



### Default Nominal Structure

The standard Platinum issued Nominal structure consists of a series of centres, each typically 4 or 5 characters in length to a maximum of 6 characters.

Certain centres are mandatory as they are built into the Platinum program structure. These are highlighted in red on the table below.

Other centres are issued with the system and will be used unless alternatives are specified on system setup. These are highlighted in green on the table below.

Currently these specific centres are:

Code	Description	Type	Useage
Z920	Stock Accruals	Balance Sheet - Asset/Liability	When Parts are received into stock the Credit entry is to Z920. Parts invoices should be coded to P/L centre 400 which links to Z920.
Z921	Cost of Sales	Profit & Loss - Cost of Sales	Default code if an item is sold with no specific Cost of Sale centre specified.
Z922	Stock Value	Balance Sheet - Asset/Liability	When Parts are received into stock the Debit entry is to Z922.
Z923	Stock Adjustments	Profit & Loss - Cost of Sales	When Parts are adjusted e.g. through a stock take, the system will Debit/Credit Z923 and Z922 as appropriate.
Z930	Cost of Labour	Profit & Loss - Cost of Sales	**If enabled** Actual labour costs will Debit Z930 when a Workshop job is invoiced.
Z931	Stock of Labour	Balance Sheet - Asset/Liability	**If enabled** Actual labour costs will Credit Z931 when labour is booked to a job.
Z940	Unit Accruals	Balance Sheet - Asset/Liability	When Units are entered onto stock the Credit entry is to Z940. Unit invoices should be coded to P/L centre 200 which links to Z940.
Z941	Unit Cost of Sales	Profit & Loss - Cost of Sales	Default code if an item is sold with no specific Cost of Sale centre specified.



Z943	Unit Stock of Expenses	Balance Sheet - Asset/Liability	Accessories and expenses against units are held in Z943 and released to the P&L when the unit is sold.
Z944	Unit Expenses Accruals	Balance Sheet - Asset/Liability	Accessories and expenses charged to units are accrued in Z944. Contra entries will be made when Workshop jobs are paid to Z944 or PL invoices/Credits are posted to PL Centre 944.
Z945	Unit Write Down Costs	Profit & Loss - Cost of Sales	<b>**If enabled**</b>  If a unit is written down the value will Debit Z945.
Z952	Currency Fluctuation	Profit & Loss - Overhead	If a P/L invoice is paid in local currency the difference can be automatically posted to Z952.
Z971	Finance Contra	Balance Sheet - Asset/Liability	Unit Invoices to a Customer and Finance Company are split across the customer accounts using this contra centre.
Z985	Company Credit Card	Balance Sheet - Asset/Liability	Standard issued payment centre for a company credit card. Other codes can be created. It can be set to be reconciled.
Z987	Loyalty Cost of Sales	Profit & Loss - Cost of Sales	If Loyalty Points are redeemed their value is posted to the P&L.
Z988	Deposits	Balance Sheet - Asset/Liability	Deposits are typically taken by a specific payment method. This centre is a default but is rarely used.
Z989	VAT Liability	Balance Sheet - Asset/Liability	This code only applies to Cash Accounting Systems. It holds the VAT liability until a bill is paid at which point the VAT is released to the VAT report and centre Z999.
Z990	Suspense Account	Balance Sheet - Asset/Liability	Standard Suspense Account. Useful for opening balances and allocating payments on account against bills.
Z991	Cash in Hand	Balance Sheet - Asset/Liability	Standard issued payment centre for Petty Cash. Other codes can be created. It can be set to be reconciled.



Z992	Current Bank Account	Balance Sheet - Asset/Liability	Standard issued payment centre for a company bank account. Other codes can be created. It can be set to be reconciled.
Z993	Purchase Control	Balance Sheet - Asset/Liability	This is the double entry for the Purchase Ledger creating your creditor balance on the Balance Sheet. You should not post directly to this code.
Z994	Sales Control	Balance Sheet - Asset/Liability	This is the double entry for the Sales Ledger creating your debtor balance on the Balance Sheet. You should not post directly to this code.
Z994C	Credit Charge	Balance Sheet - Asset/Liability	If credit charges are applied, this code holds the accrual for the charge. Charges are released to the P&L if applied.
Z995	Profit To Date	Balance Sheet - Financed By	At period/year end your profit is posted to this code when the Audit Trail to the P&L is produced. The system will not automatically move the balance on Z995 to Retained Profits so you may choose to move this at the start of the new financial year.
Z996/Z997	Discount Taken/Given	Profit & Loss - Cost of Sales	This centre is used if a discount is applied when posting a payment through the Sales or Purchase Ledger.
Z998	Depreciation	Profit & Loss - Overhead	This is a standard centre for depreciation to be posted to.
Z999	VAT Control	Balance Sheet - Asset/Liability	All Input and Output Vat is posted to Z999 when a transaction is raised. When a VAT bill is paid, or refund claimed, the user should post to this nominal.

Please note: Z codes are not always Balance Sheet codes so some will appear on your P&L.

Along with the above list; a standard set of Sales, Cost of Sales and Overhead centres are issued along with a set of Balance Sheet centres. These can be amended or added to but customers are advised to retain the basic structure particularly the number of characters used.



Profit & Loss centres are typically coded to split by department as follows :

10000 - 19999 - Unit Sales

20000 - 29999 - Unit COS

30000 - 39999 - Workshop Sales and COS

40000 - 49999 - Parts Sales and COS

50000 - 59999 - Overheads

Balance Sheet centres are typically coded to split by department or type as follows:

60000 - 69999 - Fixed Assets

70000 - 79999 - Current Assets

80000 - 89999 - Current Liabilities

90000 - 99999 - Financed By

Centres can be given a Group and Sub-divisions to provide further totalling within the P&L or Balance Sheet.

### Sales & Purchase Centres

All Invoices and Credits are assigned a 3 digit centre or multiple 3 digit centres. These centres each link to a specific Nominal Centre e.g. Purchase Centre 200 links to Nominal Centre Z940 and would be used when posting purchase invoices for units, Sales centre 400 links to Nominal Centre 40001 and is used by default for sales of parts through the stock control system and Sales Centre 301 is linked to Nominal Centre 30001 and is used for sales of labour through the Workshop system.

Sales centres are typically also linked to a specific Cost of Sale Nominal centre.

Purchase centres are assigned by the user at point of posting the invoice or credit. They can be defaulted per supplier if applicable.

Sales centres are generally applied by the system based on what is being sold. There is a default centre per module plus defaults can be set per item, stock group, unit, unit model, technician etc.

As part of the month end routine, the transactions in the Sales and Purchase Ledgers are updated to the Nominal Ledger and transfer to their relevant Nominal Centres. Payments are updated directly to their payment Nominal Centre but only when the Month End routine is carried out.



## Centre Modifiers

Platinum has a unique system in place referred to as Centre Modifiers. As each sales or purchase centre can only be linked to a single Sales and Cost of Sales Nominal Centre, the Nominal Centre to be updated can be modified based on the customer or supplier.

Modifiers can also be used to amend a Nominal Centre to split New and Used Unit sales and provide accounts per Site for companies with multiple sites.

## New and Used Unit Modifiers - position 2

To avoid having a large selection of Sales centres for sales of new and used units the system allows for a small range of codes e.g. Sales - Mixers, Sales - Tractors etc but the Nominal centre the sale will be posted to will be **modified** depending on whether a **New or Used** unit is being sold.

The system will also use the **New or Used modifier** to keep separate unit stock values and ensure cost of sales are split by new and used units.

The system will **modify** position **TWO** of the Nominal Centre to indicate if a sale, cost of sale or balance sheet value is for a new or used unit by inserting a **0** if a New Unit is brought into stock or sold or a **1** if a Used Unit is brought into stock or sold.

The New or Used setting is specified on the unit record itself.

The result being the P&L will show, for example:

- 10001 - Sales - New Mixers & 10001 COS - New Mixers
- 11001 - Sales - Used Mixers & 11001 - COS - Used Mixers

## Site Modifiers - position 5

A company with multiple sites using the same Platinum system will share the same Sales, Purchase and Nominal Centre list.

A user and/or pc will be assigned a site and all transactions raised by them/on that pc will be assigned a site code. When posting Purchase Invoices/Credits the user can also specify the site to apply to the transaction as it may differ from their allocated site e.g. for a centralised accounts team.

When the month end routine is carried out, the Nominal centre being updated will be **modified** to insert a specific number or character into the **FIFTH** position in the Nominal Centre. This will overwrite the code already in place so allocating the transaction to a different code. This code may be a number or letter.

The result being the P&L will show, for example:

- 4000L - Sales - Pts Counter Retail - Leics & 4010L COS - Pts Counter Retail - Leics

Cost of Sales centres will usually also be modified by a user/pc site.



Other Nominal Centres may be modified by Site but this is configurable e.g. on set up you may choose to keep a single Parts Stock Value Balance Sheet centre for all sites but allow the system to modify the Work in Progress centres to show WIP per site.

The character used is specified on the Site settings when the Site is created and may be a number or letter.

### Account Modifiers - position 6

A specific Sales Ledger Customer account can be given a Centre Modifier. This is a single letter indicating that the account is an Internal or Warranty account. Additional codes can be added if required e.g. for Trade accounts.

When goods are sold to the customer, and the Sales ledger is updated to the Nominal Ledger as part of the month end routine, the Nominal Centre being updated is **modified** to insert a character into the **SIXTH** (so far unused) position in the Nominal Centre. This is either an **I** for **Internal sales** or **W** for **Warranty sales**.

The result being the P&L will show, for example:

- 40001 - Sales - Pts Counter Retail & 40101 COS - Pts Counter Retail
- 40001**I** - Sales - Pts Counter Internal & 40101**I** COS - Pts Counter Internal
- 40001**W** - Sales - Pts Counter Warranty & 40101**W** COS - Pts Counter Warranty

All sales will initially be to Sales centre 400 but the account the items are sold to will modify the Nominal Centre which is updated when the month end routine is carried out.

This process will also create the Nominal Centre if it does not yet exist. It will use the information for the retail Nominal Centre on which to base its coding and description.

### Journal Entries

When entering a journal in the Nominal Ledger you will be choosing from a Nominal Centre so will not use Sales or Purchase Centres. You may find you have a much larger selection of centres within the Nominal Ledger than you have Sales or Purchase Centres. This is standard as you only need Sales and Purchase Centres to control what you are selling using invoices and to post your purchase invoices. You will most likely have a lot more items to journal for which you do not have a “vatable document” e.g. Wages, Depreciation, Interest, Loan repayments etc.

You may choose to post a journal with VAT but are strongly advised to follow the relevant Knowledge Base article to ensure the VAT element is correctly coded to ensure it will be included on your VAT Return.



### Creating New Centres

Using the above information; you may choose to create additional Sales, Purchase and Nominal centres. Please bear in mind the guidance given particularly where Centre Modifiers may take effect.

Seek advice from the customer support team before making any changes you are unsure of.

Centres Z970 and above are reserved for system use and you may not create or amend centres at or above Z970.

### System Defaults

Your system will be configured on installation based on your business. If you are unsure of the settings in place, please contact the Catalyst Support Team ([support@catalyst-uk.com](mailto:support@catalyst-uk.com)).

### Additional Guidance

The Getting Started - Accounts section of the Knowledge Base contains useful articles such as how to configure customer accounts e.g. internal and warranty accounts, how to process a month end and how the automatic cost of sales process functions.

Please contact our Sales team ([sales@catalyst-uk.com](mailto:sales@catalyst-uk.com)) if you would like to book additional training on Platinum Accounts.