Account Pro

User's Manual

Account Pro Team

Account Pro has been developed with the main objectives of ease of use and minimizing work effort associated with accounting. Much emphasis has been put on user-friendliness, easy on-screen accessibility of all reports and processing speed.

With the goal to increase the benefit associated with the keeping of accounting records, Account Pro has also been equipped with all necessary capabilities allowing its use as an efficient financial planning and controlling tool. These capabilities distinguish Account Pro significantly from programs that serve the sole purpose of keeping records of historical data.

Account Pro is equally suitable for business applications, for the accounts of institutions, associations and clubs, and for private use.

The program has evolved out of a DOS program, which had emerged in 1990. Mainly based on user-feedback, numerous enhancements and improvements were introduced into the code since that time. However, nothing is ever perfect. Therefore, all Account Pro users are still encouraged to provide feedback to the author. Any suggestions for improvement are always welcome.

Staefa, september 2007

Account Pro Team

Help file and manual were designed with Help & Manual, the first WYSIWYG Windows help authoring tool. Get your own copy of Help&Manual at http://www.helpandmanual.com

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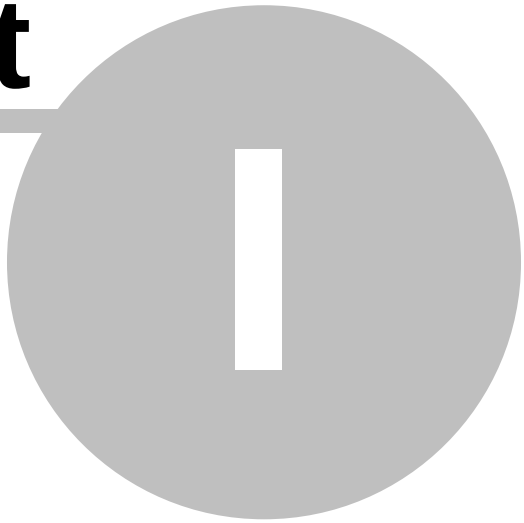

1 General / Registration

1.1 General information about ACCOUNT PRO

ACCOUNT PRO is a versatile and user-friendly accounting and finance planning program, equally suitable for small to medium businesses, institutions, and private users, who want to manage their own money or the finances of an association or club. ACCOUNT PRO is based on the principle of double entry bookkeeping. It is capable of networking, handles up to 2000 client accounts, and it has a function for automatic entry of tax and discount transactions.

ACCOUNT PRO comes with a number of standard charts of accounts. These can very easily be adapted to particular user requirements. Unneeded accounts can be deleted and any additionally required ones can easily be inserted anywhere in the charts.

Accounting with ACCOUNT PRO is very easy. As opposed to 'normal' accounting programs, where erroneous entries must be neutralized (canceled) and corrected by additional entries, ACCOUNT PRO allows direct correction of such entries. Furthermore, ACCOUNT PRO avoids the terms 'Debit' and 'Credit' for data entry. Instead, an amount sign is used, which makes data entry faster and easier. Nevertheless, the displays and printouts of ACCOUNT PRO are in accordance with normal accounting terminology.

In addition to the normal accounting capabilities, ACCOUNT PRO has special capabilities that allow efficient financial planning and forecasting. Not only monthly budgets, but also monthly forecasts can be entered for every expense and revenue account. Monthly and yearly planning reports facilitate an overview of the system as a whole. With these features, realistic forecasts of the financial result at the end of the accounting period can be made at any time.

An accounting period in ACCOUNT PRO can have a length of between two days and one year. It can start in any month and it may overlap two calendar years.

The program's data capacities are as follows:

- 2,000 accounting systems *)
- 20,000 accounts per system
- 200,000 (double entry) transactions per system and business year
- 200 standard transactions
- 200 recurring transactions
- 200 foreign currencies
- 2,000 cost centers/projects

*) Note: An accounting system is defined as 'the accounting records of a particular book for a particular business period'.

1.2 Registration

Difference between Shareware and License Version

The shareware copy is 100% functional. It differs from the license version only by registration reminder screens which pop up occasionally when more than 200 transactions have been entered, and by a disabled report header entry field. The pop up screens are there to remind you that you may use this software on a trial basis only, and that you must obtain a licensed copy, if you want to use it regularly.

The shareware concept allows you to evaluate the software in detail and then to decide whether it fits your needs or not and whether you like it or not - prior to an eventual purchase.

You can obtain a licensed copy of the software against payment of a license fee. As a registered user, you will be entitled to the following additional benefits:

- You will receive the latest program version.
- You will be entitled to free advice and support if you should have a problem with the software. Contact telephone no. +41 44 926 27 50 in Switzerland or send electronic mail to accsoft@accsoft,ch send a fax to +41 44 926 27 50.
- If you discover a bug in the software, you will be entitled to a free program update.

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- You will entitled to purchase new program versions with large discounts (normally about 60%). If you have Internet access you can visit http://www.accsoft.ch/histap95.htm to check for new program versions.

Registration

Online registration:

Internet: You can purchase and immediately receive the registered version of this program from the Internet. Transactions are via credit card with the option of making the purchase over a secure server. To register on-line please select 'Help'/'On-line registration' from the main menu.

1.3 License agreement

The licensed product is copyrighted. By the purchasing of a program diskette, you have obtained a license to install the software on a stand-alone PC or on a network server with up to two client PCs. Any further use of the software requires further licence(s).

You may copy the program diskette for backup purposes only. Any further copying of the program diskette for other purposes is not permitted. Without the written consent by ACCSOFT, no copies of the program diskette may be distributed commercially or be forwarded to others in any other way.

Each individual license entitles you to be regularly informed about new program versions and to obtain them with large discounts directly from the program author.

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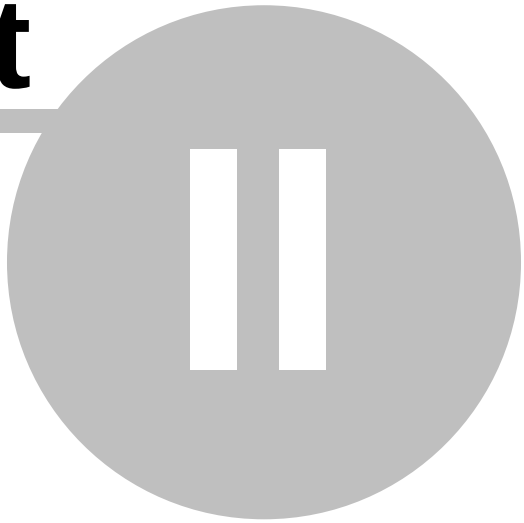

2 Cooperation with the invoicing program

2.1 Cooperation with Account Pro Invoice

Account Pro can work closely together with **Account Pro Invoice (**see AccSoft Home Page). The roles are assigned as follows:

Account Pro Invoice undertakes to:

- prepare the invoices and credit notes
- transfer the corresponding transactions to Account Pro marked as 'open items'
- prepare payment reminders

Account Pro undertakes to:

- take over the transactions made available by Account Pro Invoice
- account for the payments received
- provide information about any overdue payments

The normal sequence of events is as follows:

- **An invoice is generated with Account Pro Invoice and sent out by postal mail or email**

- **One ore more transactions reflecting the invoice are handed over to Account Pro**
  This is done using the 'Post transactions' function of Account Pro Invoice. Account Pro detects automatically that transactions from Account Pro Invoice are available and gives you the option to import these. The imported transactions are marked as 'Open item' and a memo is attached that contains the invoice number and the addressee. The memo contains also any reference number that may have scanned into the field 'Paying-in slip reference no.' of the document entry form of Account Pro Invoice using Money Pen (Switzerland only).

- **The invoice gets paid - you are notified about a payment received by your bank or post office**
  With Account Pro's 'Search for transactions' function you can search for the invoice number or the reference number that you may have scanned using Money Pen (Switzerland only). The 'open item' invoice transaction is found. Then you can simply click on the 'Enter payment received' command button, and then enter the transaction date, click on the appropriate Account Pro system name (business year), and the appropriate standard transaction (must be established previously) that reflects the account that has received the payment. Account Pro will mark the 'open item' as a 'memo', will add a payment received transaction, and will copy the memo attached to the 'open item' transaction to the payment received transaction. Using the invoice number or the reference number you can later easily locate the invoice transaction and the corresponding payment received transaction.

The 'not so normal' (and rather undesired) sequence of events is as follows:

- **An invoice is generated with Account Pro Invoice and sent out by postal mail or email**

- **One ore more transactions reflecting the invoice are handed over to Account Pro**
  Please see above.

- **The invoice is not paid in accordance with the terms of payment - no payment is received within the agreed period of time**
  Using the Account Pro function 'Search for transactions'/'Open items' you can easily detect any overdue payments anytime. For overdue payments you can simply copy the invoice number from the memo of the Account Pro transaction and paste it into Account Pro Invoice when filtering the Account Pro Invoice documents by document number. Then you can very easily generate a payment reminder document.

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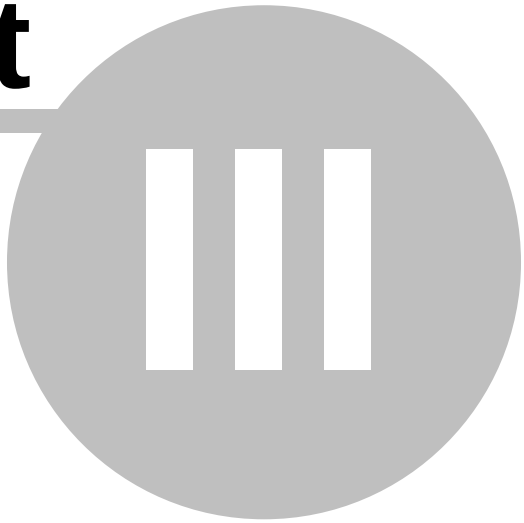

3 Getting started

3.1 Operation in a networking environment

Account Pro can be installed on several Client PCs. For the data a common directory can be established on a network server. For Account Pro to access this data, you must indicate the common directory on every Client PC under 'Options'/'Define the folder for the accounting data files' of the main menu.

Up to **three users can access the same business year of the same client concurrently**, but only one (the first one) can input/modify all data. The **other users** have limited access to the program functions - they can however enter or edit transactions, plan accounts, manage clients, and view, print and export data.

Important: For Account Pro to function properly in a networking environment with several users accessing the same business year of the same client concurrently, it is necessary, that Account Pro is always left using one of the normal ways out ('Exit' button or Exit command of the 'File' sub-menu).

Should it become necessary to reboot a PC because of a system crash, the file 'InUse.isi' located in the common data directory on a network server will not be updated and contain wrong information for the PC that crashed. To correct the problem, you can simply delete the file after all users have ended their Account Pro session.

3.2 Starting a new accounting system

General

The procedures for creating a new accounting system with your own chart of accounts or using one of the standard charts of accounts supplied with ACCOUNT PRO are described further below. To set up your own chart of accounts you may find this article by the NetMBA Business Knowledge Center helpful.

In both cases, the last step will be to enter the balance sheet account current balances prevailing at the start of the accounting period, by entering all totals of the asset and liability accounts and those equity accounts that should be shown separately on the balance sheet as transactions between the corresponding account (as Acc.) and the 'capital account' (as contra-account). Asset account current balances (if positive) must be entered as positive values, and liability and equity account current balances as negative values.

Creating a new accounting system with your own chart of accounts

Select 'File'/'New' or 'File'/'Open'/'New system' from the menu. Then, follow the user instructions. ACCOUNT PRO will guide you through all necessary steps to create a new accounting system.

Creating a new accounting system using one of the standard charts of accounts or an existing one created earlier

ACCOUNT PRO comes with a number of (empty) accounting systems that contain standard charts of accounts:

- USA-STD.ACC: Standard U.S. chart of accounts (as standard as can be - in fact there is no general standard)
- STORE.ACC: Chart of accounts suitable for a shop
- PRIVCHRT.ACC: Special chart for private accounts

Proceed as follows to create a new accounting system:

1) Select the chart that is best suited to your needs or select the chart of an accounting system that you had created earlier.

2) Load the corresponding file in ACCOUNT PRO just in the same way as you would load a sample accounting system.

3) Select 'Structure'/'Accounting period' from the main menu. In the field 'System name' rename the system and give it your own name (preferably consisting of a text part and a numeric part that indicates the business year). Adjust the accounting period start and end dates. Click on the 'OK' button. Account Pro will ask 'Do you want to set up a new accounting system based on the present chart of accounts?'. Confirm that by clicking on the 'OK' button.

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4) Adapt the chart of accounts ('Structure'/'Chart of accounts') to your particular needs.

5) Enter the balance sheet figures prevailing at the start of the accounting period as transactions between the balance sheet accounts (as Acc.) and the capital account (as C.-Acc.) observing the amount sign rule.

Following input of this data, the new accounting system is created, and you can now enter further transactions.

Should you not need the original files containing the standard charts of accounts any further, you can delete them using the Windows File Manager.

3.3 Accounting period

System name

Enter a DOS-compatible file name without extension. In ACCOUNT PRO, the accounting records consist of a series of individual accounting 'systems', of which each one is associated with a particular accounting period, a particular 'system' name and particular data files. For designating of the individual accounting systems, it is therefore recommended to use names composed of a constant text part and a variable part which reflects the accounting period (e.g. BOOK92, BOOK93, etc.).

Start date, End date

An accounting period may have a length of between two days and one year. If the period is shorter than or equal to eleven months, then it can start on any date. If it is longer than eleven months, then it must start on the first day of a calendar month.

Transaction entry rules

- Account Pro: Sign of amount
- Traditional rules: Positive transaction amounts only; select the debit and credit accounts accordingly.

3.4 Chart of accounts

Defining Accounts

Different types of businesses require different accounts. For example, to report the cost of goods sold a manufacturing business will have accounts for its various manufacturing costs whereas a retailer will have accounts for the purchase of its stock merchandise. There is a trade-off between simplicity and the ability to make historical comparisons. To set up your own chart of accounts you may find this article by the NetMBA Business Knowledge Center helpful.

ACCOUNT PRO can handle up to 20,000 accounts. Any division of those into asset, liability (and equity) , expense and revenue accounts is possible. Any account numbers with up to eight digits can be used in any sequence. The sequence of the accounts in balance sheet and income statement is defined by the place of the accounts in the chart - and not by the account numbers.

Please note however that the account classes must be allocated as follows, depending on your selection with respect to the account class order (see 'Options'/'Accounting period'):

First class in chart: asset accounts
Next class in chart : liability and equity accounts

If you choose 'expenses followed by revenue':
Next class in chart : expense accounts
Next class in chart : revenue accounts

If you choose 'revenue followd by expenses':
Next class in chart : revenue accounts
Next class in chart : expense accounts

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One of the liability and equity accounts must be designated as the 'capital account' (see below). ACCOUNT PRO needs this to store the balance sheet values at the start of the accounting period (start balance sheet).

One of the accounts should be designated as the 'interim account' (see below). ACCOUNT PRO needs such an account as an interim account for summary/split transactions.

Account number

For detail accounts (level 4), enter an account number with up to six digits. The entry must be numeric. Account groups (levels 3 to 1) may be - but need not be (leave the entry field empty) - numbered.

Account name

The length of the account name is limited by the width of the entry field only. Therefore, the maximum possible number of characters that can be contained in a name depends on the width of the individual characters.

Level

You must use at least level 4 (detail accounts). The use of account groups (levels 3 to 1) is entirely optional. Account groups are primarily used to display the balance sheet and income statement (and also some other reports) in various degrees of detail.

Please note that - if you want to use them at all - you must use the account groups in a logical manner. There should e.g. not be a level 2 account directly followed by a level 4 account. The level 3 display would not include that level 4 account in this case. In certain cases, it may be necessary to assign the same name to several levels.

Account class

Assign the appropriate account class to the accounts. In addition to the main classes (general asset, general liability and equity , expense and income), ACCOUNT PRO employs the special classes account receivable, account payable, capital account and interim account. These should be used as follows:

'Account receivable':
The accounts receivable belong to the main class of the asset accounts. They are foreseen to be used as accounts receivable in the normal sense. All accounts assigned to this class must follow one another immediately and must form a contiguous block within the asset accounts. If you use the 'account receivable' class, you can summarize the individual accounts receivable in the balance sheet, even when displaying it in the highest degree of detail (level 4 accounts).

'Account payable':
The accounts payable belong to the main class of the liability accounts. They are foreseen to be used as accounts payable in the normal sense. All accounts assigned to this class must follow one another immediately and must form a contiguous block within the liability accounts. If you use the 'account payable' class, you can summarize the individual accounts payable in the balance sheet even when displaying it in the highest degree of detail (level 4 accounts).

'Capital account':
The capital account belongs to the class of the liability and equity accounts. ACCOUNT PRO needs it to store the balance sheet values at the start of the accounting period (start balance sheet).

'Interim account':
ACCOUNT PRO needs this account to assist you when you enter split transactions. In principle, the interim account does not belong to any of the main classes of accounts (assets, liabilities, expense, revenue) and could be placed anywhere in the chart of accounts.. After input of a split transaction, its current balance must always be zero by definition. It is however recommended that you place the interim account as the last one of the revenue accounts (the last account in the chart) and to give it a number that is easily remembered (e.g. 999999).

Modifying the chart of accounts

Except during the period of time in which you may want to carry over an accounting system to a new accounting period repeatedly (end of business year/beginning of new year), you may modify the chart of accounts (by e.g. setting up of new accounts or by introducing account groups). Note that prior to deleting an account, you must transfer all of its transactions to other accounts.

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3.5 Capital account

To store the start balances of the asset accounts and the liability and equity accounts, ACCOUNT PRO needs a special account, the 'capital account'. This account can be any one of the liability and equity accounts.

When starting a new accounting system, the totals of all balance sheet accounts must be entered as transactions between the corresponding account (as account 'Acc.') and the capital account (as contra-account 'C.-Acc-'). When carrying a system over to a new accounting period, ACCOUNT PRO will do this automatically.

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4 Managing clients

4.1 Managing clients

With the function 'Clients' you can allocate up to 20 accounting systems to a client. A client needs not be an existing person. You can also use the function to manage your business, club and private accounts.

To install a new client, you must click the 'Establish new client' button. Assign a specific Name/description to every client. ACCOUNT presents the clients list alphabetically sorted. In the 'Address:' and 'Comments:' entry fields you may enter up to 200 characters each.

Before you can allocate any accounting systems to a client, you must establish them ('File'/'New' or 'New system' from the 'List of accounting systems'). Then click the relevant client on the clients list and then click the 'Allocate files' command button. With the 'Delete file' button you can remove any erroneously allocated files.

The new accounting system files created when a system is carried over to a new accounting period will automatically be re-allocated if the files of the old period had been allocated to a client.

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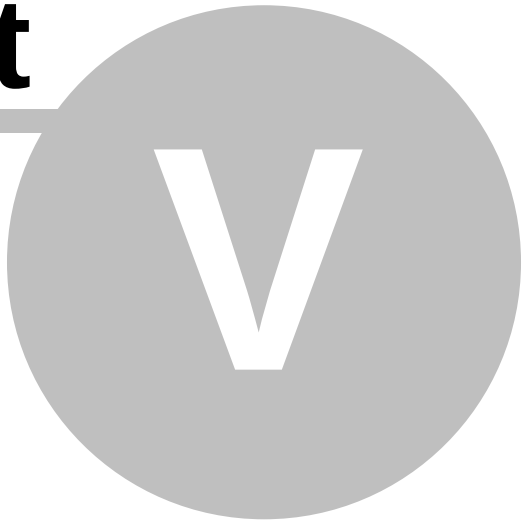

5 Transactions

5.1 Transaction entry form

Date entry field

Enter the date in the format compatible with the date format selected under 'International' of the Windows Control menu. Simply press [Tab] to enter the actual date. No entry of the calendar year is necessary, not even if the accounting period covers periods of two subsequent calendar years. Since each calendar month is present only once in any accounting period, ACCOUNT PRO will automatically allocate a transaction to the appropriate calendar year. Transactions on the first day of the accounting period are permitted in conjunction with the capital account only. This will ensure that the 'balance carried forward' appears as the first entry on the account sheets

Amount entry field

ACCOUNT PRO uses the terms 'Debit' and 'Credit' in its displays and printed reports only. When entering transactions, the amount sign will determine whether an amount is debited or credited to an account. See the topic 'Sign of amount' for a detailed explanation of the amount sign rule.

Account (Acc.) and contra-account (C.-Acc.) entry fields

See under the topic 'Account and contra-account'

Description entry field

Under 'Options'/'Transaction entry form' you can set up ACCOUNT PRO for the description being a mandatory or an optional entry. The description can contain a maximum of 30 characters.

Cost center/project number entry field

A separate entry field for cost center and project numbers will only then be available if you have defined at least one cost center or project.

Voucher No. entry field

A separate entry field for voucher numbers will only then be available if you select the corresponding option under 'Options'/'Transaction entry form'. The voucher numbers must be numeric figures between 1 and 99999.

'Foreign currency' command button

Note that this button will only then be visible if you have defined foreign currencies.

'Memo' command button

You can attach a memorandum to a transaction. Please see under the topic 'Memos and open items' for a detailed explanation

'Calculator' command button

Please see under the topic 'Calculator' for the calculator operating instructions.

'Standard transaction' button

With this function you can call up the standard (and automatic) transactions that you have previously defined under 'Options'/'Define standard transactions'. For detailed explanations please refer to the topics 'Standard transactions' and 'Define standard transactions'.

'Start split transaction' and 'End split transaction' buttons

Click on 'Start split transaction' before entering a split transaction. Please refer to the topic 'Split transactions' for a detailed explanation about entering split transactions.

'Edit, 'Copy' and 'Delete' buttons

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With these functions you can process the transactions listed on the transaction entry form.

5.2 Sign of amount

ACCOUNT PRO uses the terms 'Debit' and 'Credit' in its displays and printed reports only. When entering transactions, the amount sign will determine whether an amount is debited or credited to an account.

The rule for the amount sign is very simple:

'+' increases the current balance of account no. A1 (Acc.), if A1 is an asset account"

From that follows logically:

'- ' decreases the current balance of an asset account (if A1), or '-' makes the normally negative current balance of a liability (or equity) account (when A1) even more negative

When entering transactions, you should assume an asset or a liability (or equity) account to be A1. This is almost always possible, as transactions between expense and revenue accounts are quite rare. In the case of transactions between two balance sheet accounts you should always try to choose the more liquid account as A1 (Acc.) You can imagine an asset account to be a pot filled with a certain volume of money, and a liability (or equity) account to be a hole lacking the volume of money which would fill it. If for example, you need to enter a petty cash expense (with petty cash being account A1), then it is quite easily conceivable that the amount must be entered as negative, as the volume of money in the pot is quite obviously becoming smaller.

With a liability (or equity) account as A1, it is equally simple: If for example, you need to reflect a purchase paid for by credit card (not the actual payment to the credit card organization), then it is equally conceivable that the amount must have a negative sign, as obviously the hole (your debt) becomes deeper.

Therefore, the following principle is also valid:

If A1 is a balance account (assets and liabilities), then each expense must be entered as a negative, and each revenue as a positive amount

!! I m p o r t a n t !!

You may deviate from the above rules if you swap the amount sign and the two accounts simultaneously. ACCOUNT will normally adjust the amount sign and the accounts to comply with the above rules. However, this does not always work, as ACCOUNT PRO can not always detect, how the amount sign should really be (e.g. if both accounts belong to the same account class).

The automatic entry function for tax transactions enters the tax transactions always between the tax account and the account indicated as the contra-account. The automatic entry function for discount transactions enters the discount transactions always between the discount account and the account indicated as the contra-account.

For the automatic entry always to function properly, it is necessary that the main transaction is entered in accordance with the above rules.

It is generally recommended that you enter all transaction in compliance with the amount sign rule. This will avoid that you need to think about which one of the accounts is the 'Debit' account and which one is the 'Credit' account. The minus sign required in the case of expenditure is a cheap price for avoiding the terms 'Credit' and 'Debit', which are confusing things to most people.

5.3 Account and contra-account

The abbreviations Acc. and C.-Acc. stand for account and contra-account. In a double-entry bookkeeping system, every transaction is affecting two different accounts (the account A1 and the contra-account A2). One and the same amount is always debited (or credited) to one account and in the same time credited (or debited) to the other account.

ACCOUNT PRO avoids the terms 'Debit and 'Credit' in its data entry forms. Instead, the amount is entered as a negative or a positive value, which defines primarily in conjunction with account A1, whether the

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amount is debited or credited to the accounts.

5.4 Standard transactions

You can define and store up to 200 standard transactions. Select 'Options'/'Define standard transactions' from the main menu for this purpose.

From the transaction entry form you can display the list of standard transactions by clicking on the 'Standard transaction' command button and select from it the desired transaction by mouse click. If you have defined any hot keys when entering the standard transaction definitions, you can call up the transactions also by entering the relevant hot key.

The entry fields of the transaction entry form will only then be overwritten if the corresponding field of the standard transaction contains information.

5.5 Taxes and discounts

General

- A special kind of standard transaction (see 'Standard transactions') with a percentage instead of an amount, allows automatic processing of transactions to reflect VAT or GST, sales tax and discount. ACCOUNT PRO will automatically add a tax or discount transaction to a main transaction previously made. Canadian and New Zealand readers please note that there is the option to use 'GST' instead of 'VAT'. You can find it under 'Options'/'Define standard transactions' of the main menu.

Definition of automatic transactions

To define automatic transactions, select 'Options'/' Define standard transactions' from the main menu.

Application of automatic transactions

Tax amounts are always calculated based on the gross amount (which includes the tax). Discount is always calculated based on the payment amount (from which discount has already been deducted). The main transaction must therefore be made for the corresponding basic amount.

For immediate automatic input of tax or discount transactions, you must first enter a main transaction with the gross amount (in the case of VAT, GST and sales tax) or the net payment amount (in the case of discount). Thereby, the first account (Acc.) must always be a balance sheet account (assets and liabilities). In case of discount, it must be that asset account, from which/to which the payment has been made. The main transaction must be entered as usual. If the contra-account (C.-Acc.) used in the main transaction is linked with a tax account, ACCOUNT PRO will automatically enter a pertaining tax transaction. If however, the main transaction's contra-account is not linked, you must call up the appropriate standard transaction by clicking the ('Standard transaction') button or by pressing the appropriate hot key to enter the pertaining tax transaction.

For later automatic input of a tax or discount transaction pertaining to a main transaction made earlier, you can call up a copy of the concerned transaction, transform the copy into the tax or discount transaction by clicking the 'Standard transaction' button and selecting the appropriate standard transaction (prior to clicking on 'Enter transaction'), and finally enter the transformed transaction by clicking on the 'Enter transaction' button.

To modify a tax or discount transaction made earlier, you can call up that transaction for editing by, insert the appropriate data transaction by clicking the 'Standard transaction' button and selecting the appropriate standard transaction (prior to clicking on 'Enter transaction'), and finally enter the modified transaction by clicking on the 'Enter transaction' button.

If you change the amounts of main transactions that are subject to a tax, you should not forget to change also the pertaining tax transaction. Call up the tax transaction for editing and proceed as described above.

Modification Of Main Transactions (applies under Account Pro transaction entry rules only)

If you change a main transaction that is subject to a tax, ACCOUNT PRO will detect that the corresponding tax transaction needs to be adapted. If the changed main transaction contains an account that is linked with

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an automatic transaction, ACCOUNT PRO will adapt the tax transaction automatically.

If the new main transaction does not contain a linked account, ACCOUNT PRO will propose an adapted tax transaction with the option of editing ('Edit transaction') or deleting ('Delete transaction') it. You should handle the proposed transaction as follows:

- If the tax rate remains unchanged, you can simply accept the proposed tax transaction by clicking on 'Edit transaction' and then on 'Enter transaction'.
- If a new tax rate applies, you must indicate it. Click on 'Edit transaction', then on 'Standard transaction', and then on the applicable automatic transaction.
- If the new main transaction is not subject to a tax anymore, you must delete the tax transaction. Click on the 'Delete transaction' button for this purpose.

Example For The Use Of Automatic Transaction Entry

The following example is intended to explain the correct use of automatic transactions in more detail (for the most complicated case, where you would use accounts payable and you would use the automatic tax and discount functions of ACCOUNT PRO). Canadian and New Zealand readers please replace VAT by GST.

You have received an invoice dated 20 March over an amount of 11,500.- for goods supplied to you by the Int. Foods Corp. Per 20 March you enter this invoice into ACCOUNT PRO (with the full amount of 11,500.-, because you do not yet know whether you will pay the in time for the deduction of 2% discount). Per 16 April you transfer the amount of 11,270.- (having deducted 2% discount) from your bank account to the account of the Int. Foods Corp.

Your accounting system contains the following accounts:

102 Bank account (asset account)
1062 15% VAT paid (asset account)
200002 AP: Int. Foods Corp. (account payable)
3002 Cost of goods sold 15% VAT (expense account)
3702 Discount received 15% VAT (expense account)

You have also defined automatic transactions for '15% VAT paid' and for 2%Disc.r. 15%VAT'. Also, you have linked the tax account 1062 '15% VAT paid' with the accounts 3002 'Cost of goods sold 15% VAT' and 3702 'Discount received 15% VAT'.

To enter all transactions of the example correctly, you proceed as follows:

Per 20 March you enter the following transaction:
3/20/-11,500/200002/3002/Invoice from Int. Foods Corp./No. xxxxx

ACCOUNT PRO will then enter the following transaction automatically:
3/20/1,500/1062/3002/15%VAT p. ref. # xxxxx

Later, after you have paid the invoice amount deducting 2% discount, you enter:
4/16/-11270.-/102/200002/Payment to Int. Foods Corp./(No.yyyyy)

Since you have deducted 2% discount, you now click on the 'Standard transaction' button and call up the automatic transaction '2%Disc.r. 15%VAT'. This will cause ACCOUNT PRO to enter the following transactions:
4/16/230.-/200002/3702/2%Disc.r. ref. # yyyyy/(No. zzzzz)
4/16/-30.-/1062/3072/15%VAT p. ref. # zzzzz

In total, you have paid an amount of 11,270.- for goods. This amount contains 1470.- of tax that you can deduct from your VAT payable. Per 20 March ACCOUNT had booked the amount of 1,500.-onto the '15% VAT paid' account. Per 16 April, ACCOUNT PRO's automatic transaction entry function has however taken the deducted discount into account and has reduced the amount booked onto the '15% VAT paid' account by 30.- (1,500.- minus 30.- give indeed the correct tax amount of 1'470.-).

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5.6 Split transactions

When a transaction is entered, this will generally cause ACCOUNT PRO to book the transaction amount onto two accounts only (account and contra-account). Split transactions, where an entry on one account is counterweighted by entries on several other accounts, are nevertheless possible with ACCOUNT PRO by means of an 'interim' account (see also 'Chart of accounts') which will only temporarily (ad interim) have a current balance other than zero.

The way split transactions work in ACCOUNT PRO is explained hereafter using the example of a payment which concerns several accounts: Assume, you have given your bank the order to pay several invoices that concern various accounts. The bank has done so and sent you a voucher which states that an amount equivalent to the total of all invoice amounts has been charged to your bank account.

This can be properly reflected in ACCOUNT PRO as follows:

First, click on the 'Start split transaction' button and enter all the individual bill amounts as transactions between the interim account (as Acc.) and the specific account concerned (as contra-account). Thereby, the amount signs are the same as if you would use the bank account as Acc.. Then, click on the 'End split transaction' button and enter a transaction between the bank account (as Acc.) and the interim account (as contra-account), with an amount corresponding to the total of all invoice amounts, and a negative amount sign (as usual, if an expense is charged to an asset account). This transaction will reset the current balance of the interim account to zero, which must always happen after summary/split transactions have been entered.

For correcting erroneous entries, it is recommended to call up a display of the interim account ('View'/'Account sheet') and to make any corrections directly from there.

5.7 Voucher no. entry field

A separate entry field for voucher numbers will only then be available if you select the corresponding option under 'Options'/'Transaction entry form'. The voucher numbers must be numeric figures between 1 and 99999.

5.8 Memos and open items

Memos attached to transactions

The description in the transaction entry form can have a maximum length of 30 characters. If this is not sufficient or if otherwise desired, a memorandum can be attached to the transaction.

To attach a memo, click the 'Memo' button in the transaction entry form or double-click a field in the 'M' column of the screen displays. Into the memo entry form, you can enter up to 500 characters.

Transactions with a memo attached are marked with 'M' in the screen displays.

To read, edit, print or delete a memo, you can double-click the memo column in the screen displays and perform the desired activity in the memo form appearing thereafter.

Open items

Transactions can be marked as 'open items' and an optional memo can be attached in the same time. Proceed as described above to mark a transaction and to attach an eventual memo. Mark the 'Open item' check box in the memo entry form. You can also add a text with up 500 characters - but you need not.

Transactions that you have marked as open items are marked with 'O' in the screen displays.

To delete a transaction's 'Open item' mark or to read, edit or print the pertaining memo text, you can double-click the memo column in the screen displays and perform the desired activity in the memo form appearing thereafter.

Under 'Options'/'Search for transactions' you can search in the entire system for open item transactions of a selectable period of time.

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Under 'View'/'Account sheet' you can display the open item transactions of an account for a selectable period of time.

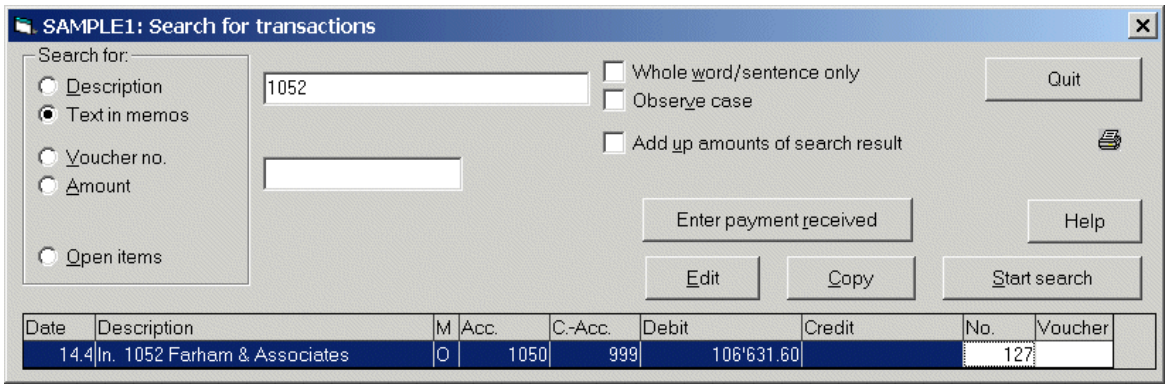
Under 'File'/'Reports'/'Account sheet'/'Individual account sheet' you can print the open item transactions of an account for a selectable period of time.

5.9 Entering payment-received transactions easily

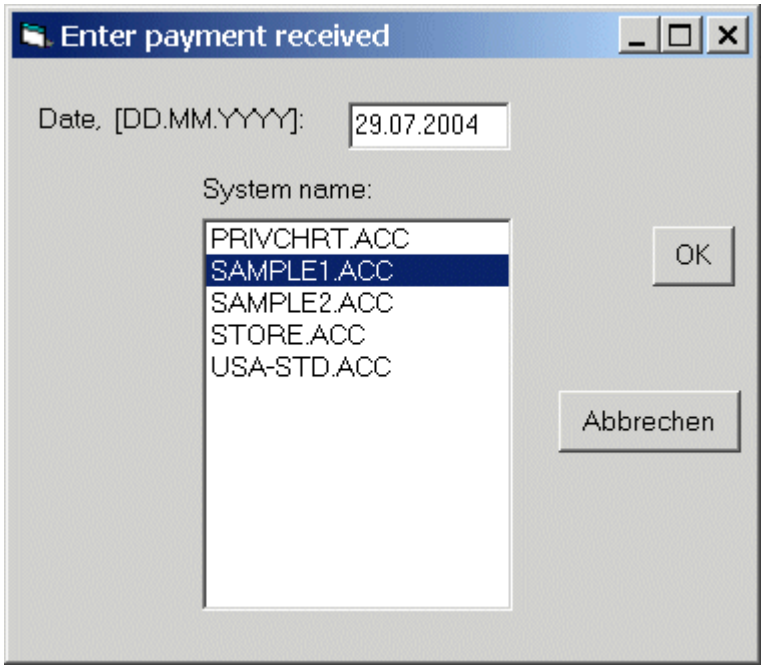
If you want to import and automatically enter payment-received transactions contained in Swiss ESR files, click **here**.

This function is only relevant if you use Account Pro's 'Open Item' function to mark transactions associated with the accounts receivable.

When you need to enter a payment transaction that corresponds to an Open Item transaction you can search for the latter using the 'Search for transactions' function ('Options'/'Search for transactions').



Once the transaction has been found, you can click on it and then on the button 'Enter payment received' Account Pro will ask you to enter the relevant accounting system (important only in the case of the new transaction falling into the previous accounting period) and the transaction date.



Subsequently, Account Pro will present the standard transactions list. In this list you should previously have established suitable standard transactions for the accounts (bank or post office accounts) that receive the payments.

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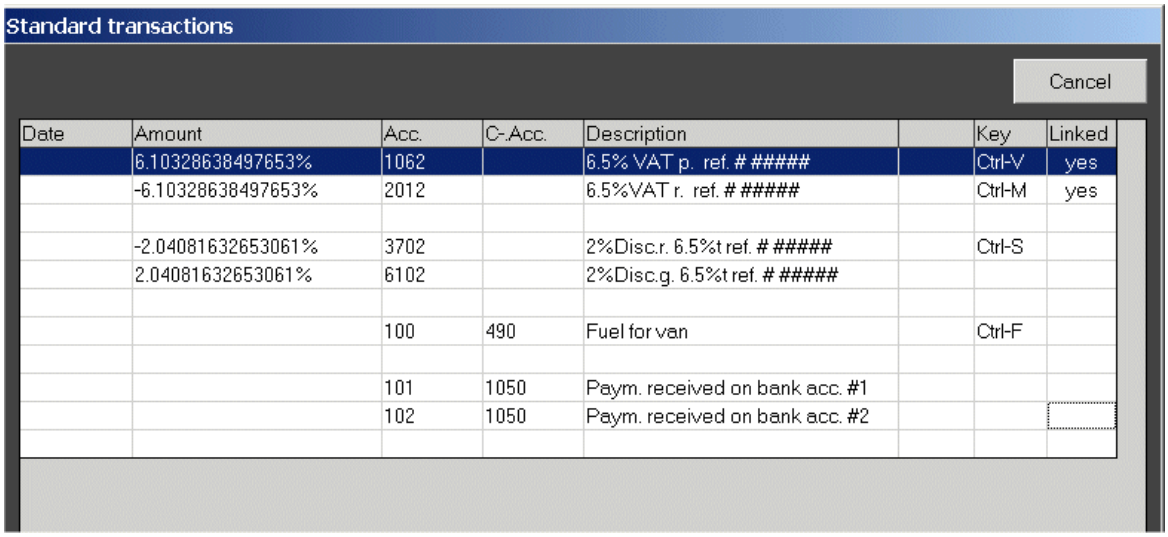

After clicking on the appropriate standard transaction Account Pro will mark the Open Item transaction (O) automatically as a transaction with an attached memo (M) and will add a payment transaction with a memo attached that contains a copy of the information contained in the memo of the Open Item transaction.

Searching for this information (for example the invoice number) you will later on be able to easily find the accounts payable transaction and the corresponding payment transaction.

5.10 Foreign currencies

Before you can enter any transactions in foreign currency you must define the currencies and indicate the associated accounts under 'Options'/'Define foreign currencies and indicate associated accounts'.

If you have defined foreign currencies, an additional 'Foreign currency' command button will appear on the transaction entry form. After having clicked on this button you must immediately enter the foreign currency account (as A1).

Managing of the exchange rates should be done under 'Options'/'Define foreign currencies and indicate associated accounts'. The exchange rates entered there will be shown as default exchange rates in the transaction entry form. You can always overwrite these rates.

You can display or print the foreign currency accounts in base currency or in foreign currency (Check box 'Show account in foreign currency'). The balance sheet can be displayed or printed with an additional column showing the foreign currency account current balances in foreign currency (Check box 'Show foreign currencies').

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6 View accounting system

6.1 View accounting system

ACCOUNT PRO is so designed that all information is easily accessible on-screen at all times. Under the 'View' item of the main menu, all principal displays of ACCOUNT PRO can be accessed:

'Account sheet'

Up to approx. 3000 entries can be displayed. If an account contains more transactions than can be displayed, then you can get ACCOUNT PRO to display the transactions pertaining to a shorter period of time: one month only, or a sufficiently short 'period'.

Double-clicking in the 'M' column of the display will call up the memo entry form for the transaction.

Double-clicking in the 'C.-Acc.' column of the display will show the corresponding account name.

Double-clicking in any other column of the display has the same effect as 'Edit' menu item and will call up the transaction entry form.

I m p o r t a n t: Following adding or editing of transactions, ACCOUNT PRO will normally display a message informing you that the display needs updating. This feature can be disabled under 'Options'/'Account sheet'.

'Journal views'

Displays all transactions sorted according to transaction number (T) or sorted according to date/transaction no. (D); display T is particularly useful to find erroneous entries (wrong date or wrong account number) which may have 'disappeared' anywhere in the system.

A maximum of approx. 3000 entries can be displayed. In order not to exceed this limit, it may be necessary to select a smaller range of transaction numbers or a shorter period of time.

Double-clicking in the 'M' column of the display will call up the memo entry form for the transaction.

Double-clicking in the 'Credit account' column or in the 'Debit account' column of the display will show the corresponding account name.

Double-clicking in any other column of the display has the same effect as 'Edit' command button and will call up the transaction entry form.

'Balance sheet and income statement'

Account Pro standard balance sheet and income statement:

This will display the balance sheet per the selected date and the income statement for the period between the start and the selected date; for the sheets to be meaningful, it is necessary that the transactions are complete up to the selected date. Please note that you can only then select a lower degree of detail if your chart of accounts contains account groups. Note further that the 'Summarize accounts receivable/payable' check box is only then enabled if your chart of accounts contains detail accounts pertaining to the classes account receivable or account payable. Double-clicking on any line of the display has the same effect as 'View/edit account sheet' command button and will call up the account sheet display.

User-defined balance sheet:

You can enter a user-defined balance sheet structure under 'Options'/'User-defined balance sheet, income statement and business analysis' of the main menu. Double-clicking on any line of the display has the same effect as 'View/edit account sheet' command button and will call up the account sheet display.

User-defined income statement:

You can enter a user-defined income statement structure under 'Options'/'User-defined balance sheet, income statement and business analysis' of the main menu. Double-clicking on any line of the display has the same effect as 'View/edit account sheet' command button and will call up the account sheet display.

'Expenditure and revenue of a month'

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Please note that you can only then select a lower degree of detail if your chart of accounts contains account groups.

Double-clicking on any line of the display has the same effect as 'View/edit account sheet' command button and will call up the account sheet display.

'Statistics'

The statistical expenditure/revenue revenue table can be useful to indicate an eventual general trend.

The statistical liquidity table can be useful to indicate whether some capital could be invested differently to yield more revenue. The total amount that can currently be liquefied is shown on the last line displayed.

'Tax summary report'

Before you can view or print the tax summary report, you must define it under 'Options'/'Define tax summary report'.

In the case of linked tax accounts (see 'Define standard transactions') ACCOUNT PRO indicates in the last column of the table ('Check') whether the transactions of the tax account match with the total current balance of the linked accounts. If everything is correct, ACCOUNT PRO indicates 'OK'. If not, ACCOUNT PRO shows the difference between the total of the actual tax transactions and an amount calculated from the total current balances of the linked accounts. In such a case, the tax account and/or one ore more of the linked accounts contain one or more erroneous transactions with wrong account allocation. To rectify that, you must find those and correct them.

'Cost centers/Projects'

To be able to allocate individual transactions to cost centers or projects, you must first define those ('Options', 'Define cost centers/projects').

'Business analysis report'

You can enter a user-defined business analysis report structure under 'Options'/'User-defined balance sheet, income statement and business analysis' of the main menu. Double-clicking on any line of the display has the same effect as 'View/edit account sheet' command button and will call up the account sheet display.

6.2 Statistics

In ACCOUNT PRO, liquidity is defined as cash which can be made available at short notice. The accounts whose balances contribute to total liquidity, must be indicated.

Asset and liability accounts may be considered to contribute to liquidity. Assets will normally increase, and liabilities will normally decrease liquidity.

The liquidity statistics table can indicate whether capital could be invested differently, to yield more revenue.

The current amount of cash which can be made available at short notice, is shown in the last month displayed on the table.

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7 Printing

7.1 Printing

Before printing out any reports, you should set up ACCOUNT PRO for the printer used ('File'/'Printer setup').

Please note that in order to print, ACCOUNT PRO needs a minimum of 700 K of free hard disk space.

For best printing results, it is suggested that you use A4 paper.

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8 Starting a new accounting period

8.1 Starting a new accounting period

To start a new accounting period (the next one), select 'Carry_over' from the main menu and enter the new period's data in the input form which will appear thereafter.

ACCOUNT PRO will establish the totals of all balance sheet accounts (assets and liabilities), calculate the 'Last year' figures of the expense and revenue accounts and initialize the files of the new accounting period.

If at the end of the accounting period you do not have all necessary data available and cannot finalize the old system, you can open a new period p r o v i s i o n a l l y and continue working with the new files. Please note however that until the data of the old period is complete and has been carried over f i n a l l y, you must not make any changes to the charts of accounts of the two systems. Each time the old system is carried over, ACCOUNT PRO updates the start balance and the 'Last year' data of the new system, preserving all of the transactions entered into the new system.

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9 Planning

9.1 Overview

In ACCOUNT PRO, to 'plan' means to establish a target for the end of the accounting period and then from time to time to forecast, how well that target will be reached in reality.

The purpose of planning is early recognition of any possible deviation from the budgeted financial end result and to allow suitable corrective measures to be taken (e.g. cutting of expenses, deferring of projects).

See also:

Last-year data

Budget

Forecast

Yearly planning report

Monthly planning report

9.2 Last year data

The 'Last year' values are generated automatically when an accounting system is carried over to a new accounting period. They are intended to facilitate establishment of the new budget. Where appropriate, they can be copied to serve as budget values. 'L' must be entered instead of a budget value, for this purpose.

9.3 Budget

The budget figures should be established at the beginning of the accounting period. They should be considered as objectives (the targets to be reached) and should therefore n o t b e c h a n g e d thereafter.

If you recognize after some time that the budget figures will not be reached in reality, then you should adapt the forecast figures only (leaving the budget figures intact).

The monthly budget values can easily be copied to the planning table by clicking on the relevant lines of the table. It is not necessary to use the entry fields 'From month:' and 'To month:'

9.4 Forecast

The forecast should be revised from time to time, according to the latest actual development.

The monthly amounts can directly be entered into the planning table by clicking on the relevant lines of the table; it is not necessary to use the 'From month:' and 'To month:' fields for this purpose.

When entering the forecast for the first time, the 'Last year' or the 'Budget' figures can easily be taken over, where appropriate: In the amount field of the planning table, enter [L] or [B], respectively, or for bulk take over, select 'Plan'/'Take over budget as forecast' from the main menu.

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9.5 Take over budget as forecast

The budget is normally established at the beginning of the accounting period. At this time, the forecast figures are identical to the budget figures. If you select 'Plan'/'Take over budget as forecast' from the main menu, ACCOUNT PRO will copy the figures of the budget column to the forecast column, for all or for specific accounts.

9.6 Type definition

In the domain of planning, a distinction can be made between accounts, concerning the forecasted balance at the end of the accounting period. Accounts whose end balance is not well known at the beginning of the accounting period can be distinguished from those whose end balance is already rather well known, by assigning the corresponding account type as follows:

Type V (variable)

The (estimated) end amount (Actual+Forecast) may assume any value, lower, equal or higher than the budget. This is the default case and no specific indication is necessary.

Type F (fixed)

The (estimated) end amount (Actual+Forecast) must be at least equal to the budget, but might also be higher. This applies normally to accounts like 'Salary', 'Insurance premiums', 'House rent', etc., where the end amount is generally well known at the start of the accounting period.

For accounts designated as type F (fixed), a warning is displayed below the planning table if the above condition is not fulfilled. Also in this case, an exclamation mark is displayed in the 'C' (for conflict) column of the planning reports. This is intended to indicate to the user, that he should revise the forecast of the concerned account, as otherwise the yearly report would render an unrealistic result.

9.7 Memoranda

To avoid forgetting the considerations made when you have entered the forecast data for an account, you can attach memos on planning to the expense and revenue accounts.

To attach a memo, you must click the 'Memo' command button above the planning table. In the memo entry form you can enter up to 500 characters.

Accounts with memos attached are marked by the word MEMO in the upper right corner of the planning table. To edit, print or delete a memo on planning, you must first activate it.

9.8 Monthly planning report

The monthly planning report compares the monthly totals of 'Budget', 'Forecast' and 'Current' of the individual accounts and their sum. The 'Current' figures comprise all transactions made in the current month.

Column 'M':

Column 'M' indicates the existence of planning memos attached to accounts. Double-lick the corresponding line if you want to add, edit, print or delete a planning memo

'View/edit account sheet':

Instead of clicking the 'View/edit account sheet' command button, you can simply double-click the line in any column except column 'M'.

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9.9 Yearly planning report

The yearly planning report compares the yearly values of 'Last Year', 'Budget' and 'Actual + Forecast' of the individual accounts and the yearly totals. The 'Actual' values contain all transactions until and including the 'last month with complete transactions'. For the further months, the 'Forecast' figures are used to form the values of 'Actual + Forecast'. The last line of the report contains the profit or loss expected for the accounting period.

Column 'M':
In the 'M' column, the existence of planning memos (pertaining to level 4 accounts) is shown. Simply double-click the line to add, edit, delete or print a planning memo.

Column 'C':
In the 'C' column, eventual planning conflicts are shown. In the case of 'fixed' type accounts an exclamation mark is displayed if the (estimated) total annual amount (actual + forecast) is not at least equal to the total budget amount. This is intended to draw the user's attention to the fact that the forecast needs revision, as otherwise the yearly planning report would not present a realistic picture.

Column ' +/- % ':
In the column designated with '+/- %' the proportional deviations in relation to the previous year's values are indicated. The values are computed as ('Actual' + 'Forecast' - 'Last year') / 'Last year'. Where the value of 'Last year' is zero, nothing is indicated (a division would be by zero).

Viewing/editing of the pertaining account sheet:
Instead of clicking the 'View/edit account sheet' button, you can double-click a line in any column except column 'M'.

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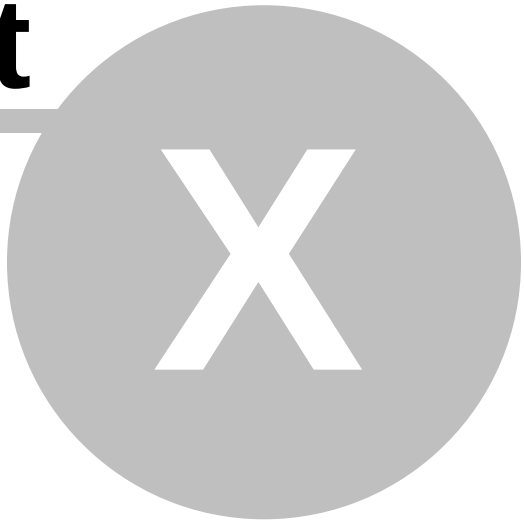

10 Options

10.1 Define the folder for the accounting data files

Account Pro can be installed on several Client PCs. For the data a common directory can be established on a network server. For Account Pro to access this data, you must indicate the common directory on every Client PC under 'Options'/'Define the folder for the accounting data files' of the main menu.

Up to **three users can access the same business year of the same client concurrently**, but only one (the first one) can input/modify all data. The **other users** have limited access to the program functions - they can however enter or edit transactions, plan accounts, manage clients, and view, print and export data.

10.2 Search for transactions

Under 'Options'/'Search for transactions' you can search for transactions according to various criteria. In the displays of the account sheets you can search within the displayed range of transactions (menu item 'Search').

You can search for:

Description, text in memos

a) Both check boxes unchecked: Search for a text fragment. The case is ignored.

b) 'Whole word/sentence' checked: Search for entire words or sentences. The case is ignored.

c) Only 'Observe case' checked: Search for a text fragment under observation of the case.

d) Both check boxes, 'Whole word/sentence' and 'Observe case' checked: Search for entire words or sentences under observation of the case.

or for

Amount

Search for transactions with a particular amount. The amount must always be entered as a positive value.

or for

Open items

Search for transactions marked as 'Open items' that are within a specific period of time.

Up to 1,600 transactions can be displayed as search result. If the search result comprises more than 1,600 transaction, you must make the search criterion more stringent.

Double-clicking in the M-column (for memo) of the search result table will present the memo entry form.

Double-clicking in the Acc.- (for account) or the C.-Acc.-column (for contra-account) column will display the corresponding account name.

Double-clicking in any other column of the search result table has the same effect as the menu item 'Edit' and will display the transaction entry form.

Enter payment received

This is only relevant if you use Account Pro's 'Open Item' function to mark transactions associated with the accounts receivable.

When you need to enter a payment transaction that corresponds to an Open Item transaction you can search for the latter using the 'Search for transactions' function ('Options'/'Search for transactions').

Once the transaction has been found, you can click on it and then on the button 'Enter payment received'

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Account Pro will ask you to enter the relevant accounting system (important only in the case of the new transaction falling into the previous accounting period) and the transaction date.

Subsequently, Account Pro will present the standard transactions list. In this list you should previously have established suitable standard transactions for the accounts (bank or post office accounts) that receive the payments.

After clicking on the appropriate standard transaction Account Pro will mark the Open Item transaction (O) automatically as a transaction with an attached memo (M) and will add a payment transaction with a memo attached that contains a copy of the information contained in the memo of the Open Item transaction.

Searching for this information (for example the invoice number) you will later on be able to easily find the accounts payable transaction and the corresponding payment transaction.

10.3 Define standard transactions

You can define up to 200 standard (and automatic) transactions. Automatic transactions are a special kind of standard transactions and serve for automatic entry of tax and discount transactions. Under certain circumstances you may link ('Link') the tax account of an automatic transaction with some of the expense or revenue accounts (see below).

To define a standard (or automatic) transaction, you must place the mouse cursor onto an empty line of the list of standard transactions, then click the appropriate option button ('Standard transaction' or 'Automatic transaction') and then click on the 'Define' button. Then, you must complete the entry form appearing thereafter. To edit or to delete a standard (or automatic) transaction, you must place the mouse cursor onto the corresponding line of the standard transaction list and then click on 'Edit' or 'Delete', respectively.

Entry form for standard transactions

Complete the entry form partly or fully, as appropriate.

Entry form for automatic transactions

Transaction type:
You can make the entry of tax (VAT, GST, sales tax) and discount transactions fully automatic. For automatic discount transactions to function properly together with automatic tax transactions, you must define the automatic discount transaction on the basis 'net' (leave the corresponding check box empty).

Hot key (Ctrl-A ... Ctrl-Z):
You can assign hot keys to up to 26 standard (or automatic) transactions. Using hot keys, you may call up those transactions very easily when you are entering transactions in the transaction entry form.

'Use [entry] instead of 'VAT':
The word 'VAT' (Value Added Tax) will be replaced by your entry throughout Account Pro. Canadian and New Zealand readers please note that GST works exactly the same way as VAT. It is only the name that is different.

Linking of accounts ('Link')

If you use expense or revenue accounts that by definition can only contain transactions that are subject to a tax (e.g. 'Sales 7.5% sales tax'), you may link such accounts with the corresponding tax account. Such links will cause ACCOUNT PRO to enter the corresponding tax transaction automatically after a main transaction with a linked expense or revenue account has been entered. The function will also work when you call up automatic discount transactions. In this case ACCOUNT PRO will enter two transaction automatically: The discount transaction and the pertaining tax transaction.

To define links between accounts, you must first define the automatic transaction for the tax account. Then, click the 'Link' command button and select all accounts to be linked from the account list. Automatic transactions that have links are identified by 'yes' in the last column ('Linked') of the list of standard (and automatic) transactions.

Example for linked accounts

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The tax account (liability account) 'Sales tax payable 7.5%'

is linked

with the expense accounts 'Sales 7.5% sales tax' and 'Discount given 7.5% sales tax'.

!! I m p o r t a n t !!: You must not link any expense or revenue accounts that contain mixed transactions (with and without pertinent tax transaction). ACCOUNT PRO will a l w a y s enter a tax transaction if a transaction concerning a linked account is entered.

10.4 Define periodically recurring transactions

You can define and store up to 200 periodically recurring transactions. ACCOUNT PRO will check whether any entries are due each time you start the program and each time you exit from the recurring transactions list. If any transactions are due, ACCOUNT PRO will notify you and enter these automatically.

To define a recurring transaction you must place the mouse cursor on an empty line on the list and click the 'Define' button. Then, you must make all entries into the definition entry form. If under 'Then, recurring:' you select a recurrence that comprises entire months, you should bear in mind that the dates 29th, 30th and 31st do not occur in all calendar months. ACCOUNT PRO will only enter such transactions automatically which are associated with possible dates.

ACCOUNT PRO treats all automatically entered transactions in the same way as if you would have entered them yourself. You will find these transactions in the transaction entry form where you can easily make any corrections that may be necessary (e.g. because a standing bank order could not be executed on the date foreseen).

10.5 Define tax (VAT, GST/HST or sales/use tax) summary report

With this function you can define what values for use in a tax form (VAT, GST/HST, or sales/use tax, etc) Account Pro shall display. Account Pro makes a spreadsheet-like calculation sheet available that you can use to emulate your official tax form. You can display the result of your definition under 'View'/'Tax summary report'.

Column A, Description

Here you can enter a description or a title.

Column C, Sales (turnover) account or calculation formula

Most tax forms demand net sales figures as bases for tax calculation, and partly also for statistical purposes. To display such a figure you can simply enter the corresponding Account Pro revenue account. On the entries you may then apply calculation formulas, for example to form sums, or to calculate tax amounts to be shown in the adjacent column.

Column E, Tax account or calculation formula

Here you can either directly indicate a tax account (for example a VAT receivable account), or you can enter a formula that calculates the tax amount from the adjacent figure.

Columns B and D, ID

Here you can enter the identification numbers that are present on most tax forms to identify the figures asked for.

Column F, Display line

Here you can define whether or not a line will be visible in the report's main display. To see lines marked as not visible, you can use the option 'Display hidden lines' when displaying the report.

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10.6 User-defined balance sheet and income statement

With this function you can define your own balance sheet and income statement reports, and a business analysis report. You can view the reports under 'View' of the main menu, print them out under 'File'/'Reports', and export them for use with other programs under 'File'/'Exporting of data'.

Account Pro will display all user-defined reports in five-column tables as follows:

First Column: Line number

Second Column: Description (with attached formula, where applicable) or account name

Third Column: Account balance (only where the second column contains an account name)

Fourth Column: Sums and differences as per your formulas entered

Fifth Column: Sums and differences as per your formulas entered

Description/Account name

In the first column of the work sheet you can enter a description (can be a title or sub-title) or an account name. You can enter account names automatically by entering an account number in the second column of the work sheet.

To enter data, click on the desired field of the work sheet and then click on the 'Enter'/'Edit' button.

With the buttons '<' and '>' you can insert the entries to emphasise the report's structure graphically. Account names will automatically be inserted to the limit by Account Pro.

Account number

In this column you can enter the numbers of detail accounts (level 4).

To enter data, click on the desired field of the work sheet and then click on the 'Enter'/'Edit' button.

Calculation formula

In these columns you can enter a formula. To enter a formula click on the field that you want to contain the formula. Then click on the 'Enter'/'Edit' button.

Options

You can define whether negative account balance figures shall be displayed with inverted sign or be used unchanged. This setting will of course influence the results of your calculation formulas.

I m p o r t a n t:

Changes of the chart of accounts will not automatically be reflected in your user-defined reports. If you change the chart of accounts, you will need to make the corresponding changes also in your user-defined reports.

10.7 Define foreign currencies and associated accounts

Before you can enter any transactions in foreign currency you must define the currencies and indicate the associated accounts. The foreign currency accounts can be entered under 'Structure'/'Chart of accounts'.

If you have defined foreign currencies, an additional 'Foreign currency' command button will appear on the transaction form. After having clicked on this button you must immediately enter the foreign currency account (as A1).

Managing of the exchange rates should be done under 'Options'/'Define foreign currencies and indicate associated accounts'. The exchange rates entered there will be shown as default exchange rates in the transaction entry form. You can always overwrite these rates.

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You can display or print the foreign currency accounts in base currency or in foreign currency (Check box 'Show account in foreign currency'). The balance sheet can be displayed or printed with an additional column showing the foreign currency account current balances in foreign currency (Check box 'Show foreign currencies').

10.8 Cost centers/Projects

To be able to allocate individual transactions to cost centers or projects, you must first define those ('Options', 'Define cost centers/projects'). You can define up to 2000 cost centers and/or projects.

The definition requires:

- the cost center or project number
- the designation
- the start date
- the status (open or closed)

You can use any numbers from the range 1...32760. If you indicate 'closed' for the status, you will not be able to allocate any further transactions to the cost center or project concerned.

The transaction entry form will only then contain a cost center/project number entry field if you have defined at least one cost center or project.

Under 'View' of the main menu you can view summaries of the cost centers or projects. The summaries show both, the total amounts allocated in the current business period, and the cumulative amounts allocated since the start date. This can be used to track project performance even if a project runs over several years.

Under 'File','Reports' or 'File','Exporting of data' you can print or export the summaries, respectively.

10.9 Calculator

The calculator can be called up anywhere in the program using the key [F4].

Calculator operation is equivalent to that of a simple pocket calculator usual in trade. The 'keys' of the calculator can be 'pressed' by mouse click or by pressing the corresponding key of the PC keyboard.

Clicking the 'round' button will round the displayed value to two decimal places.

The displayed result can be copied to the transaction input form. Clicking the button 'take over' will copy the result unchanged. Clicking the button 'take over negative' will copy the result with inverted sign.

10.10 Password protection

You can protect the access to each individual accounting system by a specific password. Using a password will also cause that the accounting system files are saved in encrypted form, which will make the files illegible when loaded into editors or word processors.

Please note that the passwords must only contain letters and numbers.

The passwords are not sensitive with respect to the case.

Please be careful and do not forget the passwords. Only AccSoft can help in the event that you would forget one.

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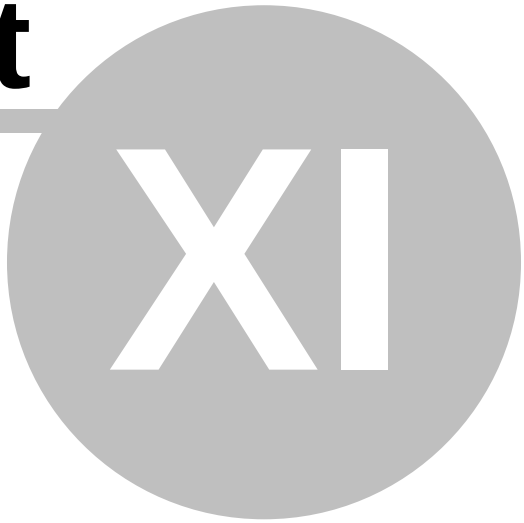

11 Export and Import

11.1 Exporting of accounting data

You can export all data that corresponds to the reports that ACCOUNT PRO can print. The data are exported in the form of delimited text files. These can be loaded (or imported) in word processor and spread sheet programs. Hereafter, some useful tips are given for the use of ACCOUNT PRO export files with various popular programs for Windows and DOS:

Word for Windows

Export the files using 'Tab' as column delimiter and the ANSI (Windows) character set. Leave the 'Enclose strings in inverted commas' check box unchecked. Open the export file in Winword or insert it in a Winword document. Mark the imported text and transform it into a table ('Table'/'Text to Table').

Excel for Windows

Export from Account Pro: Export the files using 'Tab' as column delimiter and the ANSI (Windows) character set. Leave the 'Enclose strings in inverted commas' check box unchecked. If it is enabled, check the Checkbox 'Export to spreadsheet application'. Opening in Excel: Open the export file in Excel with 'File'/'Open'.

Open Office

Export from Account Pro: Export the files using 'Tab' as column delimiter and the ANSI (Windows) character set. Leave the 'Enclose strings in inverted commas' check box unchecked. If it is enabled, check the Checkbox 'Export to spreadsheet application'. Opening in Open Office: Open the export file as file type 'Text CSV (*.csv;*.txt)'.

Quattro Pro for DOS

Export the files using 'Comma' as column delimiter and the DOS character set. Check the 'Enclose strings in inverted commas' check box. Import the export file in Quattro Pro using 'Tools'/'Import'.

11.2 Importing of accounting data - Account Pro Standard

ACCOUNT PRO can import transactions that have been saved in ANSI text files with [Tab] as field separator. You can produce such files with a spreadsheet program. For example:

MS Excel: Save the table under 'File'/Save as' as file type 'Text (Tabs sparated) (*.txt)'.

Open Office: Save the table under 'File'/Save as' as file type 'Text CSV (*.csv;*.txt)'.

The files must consist of lines with the following content:

Date_Index [Tab] Amount [Tab] Acc. [Tab] C.-Acc. [Tab] Description ([Tab] Voucher no. [Tab] Cost center no.) [CR] [LF]

The individual values must be as follows:

- **Date_Index**: String that represents the date index. The index is calculated as (Month-1)*31 + day. The index can assume values between 1 and 372. It should be noted that not all values within this range correspond to dates that exist in reality.
- **Amount**: String that corresponds to the transaction amount. The amount can have a value between -99,999,999.99 and 99,999,999.99. An amount of zero is illegal. The amount sign must be allocated according to the following rule: "If the amount to be booked onto the account A1 (the first account) should be in the 'Debit' column, then it must be positive. If however the amount should be in the 'Credit' column, it must be negative."
- **Acc.**: String that represents the account number A1. The account number A1 may assume values between 1 and 99999999. The account number must exist in the accounting system into which the data is to be imported.

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- **C.-Acc**.: String that represents the account number A2 (the contra-account). The account number A2 may assume values between 1 and 99999999. The account number must exist in the accounting system into which the data is to be imported.
- **Description**: String that contains the transaction's description . The string may have a length of up to 30 characters. It must at least consist of one (non-empty) character.
- **Voucher no.: (=optional)** String that contains the transaction's voucher no. (1-99999) .
- **Cost center no.: (=optional)** String that contains the transaction's cost center no. (1-32760) .

ACCOUNT PRO will only import such transactions that correspond to the above mentioned rules. If ACCOUNT PRO encounters any erroneous transactions in an import file, it will save those in the file IMPERR.TXT (located in the ACCOUNT PRO directory) together with the pertaining error messages.

Example for an import file:

156[Tab]-123.55[Tab]100[Tab]3002[Tab]Cost of goods to be sold[CR][LF]
156[Tab]-634.80[Tab]100[Tab]3002[Tab]More costs of goods to be sold[CR][LF]

11.3 Importing a CSV file produced with PayMaker or UBS-Pay

ACCOUNT PRO can import payment data (in base currency only) that has been produced with Paymaker or UBS Pay. Proceed as follows:

1) In the field ' description' of Paymaker or UBS Pay you must insert the account numbers 'Acc.' and 'C.-Acc.' before the actual description. As ' Acc.' you must enter the bank account (or the number of the interim account), and as 'C.-Acc.' you must enter the appropriate contra-account. The account numbers and the transaction description must be separated by semicolons (;). Example: 9999; 3002; Payment to Glazier Corp.

2) The successfully transmitted payments must be exported from Paymaker or UBS Pay as a CSV file. For this purpose, select from the Paymaker menu ' Export/Import'/'Export payments'/'Export to CSV file... ', or from the UBS Pay menu select 'Extras'/'Export/Import'/'Payments'/'Export to CSV file... '. In the list 'Data fields selected for data export' you must enter only the following fields (in this sequence from top to bottom): 'Date on', 'Amount', 'Booking text', 'Currency'.

3) After clicking on 'OK' and input of a path/file name Paymaker or UBS Pay will generate the file FILENAME.CSV. This can be imported into Account Pro under 'File ', 'Importing of data '. The value added tax transactions are produced automatically if you have linked the accounts with the relevant automatic transactions (see Taxes and discounts). If under 1) above you have used the interim account instead of the bank account, you must subsequently manually enter a transaction between the bank account and the interim account, so that the interim account balances to zero.

ACCOUNT PRO will only import such transactions that contain valid account numbers and are in base currency. If ACCOUNT PRO encounters any erroneous transactions in an import file, it will save those in the file IMPERR.TXT (located in the ACCOUNT PRO directory) together with the pertaining error messages.

Example for a CSV file produced with Paymaker or UBS Pay:

19980223;18823.70;9999;3002;Purchase of items;CHF
19980227;1073.00;9999;410;Office rent;CHF
19980227;223.55;9999;470;Telephone bill;CHF
19980227;18.60;9999;470;Printer paper;CHF

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11.4 Process ESR file (payments received)

Account Pro can process payment-received data, that is present in the form of a **Swiss ESR file**. The ESR (Einzahlungsscheine mit Referenznummern) procedure is offered both by the Swiss banks and by the post office. Although it concerns the same service, two different designations were established: The banks speak of the Bank ESR 'BESR'; the post office generally speaks of 'ESR'.

To enable Account Pro to **enter ESR payment data automatically**, corresponding 'Open Item' transactions must be present, that contain the invoice number of the respective paying-in slip in the associated memo. Such transactions with memo can most easily be entered using the invoicing software Account Pro Invoice (http://www.accsoft-ch.com/homepeng.htm).

In order to import an ESR file, select 'File'/'Importing of data'/'Process ESR file... '.

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12 Conversion of DOS data files

12.1 Conversion of DOS data files

With the transformation program WINTRANS.EXE you can convert ACCOUNT/DOS and ACCOUNT PRO/DOS data files to ACCOUNT PRO/WIN data files. To convert files, proceed as follows:

1) Copy all data files that pertain to a DOS accounting system (NAME.*) to the ACCOUNT PRO/WIN directory.

2) Run the DOS program WINTRANS.EXE in the ACCOUNT PRO/WIN directory using 'File'/'Run' from the Windows Program Manager or directly using the Windows File Manager and transform the files.

WINTRANS.EXE transforms the DOS files and creates the new files 'Name.ACC', 'Name.MEM', 'Name.PLA' and 'Name.TRA' that you can process with ACCOUNT PRO/WIN directly.

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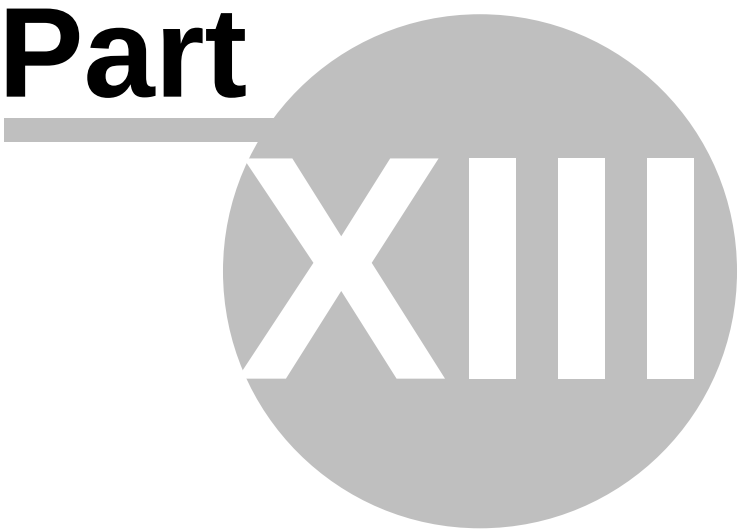

13 The Basics of Double-Entry Bookkeeping

13.1 Introduction

This part of the manual is primarily addressed to the accounting novice, who has little or no basic knowledge about accounting. The following sections explain the main elements and the basic principle of double-entry bookkeeping. Understanding of these fundamentals is a prerequisite for successful work with ACCOUNT PRO. The examples used relate to private accounts, so that everybody can understand them.

13.2 Assets

Those who want to oversee their finances must first know what they have. One's properties and possessions, and their parts, are called assets. If they do not already consist of cash, the assets must be valued; i.e. a monetary value must be assigned to non-monetary items (e.g. a house). Often, it is impossible to determine this value with absolute accuracy. Therefore, the businessman's principle of 'cautious valuation' should always be applied.

The following table shows an inventory of assets, as it could apply to a private person:

Assets

Petty cash	500
Bank account #1	1,500
Bank account #2	6,000
Securities	50,000
Loan to Mr. X	10,000
Car	8,000
House	750,000
Total Assets	826,000
	======

It is quite customary to arrange the assets according to their transformability into cash. Petty cash already consists of cash and is therefore listed first. Bank accounts, which can be transformed into cash at relatively short notice, follow immediately. Assets whose transformation into cash will require some time, appear as the last entries on the list.

13.3 Liabilities, equity and balance sheet

It is quite rare that somebody can claim to be the only owner of his fortune. Usually, others have claims too, e.g. the banks for their mortgages on a house or the tax office for its outstanding tax amount, etc. Such claims by others are called liabilities.

Only a comparison of assets and liabilities can reveal how much you really own alone. What you own alone is called equity, and the comparison is called balance sheet. For the balance to be in equilibrium the condition 'sum of assets = sum of liabilities + equity' must apply. The equity is a calculated figure representing the difference between the total assets and the total liabilities. It represents that part of a fortune that is the owner's capital (owner's equity).

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The following table shows a balance sheet, as it could apply to a private person:

BALANCE SHEET per 31 December 1997

Assets

Petty cash	500
Bank account #1	1,500
Bank account #2	6,000
Securities	50,000
Loan to Mr. X	10,000
Car	8,000
House	750,000
Total Assets	826,000

Liabilities & Equity

Credit for car	4,000
Mortgage on house	500,000
Total Liabilities	504,000
Equity	322,000
Total Liabilities & Equity	826,000

The table demonstrates quite clearly why such a comparison is called a balance sheet: The assets are indeed balanced by the sum of the liabilities and the equity. It is also quite usual to say that the assets are counter-weighted by an equivalent capital. Therefore, the sum of the liabilities and the equity are also referred to as capital. Capital can be composed of foreign capital and equity. In a similar manner as applies to assets, also the liabilities are usually listed according to their transformability into cash. The balance sheet is a snapshot of the financial status. It is valid for the time of its compilation only.

13.4 Profit & loss statement

Operation of a business, a factory, or a household will generally require that some expenses are made. To be able to do this in the long run, it is necessary that an adequate revenue is available. For profit-making operations, revenue should be higher than expenditure, at least on an annual basis. The comparison of expenditure and revenue over a certain time (business period, normally a year) is called profit & loss statement.

The following table shows a profit & loss statement (also called income statement), as it could apply to a private person:

INCOME STATEMENT 1997

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Income

Salary	60,000
Interest received	6,000
Miscellaneous	3,000
Total Income	69,000

Expenditure

Household	15,000
Electricity	700
Telephone	1,100
Taxes	8,000
Insurance	2,100
Car operation/maintenance	7,000
House maintenance	6,000
Interest on mortgage	20,000
Miscellaneous expenses	5,000
Total Expenditure	64,900

Net Profit	4,100
	=====

If revenue is higher than expenditure, then there will be a profit. In the opposite case, there will be a loss. This is expressed by the following equations:

In the case of a profit: expenditure + profit = revenue
In the case of a loss: expenditure = revenue + loss

13.5 The principle of double-entry bookkeeping

The balance sheet and the profit & loss statement are the most important results of double-entry bookkeeping. To produce them, it is necessary to record all transactions made during a business period (generally one year) in an orderly manner. Any double-entry bookkeeping system consists mainly of orderly transaction records. Transactions are booked onto accounts in the sequence of their dates. In the anglo-american accounting system there are five classes of accounts:

Asset accounts

Liability accounts (Balance sheet accounts)

Equity accounts

Expenditure accounts

(Income statement accounts)

Revenue accounts

It should be noted that in the non-anglo-american accounting system there are only four classes of accounts. Liability and equity accounts are not distingushed and belong to the same class, the so called 'Passive accounts'.

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Transactions (e.g. buying a car) always affect two accounts: Transactions that have no influence on profit and loss (e.g. transfer of an amount from a bank account to petty cash) affect balance sheet accounts only. Transactions that do influence profit and loss (e.g. transfer of the monthly salary to a bank account), affect balance sheet accounts and profit and loss accounts.

The financial result (profit or loss) over an accounting period can be calculated in two ways: Either as the difference between the equity at the end and at the start of the period, or as the difference between total revenue and total expenditure of the period. Logically, both ways of calculation must render the same result (profit or loss).

The chart of accounts must at least include the five fundamental account classes (assets, liabilities, equity, expenditure and revenue). Further sub-division is not absolutely necessary.

An example of a chart of accounts is shown below:

Sample chart of accounts (private accounting system):

ASSETS (Nos. 1..)

101 Petty cash
102 Bank account 1
103 Bank account 2
104 Securities
106 Weekend house
107 Life insurance
108 Car
109 Power boat
110 Withholding tax credit
111 House
112 Loan to Mr. X
113 Debtor: Mr. Y
150 Debtors: third parties

LIABILITIES & EQUITY (Nos. 2..)

Liabilities

210 Creditors: AMEXCO Card
212 Creditors: third parties
213 Loan from Mr. Z
250 House mortgages

Equity

200 C a p i t a l account
299 Owner's equity account

EXPENDITURE (Nos. 3..)

300 House maintenance
301 Interest on mortgage
303 Electricity

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304 Telephone/radio/TV
305 Taxes
306 Insurance premiums
307 Health insurance
308 Doctor/dentist
309 Membership fees
310 Newspapers/magazines
311 Household
312 Outside meals
313 Car operation and maint.
314 Boat operation/maint.
315 Pocket money A
316 Pocket money B
317 Clothing A
318 Clothing B
319 Gifts
320 Hobbies/Sport
321 Pleasure/Restaurant
322 Holidays
323 Major purchases
325 Depreciation
326 Unaccounted cash spent
327 Various expenses

REVENUE (Nos. 4..)

400 Salary
402 Interest received
403 Various revenues
450 Interest from loan to X.
999 I n t e r i m account

Recording of transactions can happen in many different ways. In the simplest case, account sheets are established for all accounts and transactions are entered directly on these sheets. The following example (transfer from a bank account to petty cash) will illustrate this:

Account No. 100, Petty cash

Date	Description	A2	Debit	Credit	Balance	No.
1.1	Balance forward	299	500		500	1
12.4	Cash transfer	103	1,000		1,500	22

Account No. 100, Bank account

Date	Description	A2	Debit	Credit	Balance	No.
1.1	Balance forward	299	6,000		6,000	1
12.4	Cash transfer	100		1,000	5,000	22

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Entries are made in two accounts: In the account 'Petty cash' on one hand, and in 'Bank account', which represents the so called contra-account, on the other hand. The column with heading 'A2' generally indicates the contra-accounts pertaining to the entries.

For the 'Petty cash' account, the amount is entered into the 'Debit' column, whereas for the 'Bank' account, the amount is entered into the 'Credit' column. The general rule is:

Asset accounts:	Start balance and increase	to	Debit
	Decrease	to	Credit
Liability (and equity) accounts:	Start balance and increase	to	Credit
	Decrease	to	Debit

There is no balance carried forward in the case of expense and revenue accounts. Allocation of the amount entries to the columns follows logically from the above rule and the further rule that says that always different columns must be used for the two entries pertaining to a transaction. Hence, the entries of the expense accounts are normally found in the 'Debit' column, and those of the revenue accounts in the 'Credit' column.

The column headings 'Debit' and 'Credit' are taken from normal accounting practice. The columns could be named 'Left' and 'Right' just as well. The only thing that matters is that the entries of a transaction are made in different columns, according to the same permanent set of rules.

ACCOUNT PRO avoids the terms 'Debit' and 'Credit' for data entry. Instead an amount sign is used, which makes data entry faster and easier.

The 'Balance' column shows the account's current balance. It is always calculated by subtracting the current 'Credit' sub-total from the current 'Debit' sub-total. Therefore, it is normally positive in the case of asset and expense accounts, and normally negative in the case of liability (and equity) and revenue accounts. The opposite will only occur exceptionally; for example if a bank account has been 'overdrawn' and shows a negative balance.

The last column contains the transaction number. This number is automatically allocated by ACCOUNT PRO. Its primary purpose is to allow for easy reference to transactions (e.g. for making corrections). The numbers can also be used for numbering of the vouchers.

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14 Error Messages

Following is a list of the ACCOUNT PRO error messages in alphabetical order. Where the messages are not self-explanatory, explanations about the possible error causes and/or suggested corrective measures are also included.

Account name missing

Account number already used. Use an new number.

Account number outside of permissible range! (1 - 999999)

Account numbers are numerical and must not contain any characters other than numbers.

ACCOUNT PRO cannot find the DOS file XCOPY.EXE. Please insert a PATH statement in your PC's AUTOEXEC.BAT file or copy the file XCOPY.EXE into the ACCOUNT PRO - directory.

Account sheet too large for complete displaying! Select a shorter time period!

Accounting period too long (maximum 1 year)!

An automatic transaction has already been defined for this account

An error occurred when reading the file *Name*.PLA. The planning data of account *Number* will be set to zero.

Can't divide by zero

Class definition missing

Deletion not permitted! The account contains transactions.

End before start of the accounting period!

Erroneous or missing tax transaction for transaction no. *Number*

Erroneous tax transaction

Erroneous transaction (no. *nnnnn*) in account *Name*. Do you want to correct the transaction now?

Error in accounting system! The profit/loss values of the balance sheet and the income statement are not identical!

Illegal amount!

Illegal day in date

Illegal month in date!

Illegal month!

In range 'Actual'!

Key already used!

Level definition missing

Level n account groups have not been defined for all main account classes (assets, liabilities, expense, revenue). If you want to display the balance sheet and the income statement for level n only, you must use that level in all main account classes.

Line does not exist!

llegal system name!

Missing account number!

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Missing description!

Missing rate!

No liquidity accounts defined. Please indicate the accounts that contribute to the liquidity.

No transactions found.

Not a detail account!

Not all main account classes (assets, liabilities, expense, revenue) have been defined.

Not an empty line! Erase the account first.

Not enough free space on hard disk *drive*. For printing, ACCOUNT PRO needs at least 700 K of free space on the drive that contains the TEMP-directory. Make more room on the drive with the TEMP-directory or assign the TEMP-directory (AUTOEXEC.BAT) to another drive with more free space.

Old file format! Please first convert file using WINTRANS.EXE!

Only one capital account permitted.

Only one interim account permitted.

Operation possible for detail accounts (level 4) only!

Out of space at the list's end. First make more space available!

Outside of accounting period!

Path or file name not conforming to DOS rules!

Please letters and numbers only!

Recurrence not defined!

The account contains no transactions!

The account contains transactions and must remain a detail account!

The account does not contain any transactions for this period!

The account does not contain any transactions!

The account does not exist!

The accounting period must start on the first day of the month!

The accounts must not be equal!

The accounts payable must form a contiguous block within the liability accounts.

The accounts receivable must form a contiguous block within the asset accounts.

The capital account has not been defined. Without that account (general liability account), you cannot proceed with setting up the new system.

The charts of accounts are not identical! You cannot update this system. Make both charts of accounts exactly identical or enter any modifications of the new system's start balance and the last-year data manually.

The file name must not contain a period!

The font 'Arial' is not installed on your system. ACCOUNT PRO needs this font for its printouts. Start the Windows control menu (from the program manager) and install the font 'Arial'!

The interim account has not been defined. ACCOUNT PRO cannot assist you when entering split transactions.

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The last transaction was not a main transaction!

The line in the list is not empty. First place the cursor on an empty line!

The search result is too large to be displayed! Make search definition more specific!

The taxes booked onto account *Name* do not correspond to the turnovers of the linked accounts!

The two entries do not match. Please re-enter your password.

This account is already allocated!

This client is already existing!

This file does not exist in the ACCOUNT PRO directory!

This file has already been allocated!

This file is already existing

This file is already existing. Do you want to update it (all new transactions and the planning data already entered will be preserved) ?

This system is in use and is not available at the moment.

Transaction already deleted.

Transactions concerning the capital account are permitted on the first day of the accounting period only!

Transactions on the first day of the accounting period are permitted in connection with the capital account only!

Type definition missing

View too large to be completely displayed! Select a smaller range!

Wrong date format!

Wrong or missing date separator! Enter the same separator that has been defined in the Windows control menu.

Wrong password!

Wrong sequence of 'From:'- 'To:'!

Wrong sequence of the account classes. You must observe the following sequence: assets, liabilities, expenditure, revenue.

You cannot allocate more than 20 files!

You must enter a new system name!

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