

## PLATINUM ACCOUNTS

This is a true accounts system, not just a few accounts options added to a stock control to make it appear to perform accounts functions, as sold by some of our competitors. This product is strong enough to compete nation-wide as a stand-alone accounting system in its own right. Three programs combine to form the core of an exceptionally well-integrated book keeping system. The Sales Ledger keeps track of your customers, who they are, what they buy, and how much they owe you. The Purchase ledger keeps the same information about your suppliers and of course your debts. The Nominal Ledger brings together all of the transactions into one powerful Management Tool.

This system is fully audit trailed and will produce the reporting expected by accountants and the VAT authorities. "Profit & Loss", "Trial Balance" and "Balance sheet" reporting are all simple and full report generators mean that you can create your own personal management reports. Customers, Suppliers & Nominal Codes are all identified with a six-digit letter or number code; the number of accounts is limited only by the disc capacity of your computer system. All transaction codes such as invoice numbers and credit note numbers may be numeric or contain letters; again, there is no limit to the number of transactions that may be stored.



## THE SALES LEDGER

### Customer File

- May be accessed from any place in the system that an account code is used
- Account search by word search from company name or address
- Creation, amendment & deletion of accounts
- Credit limit & discount maintenance
- Label printing
- Printed & viewed reports
- Customer turnover over variable period
- Account groups & analysis codes (view by representative, area etc.)
- Access to account history & debt summary

### Sales Centres

- Creation, amendment & deletion of sales centres
- Monthly breakdown for entire financial year
- Printed & viewed reports
- Configurable links to the nominal ledger

### Ledger Postings

- Posting of opening balances, invoices & credits
- Automatic inclusive or exclusive vat calculation
- Nett to vat percentage validation.
- Posting of payment for cash sales
- Posting to multiple cost centres
- Posting to multiple vat rates
- Multiple analysis codes for generating reports

### Payments

- View & choose items to be paid or discounted
- Full, part and unallocated payments
- Allows negative payments for refunds.
- Payment of many invoices in a single action
- Credit allocation during payment entry

### Adjustments

- View & choose items to adjust
- Comprehensive view of the detail of each item to be adjusted
- Facility for unallocated adjustments

### Allocations

- An easy to use system to link credits/ payments to invoices.

### Daybook Summary

- Useful screen summary for batch control
- Variable date ranges
- View of individual daybook transactions

### Daybook Listing

- Sorted in entry order
- Separate reports for each transaction type (invoices, payments, etc.)
- Multiple centre postings broken down
- Optional nominal update for ease of audit

### Ledger Listing

- Summary of information on file by account
- Report by account group or range of accounts
- Option to print excluding transactions beyond period end

### Customer History

- Easy to use quick access for telephone enquiries
- Details of settlement discounts available displayed if required
- Easy access to document entry information, date, time & password of entry
- View or reprint invoices & credit notes

### Customer Statements

- Completely configurable format.
- Specific or range of accounts.
- Aged debt summary may be printed.
- Identifies any settlement discounts available.
- Prints by account group (issue to representatives. etc.)

### Aged Debt Report

- Configurable format.
- Concise report of all debtors & the age of the debt.
- Variable periods specified in months or days.
- Four different debt warning letters dependent on age of debt.
- Debt letters may be tailored using most common word processors.
- Period totals only or comprehensive breakdown by document.

### Nominal Update

- A batch update of the nominal ledger for transactions posted into the sales ledger.
- Consolidates sales information into a single nominal journal entry or posts individual nominal entries for each sales entry.

### Clear down Routine

- Removes completed invoices when audited, leaving only "live" invoices on account.
- Clear down optionally stores removed transactions into archives.

### Free type Invoicing

- Very versatile, suits a wide variety of businesses.
- A completely configurable format means that invoices may be printed on either plain paper or your own custom design, even letterheads!
- Prints without paper wastage, ideal for point of sale.
- Standard Invoices for regular Jobs/ Invoices.

### Debt Chasing

- Lists accounts due for chasing.
- Outstanding invoices showing period in days.
- Records promises made & by whom.
- View or reprint invoices.
- View account details.
- View last payment and when.
- Diary for next contact if payment is not made.

## PURCHASE LEDGER

### Daybook Summary

- Useful screen summary for batch control.
- Variable date ranges.
- View individual daybook transactions.

### Daybook Listing

- Lists items posted in entry order.
- Separate reports for each transaction type (invoices, payments etc.).
- Multiple centre postings broken down.
- Optional nominal update for ease of audit.

### Ledger Listing

- Summary of information on file by account.
- Report by account group or range of accounts.
- Option not to include transactions beyond current period.

### Supplier History

- Is quickly accessed for account enquiries etc.
- Displays settlement discounts available if required.
- Easy access to document entry information, date, & time entered & pass word.

### Remittance Advice

- Completely configurable format may be set up for plain or pre printed stationery.
- Specific or range of accounts.
- Prints by account group.
- Highlights and totals payments made.
- Optional access from the payments program.

### Aged Creditors Report

- Concise report of all creditors & the age of the debt.
- Variable periods specified in months or days.
- Configurable format.
- Prints consolidated debt either by period or by individual documents.

### Nominal Update

- Optionally consolidates purchase information into a single nominal journal entry or posts individual nominal entries for each purchase entry.

### Clear down Routine

- Removes completed invoices when audited leaving only "live" invoices on account.
- Clear down optionally stores removed transactions to archives so that they may be recovered if required.

### Settlement Discount Report

- A simple report of all settlement discounts available.

### Automatic Payments

- Report of all invoices due for payment.
- Facility to "hold/dispute" invoices.
- Automatic posting of due payments.
- Cheque printing.

### Supplier File

- May be accessed from any place in the software that an account code is used.
- Account word search using any word or combination of words from account name & address.
- Creation, amendment, & deletion of accounts.
- Credit limit & discount maintenance.
- Standard payment terms maintenance.
- Label printing.
- Printed & viewed reports.
- Supplier turnover over variable period.
- Account groups (view by product sold etc.)

### Purchase Centres

- Creation, amendment & deletion of purchase centres.
- Monthly breakdown for entire financial year.
- Printed & viewed reports.
- Configurable links to the nominal ledger accounts.

### Ledger Postings

- Posting of opening balances, invoices & credits.
- Automatic inclusive or exclusive vat calculation.
- Nett to vat percentage validation (warning over 3 pence variance).
- Posting of payment for cash purchases.
- Posting to multiple cost centres.
- Posting to multiple vat rates.
- Multiple analysis codes for generating reports.

### Payments

- View & choose items to be paid or discounted.
- Full, part, and unallocated payments.
- Allows negative payments for refunds etc.
- Payment of many invoices in a single action.
- Cheque printing.
- Credit allocation during payment entry.

### Adjustments

- View & choose items to adjust.
- Comprehensive view of the detail of each item to be adjusted.
- Facility for unallocated adjustments.

### Allocations

- Simple to use credit/payment "tie-up" to invoices.

## THE NOMINAL LEDGER

The format of the Nominal Ledger is simple to use and intended for use by non-accountants as well as those more qualified. The operation of this ledger is along traditional accounting lines employing double entry book keeping principles. A full and indefinite history of all nominal postings ensures that queries may very rapidly and simply be resolved without reference to historic paper records. The use of regular journal entries and automatic depreciation ensures that using this system requires the minimum of time.

### Calculate Depreciation & Appreciation

- Automatically depreciates fixed assets month by month on a reducing/increasing balance basis.

### Profit & Loss

- Full audit trail of all postings.
- Sub-totalling of grouped centres.
- Any period by date range, uses nominal history & current data.
- Optional reporting by division.

### Balance Sheet

- Full audit trail of all postings.
- Sub-totalling of grouped centres.

### Trial Balance

- A concise summary in the classic debit & credit style.
- May be viewed or printed, pop up view of posting breakdown by centre.

### Journal Entries

- Standard double entry format.
- Multiple entry format allowing limitless entries.
- Simple to use cashbook-posting option for the less accounts minded.
- View option showing opening balance & all postings.
- Cheque printing facility.

### Journal Entry Report

- Complete audit trail to all postings to the nominal.

### Nominal Centre Preview

- Calculates current value for a nominal centre including unprocessed sales, purchase, & regular postings information.
- Find your true current bank balance.

### Payroll Integration

- Automatic link from payroll for wages postings.
- Is fully configurable for nominal postings, individual for each employee.

### Nominal Centre Maintenance

- Insert, amend, & delete centres.
- Assign centres to groups for sub-totalling on reports.
- Assign centres to areas of Profit and Loss or balance sheet.
- Option to assign as asset/liability according to sign.
- View month-by-month turnover (Profit and Loss centres only).
- Set depreciation rate (fixed assets).

### Nominal Ledger History

- A full and indefinite history of journal entries may be stored.
- Reporting on previous periods & years is simple.
- Data may be displayed on screen or printed as required.
- Reports by nominal centre or by individual posting.
- History is available for reporting via the standard reports & the report generators.

### Budget Maintenance

- Allows budgets to be set by month for each centre.
- Option for simple division of yearly value to months.
- Report of budgets including the variance of actual to budgets.

### Regular Journal Entries

- Limitless number of regular postings stored.
- Only postings "due" posted.
- Due date calculated from last posting & posting period.
- Posting period in months or days.
- On screen view of postings due.

### Report Generator

- Spreadsheet style layout.
- Calculates totals etc. from file.
- Use calculations etc. just like a conventional spreadsheet.

