:  
 Postal code: 1685  
 Country: South Africa

**Delivery address**  
 Mr Mike Davies  
 Mr. Mike Davies  
 195 AZ Street  
 Eastern Areas  
 Halfway House  
 1686  
 South Africa

**Message**  
 30 Days Nett! This quote is valid for days only.  
 Ref: QU000002  
 Tax reference: 336012345

+Open fast add ~D: Delete F12: ~N: Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete all F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount es)
DRILL	Drill press	1,00	1,00	Output VAT - 15%	1000,00	% 0	1000,00

Price Name Value  
 Selling price 1 1100  
 Selling price 2 1100  
 Selling price 3 1200

Debtors: 1MD-AVI  
 Invoice no.:

Current balance: 4585,00  
 Available: 5415,00  
 Credit limit: 10000,00  
 Std disc%: 0,00

Gross weight: 0,00  
 Net weight: 0,00

Exclusive total: 1000,00  
 Tax: 150,00  
 Total discount: 0,00  
 Invoice total: 1150,00

Payments: 0,00

Fast add item (code/barcode/serial) [ ] [Cancel] [OK]




*The quote number "QU000002", which was converted to this invoice, is displayed in the very last line in the "Message" field.*

4. Enter and / or select the following options:

Your reference:  Enter "D-101" as the reference number.

Salesperson:  Check that "Tracy" is displayed.

Date:  "2018/04/07" (should be displayed, as it is the date on which the quote was converted to an invoice).

**MODULE K - PROCESSING DOCUMENTS – TRADING STOCK**

Due date:



This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.

- The items and details of the quote will be displayed on the respective fields. Check the quantity and selling price for the drill is correct. You may edit it, if necessary.



The quantity ordered is the number of stock items the customer requested. The quantity shipped is the number of items actually supplied. If the quantity ordered and the quantity shipped are not the same, the difference will appear on the back order report.

- Click on the **OK** button. A confirmation screen "Do you wish to print this invoice?" will be displayed.
- Click on the **Yes** button.



You are now ready to enter the rest of your invoices.

**K.5.3.2- Creating a new invoice**

**Enter the rest of your Sales:**

<i>Salesperson - Tracy</i>		<i>Salesperson - Russell</i>		<i>Salesperson - Tracy</i>	
2018/04/09		2018/04/10		2018/04/11	
Invoice IN000006		Invoice IN000007		Invoice IN000008	
To: Mr. Smith		To: Mr. Davies		To: Mr. Smith	
2 Compressors	3 000,00	1 Compressor	1 500,00	2 Drill presses	2 000,00
Output Tax – 15%	<u>450,00</u>	Output Tax – 15%	<u>225,00</u>	Output Tax – 15%	<u>300,00</u>
<b>Total</b>	<b>3 450,00</b>	<b>Total</b>	<b>1 725,00</b>	<b>Total</b>	<b>2 300,00</b>

**To create a new invoice:**

- On the **Action** ribbon, select **Documents (F6)**.
- Select "Invoices" in the "Documents" field; if "Invoices" is not selected.
- Click on the **New** button. The "Debtor accounts" screen is displayed:

**Debtor accounts**

Filter column: None | Like | Value: | Filter | Clear |  Show disabled

Use your mouse to pull a column here to group on that column

Debtor code	Name	First name	Contactperson	Address	Address 2	Address 3	Postal code	Telep
▶1MDAVI	Mr. Mike Davies	Mike	Davies	P O Box 333	Halfway House		1685	(011)3
▶1ROGSM	Mr. Roger Smith	Roger	Smith	Plot 539 Boxer Road	Glen Austin Ext 3	Midrand	1685	(011)3
▶1CASHC	CASH CUSTOMERS							
▶1ABGRE	Mr. AB Green	Andrew	Green	PO Box 1111	Lakeside	Johannesburg	2122	(011)3
▶1MACDS	MAC Shop Decor Specialists	Mac	McKay	PO Box 5555	Morningside	Johannesburg	2222	(011)3
▶1DOPEN	Opening Balances - Debtor							

- Select the Debtor account ("Mr. Roger Smith").
- Click on the **Open** or **OK** button.

1ROGSM Invoice IN000006 Mr. Roger Smith, 5,00 items on hand..

Your reference: C-102 Document group: 1B Date: 2018/04/09 Contra account: Standard  
 Salesperson: Tracy Document group: Due date: 2018/05/09

**Postal address**  
 Company: Mr Roger Smith  
 Contact: Mr Roger Smith  
 Address: Plot 539 Bower Road  
 Address 2: Glen Austin Ext 3  
 Address 3: Midland  
 Postal code: 1685  
 Country: South Africa

**Delivery address**  
 Mr Roger Smith  
 Mr Roger Smith  
 Plot 539 Bower Road  
 Glen Austin Ext 3  
 Midland  
 1686  
 South Africa

**Message**  
 30 Days Nett  
 Tax reference: 342023456

+Open fast add +D: Delete F12: ?N: Insert F7: Exclusive F7: Inclusive F8: Discount F9: Comment F10: Delete all F11: Copy












Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount ex
3COMP	Compressor	2,00	2,00	Output VAT - 15%	1500,00	% 0	3000,00

Debitors: 1RO-GSM Current balance: 5750,00 Gross weight: 0,00 Exclusive total: 3000,00  
 Invoice no.: Available: 6250,00 Net weight: 0,00 Tax: 450,00  
 Credit limit: 12000,00 Total discount: 0,00 Invoice total: 3450,00  
 Std disc%: 0,00 Invoice total: 3450,00 Payments: 0,00

Fast add item (code/barcode/serial) [Cancel] [OK]

If you would like to include a longer description than the description field allows you can press the **F9** key for a comment and type in a comment on that line.

6. Enter and / or select the following options:

- Your reference:  Enter "C-102" as the reference for the debtor.
- Salesperson:  Select "Tracy"; if not already displayed.
- Document group 1/2:  Select "Document group 1B".  
 Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups** (Setup ribbon).
- Date:  Select "2018/04/09".
- Due date:  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.  
 Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).
- Item no.:  Select "3COMP". The description, Quantity (default 1), Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.
- Order / Ship (Quantities):  Enter "2".
- Tax:  The default Output Tax account for the stock item will be displayed. When the cursor is in this field, the Tax accounts lookup will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Discount:  Press the **Enter** key to keep it at the default 0% discount rate.

## **MODULE K - PROCESSING DOCUMENTS – TRADING STOCK**

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7. Click on the **OK** button. A confirmation screen “Do you wish to print this invoice?” will be displayed.
8. Click on the **Yes** button.
9. Enter your sales to create invoices IN000007 and IN000008.



*Once you have completed all your invoices, check to see that you are:*

- *Selling to the right person.*
- *Selling at the right date.*
- *Selling the right item requested.*
- *Selling the right quantity requested.*
- *Selling at the right price.*
- *Selling at the correct tax rate.*



## K.5.4- Updating your invoices to the ledger



Since we have not selected the "Auto-post documents on print" option on the **Documents setup** (See **Chapter E4.5 of MODULE E**) we need to post the invoices manually.



Check all your Purchases to see that they are correct and have been updated to the ledger, before you update the Invoices to the ledger.

### To post or update your invoices:

1. On the **Action** ribbon, select **Update ledger (F3)**.
2. Invoices are displayed by default - listing all your unposted invoices. If not, select "Invoices".

Invoice no.	Date	Account	Debtor	Reference
IN000005	2018/04/07	1MDAVI	Mr. Mike Davies	D-101
IN000006	2018/04/09	1R0GSM	Mr. Roger Smith	C-102
IN000007	2018/04/10	1MDAVI	Mr. Mike Davies	C-103
IN000008	2018/04/11	1R0GSM	Mr. Roger Smith	D-102



Invoices in rows with a peach background (i.e. IN000008), have been printed. Invoices in rows with a plain white or grey background (i.e. IN000005 to IN000007), have not yet been printed.

3. Click on the "From... to" field and select -  
 From invoice: IN000005  
 To: IN000008
4. Click on the **Update** button. TurboCASH will automatically write up your Sales journal. It will control Sales, Cost of sales, Output VAT/GST/Sales tax and Stock.

The following journals are passed:

**DR Debtor (total amount)**

**CR Sales (net amount - selling price)**

**CR VAT/GST/Sales tax (net amount)**

**DR Cost of sales (cost price)**


**CR Stock (cost price)**

## K.5.5- T-Account view of transactions

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, printed, exported and analysed.

### To access the T-Account view of the transactions:

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select an account (e.g. Debtor account Mr. Mike Davies). Double-click on the selected account; or right-click and select **Show details** on the context menu.
3. Click on the following to get specific views of transactions:
  - **Batch number** (e.g. 10051, 10053, 10055 or 10057 for Sales transactions automatically generated). This will list only the transactions for a specific batch (journal).

 If the Cost of sales is activated, TurboCASH will generate the following 2 batches for each Invoice:

1. **Sales batch** – This is the journal (batch type) linked to the Invoices in **Documents setup (Setup ribbon)** (e.g. Batch number 10051, 10053, 10055, and 10057).
2. **Cost of sales batch** – This journal (batch type) selected on **Stock information (Setup ribbon)**. The Cost of sales account is selected on the **Ledger** tab for Stock items (e.g. Batch number 10052, 10054, 10056 and 10058).

- **Account code** (e.g. G100-000 Cost of sales account, G750-000 Stock control, T850-010 Output Tax -15%, D1MD-AVI Mr. Mike Davies). This will list the transactions for a specific account.
- **Date** – This will list the transactions for a specific date. If you double-click on a date, the “From date” and “To date” will be changed to the selected date.

After posting the Invoices, the transactions should display as follows in the T-Account viewer:

#### Batch view

##### Sales (Selling prices)

From date		To date		<input type="checkbox"/> Show contra				Debit	Credit
2018/04/01		2019/02/28		Export		Print			
Opening balances								0.00	
10051	Unallocated	Unallocated	G010000*	Sales	IN000005	Drill press	IN000005	2018/04/07	1 000.00
10053	Unallocated	Unallocated	G010000*	Sales	IN000006	Compressor	IN000006	2018/04/09	3 000.00
10055	Unallocated	Unallocated	G010000*	Sales	IN000007	Compressor	IN000007	2018/04/10	1 500.00
10057	Unallocated	Unallocated	G010000*	Sales	IN000008	Drill press	IN000008	2018/04/11	2 000.00
								0.00	7 500.00

##### Cost of sales (Cost prices)

From date		To date		<input type="checkbox"/> Show contra				Debit	Credit
2018/03/01		2019/02/28		Export		Print			
Opening balances								0.00	
10052	Unallocated	Unallocated	G100000*	Cost of sales	COS'DOC*	*COST OF SALES /D-101	IN000005	2018/04/07	500.00
10054	Unallocated	Unallocated	G100000*	Cost of sales	COS'DOC*	*COST OF SALES /C-102	IN000006	2018/04/09	2 000.00
10056	Unallocated	Unallocated	G100000*	Cost of sales	COS'DOC*	*COST OF SALES /C-103	IN000007	2018/04/10	1 000.00
10058	Unallocated	Unallocated	G100000*	Cost of sales	COS'DOC*	*COST OF SALES /D-102	IN000008	2018/04/11	1 000.00
								4 500.00	0.00



TurboCASH calculates Cost of sales according to either Average cost or Latest cost, depending on your selection on **Stock information**. (Setup ribbon).

Cost prices and Quantities are determined by the following:

- Opening stock balances entered.
- Purchase documents posted (updated).



If the Cost of sales is activated, TurboCASH will generate the following 2 batches for each Invoice:

- **Sales batch** – This is the journal (batch type) linked to the Invoices in **Documents setup** (Setup ribbon).
- **Cost of sales batch** – This journal (batch type) selected on **Stock information** (Setup ribbon).

**Account view (Selling prices)**

**Accounts in the Debtor's ledger:**

**Mr. Mike Davies**  
D1MDAVI Mr. Mike Davies

				Debit	Credit
10051	2018.04.07	IN000005	Invoice/D-101	1 150,00	
NO00005			.		
10055	2018.04.10	IN000007	Invoice/C-103	1 725,00	
NO00007			.		
<b>Totals</b>				<b>2 875,00</b>	

**Mr. Roger Smith**  
D1ROGSM Mr. Roger Smith

				Debit	Credit
10053	2018.04.09	IN000006	Invoice/C-102	3 450,00	
NO00006			.		
10057	2018.04.11	IN000008	Invoice/D-102	2 300,00	
NO00008			.		
<b>Totals</b>				<b>5 750,00</b>	

**Accounts in the General ledger:**

**Sales**  
G010000\* Sales

				Debit	Credit
10051	2018.04.07	IN000005	Drill press		1 000,00
NO00005			.		
10053	2018.04.09	IN000006	Compressor		3 000,00
NO00006			.		
10055	2018.04.10	IN000007	Compressor		1 500,00
NO00007			.		
10057	2018.04.11	IN000008	Drill press		2 000,00
NO00008			.		
<b>Totals</b>					<b>7 500,00</b>

**Output Tax - 15%**  
T860010 Output VAT - 15%

				Debit	Credit
10051	2018.04.07	IN000005	Invoice/D-101	150,00	
NO00005			.		
10053	2018.04.09	IN000006	Invoice/C-102	450,00	
NO00006			.		
10055	2018.04.10	IN000007	Invoice/C-103	225,00	
NO00007			.		
10057	2018.04.11	IN000008	Invoice/D-102	300,00	
NO00008			.		
<b>Totals</b>					<b>1 125,00</b>



**Debits = Credits**

**Debit transactions in the Debtor's ledger (i.e. individual Debtor accounts).**

=


**Credit transactions in the General ledger (i.e. Sales and Output Tax (VAT/GST/Sales tax) Accounts).**



The Cost of sales transactions are not applicable to those Stock types dealt with in **MODULE J**.


**Account view – Cost of sales (Cost prices)**

Accounts in the General ledger:

 **Cost of sales**

G10 0000 Cost of sales

				Debit	Credit
10052	2018.04/07	IN000005	*COST OF SALES /D- 101	500,00	
10054	2018.04/09	IN000006	*COST OF SALES /C- 102	2 000,00	
10056	2018.04/10	IN000007	*COST OF SALES /C- 103	1 000,00	
10058	2018.04/11	IN000008	*COST OF SALES /D- 102	1 000,00	
<b>Totals</b>				<b>4 500,00</b>	

 **Stock control**

G75 0000 Stock control

				Debit	Credit
10052	2018.04/07	IN000005	*COST OF SALES/D- 101		500,00
10054	2018.04/09	IN000006	*COST OF SALES/C- 102		2 000,00
10056	2018.04/10	IN000007	*COST OF SALES/C- 103		1 000,00
10058	2018.04/11	IN000008	*COST OF SALES/D- 102		1 000,00
<b>Totals</b>					<b>4 500,00</b>



**Debits = Credits**

Debit transactions in the  Cost of sales account

=

Credit transactions in the  Stock control account (i.e. Stock ledger).



Any quantities and cost prices will automatically be updated for all stock items on the invoices.

## **MODULE L - CALENDAR / PLANNER**

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### **IN THIS MODULE**

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## L.1- INTRODUCTION TO THE CALENDAR



The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

This MODULE, VAT based on 15% tax for taxable transactions as from 1 April 2018.

In TurboCASH, you may use the Calendar to perform various actions. For example, you may record appointments with your debtors (customers) and creditors (suppliers), set and process repeating documents (Invoices and Purchases). This will allow you to optimise your planning and generate Invoices for hours registered with your debtors (customers / clients).

In addition to this, you may also add any tasks, events and manage your contacts.



You may set the reminder, to allow a pop up screen to remind you of these actions well in advance. You may then click in the **Open item** button of the "Reminder" screen to perform this action, as scheduled. If the Reminder was not activated; or if you wish to adjust the reminder, select the "Event", and select the "Edit event..." option on the context menu.

### To launch the calendar and add an event:

1. On the **Action** ribbon, select **Calendar**.



You may set the Calendar to launch by default when opening a Set of Books. To do this; select the "Show calendar" option on **Setup** → **System parameters** (**Setup** ribbon).

The screenshot shows the TurboCASH Calendar interface. On the left, there are navigation icons for Display, Calendar, Contacts, and Tasks. The main area displays a weekly calendar for May 2018, starting on Wednesday, May 02. The calendar grid shows days from 18 to 23. A context menu is open over the 13th, offering options: Add event..., Edit event..., Delete event..., and Create Invoice. Below the calendar, there is a task list for TurboCASH with checkboxes for various tasks like 'Print Bank statements', 'Age-analysis', and 'Cash flow'.

May 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
18	30	1	2	3	4	5
19	7	8	9	10	11	12
20	14	15	16	17	18	19
21	21	22	23	24	25	26
22	28	29	30	31	1	2
23	4	5	6	7	8	9



These events in the Calendar are available on 2018/05/02 in HANDYMAN-B Set of Books.

The context menu (right-click) allows you to select the following:

- a) **Add event** – create new appointments for creditors (suppliers) or for debtor (customer / client) appointments (up to six (6) categories). You may also generate documents (Repeating invoices or Quotes “Hours”).
- b) **Edit event** – Edit / change or reschedule any of these events.
- c) **Delete event** – Permanently delete / remove a selected event.
- d) **Create Invoice** – Create invoices for any of the six (6) categories of debtor (customer / client) appointments.



*Multi-user Calendar plugin may also be purchased for Multi-user versions.*

2. Select a date and right-click on a time slot. On the context menu, select the “Add event...” option. The “Untitled – Event” screen is displayed:

3. To register (create) an appointment; you need to select one of the categories to use the different functions. The categories, are as follows:

Category	Description / Function
Appointment	This allows you to create general appointments and set reminders for these appointments (events).
Repeating invoices	This allows you to set repeating invoices for debtors (customers / clients). You may create repeating invoices for a specific debtor or a debtor group.
Debtor appointment (up to six (6) categories)	This allows you to set appointments (events) for debtors (customers / clients). You may also add notes, etc. and set reminders. You may create up to 6 categories of appointments for your debtors (customers / clients).
Creditor appointment	This allows you to set appointments (events) for creditors (suppliers). You may also add notes, etc. and set reminders.
Hours	You may use the hours to create invoices for a debtor (customer / client).



*For the purpose of this tutorial, the Invoices for hours and Repeating invoices will be discussed here.*



**Debtor appointments** - All events for the six (6) categories are listed in the **Appointment** tab for a selected debtor (customer / client) account.

**Creditor appointments** - All events are listed in the **Appointment** tab for a selected creditor (supplier) account.

## L.2- REPEATING INVOICES










Should you need to invoice a debtor (customer / client) or specific debtors (customers / clients) on a regular basis (e.g. monthly, etc.), you may use the “Repeating invoices” category to schedule and process the repeating invoices with a few mouse-clicks.

Once the Repeating invoices is scheduled, you need to reopen the Repeating invoices event to set your repeating invoices.

### To set repeating invoices:

1. Select a date and right-click on a time slot. On the context menu, select the “Add event...” option. The “Untitled – Event” screen will be displayed.

2. On the “Untitled Event” screen, enter and / or select the following:

- Subject:  Leave blank. If you click on the **OK** button, “Repeating invoices” will be displayed in the “Subject” field.
- Category:  Select “Repeating invoices”.
- Salesman:  Select “Russell” as the salesperson.
- All day event:  Leave blank.
- Start time:  Select “2018/05/02”. This is the date and time as selected on the Calendar from where the “Untitled - Event” screen was launched. If this date is not correct, you may select the correct date.
- End time:  Field disabled.
- Appointment recurrence:  Select “Monthly by day”.
- Repeat until:  The default will be one year as from the “Start time”.
- Reminder:  Leave blank. You may activate it and set the “Minutes, Hours” or “Days” to remind you in advance to process repeating invoices.



- Click on the **OK** button to register and save the "Repeating invoices – Event".
- Reopen the "Repeating invoices – Event" to add your debtors (customers / clients). The **Repeating invoice** tab will be added to the "Repeating invoices – Event" screen. Click on the **Repeating invoice** tab.

- You may enter a Message (up to 3 lines) to display on the invoice. This message will be displayed on the "Message" fields in the "Document entry" screen's header section and will be printed on the printed invoice.
- Select the Invoice date "2018/05/02"; if not correct. This is the date on which, the invoice(s) will be created.
- Click on the **New** button.

- Select the following options:
  - Type: Select "Copy invoice" (default option).
  - Debtors: Select "Mr. AB Green".
  - Documents: Select "IN000003".

If you select the "Copy invoice to group 1" option as the "Type", you may to select a specific Debtor reporting group 1.

- Click on the **OK** button. The details of the debtor will be listed in the Process list.
- Click on the **Process selected** button. Once the process is finished, a confirmation message "Document(s) created!" will be displayed.

11. Click on the **OK** button.



*It the Tax (VAT/GST/Sales tax) rate increased (as in South Africa, from 14% to 15%), make absolutely sure that the correct Tax (VAT/GST/Sales tax) rate is selected. If the 14% Tax (VAT/GST/Sales tax) rate is still reflecting on the Tax lookup, it is recommended that the 14% Tax (VAT/GST/Sales tax) rate be set to "Disabled" (once the 14% transactions are finalised) in the "Status" field of **Accounts** on the **Action** ribbon.*

12. Click on the **OK** button of the *Repeating invoices – Event* (e.g. "Monthly Invoices") screen.
13. Click on the Documents – Invoices. The Invoice will be created as IN000009, as per this example. Edit the Invoice, if necessary.



*This Invoice may then be viewed on the "Document entry" screen as Unposted. You may also view and print the Invoice on the **Documents** tab of the Debtor account (**Action** ribbon). Once the Invoice is posted (updated to the ledger), it will be listed as a debit transaction on the **Transactions** tab of the "Debtor account".*



*The Repeating invoice – Event will be displayed in **Red** colour on the time slot of the scheduled day. The **Day** in the calendar will also be underlined and displayed in a **Red** font.*

### **L.3- CREATING INVOICES FOR HOURS**

The Calendar (Planner) allows you to schedule appointments with debtors (customers / clients) and generate quotes for appointments / services rendered. This combines your electronic diary with the quotes and invoicing features in TurboCASH5.


You may then send them the quote for the time. Once the appointment is finished / completed, you may convert the quote to an invoice and edit it before posting the invoice to the ledger.

For example, if you have scheduled a 3 hour appointment, and it took only 2 hours, you may edit the invoice (converted quote) change the number of hours from 3 to 2 hours.


#### **To create invoices for hours:**

1. Select a date and right-click on a time slot. On the context menu, select the "Add event..." option. The "Untitled – Event" screen will be displayed.
2. Select the "Hours" category. A field "Hours" will be added to the "Untitled – Event" screen.

3. Click on the "Hours" field and select a debtor (customer / client) account.
4. Select "Russell" as the salesperson.

 *The Debtor code, description and name of the salesperson (and Description, e.g. "Paint House", if entered in the "Subject" field), will automatically be inserted in the "Subject" field.*

5. Select the "Start time" and "End time" for the appointment. If this is event is for the whole day, you may tick the "All day event" field.

 *Appointment recurrence should be "None". Trying to select any of the recurring options will display an "Error Hours cannot be repeated".*

6. Click on the **OK** button to register the event and add it to the Calendar. This event will be may be viewed and if the reminder was set, you will be reminded of the event.
7. When ready to process the quote, click on the **Create invoices for hours** button.



The "Hours between date" screen is displayed:

8. Select the dates "From date" and "To date".
9. Select the Stock item. The Stock code will be displayed.
10. Click on the **OK** button. The Quotes will be generated. Once the process is finished, an information message "Quote(s) generated!" will be displayed.
11. Click on the **OK** button.

- Click on the Documents – Quotes. The Quote should be created as “QU000003”, as per this example.

\* 1ABGRE Quote QU000003 Mr. AB Green

Your reference: [ ] Document group: Empty Date: 2018/05/02 Contra account: Standard

Salesperson: Russell Document group: [ ] Due date: 2018/06/01

**Postal address**      **Delivery address**      **Message**

Company: Mr. AB Green      Mr. AB Green

Contact: Andrew Green      Andrew Green

Address: PD Box 1111      Green Street

Address 2: Lakeside      Lakeside

Address 3: Johannesburg      Johannesburg

Postal code: 2122      2122

Country: Empty      Empty

Message: [ ]

Tax reference: 111111111

+Open fast add   +D: Delete   F12: ^N: Insert   F7: Exclusive   F7: Inclusive   F8: Discount   F9: Comment   F10: Delete all   F11: Copy   Add to back-order

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount excl.
▶ 1L#PAINT-E	02-05-2018 Russell	2,00	2,00	Input VAT - Standard rate - 15%	500,00	% 0	1000,00
							Price Name      Value
							Selling price 1      500
							Selling price 2      550
							Selling price 3      600


Debtors: 1AB-GRE      Current balance: 3710,00      Gross weight: 0,00      Exclusive total: 1000,00

Available: 6290,00      Net weight: 0,00      Tax: 150,00


Quote no.: [ ]      Credit limit: 10000,00      Total discount: 0,00      Payments: [ ]


Std disc%: 0,00      Invoice total: 1150,00

Fast add item (code/barcode/serial)      [Cancel]      [OK]

 *If the Tax (VAT/GST/Sales tax) rate increased (as in South Africa, from 14% to 15%), make absolutely sure that the correct Tax (VAT/GST/Sales tax) rate is selected. If the 14% Tax (VAT/GST/Sales tax) rate is still reflecting on the Tax lookup, it is recommended that the 14% Tax (VAT/GST/Sales tax) rate be set to “Disabled” (once the 14% transactions are finalised) in the “Status” field of **Accounts** on the **Action** ribbon.*

- Edit the Quote, if necessary. You may print these quotes and send them to your debtor (customer / client). For the purpose of this tutorial, “2” hours and “1 000,00” is the selling price.

 *This Quote may then be viewed on the “Document entry” screen as Unposted (not converted to an invoice). You may also view and print the quote on the **Documents** tab of the Debtor account (**Action** ribbon). Once the quote is converted to an invoice and the invoice is posted (updated to the ledger), it will be listed as a debit transaction on the **Transactions** tab of the Debtor account.*

 *The Hours – Event will be displayed in **Magenta** colour on the time slot of the scheduled day. The **Day** in the calendar will also be underlined and displayed in a **Red** font.*

## L.4- CREATING INVOICES FOR DEBTOR APPOINTMENTS

You may also create invoices for any of the six (6) categories of appointments scheduled with debtors (customers / clients).

### To create invoices for debtor (customer / client) appointments:

1. On the **Calendar**, select any of the six categories of debtor appointments and right-click.
2. On the context menu, select the "Create Invoices" option. A new "Invoice entry" screen, displaying all the information and details for the debtor (customer / client) account will be displayed.

1MDAV1 X IN000009 Mr. Mike Davies, 5,00 items on hand.

Your reference: AP-6/5/2018 Document group: Empty Date: 2018/05/03 Contra account: Standard

Salesperson: Russell Document group: Due date: 2018/06/02

**Postal address**      **Delivery address**      **Message**

Company: Mr. Mike Davies      Mr. Mike Davies      30 Days Nett

Contact: Mr. Mike Davies      Mr. Mike Davies

Address: P O Box 333      195 AZ Street

Address 2: Halfway House      Eastern Areas

Address 3: Halfway House

Postal code: 1685      1686

Country: Empty      Empty

Tax reference: 336012345

+Open fast add    +Delete    F12: N: Insert    F7: Exclusive    F7: Inclusive    F8: Discount    F9: Comment    F10: Delete all    F11: Copy

Item no.	Description	Order	Ship	Tax	Unit excl.	Disc%	Amount e)
3DRILL	Drill press	1,00	1,00	Output VAT - 15%	1000,00	% 0	1000,00


Price Name	Value
Selling price 1	1000
Selling price 2	1100
Selling price 3	1200

Debtors: TMD-AVI      Current balance: 8245,00      Gross weight: 0,00      Exclusive total: 1000,00






Invoice no:      Available: 1755,00      Net weight: 0,00      Tax: 150,00






Std disc%: 0,00      Total discount: 0,00      Invoice total: 1150,00      Payments: 0,00

Fast add item (code/barcode/serial)      Cancel      OK

 *It the Tax (VAT/GST/Sales tax) rate increased (as in South Africa, from 14% to 15%), make absolutely sure that the correct Tax (VAT/GST/Sales tax) rate is selected. If the 14% Tax (VAT/GST/Sales tax) rate is still reflecting on the Tax lookup, it is recommended that the 14% Tax (VAT/GST/Sales tax) rate be set to "Disabled" (once the 14% transactions are finalised) in the "Status" field of **Accounts** on the **Action** ribbon.*

3. Enter and / or select the following options:

- Your reference:  Enter "AP-6/5/2018" for reference to the appointment.
- Salesperson:  Select "Russell"; if not already displayed.
- Document group 1/2:  Select "Document group 1A".
-  Document group 2 cannot be selected as Groups are not added for Document group 2 in **Groups (Setup ribbon)**.
- Date:  The system date will be displayed. Select "2018/05/03" for the purpose of this tutorial.

- Due date:*  This date will be automatically be calculated. It is the "Date" plus the number of days set in the **Accounting information** tab of the selected debtor account.
- Item no.:*  Press the **Enter** key until you get to the invoice details screen (skip the "Address, Delivery address" and "Message" fields).
- Order / Ship (Quantities):*  Select "4L-PAINT-E". The description, Quantity (default 1), Tax account, Unit selling price (Exclusive of VAT/GST/Sales tax if the **F7:Exclusive** icon is active - or Inclusive of VAT/GST/Sales tax if the **F7:Inclusive** icon is active) will be displayed.
- Tax:*  The default Output Tax account for the stock item will be displayed. Confirm that it is correct by pressing the **Enter** key.
- Discount:*  Press the **Enter** key to keep it at the default 0% discount rate.

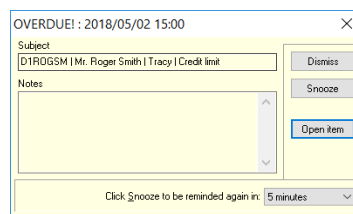
4. Click on the **OK** button. A confirmation screen "Do you wish to print this invoice?" will be displayed.
5. Click on the **Yes** button.

## **L.5- REMINDERS**

The "Reminder" screen is automatically launched at the intervals set (if the Reminder is activated). If the date and / or time is in the past (earlier than your system's date), the header OVERDUE! and the date end time of the event will be displayed.

The options to manage the reminder of an event or appointment are:

1. **Dismiss** - Click to turn the Reminder option for the event or appointment off. You may later, at any time select the event or appointment and edit it to turn the reminder on.
2. **Snooze** - Click to be reminded later. You may also adjust the time intervals to be reminded later, e.g. 5, 10, 15, 30, 45 minutes, 1 to 8 hours, 1 to 6 days or 1 week, before clicking on this button.
3. **Open item** - Click to edit the event or appointment. You may finalise or reschedule the appointment. You may also deactivate or activate the reminder again.



## L.6- PRINTING A REPORT FOR EVENTS IN THE CALENDAR

The Hours report for the entries in the Calendar will display a list of all the appointment types for a selected period or selected date(s).



Repeating invoices will not be included in this report.

### To print the calendar report:

1. On the **Reports** ribbon, select **Reports** → **Calendar**. The “Hours” screen is displayed:

2. Select the Categories for the Appointments (events) to include in this report.
3. Select the periods on the **Per period** tab or date(s) on the **Free selection** tab.
4. Click on the **OK** button. An example of the “Calendar - Hours” report, is as follows:

Start time	End time	Minutes	Details
2018/05/02 08:00:00	09:00:00	60	Dentist
2018/05/02 09:30:00	10:00:00	30	ABC-Office-Supplies PO Box 8888 Lakeview Johannesburg 2012 (011)312-9997 ABC-Office-Supplies
2018/05/02 10:00:00	10:30:00	30	M r. AB Green PO Box 1111 Lakeside Johannesburg 2122 (011)314-9997 M r. AB Green
2018/05/02 10:30:00	12:30:00	120	M r. AB Green PO Box 1111 Lakeside Johannesburg 2122 (011)314-9997 M r. AB Green
2018/05/02 13:00:00	13:30:00	30	M r. Mike Davies P O Box 333 Halfway House 1685 (011) 315-1225 M r. Mike Davies
2018/05/02 13:30:00	14:00:00	30	M r. AB Green PO Box 1111 Lakeside Johannesburg 2122 (011)314-9997 M r. AB Green
2018/05/02 14:00:00	14:30:00	30	CASH CUSTOMERS CASH CUSTOMERS
2018/05/02 14:30:00	15:00:00	30	M r. Roger Smith Plot 539 Boxer Road Glen Austin Ext 3 Midrand 1685 (011) 310-1677 M r. Roger Smith
2018/05/02 15:00:00	15:30:00	30	M r. Roger Smith Plot 539 Boxer Road Glen Austin Ext 3 Midrand 1685 (011) 310-1677 M r. Roger Smith
		<b>Minutes</b>	<b>240</b>
		<b>Minutes</b>	<b>240</b>

## L.7- CONTACTS

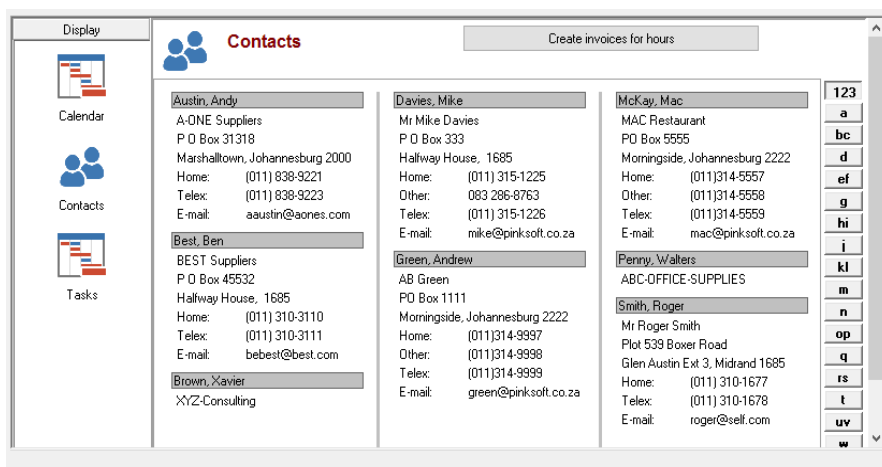
Lists all contacts for debtors (customers / clients) as well as contacts for creditors (suppliers).

You may add, edit and or delete contacts in the **Calendar**.



Contacts can also be added, edited or deleted using the following options on the **Action** ribbon:

- **Contacts**
- **Debtors – Contacts tab.**
- **Creditors – Contacts tab.**



The **Print** button not implemented.

Reports for contacts can be printed in the following options on the **Reports** ribbon:

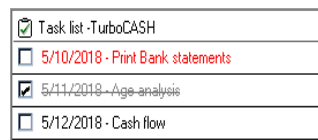
- **Reports → Contacts** - Lists all contacts for debtors (customers / clients) as well as contacts for creditors (suppliers).
- **Reports → Debtors → Listing** - Lists only contacts for debtors (customers / clients).
- **Reports → Creditors → Listing** - Lists only contacts for creditors (suppliers).

## L.8- TASKS

You may add, edit, or delete tasks (to do list), and set a completion date when the tasks should be completed. You may also add some notes to each task to remind you of additional steps, procedures, phone numbers, etc.

All tasks (excluding the deleted tasks, will display as follows:

- **Expired tasks** - Will display in a **red** font colour.
- **Tasks marked as completed** - The field is ticked and the task displays a stripe through it. The task will also be displayed in a grey font.





# **MODULE M - BANK RECONCILIATION**

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## **IN THIS MODULE**

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## M.1- INTRODUCTION TO THE BANK RECONCILIATION

TurboCASH allows you to match your Cash-book with your bank statement. You will always find that the bank costs and interest paid/received does not appear in your Cash-book. The same applies for debit orders and electronic payments as well as moneys paid directly into your bank account by your customers or other parties. This bank reconciliation helps you to identify these transactions and enter them into your general ledger.

In this tutorial, the manual bank reconciliation reconciling printed bank statements with the cash-book (payments and receipt batches) will be discussed.



**BankImport plugin** is a commercial plugin.

It allows you to import a valid bank statement file into TurboCASH. It will import bank transactions and save you hours of data entry. You can simply link transactions to your debtors, creditors or other accounts. And with a simple mouse click, link the payments to the right invoices. (See - [BankOnline Plugin](#)).

The bank reconciliation is carried out for a number of reasons, such as:

- It checks to see that the transactions, which you have entered into TurboCASH, are the same as the transactions, which went through your bank.
- It checks to see that these transactions which went through the bank are the same as those going through your TurboCASH program.
- It checks to see whether you or the bank is, in fact, correct.
- It will list all your outstanding cheques and receipts, thus giving you a reconciled bank balance, which would be the actual amount you would have in the bank, had all your transactions gone through the bank.

For the purpose of this tutorial, you have received the following bank statement:

Handyman Hardware Store 27 Olifants Raod Emmarentia Johannesburg 2195 Bank Statement No. 5		ABC Bank - Registered Bank PO Box 111 Johannesburg 2000 Date of Statement: 1 April 2018 Page 1 of 1				
Bank Statement for the period 1 March 2018 to 31 March 2018						
Date	Transaction Description	Reference	Debit	Credit	Balance	
01 March 2018	Balance brought down				3 193.00	
01 March 2018	Deposit	D5000		5 000.00	8 193.00	
16 March 2018	Deposit	D5001		3 000.00	11 193.00	
30 March 2018	Cheque	106	342.00		10 851.00	
30 March 2018	Cheque	107	570.00		11 281.00	
30 March 2018	Cheque	108	750.00		9 531.00	
30 March 2018	Cheque	109	150.00		9 381.00	
30 March 2018	Cheque	110	285.00		9 096.00	
30 March 2018	Cheque	111	100.00		8 996.00	
31 March 2018	Service Fee	SF	45.00		8 951.00	
Definition of Codes	Deposits	Interest Received	Cheques	Unpaid Cheques	Other Debits	Bank Charges
CO - Commission DO - Debit Order INT - Interest SF - Service Fee UC - Unpaid Cheque	8 000.00	0.00	2 197.00	0.00	0.00	45.00
<b>Important Notice</b> Statements are accepted as correct unless queried within 30 days. Any cheques reflected on this statement, which are not attached, will be included with your next statement.						

## **M.2- BANK RECONCILIATION PROCESS**

---

### **Hints when doing the Bank reconciliation:**

- Check that you have all the pages and that they run sequentially.
- Use the last day of the month and amount as per the bank statement - this will be your closing date (include items until) and bank balance.
- Start at the beginning of the bank statement and not in the middle.
- Use a ruler to make it easier to do the reconciliation line by line and "tick" every reconciled item on your statement.
- If you find an error, go back to your Cashbook and try to correct it immediately. Do not simply carry on doing the reconciliation.

### **M.2.1- Reconciling your cash-book with bank statements**

---



*If you have entered any repeating transactions for your payments and receipts batches, copy them to a normal batch to a normal batch, as they will not be reflected in the above list of Cashbook transactions if they are not at this stage updated or posted to the ledger.*




#### **To do a bank reconciliation:**

1. On the **Action** ribbon, select **Reconciliation (Alt + F2)**.
2. Select the Cashbook you wish to reconcile, i.e. "ABC - Bank".
3. Press the **Enter** key. The "Bank account recon options" screen is displayed:

The screenshot shows a dialog box titled "Bank account recon options". It contains the following fields and values:

- Bank account: ABC - Bank
- Include items until: 2018/03/31
- Last total: 8 426,00
- Bank balance: 8951,00

At the bottom, there are three buttons: "Reconcile" (with a green checkmark), "Open" (with a green checkmark), and "Close" (with a red X).

4. Select and / or enter the following:
  - Bank account:*  Select "ABC - Bank".
  - Include items until:*  Select "2018/03/31".
  - Bank balance:*  Enter "8 951,00" (closing balance of your bank statement).
5. Click on the **OK** button and the "Reconcile bank account" screen displaying the name of your current account will be displayed listing all your transactions in this Cashbook for the selected period, i.e. "01 to 31 March 2018". These entries represent your unreconciled items.

## Reconciling your cash-book with bank statements

Batch type	Reference	Date	Account	Description	Amount	Reconciled
Payment	106	2018/03/01	600-010	2 x Chairs	342,00	<input checked="" type="checkbox"/>
Payment	105	2018/03/01	600-010	1 x Desk	570,00	<input type="checkbox"/>
Receipt	D5000	2018/03/01	505-000	Cash received from owner	5000,00	<input checked="" type="checkbox"/>
Receipt	D5001	2018/03/16	1MA-CDS	Payment received - Thank you	1000,00	<input checked="" type="checkbox"/>
Receipt	D5001	2018/03/16	1AB-GRE	Payment received - Thank you	2000,00	<input checked="" type="checkbox"/>
Payment	111	2018/03/30	820-000	Petty cash - Increase float	100,00	<input checked="" type="checkbox"/>
Payment	110	2018/03/30	230-000	Waltons - Paper and pens	285,00	<input checked="" type="checkbox"/>
Payment	109	2018/03/30	210-010	Petrol - Mercedes Benz	150,00	<input checked="" type="checkbox"/>
Payment	108	2018/03/30	24B-CDS	Payment on account	750,00	<input checked="" type="checkbox"/>
Payment	107	2018/03/30	220-000	Rent - April	570,00	<input checked="" type="checkbox"/>
10 TotalPosted Receipt item					5233,00	



Before beginning your bank reconciliation you may set up the following functions:

- **Show Statement** – The BankOnline Plugin - Not implemented at this stage for TurboCASH5. You may use the BankImport plugin - Import Bank statement option (if the "Default bank reconciliation method" field is not selected on **Setup** → **System parameters**. (Setup ribbon).
- **Search** – Click on the **Search** icon and a window will appear at the bottom of the "Reconcile bank account" screen. This allows you to locate an item by Date, Reference or Amount.
- **Reconcile** – Click on the **Reconcile** icon to reconcile all items, or specific items by reference or date.
- **Unreconcile** – Click on the **Unreconcile** icon to unreconcile all items, or specific items by reference or date.
- **Process** – Click on the arrow of the **Process** icon to select one of the following:
  - **Apply reconciled** process all items selected (ticked) in the Reconciled column.
  - **Transfer unreconciled to batches** - This will transfer all items not selected (not ticked) in the Reconciled column) to the Payments and / or Receipt batches.
- **Report** – Print the Bank reconciliation report.

### To reconcile items:

1. Type in the reference: D5000 (as per your reference in the Cashbook) and press the **Enter** key - The amount (5 000,00) and entry will be highlighted in a different colour. If your TurboCASH corresponds with your bank statement, press the **Enter** key.
2. You will notice that a tick appears next to the entry. If you can't remember the reference number, you can reconcile by amount. Just click to the amount field and enter the amount. Ensure that you mark your bank statement accordingly.

- You are now ready for the next line on your bank statement.  
Reference: 106  
Amount: 342,00
- Press the **Enter** key to tick. Continue until you get to the bank charges.
- Once you have "ticked" all possible entries - click on the arrow on the **Process** button and select the "Apply reconciled" option. All reconciled items will disappear from the list and you will be left with a list of unreconciled items.

### M.2.2- Processing bank charges

---

You would only know what your bank charges are when you actually receive your bank statement from the bank. Any bank charges that have to be paid must be entered into your "Payments journal", and only interest received must be entered into your "Receipts journal".

It is always a good idea to use a reference number; such as your Bank statement number; so as have a reference to the specific bank statement.

You now need to go back to your Payments journal and enter your bank charges. Press the **Esc** key to exit the reconciliation.



*Before exiting the batch, make sure that you have clicked on the "Apply reconciled" option on the **Process** button to save the "ticks" and reconcile the ticked items.)*

#### To enter the bank charges and finalise the bank reconciliation:

- On the **Action** ribbon, select **Batch entry (F2)**.
- Select the **ABC-Payments** journal and click on the **Open** button.
- Enter the Alias (batch name) as "ABC-PaymentsBS5".
- Enter the following transaction:

Reference: BS5  
Date: 2018/03/31  
Description: Bank charges - Bank statement no.5  
Account: G200-000 - Bank charges  
Tax: Select "No tax" for the purpose of this tutorial.



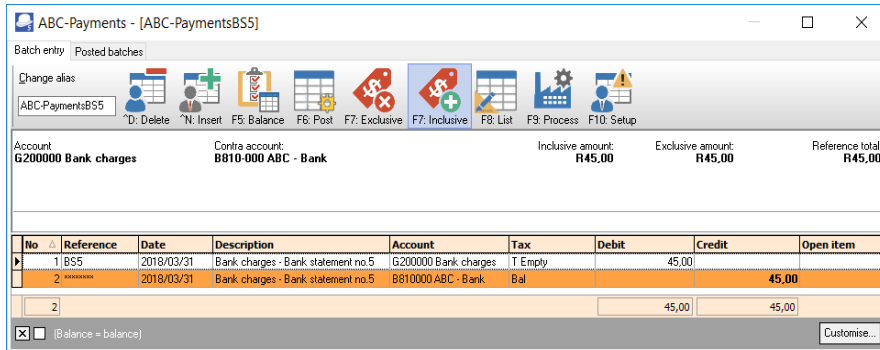
*VAT/GST/Sales tax may be applicable to some charges on your bank statement, if you are registered as a VAT/GST/Sales tax vendor.*

Amount: 45,00 DR



*In practice, it is easier to enter any bank charges, debit orders, interest, etc. into your Payments or Receipts journals before starting the reconciliation.*

- Balance the batch. After entering the transactions and balancing the batch, the Payments batch, is as follows:



6. Post the batch.
7. Exit the "Batch entry" screens.

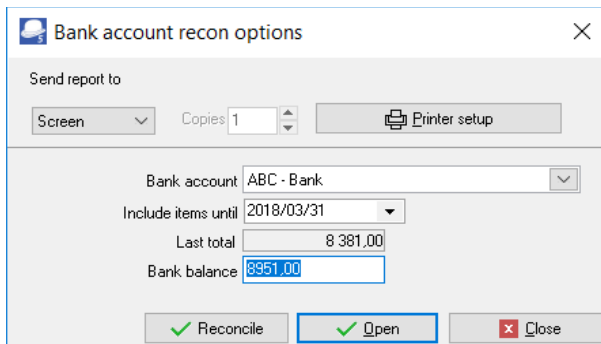
### M.2.3- Printing the bank reconciliation report

Go back to your bank reconciliation and reconcile your bank charges. (To do this, tick the Unreconciled item and click the **Process** icon and select the "Apply reconciled" option) on the The Difference in the bottom right-hand corner of the "Reconcile bank account" screen should now reflect a nil balance.



Once you have completed your bank reconciliation, you must check that your Cashbook is, in fact, in balance.

1. Click on the **Report** icon. The "Bank account recon options" screen is displayed.



All the data of the Bank account, Date, Bank balance, etc. should still be the same as per your previous selection criteria.

2. Click on the **Open** or **Reconcile** button. The "Bank reconciliation report as at 2018/03/31" is displayed:

## MODULE M - BANK RECONCILIATION

Bank reconciliation report as at  
2018/03/31

B810000 (ABC - Bank)  
Batch type: ABC-Payments  
Batch type: ABC-Receipts

---

Bank balance as per bank statement 8 951,00

Outstanding: ABC-Payments

Date	Reference	Description	Account	Debit	Credit
2018/03/01	105	*1 x Desk	600-010	0,00	570,00
Total:				0,00	570,00

Unposted payments

Date	Reference	Description	Account	Debit	Credit
------	-----------	-------------	---------	-------	--------

Unposted receipts

Date	Reference	Description	Account	Debit	Credit
------	-----------	-------------	---------	-------	--------

Reconciled bank balance 8 381,00

Bank balance according to TurboCASH at  
2018/03/31 8 381,00

Difference: 0,00



*TurboCASH will subtract any unreconciled payments and add any unreconciled receipts from the bank balance according to the bank statement, thus giving a reconciled balance.*

3. After studying and printing the report, you may close the report.
4. Click on the **Close** button of the "Bank account recon options" screen to exit (close) these screens).

### **M.3- TROUBLESHOOTING DIFFERENCES**



If there is a difference between the reconciled balance and the balance according to TurboCASH, there is an error, in the "Payments" or the "Receipts" journals. Search for the error and correct it.

A few examples that can possibly cause a difference:

- Your closing bank balance is incorrectly entered on the "Reconcile bank account" screen (**Reconciliation** option (**Action** ribbon)); or on the "Bank account recon options" screen.
- Incorrect date entered ("Include items until" field) on "Bank account recon options" screen.
- Errors in posting – these errors should have been detected when your bank reconciliation was done.

If everything else fails you may sometimes have to look at your Cash-book and link up the source documents to check if you have entered all your transactions correctly. You could also have posted an amount incorrectly e.g. as 64,00 and entered it as 46,00.

You may need to print the posted batch transactions for the period on the following options to trace the errors:

- Print a "Batch transactions per period" report for the Payments and Receipt batch and the (**Reports** → **Batch entry (Reports** ribbon)) (select the period of your Bank reconciliation).
- Print a "Batch transactions type report – Posted batches" report for the Payments batch and / or Receipts batch (**Batch entry - Posted batches** tab (**Action** ribbon)). Select the correct batch and double-click on it. Click on the **Print** button.
- Print transaction reports for the Bank account. (**Reports** → **Ledger** → **Transactions / Transactions – Standard / Transactions – Extra details (Reports** ribbon).



# **MODULE N - BUDGETING**

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## **IN THIS MODULE**

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## **N.1- BUDGETING**

---

The budget feature is used to enter and edit budget figures in *TurboCASH*, which can be compared with actual income and expenses. Budgets are a guide as to what you want to achieve; for instance what income you expect to generate (sales forecasts and income from other sources) and a plan for your expenses you need to incur to achieve that income. Budget figures can be flexible so as to take into account seasonal trends in business.

Budget figures can be added for all accounts, except the following accounts:

1. **Main accounts** – Budget figures need to be entered for each sub-account.
2. **Debtor's control account** – Need to enter Credit Limits for each debtor (customer / client) account on the **Accounting information** tab (**Debtors (Action)** ribbon).
3. **Creditor's control account** – Need to enter Credit Limits for each creditor (supplier) account on the **Accounting information** tab (**Creditors (Action)** ribbon).

Budget figures can be added for the following features (extra columns will be added in the **Budget** tab of the **Accounts (Action)** ribbon):

- **Cost centres** – Cost centre 1 and 2 added in **Groups - Cost centre 1 / 2 (Setup)** ribbon).
- **Projects** – Projects added in the **Groups – Projects (Setup)** ribbon), and if activated.

Budget figures are displayed on the following options and / or reports:

- **T-Ledger analyser (Reports)** ribbon).
- **User reports** – If **User reports** were designed to print budget figures.

For the purpose of this tutorial, we need to enter the following budget:

<b>ACCOUNT ALLOCATION</b>	<b>DESCRIPTION</b>	<b>ANNUAL</b>	<b>MONTHLY</b>
010-000	Sales	-120 000	-10 000
100-000	Cost of sales	48 000	4 000
<b>GROSS PROFIT</b>		<b>72 000</b>	<b>6 000</b>
200-000	Bank charges	480	40
205-000	Depreciation	600	50
210-010	Fuel & oil	1 200	100
210-020	Maintenance	1 800	150
210-030	Repairs	2 400	200
220-000	Rent	6 600	550
225-000	Salaries	6 000	500
230-000	Stationery	120	10
<b>TOTAL EXPENSES</b>		<b>19 200</b>	<b>1 600</b>
<b>NET PROFIT</b>		<b>-52 800</b>	<b>-4 400</b>



Cost of sales and Gross Profit are only applicable to Trading stock in **MODULE K**.

If you do not deal with Trading stock and do not wish to complete **MODULE K**, enter the amounts (for the purpose of this tutorial) as follows:

- Sales account figure as -72 000 instead of -120 000.
  - Cost of sales account – Do not enter any figure
- Net Profit should still be 52 800 for the year and 4 400 for March.



The net profit need not be entered, as it will automatically be calculated.

## **N.2- ENTERING THE BUDGET FIGURES**

To enter your budget figures:

1. On the **Action** ribbon, select **Accounts**.

Date	Amount	Reference	Description	Date last action
2018/02/01	10 000.00	Gen		2018/04/15 08:11:00
2018/01/01	10 000.00	Gen		2018/04/15 08:11:00
2018/12/01	10 000.00	Gen		2018/04/15 08:11:00
2018/11/01	10 000.00	Gen		2018/04/15 08:11:00
2018/10/01	10 000.00	Gen		2018/04/15 08:11:00
2018/09/01	10 000.00	Gen		2018/04/15 08:11:00
2018/08/01	10 000.00	Gen		2018/04/15 08:11:00
2018/07/01	10 000.00	Gen		2018/04/15 08:11:00
2018/06/01	10 000.00	Gen		2018/04/15 08:11:00
2018/05/01	10 000.00	Gen		2018/04/15 08:11:00
2018/04/01	10 000.00	Gen		2018/04/15 08:11:00
2018/03/01	10 000.00	Gen		2018/04/15 08:11:00
12	-120000,00			

2. Select the first account, i.e. "Sales" and enter the budget figure. Enter the annual amount of -120 000 in the "Total period budget" field.
3. Click on the **Set period budget** button. A confirmation message "Delete old budget for year 2018?" will be displayed.
4. Click on the **Yes** button to delete and replace the budget figures for the year.



*The – sign will display the amounts as credit figures on all reports, etc.*

*For a debit amount just insert the annual amount without the “–”. The amount will automatically be divided this amount into 12 months in the debit or credit fields, depending on whether a “–” or Credit sign have been entered in the “Amount” field.*



*Each month can be overwritten so that the budget can be flexed month by month to accommodate seasonal trends and spending patterns of your business. The system will keep a running total for you, so that as you are flexing the monthly budget, you can see the effect on the annual amount.*

*Budget figures can also be entered for Balance sheet accounts (Capital, Liabilities and Assets), which may be used as a guideline to control the balances on these accounts.*

5. Click on the **Save** button (next to the “Account no.” field).



*If you do not click on the **Save** button, any budget figures entered, or changed, will not be saved.*

6. Select the next account and enter the budget figure.
7. Continue on your own using the budget on the previous page until you have completed entering your budget figures.
8. When you are finished entering all your budget figures, click on the **Close** button (on the titlebar).

### N.3- ENTERING A BUDGET FOR SPECIAL EVENTS

On 31 May 2018 we need to budget 5 000,00 extra sales for a special promotion sale. You may enter budget figures for specific dates and / or periods.

**To enter budget figures for special events:**

1. On the **Action** ribbon, select **Accounts**.

The screenshot shows the 'Accounts' window. On the left, a tree view lists various accounts, with 'G010000 Sales' selected. The right pane displays the details for the 'Sales' account, including its type (Ledger), number (010), and description. Below this, there is a 'Budget Bank links' section with a table for entering budget data. The table has columns for Date, Amount, Reference, Description, and Date last action. A new row is highlighted for 2018/05/31 with an amount of 5 000,00, reference 'Sale', and description 'Special promotion'.

#	Date	Amount	Reference	Description	Date last action
	2018/02/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/01/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/12/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/11/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/10/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/09/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/08/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/07/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/06/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/05/01	5 000,00	Sale	Special promotion	2018/04/15 08:15:12
	2018/05/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/04/01	10 000,00	Gen		2018/04/15 08:11:00
	2018/03/01	10 000,00	Gen		2018/04/15 08:11:00
13		-125000,00			

2. Select the "Sales" account. On the **Budget** tab, click on the button to create a new record.
3. The system date will automatically be displayed. Enter or select the date (i.e. "2018/05/31") for the special event.
4. Enter the amount for the budget (i.e. "-5 000") in die "Amount" column.
5. Enter the reference (i.e. "Sale") in the "Reference" column.
6. Enter the description (i.e. "Special promotion") in die "Description" column.
7. Click on the button to save the new budget for "2018/05/31".
8. Click on the **Save** button.

If you do not click on the **Save** button, these budget figures, or any changes will be lost.

## **N.4- PRINTING BUDGET REPORTS**

Once any budget figures are entered or edited (and saved) (**Accounts (Action ribbon)**), these figures will automatically be updated to the applicable accounts and will be available in the T-Ledger analyser and any reports which supports budget figures.

Budgets may be viewed, printed and / or exported from the following options:

- T-Account analyser 1 / 2.
- Budget option for the Trial balance, Income statement, Balance sheet and Standard column balances.
- Budget vs actual.
- T-account viewer (Budget listing).
- Budget vs actual (3 periods) (**Reports ribbon - Reports → Ledger → Budget**).

### **N.4.1- Printing budget listing reports**

This option, if selected, will list only the budget figures (Budget listing) in the Trial balance, Income statement, Balance sheet and Standard column balances report types.

**To view and analyse budget listing:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1**.

Account	Balance
REPORTING GROUP ROOT	4 400,00
*G010000 Sales	10 000,00
*G100000 Cost of sales	4 000,00
*G200000 Bank charges	40,00
*G205000 Depreciation	50,00
*G210000 Motor vehicle expenses	450,00
*G210010 Fuel and oil	100,00
*G210020 Maintenance	150,00
*G210030 Repairs	200,00
*G220000 Rent	550,00
*G225000 Salaries and wages	500,00
*G230000 Stationery	10,00
G700000 Debtors control	0,00
G900000 Creditors control	0,00

Net Profit/Loss C -4 400,00  
Balance D 0,00

2. Select the *"Budget"* option (tick). This option is available for the Income statement, Trial balance and Balance sheet report type.

- Select the period from **2018/03/01** to **2018/03/31** to view the budget figures for a specific period, e.g. "March 2018".



To view the annual budget figures; select the period from 2018/03/01 to 2019/02/28.

- Click on the **Report** button to refresh and generate the budget figures.



To view the budget figures for sub-accounts, e.g. click on the + icon next to G210-000 Motor vehicle expenses. This will display the figures for each sub-account.

- If any of these budget figures need some adjustment, click on the **Accounts (Action ribbon)**; select the applicable accounts and edit or enter the necessary figures.
- Click on the **Print** button.

The example of the Trial balance, listing the budget for March 2018, is as follows:

	Totals		Debit	Credit
	Debit	Credit		
REPORTING GROUP ROOT		4 400,00		
010000 Sales				10 000,00
100000 Cost of sales			4 000,00	
200000 Bank charges			40,00	
205000 Depreciation			50,00	
210000 Motor vehicle expenses	450,00			
210010 Fuel and oil			100,00	
210020 Maintenance			150,00	
210030 Repairs			200,00	
220000 Rent			550,00	
225000 Salaries and wages			500,00	
230000 Stationery			10,00	
			<b>Totals</b>	<b>10 000,00</b>
			<b>5 600,00</b>	<b>4 400,00</b>
			<b>Net profit</b>	<b>10 000,00</b>
				<b>4 400,00</b>

## N.4.2- Printing budget listing report from the T-Ledger viewer

### To print a list of budgets in the T-Account viewer:

- If the **Budget** option is selected on the Trial balance, Income statement, Balance sheet and Standard column balances report types in the T-Ledger analyser 1 or 2, you may right-click and click on the **Show details** option. This will display the budget figures in the T-Account viewer.
- Select the dates (e.g. from "**2018/03/01** to **2019/02/28**" from and to to include in the budget figures, if necessary).

## MODULE N - BUDGETING

T-Account viewer G010-000 Sales

From date: 2018/03/01 To date: 2019/02/28 Show contra:  Export Print <

						Debit	Credit
Opening balances						0,00	
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/03/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/04/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/05/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/06/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/07/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/08/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/09/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/10/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/11/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2018/12/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2019/01/01	10 000,00
0	Unallocated	Unallocated	G010000*	Sales	Gen	2019/02/01	10 000,00
						0,00	125 000,00
<b>Balance -125 000,00</b>							

- Click on the **Print** button. You may also click on the **Export** button to export the budget figures to a spreadsheet.

ledgerdetail

T-Account viewer

G010000* Sales				Debit	Credit	Cum
0	2018/03/01	Gen	.		10 000,00	-10 000,00
0	2018/04/01	Gen	.		10 000,00	-20 000,00
0	2018/05/01	Gen	.		10 000,00	-30 000,00
0	2018/05/01	Sale	Special promoton	5 000,00		-35 000,00
0	2018/06/01	Gen	.		10 000,00	-45 000,00
0	2018/07/01	Gen	.		10 000,00	-55 000,00
0	2018/08/01	Gen	.		10 000,00	-65 000,00
0	2018/09/01	Gen	.		10 000,00	-75 000,00
0	2018/10/01	Gen	.		10 000,00	-85 000,00
0	2018/11/01	Gen	.		10 000,00	-95 000,00
0	2018/12/01	Gen	.		10 000,00	-105 000,00
0	2019/01/01	Gen	.		10 000,00	-115 000,00
0	2019/02/01	Gen	.		10 000,00	-125 000,00
<b>Totals</b>					<b>125 000,00</b>	<b>125 000,00</b>

## N.5- PRINTING BUDGET PERFORMANCE REPORTS

The following two (2) reports are available to print budget vs actual figures:

- Budget vs actual report (T-ledger analyser 1 / 2).
- Budget vs actual (3 periods) report (**Reports** → **Ledger** → **Budget (Reports)** ribbon).



## N.5.1- Printing the Budget vs actual report

This report will display the following:

1. **Trial balance** – The actual figures on the Trial balance - totals of transactions as posted (updated to the ledger) in batches (journals), sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit notes) and purchase documents (i.e. Purchases and Supplier returns).
2. **Budget** – Once any budget figures are entered or edited (and saved), these figures will automatically be updated to the applicable accounts and will be available in the T-Ledger analyser and any reports which supports budget figures.
3. **Difference** – The difference amount actual trial Trial balance vs the Budget figures.
4. **Percentage** – The difference expressed as a percentage.

**To print a budget vs actual report:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **2**.
2. Select the *"Budget vs actual"* report type. This option is available for the Income / Expenses, Trial balance and Balance sheet report type.

Code	Name	Trial balance	Budget	Difference	%		
G010000	Sales	0,00	17 500,00	0,00	125 000,00	-107 500,00	14,00
G100000	Cost of sales	4 500,00	0,00	48 000,00	0,00	43 500,00	9,38
G200000	Bank charges	45,00	0,00	480,00	0,00	435,00	9,38
G205000	Depreciation	150,00	0,00	600,00	0,00	450,00	25,00
G210010	Fuel and oil	150,00	0,00	1 200,00	0,00	1 050,00	12,50
G210020	Maintenance	810,00	0,00	1 800,00	0,00	990,00	45,00
G210030	Repairs	1 200,00	0,00	2 400,00	0,00	1 200,00	50,00
G220000	Rent	500,00	0,00	6 600,00	0,00	6 100,00	7,58
G225000	Salaries and wages	0,00	0,00	6 000,00	0,00	6 000,00	100,00
G230000	Stationery	300,00	0,00	120,00	0,00	-180,00	250,00
G505000	Capital	0,00	5 000,00	0,00	0,00	5 000,00	100,00
G600010	Furniture: fittings @ cost	3 800,00	0,00	0,00	0,00	-3 800,00	100,00
G600020	Furniture: fittings -Acc. deprec.	0,00	50,00	0,00	0,00	50,00	100,00
G610020	Motor vehicles -Accum. depreciation	0,00	100,00	0,00	0,00	100,00	100,00
G700000	Debtors control	17 025,00	0,00	0,00	0,00	-17 025,00	100,00
G750000	Stock control	0,00	1 000,00	0,00	0,00	1 000,00	100,00
B810000	ABC - Bank	5 188,00	0,00	0,00	0,00	-5 188,00	100,00
B820000	Petty cash	33,00	0,00	0,00	0,00	-33,00	100,00
T850010	Output VAT - 14%	0,00	1 400,00	0,00	0,00	1 400,00	100,00
T850020	Input VAT - Standard rate - 14%	812,00	0,00	0,00	0,00	-812,00	100,00
T850030	Input VAT - Capital goods - 14%	112,00	0,00	0,00	0,00	-112,00	100,00
T860010	Output VAT - 15%	0,00	1 125,00	0,00	0,00	1 125,00	100,00
T860020	Input VAT - Standard rate - 15%	525,00	0,00	0,00	0,00	-525,00	100,00
G900000	Creditors control	0,00	8 975,00	0,00	0,00	8 975,00	100,00
	Net Profit/Loss	0	9 845,00	57 800,00		-47 955,00	
	Totals		0,00	57 800,00		-57 800,00	

3. To view the annual budget figures; select *"Year"* and the period from **2018/03/01** to **2019/02/28**.

## MODULE N - BUDGETING

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Select the period from **2018/03/01** to **2018/03/31** to view the budget figures for a specific period, e.g. "March 2018".

4. Click on the **Report** button to refresh and generate the budget figures.



To view the budget figures for sub-accounts, e.g. click on the + icon next to G210-000 Motor vehicle expenses. This will display the figures for each sub-account.

5. If any of these budget figures need some adjustment, click on the **Accounts (Action ribbon)**; select the applicable accounts and edit or enter the necessary figures.
6. Click on the **Export** button.

### N.5.1.1- Exporting the Budget vs actual report



If you click on the **Print** button, an error "Type conversion error 'Val':Expression TrpExpression46" will be produced when printing the "Budget vs Actual" and "This year vs Last year" report if transactions are posted (updated) to the ledger, e.g. HANDYMAN-B.

These two reports can print on all Sets of Books which does not have any posted transactions, e.g. HANDYMAN, HANDYMAN-A.

This will create an "Export.txt" file which you may save with any name, to any location (file or folder) on your system.



If your system's default App for Spreadsheets, is configured correctly, it will open the file automatically in the default Spreadsheet App, e.g. Excel, OpenOfficeCalc, etc.

In this example, Notepad, is the Default app for Comma Separated Value (\*.csv) files.

Export - Notepad

File Edit Format View Help

Created on 2018/05/17 23:56:14

Per period 2018/03/01 / 2019/02/28 Groups None Report type Budget vs actual

Per period Year Budget False

Ignore zero balances True Include opening balances False

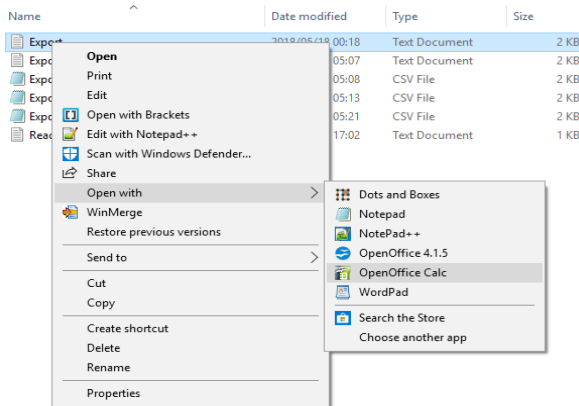
Viewer Debtor / Creditor False Opening balances only False

Code	Name	Trial balance	Budget	Difference	%
G010000	Sales	0,00 17 500,00	0,00 125 000,00	-107 500,00	14,00
G100000	Cost of sales	4 500,00	0,00 48 000,00	0,00 43 500,00	9,38
G200000	Bank charges	45,00 0,00	480,00 0,00	435,00	9,38
G205000	Depreciation	150,00 0,00	600,00 0,00	450,00	25,00
G210010	Fuel and oil	150,00 0,00	1 200,00	0,00 1 050,00	12,50
G210020	Maintenance	810,00 0,00	1 800,00	0,00 990,00	45,00
G210030	Repairs	1 200,00 0,00	2 400,00	0,00 1 200,00	50,00
G220000	Rent	500,00 0,00	6 600,00	0,00 6 100,00	7,58
G225000	Salaries and wages	0,00 0,00	6 000,00	0,00 6 000,00	100,00
G230000	Stationery	300,00 0,00	120,00 0,00	-180,00 250,00	
G505000	Capital	0,00 5 000,00	0,00 0,00	5 000,00	100,00
G600010	Furniture fittings @ cost	3 800,00	0,00 0,00	0,00 -3 800,00	100,00
G600020	Furniture fittings -Acc. deprec.	0,00	0,00 50,00	0,00 0,00	50,00 100,00
G610020	Motor vehicles -Accum. depreciation	0,00	0,00 100,00	0,00 0,00	100,00 100,00
G700000	Debtors control	17 025,00 0,00	0,00 0,00	0,00 -17 025,00	100,00
G750000	Stock control	0,00 1 000,00	0,00 0,00	0,00 1 000,00	100,00
B810000	ABC - Bank	5 188,00	0,00 0,00	0,00 -5 188,00	100,00
B820000	Petty cash	33,00 0,00	0,00 0,00	-33,00	100,00
T850010	Output VAT - 14%	0,00 1 400,00	0,00 0,00	0,00 1 400,00	100,00
T850020	Input VAT - Standard rate - 14%	812,00 0,00	0,00 0,00	0,00 -812,00	100,00
T850030	Input VAT - Capital goods - 14%	112,00 0,00	0,00 0,00	0,00 -112,00	100,00
T860010	Output VAT - 15%	0,00 1 125,00	0,00 0,00	0,00 1 125,00	100,00
T860020	Input VAT - Standard rate - 15%	525,00 0,00	0,00 0,00	0,00 -525,00	100,00
G900000	Creditors control	0,00 8 975,00	0,00 0,00	0,00 8 975,00	100,00
0	0	0 0	0 0	0	
	Net Profit/Loss	0 9 845,00	0 57 800,00	-47 955,00	0
Totals	0 0,00 0	57 800,00	-57 800,00	0	

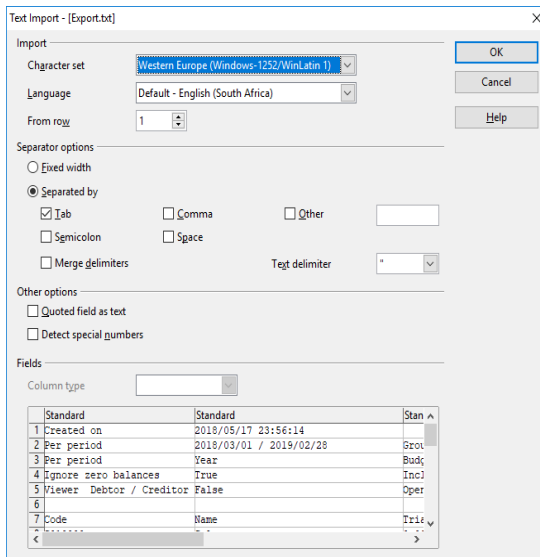
**N.5.1.2- Printing the Exported Budget vs actual report**

**Opening and printing the “Budget vs Actual” report in a Spreadsheet.**

1. Locate the saved file, e.g. “Export.txt” file on your system and right-click.
2. Select “Open with...” and the Spreadsheet App.



3. The selected exported report file will be opened in the selected Spreadsheet, e.g. OpenOfficeCalc.
4. On the “Text Import” screen, the “Tab” option in the “Separated by” section should be selected.



5. The report file should display as follows:

Export.txt - OpenOffice Calc

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A	B	C	D	E	F	G	H
1	Created on	2018/05/17 23:56:14					
2	Per period	2018/03/01 / 2019/02/28	Groups	None	Report type	Budget vs actual	
3	Per period	Year	Budget	False			
4	Ignore zero balances	True	Include opening balance	False			
5	Viewer Debtor / Creditor	False	Opening balances only	False			
6							
7	Code	Name	Trial balance	Budget		Difference	%
8	G010000	Sales	0,00	17 500,00	0,00	125 000,00	-107 500,00 14,00
9	G100000	Cost of sales	4 500,00	0,00	48 000,00	0,00	43 500,00 9,38
10	G200000	Bank charges	45,00	0,00	480,00	0,00	435,00 9,38
11	G205000	Depreciation	150,00	0,00	600,00	0,00	450,00 25,00
12	G210010	Fuel and oil	150,00	0,00	1 200,00	0,00	1 050,00 12,50
13	G210020	Maintenance	810,00	0,00	1 800,00	0,00	990,00 45,00
14	G210030	Repairs	1 200,00	0,00	2 400,00	0,00	1 200,00 50,00
15	G220000	Rent	500,00	0,00	6 600,00	0,00	6 100,00 7,58
16	G225000	Salaries and wages	0,00	0,00	6 000,00	0,00	6 000,00 100,00
17	G230000	Stationery	300,00	0,00	120,00	0,00	-180,00 250,00
18	G505000	Capital	0,00	5 000,00	0,00	0,00	5 000,00 100,00
19	G600010	Furniture fittings @ cost	3 800,00	0,00	0,00	0,00	-3 800,00 100,00
20	G600020	Furniture fittings -Acc. deprec.	0,00	50,00	0,00	0,00	50,00 100,00
21	G610020	Motor vehicles -Accum. depreciation	0,00	100,00	0,00	0,00	100,00 100,00
22	G700000	Debtors control	17 025,00	0,00	0,00	0,00	-17 025,00 100,00
23	G750000	Stock control	0,00	1 000,00	0,00	0,00	1 000,00 100,00
24	B810000	ABC - Bank	5 188,00	0,00	0,00	0,00	-5 188,00 100,00
25	B820000	Petty cash	33,00	0,00	0,00	0,00	-33,00 100,00
26	T850010	Output VAT - 14%	0,00	1 400,00	0,00	0,00	1 400,00 100,00
27	T850020	Input VAT - Standard rate - 14%	812,00	0,00	0,00	0,00	-812,00 100,00
28	T850030	Input VAT - Capital goods - 14%	112,00	0,00	0,00	0,00	-112,00 100,00
29	T860010	Output VAT - 15%	0,00	1 125,00	0,00	0,00	1 125,00 100,00
30	T860020	Input VAT - Standard rate - 15%	525,00	0,00	0,00	0,00	-525,00 100,00
31	G900000	Creditors control	0,00	8 975,00	0,00	0,00	8 975,00 100,00
32			0	0	0	0	0
33		Net Profit/Loss	0	9 845,00	0	57 800,00	-47 955,00 0
34		Totals	0	0,00	0	57 800,00	-57 800,00 0
35							



You may wish to edit some formatting. In this case, the amount columns are aligned to the right.

6. Set the print range and print the report.

## MODULE N - BUDGETING

An example of the printed exported "Budget vs actual" report, is as follows:

		Sheet1					
Created on	2018/05/17 23:56:14						
Per period	2018/03/01 / 2019/02/28	Groups	None	Report type	Budget vs actual		
Per period	Year	Budget	False				
Ignore zero balances	True	Include opening balances	False				
Viewer Debtor / Creditor	False	Opening balances only	False				
Code	Name	Trial balance		Budget		Difference	%
G010000	Sales	0,00	17 500,00	0,00	125 000,00	-107 500,00	14,00
G100000	Cost of sales	4 500,00	0,00	48 000,00	0,00	43 500,00	9,38
G200000	Bank charges	45,00	0,00	480,00	0,00	435,00	9,38
G205000	Depreciation	150,00	0,00	600,00	0,00	450,00	25,00
G210010	Fuel and oil	150,00	0,00	1 200,00	0,00	1 050,00	12,50
G210020	Maintenance	810,00	0,00	1 800,00	0,00	990,00	45,00
G210030	Repairs	1 200,00	0,00	2 400,00	0,00	1 200,00	50,00
G220000	Rent	500,00	0,00	6 600,00	0,00	6 100,00	7,58
G225000	Salaries and wages	0,00	0,00	6 000,00	0,00	6 000,00	100,00
G230000	Stationery	300,00	0,00	120,00	0,00	-180,00	250,00
G505000	Capital	0,00	5 000,00	0,00	0,00	5 000,00	100,00
G600010	Furniture fittings @ cost	3 800,00	0,00	0,00	0,00	-3 800,00	100,00
G600020	Furniture fittings -Acc. deprec.	0,00	50,00	0,00	0,00	50,00	100,00
G610020	Motor vehicles -Accum. depreciation	0,00	100,00	0,00	0,00	100,00	100,00
G700000	Debtors control	17 025,00	0,00	0,00	0,00	-17 025,00	100,00
G750000	Stock control	0,00	1 000,00	0,00	0,00	1 000,00	100,00
B810000	ABC - Bank	5 188,00	0,00	0,00	0,00	-5 188,00	100,00
B820000	Petty cash	33,00	0,00	0,00	0,00	-33,00	100,00
T850010	Output VAT - 14%	0,00	1 400,00	0,00	0,00	1 400,00	100,00
T850020	Input VAT - Standard rate - 14%	812,00	0,00	0,00	0,00	-812,00	100,00
T850030	Input VAT - Capital goods - 14%	112,00	0,00	0,00	0,00	-112,00	100,00
T860010	Output VAT - 15%	0,00	1 125,00	0,00	0,00	1 125,00	100,00
T860020	Input VAT - Standard rate - 15%	525,00	0,00	0,00	0,00	-525,00	100,00
G900000	Creditors control	0,00	8 975,00	0,00	0,00	8 975,00	100,00
		0	0	0	0	0	0
	Net Profit/Loss	0	9 845,00	0	57 800,00	-47 955,00	0
	Totals	0	0,00	0	57 800,00	-57 800,00	0

## **N.5.2- Printing the Budget vs actual (3 Periods) report**

The Budget vs Actual (realisation - 3 periods) report lists the Income and Expense account balances and budget figures for three (3) periods as comparative figures.

Only the transactions in documents and batches which are posted (updated) to the ledger will be included in this report.

Budget figures are entered and edited in the **Accounts (Action ribbon)**.

If you have activated Cost centres and have entered the budget figures for Cost centres, you may select (tick) the Cost centres to print this report for your Cost centres.

### **To print a Budget vs actual (3 periods) report:**

1. On the **Reports** ribbon, select **Reports** → **Ledger** → **Budget**.

The screenshot shows the 'Budget vs actual' dialog box. It features three date selection sections, each with a 'Date' label, a 'Per period' dropdown, a 'Free selection' checkbox, a 'Display' date range dropdown, and a 'Periods' section with radio buttons for 'Month', '2 Months', '3 Months', '4 Months', '6 Months', and 'Year'. The first section is for 2018/03/01 / 2018/03/31, the second for 2018/04/01 / 2018/04/30, and the third for 2018/05/01 / 2018/05/31. To the right of these sections are checkboxes for 'Include zero balances' and 'Balances'. At the bottom right are 'OK' and 'Cancel' buttons.

2. Select the following options:
  - a) **Period** - Select up to three (3) periods on the **Per period** tabs. You may click on the **Free selection** tab to select a specific date or a range of dates to include balances and budget figures in the report.
  - b) **Include zero balances** - If this option is not selected (not ticked), it will list only the expense and income accounts which has balances and / or budget figures. Tick this option to include all accounts including those with no actual transactions and / or budget figures).
  - c) **Balances** - If this option is not selected (not ticked), it will list the expense and income accounts which has balances and / or budget figures. Tick this option to show only the actual transactions totals and / or budget totals of expense and income accounts for the selected period or dates.

- d) **Cost centre 1** - Will be listed if you have activated Cost centres and created Cost centre 1 (**Groups (Setup ribbon)**). You may select any of these Cost centres, to include in the report.
  - e) **Cost centre 2** - Will be listed if you have activated Cost centres and created Cost centre 2 (**Groups (Setup ribbon)**). You may select any of these Cost centres, to include in the report.
3. Click on the **OK** button.

The Budget vs actual (realisation - 3 periods) report, should be displayed as follows:

Budget v/s realisation 3 periods		Include zero balances: No Balances: No					
Periods	01-03-2018 31-03-2018		01-04-2018 30-04-2018		01-05-2018 31-05-2018		
<b>*Expenses</b>							
Account no. / Description	Actual	Budget	Actual	Budget	Actual	Budget	
200000 Bank charges	45,00	40,00	0,00	40,00	0,00	40,00	
205000 Depreciation	150,00	50,00	0,00	50,00	0,00	50,00	
210010 Fuel and oil	150,00	100,00	0,00	100,00	0,00	100,00	
210020 Maintenance	810,00	150,00	0,00	150,00	0,00	150,00	
210030 Repairs	1 200,00	200,00	0,00	200,00	0,00	200,00	
220000 Rent	500,00	550,00	0,00	550,00	0,00	550,00	
225000 Salaries and wages	0,00	500,00	0,00	500,00	0,00	500,00	
230000 Stationery	300,00	10,00	0,00	10,00	0,00	10,00	
<b>Total - *Expenses</b>	<b>3 155,00</b>	<b>1 600,00</b>	<b>0,00</b>	<b>1 600,00</b>	<b>0,00</b>	<b>1 600,00</b>	
Actual - Budget	1 555,00		-1 600,00		-1 600,00		
<b>*Income</b>							
Account no. / Description	Actual	Budget	Actual	Budget	Actual	Budget	
010000 Sales	-10 000,00	-10 000,00	-7 500,00	-10 000,00	0,00	-15 000,00	
100000 Cost of sales	0,00	4 000,00	4 500,00	4 000,00	0,00	4 000,00	
<b>Total - *Income</b>	<b>-10 000,00</b>	<b>-6 000,00</b>	<b>-3 000,00</b>	<b>-6 000,00</b>	<b>0,00</b>	<b>-11 000,00</b>	
Actual - Budget	-4 000,00		3 000,00		11 000,00		
<b>Net profit / Net loss: Actual</b>	<b>-6 845,00</b>		<b>-3 000,00</b>		<b>0,00</b>		
<b>Net profit / Net loss: Budget</b>	<b>-4 400,00</b>		<b>-4 400,00</b>		<b>-9 400,00</b>		
<b>Net profit / Net loss: Actual - Budget</b>	<b>-2 445,00</b>		<b>1 400,00</b>		<b>9 400,00</b>		

The details, is as follows:

1. **Header** section - Report name and Periods as selected on the Periods in the "Report options / parameters" screen.
2. **Expenses** - A list of the accounts (created as Income and Expense account type and linked to the Expenses group / financial category). If the "Include zero balances" field is selected (ticked), all expense accounts will be listed (including those accounts with no actual transactions and or budget figures. If the "Balances" field is selected (ticked), only the "Total - \*Expenses" will be displayed.



3. **Income** - A list of the accounts (created as Income and Expense account type and linked to the Income group / financial category). If the "Include zero balances" field is selected (ticked), all income accounts will be listed (including those accounts with no actual transactions and or budget figures). If the "Balances" field is selected (ticked), only the "Total - \*Income" will be displayed.
4. **Totals** -
  - a) **Net Profit / Net Loss: Actual** - This is the total of the **Expenses** less the **Income** totals for posted batches and documents. A negative figure indicates a Net Profit and a positive figure displays a Net Loss for the selected periods (dates).
  - b) **Net Profit / Net Loss: Budget** - This is the total of the **Expenses** less the **Income** totals for the budget figures as entered / edited (**Accounts (Action ribbon)**). A negative figure indicates a Net Profit and a positive figure displays a Net Loss for the selected periods (dates).
  - c) **Net Profit / Net Loss: Actual - Budget** - This is the total of the **Net Profit / Net Loss: Actual** less the **Net Profit / Net Loss: Budget** totals. A negative figure indicates that the posted batches and documents exceeds (overspend) the budget figures for the selected periods (dates). A positive figure indicates that the posted batches and documents is less than the budget figures (available) for the selected periods (dates).

# MODULE O - REPORTS

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## 0.1- INTRODUCTION TO REPORTS



The Tax authorities may impose changes in the VAT (GST/Sales tax) rates. For example, in South Africa, the South African Revenue Services (SARS), changed the VAT rate from 14% to 15% on 1 April 2018.

This MODULE, the reports includes VAT based on 14% tax for taxable transactions up to 31 March 2018 and 15% for taxable transactions as from 1 April 2018.

TurboCASH allows you to generate a wide range of standard reports, each with various options to select. These reports are an exceptionally powerful tool for use in managing and controlling all aspects of your business. Reports are grouped into the various types. All reports are generated on the **Reports** tab.

## 0.2- OPTIONS TO PRINT REPORTS

As the principles to generate reports are basically the same on all report option / parameter screens, it is a good idea to discuss the output media ("*Send report to*") in this chapter. To print a report, click on the **Reports** ribbon and select the specific report you wish to print. You can generate these any of these reports on the following mediums:

<i>Send report to</i>	<i>Brief description</i>
Screen	Displays the report on your screen, from where you can page and scroll through the report. You may also print the report or save it after you have previewed it.
Printer	Prints the report directly to the printer specified in the <b>Printer</b> icon ( <b>Setup</b> ribbon).
File	TurboCASH Report Export utility allows you to Save the report in a directory and in certain formats, you specify.
E-mail	Send the report over the Internet as an e-mail message.
Fax	Send the report as a Fax to a specified recipient.

## O.2.1- Send to - Screen

The "Reportman preview" screen is displayed when printing a report to the screen. Reports and Documents are stored in the following directories (folders):

**Reports** - ...\\plug\_ins\reports\systemreports

**Documents** - ...\\plug\_ins\reports\DOCUMENTS\DOCUMENTS

	Totals		Debit	Credit
	Debit	Credit		
REPORTING GROUP ROOT		6 845,00		
010000 Sales				10 000,00
200000 Bank charges			45,00	
205000 Depreciation			150,00	
210000 Motor vehicle expenses	2 160,00			
210010 Fuel and oil			150,00	
210020 Maintenance			810,00	
210030 Repairs			1 200,00	
220000 Rent			500,00	
230000 Stationery			300,00	
<b>Totals</b>			<b>3 155,00</b>	<b>10 000,00</b>
<b>Net profit</b>				<b>6 845,00</b>

The icons are grouped into five (5) sections (i.e. **Navigation, Output, Settings, Zoom** and **Search**) and the **Close** button. These icons are as follows:

1. **Navigation** -

- a) **First (Home)** – Goes to the first page of the report.
- b) **Previous (Page up)** – Goes to the previous page of the report.
- c) **Page number** – Displays the page number of the page in the "Report preview" screen. You may enter a specific page number and hit the **Enter** key on your keyboard to jump to that specific page.
- d) **Next page (Page down)** – Goes to the next page of the report.
- e) **Last page (End)** – Goes to the last page of the report.

2. **Output** -

- a) **Print (Ctrl+P)** – This will launch the "Print" screen. You may select another printer (than your system's default printer), select a specific page and change the number of copies, if necessary.
- b) **Save (Ctrl+S)** – This will launch the "Save Metafile as" screen. On this screen, you need to do the following where necessary:
  - i) Select the directory (folder) where you need to save this file, if necessary.

- ii) Enter a file name.
- iii) Select a file type if another file type than the default file type (PDF file – Compressed) is required. The following Report meta file types are available:

- \*.rpmf Report Metafile
- \*.pdf PDF file – Compressed
- \*.pdf PDF file – Uncompressed (default)
- \*.xls Excel file
- \*.xls Excel file (one sheet)
- \*.txt Text file
- \*.bmp Bitmap file
- \*.html Html file
- \*.html Html file (single)
- \*.svg Scalable Vector Graphics file
- \*.csv Comma Separated Value file
- \*.txt Custom Text file
- \*.rpmf Executable Meta file uncompressed
- \*.exe Executable meta file



Microsoft Excel (Office) required to save reports (Save report as a meta file report from the "Reportman Print preview" screen) to an Excel spreadsheet or Excel (one sheet) spreadsheet (\*.xls).

- c) **E-mail (Ctrl+E)** – This will generate a Portable Document Format (pdf) file. It will also launch a blank E-mail message (using your system's default e-mail program) and insert the report (or document) as an attachment.





The name of the report (or document) is automatically generated (for example, REPCS26.pdf). It will also automatically be inserted in the "Subject" field and displayed in the titlebar of the e-mail message. It is recommended that you add your own sensible subject to this in the "Subject" field. You still need to select a recipient (and other recipients, if necessary) and type a message before clicking on the **Send** button.

### 3. Settings -


- a) **Show report page setup (F11)** – This will display a "Dialog" screen on which you may do the "Page setup, Print setup" and "Options" (i.e. select the "Preferred save format").
- b) **Show report parameters (F12)**- This is the selection or options screen, on which you may select the options to include or exclude data in the report.



Should the report have no report parameters (when it prints directly when you click on the **Print** button of the "Reportman" screen), the report has no options to change. This icon will then be inactive. If the report has an active **Report parameters** icon, you may click on it to change the report parameters. This will change the content of the report.

4. **Zoom** - 
- a) **Shows the report in real size (F6)** – This will display the report in the actual size when it is printed.
  - b) **Adjusting the paper to fit the window width (F7)** – The report will be stretched to fit the entire Preview window. If you resize the report (e.g. click on the Maximize button or on the Restore down button of the "Reportman preview" screen's titlebar), it will automatically be resized.
  - c) **Scale to full page (F8)** – This will display the full page (length and with) in the window.
  - d) **Zooms out the view (- numeric keypad)** – Each click will reduce the size.
  - e) **Zooms in the view (+ numeric keypad)** – Each click will increase the size.
5. **Search (Ctrl+F3)** - 

Enter text, numbers, amounts, special characters, etc. to find the matching results in the report.

 To close the "Reportman preview" screen, click on the **Close** button. Alternatively, click on the **Close** button of the "Reportman preview" screen's titlebar.

### O.2.2- Send to - Printer

---

If you have selected the "Send report to" **Printer** option and you click on the **OK** button, the report will be printed automatically by the printer you have selected in the **Printer** icon (**Setup** ribbon), without having a chance to preview the report. If you wish to print more than one copy of the report, you may select the number of copies to be printed before you click on the **OK** button. For all the other report output options, you cannot select the number of copies, since they will only be generated in 1 copy.

### O.2.3- Send to - File

---

If you have selected the "Send report to" **File** option and you click on the **OK** button, the very same "TurboCASH Report Export" screen as discussed above will be displayed. You will not be able to preview the report before you can save it.

### O.2.4- Send to - E-mail

---

If you have selected the "Send report to" **E-mail** option and you click on the **OK** button, the "Sending E-mail and Fax report" screen will be displayed. Your e-mail should already be set up in the **Setup** → **Internet** (**Setup** ribbon). Enter the subject and select the e-mail address from your address book and click on the **Send** button.

## O.2.5- Send to - Fax

---

If you have selected the "Send report to" **Fax** option and you click on the **OK** button, the "Sending E-mail and Fax report" screen will be displayed. Your Fax drivers should already be set up in your Windows operating system.

In addition to these reports, which you can use, you also have the further option as to export these reports or data in these reports via the Export utility to further analyse your data in spreadsheets, word processing, presentation programs, etc. You can use the reports and exported data to draft powerful presentations, business plans, etc.

## O.3- REPORTS IN THE T-LEDGER ANALYSER

---

All processed (posted) transactions will be accumulated in the T-Ledger analyser. There are various ways in which the transactions may be viewed, exported and analysed.

The options, is as follows:

1. **Transactions and balances** – These are the balances of transactions as posted (updated to the ledger) in batches (journals), sales documents (i.e. Invoices, Point-of-Sale Invoices and Credit notes) and purchase documents (i.e. Purchases and Supplier returns).  
There are six (6) report types, which may be selected (i.e. Trial balance, Income statement, Balance sheet, Standard column balances, Budget vs actual and This year vs last year) which may be printed and exported to spreadsheets.  
In addition to this, there are 6 report types which may be exported to spreadsheets (i.e. Column balances, Column balances Debit/Credit, Column balances debtor, Column balances creditor, Column balances debtor Debit/Credit, and Column balances creditor Debit/Credit.)
2. **Budget** – Budget figures as entered in the → **Accounts (Action ribbon)**. This option, if selected, will list only the budget figures (Budget listing) in the Trial balance, Income statement, Balance sheet and Standard column balances report types. The Budget vs Actual is the budget performance report. It will list and compare the budget figures versus the actual posted (updated) transactions.
3. **T-Account viewer** – You may select a specific account, group, etc. to view the transactions in the T-Account viewer. To do this, right-click on a selected account, and select the "Show details" option on the context menu.



The T-Account viewer may also be selected on the **Reports** → **T-Account viewer** menu. When launching it from the **Reports** ribbon, you may select the following:

- **Account** – Select a specific account.
- **From date and To date** – Select a specific date or a range of dates to view data.

**MODULE 0 - REPORTS**



You may click on the following to get specific views of transactions:

- **Batch number** (e.g. 10012, etc. automatically generated). This will list only the transactions for a specific batch (journal).
- **Account code** (e.g. G010000 Sales, B810000 ABC - Bank, T850010 Input VAT/GST/Sales tax, etc.). This will list the transactions for a specific account.
- **Date** – This will list the transactions for a specific date. If you double-click on a date, the "From date" and "To date" will be changed to the selected date.

**To print reports in the T-Ledger analyser:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1 / 2**.

2. Select the following options:

Option	Description
--------	-------------

Report type:

1. **Trial balance** – List of all accounts in the chart of accounts. This will include:
  - - Income / Expense;
  - - Asset / Liability / Capital accounts;
  - - Retained earnings / income;
  - - Debtor's control; and
  - - Creditor's control accounts.
2. **Income** / **Expenses** – List only those accounts which is reported on the Income statement.
3. **Balance sheet** – List only those Accounts, which is reported in the Balance sheet. This will include:
  - - Asset / Liability / Capital accounts;
  - - Retained earnings / income;
  - - Debtor's control; and
  - - Creditor's control accounts).
4. **Standard column balances** – Lists the debit and credit account balances in the Trial balance and the Income statement and Balance sheet accounts in separate columns.
5. **Budget vs actual** – Lists the budget figures entered in the **Accounts (Action ribbon)** versus the actual totals of all transactions in posted batches and documents.
6. **This year vs last year** – This will list the actual totals of all transactions in posted batches and documents in this year periods versus the actual totals of all transactions in posted batches and documents posted to last year periods (previous financial years).



Option	Description
	<ol style="list-style-type: none"> <li>7. <b>Column balances</b> – Lists all accounts in a spreadsheet view. These are the Accounts reported in the Trial balance (this includes both the accounts reported in the Trial balance, Income statement and Balance sheet).</li> <li>8. <b>Column balances debtors</b> – Lists the balances of all accounts which is created and maintained in the <b>Debtors (Action ribbon)</b> in a spreadsheet view. The total of these accounts are reported in the Debtor's control account on the Trial balance and the Balance sheet.</li> <li>9. <b>Column balances creditors</b> – Lists all accounts which is created and maintained in the <b>Creditors (Action ribbon)</b> in a spreadsheet view. The total of these accounts are reported in the Creditor's control account on the Trial balance and the Balance sheet.</li> <li>10. <b>Column balances D/C</b> – Lists all debit and credit account balances in a spreadsheet view. These are the Accounts reported in the Trial balance (this includes both the accounts reported in the Trial balance, Income statement and Balance sheet).</li> <li>11. <b>Column balances debtors D/C</b> – Lists the debit and credit account balances of all accounts which is created and maintained in the <b>Debtors (Action ribbon)</b> in a spreadsheet view. The total of these accounts are reported in the Debtor's control account on the Trial balance and the Balance sheet.</li> <li>12. <b>Column balances creditors D/C</b> – Lists all debit and credit account balances which is created and maintained in the <b>Creditors (Action ribbon)</b> in a spreadsheet view. The total of these accounts are reported in the Creditor's control account on the Trial balance and the Balance sheet.</li> </ol>
Budget:	This will list all accounts for which budget figures were entered (and / or edited) in the <b>Accounts (Action ribbon)</b> .
Cost centre 1 / 2:	The Cost centres (2 Groups) will only be available, if Cost centres are added in <b>Groups (Setup ribbon)</b> ; and if activated.
Groups:	<p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>• <b>None</b> – This is the default. This will list all accounts for the selected Report type according to the Account numbers (codes) in numerical order.</li> <li>• <b>Reporting group 1</b> – Lists all accounts according to the Account reporting group 1 as created in <b>Groups (Setup ribbon)</b>.</li> <li>• <b>Reporting group 2</b> – Lists all accounts according to the Account reporting group 2 as created in <b>Groups (Setup ribbon)</b>.</li> </ul> <p><b>Reporting group 1 and 2</b> – The sequence in which the groups and accounts are listed, may be changed in <b>Groups (Setup ribbon)</b>. This is done by selecting the groups on the list and use the <b>Move up</b> or <b>Move down</b> buttons.</p>
Period:	<p>Select "Per period" or "Free selection"</p> <ul style="list-style-type: none"> <li>• <b>Per period</b> – Select a period (Month, 2 Months, 3 Months, 4 Months, 6 Months or Year).</li> <li>• <b>Free selection</b> – You may select or enter any date or dates.</li> </ul>

## MODULE O - REPORTS

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Option	Description
<i>From:</i> <i>To:</i>	<i>The periods will automatically filter and display the periods matching the selected option in the "Per period" radio buttons. On the "Free selection" tab, you may select any date or dates in the "From date" and "To date" fields.</i>
<i>Ignore zero balances:</i>	<i>If this field is not selected, all accounts will be listed for the selected reports type. If you select (tick) this field; only those accounts with balances will be included in the report.</i>
<i>Include opening balances:</i>	<i>If this option is selected (ticked), it will include the opening balances of those accounts which have opening balances. If this option is not selected; the opening balances will not be included in the report.</i>
<i>Opening balances only:</i>	<i>If the "Include opening balances" option is not selected; this option will not be displayed. If this option is available; you may select (tick) this option to include only the opening balances. All other balances will then be ignored.</i>
<b>Report</b> button:	<i>This will generate the report as per your selection of the report parameters.</i>
<b>Export</b> button:	<i>This will export the report to a comma separated value (*.csv) file format. The exported data will automatically be opened in your system's default spreadsheet (if configured) e.g. Excel.</i>
<b>Print</b> button:	<i>Click to print the report.</i>

3. Select a group or account and right-click on it. On the context menu, select the "Show details" option. This will launch the T-Account viewer.



The T-Account viewer may also be selected on the **Reports → T-Account viewer** menu.



How to print the trial balance, income statement and balance sheet are discussed in detail. It is a good idea to look through each report, making sure that you understand it.

## O.3.1- Trial balance

The Trial balance will reflect all your accounts (**Accounts (Action ribbon)**), which were created as **Balance** and **Income / Expenses** type for the **Ledger, Bank** and **Tax** account types.

**To print a trial balance:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **T-Ledger analyser 2**.

Account	Balance
REPORTING GROUP ROOT	0,00
#Income	10 000,00
*G010000 Sales	10 000,00
#Expenses	3 155,00
*G200000 Bank charges	45,00
*G205000 Depreciation	150,00
*G210000 Motor vehicle expenses	2 160,00
*G210010 Fuel and oil	150,00
*G210020 Maintenance	810,00
*G210030 Repairs	1 200,00
*G220000 Rent	500,00
*G230000 Stationery	300,00
#Capital	5 000,00
G505000 Capital	5 000,00
#Current Liabilities	5 426,00
G850000 VAT - Control - 14%	476,00
T850010 Output VAT - 14%	1 400,00
Net Profit/Loss	C 6 845,00
Balance	D 6 845,00

2. Select the following options:

*Report type:* Select "Trial balance".

*Per period:* Click on the "Month" option and select "2018/03/01 – 2018/03/31".  
You may also click on the **Free selection** tab and enter or select the dates in the "From date" and "To date" fields.


*Groups:* Select Reporting group 1.

*Ignore zero balances:* Select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.  
If this option is not selected ("not ticked"), all accounts listed in your chart of accounts will be displayed and balances will be listed.


*Viewer Debtors / Creditors* Remove the "tick" to list only the totals of the Debtor's and Creditor's control accounts.  
If this field is selected, "ticked" it will list the totals of the individual Debtor and Creditor accounts.

## MODULE O - REPORTS

Include opening balances:

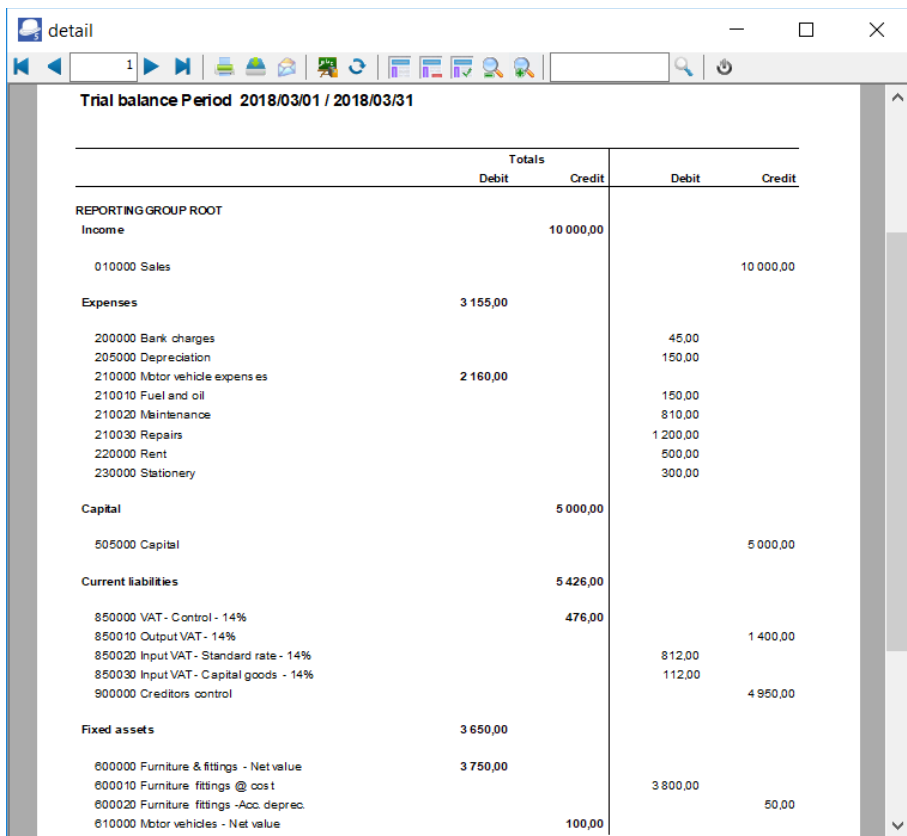
 Do not select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.  
If this option is selected ("ticked"), the opening balances entered in **MODULE H** will be included in the report.

Opening balances only:

 Do not select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.  
If this option is selected ("ticked"), only the opening balances entered in **MODULE H** will be included in the report.

3. Click on the **Report** button.
4. Click on the **Print** button. An example of the printed report, is as follows:

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	Totals		Debit	Credit
	Debit	Credit		
<b>REPORTING GROUP ROOT</b>				
Income		10 000,00		
010000 Sales				10 000,00
Expenses	3 155,00			
200000 Bank charges				45,00
205000 Depreciation				150,00
210000 Motor vehicle expenses	2 160,00			
210010 Fuel and oil				150,00
210020 Maintenance				810,00
210030 Repairs				1 200,00
220000 Rent				500,00
230000 Stationery				300,00
Capital		5 000,00		
505000 Capital				5 000,00
Current liabilities		5 426,00		
850000 VAT - Control - 14%		476,00		
850010 Output VAT - 14%				1 400,00
850020 Input VAT - Standard rate - 14%			812,00	
850030 Input VAT - Capital goods - 14%			112,00	
900000 Creditors control				4 950,00
Fixed assets	3 650,00			
600000 Furniture & fittings - Net value	3 750,00			
600010 Furniture fittings @ cost			3 800,00	
600020 Furniture fittings -Acc. deprec.				50,00
610000 Motor vehicles - Net value		100,00		

Page 2 -

	Totals		Debit	Credit
	Debit	Credit		
810020 Motor vehicles -Accum. depreciation				100,00
<b>Current assets</b>	<b>13 621,00</b>			
700000 Debtors control			8 400,00	
810000 ABC - Bank			5 188,00	
820000 Petty cash			33,00	
<b>Totals</b>			<b>21 500,00</b>	<b>21 500,00</b>
<b>Net profit</b>			<b>3 155,00</b>	<b>10 000,00</b>
				<b>6 845,00</b>



The net profit should be as follows if the following **MODULES** are completed and posted:  
**MODULE A-J and MODULE M** -"Month - 2018/03/01 – 2018/03/31" 6 845,00  
**MODULE A-K and MODULE M** -"Year - 2018/03/01 – 2019/02/28" 9 845,00



The Cost of sales were introduced in this tutorial in **MODULE K** – April 2018. It will therefore not be included in March 2018. It should be included if the report is printed to include April 2018.



In this tutorial, a Net profit should be printed.  
 Should you make a Net loss, the Net profit label will change to Net loss and will be displayed in a **Red** font colour on the screen, as well as the printed report in the "Reportman preview" screen.

## O.3.2- Income statement

The Income and Expenses report will reflect all your accounts (**Accounts (Action ribbon)**), which were created as **Income / Expenses** type for the **Ledger** account type.

**To print an income statement:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **T-Ledger analyser 2**.

The screenshot shows the T-Ledger analyser report interface. It includes a control panel at the top with buttons for Report, Export, and Print. The control panel has several fields: 'Per period' (Free selection) with a 'Display' dropdown set to '2018/03/01 / 2018/03/31' and radio buttons for 'Month', '2 Months', '3 Months', '4 Months', '6 Months', and 'Year'. The 'Month' option is selected. To the right, there are 'Groups' (Reporting group 1), 'Ignore zero balances' (checked), and 'Report type' (Income statement). Below the control panel is a table of account balances:

REPORTING GROUP ROOT	6 845,00
#Income	10 000,00
*G010000 Sales	10 000,00
#Expenses	3 155,00
*G200000 Bank charges	45,00
*G205000 Depreciation	150,00
*G210000 Motor vehicle expenses	2 160,00
*G210010 Fuel and oil	150,00
*G210020 Maintenance	810,00
*G210030 Repairs	1 200,00
*G220000 Rent	500,00
*G230000 Stationery	300,00

At the bottom right, there is a summary: Net Profit/Loss C -6 845,00 and Balance D 0,00.

2. Select the following options:

*Report type:* Select "Income statement".

*Per period:* Click on the "Month" option and select "2018/03/01 – 2018/03/31".

You may also click on the **Free selection** tab and enter or select the dates in the "From date" and "To date" fields.

*Groups:* Select Reporting group 1.

*Ignore zero balances:* Select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.

If this option is not selected ("not ticked"), all Income and Expense accounts listed in your chart of accounts will be displayed and balances will be listed.

3. Click on the **Report** button.
4. Click on the **Print** button.

An example of the printed report, is as follows:

	Totals		Debit	Credit
	Debit	Credit		
REPORTING GROUP ROOT		6 845,00		
010000 Sales				10 000,00
200000 Bank charges			45,00	
205000 Depreciation			150,00	
210000 Motor vehicle expenses	2 160,00			
210010 Fuel and oil			150,00	
210020 Maintenance			810,00	
210030 Repairs			1 200,00	
220000 Rent			500,00	
230000 Stationery			300,00	
<b>Totals</b>			<b>3 155,00</b>	<b>10 000,00</b>
<b>Net profit</b>				<b>6 845,00</b>

### O.3.3- Balance sheet

The Balance sheet will reflect all your accounts (**Accounts (Action ribbon)**), which were created as **Balance** type for the **Ledger, Bank** and **Tax** account types.

**To print a balance sheet:**

1. On the **Reports** ribbon, select **T-Ledger analyser 1** or **T-Ledger analyser 2**.

Group	Account	Balance
<b>REPORTING GROUP ROOT</b>		<b>6 845,00</b>
<b>#Capital</b>		<b>5 000,00</b>
G505000	Capital	5 000,00
<b>#Current Liabilities</b>		<b>5 426,00</b>
G850000	VAT - Control - 14%	476,00
T850010	Output VAT - 14%	1 400,00
T850020	Input VAT - Standard rate - 14%	812,00
T850030	Input VAT - Capital goods - 14%	112,00
G900000	creditors control	4 950,00
<b>#Fixed assets</b>		<b>3 650,00</b>
G600000	Furniture & fittings - Net value	3 750,00
G600010	Furniture fittings @ cost	3 800,00
G600020	Furniture fittings -Acc. deprec.	50,00
G610000	Motor vehicles - Net value	100,00
G610020	Motor vehicles -Accum. depreciation	100,00
<b>#Current assets</b>		<b>13 621,00</b>
G700000	Debtors control	8 400,00
B810000	ABC - Bank	5 188,00
B820000	Petty cash	33,00

Net Profit/Loss D 0,00  
Balance D 6 845,00

2. Select the following options:

*Report type:* Select "Balance sheet".

*Per period:* Click on the "Month" option and select "2018/03/01 – 2018/03/31".

You may also click on the **Free selection** tab and enter or select the dates in the "From date" and "To date" fields.


*Groups:* Select Reporting group 1.

*Ignore zero balances:* Select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.

If this option is not selected ("not ticked"), all Balance sheet accounts listed in your chart of accounts will be displayed and balances will be listed.




Viewer Debtors / Creditors

 Remove the "tick" to list only the totals of the Debtor's and Creditor's control accounts.


If this field is selected, "ticked" it will list the totals of the individual Debtor and Creditor accounts.

Include opening balances:

 Do not select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.

If this option is selected ("ticked"), the opening balances entered in **MODULE H** will be included in the report.

Opening balances only:

 Do not select ("tick") this option, to list only the balances of the accounts we have entered for the selected period.

If this option is selected ("ticked"), only the opening balances entered in **MODULE H** will be included in the report.

3. Click on the **Report** button.

4. Click on the **Print** button.

An example of the printed report, is as follows:

	Totals		Debit	Credit
	Debit	Credit		
<b>REPORTING GROUP ROOT</b>	<b>6 845,00</b>			
Capital		5 000,00		
505000 Capital				5 000,00
<b>Current liabilities</b>		<b>5 426,00</b>		
850000 VAT - Control - 14%		476,00		
850010 Output VAT - 14%			812,00	1 400,00
850020 Input VAT - Standard rate - 14%			112,00	
850030 Input VAT - Capital goods - 14%				4 950,00
900000 Creditors control				
<b>Fixed assets</b>	<b>3 650,00</b>			
600000 Furniture & fittings - Net value	3 750,00			
600010 Furniture fittings @ cost			3 800,00	
600020 Furniture fittings -Acc. deprec.				50,00
610000 Motor vehicles - Net value		100,00		
610020 Motor vehicles -Accum. depreciation				100,00
<b>Current assets</b>	<b>13 621,00</b>			
700000 Debtors control			8 400,00	
810000 ABC - Bank			5 188,00	
820000 Pettycas h			33,00	
<b>Totals</b>			<b>18 345,00</b>	<b>11 500,00</b>
<b>Net profit</b>				<b>6 845,00</b>



The net profit should be as follows if the following **MODULES** are completed and posted:

**MODULE A-J** and **MODULE M** - "Month - 2018/03/01 – 2018/03/31" 6 845,00

**MODULE A-K** and **MODULE M** - "Year - 2018/03/01 – 2019/02/28" 9 845,00



The Cost of sales were introduced in this tutorial in **MODULE K** – April 2018. It will therefore not be included in March 2018. It should be included if the report is printed to include April 2018.



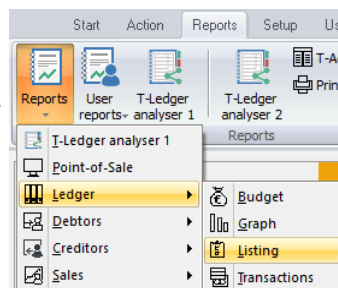
In this tutorial, Net profit should be printed.

Should you make a Net loss, the Net profit label will change to Net loss and will be displayed in a Red font colour on the screen, as well as the printed report in the "Reportman preview" screen.

### 0.4- LEDGER REPORTS

The following reports are available to manage all the accounts in the general ledger:

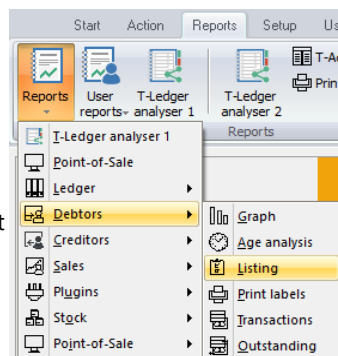
1. **Budget – Budget vs actual (3 periods)** This report lists the Income and Expense account balances and budget figures for three (3) periods as comparative figures.
2. **Graph - Profit / Loss per week** - Net Profit and Loss per week in a bar chart.
3. **Listing** - List the General ledger accounts (Chart of accounts).
4. **Transactions** - Transactions, Transactions - Standard and Transactions - Extra details.



### 0.5- DEBTOR REPORTS

The following reports are available to manage the accounts in the debtor's ledger:

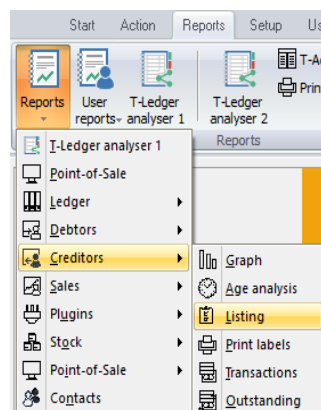
1. **Graph - Debtors per week** - Invoices and Debit transactions, Credit notes and Credit transactions as well as the difference per week in a bar chart.
2. **Age analysis** - Various age analysis reports.
3. **Listing** - Contacts, Listing, List delivery address, List postal address or List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing) report.
4. **Print labels** - Postal and delivery address labels.
5. **Transactions** - Transactions - Open item, Transactions - Standard and Transactions - Extra details.
6. **Outstanding** – Debtor statements, Debtor statements – Outstanding, Due date and Outstanding at date.



## O.6- CREDITOR REPORTS

The following reports are available to manage the accounts in the creditor's ledger:

1. **Graph - Creditors per week** - Purchases and Credit transactions, Supplier returns and Debit transactions as well as the difference per week in a bar chart.
2. **Age analysis** - Various age analysis reports.
3. **Listing** - Contacts, Listing, List delivery address, List postal address or List details, Tax and company registration numbers and the Credit control listing (Credit limit vs current balance and available balances as at the date and time of printing) report.
4. **Print labels** - Postal and Delivery address labels.
5. **Transactions** - Transactions - Open item, Transactions - Standard and Transactions - Extra details.
6. **Outstanding** - Remittance advice, Remittance advice - Outstanding, Due date and Outstanding at date.



## O.7- BATCH REPORTS

Batch reports for unposted batches may be printed from the **F8:List** option on the "Batch entry" screens.

Once a batch or a document is posted (updated), batch reports may be printed from the following options:

- **Reports** → **Batch entry** menu (**Reports** ribbon).
- **Batch entry** – **Posted batches** tab (**Action** ribbon).
- **Reverse posted batch/document** – **Details** tab – (**Tools** → **Global processes** menu (**Setup** ribbon)).

### O.7.1- Batch reports (Reports menu)

The following two (2) reports are available:

1. **Batch transactions per period** – Print the transactions of posted invoices, credit notes, purchase and supplier return documents as well as posted batch transactions (i.e. sales journal, purchase journal, payments journals, receipts journals, general journals, etc.) for a specific selected period and for a selected batch type.
2. **Batch type report – Documents** - Print the transactions of all posted invoices, credit notes, purchase and supplier return documents for a specific selected period.

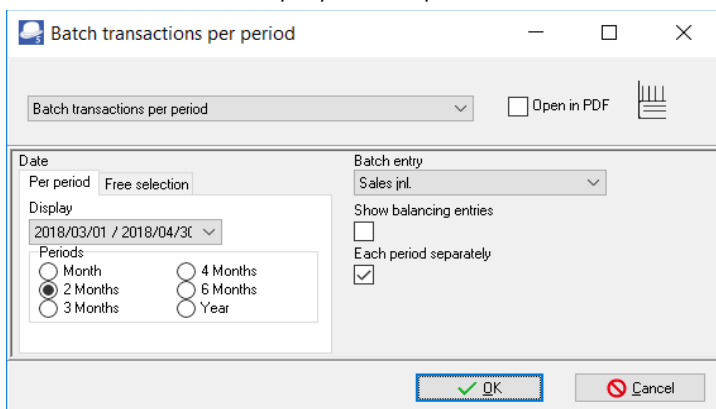
### O.7.1.1- Batch transactions per period report





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Print the transactions of posted invoices, credit notes, purchase and supplier return documents as well as posted batch transactions (i.e. sales journal, purchase journal, payments journals, receipts journals, general journals, etc.) for a specific selected period and for a selected batch type.

**To print a batch transactions per period report:**

1. On the **Reports** ribbon, select **Reports** → **Batch entry**. Documents (listing the batch transactions generated by documents only) is by default displayed.
2. Select "Batch transactions per period" report.



3. Select the following options:
  - Per period:*  Tick on "2 Months" and select "2018/03/01 - 2018/04/30"
  - Batch entry:*  Select "Sales jnl."
  - Show balancing entries:*  Leave blank. By default, this option is not selected. It will only list the transactions entered into batches and / or the totals of documents and totals for each amount column. If this option is selected, it will list all the balancing entries.
  - Each period separately:*  Select (tick) this option to print each period on a new page.
4. Click on the **OK** button.

An example of the "Batch transactions per period" report, is as follows:

Page 1 -

Batch transactions per period

Batch type report : Sales.jnl.

Period: 2018/03/01 - 2018/04/30

Show balancing entries: No  
Each period separately: Yes

Batch no.	Date	Reference / Alias A account Contra account	Description	Tax account	Tax	Debit	Credit
10028	2018/03/07	INV001	Paint - Exterior	T850-010	140,00	1 140,00	
		Sales1803 D1AB-GRE 010-000	Mr. AB Green Sales				
10028	2018/03/09	INV002	Instal - Built-in cupboard	T850-010	210,00	1 710,00	
		Sales1803 D1MA-CDS 010-000	MAC Shop Decor Specialists Sales				
10028	2018/03/10	INV003	Paint - Exterior	T850-010	140,00	1 140,00	
		Sales1803 D1AB-GRE 010-000	Mr. AB Green Sales				
10028	2018/03/12	INV004	Instal - Built-in cupboard	T850-010	210,00	1 710,00	
		Sales1803 D1MD-AVI 010-000	Mr. Mike Davies Sales				
10040	2018/03/13	IN00001	Invoice /AS-INT10	T850-010	140,00	1 140,00	
		IN000001 D1AB-GRE 010-000	Mr. AB Green Sales				
10041	2018/03/14	IN00002	Invoice /B-101	T850-010	210,00	1 710,00	
		IN000002 D1MA-CDS 010-000	MAC Shop Decor Specialists Sales				
10042	2018/03/15	IN00003	Invoice /FH-101	T850-010	140,00	1 140,00	
		IN000003 D1AB-GRE 010-000	Mr. AB Green Sales				
10043	2018/03/16	IN00004	Invoice /B-102	T850-010	210,00	1 710,00	
		IN000004 D1MD-AVI 010-000	Mr. Mike Davies Sales				
Total					1 400,00	11 400,00	0,00
						10 700,00	

Page 2 -

Batch transactions per period

Batch type report : Sales.jnl.

Period: 2018/03/01 - 2018/04/30

Show balancing entries: No  
Each period separately: Yes

Batch no.	Date	Reference / Alias A account Contra account	Description	Tax account	Tax	Debit	Credit
10048	2018/04/07	IN00005	Invoice /D-101	T880-010	150,00	1 150,00	
		IN000005 D1MD-AVI 010-000	Mr. Mike Davies Sales				
10048	2018/04/09	IN00006	Invoice /C-102	T880-010	450,00	3 450,00	
		IN000006 D1RO-GSM 010-000	Mr. Roger Smith Sales				
10050	2018/04/10	IN00007	Invoice /C-103	T880-010	225,00	1 725,00	
		IN000007 D1MD-AVI 010-000	Mr. Mike Davies Sales				
10052	2018/04/11	IN00008	Invoice /D-102	T880-010	300,00	2 300,00	
		IN000008 D1RO-GSM 010-000	Mr. Roger Smith Sales				
Total					1 125,00	8 625,00	0,00
						7 500,00	

This report will list the following:

1. **Batch no.** - The batch id or number as automatically generated.
2. **Date** – Date of the transaction.
3. **Alias** – In the case of documents, the document number will be listed. In the case of batch transactions, the Alias as entered on each “Batch entry” screens will be displayed. If no Alias is entered on “Batch entry” screens, the Alias (Batch name) will be the same as the Batch type).
4. **Account** – The account which was selected for documents or in the Account lookup on “Batch entry” screens.
5. **Contra account** - The account which was selected as the Contra account on the **F10:Setup** on “Batch entry” screens.
6. **Tax account** column – Tax account code.
7. **Debit** column – Debit transaction amount.
8. **Credit** column – Credit transaction amount.

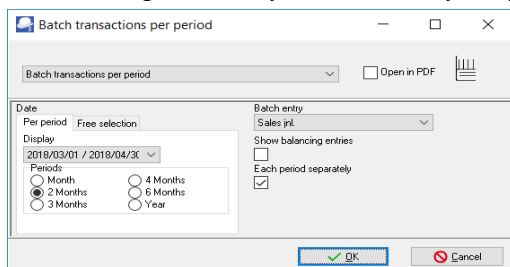
### O.7.1.2- Batch type report – Documents

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Print the transactions of all posted invoices, credit notes, purchase and supplier return documents for a specific selected period.

#### **To print a batch type report - documents report:**

1. On the **Reports** ribbon, select **Reports** → **Batch entry**. “Documents” (listing the batch transactions generated by documents only) is by default displayed.




2. Select the following options:


*Per period:*

 Tick on “Month” and select “2018/03/01 - 2018/03/31”

*Show balancing entries:*

 Leave blank. By default, this option is not selected. It will only list the transactions entered into batches and / or the totals of documents and totals for each amount column. If this option is selected, it will list all the balancing entries.

*Each period separately:*

 Select (tick) this option to print each period on a new page.

3. Click on the **OK** button.

An example of the "Batch type report – Documents", is as follows:

**Batch type report - Documents**

Period: 2018/03/01 - 2018/03/31

Show balancing entries: No  
Each period separately: No

Period: 2018/03

**IN000001 : Sales jnl. AB-IN110**

Batch no.	Date	Reference	Description A account Contra account	Tax account	Tax	Debit	Credit
10045	2018/03/13	IN000001	Paint - Exterior G010-000 Sales				1000.00
10045	2018/03/13	IN000001	Invoice /AB-IN110 DI AB-GRE Mr. AB Green 010-000 Sales	T850-010	140.00	1140.00	
10045	2018/03/13	IN000001	Invoice /AB-IN110 T850-010 Output VAT - 14%				140.00
<b>Total</b>					<b>140.00</b>	<b>1140.00</b>	<b>1140.00</b>
							<b>-140.00</b>

**PU000001 : Purchase jnl. AAB234GP**

Batch no.	Date	Reference	Description A account Contra account	Tax account	Tax	Debit	Credit
10043	2018/03/14	PU000001	Maintenance G210-020 Maintenance			400.00	
10043	2018/03/14	PU000001	Repairs G210-030 Repairs			600.00	
10043	2018/03/14	PU000001	Purchases /AAB234GP C2AB-CSC ABC-Service-Centre 210-020 Maintenance	T850-020	-140.00		1140.00
10043	2018/03/14	PU000001	Purchases /AAB234GP T850-020 Input VAT - Standard rate - 14%			140.00	
<b>Total</b>					<b>0.00</b>	<b>2280.00</b>	<b>2280.00</b>

**IN000002 : Sales jnl. IB-101**

Batch no.	Date	Reference	Description A account Contra account	Tax account	Tax	Debit	Credit
10046	2018/03/14	IN000002	Install - Built-in cupboards G010-000 Sales				1500.00
10046	2018/03/14	IN000002	Invoice /IB-101 DI MA-CDS MAC Shop Decor Specialists 010-000 Sales	T850-010	210.00	1710.00	
10046	2018/03/14	IN000002	Invoice /IB-101 T850-010 Output VAT - 14%				210.00

This report will list the following:

1. **Document heading** – Document number, Batch type and Reference (as entered in the "Your reference" field of "Document entry" screens).
2. **Transaction details** -
  - a) **Batch no.** – The batch id or number as automatically generated.
  - b) **Date** – Date of the transaction.
  - c) **Reference** – The document number will be listed.
  - d) **Description** – Document number / Your reference (as entered in the "Your reference" field of "Document entry" screens).
  - e) **Account** – The account which was selected for documents.
  - f) **Contra account** – The account for the document type.
  - g) **Tax account** column – Tax account code.
  - h) **Tax** – Tax amount.
  - i) **Debit** column – Debit transaction amount.
  - j) **Credit** column – Credit transaction amount.

## O.7.2- Batch reports for posted batches

If you have entered the aliases (batch name), it will be easy to identify and view or print the correct batch transactions.

For example, if “*OpenBalances, DopenBalances, COpenBalances*” and “*Depreciate1803*” were not entered in the “*Change Alias*” field of the General journal, these four (4) batches would have been displayed as “*General jnl*”. As per this example, it is easy to identify the batches as Opening Balances for the General ledger (BatchID10027), Debtor Opening Balances (BatchID10034), Creditor Opening Balances (BatchID10035) or Depreciation for “*March 2018*” (BatchID10037).

### To print a posted batch report:

1. Select the Batch type (**F2**) and select the General jnl (as per example).
2. Click on the **Posted batches** tab. The “*Batch entry*” screen, will display as follows:

General jnl. - [General jnl.]

Batch entry Posted batches

Batch entry

Use your mouse to pull a column here to group on that column

ID	Alias (batch name)	Date	Line count	Document id	Date -	Date +
10042	Depreciate1803	2018/08/29	6	0	2018/03/31	2018/03/31
10041	COpenBalances	2018/08/29	12	0	2017/12/31	2018/02/28
10040	DOpenBalances	2018/08/29	12	0	2017/12/31	2018/02/28
10034	OpenBalances	2018/08/29	12	0	2018/02/28	2018/02/28

4

3. Double-click on a selected batch. The transactions for the selected batch will be listed.

General jnl. - [General jnl.]

Batch entry Posted batches

Batch entry Details

Print

Use your mouse to pull a column here to group on that column

Line	Reference	Date	Description	Account	Default account	Tax	Debit	Credit	Amount entry	Amount exclusive
2	DE1803	2018/03/31	Depreciation-Furniture & fittings	G600020 Furniture fittings -Acc. deprec.	205-000	-	0,00	50,00	50,00	<input type="checkbox"/>
3	DE1803	2018/03/31	Depreciation-Vehicles-Merc	G610020 Motor vehicles -Accum. depreciation	205-000	-	0,00	75,00	75,00	<input type="checkbox"/>
4	DE1803	2018/03/31	Depreciation-Vehicles-Delivery van	G610020 Motor vehicles -Accum. depreciation	205-000	-	0,00	25,00	25,00	<input type="checkbox"/>
5	*****	2018/03/31	Depreciation-Furniture & fittings	G205000 Depreciation	-	-	50,00	0,00	50,00	<input checked="" type="checkbox"/>
6	*****	2018/03/31	Depreciation-Vehicles-Merc	G205000 Depreciation	-	-	75,00	0,00	75,00	<input checked="" type="checkbox"/>
7	*****	2018/03/31	Depreciation-Vehicles-Delivery van	G205000 Depreciation	-	-	25,00	0,00	25,00	<input checked="" type="checkbox"/>

6

150,00 150,00 0,00

4. Click on the **Print** button to print the Posted batch transactions.



C:\TCASH5\plug\_ins\reports\GENERAL\documents\postedbatch.rep

**Handyman Hardware Store**  
 27 Oifants Road  
 Emmarentia  
 Johannesburg  
 2195

Company reg. no. 336012345  
 Tax reg. no. 446010111

Phone: (011) 310-1390  
 Fax: (011) 310-2000  
 E-mail: mymail@mysp.net  
 Website: turbocash.net

<b>Batch type report - Posted batch</b>		BatchID :	10042
Batch type : General jnl.		Batch type id :	4
Alias (batch name) : Depreciate1803		Batch no. :	B0000009
		File name :	bat04

Date	Reference	Description	Account	Contra account	Tax	Debit	Credit
2018/03/31	DE1803	Depreciation-Furniture & fittings	G900-020	G205-000	-	0,00	50,00
			Furniture fittings-Acc. deprec.				
2018/03/31	DE1803	Depreciation-Vehicles-Merc	G610-020	G205-000	-	0,00	75,00
			Motor vehicles -Accum. depreciation				
2018/03/31	DE1803	Depreciation-Vehicles-Delivery van	G610-020	G205-000	-	0,00	25,00
			Motor vehicles -Accum. depreciation				
2018/03/31	-----	*Depreciation-Furniture & fittings	G205-000		-	0,00	0,00
			Depreciation				
2018/03/31	-----	*Depreciation-Vehicles-Merc	G205-000		-	0,00	0,00
			Depreciation				
2018/03/31	-----	*Depreciation-Vehicles-Delivery van	G205-000		-	0,00	0,00
			Depreciation				
<b>Total</b>						<b>150,00</b>	<b>150,00</b>

## 0.8- TAX REPORTS



The Tax report (**Reports** → **Tax** menu) does not include the Sales batch. It only includes Sales documents (i.e. Invoices and Credit notes). Transactions on other Batch types may cause similar errors.

The reason for this, is the "Consolidate balancing" option on the **Standard** tab of the **F10:Setup** on the "Batch entry" screen. When setting up the batch and the "Consolidate balancing" option is selected (ticked) if Tax is enabled in a batch, the following Information message is displayed:

*"Consolidating lines and using tax will mess up your tax report!  
 Please make sure you do not use tax or do not consolidate lines"*

Click on the **OK** button and click on the **F10:Setup** icon and deselect (remove the tick from the "Consolidate balancing" field on the **Standard** tab of the "Options for this batch" screen.  
 Balance the Batch again.



Before you print tax reports to submit your Tax (VAT/GST/Sales tax) returns, you need to post (update) all batch transactions and documents (i.e. invoices, credit notes, purchase and supplier return documents) for the tax period.

The following tax reports are available:

1. **Tax per period report** – This report is used to complete the Tax (VAT/GST/Sales tax) returns. It will list a summary of the Output tax less the Input tax and the total tax payable / refundable.
2. **Tax report - Reference / Document no.** - This report will list the details of accounts and transactions of all posted (updated) batch and document transactions, on which Tax (VAT/GST/Sales tax) is applicable. It will display the Tax code and description as well as the contra accounts for each transaction.

3. **Tax list debtor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Invoices *less* Credit notes for debtor (customer / client) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for debtor (customer / client) accounts.
4. **Tax list creditor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Purchase documents *less* Supplier returns for creditor (supplier) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for creditor (supplier) accounts.



The **Tax excluded** and **Tax amount** in the **Report total** of the **Tax report - Reference / Document no. report**, should balance with the **Total - Output tax – Input tax** of the **Tax per period report**, if the same periods are selected.



It is recommended that these tax reports are printed and archived (PDF) for record and audit purposes.

## O.8.1- Tax per period report

### To print tax per period reports:

1. On the **Reports** ribbon, select **Reports** → **Tax**.
2. Select the **Tax per period** report. The *"Tax list debtor with tax id"* report is the default report.
3. Select the *"Tax per period"* report.

4. Select the following:

*Per period:*



*Tick on "2 Months" and select "2018/03/01 / 2018/04/30".*

*Show details:*



*Leave blank. By default, this option is not selected. It will only list the totals exclusive of Tax (VAT/GST/Sales tax) for each tax code. If this option is selected, it will list all transactions and documents including the account code, account description, country and tax reference of the debtor or creditor account (if applicable).*

*Show tax separately:*



*Leave blank. By default, this option is not selected. If this option is selected, each tax code will print on a new page. It is recommended, that this option should only be selected, when the "Show details" option is selected.*



For the purpose of this tutorial, we assume that our tax registration certificate indicates that we need to pay Tax (VAT/GST/Sales tax) every 2 months.

- Click on the **OK** button.

An example of the "Tax per period" (no details) report, is as follows:

Tax per period			
Periods: 2018/03/01 - 2018/04/30		Show details: No Show tax separately: No	
<b>T850010 Output VAT - 14%</b>			
	Output VAT - 14% T850010	10 000,00	1 400,00
<b>T850020 Input VAT - Standard rate - 14%</b>			
	Input VAT - Standard rate - 14% T850020	-5 800,00	-812,00
<b>T850030 Input VAT - Capital goods - 14%</b>			
	Input VAT - Capital goods - 14% T850030	-800,00	-112,00
<b>T860010 Output VAT - 15%</b>			
	Output VAT - 15% T860010	7 500,00	1 125,00
<b>T860020 Input VAT - Standard rate - 15%</b>			
	Input VAT - Standard rate - 15% T860020	-3 500,00	-525,00
<b>Total: Output tax - Input tax</b>		<b>7 400,00</b>	<b>1 076,00</b>



It is recommended that the details should also be printed and saved for record purposes.



It is important to print the details to check the details of your transactions.

The detailed tax report ("Show details" and "Show tax separately" options selected) for the same period, is as follows:

Page 1 – Output tax - 14%

Tax per period						
Periods: 2018/03/01 - 2018/04/30			Show details: Yes Show tax separately: Yes			
<b>T850010 Output VAT - 14%</b>						
<b>G010000 Sales</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/07	-----	10038	D1ABGRE Mr. AB Green 111111111	1 000,00	140,00	
2018/03/09	-----	10038	D1MACDS MACShop Decor Specialists 888888888	1 500,00	210,00	
2018/03/10	-----	10038	D1ABGRE Mr. AB Green 111111111	1 000,00	140,00	
2018/03/12	-----	10038	D1MDAVI Mr. Mike Davies 338012345	1 500,00	210,00	
2018/03/13	N000001	10045	D1ABGRE Mr. AB Green 111111111	1 000,00	140,00	
2018/03/14	N000002	10046	D1MACDS MACShop Decor Specialists 888888888	1 500,00	210,00	
2018/03/15	N000003	10047	D1ABGRE Mr. AB Green 111111111	1 000,00	140,00	
2018/03/16	N000004	10048	D1MDAVI Mr. Mike Davies 338012345	1 500,00	210,00	
<b>Total: G010000 - Sales</b>				<b>10 000,00</b>	<b>1 400,00</b>	
<b>Output VAT - 14% T850010</b>				<b>10 000,00</b>	<b>1 400,00</b>	

**MODULE O - REPORTS**

Page 2 – Input tax – Standard rate -14%

Tax per period						
Periods		Show details: Yes				
2018/03/01 - 2018/04/30		Show tax separately: Yes				
<b>T850020 Input VAT - Standard rate - 14%</b>						
<b>G210020 Maintenance</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/05	-----	10035	C2ABCSC ABC-Service-Centre 333333333	-400.00	-56.00	
2018/03/14	PL000001	10043	C2ABCSC ABC-Service-Centre 333333333	-400.00	-56.00	
Total: G210020 - Maintenance				-800.00	-112.00	
<b>G210030 Repairs</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/05	-----	10035	C2ABCSC ABC-Service-Centre 333333333	-800.00	-84.00	
2018/03/14	PL000001	10043	C2ABCSC ABC-Service-Centre 333333333	-800.00	-84.00	
Total: G210030 - Repairs				-1200.00	-168.00	
<b>G220000 Rent</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/30	107	10038	G220000 Rent	-500.00	-70.00	
Total: G220000 - Rent				-500.00	-70.00	
<b>G230000 Stationery</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/30	110	10038	G230000 Stationery	-250.00	-35.00	
2018/03/31	PCV001	10039	G230000 Stationery	-50.00	-7.00	
Total: G230000 - Stationery				-300.00	-42.00	
<b>G600010 Furniture fittings @ cost</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/06	-----	10035	C2ABCOS ABC-Office-Supplies 444444444	-1500.00	-210.00	
2018/03/16	PL000002	10044	C2ABCOS ABC-Office-Supplies 444444444	-1500.00	-210.00	
Total: G600010 - Furniture fittings @ cost				-3000.00	-420.00	
Input VAT - Standard rate - 14% T850020				-5800.00	-812.00	

Page 3 – Input tax – Capital goods - 14%

Tax per period						
Periods		Show details: Yes				
2018/03/01 - 2018/04/30		Show tax separately: Yes				
<b>T850030 Input VAT - Capital goods - 14%</b>						
<b>G600010 Furniture fittings @ cost</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/03/01	105	10038	G600010 Furniture fittings @ cost	-500.00	-70.00	
2018/03/01	106	10038	G600010 Furniture fittings @ cost	-300.00	-42.00	
Total: G600010 - Furniture fittings @ cost				-800.00	-112.00	
Input VAT - Capital goods - 14% T850030				-800.00	-112.00	

Page 4 – Output tax – 15%

Tax per period						
Periods		Show details: Yes				
2018/03/01 - 2018/04/30		Show tax separately: Yes				
<b>T860010 Output VAT - 15%</b>						
<b>G010000 Sales</b>						
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount	
2018/04/07	N000005	10051	D1MDAVI Mr. Mike Davies 336012345	1000.00	150.00	
2018/04/09	N000009	10053	D1ROGSM Mr. Roger Smith 342023456	3000.00	450.00	
2018/04/10	N000007	10055	D1MDAVI Mr. Mike Davies 336012345	1500.00	225.00	
2018/04/11	N000008	10057	D1ROGSM Mr. Roger Smith 342023456	2000.00	300.00	
Total: G010000 - Sales				7500.00	1125.00	
Output VAT - 15% T860010				7500.00	1125.00	

## Page 5 – Input tax – Standard rate -15%

Tax per period					
Periods			Show details: Yes		
2018/03/01 - 2018/04/30			Show tax separately: Yes		
<b>T860020 Input VAT - Standard rate -15%</b>					
G750000 Stock control					
Date	Reference	Batch no.	Code / Description / Country / Tax reference	Amount excl.	Tax amount
2018/04/05	PL000003	10049	CZADNES A-ONE Suppliers 909012345	-1 500,00	-225,00
2018/04/06	PL000004	10050	CZBESTS BEST Suppliers 1234567892	-2 000,00	-300,00
Total: G750000 - Stock control				-3 500,00	-525,00
Input VAT - Standard rate -15% T860020				-3 500,00	-525,00
Total: Output tax - Input tax				7 400,00	1 076,00



The **Tax excluded** and **Tax amount** in the **Report total** of the **Tax report - Reference / Document no.** report, should balance with the **Total - Output tax – Input tax** of the **Tax per period report**, if the same periods are selected.

## O.8.2- Tax report - Reference / Document no.

This report will list the details of accounts and transactions of all posted (updated) batch and document transactions, on which Tax (VAT/GST/Sales tax) is applicable. It will display the Tax code and description as well as the contra accounts for each transaction. If the same periods are selected as on the Tax per period report, the Exclusive and Tax amount totals should balance.

### To print tax list debtor with tax id reports:

1. On the **Reports** ribbon, select **Reports** → **Tax**.
2. Select the **Tax per period** report. The *"Tax list debtor with tax id"* report is the default report.
3. Select the *"Tax report – Reference / Document no."* report.

4. Select the following on *"2 Months"* and select *"2018/03/01 / 2018/04/30"*.



For the purpose of this tutorial, we assume that our tax registration certificate indicates that we need to pay Tax (VAT/GST/Sales tax) every 2 months.

5. Click on the **OK** button.

**MODULE O - REPORTS**

An example of the "Tax report – Reference / Document no." report, is as follows:

Page 1 -

Tax report - Reference / Document no.

Periods: 2018/03/01 - 2018/04/30

Reference Code	Description	Country	Tax reference	
***** D1ABGRE	Mr. AB Green		111111111	
Date	Batch no.	Description (Tax code)	Tax excluded	Tax amount Code / Description
2018/03/07	10038	Output VAT - 14% (850010)	1 000,00	140,00 G010000 Sales
2018/03/09	10038	Output VAT - 14% (850010)	1 500,00	210,00 G010000 Sales
2018/03/10	10038	Output VAT - 14% (850010)	1 000,00	140,00 G010000 Sales
2018/03/12	10038	Output VAT - 14% (850010)	1 500,00	210,00 G010000 Sales
<b>Reference total:</b>			<b>5 000,00</b>	<b>700,00</b>

Reference Code	Description	Country	Tax reference	
IN000001 D1ABGRE	Mr. AB Green		111111111	
Date	Batch no.	Description (Tax code)	Tax excluded	Tax amount Code / Description
2018/03/13	10045	Output VAT - 14% (850010)	1 000,00	140,00 G010000 Sales
<b>Reference total:</b>			<b>1 000,00</b>	<b>140,00</b>

Reference Code	Description	Country	Tax reference	
IN000002 D1MACDS	MAC Shop Decor Specialists		666666666	
Date	Batch no.	Description (Tax code)	Tax excluded	Tax amount Code / Description
2018/03/14	10048	Output VAT - 14% (850010)	1 500,00	210,00 G010000 Sales
<b>Reference total:</b>			<b>1 500,00</b>	<b>210,00</b>

Reference Code	Description	Country	Tax reference	
IN000003 D1ABGRE	Mr. AB Green		111111111	
Date	Batch no.	Description (Tax code)	Tax excluded	Tax amount Code / Description
2018/03/15	10047	Output VAT - 14% (850010)	1 000,00	140,00 G010000 Sales
<b>Reference total:</b>			<b>1 000,00</b>	<b>140,00</b>

Reference Code	Description	Country	Tax reference	
IN000004 D1MDAM	Mr. Mike Davies		336012345	
Date	Batch no.	Description (Tax code)	Tax excluded	Tax amount Code / Description
2018/03/18	10048	Output VAT - 14% (850010)	1 500,00	210,00 G010000 Sales

Page 5 – (Last page) Totals

Tax report - Reference / Document no.

Periods: 2018/03/01 - 2018/04/30

Reference Code	Description	Country	Tax reference	
PU000004 C2BESTS	BEST Suppliers		1234567892	
Date	Batch no.	Description (Tax code)	Tax excluded	Tax amount Code / Description
2018/04/06	10050	Input VAT - Standard rate -15% (860020)	-2 000,00	-300,00 G750000 Stock control
<b>Reference total:</b>			<b>-2 000,00</b>	<b>-300,00</b>


  

<b>Report total:</b>	<b>7 400,00</b>	<b>1 076,00</b>
----------------------	-----------------	-----------------



Once again, the **Tax excluded** and **Tax amount** in the **Report total** of the **Tax report - Reference / Document no.** report, should balance with the **Total - Output tax – Input tax** of the **Tax per period report**, if the same periods are selected.

This report will list the following for each transaction on which Tax (VAT/GST/Sales tax) is applicable:

1. **Reference and account detail -**
  - a) **Reference** – Document number or reference as entered in batches.  
 *Balancing entries in batches are indicated as \*\*\*\*\* eight (8) asterisks.*
  - b) **Code** – Account code
  - c) **Description** – Name of the account.
  - d) **Country** – The name of the country, if selected on debtor (customer / client) and creditor (supplier) accounts).
  - e) **Tax reference** – Tax reference number, if entered on debtor (customer / client) or creditor (supplier) accounts).
2. **Transactions detail –**
  - a) **Date** – Date of the transaction.
  - b) **Batch no.** - The batch id (number) as automatically generated.
  - c) **Description** – Tax account and tax code.
  - d) **Tax excluded** – Amount of the transaction exclusive of Tax (VAT/GST/Sales tax)
  - e) **Tax amount** – Tax amount for the transaction.
  - f) **Code / Description** – Contra account code and account name (description).

### **O.8.3- Tax list debtor with tax id / Tax list creditor with tax id**

---

The following two (2) reports will list the totals of documents for selected periods (as well as the registration numbers):

1. **Tax list debtor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Invoices *less* Credit notes for debtor (customer / client) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for debtor (customer / client) accounts.
2. **Tax list creditor with tax id** - This report will list a total exclusive of tax, tax amount and inclusive amount of tax) for the Purchase documents *less* Supplier returns for creditor (supplier) accounts for selected period(s) or date(s). It will also display the Company and Tax registration numbers for each for creditor (supplier) accounts.

**To print tax list debtor with tax id reports:**

1. On the **Reports** ribbon, select **Reports** → **Tax**.
2. Select the **Tax per period** report. The “*Tax list debtor with tax id*” is the default report.

3. To print the similar report for creditors, select the “*Tax list creditor with tax id*” report.
4. Select the following:

*Per period:* Tick on “2 Months” and select “2018/03/01 / 2018/04/30”.

*Sequence:* Select “Debtor code”

For the purpose of this tutorial, we assume that our tax registration certificate indicates that we need to pay Tax (VAT/GST/Sales tax) every 2 months.

5. Click on the **OK** button.

An example of the “*Tax list debtor with tax id*” report, is as follows:

Code	Name	Tax reg. no.	Company reg. no.	Total Tax excluded	Total Tax	Total Tax included
D1ABGRE	Mr. AB Green	111111111	222222222	2 000,00	280,00	2 280,00
D1MACDS	MAC Shop Decor Specialists	888888888	777777777	1 500,00	210,00	1 710,00
D1MDAVI	Mr. Mike Davies	338012345	543212345	4 000,00	585,00	4 585,00
D1ROGSM	Mr. Roger Smith	342023456	58105681045	5 000,00	750,00	5 750,00
<b>Report total:</b>				<b>12 500,00</b>	<b>1 825,00</b>	<b>14 325,00</b>



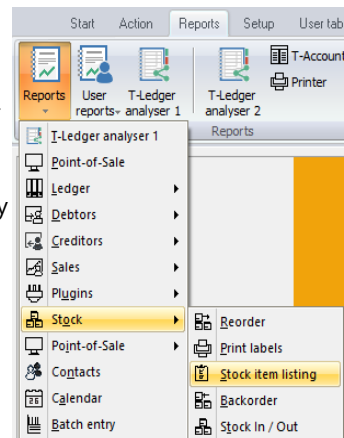
## 0.9- REPORTS TO MANAGE AND ANALYSE DOCUMENTS, STOCK, SALES AND PURCHASES

A range of reports are available on the **Reports** menu to manage, analyse and control your stock items, sales and purchases. You may generate these reports to see how the transactions in this tutorial will be displayed in the reports.

### 0.9.1- Stock item reports

The following reports are available to manage the stock items:

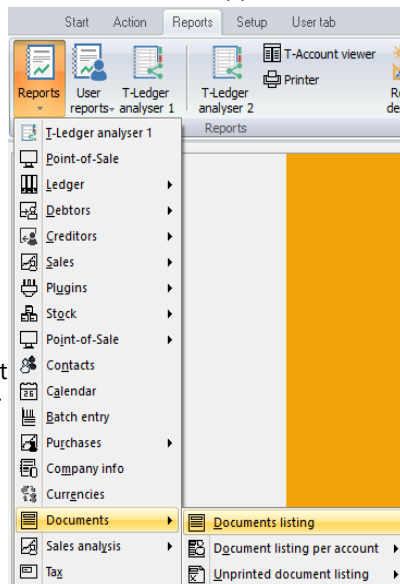
1. **Reorder** - Stock Reorder Report to list only those stock items that needs to be reordered. The Current Stock Levels lists all the current stock levels.
2. **Print labels** – Print the Barcode or the Yagoda barcodes.
3. **Stock item listing** - Print lists of All selling prices report (Selling price 1 / 2 /3), and the Stock item listing report listing the Quantities Cost prices. A list of Tax classes may also be printed. You may select to print extra details for these reports.
4. **Backorder** – Print a list of any stock items that are on backorder.
5. **Stock In / Out** - The following two (2) reports:
  - a) **Stock In / Out - Documents** - Displays a summary of sales and purchase documents for each stock item. The “*Show details*” option will list and display the document dates and document numbers for each stock item.
  - b) **Stock In / Out** - Displays a list of the stock items and the quantities in and out as well as the total prices. The “*Show details*” option will list and display the document dates and document numbers for each stock item.



## O.9.2- Document listing reports

The following reports are available to print lists of documents:

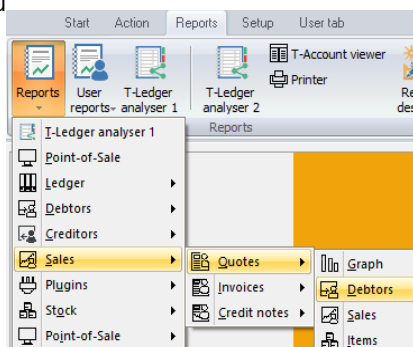
1. **Document listing** – Select Invoices, Credit notes, Quotes, Purchases, Supplier returns and Orders.
2. **Document listing per account**
  - a) **Sales documents** – Select to list only posted or unposted Invoices or Credit notes or unconfirmed / open / confirmed Quotes.
  - b) **Purchase documents** – Select to list only posted or unposted Purchases or Supplier returns or unconfirmed / open / confirmed Orders.
3. **Unprinted document listing** – This is similar to the Document listing per account reports. It will list all documents which have not yet been printed for each debtor (customer / client) account.



## O.9.3- Sales reports

Various reports are available on the **Reports → Sales** menu to analyse each of the sales documents (i.e. Quotes, Invoices and Credit notes). The reports for Invoices are as follows:

1. **Graphs** – Invoices per week – Quantities and Invoices per Week – Turnover.
2. **Debtors** – Debtor – Invoices per period – Quantities.
3. **Sales** – Invoices per period – Quantities and Invoices per period – Turnover.
4. **Items** - Items per period.



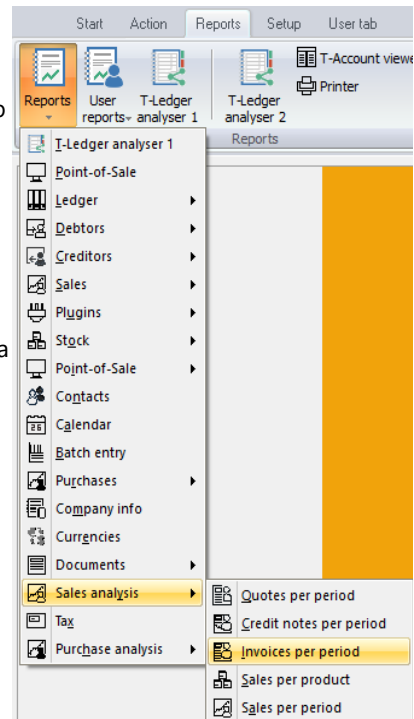
## O.9.4- Sales analysis reports

Various reports are available on the **Reports → Sales analysis** menu to analyse sales documents.

Sales documents per period (Reporting groups):

Five (5) reporting groups (i.e. Debtor group 1, Debtor group 2, Document group 1, Document group 2 and Salespersons):

1. **Quotes per period** – This will list the transaction details of confirmed (posted) quotes only for a selected period or date(s).
2. **Credit notes per period** – This will list the transaction details of posted credit notes only for a selected period or date(s).
3. **Invoices per period** – This will list the transaction details of posted invoices only for a selected period or date(s).
4. **Sales per product** – Stock group 1 and Stock group 2 are also available to analyse the sales and returns of trading stock items (default stock type).
5. **Sales per period** – This will list both the transaction details of posted invoices and credit notes for a selected period or date(s).



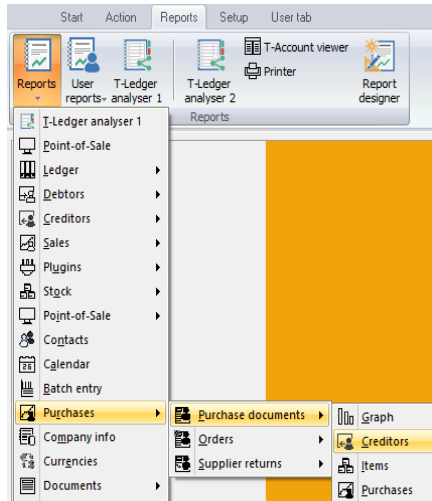
## O.9.5- Purchases reports

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Various reports are available on the **Reports → Purchases** menu to analyse each of the sales documents (i.e. Purchases, Supplier returns and Orders).

The reports for Purchases are as follows:

1. **Graphs** – Purchases per week – Quantities and Purchases per Week – Cost.
2. **Creditors** – Creditor – Purchases per period – Quantities
3. **Items** - Items per period.
4. **Purchases** – Purchases per period – Quantities and Purchases per period – Cost.



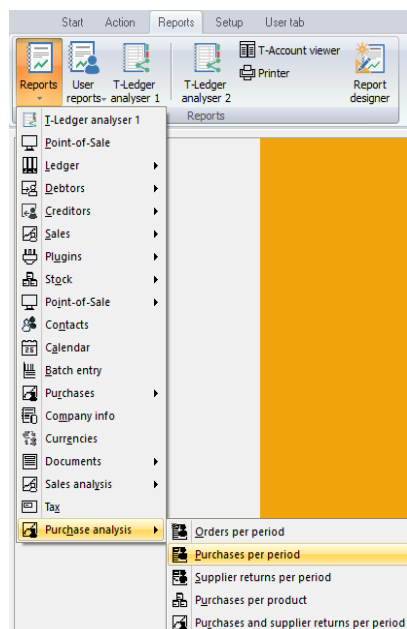
## O.9.6- Purchase analysis reports

Various reports are available on the **Reports** → **Purchase analysis** menu to analyse purchase documents.

Purchase documents per period (Reporting groups):

Five (5) reporting groups (i.e. Creditor group 1, Creditor group 2, Document group 1, Document group 2 and Salespersons):

1. **Orders per period** – This will list the transaction details of confirmed (posted) orders only for a selected period or date(s).
2. **Purchases per period** – This will list the transaction details of posted purchases only for a selected period or date(s).
3. **Supplier returns per period** – This will list the transaction details of posted supplier returns only for a selected period or date(s).
4. **Purchases per product – Stock group 1 and Stock group 2** are also available to analyse the purchases and supplier returns of trading stock items (default stock type).
5. **Purchases and supplier returns per period** – This will list both the transaction details of posted purchases and supplier returns for a selected period or date(s).



# **MODULE P - OPEN ITEM PROCESSING AND REPORTS**

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## **P.1- INTRODUCTION TO OPEN ITEM PROCESSING**

TurboCASH allows two basic methods of age processing of Debtor and Creditor transactions. These age type processing methods are:

- **Balance brought forward -**
  - **Debtor (customer / client) accounts** - The credit transactions (payments received, debtor allowances, credit notes or any other credit transaction) are allocated to the oldest outstanding debit transaction (opening balances, invoices, etc.) amount.
  - **Creditor (supplier) accounts** - The debit transactions (payments made to creditors, creditor allowances or supplier returns documents or any other debit transaction) are allocated to the oldest outstanding credit transaction (opening balances, purchases, etc.) amount.
- **Open item -**
  - **Debtor (customer / client) accounts** - Open item is by default not activated. To activate Open item processing for a debtor (customer / client) account, select (tick) the "Open item" field on the **Accounting information** tab of a selected debtor (customer / client) account.  
The credit transactions (payments received, debtor allowances, credit notes or any other credit transaction) may be linked to any selected outstanding debit transaction (opening balances, invoices, etc.) amount.
  - **Creditor (supplier) accounts** - Open item is by default not activated. To activate Open item processing for a creditor (supplier) account, select (tick) the "Open item" field on the **Accounting information** tab of a selected creditor (supplier) account.  
The debit transactions (payments made to creditors, creditor allowances or supplier return documents or any other debit transaction) may be linked to any selected outstanding credit transaction (opening balances, purchases, etc.) amount.
  - **General ledger accounts - Accounts (Action ribbon) "Open item account" field** - Default is **No**. You may set it to **Yes**.



*The "Open item account" option is not available for the Retained earnings / income, Debtor's control and Creditor's control accounts.*

You may link debit transactions to credit transactions or credit transactions to debit transactions.

## MODULE P - OPEN ITEM PROCESSING AND REPORTS

Open item linking relates debit transactions posted to an account to credit transactions which are posted to the same account.

TurboCASH stores two amounts for transactions to open-item accounts; the amount of the transaction as well as an "outstanding amount".

When you process the receipts journal and enter the amount for an Open item debtor, the "Open item selection" screen will be displayed, where you may select to link a receipt to a specific transaction or outstanding amount.

When you process the payments journal and enter the amount for an Open item creditor, the "Open item selection" screen will be displayed, where you may select to link a payment to a specific transaction or outstanding amount.

You may also edit or unlink the existing links, or even convert a specific account to the "Balance brought forward" method, where any payment or receipt will be set off against the oldest outstanding amount.

### P.2- OPEN ITEM PROCESSING - FILTER / SELECT ACCOUNTS

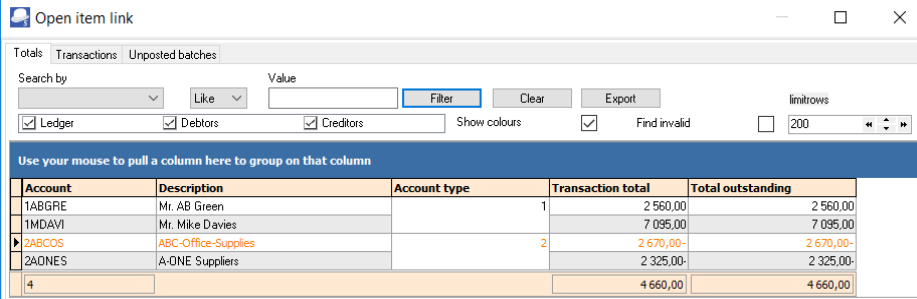
There are various options to filter and manage the details, totals and transactions of open item accounts. To access the Open item link feature, click on the **Open item link** icon (**Action** ribbon).

There are three (3) tabs, i.e. **Totals**, **Transactions** and **Unposted batches** to manage open item accounts.

#### P.2.1- Totals tab - Select / Filter accounts

**To edit open item links:**

1. On the **Action** ribbon, click on the **Open item link** icon. The **Totals** tab will be displayed.
2. Click on the **Filter** button to list all those accounts for which Open item is activated and for which transactions are posted.



Account	Description	Account type	Transaction total	Total outstanding
TABGRE	Mr. AB Green		2 560,00	2 560,00
1MDAVI	Mr. Mike Davies		7 095,00	7 095,00
2ABCOS	ABC-Office-Supplies		2 670,00-	2 670,00-
2AONES	A-ONE Suppliers		2 325,00-	2 325,00-
4			4 660,00	4 660,00

3. If an account is in white or gray rows, the accounts have no outstanding or unlinked transactions.





Accounts displayed in orange, indicates that there may be transactions which is not linked. These accounts may need some actions in the Open item link processing.

- Filter options - You may select (tick) or deselect (remove the tick) to list only Ledger, Debtors or Creditor accounts.



**Account type**

- 1 - **Debtor accounts** - Open item account field **selected (ticked)** in **Debtor - Accounting information tab**.
- 2 - **Creditor accounts** - Open item account field **selected (ticked)** in **Creditor - Accounting information tab**
- 0 - **General ledger** - Open item account field set to **Yes** in **Accounts**.
- 3 - **Bank accounts** - Open item account field set to **Yes** in **Accounts**.
- 4 - **Tax accounts** - Open item account field set to **Yes** in the **Accounts**.

## P.2.2- Transactions tab

The **Transactions** tab will list the transactions for open item accounts.

Open item link

Totals Transactions Unposted batches

Search by  Value  Filter Clear Export group limitrows

Ledger  Debtor  Creditor Open transactions only  200

Use your mouse to pull a column here to group on that column

Account	Description	Reference	Batch entry	Transaction to	Due	Due date	Date	Account type
TMDAVI	Mr. Mike Davies	IN000007	Invoice /C-103	1 725,00	1 725,00	2018/05/10	2018/04/10	1
		IN000005	Invoice /D-101	1 150,00	1 150,00	2018/05/07	2018/04/07	
2A0NES	A-ONE Suppliers	PU000003	Purchases /4562	1 725,00	1 725,00	2018/05/05	2018/04/05	2
2ABDOS	ABC-Office-Supplies	108	Payment on account	750,00	0,00	2018/04/29	2018/03/30	
TMDAVI	Mr. Mike Davies	IN000004	Invoice /B-102	1 710,00	1 710,00	2018/04/15	2018/03/16	1
1ABGRE	Mr. AB Green	05001	Payment received - Thank you	2 000,00	0,00			
2ABDOS	ABC-Office-Supplies	PU000002	Purchases /IN0014	1 710,00	1 710,00	2018/04/14	2018/03/15	2
1ABGRE	Mr. AB Green	IN000003	Invoice /PH-101	1 140,00	1 140,00			1
		IN000001	Invoice /AB-IN110	1 140,00	1 140,00	2018/04/12	2018/03/13	
TMDAVI	Mr. Mike Davies	INV004	Install - Bulk-in cupboard	1 710,00	1 710,00	2018/04/11	2018/03/12	
1ABGRE	Mr. AB Green	INV003	Paint - Exterior	1 140,00	280,00	2018/04/09	2018/03/10	
		INV001	Paint - Exterior	1 140,00	0,00	2018/04/06	2018/03/07	
2ABDOS	ABC-Office-Supplies	PU002	Install - Bulk-in cupboards	1 710,00	960,00	2018/04/05	2018/03/06	2
TMDAVI	Mr. Mike Davies	JNL2	Debtor opening balances - Feb 2018	500,00	500,00	2018/03/30	2018/02/28	1
2A0NES	A-ONE Suppliers	JNL3	Creditor opening balances -Feb 2018	300,00	300,00			2
TMDAVI	Mr. Mike Davies	JNL2	Debtor opening balances -Jan 2018	200,00	200,00	2018/03/02	2018/01/31	1
2A0NES	A-ONE Suppliers	JNL3	Creditor opening balances -Jan 2018	200,00	200,00			2
TMDAVI	Mr. Mike Davies	JNL2	Debtor opening balances -Dec 2017	100,00	100,00	2018/01/30	2017/12/31	1
2A0NES	A-ONE Suppliers	JNL3	Creditor opening balances -Dec 2017	100,00	100,00			2
19				4 660,00	4 660,00			

**Filter options:**

1. **Search by** - Select any of the column headings and an operator (e.g. Like (default), =, <, >, <=, =>, or <> ) and enter a value. Click on the **Filter** button. Only those transactions matching your specified values will be listed. To clear the values, click on the **Clear** button.

## MODULE P - OPEN ITEM PROCESSING AND REPORTS

2. **Account type** - Select (tick) or deselect (remove the tick) to list the accounts for the selected account type(s) (Ledger, Debtors or Creditors).
3. **Open transactions only** - By default, this option is not selected and will list all transactions, including those with a 0,00 balance. If this field is ticked, it will list only those transactions with a value of more than 0,00 in the "Due" column.
4. **Group** - Click on the **group** button to group the transactions on the list by "Month, From today, By date" and "By year".



You may also drag columns to the "Use your mouse to pull a column here to group on that column" row.

5. **Limit rows** - 200 rows is the default number of rows or transactions to be listed. The number of rows may be specified (decreased or increased).
6. **Export** - This button will create an Export.txt (Text files), which you may change the name and folder and save it. A Comma separated (CSV) file format is also available. Exported files can be used in a spreadsheet.

### P.2.3- Unposted batches

The **Unposted batches** tab will list all transactions linked to open item accounts (i.e. ledger, debtors and creditors) in batches, which have not yet been posted (updated) to the ledger.

Account	Description	Account type	Reference	Batch entry	Transaction total	Due	Due date	Date	Amount entry	Batch name
1ABGRE	Mr. AB Green	1	INV001	Paint - Exterior	1 140,00	1 140,00	2018/04/06	2018/03/07	1 140,00	ABCRceipts1803
1ABGRE	Mr. AB Green	1	INV003	Paint - Exterior	1 140,00	1 140,00	2018/04/09	2018/03/10	860,00	ABCRceipts1803
2ABCOS	ABC-Office-Supplies	2	PU002	Install - Built-in cupboards	1 710,00	1 710,00	2018/04/05	2018/03/06	750,00	ABCPayments1803
					3	570,00	570,00			1 250,00

If any transactions are processed for open item accounts, and is not linked, these transactions will not be listed on the **Unposted batches** tab.

When processing transactions in batches and an open item account is selected, the "Open item selection" screen list all the outstanding transaction. For example, if a payment is received, you may select to link the receipt to outstanding amount(s) in batches as well as documents.

If a transaction in unposted batches is linked to outstanding amounts in the "Open item selection" screen the transaction line will be displayed in a yellow background.

You may remove linked transactions (right-click on selected transaction(s)) and select **Remove** on the context menu. A confirmation message "Continue action Unlink transaction?" will be displayed. Click **Yes** to remove the link. This will clear the links in the "Batch entry" screen.

ABC-Receipts - [ABCReceipts1803]

Batch entry: Posted batches

Change alias: ABCReceipts1803

^D: Delete ^N: Insert F5: Balance F6: Post F8: List F9: Process F10: Setup

Account: D1ABGRE Mr. AB Green  
PO Box 1111 Lakeside  
Johannesburg 2122

Contra account: 8810-000 ABC - Bank

Inclusive amount: -R2 000,00  
Exclusive amount: -R2 000,00  
Reference total: -R2 000,00

No	Reference	Date	Description	Account	Debit	Credit	Open item
1	D5000	2018/03/01	Cash received from owner	G505000 Capital		5 000,00	
2	D5001	2018/03/16	Payment received - Thank you	D1ABGRE Mr. AB Green		2 000,00	

Open item selection

1ABGRE Mr. AB Green  
Payment received - Thank you

Clear  Auto process

Open item link Payment difference

This entry is already linked!

Date	Reference	Description	Enter amount	Outstanding	Amount	Payment reference
2018/03/07	INV001	Paint - Exterior	1 140,00	1 140,00	1 140,00	ABCReceipts1803

1 140,00 1 140,00 1 140,00

Open item selection

Payment discount  Show all items

Date	Reference	Payment referen	Description	Amount	Outstanding	Enter amount
2018/03/10	INV003	D5001	Paint - Exterior	1 140,00	1 140,00	860,00

1 140,00 1 140,00

Close

### **P.3- OPEN ITEM PROCESSING - SELECTED ACCOUNTS**

After selecting and double-click on a selected account on the **Totals** or **Transactions** or **Unposted batches** tabs, the "Open item link" screen for the selected account will be displayed.



Since the Creditor – Open item processing is basically similar to the Debtor open item processing, the Creditor open item processing will not be discussed in this tutorial.

## MODULE P - OPEN ITEM PROCESSING AND REPORTS

### P.3.1- Selected account – Default view

If no transactions are linked for the open item debtor account, all the transactions will be listed.

Open item link

Account: TABGRE Mr. AB Green  
 Contactperson: Andrew Green Address: PO Box 1111 Address 2: Lakeside Phone 1: (011)314-9997 Phone 2: (011)314-9998

Clear links Gen BB/F Unlink Process Statement Close Export

Debit					
Reference	Date	Description	Amount	Outstanding	Link
INV001	2018/03/07	Paint - Exterior	1 140,00	1 140,00	<input checked="" type="checkbox"/>
INV003	2018/03/10	Paint - Exterior	1 140,00	1 140,00	<input type="checkbox"/>
IN000001	2018/03/13	Invoice /AB-IN110	1 140,00	1 140,00	<input type="checkbox"/>
IN000003	2018/03/15	Invoice /PH-101	1 140,00	1 140,00	<input type="checkbox"/>
			4 560,00	4 560,00	0,00

Credit					
Reference	Date	Description	Amount	Outstanding	Link
D5001	2018/03/16	Payment received - Thank you	2 000,00	2 000,00	<input type="checkbox"/>
			-2 000,00	-2 000,00	0,00

Search

Filter

Total amount	0,00
Total outstanding	0,00
Total ledger	2560,00
Difference/Amount	0,00
Difference/Outstand.	0,00

If the payment received transaction are linked for the open item debtor account, only the transactions with outstanding amounts will be listed.

Open item link

Account: TABGRE Mr. AB Green  
 Contactperson: Andrew Green Address: PO Box 1111 Address 2: Lakeside Phone 1: (011)314-9997 Phone 2: (011)314-9998

Clear links Gen BB/F Unlink Process Statement Close Export

Debit					
Reference	Date	Description	Amount	Outstanding	Link
INV003	2018/03/10	Paint - Exterior	1 140,00	280,00	<input type="checkbox"/>
IN000001	2018/03/13	Invoice /AB-IN110	1 140,00	1 140,00	<input type="checkbox"/>
IN000003	2018/03/15	Invoice /PH-101	1 140,00	1 140,00	<input type="checkbox"/>
			3 420,00	2 560,00	

Credit					
Reference	Date	Description	Amount	Outstanding	Link
<No data to display>					

Search

Filter

Total amount	0,00
Total outstanding	0,00
Total ledger	2560,00
Difference/Amount	0,00
Difference/Outstand.	0,00



See – Chapter 1.5 of **MODULE 1 - RECEIVING PAYMENTS FROM YOUR DEBTORS - Entering payments from your debtors (customers / clients)**

Mr. AB Green paid 2 000,00 (1 140,00 for INV001 and 860,00 for INV003), -

- Deposit D5001 – 2 000,00 - Outstanding amount = 0,00
- Invoice INV001 – 1 140,00 - Outstanding amount = 0,00
- Invoice INV003 – 1 140,00 - Outstanding amount = 280,00 (Invoice amount 1 140,00 less 860,00 partial settlement = 280,00).

The following icons are available to process and manage Open item links:

1. **Clear links** - This option will clear the open item links for a selected debtor or creditor account.
2. **Gen BB/F** - This option will clear all the open item links, and generate the ageing as balance brought forward account for a selected debtor or creditor account.
3. **Unlink** - This option allows you to unlink a selected transaction (a receipt or credit note, which is linked to an invoice in the case of a debtor, or a payment or supplier return linked to a purchase transaction in the case of a creditor).
4. **Process** - Select (tick) the debit and credit transaction(s) to be linked. You then need to click on the **Process** icon. A screen “Enter amount” may be displayed on which you need to over-type the amount, if necessary.  
Any linked transaction(s) will be removed from the debit or credit sections of the “Open item link” screen.
5. **Statement** - Click to view the selected debtor or creditor account in a statement layout with the ageing labels (e.g. Current, 30 days, 60 days, etc.).
6. **Export** – This will export the transactions in a Text (Export.txt) file or a Comma separated value (Export.csv) file.
7. **Close** – The “Open item link” screen will be closed for the selected account.

**MODULE P - OPEN ITEM PROCESSING AND REPORTS**

**P.3.2- Statement view**

If you click on the **Statement** icon, it will list all the transactions, including those transactions with a 0,00 balance, as well as any outstanding amount(s) which is not the same value as in the Amount column.

Account: TABGRE Mr. AB Green  
 Contact person: Andrew Green Address: PO Box 1111 Address 2: Lakeside Phone 1: (011)314-9997 Phone 2: (011)314-9998

Clear links Gen BB/F Unlink Process Statement Close Export

Include items since: 2018/03/01 Current date: 2018/04/19

Reference	Date	Description	Amount	Outstanding	Batch name															
INV001	2018/03/07	Paint - Exterior	1 140,00	0,00	Sales1803															
<table border="1"> <thead> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Amount</th> <th>Batch name</th> </tr> </thead> <tbody> <tr> <td>2018/03/16</td> <td>D5001</td> <td>Payment received - Thank you</td> <td>1140,00</td> <td>ABCReceipts1803</td> </tr> </tbody> </table>						Date	Reference	Description	Amount	Batch name	2018/03/16	D5001	Payment received - Thank you	1140,00	ABCReceipts1803					
Date	Reference	Description	Amount	Batch name																
2018/03/16	D5001	Payment received - Thank you	1140,00	ABCReceipts1803																
INV003	2018/03/10	Paint - Exterior	1 140,00	280,00	Sales1803															
<table border="1"> <thead> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Amount</th> <th>Batch name</th> </tr> </thead> <tbody> <tr> <td>2018/03/16</td> <td>D5001</td> <td>Payment received - Thank you</td> <td>860,00</td> <td>ABCReceipts1803</td> </tr> </tbody> </table>						Date	Reference	Description	Amount	Batch name	2018/03/16	D5001	Payment received - Thank you	860,00	ABCReceipts1803					
Date	Reference	Description	Amount	Batch name																
2018/03/16	D5001	Payment received - Thank you	860,00	ABCReceipts1803																
D5001	2018/03/16	Payment received - Thank you	2 000,00	0,00	ABCReceipts1803															
<table border="1"> <thead> <tr> <th>Date</th> <th>Reference</th> <th>Description</th> <th>Amount</th> <th>Batch name</th> </tr> </thead> <tbody> <tr> <td>2018/03/07</td> <td>INV001</td> <td>Paint - Exterior</td> <td>1140,00</td> <td>Sales1803</td> </tr> <tr> <td>2018/03/10</td> <td>INV003</td> <td>Paint - Exterior</td> <td>860,00</td> <td>Sales1803</td> </tr> </tbody> </table>						Date	Reference	Description	Amount	Batch name	2018/03/07	INV001	Paint - Exterior	1140,00	Sales1803	2018/03/10	INV003	Paint - Exterior	860,00	Sales1803
Date	Reference	Description	Amount	Batch name																
2018/03/07	INV001	Paint - Exterior	1140,00	Sales1803																
2018/03/10	INV003	Paint - Exterior	860,00	Sales1803																
IN000001	2018/03/13	Invoice /AB-IN110	1 140,00	1 140,00	IN000001															
<No data to display>																				
IN000003	2018/03/15	Invoice /PH-101	1 140,00	1 140,00	IN000003															
<No data to display>																				
5			2560,00	2560,00																
Over 90 days	0,00	60 days	2 560,00	30 days	0,00															
		Current	2 560,00	Due	2 560,00															

Search:

Filter:

Total amount	0,00
Total outstanding	0,00
Total ledger	2560,00
Difference/Amount	0,00
Difference/Outstand.	0,00

Select the dates "Include items since" and the "Current date" to view the transactions for specific dates or periods.

Select a transaction (with Outstanding amounts of 0,00 or any outstanding amount which is not the same as the Amount (transaction amount)). If you click on the + icon, the details of the linked transaction(s) will be displayed.

### **P.3.3- ADJUST PAYMENT DATES / RECEIVE PAYMENT**

---

#### **P.3.3.1- Adjust payment date**

---

The Payment date (due date) is automatically calculated by adding the number of days (entered in the "Due date" field on the **Accounting information** tab of Debtor/ Creditor accounts) to the date of the document (i.e. invoices, credit notes, purchase and supplier return documents) and the transaction dates entered in batches.

#### **P.3.3.2- Receive payment**

---

The Receive payment feature, will automatically generate the transactions to the receipts batch for a selected transaction and print a combined receipt / payment advice (if selected). The transaction will automatically be posted updated to the ledger.

### **P.4- OPEN ITEM REPORTS**

---

#### **P.4.1- Open Item reports summary**

---

##### **P.4.1.1- Debtor reports**

---

The following reports for Open item processing is available:

- Debtors → Transactions – Transaction list – Open item
- Debtors → Age analysis – Balances detail history (open item)
- Debtors → Outstanding – Debtor statements – Outstanding
- Debtors → Outstanding – Due date
- Debtors → Outstanding – Outstanding at date

##### **P.4.1.2- Creditor reports**

---

The following reports for Open item processing is available:

- Creditors → Transactions – Transaction list – Open item
- Creditors → Age analysis – Balances detail history (open item)
- Creditors → Outstanding – Creditor remittance advice – Outstanding
- Creditors → Outstanding – Due at date
- Creditors → Outstanding – Outstanding at date



*Since the Creditor – Open item reports is basically similar to the Debtor open item reports, the Creditor open item processing will not be discussed in this tutorial.*

## **P.4.2- Debtor age analysis reports**

---

You may need to analyse your debtors (customers / clients) accounts on a regular basis. It is recommended that the age analysis reports are printed after all batches and documents are posted (updated).

### **P.4.2.1- Balances detail**

---

The **Debtors** → **Age analysis** → **Balances detail** report will list - All the Debit and Credit transactions (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).

#### **To print debtor age analysis details reports:**

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Age analysis**. The **Balances detail** report options is displayed:

The screenshot shows the 'Balances detail' dialog box with the following settings:

- Date of ageing: 2018/04/30
- Days overdue: 30
- Number of days overdue: 30
- From account: D1ABGRE
- To account: D1ROGSM
- Sequence: Description
- Show transactions:
- Show contact details:
- New page per account:

2. Enter or select the following:

- Date of ageing:* Select the date i.e. "2018/04/30".
- Days overdue:* Enter "30".
- Number of days overdue:* Enter "30".
- From account:* Select the first account on the list.
- To account:* Select the last account on the list.
- Sequence:* Select "Description".
- Show transactions:* Leave blank. Only the totals will be printed. To print the transactions, you may select this option.
- Show contact details:* Leave blank.
- New page per account:* Leave blank.

3. Click on the **OK** button.



An example of the "Debtor age analysis – Balances detail" report, is as follows:

Balances detail					
Debtor age analysis - Balances detail					
From account: D1ABGRE To: D1ROGSM					
Period 1: 2018/04/30		Sequence: Description			
Period 2: 2018/03/31		Show transactions: No			
Period 3: 2018/03/01		Show contact details: No			
		New page per account: No			
Debtor group: Debtor group 1B					
D1MDAVI	Mr. Mike Davies	Total	Period 1	Period 2	Period 3
	Open item: Yes	7 095,00	(30) 2 875,00	(30) 3 420,00	(60) + 800,00
D1ROGSM	Mr. Roger Smith	Total	Period 1	Period 2	Period 3
	Open item: No	6 750,00	(30) 5 750,00	(30) 0,00	(60) + 1 000,00
Total - Debtor group: Debtor group 1B		Total	Period 1	Period 2	Period 3
		13 845,00	(30) 8 625,00	(30) 3 420,00	(60) + 1 800,00
Debtor group: Debtor group 1C					
D1MACDS	MAC Shop Decor Specialists	Total	Period 1	Period 2	Period 3
	Open item: No	2 420,00	(30) 0,00	(30) 2 420,00	(60) + 0,00
D1ABGRE	Mr. AB Green	Total	Period 1	Period 2	Period 3
	Open item: Yes	2 560,00	(30) 0,00	(30) 2 560,00	(60) + 0,00
Total - Debtor group: Debtor group 1C		Total	Period 1	Period 2	Period 3
		4 980,00	(30) 0,00	(30) 4 980,00	(60) + 0,00
Report total:		Total	Period 1	Period 2	Period 3
		18 825,00	(30) 8 625,00	(30) 8 400,00	(60) + 1 800,00

### P.4.2.2- Balances detail history (Open item)

---

This report is basically similar to the Balances detail report. The balances detail (Open item) report will list all the transactions as well as the Outstanding amount. It will list the details of transactions linked (e.g. fully paid invoices) with an outstanding amount of 0,00.

#### To print debtor age analysis details (open item) reports:

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Age analysis**. The **Balances detail** report options will be displayed.
2. Select the **Balances detail history (open item)** report.

Balances detail history (open item)

Open in PDF

Date of ageing: 2018/04/30

Days overdue: 30

Number of days overdue: 30

From account: D1ABGRE

To account: D1ROGSM

Sequence: Description










Show transactions:

Show contact details:

New page per account:

OK Cancel

3. Enter or select the following:

- Date of ageing:*  Select the date i.e. "2018/04/30".
- Days overdue:*  Enter "30".
- Number of days overdue:*  Enter "30".
- From account:*  Select the first account on the list.
- To account:*  Select the last account on the list.
- Sequence:*  Select "Debtor code".
- Show transactions:*  Leave blank. Only the totals will be printed. To print the transactions, you may select this option.
- Show contact details:*  Leave blank.
- New page per account:*  Leave blank.

4. Click on the **OK** button.

**P.4.2.3- Transactions - Balances detail vs Balances detail (open item) reports**

**Balances detail report – Transactions**

All the Debit and Credit transactions will be listed (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).

D1ABGRE	Mr. AB Green		Total	Period 1	Period 2	Period 3
		Open item: Yes	2 560,00	(30) 0,00	(30) 2 560,00	(60) + 0,00
Reference	Date	Amount	Description			
NV001	2018/03/07	1 140,00	Paint - Exterior			
NV003	2018/03/10	1 140,00	Paint - Exterior			
N000001	2018/03/13	1 140,00	Invoice /AB-IN110			
N000003	2018/03/15	1 140,00	Invoice /PH-101			
D5001	2018/03/16	-2 000,00	Payment received - Thank you			

**Balances detail history (open item) report – Transactions**

All the Debit and Credit transactions will be listed. The outstanding amounts will be displayed including 0,00 for transaction that is fully settled.

Code	Name		Total			Open item: Yes
D1ABGRE	Mr. AB Green		2 560,00			
Reference	Date	Description	Amount	Outstanding	BatchID	Transaction id
NV001	2018/03/07	Paint - Exterior	1 140,00	0,00	10038	324
NV003	2018/03/10	Paint - Exterior	1 140,00	280,00	10038	328
N000001	2018/03/13	Invoice /AB-IN110	1 140,00	1 140,00	10045	379
N000003	2018/03/15	Invoice /PH-101	1 140,00	1 140,00	10047	385
D5001	2018/03/16	Payment received - Thank you	-2 000,00	0,00	10037	337
<b>Total</b>			<b>2 560,00</b>	<b>2 560,00</b>		
				Period 1	Period 2	Period 3
				(30)	(30)	(60) +
				0,00	2 560,00	0,00



See – *Chapter 1.5 of MODULE I - RECEIVING PAYMENTS FROM YOUR DEBTORS - Entering payments from your debtors (customers / clients)*

Mr. AB Green paid 2 000,00 (1 140,00 for INV001 and 860,00 for INV003), -

- Deposit D5001 – 2 000,00 - Outstanding amount = 0,00
- Invoice INV001 – 1 140,00 - Outstanding amount = 0,00
- Invoice INV003 – 1 140,00 - Outstanding amount = 280,00 (Invoice amount 1 140,00 less 860,00 partial settlement = 280,00).

## MODULE P - OPEN ITEM PROCESSING AND REPORTS

### P.4.2.4- Show contact details option

You may select the "Show contact details" option to view the details for each debtor included in the report.

Code	Name		Total			Open item:	Yes
D1ABGRE	Mr. AB Green		2 560,00				
Reference	Date	Description	Amount	Outstanding	BatchID	Transaction id	
INV001	2018/03/07	Paint - Exterior	1 140,00	0,00	10038		324
INV003	2018/03/10	Paint - Exterior	1 140,00	280,00	10038		328
IND00001	2018/03/13	Invoice /AB-N110	1 140,00	1 140,00	10045		379
IND00003	2018/03/15	Invoice /PH-101	1 140,00	1 140,00	10047		385
D5001	2018/03/16	Payment received - Thank you	-2 000,00	0,00	10037		337
<b>Total</b>			<b>2 560,00</b>	<b>2 560,00</b>			
			<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>		
			<b>(30)</b>	<b>(30)</b>	<b>(60) +</b>		
			<b>0,00</b>	<b>2 560,00</b>	<b>0,00</b>		

Postal address	Delivery address	Information
PO Box 1111	Green Street	Language : English
Lakeside	Lakeside	Contact :
Johannesburg	Johannesburg	Telephone 1 : (011)314-9997
2122	2123	Telephone 2 : (011)314-9998
		Fax : (011)314-9999
		E-mail : green@pinksoft.co.za
		Website : turbocash.net
		Company reg. no. : 22222222
		Tax reg. no. : 111111111

### P.4.3- Debtor statements

You may send debtor statements to your debtors (customers / clients) on a regular basis. It is recommended that the statements are printed after all batches and documents are posted (updated). The following two (2) debtor statements may be printed:

- **Debtor statements** – All the Debit and Credit transactions are listed (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).
- **Debtor statements – Outstanding** – Only the outstanding Debit and Credit transactions are listed.

### P.4.3.1- Debtor statements - Outstanding

#### To print debtor statements:

1. On the **Reports** ribbon, select **Reports** → **Debtors** → **Outstanding**. Debtor statement (default report) will automatically be selected. This default debtor statement will print all transactions debits and credits.
2. Select the **Debtor statement – Outstanding** report to print only the outstanding amounts of transactions not linked in Open item processing.

Debtor statement - Outstanding

Debtor statement - Outstanding  Open in PDF

Date of ageing: 2018/04/30

Days overdue: 30

Number of days overdue: 30


From account: D1ABGRE


To account: D1RDGSM


Sequence: Description


OK Cancel


3. Enter or select the following:


*Date of ageing:*  Select the date i.e. "2018/04/30".

*Days overdue:*  Enter "30".

*Number of days overdue:*  Enter "30".

*From account:*  Select the first account on the list.

*To account:*  Select the last account on the list.

*Sequence:*  Select "Description".

4. Click on the **OK** button.

## MODULE P - OPEN ITEM PROCESSING AND REPORTS

An example of the "Debtor statement", is as follows:

**Mr. AB Green**  
 PO Box 1111  
 Lakeside  
 Johannesburg  
 2122

**Handyman Hardware Store**  
 27 Ollifants Road  
 Emmarentia  
 Johannesburg  
 2195

**Account no. : D1ABGRE**  
 Contact : Andrew Green  
 Tax reg. no. : 111111111  
 Company reg. no. : 222222222  
 Telephone 1 : (011) 314-9997  
 Telephone 2 : (011) 314-9998  
 Fax : (011) 314-9999  
 E-mail : green@pinksoft.co.za  
 Website :

Phone: (011) 310-1390  
 Fax: (011) 310-2000  
 E-mail: mymail@mysp.net  
 Website:  
 Company reg. no.: 338012345  
 Tax reg. no.: 446010111

---

**Statement**

---

Statement to: 2018/04/30      Period 1 : 2018/04/30      Due amount:      **2 560,00**  
 Period 2 : 2018/03/31      Due date:      **2018/05/30**  
 Period 3 : 2018/03/01

Date	Reference	Description	Amount	Outstanding	Payment date
2018/03/10	IN/003	Paint - Exterior	1 140,00	280,00	2018/04/09
2018/03/13	IND00001	Invoice /AB-IN110	1 140,00	1 140,00	2018/04/12
2018/03/15	IND00003	Invoice /PH-101	1 140,00	1 140,00	2018/04/14

Due amount	Period 1 (30)	Period 2 (30)	Period 3 (60) +
2 560,00	0,00	2 560,00	0,00

**Credit limit:** 10 000,00  
**Balance :** 2 560,00  
**Available :** 7 440,00

Statement message:

Please refer any queries to our accounts department	2.5% INTEREST WILL BE CHARGED ON ALL OVERDUE ACCOUNTS
---	---

<b>Due amount:</b>	<b>2 560,00</b>	<b>Handyman Hardware Store - Bank account</b>
<b>Due date:</b>	<b>2018/05/30</b>	Bank name: Branch code: Bank account no.:

The information, is as follows:

1. **Header (Left)** - Debtor information as entered / edited on the debtor account - **Debtors (Action ribbon)**.
2. **Header (Right)** - Company information as entered / edited on **Company info (Setup ribbon)**.



If the Company logo is loaded in the "Options" screen of **Company info (Setup ribbon)**, the logo will be displayed instead of the Company name, Address (4 lines) and Telephone and Fax numbers.

3. **Statement to** - The date as entered (selected) on the "parameters" screen. The periods number of days specified on the "parameters" screen is displayed. The outstanding totals for each period is displayed as a summary for the periods at the end of the transaction section.

4. **Transactions** - This displays the date, reference, description and amount for each transaction. The payment date for each transaction is the date of the transaction plus the number of days entered in the "Due days" field on the **Accounting information** tab of the debtor account.
5. **Credit limit** - The amount as entered in the "Credit limit" field on the **Accounting information** tab of the debtor account. The **Balance at** is the current balance of the debtor account of all posted transactions and documents as at the date of printing of the Debtor statements. The **Available** amount is calculated the Credit limit less the **Balance at** amount as at the date of printing of the Debtor statements.
6. **Statement message** - This consists of two (2) sections:
  - a) **Statement message (Left)** - Up to three (3) lines as entered on the **Delivery address** tab of the debtor account.
  - b) **Statement message (Right)** - Up to three (3) lines as entered on the **Statement setup** tab on the **Documents setup (Setup ribbon)**.
7. **Due amount, Due date and Banking details** - The amount payable and the date on which the payment is due. The Banking details (Bank account 1 ) as entered on **Company info (Setup ribbon)** will be displayed on the Debtor statement.



*The Banking details (as entered in the **Company info (Setup ribbon)** is not available in Creditor remittance advices.*

**P.4.3.2- Debtor statement vs Debtor statement – Outstanding**

**Debtor statement** - All the Debit and Credit transactions are listed (irrespective of Open item transactions processed (Credit transactions linked to Debit transactions)).

<b>Statement to: 2018/04/30</b>		<b>Period 1 : 2018/04/30</b>	<b>Due amount:</b>	<b>2 560,00</b>
		<b>Period 2 : 2018/03/31</b>	<b>Due date:</b>	<b>2018/05/30</b>
		<b>Period 3 : 2018/03/01</b>		
Date	Reference	Description	Amount	Payment date
2018/03/07	INV001	Paint - Exterior	1 140,00	2018/04/08
2018/03/10	INV003	Paint - Exterior	1 140,00	2018/04/09
2018/03/13	IN000001	Invoice /AB-IN110	1 140,00	2018/04/12
2018/03/15	IN000003	Invoice /RH-101	1 140,00	2018/04/14
2018/03/16	D5001	Payment received - Thank you	-2 000,00	2018/04/15
<b>Due amount</b>			<b>Period 1</b>	<b>Period 2</b>
			<b>(30)</b>	<b>(30)</b>
<b>2 560,00</b>			<b>0,00</b>	<b>2 560,00</b>
				<b>Period 3</b>
				<b>(60) +</b>
				<b>0,00</b>

**Debtor statement – Outstanding** – Only the outstanding Debit and Credit transactions are listed.

<b>Statement to: 2018/04/30</b>		<b>Period 1 : 2018/04/30</b>	<b>Due amount:</b>	<b>2 560,00</b>	
		<b>Period 2 : 2018/03/31</b>	<b>Due date:</b>	<b>2018/05/30</b>	
		<b>Period 3 : 2018/03/01</b>			
Date	Reference	Description	Amount	Outstanding	Payment date
2018/03/10	INV003	Paint - Exterior	1 140,00	280,00	2018/04/09
2018/03/13	IN000001	Invoice /AB-IN110	1 140,00	1 140,00	2018/04/12
2018/03/15	IN000003	Invoice /RH-101	1 140,00	1 140,00	2018/04/14
<b>Due amount</b>			<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>
			<b>(30)</b>	<b>(30)</b>	<b>(60) +</b>
<b>2 560,00</b>			<b>0,00</b>	<b>2 560,00</b>	<b>0,00</b>



See – Chapter 1.5 of MODULE I - RECEIVING PAYMENTS FROM YOUR DEBTORS - Entering payments from your debtors (customers / clients)

Mr. AB Green paid 2 000,00 (1 140,00 for INV001 and 860,00 for INV003), -

- INV001 – 1 140,00 - Will not be listed, as invoice INV001 is fully settled.
- INV003 – 1 140,00 - Will be listed, as invoice INV003 is not fully settled. An amount of 280,00 will be outstanding (Invoice amount 1 140,00 less 860,00 partial settlement = 280,00).



# **MODULE Q - REPORTMAN**

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## **IN THIS MODULE**

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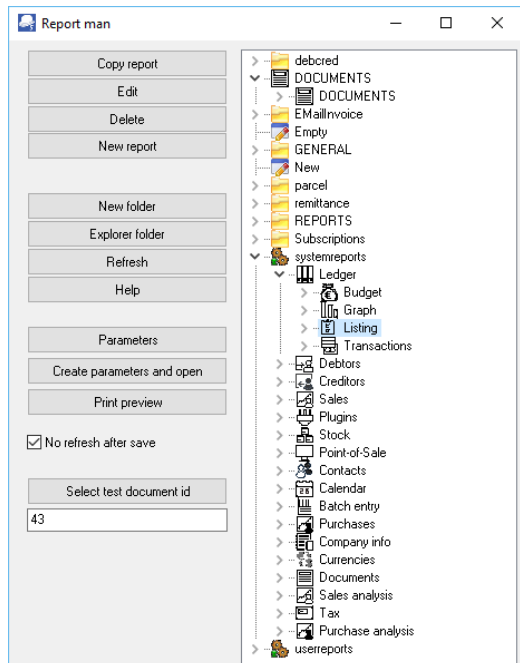
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## **Q.1- REPORTMAN INTERFACE**

All document layout files and reports are installed and stored in the ...\*plug\_ins*\reports folder of your installation directory.

### **To access the Report designer:**

Select the **Report designer** on the **Reports** ribbon; or on the **Setup** ribbon. The "Report designer" will list all layout files and report folders as follows:



The buttons and options, is as follows:

1. **Copy report** – If you need to edit a layout file or report, you need to select a file. If you click on a report or layout file, and you click on the **Copy report** button, it will create an exact copy (e.g. Copy of Reportname) of the report \*.rep and the parameters \*.dfm (if the report has parameters) file(s).



*It is recommended that you do not edit an existing layout file or report, but create a copy and edit the copy until you get the required results.*



*You may then rename the report. If you have any customised reports, you may create folders in the ...\*plug\_ins*\reports\userreports\ folder and copy your reports to your folder. These reports may then be accessed from **User reports (Reports ribbon)**. Document layout files cannot be printed from any other folder than the ...\*plug\_ins*\reports\DOCUMENTS\DOCUMENTS folder.*

2. **Edit** – Launches the “*Report manager designer*” screen, where you may edit an existing report or layout file or create or edit a new report or layout file.
3. **Delete** – This will delete a selected layout file or report (\*.rep) file (and the parameter (\*.dfm) file, if applicable).



*Please make sure that the correct report is selected. Deleting the incorrect report, the report will be permanently lost.*

4. **New report** – This will launch a blank report with no datasets using the ...\\plug\_ins\\reports\\New.rep template file. When you save the New.rep file, it will save it as New.rep in the folder in which the **New report** button was clicked on.



*You may click on the **New.rep** and click again to rename the report.  
If the **New.rep** is in the “Reportman designer” screen, you may use the **File → Save as** menu to save the report with your own name.*

5. **New folder** – This will create a New folder in the selected folder. You need to double-click to rename the New folder.
6. **Explorer folder** - If a report is selected it and you click on this button, the folder containing that report will be launched in Windows Explorer or your system's default file browser.
7. **Refresh** - This will refresh the display (list of folders and files) in the “*Reportman*” screen.



*The “No refresh after save” option is by default selected (ticked). If this ticked is removed, it will automatically refresh the “Reportman” screen when a report or layout file is selected. This may slow down your system.*

8. **Help** - This button is inactive. The off-line Reportman help can be accessed from the ...\\plug\_ins\\reportman\\doc\\indexes.html file in the TurboCASH5 installation directory.





*You may access the online help at <http://reportman.sourceforge.net/>  
If you focus on a specific area of the “Reportman designer” screen, a “?” will be added to the cursor, it will launch the specific topic at sourceforge (e.g. <http://reportman.sourceforge.net/doc/refcommon.html>).*

9. **Parameters** - If a report has parameters, and you click on the **Parameters** button, the “*Parameters*” screen for the selected report will be launched.
10. **Create parameters and open** – This will launch the “*Reportmanager designer*” screen on which you may edit the parameters (**Report → Parameter definition** menu) and Datasets (**Report → Data access configuration** menu).



*If a report has no parameters and you click on this button, it will display an error message, e.g. “No params found. create one first C:\\TCASH5\\plug\_ins\\reports\\userreports\\Custom Reports\\New.dfm”  
You then need to close this message and click on the **Parameters** button to create parameters. If you find another report with similar parameters, you may copy the parameter \*.dfm file to the folder of your report and rename it to the name of your report.  
You then need to edit the parameters and report.*

11. **Preview** - Click to preview a document layout file or a report. If a report has parameters, it will launch the report "parameters" screen on which you may select the options to preview the data in the report.

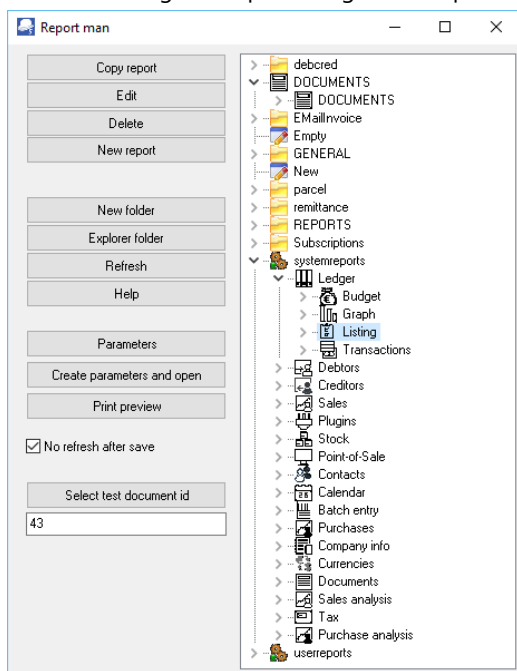
 While editing a document layout file or a report, you may click on the **Preview**  icon of the **Report manager designer** screen.

12. **Select test document id** - If you click on the **Preview** button if document layout files (in the ...\\plug\_ins\\reports\\DOCUMENTS\\DOCUMENTS folder) are selected the last document processed or printed will be previewed. If you click on this button you may select any other posted or unposted document to preview.

## Q.2- REPORTS FILES AND FOLDERS


All document layout files and reports are installed and stored in the ...\\plug\_ins\\reports folder of your installation directory.


When launching the Report designer, all report folders are displayed as follows:



The directories (folders and files are as follows):

1. **Document printing** – All the layout files for printing documents are stored in the ...\\plug\_ins\\reports\\DOCUMENTS\\DOCUMENTS folder.

 Press the **F1** key and search (Search titles only) for layout files. See "Layout files for Sales documents" and "Layout files for Purchase documents".

 Press the **F1** key and search (Search titles only) for "Working with Reportman". This will introduce you to the Reportman interface and to customise document layout files.

2. **Reports** → **Reports** menu – These reports are stored in the systemreports folder.
3. **Reports** → **User reports** menu – These reports are stored in the userreports folder. Users are encouraged to create and / or edit existing reports, but it is recommended that these be copied and stored in the ...\*plug\_ins*\reports\userreports\ folder.
4. **Reports** → **T-Ledger analyser** and **Reports** → **T-Account viewer** – Seven (7) reports are stored in the ...\*plug\_ins*\reports\GENERAL\ledgerview folder. These are:
  - a) **budgetvsactsimple** – Budget vs actual and This year vs last year reports.
  - b) **colbal** – Not used.
  - c) **colbalopen** – Not used.
  - d) **colbalopenonly** – Not used.
  - e) **colbalsimple** – Standard column balances report.
  - f) **detail** – Trial balance, Income statement and the Balance sheet.
  - g) **ledgerdetail** – **Print** button on the **T-Account viewer**.
5. **Reports generated from inside the TurboCASH5 program** on various screens are stored in the ...\*plug\_ins*\reports\GENERAL\documents folder. These are:
  - a) **Batch processing - Batch entry (F2) (Action ribbon):**
    - i) **abbreviations** – **Abbreviation definitions** as set in the **Batch entry – F9:Process** option (**Action** ribbon). If you click on the **Print** button of the Abbreviation screen, a list of Abbreviation definitions will be printed. The abbreviations listed on this report, may be used to automatically fill the description column in the document lines when processing documents (invoices, credit notes, quotes, purchases, supplier returns and orders).
    - ii) **batch** – Batch Listing on the **Batch entry – F8:List** – This will print a list of all transactions in an unposted batch.
    - iii) **postedbatch** - Batch Listing on the **Batch entry – Posted batches – Details** tab – **Print** button - This will print a list of all transactions in a posted batch.
    - iv) **paycreditor** - Prints the **Creditor payments** report when clicking on the **Print** button in the "Payments Debtors / Creditors" option (**Batch entry – F9:Process**).
    - v) **paydebtor** – Prints the **Debtor payments** report when clicking on the **Print** button in the "Receive Payments / Creditors" option (**Batch entry – F9:Process**).

- vi) **receipt** – Prints a receipt if the “*Create receipt*” option is selected for Receipt batches in the **Batch entry – F9:Process** (and if the “*Print*” option is ticked).
- vii) **recon** – Prints the Bank reconciliation report when clicking on the **Report** icon of the Reconcile bank (**Reconciliation (Action ribbon)**).
- b) **Documents (Documents (F6)) (Action ribbon)**:
  - i) **barcodes** – Context menu - Quick link to print the barcodes of the stock items selected on documents.
  - ii) **labels** - Context menu - Quick link to print the postal address labels (and Contact name) of the debtors (customers / clients) selected on sales documents or creditors (suppliers) selected on purchase documents.
  - iii) **labelsdelivery** – Not implemented yet. This is similar than the labels report, but should print delivery addresses in stead of postal addresses.
- c) **Point-of-Sales (Standard) - Input → POS Invoice (Ctrl + F6) (Action ribbon)**:
  - i) **oldpossales** – This sales report prints from the **Process - Reports or Cashup** option on the **POS Invoicing** screen.
  - ii) **oldposcashup** - This cashup report prints from the **Process - Reports or Cashup** option on the **Input → POS Invoicing** screen (**Action ribbon**).
- d) **Others**
  - i) **datacheck** – Prints the **Data integrity check** report from the **Tools → Data integrity check** menu (**Setup ribbon**).
  - ii) **groups** – Prints the list of the Account group 1 / 2, Debtor group 1 / 2, Creditor group 1 / 2, Stock group 1 / 2, Document group 1 / 2, etc. when clicking on the **Print** button of a selected group on **Groups (Setup ribbon)**.
  - iii) **payments** – Prints a **Receipts / Payments advice** when the **Receive payment** context menu option is selected (and the “*Print*” option is ticked) on the **Open item link - Transactions** tab (**Action ribbon**) or on the “*Open item link*” screen for a debtor (customer / client) or creditor (supplier) account.
  - iv) **Userlog** – Prints the **Userlog** report when clicking on the **Log report** button on the **Access control (Setup ribbon)**.

## 6. REPORTS

- a) **CREDITOR – (Action – Creditors (F5) menu)** – Selected creditor label (Postal address) and Selected creditor delivery label (Delivery address). Print when you right-click on a selected creditor (supplier) account from the list.
- b) **DEBTOR – (Action – Debtors (F4) menu)** – Selected debtor label (Postal address) and Selected debtor delivery label (Delivery address). Print when you right-click on a selected debtor (customer / client) account from the list.

- c) **STOCK** – (**Action – Stock items (F12)** menu) – Barcode and Yagoda barcode. Print when you right-click on a selected stock item or stock items from the list.
- d) **PROJECTS** – If projects have been activated and transactions have been entered in batches and documents, you may print five (5) reports (i.e. Transactions, Hours, Stock items, Statements and the Total report). Budgets can also be entered for Projects, but it needs to be added to these reports.
- e) **HORECAPOS** – This folder contains the reports for the HORECAPOS and RETAILPOS Plugins.
- f) **SUBSCRIPT** – This folder contains the Subscriptions report. (See the **Subscriptions** folder – This folder contains the report, emailtemplates, layouts and Sql for the Subscriptions Plugin).
- g) **REPORTS FOLDER** (Discontinued Reports) - The BATCHREPORT, CONTACTS, COSTCENTER, GL and TAX folders contains old reports not used in TurboCASH5.

#### 7. Folders and reports for Plugins

- a) **EmailInvoice** and **debcred** folders are used for the E-MailPro Plugin
- b) **parcel** – This is not used at this stage – It is reserved for a Send Parcel Plugin.
- c) **remittance** – This contains the list report, emailtemplates and layouts for the Reminders Plugin.
- d) **Subscriptions** – This folder contains the report, emailtemplates, layouts and Sql for the Subscriptions Plugin.

### **Q.3- LAYOUT FILES**

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

Specific layout files may also be selected for:

- Each debtor (customer / client) account by selecting a different layout file in the Layout file 1 (Invoices), Layout file 2 (Credit notes), Layout file 3 (Quotes) - **Debtors (Action ribbon)**.
- Each creditor (supplier) account by selecting a different layout file in the Layout file 1 (Purchases), Layout file 2 (Supplier return), Layout file 3 (Orders) - **Creditor (Action ribbon)**.



*The global settings will be over-ruled.*

## MODULE Q - REPORTMAN

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In addition to these settings, you may also select a different layout file when printing documents on the "Layout file" fields of the following options in the (**Action** ribbon):

- **Document** menu - Selection screen (**Print** button)
- **Debtors (Documents** tab)
- **Creditors (Documents** tab)

Layout files are stored in the ...\\plug\_ins\\reports\\DOCUMENTS\\DOCUMENTS directory. These may be edited using the Reportman (accessed from the **Report designer** on the **Reports** ribbon or on the **Setup** ribbon).

Layout files have been designed to be displayed in the Language file (**Switch language (Start** ribbon)). If you change the language, the layout file will be displayed in the selected language.



*Should the correct tax terminology (e.g. Sales tax, VAT, GST) not be displayed on layout files, you need to select the correct language / country file.*

For your convenience, the names of the layout files as well as the internal translation languageID are listed.

### Q.3.1- LAYOUT FILES FOR SALES DOCUMENTS

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All layout files are translatable via the language files, except the following available in English language only:

<i>Debtor (customer / client) layout files – English only</i>	
<b>Name</b>	<b>LanguageID</b>
<i>Invoice English (no codes)</i>	<i>TRN_906262</i>
<i>Invoice English (10 code)</i>	<i>TRN_906261</i>
<i>Invoice English (15 codes)</i>	<i>TRN_906191</i>

These layout files will display TAX instead of VAT/GST/Sales tax.



The rest of the layout files are translatable via the language files. It will display the tax terminology for the selected country e.g. en-South-Africa will display VAT, af-Afrikaans will display BTW, en-Australia and en-New-Zealand will display GST, en-American will display Sales tax, etc.

The language in which these layout files can be printed, may be set in the "Language" field - **Debtors (Action** ribbon).





### Q.3.1.1- Print no stock codes

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

Debtor (customer / client) layout files - No stock codes					
Normal		A4 Format		A4 Plain format	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Invoice (no codes)	TRN_906194	Invoice A4 (no codes)	TRN_906212	Invoice A4 Plain (no codes)	TRN_906230
Credit note (no codes)	TRN_906195	Credit note A4 (no codes)	TRN_906213	Credit note A4 Plain (no codes)	TRN_906231
Quote (no codes)	TRN_906196	Quote A4 (no codes)	TRN_906214	Quote A4 Plain (no codes)	TRN_906232
	If you need to display your Banking details on an Invoice, you may select the Invoice Bank details (no codes) - (TRN_906192) layout file.				
	If you need to print a Delivery note, you may select the Delivery note (no codes) - (TRN-906181) layout file.				

### Q.3.1.2- Print stock codes (up to 10 characters)


If you enter less than 10 characters in the "Stock code" field and less than 25 characters in the stock "Description" field on **Stock items (Action ribbon)**, you may select the (10 code) - series of document layout files:


Debtor (customer / client) layout files - 10 digit stock codes					
Normal		A4 Format		A4 Plain format	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Invoice (10 code)	TRN_906200	Invoice A4 (10 code)	TRN_906218	Invoice A4 Plain (10 code)	TRN_906236
Credit note (10 code)	TRN_906201	Credit note A4 (10 code)	TRN_906219	Credit note A4 Plain (10 code)	TRN_906237
Quote (10 code)	TRN_906202	Quote A4 (10 code)	TRN_906220	Quote A4 Plain (10 code)	TRN_906238
	If you need to display your Banking details on an Invoice, you may select the Invoice Bank details (10 code) - (TRN_906260) layout file.				
	If you need to print a Delivery note, you may select the Delivery note (15 code) - (TRN-906182) layout file.				

### Q.3.1.3- Print stock codes (up to 15 characters)

If you enter up to 15 characters in the "Stock code" field and up to 35 characters in the stock "Description" field, on **Stock items (Action ribbon)**, you may select the (15 code) - series of document layout files:



Debtor (customer / client) layout files - 15 digit stock codes					
Normal		A4 Format		A4 Plain format	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Invoice (15 code)	TRN_906206	Invoice A4 (15 code)	TRN_906224	Invoice A4 Plain (15 code)	TRN_906242
Credit note (15 code)	TRN_906207	Credit note A4 (15 code)	TRN_906225	Credit note A4 Plain (15 code)	TRN_906243
Quote (15 code)	TRN_906208	Quote A4 (15 code)	TRN_906226	Quote A4 Plain (15 code)	TRN_906244

 *If you need to display your Banking details on an Invoice, you may select the Invoice Bank details (15 code) - (TRN\_906193) layout file.*


 *If you need to print a Delivery note, you may the select Delivery note (15 code) - (TRN-906182) layout file.*

### Q.3.1.4- Layout files no tax

Layout files have been designed to be displayed in the Language file (**Switch language (Start ribbon)**). If you change the language, the layout file will be displayed in the selected language (including the Tax (VAT/GST/ Sales tax) terminology.

-  *Should the correct tax terminology (e.g. Sales tax, VAT, GST) not be displayed on layout files, you need to select the correct language / country file.*
-  *We have also included a set of document layout files which does not contain the tax terminology if you are not registered as a VAT/GST/Sales tax vendor.*

Debtor (customer / client) layout files - No Tax (VAT/GST/Sales tax)			
No stock code		Stock code (15 digits)	
Name	LanguageID	Name	LanguageID
Invoice No Tax (no codes)	TRN_906248	Invoice No Tax (15 code)	TRN_906254
Credit note No Tax (no codes)	TRN_906249	Credit note No Tax (15 code)	TRN_906255
Quote No Tax (no codes)	TRN_906250	Quote No Tax (15 code)	TRN_906256

 *If you need to print a Delivery note, you may select the Delivery note (no codes) - (TRN-906181) or Delivery note (15 code) - (TRN-906182) layout files.*

### Q.3.1.5- Point-of-Sale (POS) layout files

The following layout files are available for Point-of-Sales:

1. POS-STARTSP100 - (TRN\_906183) - Prints on till slip printers.
2. POS - (TRN\_906184)
3. POS 2 - (TRN\_906185)
4. POS A4 - (TRN\_906186)

### Q.3.2- LAYOUT FILES FOR PURCHASES

All of these layout files are translatable via the language files. The language in which these layout files can be printed, may be set in the “*Language*” field – **Creditor (Action ribbon)**.

#### Q.3.2.1- Print no stock codes

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

Creditor (supplier) layout files - No stock codes					
Normal		A4 Format		A4 Plain format	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Purchase (no codes)	TRN_906197	Purchase A4 (no codes)	TRN_906215	Purchase A4 Plain (no codes)	TRN_906233
Supplier return (no codes)	TRN_906198	Supplier return A4 (no codes)	TRN_906216	Supplier return A4 Plain (no codes)	TRN_906234
Order (no codes)	TRN_906199	Order A4 (no codes)	TRN_906217	Order A4 Plain (no codes)	TRN_906235

#### Q.3.2.2- Print stock codes (up to 10 characters)

If you enter less than 10 characters in the “*Stock code*” field and less than 25 characters in the stock “*Description*” field on **Stock items (Action ribbon)**, you may select the (10 code) - series of document layout files:

Creditor (supplier) layout files - 10 digit stock codes					
Normal		A4 Format		A4 Plain format	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Purchase (10 code)	TRN_906203	Purchase A4 (10 code)	TRN_906221	Purchase A4 Plain (10 code)	TRN_906239
Supplier return (10 code)	TRN_906204	Supplier return A4 (10 code)	TRN_906222	Supplier return A4 Plain (10 code)	TRN_906240
Order (10 code)	TRN_906205	Order A4 (10 code)	TRN_906223	Order A4 Plain (10 code)	TRN_906241

**Q.3.2.3- Print stock codes (up to 15 characters)**

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If you enter up to 15 characters in the “Stock code” field and up to 35 characters in the stock “Description” field on **Stock items (Action ribbon)**, you may select the (15 code) - series of document layout files:

Creditor (supplier) layout files - 15 digit stock codes					
Normal		A4 Format		A4 Plain format	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Purchase (15 code)	TRN_906209	Purchase A4 (15 code)	TRN_906227	Purchase A4 Plain (15 code)	TRN_906245
Supplier return (15 code)	TRN_906210	Supplier return A4 (15 code)	TRN_906228	Supplier return A4 Plain (15 code)	TRN_906246
Order (15 code)	TRN_906211	Order A4 (15 code)	TRN_906229	Order A4 Plain (15 code)	TRN_906247

**Q.3.2.4- Layout files no tax**

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Layout files have been designed to be displayed in the Language file (**Switch language (Start ribbon)**). If you change the language, the layout file will be displayed in the selected language (including the Tax (VAT/GST/ Sales tax) terminology).



*Should the correct tax terminology (e.g. Sales tax, VAT, GST) not be displayed on layout files, you need to select the correct language / country file.*




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

Creditor (supplier) layout files - No Tax (VAT/GST/Sales tax)			
No stock code		Stock code (15 digits)	
Name	LanguageID	Name	LanguageID
Purchase No Tax (no codes)	TRN_906251	Purchase No Tax (15 code)	TRN_906257
Supplier return No Tax (no codes)	TRN_906252	Supplier return No Tax (15 code)	TRN_906258
Order No Tax (no codes)	TRN_906253	Order No Tax (15 code)	TRN_906259

**Q.3.3- UNIVERSAL LAYOUT FILES**

These three (3) Layout files can be used for both sales documents (i.e. Invoices, Credit notes and Quotes) for debtors (customers / clients) as well as purchase documents (i.e. Purchases, Supplier returns and Orders) for creditors (suppliers).

Universal layout files					
No codes		10 codes		15 codes	
Name	LanguageID	Name	LanguageID	Name	LanguageID
Document layout (no codes)	TRN_906278	Document layout (10 code)	TRN_906276	Document layout (15 code)	TRN_906277

 If you need to print the Universal - Document layout files (One (1) Layout file for all document types), it is recommended that these document types are edited and / or translated to the singular on the **Types** tab of **Setup → Tools → Customise language**. (Setup ribbon). These Document layout files will print the document type in the plural (if it is not changed to the singular).

For example, if you print an Invoice, it should display Invoice and not Invoices on the printed layout file.

 If you need to print the Universal - Document layout files (One (1) Layout file for all document types), the Banking details of your Company as entered in **Company info** (Setup ribbon) will be printed on purchase documents (i.e. Purchases, Supplier returns and Orders) for creditors (suppliers).

## **MODULE R - LIST OF SHORT-CUT KEYS**

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## **R.1- Function keys - TurboCASH main program**

<b>Key</b>	<b>Description</b>	<b>Menu (Ribbon)</b>	<b>Function</b>
F1	Help	Help → Help (Action)	Access the Help file.
F2	Batch entry	Batch entry (Action)	Enter transactions in your respective batch types.
F3	Update ledger	Update ledger (Action)	Update invoices, credit notes, purchases and supplier returns.
F4	Debtors	Debtors (Action)	To create, edit, delete debtor (customer / client) accounts.
F5	Creditors	Creditors (Action)	To create, edit, delete creditor (supplier) accounts.
F6	Invoices	Documents (Action)	The Invoicing screen will be displayed on which you may start processing invoices. You may also select to process any of the following documents: <ul style="list-style-type: none"> <li>• Credit notes</li> <li>• Purchases</li> <li>• Supplier returns</li> <li>• Quotes</li> <li>• Orders</li> </ul> The last accessed Document type will be launched (if the Set of Books is not re-opened).
F10	Creation wizard	Create Set of Books (Start)	Launches the Creation wizard screen on which you may select an option to create or copy a Set of Books.
F12	Stock items	Stock items (Action)	Maintain stock items.

## **R.2- Alt + Other keys**

<b>Key</b>	<b>Description</b>	<b>Menu (Ribbon)</b>	<b>Function</b>
F2	Reconciliation	Reconciliation (Action)	Do a bank reconciliation and to print the bank reconciliation report.
O	Open	Open (Start)	Open a Set of Books.
Q	Exit TurboCASH	Exit TurboCASH (Start)	Exit your TurboCASH program.

**R.3- Ctrl + Other keys**

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Key	Description	Menu (Ribbon)	Function
F4	Calculator	Calculator (Setup)	Access the calculator.
F5	Company Info	Company Info (Setup)	Enter or edit information regarding the company and to set defaults for the company.
F6	POS Invoice	Input → POS Invoice (Action)	To start processing Point-of-Sale invoices.
L	Open item link	Open item link (Action)	Options to link receipts to specific invoices for debtors and payments for creditors to certain supplier invoices or purchases. Open item link processing are also available for general ledger accounts.

**R.4- Function keys - Batch entry screens**

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Key	Description	Function
F5	Balance	Balance the batch
F6	Post	Post the batch
F7	Exclusive / Inclusive	Enter VAT/GST/Sales tax Exclusive or Inclusive
F8	List	List the batch
F9	Process	Process the batch
F10	Setup	Setup entry defaults for the batch.

**R.5- Function keys - Document entry screens**

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Key	Description	Function
F7	Exclusive / Inclusive	Enter VAT/GST/Sales tax Exclusive or Inclusive
F8	Discount	To enter discount
F9	Comment	Insert a comment.
F10	Delete all	Delete all the transactions and comments entered in the document.
F11	Copy	Copy the transactions from a selected invoice.
F12	Delete line	Delete selected transaction(s) and / or comment(s) entered in the document.