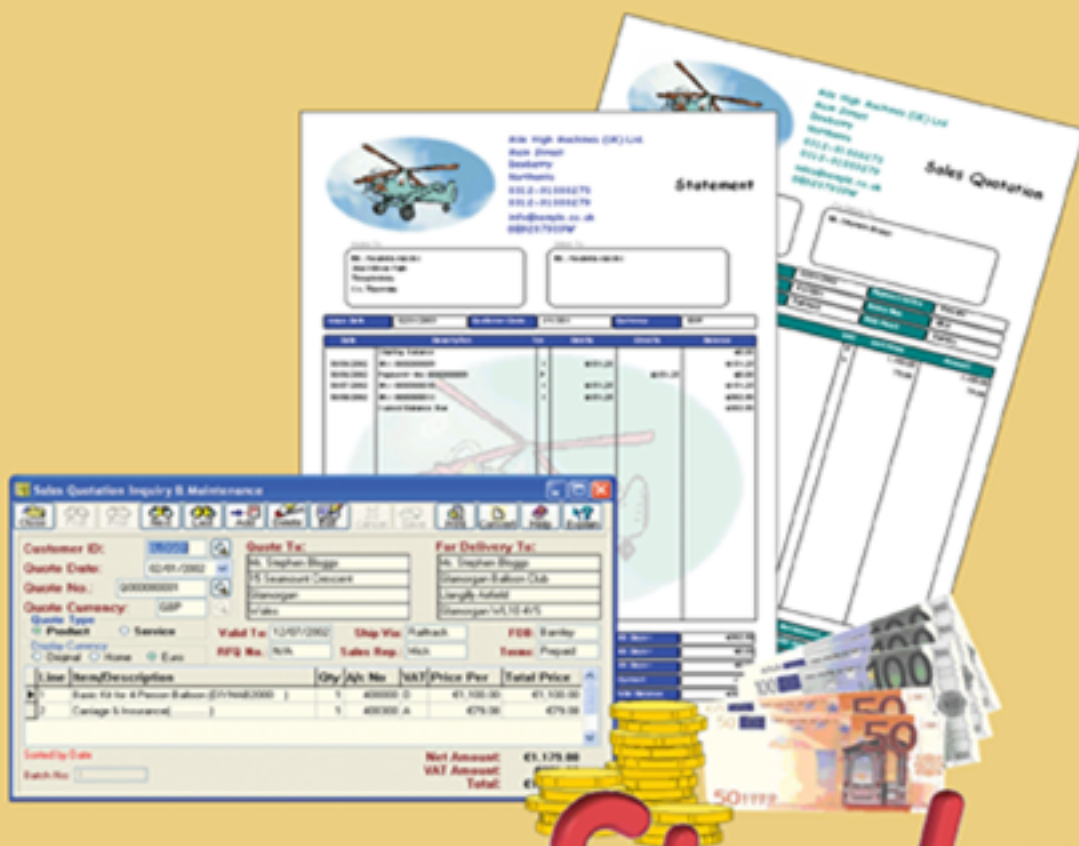


Using Artemis Accounts II



Standard Edition

Using Artemis Accounts II

Standard Edition

Version 2.77

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Using this manual

This manual is divided into four sections:

Section 1 - About Artemis Accounts II - provides an overview of the features and capabilities of the product and outlines the overall structure/architecture of the product. In addition, the common user interface elements are detailed.

Section 2 - Getting Started - provides a summary of the accounts which are automatically created whenever you create a company and also includes a checklist of the steps which should be followed to adapt that company to your own situation. It is recommended that you read this section before creating a company of your own.

Section 3 - Using the System - provides a complete description of every function and report in Artemis Accounts II with step-by-step instructions. The overall structure of the topics in this section is as follows:

Re-direct supplier transactions

This function 're-routes' all transactions for a specified supplier to another supplier. In effect, all references to a specified supplier account in the system are replaced by a new Supplier ID number. This may be necessary if a supplier is given two discrete Supplier ID Codes and transactions are divided between the two. This function may also be used if it is decided to give a supplier a meaningful Supplier ID Code.

To access this function, select Re-direct Supplier Transactions from the Purchases menu. This will cause the following screen to be displayed.



The Original Supplier ID field is used to enter the account from which transactions are to be re-directed. The Change to Supplier ID field is used to enter the account into which transactions are to be re-directed.

Click the OK button to process the changes or the Cancel button to cancel the operation.

Note: This operation should be used with caution. It is recommended that a new supplier account be created to which the transactions are initially re-directed. The transactions are then examined, and found to be satisfactory, the transactions can be re-directed to this new account to the intended destination account.

To proceed with the re-direct operation:

1. Enter the ID code of the supplier account from which transactions are to be re-directed into the Original Supplier ID: field and press <Tab>. The lookup button may be used to select a supplier account.
 2. Enter the ID code of the supplier account in which the transactions are to be re-directed into the Change to Supplier ID: field and press <Tab>. The lookup button may be used to select a supplier account.
- Click the OK button to move the transactions, or click the Cancel button to cancel the operation.

Introduction & background information about the function or report and its use.

How the function or report is started.

What you should see when you launch the report or function.

A summary of the fields and specific buttons on the screen.

Function-specific notes and warnings or additional information.

Step-by-step instructions on using the function or generating the report.

Section 4 - Getting Assistance - outlines the various resources that are available to help you in using Artemis Accounts effectively.

The manual concludes with an Index which may be useful in finding a topic.

Important Note

The term used for the central ledger in the accounting system, the abbreviations used for sales tax(es), and the term used to describe physical goods that are resold by the business vary from country to country.

Throughout this manual, the following generic terms are used:

Nominal Ledger - central ledger of the accounting system.

Value Added Tax (or VAT) - Sales Tax 1.

Stock - physical goods for resale.

When reading the manual, you should substitute these generic terms with whatever term you would typically use. For example:

Nominal Ledger might be General Ledger.

VAT might be GST, FST, or just Tax.

Stock might be Inventory, or Goods.

The terms that are actually used in the Artemis Accounts II application may be chosen when the application is started for the first time.

All of the illustrations provided in this manual assume that a single sales tax is being used. In a "dual-tax" installation an additional entry field is displayed in the relevant screens to allow the second tax code to be entered.

Using Artemis Accounts II

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Part

1

About Artemis Accounts II

1.1. Introduction

Artemis Accounts is a fully integrated accounting system that combines the power and sophistication of larger, more expensive, accounting systems with a simple menu-driven and easy to use approach. It is the ideal system for owner-managers of small to medium sized businesses and does not require an accounting background.

The unique design of Artemis Accounts allows you to start with a basic system and add functionality as your business grows. Upgrading from the Light Edition to the Standard Edition, and from the Standard Edition to the Plus+ Edition is painless, as the same data files, based on the DBISAM database, can be handled by all three versions of the software.

When your business needs the flexibility of multi-user access, the Client/Server version of the Standard and Plus+ editions allow you to retain the same user interface and functionality but with the scalability of an RDBMS architecture. Conversion of single user systems to the Client/Server edition is accomplished simply by installing the server software.

As we continue to develop the product, we are committed to protecting our customer's investment in using Artemis Accounts and continuing the same "pain-free" upgrade process.

When it comes to speed, as a native code compiled application, Artemis Accounts leaves other accounting systems, based on P-code interpreters and fourth generation languages, standing. We believe that Artemis Accounts is the fastest Windows-based small business accounting software bar none!

1.1.1. Artemis Product Features

Artemis Accounts consists of five core modules - **System**, **Nominal**, Purchases, Sales/Invoicing, and Bank & Cashbook - and two optional modules - **Stock Control**, and a business specific Custom module. All modules are fully integrated and share a common design. System-wide features include:

- ◆ Full lookup facility on accounts, codes, invoices, payments, etc.
- ◆ Full password protection with four levels of access.
- ◆ Integrated backup and restore functions.
- ◆ Multi-currency with full Euro & base currency functionality.
- ◆ User-defined reporting periods.
- ◆ Reports to screen, disk file, or printer.
- ◆ Validation of all user inputs.
- ◆ Unlimited number of transactions.
- ◆ Help prompt on all inputs.

1.1.1.1. System Module Features

The System & Administration Module provides facilities to control user access, set-up VAT Codes and default accounts and maintain product and service codes. Features of this module include:

- ◆ User-specified invoice numbers.
- ◆ Automatic document numbering.
- ◆ Plain paper or pre-printed invoices.
- ◆ Full multi-company capability.
- ◆ Full multi-currency & Euro capability.
- ◆ Up to 10 different VAT codes.
- ◆ Up to four prices per sales item.

1.1.1.2. Nominal Module Features

The Nominal Module includes the Nominal Ledger which is the heart of any integrated accounting system. This module allows you to monitor your assets, liabilities, net worth, income, expenses, and performance to budget. Also included is an Asset Register with powerful depreciation processing, a feature only found in top of the range systems.

- ◆ Up to 99 lines per nominal journal entry allowing multiple debits and credits.
- ◆ Cheque numbers may be recorded in nominal transactions.
- ◆ Full transaction edit/delete capability.
- ◆ Transactions may be entered for a previous month or year.
- ◆ Recurring transactions by week, month, quarter, half-year, and year.
- ◆ Recurring transactions processed in batch mode.
- ◆ Unlimited number of accounts with edit/delete capability.
- ◆ Drill down to transactions from account history.
- ◆ Graphical display of account histories.
- ◆ Three levels of sub-totalling.
- ◆ Maintain monthly budgets for income and expenses.
- ◆ Asset register with depreciation & disposal functionality.
- ◆ Currency table with full Euro "triangulation" conversions.
- ◆ Full VAT processing & reporting for user-defined periods.
- ◆ 14 pre-configured reports:

Trial Balance	Balance Sheet	Income Statement
Sources & Uses of Funds	Nominal Journal	Account History
Recurring Entries	Budget Listing	Budget Variances
Cheque Listing	VAT Summary	VAT Detail
Chart of Accounts	Asset Listing	
- ◆ User-defined accounting periods.
- ◆ Beginning balances automatically set by system for new accounting period.
- ◆ Closing entries dynamically calculated by system.
- ◆ History purge to selected date.
- ◆ Global account change for all transactions.

1.1.1.3. Purchases Module Features

The Purchases Module provides all of the functionality needed to manage supplier records, enter receipts and purchase transactions, and record payments to suppliers. A full Creditors' Ledger is included in this module with comprehensive reporting and inquiry facilities.

- ◆ Fully integrated with the Nominal Ledger, Cashbook, and Stock Control.
- ◆ Pre or post-dated transactions.

- ◆ Prior period adjustments allowed.
- ◆ Receiving register for non-invoiced receipts.
- ◆ Up to 99 lines per delivery.
- ◆ Up to 99 deliveries per invoice.
- ◆ Combination "quick invoice" receipt & invoice entry.
- ◆ Summary invoice entry for rapid maintenance of Purchase Ledger.
- ◆ Recurring purchase transactions by week, month, quarter, half-year, and year.
- ◆ Recurring purchase transactions processed in batch mode.
- ◆ Automatic VAT calculation.
- ◆ Multiple VAT rates per receipt.
- ◆ Multiple distributions per receipt.
- ◆ Full edit & delete facility on receipts, invoices, & payments.
- ◆ Credit note entry facility.
- ◆ Receipt, invoice, & non-invoiced receipts inquiries in choice of currency.
- ◆ Full on-line supplier account history with inquiry facility.
- ◆ Ability to add supplier accounts "on the fly" during transaction entry.
- ◆ Ability to add product codes "on the fly" during transaction entry.
- ◆ Alphanumeric account numbers with unlimited number of suppliers.
- ◆ Default expense account by supplier.
- ◆ Default currency by supplier.
- ◆ Full supplier account edit/delete facility.
- ◆ Drill down to transactions from account history.
- ◆ Graphical display of account histories.
- ◆ 14 pre-configured reports:

Open Invoices	Schedule of Payables	Payables Aging
Payables Journal	Recurring Purchases	Cash Requirements
Payments Listing	Purchases by Supplier	Supplier Account History
Supplier Listing	Supplier Address Labels	Non-Invoiced Receipts
Non-Posted Transactions	Nominal Ledger Distributions	
- ◆ Global account change for specified suppliers.
- ◆ History purge to selected date.
- ◆ On-demand posting with any number of postings per month.

1.1.1.4. Sales/Invoicing Module Features

The Sales/Invoicing Module provides all of the functionality needed to manage customer records, enter product and service sales transactions, record payments from your customers and maintain pricelists.

- ◆ Fully integrated with the Nominal Ledger, Cashbook, and Stock Control.
- ◆ Pre or post-dated transactions.
- ◆ Prior period adjustments allowed.
- ◆ Sales quotation function with free text facility.
- ◆ One-click conversion of quotation to invoice.
- ◆ Product and service invoice functions with free text facility.
- ◆ Up to 99 lines per sales invoice.
- ◆ Summary Invoice for rapid Sales Ledger update.
- ◆ Automatic VAT calculation.
- ◆ Multiple VAT rates per invoice.
- ◆ Multiple distributions per invoice.
- ◆ Combination invoice/statement facility (Option).

- ◆ Returned cheque processing.
- ◆ Full edit & delete facility on receipts, invoices, & payments.
- ◆ Automatic credit note facility.
- ◆ Recurring sales transactions by week, month, quarter, half-year, and year.
- ◆ Recurring sales transactions processed in batch mode.
- ◆ Full on-line customer account history with inquiry facility.
- ◆ Ability to add product codes "on the fly" during transaction entry.
- ◆ Ability to add customer accounts "on the fly" during transaction entry.
- ◆ Alphanumeric account numbers with unlimited number of customers.
- ◆ Customers grouped by type - business or personal.
- ◆ Default currency by customer.
- ◆ Full customer account edit/delete facility.
- ◆ Drill down to transactions from account history.
- ◆ Graphical display of account histories.
- ◆ Customer-specific pricelist (Option).
- ◆ 15 pre-configured reports:

Open Quotations	Open Invoices	Schedule of Receivables
Receivables Aging	Receivables Journal	Recurring Sales
Sales Summary by Customer	Customer Account History	Customer Statements
Customer Invoices	Customer Listing	Customer Address Labels
Credit Limit Status	Non-Posted Transactions	Nominal Ledger Distributions
- ◆ Document design function with integrated watermarking facility.
- ◆ Built-in eMail facility for electronic invoicing, etc.
- ◆ Global account change for specified customers.
- ◆ History purge to selected date.
- ◆ On-demand posting with any number of postings per month.

1.1.1.5. Bank & Cashbook Module Features

The Bank & Cashbook Module provides functions to manage on-hand cash balances and banking transactions, including direct debits and standing orders.

- ◆ Fully integrated with the Nominal Ledger, Purchases, and Sales.
- ◆ Pre or post-dated transactions.
- ◆ Prior period adjustments allowed.
- ◆ Petty cash disbursements.
- ◆ Bank account lodgements.
- ◆ Bank account withdrawals.
- ◆ Inter account transfers.
- ◆ Interest & fees entry.
- ◆ Bank account reconciliation.
- ◆ Full edit & delete facility on all transactions.
- ◆ Standing orders & direct debits by week, month, quarter, half-year, and year.
- ◆ Standing orders & direct debits processed in batch mode.
- ◆ Full on-line bank/cash account history with inquiry facility.
- ◆ 10 pre-configured reports:

Bank & Cashbook Journal	Cash Account Transaction History
Bank Account Transaction History	Unreconciled Transactions Report
Standing Orders Listing	Interest & Fees Summary
Petty Cash Purchases Summary	General Payments Summary
Non-posted Transactions	Nominal Ledger Distributions
- ◆ Unlimited bank and cash accounts in any currency.

- ◆ History purge to selected date.
- ◆ On-demand posting with any number of postings per month.

1.1.1.6. Stock Control Module Features (Plus+ Edition)

The optional Stock Control Module provides physical stock control functionality with multi-location stocking. Full Bill of Material functionality is also included to allow assemblies to be created from stocked items.

- ◆ Fully integrated with the Nominal Ledger, Purchase, and Sales..
- ◆ Pre or post-dated transactions.
- ◆ Prior period adjustments allowed.
- ◆ 14 character alphanumeric item numbers.
- ◆ 40 character descriptions.
- ◆ Up to 10 stocking locations
- ◆ Five inventory costing methods - LIFO, FIFO, Standard, Actual, & Average.
- ◆ Tracks up to 10,000 items.
- ◆ Miscellaneous stock issues & adjustments.
- ◆ Stock inquiries by item number and by location.
- ◆ Supports physical stock takes.
- ◆ Multi-level BOM structuring.
- ◆ 15 pre-configured reports:

On-Hand Detail	Allocations & Reservations	Unplanned Material Issues
Item History	Stock Activity	Stock Journal
Re-order Listing	Master Price List	Stock Detail
Bill of Material	Assembly Status	Stock Valuation
Purchase Price Variance	Non-Posted Transactions	Nominal Ledger Distributions
- ◆ Item number change facility.
- ◆ History purge to selected date.
- ◆ On-demand posting with any number of postings per month.
- ◆ Import & export of stock records and transactions.

1.1.1.7. Custom Modules

Because of the open database design of Artemis Accounts, it is possible to integrate custom-developed software modules that cater for the needs of specific types of business. At present, the following custom modules have been developed for the Standard and Plus+ versions, and these can be found in the product CD:

- ◆ **Report Writer.**
- ◆ **Point of Sale.**
- ◆ **Job Estimating & Costing.**
- ◆ **Freight & Customs Duty Allocation**

Aquila Technology will give favourable consideration to proposals for the development of additional customised modules. We also provide assistance to third-party developers who wish to add to the functionality of Artemis Accounts.

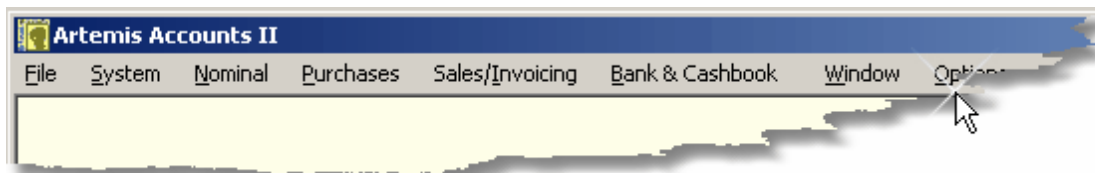
1.1.2. System Architecture

Artemis Accounts combines the functionality of the DBISAM relational database and Borland's object oriented compiler products. The use of an industry-standard database means that the underlying data is easily accessible and it ensures that future developments in database technology will be supported. The choice of object oriented programming tools provides high speed execution while making it possible to enhance and extend the functionality of the product on an ongoing basis. Object oriented design methods and tools also facilitate the development and integration of custom-developed software modules that cater for the needs of specific types of business. Because we only use true software compiler tools, Artemis Accounts is faster and uses less disk space than any comparable accounts software.

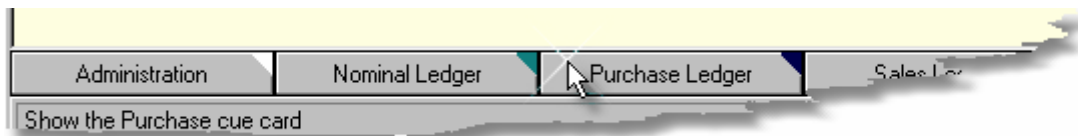


This version of Artemis Accounts has five basic modules, shown in red above. The optional Report Writer can be installed from the installation CD, while the Custom module is developed to individual customer specifications. The software must be upgraded to the Plus+ edition to get Stock Control functionality.

The main menu for the system is laid out to reflect this modular approach, as shown below. Additional menu entries for the Report Writer and Custom modules would also be shown if these optional modules were installed. The File, Window, Options and Help menu entries are similar to those found in most Windows applications.



In addition to having a pull-down menu which reflects the structure of the overall system the main screen also has a set of Cue Cards which are attached to folder tabs arranged across the bottom of the screen, as shown on the next page.



Clicking on the folder tab for the associated module allows specific transactions, inquiries and reports to be launched. If a module is not installed, the title on the folder tab is greyed and nothing happens if the tab is clicked. For more information of the use of cue cards, see the User Interface topic.

No cue card is included for the Custom module, as the functionality of this module will vary substantially from one implementation to the next.

1.1.3. User Interface Design

All of the inquiries, transactions, and reports in Artemis Accounts use a common set of tools for navigation, editing, etc. This consistency in the presentation of the user interface is intended to reduce the amount of time taken to become familiar with the operation of the system. The system-wide button bars and navigation aids are shown below.

Transaction & Inquiry Buttons.

All transaction and inquiry screens have the following button bar.



- The **CLOSE** button is used to exit from transactions, inquiries, and reports. If a record is being added or edited an alert will be displayed in order to allow changes to be saved.
- The **FIRST** button causes the first record in the file to be displayed. If a transaction is currently being added or edited an alert will be displayed in order to allow changes to be saved. If the current record is the first in the file, this button will be disabled.
- The **PRIOR** button causes the first record in the file to be displayed. If a record is currently being added or edited an alert will be displayed in order to allow changes to be saved. If the current record is the first in the file, this button will be disabled.
- The **NEXT** button causes the next record in the file to be displayed. If a transaction is currently being added or edited an alert will be displayed in order to allow changes to be saved. If the current record is the last in the file, this button will be disabled.
- The **LAST** button causes the last record in the file to be displayed. If a record is currently being added or edited an alert will be displayed in order to allow changes to be saved. If the current record is the last in the file, this button will be disabled.
- The **ADD** button is used to add a new record. If a record is already being added or edited, this button will be disabled.
- The **DELETE** button is used to delete the current record. If a record is being added or edited, this button will be disabled.
- The **EDIT** button is used to edit the current record. If a record is already being added or edited, this button will be disabled.
- The **CANCEL** button is used to cancel the editing or addition of a record. This button is only enabled when an edit or add is in progress.

- The **SAVE** button must be used to save a new or edited record. This button is only enabled when an edit or add is in progress.
- The **HELP** button causes context sensitive help to be displayed for the current operation.
- The **EXPLAIN** button causes popup help to be displayed for the current operation.

Report Buttons.

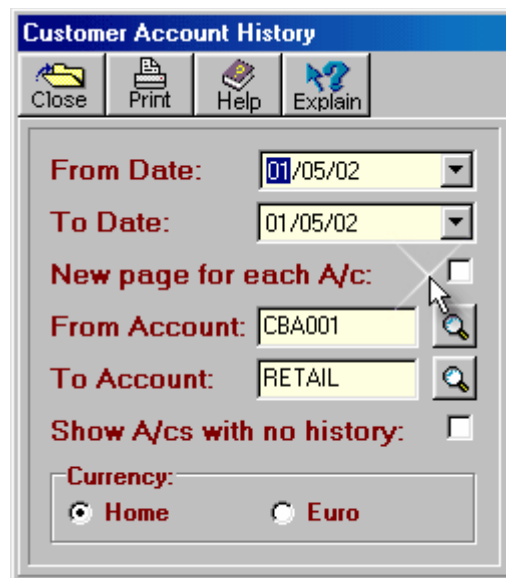
All report preview/print screens have the following tool bar.



- The **PRINTER** button causes the printer dialog to be shown allowing the currently displayed report to be printed or saved to an archive file for viewing/printing at a later time.
- The three **Zoom** buttons and the **Zoom Edit** field can be used to change the display of the report from a full page view up to 250% magnification.
- The four **Navigation** buttons and associated edit field are used move through the report, page by page, to the first or last page, or to a specific page by entering the page number in the field.

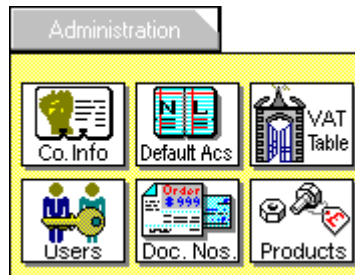
Report Selection Criteria Screens.

All but the most basic of reports need to have parameters specified before the report can be generated. The selection criteria screen, which differs from one report to another, is used to enter the report parameters. See the section dealing with specific reports for details of the fields on this type of entry screen.



Cue Cards.

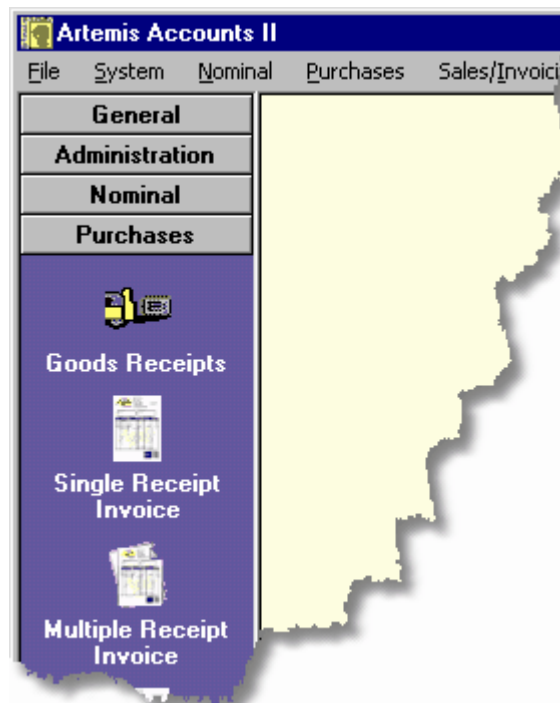
Each system module has a cue card which can be used to quickly launch a transaction, inquiry, or report. The cue card is revealed by clicking the relevant tab at the bottom of the screen. Clicking on any graphic in a cue card will launch the associated function.



Clicking the folder tab on a closed cue card causes it to be revealed. Clicking the folder tab on a visible cue card causes it to be closed.


Sidebar Menu.

If the Cue Cards are hidden, an alternative method of launching transactions, inquiries, and reports is provided by the Sidebar Menu, which is displayed at the side of the screen, as below.



Clicking on any of the graphic images in this menu launches the associated transaction or inquiry. Clicking on the title bars expands and collapses the individual sections.

Drop Down Lists.

Whenever a value for an entry can be looked up, a lookup button like this -  will be displayed next to the entry field. This can be used to select an entry from a drop down list, as shown below. The **F2** key can also be used if the cursor is in the relevant field.



- Clicking the **Ok** button, or pressing **Enter** (↵) will cause the highlighted list item to be selected.
- Clicking the **Cancel** button or pressing the **Esc** key will close the drop down list without selecting an entry.
- Clicking the scroll bar will cause the listing in the scroll box to be scrolled up and down.
- Typing a value will cause the list to progressively scroll to the nearest value.

Dropdown Calendar.


All date fields can be completed by selecting a date from a dropdown calendar, as shown below.

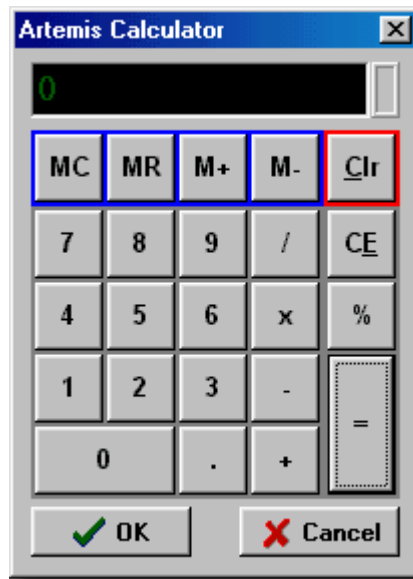


- The ◀ and ▶ buttons are used to change the month. Also, clicking on the name of the month will cause a list of months to be displayed, from which a month can be selected.
- Clicking the year will display an up/down "spinbutton" which can be used to change the year.
- The day of the month is selected by clicking on any date in the body of the calendar.
- Clicking the red circled symbol will choose today's date

Note also that date fields are made up of three elements which can be individually selected by using the **left** and **right** arrow keys and then changed by using the **up** and **down** arrow keys.

Popup Calculator.

Many numeric fields can be completed by transferring a value from a popup calculator. Whenever this feature is available, a calculator button like this -  will be displayed next to the entry field. Clicking this button will cause the calculator to be displayed, as shown below.



This functions like any normal pocket calculator. A value displayed in the calculator is transferred back to an entry field by clicking the **OK** button.

The popup calculator can be launched at any time by selecting the **Calculator** entry in the **Options** menu.

1.1.4. Terms & Conditions of Use

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Part

2

Getting Started

2.1. Getting started for the first time

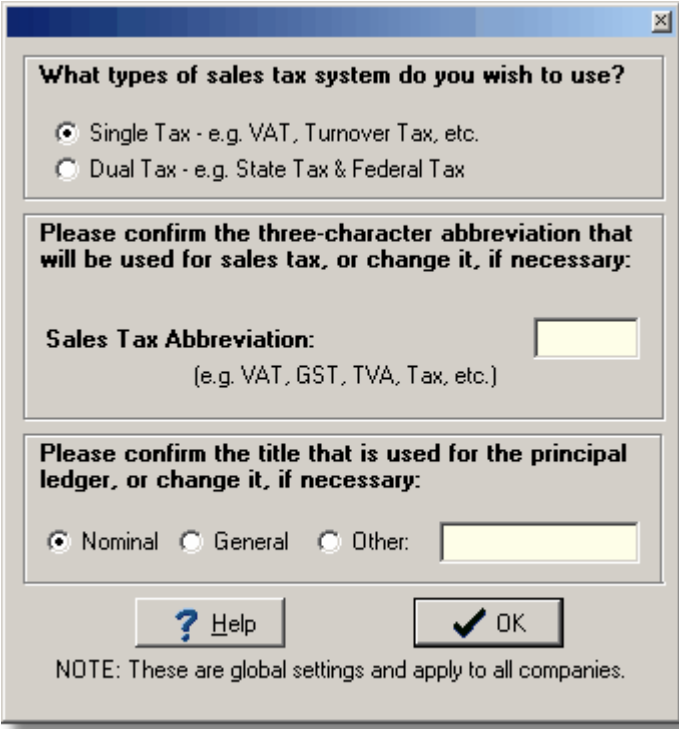
Before you can begin to use Artemis Accounts to run your business, some essential information, such as currency, VAT rates, etc., needs to be provided. This section details the general steps required to set up and configure the system before entering business transactions.

Starting Artemis

In order to perform the set-up activities outlined in this section, the Artemis Accounts application must be started. To start Artemis Accounts from the Windows Program Manager double-click on the icon which was created during the installation process. For Windows 95/98, click the Artemis Accounts II item in the Programs section of the Start menu. The initial Artemis registration screen will then be displayed.

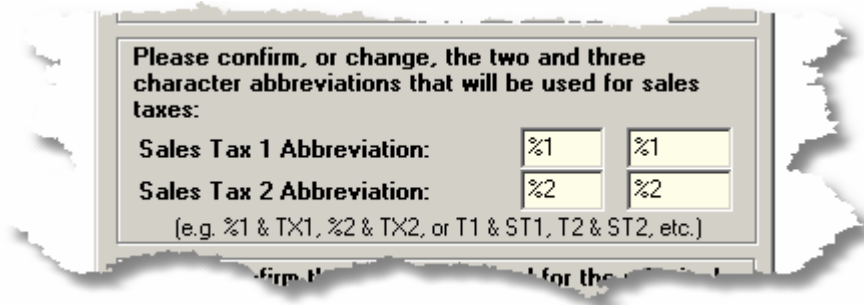
If you have already received your personalised "unlock" code, you can click the Register button to proceed to the Registration Details screen and complete the registration. Otherwise, you should click the OK button to clear this screen. The system can be used for a maximum of 30 days as an unregistered product.

If this is the first time you have started Artemis Accounts, the following panel will be displayed to allow you to specify the abbreviation that you want to use for the sales tax, the title that you use to describe the main ledger of your accounts, and the term that you use for products and components. This panel will only be shown once and, if you need to change this setting later, the Artemis.ini file must be edited.

A screenshot of a Windows-style dialog box titled "What types of sales tax system do you wish to use?". The dialog has a blue title bar with a close button. It contains three sections. The first section has two radio buttons: "Single Tax - e.g. VAT, Turnover Tax, etc." (selected) and "Dual Tax - e.g. State Tax & Federal Tax". The second section is titled "Please confirm the three-character abbreviation that will be used for sales tax, or change it, if necessary:" and contains a label "Sales Tax Abbreviation:" followed by a text input field and the text "(e.g. VAT, GST, TVA, Tax, etc.)". The third section is titled "Please confirm the title that is used for the principal ledger, or change it, if necessary:" and contains three radio buttons: "Nominal" (selected), "General", and "Other:", followed by a text input field. At the bottom, there are two buttons: "? Help" and "✓ OK". Below the buttons is a note: "NOTE: These are global settings and apply to all companies."

- Note that Sales Tax is described as VAT throughout this help system. Also, where images of screens are used for illustration, the relevant field will be labelled "VAT....". Whenever you see the VAT abbreviation, think "Sales Tax...." or whatever abbreviation you use in your country.
- Similarly, the title Nominal is widely used to describe the principal ledger in the accounts. Again, when you see fields labelled "Nominal....", think "General...." or whatever title you use for the main ledger.

If a Dual Tax system is chosen the second panel will change to allow two and three character abbreviations to be entered for each of the two sales taxes, as shown below.



The Tip of the day panel is then displayed. Click the close button to clear this panel.

The User Logon dialog will then be displayed to allow the User Identification Code and Password to be entered. These two fields are initially set to MASTER and should be changed to a more meaningful and secure USER ID and PASSWORD using the MAINTAIN USER ACCESS function in the **SYSTEM** menu.

Type **MASTER** in both fields, using the **<Tab>** key to move between fields, and click the **OK** button to logon to the system.

2.1.1. System Setup

Before you can begin to use Artemis Accounts to run your business, some essential information needs to be provided. This includes details such as currency, the VAT rates which you wish to use, customer details, invoice numbers, etc. The majority of the transactions needed to enter this information into Artemis are contained in the System Menu. The specific details of these transactions are covered in later sections. This section details the general steps required to set up and configure the system before entering business transactions.

Set-up Sequence

The steps which must be followed in configuring your system are as follows:

- ☒ Set up the currency conversion table.
- ☒ Set the base currencies for the system.
- ☒ Set up or modify the Chart of Accounts.
- ☒ Set beginning balances for the Nominal accounts.

- ☒ Verify or modify the Control Accounts table.
- ☒ Set up the VAT rate table.
- ☒ Set up the company details.
- ☒ Set beginning Document Numbers for invoices, etc.
- ☒ Enter Customer Account details and beginning balances.
- ☒ Enter Supplier Account details and beginning balances.
- ☒ Enter Bank Account details and opening balances.
- ☒ Enter Cash Account details and opening balances.
- ☒ Enter Item Numbers/Service Codes for products & services.
- ☒ Configure quotations, invoices, statements and credit notes.
- ☒ Configure document and mail settings for Electronic Invoicing

Once you have completed the configuration activities you are ready to start using Artemis Accounts to manage your business!

2.1.2. Standard Chart of Accounts

The initial installation process creates a Chart of Accounts which can be used as is, or modified to reflect your business requirements. The Nominal Accounts Maintenance function is used to add, delete, and edit this basic account structure. The accounts which make up this standard Chart of Accounts are as follows:

Current Assets

Account	Description	Type
100000	Bank Account #1	Asset
100100	Bank Account #2	Asset
100500	Petty Cash	Asset
100600	Cash in Hand	Asset
110000	Investment Account #1	Asset
110100	Investment Account #2	Asset
120000	Trade Debtors	Asset
120100	Other Debtors	Asset
120900	Provision for Bad Debts	Asset
130000	Stock in Trade	Asset
140000	Prepaid Expenses	Asset
140100	Other Current Assets	Asset
149999	Total Current Assets	Total

Fixed Assets

Account	Description	Type
150000	Furniture & Fittings	Asset
150100	Computers & Equipment	Asset
150200	Motor Vehicles	Asset
150300	Land & Buildings	Asset
150400	Leasehold Improvements	Asset
160000	Acc. Dep. - Furniture etc.	Asset
160100	Acc. Dep. - Computers & Eq.	Asset
160200	Acc. Dep. - Motors	Asset
160300	Acc. Dep. - Land & Building	Asset
160400	Acc. Dep. - Lease Improvem'ts	Asset
170000	Other Fixed Assets	Asset
199999	Total Fixed Assets	Total

Current Liabilities

Account	Description	Type
200000	Trade Creditors	Liability
200100	Other Creditors	Liability
200200	Lease Payments due within 1 Year	Liability
210000	Sales Tax 1 Payable	Liability
210050	Sales Tax 2 Payable	Liability
210200	Employer's PRSI	Liability
210300	PAYE Deductions	Liability
220000	Accrued Expenses	Liability
220100	Accrued Wages & Salaries	Liability
230000	Other Current Liabilities	Liability
249999	Total Current Liabilities	Total

Long Term Liabilities

Account	Description	Type
250000	Lease Payments beyond 1 Year	Liability
250100	Long Term Loans	Liability
250200	Mortgages	Liability
250300	Other Long Term Liabilities	Liability
299999	Total Long Term Liabilities	Total

Capital & Owner's Equity

Account	Description	Type
300000	Retained Profit/Loss	Retained
300100	Owner's Equity	Capital

Income

Account	Description	Type
400000	Sales Income 1	Income
400100	Sales Income 2	Income
400200	Sales Income 3	Income
400300	Sales Income 4	Income
400800	Interest Income	Income
400900	Other Income	Income

Expense

Account	Description	Type
500000	Cost of Goods Sold 1	Expense
500100	Cost of Goods Sold 2	Expense
500200	Cost of Goods Sold 3	Expense
500300	Cost of Goods Sold 4	Expense
500900	Carriage In/Out	Expense
599999	Total Cost of Goods Sold	Total
600000	Corporation Tax	Expense
600100	Employer's PRSI	Expense
600200	Wages & Salaries	Expense
600300	Pension Fund Expenses	Expense
700000	Accounting & Legal Expenses	Expense
700100	Insurance Expenses	Expense
700200	Bank Charges	Expense
700300	Interest Expenses	Expense
700400	Lease Expenses	Expense
701000	Dep. Exp. - Furniture & Fittings	Expense
701100	Dep. Exp. - Computers & Equip.	Expense
701200	Dep. Exp. - Motor Vehicles	Expense
701300	Dep. Exp. - Land & Buildings	Expense
701400	Dep. Exp. - Lease Improvements	Expense
800000	Maintenance & Repairs	Expense
800100	Motor & Travel	Expense
800200	Office Supplies	Expense
800300	Advertising & Promotion	Expense
800400	Light & Heating	Expense
800500	Telephone	Expense
800600	Postage	Expense
800700	Dues & Subscriptions	Expense
800800	Bad Debt Expense	Expense
800900	Other Expenses	Expense

2.1.3. Default Nominal Accounts

The initial installation process creates a table of Control Accounts which can be used as is, or modified to reflect your business requirements. The Maintain Default Accounts function is used modify this table. The accounts which make up this standard set of Control Accounts are as follows:

Control Account	Nominal A/c No.	Nominal A/c Name	Used by
Bank Current A/c	100000	Bank Account #1	All
Cash in Hand	100600	Cash in Hand	All
General Debtors	120000	Trade Debtors	All
Stock/Inventory Assets	130000	Stock/Inventory in Trade	Stock/Inventory
General Assets	150100	Computers & Equipment	Nominal/General
Rental Assets	170000	Leasehold Improvements	Custom
Depreciation Reserves	160000	Acc. Dep. Furniture etc.	Nominal/General
Trade/Stock Creditors	200000	Trade Creditors	Purchase
General Creditors	200100	Other Creditors	Purchase
Deposit Prepayments	230000	Other Creditors	Custom
General Sales Tax 1 A/c	210000	Sales Tax Payable	All
General Sales Tax 2 A/c	210050	Sales Tax Payable	All
General Sales Income	400000	Sales Income 1	Sales
Service Sales Income	400100	Sales Income 2	Custom
Rental Income	400800	Sales Income 3	Custom
General Sales Expense	500000	Cost of Goods Sold 1	Sales
Cost of Repairs/Services	500100	Cost of Goods Sold 2	Custom
Depreciation Expense	701000	Dep. Exp. Furniture etc.	Nominal/General
Petty Cash Expenses	800900	Other Expenses	Cash

Part

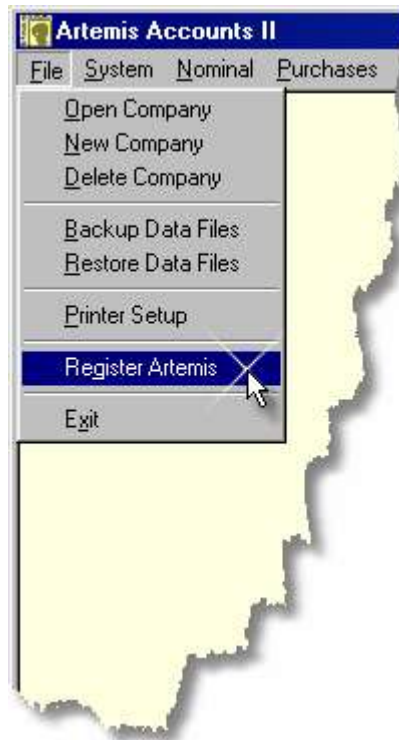
3

Using the System

3.1. The File Menu

The File menu contains functions to open, create, and delete companies within Artemis Accounts. Also included in this menu are functions to backup and restore data files, set up the default printer, and register your copy of the software.

The File menu contains the following functions which are described in the following sections.



3.1.1. Opening a Company

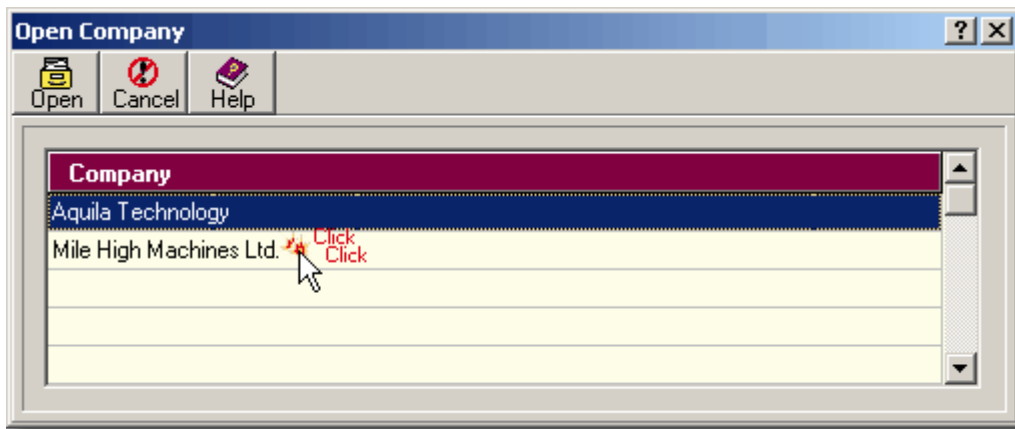
Before you can use any of the accounting features of Artemis Accounts a company database must be opened.

On startup, if the application is configured to operate in remote mode, the system sends a request to the server for a list of companies to which this user PC has access. Only those companies that can be accessed are then displayed.

If the application is configured to operate in local mode, it looks for configuration files (Dataxx.con) in the application directory. Each configuration file provides details of the local company databases which can be opened.

The list of available companies is also displayed if the **Open Company** option is selected from the **File** menu, as shown on the next page.

To open a company, simply highlight the name of the company and click the **Open** button, or double-click the name of the company.



3.1.2. Adding a New Company

Creating a new company in Artemis Accounts is easy. Simply select the **New Company** option from the **File** menu. The only information which **MUST** be entered is the company name, as this is used to identify the company when it is listed in the **Open Company** screen.

The fields on the **Create New Company** screen are as follows:

- **Company** is a required field and is used to identify the company in the **Open Company** screen. It is also copied to the **Company Name** field in the **Company Details** screen.
- The company **Address** can be entered when creating the new company and is copied to the equivalent fields in the **Company Details** screen. This information can also be entered at a later stage, if preferred.
- The company's **Phone** number can be entered when creating the new company and is copied to the equivalent field in the **Company Details** screen. This information can also be entered at a later stage, if preferred.
- The company's **Fax** number can be entered when creating the new company and is copied to the equivalent field in the **Company Details** screen. This information can also be entered at a later stage, if preferred.
- The **VAT Accounting on:** radiobuttons determine the basis on which Sales Tax is calculated when doing a Sales Tax return.
- The company's **VAT Registration No.** can be entered when creating the new company and is copied to the equivalent field in the **Company Details** screen. This information can also be entered at a later stage, if preferred.
- If the **Open company on exit** box is checked, the new company is opened automatically when this screen is closed. Otherwise, the company is created but the company which was being accessed beforehand remains open.
- The listing in the **Existing Companies** panel simply shows the companies which already exist and should be used to ensure that duplicate company names are avoided.
- The **Create** button is used to confirm the creation of the new company's datafiles. This button is only enabled when a company name is entered in the company field.
- Clicking the **Cancel** button causes this screen to be closed without creating new company data files.

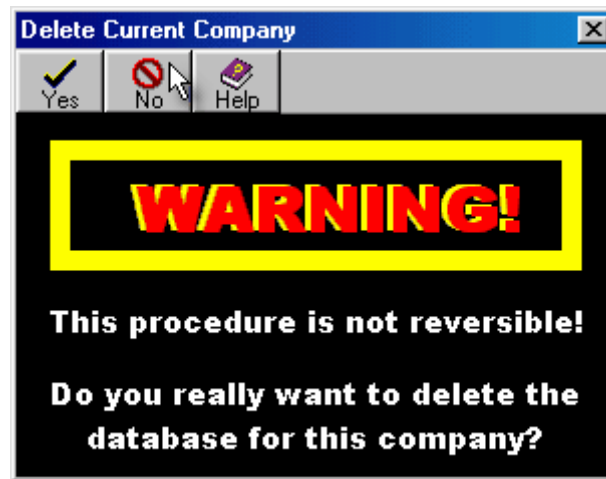
If the "Open company on exit" checkbox is checked, the newly-created company is opened when you exit this screen, allowing you to work with it immediately.

Note that the basis for Sales Tax accounting defaults to Invoiced Sales. This may be changed before creating the company on this screen, or it can be changed later on the Company Details screen.

3.1.3. Deleting a Company

This operation permanently deletes all data files for the currently-open company, and removes the folder in which the files were stored. **It is not possible to reverse this operation!** Because of this, it is advisable that considerable thought be given to the implications of this action before continuing. At the very least, a backup should be made!

On choosing this menu option, the Login Screen is displayed. Before the delete operation can proceed, a Manager's ID and password for the current company must be entered. The warning panel shown on the next page will then be displayed.



The operation can still be cancelled by pressing the **No** button. If the **Yes** button is clicked the company is permanently erased.

3.1.4. Backing Up Data Files

Accounting information is crucial to the success of a business. When this information is maintained on a computer, it is essential that the information is backed up, or archived, in a secure location. In the event of a system failure, such as a disk crash, the information is then available to be restored to the repaired computer, or to a replacement system.

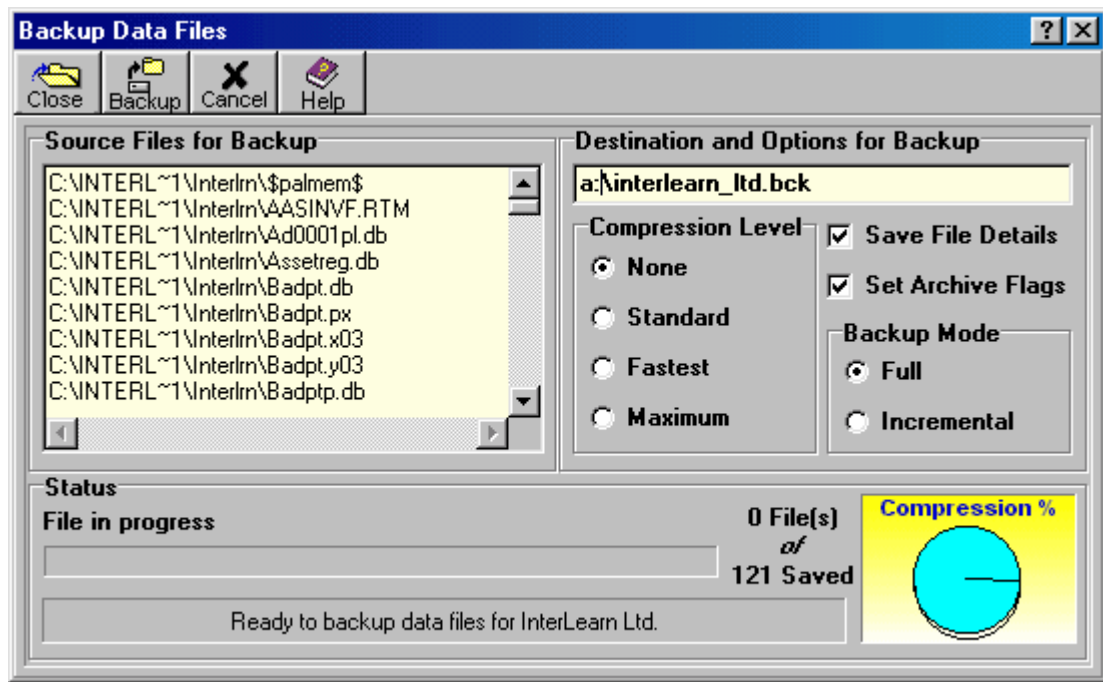
Prudent management of business data suggests that a backup should be carried out at least once per week, or once per day if a large amount of transactions are processed on a daily basis. The backup function is very fast and can also be used to take a "snapshot" of the accounts, allowing you to "roll back" the accounts to a previous point in the day or week.

In a multi-user system the backing up of the database(s) is typically the responsibility of the Database Administrator and is carried out using a utility on the server. This function is only provided to maintain compatibility with the single-user version of Artemis Accounts and allow local backups to be made. It should only be used by persons with an understanding of the overall structure of a networked system.

To backup the data files for the company that is currently open, select the **Backup Data Files** option from the **File** menu. This will cause the screen shown on the following page to be displayed.

- The **Source Files for Backup** panel shows the files which have been selected for backup for the currently open company. File path information is stored in the backup file in order to allow a subsequent restore to be automatically made to the same directory.
- The **Destination** field is used to specify a disk drive, directory, and backup file name. It is initially assumed that the backup is to the A: floppy drive and the backup archive is given a filename derived from the company name. The destination and filename can be changed but the file extension - .bck - must be left unchanged. If the backup is being done to a floppy disk, the blank disk MUST be inserted before starting the backup operation.

- The **Compression Level** radiobuttons are used to choose the type of file compression to use, if any. Using compression results in a smaller backup file size and requires less disks. Compression is recommended because of this. However, a corrupted compressed file is almost impossible to repair!
- If the **Save File Details** box is checked, the backup file stores details of all the files in the backup. This is used by the restore function to allow a preview of the archive before deciding to proceed with a restore.
- If the **Set Archive Flags** box is checked, the file is "marked" as having been backed up. This is used with incremental backups to ensure that only those files which have changed since the last backup are included in a subsequent backup. This has no effect if the backup mode is "Full".
- When **Full** backup mode is selected, all files are included in the backup, whereas, when **Incremental** mode is chosen, only those files which have changed since the last backup are saved.
- The bottom part of the display shows the name of the file which is currently being backed up and the number of files remaining to be backed up. The gauge displays the percentage completion and time remaining for the backup operation. The pie chart shows the degree of compression achieved. The light blue section shows the percentage by which the files have been compressed and the dark blue section shows the final backup file size as a percentage of the original size. If no compression has been selected this diagram is meaningless.



To backup data files simply insert a blank disk in the A: floppy drive and click the **Backup** button. If more than one disk is required, the system will prompt for additional disks. On networked systems, it is less time-consuming and convenient to backup to a server. This can be done by specifying the path to the server in the Destination edit box.

Some features of the backup can be customised:

1. File compression can be turned off or, if compression is used, it can be set to normal, fast, or maximum compression. The difference is not significant in many cases.
2. File details can be stored in the backup archive and this is recommended as it is useful information to have when doing a restore.

3. The Archive flag can be set on all files which are being backed up. This "marks" the file as backed up and, if incremental backups are being performed, it will not be included in future backups unless it has been modified.
4. Incremental backups can be chosen, which only back up files which have been modified since the last backup. This saves time and space but it can be a real pain recovering a database which has been backed up in this manner. Typically, users of incremental backups perform a full backup once a week and perform incremental backups daily. Note that to restore a database the last full backup would have to be restored and then each incremental backup since then would have to be restored "on top" of the recovered files. There are basically two situations where incremental backups make sense:
 - The large size of the database makes daily full backups too time-consuming.
 - A weekly full backup provides adequate protection and daily activity is small.

3.1.5. Restoring Data Files

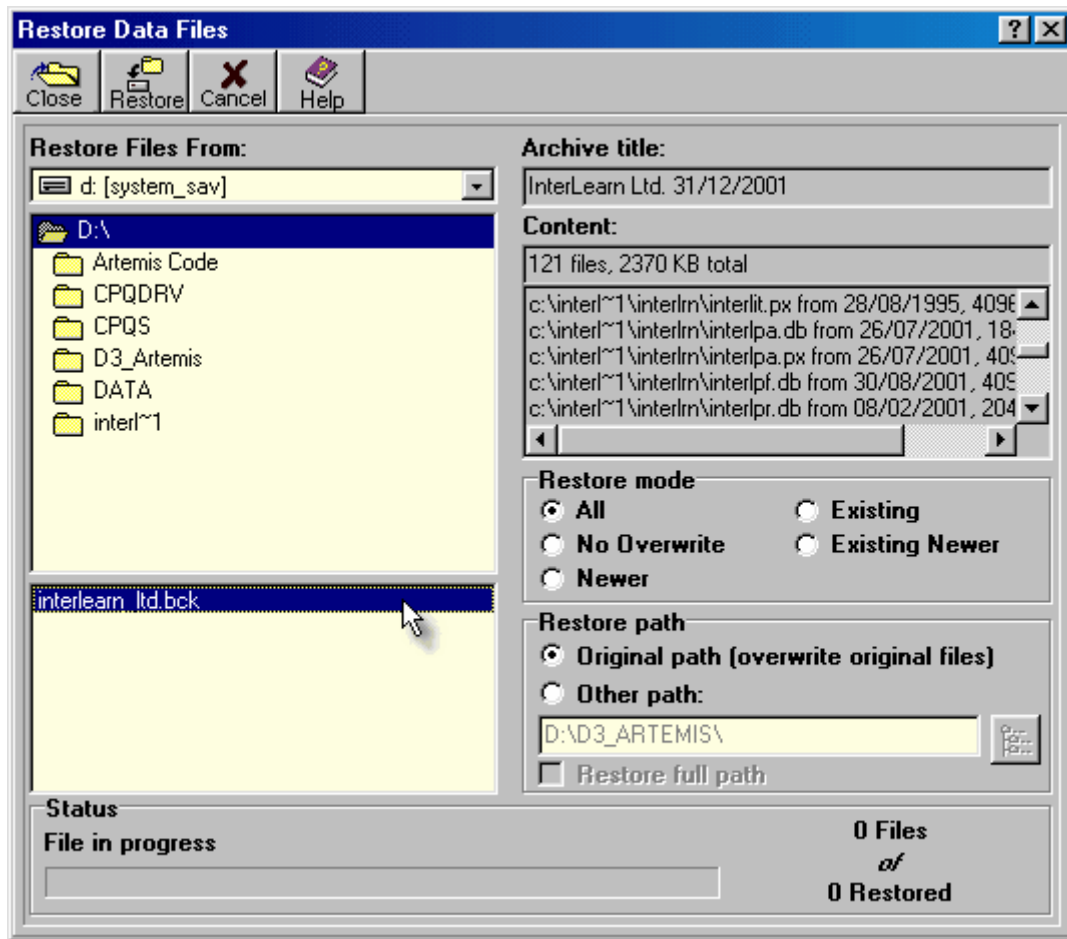
All computer-based systems fail at some point. It may be as a result of human error, power interruptions, natural disaster, or simply because they have reached the end of their useful life. Whatever the reason, it will be necessary to restore data to a functional system.

If backups have been carried out regularly, recovering business data is a relatively simple task. The Restore function in Artemis Accounts is designed to recover the necessary data files when required.

In a multi-user system the restoration of the database(s) is typically the responsibility of the Database Administrator and is carried out using a utility on the server. This function is only provided to maintain compatibility with the single-user version of Artemis Accounts and allow local backups to be restored. It should only be used by persons with an understanding of the overall structure of a networked system.

To access this function select the **Restore Data Files** option from the **File** menu. This will cause the screen shown on the following page to be displayed.

- The **Restore Files From** field and the panel below it are used to specify the disk drive and folder which contains the archive which is to be restored.
- The panel below these shows the archives which are available. By selecting an archive, the title and contents are displayed in the relevant fields, provided that this information has been saved.
- The **Archive Title** is automatically generated from the company name and the date on which it was backed up.
- The **Content** field and the panel below it show summary information about the content of the archive and a list of the files stored in the archive, provided file details were saved as part of the backup process.
- The **Restore Mode** radiobuttons determine what should be restored from the archive. See below for further details of the options available.
- If the **Original Path** option is chosen, the files are restored to the directory from which they were originally backed up.
- If the **Other Path** option is chosen, the files are restored to a directory chosen by the user and the field and lookup button are used to select the directory into which the files are to be restored.
- If files are being restored to a new directory, the **Restore Full Path** checkbox allows the original directory structure to be replicated within the new directory.
- The bottom part of the display shows the name of the file which is currently being restored and the number of files remaining to be restored. The gauge displays the percentage completion and time remaining for the restore operation.



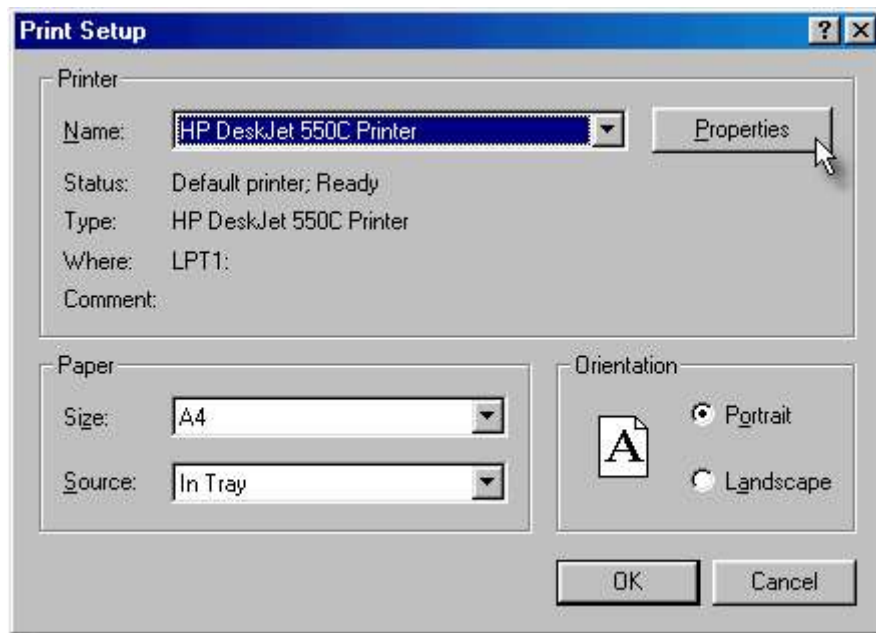
To restore data files for a company:

1. Select the disk drive which contains the backup archive in the **Restore Files From** field. If you are restoring from a removable drive and there is more than one disk in the backup set, the system will prompt for each disk as required.
 2. If necessary, choose the folder which contains the required archive in the directory listbox displayed on the centre left-hand side of the screen. A list of available backup archives is then displayed in the list box below this.
 3. **Click** the relevant archive to verify the contents. If file details were saved with the backup, the **Archive Title** field and **Content** field and list box will show these details.
 4. If required, choose the restore mode by **clicking** the relevant radiobutton in the **Restore Mode** panel. The choices available are:
 - All** - Restore all files in the archive.
 - No Overwrite** - Only restore files which don't exist in the target directory.
 - Newer** - Only restore files which are newer than those in the target directory.
 - Existing** - Only restore files which already exist in the target directory.
 - Existing Newer** - Only restore files which already exist and are newer than those in the target directory.
- In most cases, there will be no need to alter this setting and all files will be restored.

5. The most common restore operation will be to restore the files to the directory from which they were originally backed up. In such cases, the **Restore Path** should be left as is, i.e. the **Original Path** radiobutton should be set.
Setting the **Other Path** radiobutton enables the field, lookup button, and checkbox below this, allowing an alternative path to be specified. If the **Restore full path** checkbox is checked, the original directory structure saved with the backup will be reconstructed within the newly specified directory. This feature can be used to verify the integrity of a backup archive.
6. **Click the Restore button** to start the restore process. The status panel at the bottom will then show the progress of the restore operation.

3.1.6. Setting Up the Printer

Choosing the **Printer Setup** function from the **File** menu causes the **Print Setup** dialog to be displayed, as shown below. This dialog, which can vary somewhat from one Windows version to another, allows the current printer settings to be changed.




- The **Name** field initially displays the default printer which, if unchanged, will be used for subsequent printing operations. An alternate printer can be selected from the list of available printers which is displayed by clicking the drop-down button in the input box.
- Clicking the **Properties** button causes the setup options for the selected printer to be displayed and edited. These options are printer-specific.
- Selecting the **Size** option in the **Paper** panel allows the paper size to be selected from a drop-down listing.
- Selecting the **Source** option in the **Paper** panel allows an alternate paper source to be specified from a drop-down listing, if your printer has more than one paper tray.
- Clicking the radio buttons in the **Orientation** panel causes the printer to change from normal printing to sideways printing and vice versa.

- Clicking the **OK** button causes the displayed printer settings to be used for subsequent printing operations.
- Clicking the **Cancel** button causes the Print Setup dialog to be closed without making any changes.

3.1.7. Registering your copy of Artemis Accounts

When you receive your "unlock" code for Artemis Accounts you can register your copy of the software by entering your registration details. The entry screen for this procedure may be accessed by clicking the **Register** button on the initial warning screen or by selecting the **Register Artemis** entry in the **File** menu.

This will cause the following screen to be displayed.



The image shows a Windows-style dialog box titled "Product Registration" for "Artemis Accounts II by Aquila Technology". On the left is a vertical banner with the text "Artemis Accounts II", a portrait of a man, and "Business Solutions from Aquila Technology". The main area contains registration instructions: "To register, send a cheque or money order for €125 with your name, company name, address, and serial no. to: Aquila Technology, 49 Tur Uisce, Merlin Park, Galway, Ireland. Email: info@aquilatechnology.com". It also states: "We will then send you support information and the password which you need to register this product." and provides the serial number: "Your serial number is: AGE02404DAE093F74C1S". At the bottom are three input fields labeled "Name:", "Company:", and "Password:". Below these are three buttons: "? Help", "✓ Register", and "✗ Exit".

- The name entered in the **Name** field will be displayed as the registered user in the About box when the program is registered.
- The name entered in the **Company** field will be displayed in the About box once the software is successfully registered.
- This **Password** field is used to enter the password which is supplied by Aquila Technology in order to "unlock" the software. The password must be entered exactly as supplied.
- When the **Register** button is clicked, the system will validate the password and "unlock" the software if the correct password is entered.

To complete the registration process:

1. Enter your name in the **Name:** field and press **<Tab>**.
2. Enter your company, or trading name in the **Company:** field and press **<Tab>**.
3. Enter the "unlock" code, exactly as supplied, in the **Password:** field.
4. Click the **Register** button.

A confirmation screen will then be displayed indicating that your registration has been successful. If you do not receive a confirmation that the registration has been successful, it could be for one of the following reasons:

Wrong Password.

An attempt to register Artemis Accounts may result in a message stating that the registration process failed because the password was not valid. This simply means that you have entered the password incorrectly, or you have received the wrong password for your system. If you are sure that you are entering the password exactly as supplied, the probable cause of the problem is that the password is not valid for your installation. This may happen for two reasons:

1. The registration password is unique to the computer on which the software is installed. If the software is moved to another computer, you must apply for a new registration password.
2. The serial number of the installation was not correctly specified when the registration details were supplied to Aquila Technology.

Exceeded Maximum Registration Attempts.

If more than five attempts are made to register Artemis Accounts using an invalid password, the software is automatically disabled. The only solution to this problem is to re-install the application.

Evaluation Period Expired.

If the product has not been registered after 30 days have elapsed from the date of initial use of Artemis Accounts, access to the application will be denied. The product may still be registered and, on registering, full access will be restored.

Bad System Date.

If the product has not yet been registered, re-setting the system date or time to an earlier date/time will prevent the application from starting. Reversing the changes to the system clock will enable the system once more.

Corrupted Program.

Any attempt to overcome the registration features of Artemis Accounts by editing the executable code of the program will result in the corruption of the program. This may also happen if the program has been damaged due to a system/disk failure or virus infection.

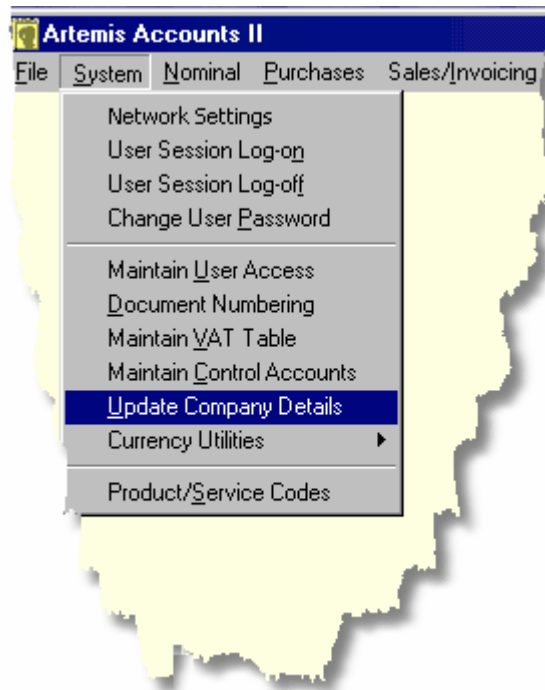
3.2. The System Module

3.2.1. The System Menu

The System menu contains functions to control user access to the system, setup basic system information, and product and service code maintenance routines.

The System menu contains the following entries. The first two entries, which are fairly basic functions, are explained below. The remainder of the entries in this menu are detailed in the following sections.

- Selecting the **User Session Log-on** menu choice causes the User Logon panel to be displayed, allowing the user to log on with a new access level, or to reactivate the system after logging off.
- Selecting the **User Session Log-off** menu choice causes the current user to be logged-off from the system. The main accounting transactions are also disabled. In order to restore access to the accounting functions the **User Session Log-on** function must be used.



Clicking the **Currency Utilities** menu item causes the following sub-menu to be displayed:

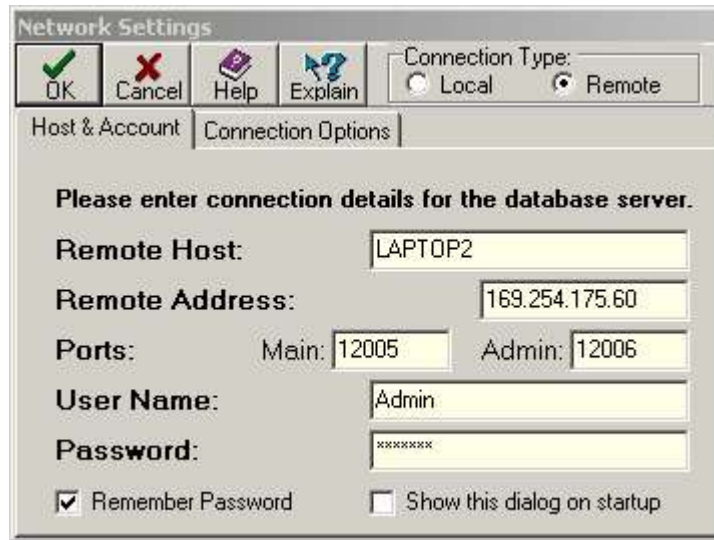


3.2.2. Network Settings

Before Artemis Accounts can open a company, it must know where to find the company files and, if configured to operate in client/server mode, how to communicate with the server that contains the company databases. To do this, the server name, or IP address, connection ports, and encryption password are needed. Once communication is established with the server, a user name and password are required before a list of available companies can be displayed. These details are normally entered when Artemis Accounts is first installed on a user's PC, but may need to be changed because of network configuration changes or as part of a security policy. The Network Settings dialog is used to enter and store these details.

In a single user or peer-to-peer installation, the server may be by-passed and Artemis can communicate directly with the company data files. This makes the application faster because it eliminates the "latency" associated with passing all requests through a separate server application.

To access this function choose the **Network Settings** function from the **System** menu. This will cause the following screen to be displayed.

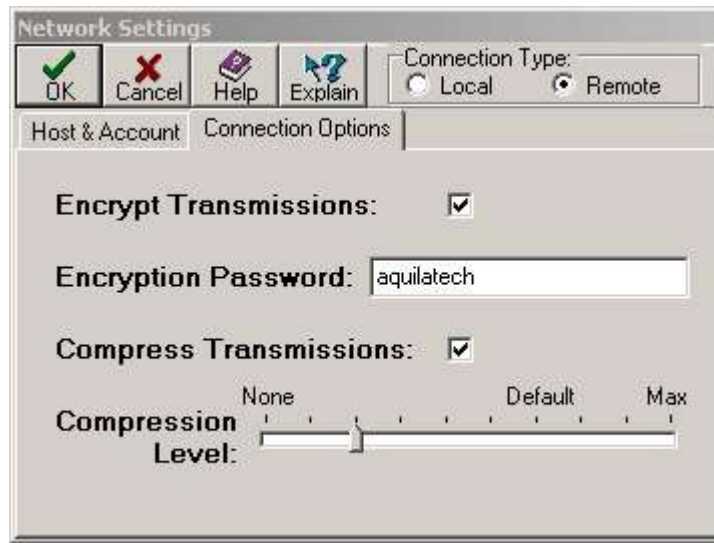


- The **Connection Type** radiobuttons are used to specify whether the application should run in Local mode or Client/Server mode.
- The **Remote Host** field is used to specify the host name for a database server that you wish to connect to. The host name and the IP address are mutually-exclusive and you only need to specify one or the other.
- The **Remote Address** field is used to specify the IP address for a database server that you wish to connect to. The host name and the IP address are mutually-exclusive and you only need to specify one or the other.
- The first **Ports** field is used to specify the main port for a database server that you wish to connect to. The default main port for a database server is 12005.
- The second **Ports** field is used to specify the administration port for a database server that you wish to connect to. The default administration port for a database server is 12006.
- The **User Name** field is used to specify the user name for this client PC, as set up on the server.
- The **Password** field is used to specify the user's password for this client PC, as set up on the server.
- When the **Remember Password** checkbox is checked, the user's password is saved on the client PC and is automatically used for future logins.

- When the **Show this dialog on startup** checkbox is checked, the Network settings dialog is shown on startup to allow the user to switch to a different server or user account.

To configure the network settings for remote (client/server) access:

1. Select **Remote** in the Connection Type radiobutton control.
2. Enter the network name of the server PC in the Remote Host field and press **<Tab>**. Omit any leading or trailing backslash characters.
3. The IP Address of the server PC will then be shown in the Remote Address field and the cursor will move to the Main port field.
4. Alternatively, the IP Address can be entered in the Remote Address field, followed by **<Tab>**. The network name of the server PC will then be shown in the Remote Host field and the cursor will move to the Main port field.
5. Enter the number of the port on the server that is used for normal data connections and press **<Tab>**.
6. Enter the number of the administration port in the Admin port field and press **<Tab>**.
7. Enter the name of this user, as set up on the server, in the User Name field and press **<Tab>**.
8. Enter the password, as set up on the server, in the Password field.
9. If desired, the **Remember Password** box can be checked. This will allow the user to access a list of available companies without having to login to the server. Otherwise the user will have to provide a password each time Artemis Accounts is started before being presented with a list of available companies.
10. If the **Show this dialog on startup** box is checked, this screen will be shown each time Artemis Accounts is started.
11. If the encryption Password has been changed on the server, this will also have to be changed on the Connection Options page of this dialog, which is shown below.



- When the **Encrypt Transmissions** checkbox is checked, all normal data connections are encrypted (recommended).
- The **Encryption Password** field is used to specify the password that is used to encrypt communications between the server and Artemis Accounts client applications.
- When the **Compress Transmissions** checkbox is checked, all communications with the server are compressed to reduce network traffic.
- The **Compression Level** slider control is used to specify the level of compression to use for all communications between the remote session and a database server.

To configure the network settings for local (non-client/server) access:

1. Select **Local** in the Connection Type radiobutton control.
2. If necessary, create a connection file (DataXX.con) in the application directory. A connection file is a plain text file with the following information:

Line 1: File path to the company files
(e.g. C:\Program Files\Aquila Technology\Artemis Accounts II CS\Data3
Line 2: The common part of the file names of the company files (e.g. Data3)
Line3: The name of the company (e.g. Mile High Machines Ltd.)

When a new company is created in local access mode, the connection file is created automatically.

Note: After you have configured the network settings Artemis Accounts must be re-started before the revised network settings take effect.

If you are installing the single user version of Artemis, the following settings are recommended:

Remote Host: LocalHost
Remote Address: 127.0.0.1

Obviously, the Connection Type should be set to Local.

3.2.3. Change User Password

Selecting the **Change User Password** menu choice causes the Change Password panel to be displayed, as shown below.



To change your password:

1. Enter the current password in the OLD PASSWORD field and press **<Tab>**.
2. Enter the new password in the NEW PASSWORD field and click the **OK** button.

3.2.4. Controlling User Access

Access to the functions of Artemis Accounts is password controlled. Each user must be provided with a User ID Code and a Password which provides access to a specified set of transaction, inquiry and report screens. The functionality available to a user is determined by the functions and reports that are enabled when the user access record is added or modified.

The **Maintain User Access** function which allows you to add, delete and modify user access records, can be found in the **System** menu. This function may also be activated by clicking the **Users** image on the **Administration** Cue Card. This will cause the following screen to be displayed.

- The Employee ID Code is a six-character alphanumeric code used to uniquely identify each potential user of the system.
- The Name field is currently used to identify the owner of a particular Employee ID only.
- The Password field can contain a maximum of six alphanumeric characters.
- The folder tabs represent the modules of Artemis Accounts and allow access to be controlled by module. The Custom tab shows the functions in a custom module if an add-in is installed. (This only applies to bpl-type add-ins and only controls access to one add-in)

- Setting a checkmark enables access to a function or group of reports. Clearing a checkmark disables the function or report menu.
- All functions and reports in a module can be enabled in a single step by clicking this **Set All** button.
- All functions and reports in a module can be disabled in a single step by clicking this **Clear All** button.

Adding a User Access Record.

To add a new user access record:

1. Click the **Add** button.
2. Enter the alphanumeric user code for the new user in the **Employee ID** field and press **<Tab>**.
3. Enter the user's full name in the **Employee Name** field and press **<Tab>**.
4. Enter the user's password in the **Password** field and press **<Tab>**.
5. Set and clear the checkboxes for each module of Artemis to enable or disable access. The **Set All** and **Clear All** buttons can be used to enable or disable access completely for each module.
6. If you want the user to have access to a function, and want any cost information to be hidden, the **View Cost Information on inquiry screens** checkbox should be cleared. This will automatically cause all checkboxes for Reports and a number of specific functions to be cleared.
7. Click the **Save** button to save the record, or, to exit without adding the record, click the **Close** button, or move to another record.

Modifying a User Access Record.

To modify an existing user access record:

1. Use the navigation buttons to display the user access record that is to be edited.
2. Click the **Edit** button. The **Employee Name** field will then be selected.
3. Enter the user's full name in the **Employee Name** field and press **<Tab>**.
4. Enter the user's password in the **Password** field and press **<Tab>**.
5. Set and clear the checkboxes for each module of Artemis to enable or disable access. The **Set All** and **Clear All** buttons can be used to enable or disable access completely for each module.
6. If you want the user to have access to a function, and want any cost information to be hidden, the **View Cost Information on inquiry screens** checkbox should be cleared. This will automatically cause all checkboxes for Reports and a number of specific functions to be cleared.
7. Click the **Save** button, or to exit without making any changes, click the **Close** button, or move to another record.

Note: The Employee ID can not be changed using this function. To re-code a user access record, it must be deleted and created again.

Deleting a User Access Record.

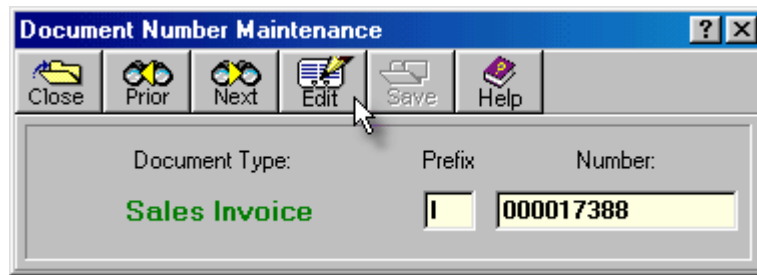
To delete a user access record:

1. Use the navigation buttons to display the user access record that is to be deleted.
2. Click the **Delete** button. The user access record will then be deleted.

3.2.5. Setting Invoice Numbers

When moving from an existing accounting system, either paper-based or computerised, to Artemis Accounts, it may be desirable to continue with the existing numbering scheme for invoices and other trading documents. In order to do this, the next number to be used for each document must be entered using the Document Number Maintenance dialog.

To access this dialog, choose the **Document Numbering** entry in the **System** menu, or click on the **Doc. Nos.** image in the **Administration** Cue Card. This will cause the Document Number Maintenance screen to be displayed, as shown below.



➤ Only the first four document types are used in the basic configuration of Artemis Accounts. These are:

1. Sales Quotation - for potential sales
2. Sales Invoice - for cash and credit sales.
3. Credit Note - for credits and returns.
4. Standing Order - for recurring sales transactions.

The remaining document types are used in custom versions of the software. These are:

5. Service Job - for product repairs/service.
 6. Deposit Agreement - for installment sales.
 7. Hire Purchase Agreement - for HP-financed sales.
- The **Prefix** field is used to allow an optional character to be used in order to distinguish different types of sales, e.g. a standard sale might have an invoice number of S00012345, while a repeating sale, or standing order, might have an invoice number of R00012345.
- The **Number** field is used to specify the next number to be used by the system when creating a sales document. The system automatically increments this number as each new quotation, invoice, or credit note is created.

To enter/modify the beginning document numbers:

1. Use the navigation buttons to display the document type to be entered or modified.
2. Click the **Edit** button.
3. Enter the single-character prefix to be used for this document type in the **Prefix** field and press **<Tab>**. If an alphabetic prefix is not desired, this field **MUST** have a numeric entry which distinguishes this document type from the other available document types.
4. Enter the next number to be used for this document type in the **Number** field.
Note: This entry must be numeric as it is automatically incremented by the system.
5. Click the **Save** button to save the new settings. To exit without changing a beginning document number, click the **Close** button or use the navigation buttons to move to another document type.

3.2.6. Maintaining the VAT Table

Artemis Accounts calculates VAT for all purchases and sales. Regardless of whether you are registered for VAT, or not, the VAT rates must be set up prior to using the system. If the item being purchased or received has a Product or Service Code, the system checks the Product/Service Code table for the appropriate VAT code. If no VAT code is found, or if the purchase or sale is for an unknown product or service the system assumes a VAT code of A. Therefore VAT Code A should be used for your most commonly used VAT rate.

Artemis Accounts can handle 10 different VAT rates. If your business is not registered for VAT, you should ensure that the first entry in the VAT Table is set to zero. VAT Code A should then be used for all purchases and sales.

To access the VAT Table, choose the **Maintain VAT Table** entry in the **System** menu, or click on the **VAT Table** image in the **Administration** Cue Card. This will cause the VAT Table Maintenance screen to be displayed, part of which is shown below.



VAT Code	Description	Rate %
A	EXEMPT	0.0
B	ZERO RATED	0.0
C	SERVICE	12.5
D	STANDARD	21.0
E	IMPORT/EXPORT	0.0

- The **VAT Code** label is used to identify the VAT category on screens, reports, invoices, etc.
- The **Description** field is used to specify a description for the VAT code. The description is used on VAT reports.
- The **Rate %** field is used to specify the percentage VAT rate to be applied when the associated VAT code is selected. To enter 25% simply type 25.

Both the VAT description and the VAT rate can be changed but the 10 VAT codes cannot be changed.

To modify the VAT table

1. Click the **Edit** button.
2. Enter a new description of the VAT code in the **Description** field, if required, and press **<Tab>**.
3. Enter the VAT percentage in the **Rate %** field required, and press **<Tab>**.
Note: The VAT percentage should be entered as a whole number rather than a decimal, e.g 12.5% is entered as 12.5 rather than 0.125.
4. Press **<Tab>** to navigate through each of the entry fields, entering/changing descriptions and rates as required.

- Click the **Save** button to save the new settings. To exit without changing the VAT table, click the **Close** button.

It is recommended that VAT codes R and S are used for purchases which are consumed within the business. The remaining 8 codes should be used for service sales and for product purchases and sales.

3.2.7. Setting Default Nominal Accounts

Control Accounts are Nominal accounts which are automatically updated by the system as a result of specific transactions. For example, if a customer receives a product, or service, on credit terms, the sales is recorded and the customer's account is updated to show the amount outstanding. However, because the amount of money owed to the business as a whole, or the Debtors balance, has increased, a control account is also updated when the transaction is posted to the Nominal Ledger. In this case, the control account may be called Trade Debtors, or some similar term. This allows the total amount owed to be checked, and reported, in a single step.

After initial installation of Artemis Accounts a table of Control Accounts is created which is based on the Chart of Accounts generated as part of the installation process. If you have altered the standard account structure, the table of Control Accounts must be modified to reflect these changes. A listing of the initial control account table is given in Section 2.1.3.

To modify the nominal ledger control accounts, select the **Maintain Control Accounts** function from the **System** Menu, or click the **Default Acs** image on the **Administration** Cue Card. This will cause the Maintain Default Account dialog to be displayed, as shown below.

Default Account	Acct Type	Account Number	Default Account
Cash in Hand	Asset	118090	Deposit Prepayments
Bank Current A/C	Asset	118090	General VAT Account
General Debtors	Asset	177900	General Sales Income
Stock Assets	Asset	176000	Service Sales Income
General Assets	Asset	169601	Rental Income
Rental Assets	Asset	178000	General Sales Expens
Depreciation Reserves	Asset	178000	Cost of Repairs/Service
Trade In Assets	Asset	178000	Depreciation Expense
General Creditors	Liability	282700	Petty Cash Expenses
Trade/Stock Creditors	Liability	282700	

- The **Default Account** labels provide a description of the control account. This gives some indication of the circumstances when the account will be used by default.
- The **Acct Type** column indicates the type of account which must be specified for the accompanying entry field.
- The nominal account number of the required account must be entered in the **Account Number** field. A listing of accounts can be displayed by clicking the lookup button at the bottom of the screen.

To modify the current settings in the table of Control Accounts:

1. Click the **Edit** button.
 2. Enter the appropriate nominal account number in the **Account Number** field.
- OR**
- Click the **Account Lookup** button and select the appropriate account from the drop-down listing.
 3. Press **<Tab>** to navigate through each of the entry fields, entering/changing accounts as required.
 4. Click the **Save** button to save the new settings. To exit without changing the Control Accounts table, click the **Close** button.

3.2.8. Maintaining Company Details

This function, while operational, has no purpose in version 2.6. It may be used in a future release. The entry of company details is now achieved through the Document Design function in the Sales Module.

To access this dialog, choose the **Update Company Details** entry in the **System** menu, or click on the **Co. Info** image in the **Administration** Cue Card. This will cause the Company Details screen to be displayed, as shown below.

Company Details

Close Edit Save Help

Company Name: Splendid Product Co.

Address: 1 Ideal Drive
Perfect Industrial Estate
Utopia

Phone: 987 6543210

Fax: 987 6543211

VAT Registration No: EU983-2876

VAT Accounting:
☒ Sales Invoices
☐ Cash Receipts

To enter/modify the company details:

1. Click the **Edit** button.
2. Enter a company name, as it should appear on invoices, statements, etc., in the **Company Name** field and press **<Tab>**.

3. Enter a company address, as it should appear on invoices, statements, etc., in the **Address** fields and press **<Tab>** to move to the next field.
4. Enter a company phone number, as it should appear on invoices, statements, etc., in the **Phone** field and press **<Tab>** to move to the next field.
5. Enter a company fax number, as it should appear on invoices, statements, etc., in the **Fax** field and press **<Tab>** to move to the next field.
6. Enter a company's VAT Registration Number, as it should appear on invoices, statements, etc., in the **VAT Registration** field.
7. If pre-printed stationery is being used, clear the check mark in the **Pre-printed Forms** checkbox by clicking on it. Otherwise leave it checked.
8. Click the **Save** button to save the new settings. To exit without changing the company details, click the **Close** button.

3.2.9. Foreign Currency Management

Artemis Accounts has been designed as a multi-currency system with "dual-base currencies". This means that a transaction can be entered in any currency and viewed in that currency, or two other currencies of your choice. This can be useful when a significant proportion of foreign currency trading is conducted in one other currency. For example, a company in Cyprus may have extensive trade with companies in Greece. In this case, the Home Currency would be set to the Cyprus Pound and the Reference Currency would be set to Euro.

This effectively means that any currency which can be converted to Euro can be used by the system. To meet the requirements of the EU rules on currency conversion, all currencies are converted to Euro first, before converting to a target currency. However, it is possible to set the Reference Currency to any currency of your choice, such as U.S. Dollars in a case where most foreign trade is conducted in dollars.

Three functions are used as the basis of the currency management process:

- ◆ Setting Conversion Rates.
- ◆ Choosing the Base Currencies.
- ◆ Setting the Working Currency.
- ◆ Entering Foreign Exchange Adjustments

The first of these four functions allows the user to enter a currency and show the relationship between that currency and the Reference Currency. Once the relationship between any currency and the Reference Currency is known, conversion from one currency to another is achieved by converting the source currency to the Reference Currency and then converting the result to the target currency. This process is called "Triangulation".

The second function is used to specify the Home Currency and the Reference Currency into which all foreign currency transactions are to be converted in order to generate reports. (All reports and transactions can be viewed in either currency).

The third function is used to inform the system that a specific currency (Home or Reference) should be used automatically, unless the user over-rides this feature. The currency specified by this transaction will be selected for reports and transactions unless the user specifies another currency.

The last function is used to make adjustments to various accounts in order to correct the account balances when the exchange rates are changed.

3.2.9.1. Maintaining Foreign Currency Rates

Foreign, and Home, currency details are maintained in the Currency Conversion Table. This table is used to store details of all foreign currencies regardless of their status. In effect, Artemis treats all currencies, including the Home currency, as foreign and assumes that the Reference Currency is the central currency in the system. Despite this, any currency can be chosen as the home currency.

To maintain details of foreign currencies, select the **Maintain Currency Table** function from the **Currency Utilities** sub-menu in the **System Menu**. This will cause the Currency Conversion Table dialog to be displayed, as shown on below.

Code	Symbol	Currency	Conversion Rate	No. of EUR Per	Fixed
EUR	€	Euro	1	1	<input type="checkbox"/>
GBP	£	Pound Sterling	0.632301	1.58152525458603	<input type="checkbox"/>
USD	\$	U.S. Dollar	0.955201	1.0469000765284	<input type="checkbox"/>

Recalculate currency conversions when editing transactions?

☐ No ☒ Yes (This applies to the principal Nominal, Purchase, Sales and Bank/Cashbook transactions.)

- The **Code** column is used to hold the ISO code for the currency being added or displayed.
- The single-character symbol which is to be used on screens and reports to denote the currency is entered and displayed in the **Symbol** column.
- The **Currency** column is used to hold a description of the currency.
- The **Conversion Rate** column is used to specify the number of units of the currency which equates to 1 unit of the Reference currency. This should be entered with a precision of six significant digits, i.e. 0.123456 or 123.456, etc.
- The **No. of EUR Per** column shows the number of units of the Reference currency that equals one unit of the selected currency. In effect, it is the inverse of the previous column.
- The checkboxes in the **Fixed** column indicate the status of the currency. When a checkmark is displayed, it indicates that this is a "legacy" currency, i.e. it has been replaced by the Euro. Legacy currencies are included in the table to allow transactions entered prior to 2002 to be converted to the Home or Euro currencies. Only the currency symbol of a legacy currency can be edited.
- The **Show Euro Members** checkbox is used to show or hide legacy (obsolete) currencies in the grid.
- If the **Recalculate currency conversions when editing transactions?** control is set to **YES**, the current exchange rates will be applied when a transaction is edited. If it is set to **NO**, the exchange rates used when a transaction was originally entered will be used.

Adding a Currency Record.

To add a new currency record:

1. Click the **Add** button.
2. Enter the alphabetic ISO currency code for the currency in the **Code** column and press **<Tab>**.
3. Enter the character which should be used to denote this currency in reports, inquiries, and transactions in the **Symbol** column and press **<Tab>**.
4. Enter a description for the currency in the **Currency** column and press **<Tab>**.
5. Enter the number of units of the currency which equals one unit of the Reference Currency in the **Conversion Rate** column and click the **Save** button, or move to another record, to add the record.
OR
6. Enter the number of units of the Reference Currency which equals one unit of the currency being added in the **No. of EUR Per** column and click the **Save** button, or move to another record, to add the record.
Note the title of this column will depend on which currency has been selected as the Reference Currency
7. To exit without adding the record, click the **Cancel** button, or press the **<Esc>** key.

After adding a new currency record the Currency Table is re-sorted and the new record is displayed in alphabetical order.

Modifying a Currency Record.

To modify an existing currency record:

1. Use the arrow keys or the mouse to select the record that is to be edited.
2. Click the **Edit** button.
3. Enter the new details in the relevant field(s) and press **<Enter>**.
4. Press **<Tab>** or use the mouse or the arrow keys to move between fields
5. Click the **Save** button, or move to another record, to update the record. To exit without changing the record, click the **Cancel** button, or press the **<Esc>** key.

Note: The Conversion Rate for the Reference currency must be 1. Any attempt to enter a conversion rate other than this for the Currency Code that has been defined as the Reference currency will cause an error message to be displayed and the conversion rate will be automatically set to 1.

Deleting a Currency Record.

To delete a currency record:

1. Use the arrow keys or the mouse to select the record that is to be deleted.
2. Click the **Delete** button. The currency record will then be deleted.

Caution: Any currency record can be deleted, even if transactions have been entered using that currency. However, deleting an active currency record will result in errors when the relevant transactions are processed in a report.

Note: The currency record for the Reference currency may be deleted. The only effect of this is that it may not then be selected in entry screens or used as the working currency. Conversions between currencies can still be processed as normal.

Handling Changes in Exchange Rates.

Currency exchange rates used in business change on a daily basis. However, it is probably impractical to continuously update exchange rates as it can lead to confusion when trying to reconcile accounts. Most businesses choose to keep the rates used by their financial system fixed for a trading period, e.g. a week or a month, and make adjustments to the accounts at the end of the period.

Artemis will always use the current exchange rates when a new transaction is being added to the system. If a transaction is edited at a later date, there are two possibilities:

- Recalculate the transaction using the current exchange rates.
- Use the exchange rates that applied when the transaction was entered.

The radio buttons at the bottom of the currency table determine which of these two approaches are used.

If exchange rates are updated on a regular basis, it is advisable to run the Journal reports and the Distributions reports in each module beforehand to allow any corrections to be made. Otherwise the process of correcting data entry mistakes can be very confusing.

3.2.9.2. Setting Base Currencies

For countries which have already joined the European Monetary Union (EMU), there was a period during which the original currency of that country remained in circulation, i.e. until early 2002. As further countries adopt the Euro, a similar transition period will apply. Artemis Accounts provides for this by allowing the user to specify the "Home Currency" as the currency which is presently in use, and by specifying the Euro as the "Reference Currency".

For non-EMU countries, this feature allows the user to specify the basic operating currency of the system (Reference Currency) as the currency of the most significant trading partner.

Regardless of the EMU-status of the user organisation, reports will be available in both the Home Currency and the Reference Currency, and transactions will additionally be available in the original currency of entry.



To set the base currencies, select the **Set Base Currencies** function from the **Currency Utilities** sub-menu in the **System** Menu. This will cause the Base Currencies dialog to be displayed, as shown on the previous page.

In the case of EMU member countries, the switch to Euro-only operation, in 2002, was handled seamlessly by the system. As other countries adopt the Euro, the same transition process will apply. See the Setting the Working Currency. function for further details on how this is implemented.

Note: If the Euro is already your home currency, you can use the Home Currency field to specify the currency of a non-Euro trading partner. For example, a company operating in Belgium, with significant trade links to Britain, could specify GBP as the Home Currency. This would allow all transactions and reports to be displayed in Euro or Pounds Sterling with a single mouse-click.

3.2.9.3. Setting the Working Currency

All transaction screens and reports in Artemis Accounts can be displayed in either the Home currency or the Reference currency. Most transactions can also be displayed in the original currency in which they were entered.

Regardless of the original currency used to enter a transaction, most users will want the system to "default" to the operating currency of the business. This function causes the system to operate in either the Home currency or the Reference currency by default. Transactions can still be entered, and displayed, in any other currency if specified by the user.

To set the working currency, select the **Set Default Currency** function from the **Currency Utilities** sub-menu in the **System** Menu. This will cause the Set Default Currency dialog to be displayed.



- Select the top radiobutton to have all transactions and reports default to the Home currency.
- Select the bottom radiobutton to have all transactions and reports default to the Reference currency.
- Click the Ok button to confirm the selection of working currency.

By using this function, EMU-resident users switched accounts to the Euro with a single click of a mouse button and, in the future, any company operating in a country which adopts the Euro can switch accounts in the same manner.

3.2.9.4. Foreign Exchange Adjustments

Because of the dual-base currency design of Artemis Accounts, any account can be viewed in up to three currencies. Whenever the exchange rates in the Currency Table are adjusted, accounts that are maintained in a foreign currency need to be adjusted so that when they are viewed in the Home currency or the Reference currency, the balances reflect the new exchange rates. Also, if the exchange rate between the Home currency and the Reference currency is altered, the same principle applies.

A simple example will demonstrate the need for this:

Account Currency = USD (United States Dollar - \$)
 Home Currency = GBP (Pound Sterling - £)
 Reference Currency = EUR (European Euro - €)

Jan 1: (1 Euro = 0.7 GBP = 1.2 USD)

Opening Balance	= \$ 100.00	= £ 58.33	= € 83.33
Additions	= \$ 50.00	= £ 29.17	= € 41.67
Reductions	= \$ 60.00	= £ 35.00	= € 50.00
Closing Balance	= \$ 90.00	= £ 52.50	= € 75.00

Feb 1: (1 Euro = 0.68 GBP = 1.1 USD)

Opening Balance	= \$ 90.00	= £ 55.66	= € 81.82
-----------------	------------	-----------	-----------

In order to make the three balances on the account reflect the new exchange rates, the Home currency (£) balance needs to be increased by £3.16 and the Reference currency (€) balance needs to be increased by €6.82. This is automatically calculated by Artemis for Supplier, Customer, Bank, and Cash accounts, using the Foreign Exchange Adjustments function.

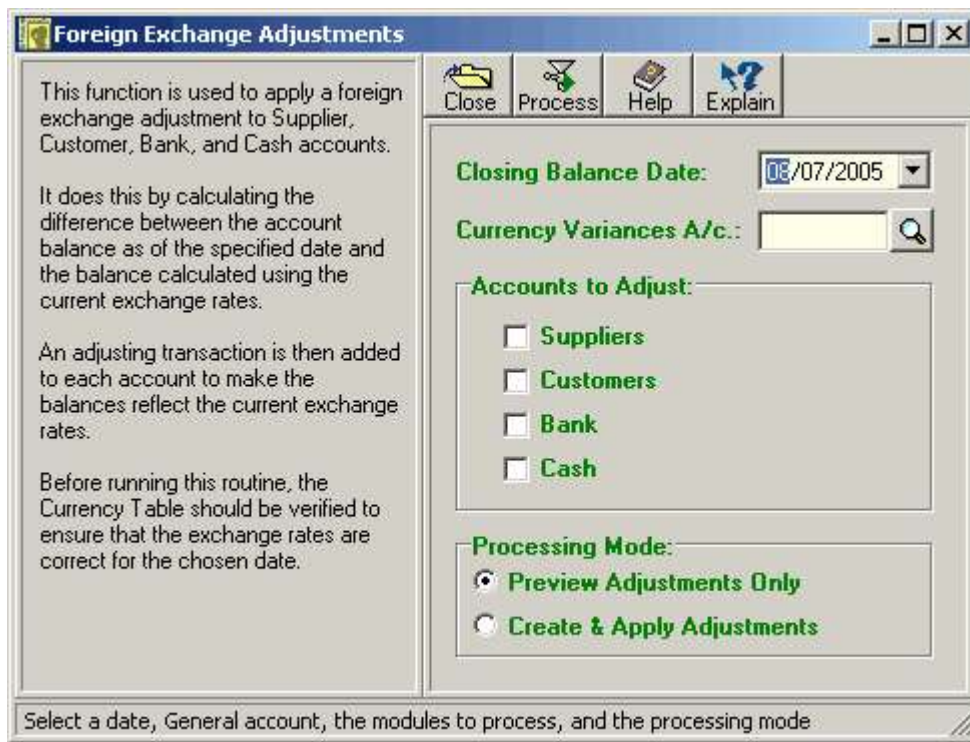
To access this function, select **Foreign Exchange Adjustments** from the **Currency Utilities** sub-menu in the **System** Menu. This will cause the dialog shown on the following page to be displayed.

The fields on this dialog are as follows:

- The account balances will be calculated for the date entered in the **Closing Balance Date** field.
- The **Currency Variances A/c** is the account you use to hold foreign currency adjustments. It is typically an expense account but it can be any type of account.
- Adjustments can be limited to a specific module using the checkboxes in the **Accounts to Adjust** panel.
- It is recommended that the calculations be previewed initially using **Preview Adjustments Only**. When you are happy to proceed use **Create & Apply Adjustments** and run the analysis again.

To calculate and/or apply adjustments:

1. Enter the ending date of the period for which adjustments are to be calculated in the **Closing Balance Date** field, or select a date from the drop-down calendar.
2. Enter the number of the Nominal/General account which is used to accumulate currency variances in the **Currency Variances A/c** field. As adjusting transactions are added to the selected accounts, a balancing adjustment will be debited to this account.
3. Select one or more account types to adjust in the **Accounts to Adjust** panel.



4. To just calculate and preview the adjustments, select the **Preview Adjustments Only** radio-button. When you are ready to apply the adjustments to the accounts, choose the **Create & Apply Adjustments** radiobutton.
5. Click the **Process** button to begin the calculation process.

A panel will then be displayed, as shown below, from which the results can be verified and printed or saved to a text file. If you chose to apply the adjustments, they are applied as this panel is being displayed.

OCP001:						
Current Balances:	GBP	16.43	\$	27.37	GBP	16.43
New Balances	: GBP	16.43	\$	29.47	GBP	16.43
Adjustments	: GBP	0.00	\$	2.10	GBP	0.00
PDF001:						
Current Balances:	EUR	91320.32	\$	109390.26	GBP	65666.13
New Balances	: EUR	91320.32	\$	118783.90	GBP	66223.94
Adjustments	: EUR	0.00	\$	9393.64	GBP	557.81
SWB001:						
Current Balances:	CHF	38.80	\$	40.38	GBP	24.24

The account balances and calculated adjustments are shown in the account currency, the Home currency, and the Reference currency. When the adjustments are applied to the accounts, debit entries are created in Supplier and Customer accounts, Fees and Interest entries are created for Bank accounts, and General Payments entry are created for Cash accounts.

Note that although the entries created by this function for Bank and Cash accounts are editable, they should NEVER be edited as this will cause the accounts to be incorrect.

3.2.10. Maintaining Product & Service Codes

After Artemis Accounts is initially installed, the file which stores details of standard products and services is empty. While it is not necessary to use product or service codes to purchase and sell goods and services, they can speed up the purchasing and sales transactions significantly. Non-stocked products and service codes can be created "on the fly" as goods and services are received and sold, or they can be created as part of the system set up using the Product/Service Codes function.

Note that in the Plus+ edition of Artemis Accounts II, this function is only used for non-stocked products and services and items entered on this screen are not recorded by the stock control routines.

To add, delete, or modify a product or service code, select the **Product/Service Codes** function, from the **System** menu, or click on the **Products** image in the **Administration** Cue Card.

Maintain Product & Service Codes

Close First Prior Next Last Add Delete Edit Save Help

Item Code: ASK2000 Description: Super 2000 Sky Hook

Unit of Measure: EACH Product/Service: P

Department: ACCS Accessories

VAT Code: D 20.0% Currency Code: USD

Costing Method: S Standard Costing Standard Cost: 41.23

List Price: 122.85 Cash Price: 103.06

Special Price: 82.45 Rental Rate: 0

Supplier: ABC002 Supplier Item Code: ASK2000

NL Asset A/c: 130000 NL Expense A/c: 500100

Display in:
☐ Original Currency
☒ Home Currency
☐ Euro Currency

- The **Item Code** field is used to enter the alphanumeric code of a product or service code which is being added and to display the code of a product or service which is being viewed, edited, or deleted.
 - A product code is used for tangible goods which are normally stocked. This is a free-format 14 character alphanumeric code.
 - A service code is used for non-stocked intangible items such as personal services, delivery charges, etc. To distinguish these items from tangible products it is recommended that the first character of a service code be an asterisk(*) or some other unique character.
- The lookup button is used to lookup a part for editing or inquiry purposes. When a part number is selected from the lookup list the complete record for that part is displayed.
- The **Description** field is used to enter or display a description of the product or service.
- The **Unit of Measure** field is used to indicate the unit of measure used in receiving, stocking, and selling the product or service.
- The **Product/Service** field is used to specify or indicate whether the record being entered or viewed is for a product or a service. Enter P for a product code. Enter S for a service code.
- The **Department** field is used to enter or display the department code for the product or service. These codes are used in selecting and printing specific reports. A list of department codes may be displayed by clicking the lookup button which appears when this field is selected.
- The **VAT Code** field is used to enter or display the VAT code for this item. A list of VAT codes may be displayed by clicking the lookup button which appears when this field is selected.
- The currency in which the product or service is usually purchased should be entered in the **Currency Code** field. This will typically be the supplier's currency. Click the lookup button to select a code from the currency table.
- The costing method is used with the optional Stock Control module. Available costing methods are:
 1. **A** - Average Costing
 2. **F** - First In First Out
 3. **L** - Last In First Out
 4. **S** - Standard Costing
 5. **U** - Unit CostingThe method chosen is not important unless the Stock Control module is installed, but one of the available methods **must** be chosen.
- If standard costing is being used, the **Standard Cost** field is used to enter or display the standard purchase cost of the item.
- The **List Price** field is used to enter or display the standard list selling price for the item. This is the default price.
- The **Cash Price** field is used to enter or display a secondary selling price for the item which can be selected when a sale is being processed.
- The **Special Price** field is used to enter or display a third selling price for the item which can be selected when a sale is being processed.
- The **Rental Rate** field is used to enter or display a rental price and is used by one of the custom variations of Artemis Accounts.
- The **Supplier** field is used to enter or display the Supplier ID Code of the supplier of this item. A list of supplier codes may be displayed by clicking the lookup button which appears when this field is selected.
- The **Supplier Item Code** field is used to enter or display the supplier's product code for this item.
- The **NL Asset A/c** field is used to enter or display the Nominal Ledger asset account which is increased when this item is purchased. A list of accounts may be displayed by clicking the lookup button which appears when this field is selected.
- The **NL Expense A/c** field is used to enter or display the Nominal Ledger expense account which is charged when this item is sold. A list of account codes may be displayed by clicking the lookup button which appears when this field is selected.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Product or Service Code.

To add a new product or service code:

1. Click the **Add** button.
2. Enter the alphanumeric code for the new product/service in the **Item Code** field and press **<Tab>**.
Note: The first character of a service code must be an asterisk (*).
3. Enter the product or service description (max. 40 chars) in the **Description** field and press **<Tab>**.
4. Enter the unit of measure, i.e. each, kilo, etc., in the **Unit of Measure** field and press **<Tab>**.
5. Enter **P** for a product, or **S** for a service, in the **Product/Service** field and press **<Tab>**.
6. Enter the department code in the **Department** field and press **<Tab>**.
7. Enter the VAT code in the **VAT Code** field and press **<Tab>**.
8. Enter the currency code of the currency in which this product or service is typically purchased in the **Currency Code** field, or use the lookup button to select a code and press **<Tab>**.
9. Enter the code for the costing method in the **Costing Method** field and press **<Tab>**.
10. If standard costing is being used, enter the standard cost of the item in the **Standard Cost** field and press **<Tab>**.
11. Enter the normal selling price in the **List Price** field and press **<Tab>**.
12. If desired, enter a second selling price in the **Cash Price** field and press **<Tab>**.
13. If desired, enter a third selling price in the **Special Price** field and press **<Tab>**.
14. If the item can be rented, enter the rental rate per week in the **Rental Rate** field and press **<Tab>**.
15. Enter the Supplier ID Code for this item in the **Supplier** field and press **<Tab>**.
16. If the supplier uses a different item code to describe this item, enter the supplier's product code in the **Supplier Item Code** field and press **<Tab>**.
17. Enter the number of the Nominal Ledger asset account which is increased when this item is purchased in the **NL Asset A/c** field and press **<Tab>**. This is typically a stock asset account.
18. Enter the number of the Nominal Ledger expense account which is increased when this item is sold in the **NL Expense A/c** field and press **<Tab>**. This is typically a cost of goods sold account.
19. Click the **Save** button to add the product or service code. To exit without creating a new product or service code, click the **Close** button, or move to another record.

Modifying a Product/Service Code.

Product or service codes are usually modified to reflect a change in VAT rate or price, or to correct an incorrect entry.

To modify a product or service code:

1. Before a product or service code can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected item, or click the lookup button. This will cause a drop-down list to be displayed from which the product or service code can be selected.
2. Once the required code is displayed, click the **Edit** button. The Item Code may be changed but this should be done with caution, as duplicating an existing code will result in an error.
3. Enter the product or service description (max. 40 chars) in the **Description** field and press **<Tab>**.
4. Enter the unit of measure, i.e. each, kilo, etc., in the **Unit of Measure** field and press **<Tab>**.
5. Enter **P** for a product, or **S** for a service, in the **Product/Service** field and press **<Tab>**.
6. Enter the department code in the **Department** field and press **<Tab>**.
7. Enter the VAT code in the **VAT Code** field and press **<Tab>**.

8. Enter the currency code of the currency in which this product or service is typically purchased in the **Currency Code** field, or use the lookup button to select a code and press **<Tab>**.
9. Enter the code for the costing method in the **Costing Method** field and press **<Tab>**.
10. If standard costing is being used, enter the standard cost of the item in the **Standard Cost** field and press **<Tab>**.
11. Enter the normal selling price in the **List Price** field and press **<Tab>**.
12. If desired, enter a second selling price in the **Cash Price** field and press **<Tab>**.
13. If desired, enter a third selling price in the **Special Price** field and press **<Tab>**.
14. If the item can be rented, enter the rental rate per week in the **Rental Rate** field and press **<Tab>**.
15. Enter the Supplier ID Code for this item in the **Supplier** field and press **<Tab>**.
16. If the supplier uses a different item code to describe this item, enter the supplier's product code in the **Supplier Item Code** field and press **<Tab>**.
17. Enter the number of the Nominal Ledger asset account which is increased when this item is purchased in the **NL Asset A/c** field and press **<Tab>**. This is typically a stock asset account.
18. Enter the number of the Nominal Ledger expense account which is increased when this item is sold in the **NL Expense A/c** field and press **<Tab>**. This is typically a cost of goods sold account.
19. Click the **Save** button to update the changes. To exit without making any changes, click the **Close** button, or move to another record.

Deleting a Product/Service Code.

Over time, some of the products and services supplied by the business will become obsolete. In order to remove references to these products and services from the printed reports they must be deleted. A product or service code can be deleted even if it has transaction activity, so this operation must be used with caution.

To delete a product or service code:

1. Before a product or service code can be deleted, it must be displayed. To do this, use the navigation buttons to move to the selected item, or click the lookup button. This will cause a drop-down list to be displayed from which the code can be selected.
2. Once the required code is displayed, click the **Delete** button. The system will then look for confirmation that the code is to be deleted.

Note: Even if there are transactions in the Sales or Purchase Ledgers for the code which you are about to delete, the code will be deleted once the delete operation is confirmed.

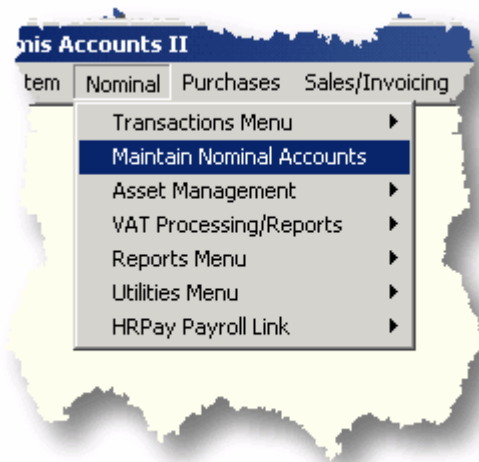
3.3. Nominal Module

3.3.1. The Nominal Menu

The Nominal Ledger is the focal point of any accounting system. This is where the overall effect of business transactions are analysed to provide financial statements which show how the business has performed. In order to do this, the transactions from the Purchases, Sales/Invoicing, Bank & Cashbook, and Stock Control modules are posted to the Nominal Ledger at regular intervals. If HRPay is being used to handle payroll, the relevant transactions from HRPay can also be posted to the Nominal Ledger to give a complete picture of the finances of your business.

There are 27 functions and reports contained within the Nominal module. Of these, 12 are pure functions, while 13 are reports. The remaining two functions, which are contained in the VAT sub-menu, have a dual purpose - they can be used to generate VAT reports and can also update the VAT status of sales and purchase transactions.

The Nominal menu contains the following entries.



With the exception of the **Maintain Nominal Accounts** entry, all of the menu entries open sub-menus, as shown on the next page.

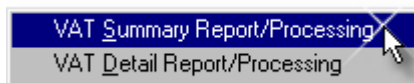
Initially the **HRPay Payroll Link** sub-menu has just one entry which is used to create a connection between a company in HRPay (if HRPay is installed) and the company which is currently open in Artemis Accounts II. Once this connection is created, additional entries are added to the sub-menu to allow HRPay transactions to be previewed before posting and to allow HRPay to be launched directly.



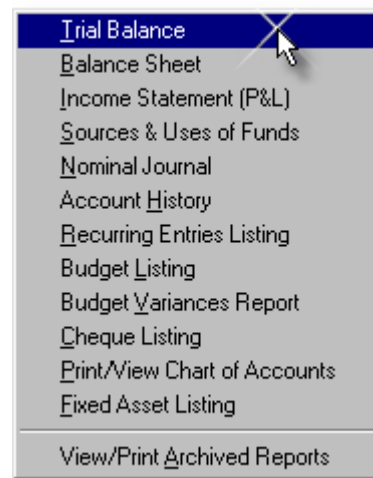
Transactions Menu



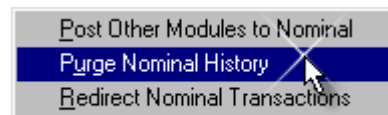
Asset Management



VAT Processing/Reports



Reports Menu



Utilities Menu

The entries in these menus are detailed in the following sections.

3.3.2. Nominal Transactions

3.3.2.1. Nominal Journal Entries

While the majority of business transactions in Artemis Accounts are handled by the Purchases and Sales/Invoicing Modules, there are some types of transaction which are entered directly to the Nominal Ledger, using this function.

This function is used to add, delete, modify, or just view transactions in the Nominal Ledger. To access this function, select **Nominal Journal Maintenance** from the **Transactions** sub-menu in the **Nominal** menu. This will cause the screen on the next page to be displayed. The fields on this screen are as follows:

- The **Date** field is used to specify the date that the transaction takes effect. It defaults to the current system date but may be changed if required. The dropdown button can be used to pick a date from the dropdown calendar, or to quickly find a transaction for a given date.
- Each Nominal Ledger transaction should be given a unique **Reference** number. This allows the transaction to be retrieved and edited later, if necessary.
- The currency "radiobutton control" allows the transaction to be viewed in the original currency in which it was entered, the selected Home currency, or in Euro. The currency must be specified when a transaction is being added, or edited, and this control is disabled for adds and edits.

- If a transaction involves a cheque payment, the cheque number should be entered in the **Cheque Number** field. This is needed to run the Cheque Listing report and to do bank reconciliation if the Cashbook & Bank Reconciliation Module is installed.
- When viewing a transaction, the **Source Currency** field shows the currency in which the transaction was entered. The currency must be entered in this field when adding a transaction. For adds and edits, the currency can be selected by clicking the lookup button which will be displayed next to this field.

Nominal Journal Maintenance

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Date: 01/11/2000 Reference: BANKLOAN

Cheque No.: Source Currency: IEP

Display in:
☐ Original Currency
☐ Home Currency
☒ Euro Currency

Line	Dept	Account	Description	Debit	Credit
1		250100	Bank Loan Capital Repayment	€634.87	
2		700300	Bank Loan Interest Payment	€126.97	
3		100100	Bank Loan Payment		€761.84

Batch No: 4

€761.84 €761.84

- The columns of the grid display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- Some reports can be restricted to a specific department. If a transaction applies to a particular department, the department code must be entered in the **Dept** field. Otherwise the field may be left blank. The available department codes can be viewed by clicking the lookup button which appears when this field is being edited. A department code may be added "on the fly", if necessary when this field is being edited.
- Each part of a Nominal Ledger transaction must specify the **Account** that is to be debited or credited. All accounts, except total accounts, are valid for this transaction. To get a listing of available accounts, click the lookup button which appears when this field is being edited.
- The **Description** field may be used to provide a short description (up to 40 characters) of the transaction. The description entered on the first line of the transaction is repeated on subsequent lines to eliminate the need for repetitive entry of the text. However, each line's text may be different if required.
- The debit value of the transaction, or this portion of the transaction, is entered in the **Debit** field. If you want to enter a credit instead of a debit, press <Tab> and this field will be skipped.
- The credit value of the transaction, or this portion of the transaction, is entered in the **Credit** field.

Remember:

- Debit the account that receives value, i.e. where the money is going to.
- Credit the account that gives value, i.e. where the money is coming from.
- The system generates an internal batch number, shown under the **Batch No.** label, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The totals fields are calculated by the system and show the running totals of credits and debits.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Nominal Journal Entry:

To add a new nominal journal entry:

1. Click the **Add** button.
2. Press **<Tab>** to accept the current date or enter the date and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date. The date which is displayed in this field may also be changed by pressing either the down-arrow or up-arrow in each of the three date sections.
3. Enter a reference code of up to 10 characters in the **Reference** field and press **<Tab>**.
4. If the transaction involves a cheque payment, enter the cheque number in the **Cheque No.** field and press **<Tab>**.
5. Enter the Currency Code of the currency in which this transaction is being entered in the **Source Currency** field and press **<Tab>**, or click the lookup button which appears to the right of this field to select a currency.
6. Press **<Tab>** to skip over the **Line** field in the grid and enter a department code in the **Dept.** field, if required, and press **<Tab>**. (The department code may be looked up by clicking the lookup button in this field.)
7. Enter the account to be debited in the **Account** field and press **<Tab>**. (The account code may be looked up by clicking the lookup button in this field.)
8. Enter the amount to be debited in the **Debit** field and continue to press **<Tab>** until the cursor is positioned in the **Dept** field on the next line.
9. Repeat steps 7 and 8 for the credit portion of the transaction. For transactions with more than two parts, continue to enter lines until the transaction is balanced.
10. Click the **Save** button to add the transaction. To exit without creating a new transaction, click the **Cancel** button.

Editing a Nominal Journal Entry:

To edit a nominal journal entry:

1. First select the transaction to be edited and then click the **Edit** button.. (A transaction can be located more quickly if the date or reference number is known, as the date pulldown button or the reference lookup button can then be used to locate the transaction.)
2. Press **<Tab>** to accept the current date or enter the date and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date. The date which is displayed in this field may also be changed by pressing either the down-arrow or up-arrow in each of the three date sections.
3. Enter a reference code of up to 10 characters in the **Reference** field and press **<Tab>**.
4. If the transaction involves a cheque payment, enter the cheque number in the **Cheque No.** field and press **<Tab>**.
5. Enter the Currency Code of the currency in which this transaction is being entered in the **Source Currency** field and press **<Tab>**, or click the lookup button which appears to the right of this field to select a currency.
6. Press **<Tab>** to skip over the **Line** field in the grid and enter a department code in the **Dept.** field, if required, and press **<Tab>**. (The department code may be looked up by clicking the lookup button in this field.)

7. Enter the account to be debited in the **Account** field and press **<Tab>**. (The account code may be looked up by clicking the lookup button in this field.)
8. Enter the amount to be debited in the **Debit** field and continue to press **<Tab>** until the cursor is positioned in the **Dept** field on the next line.
9. Repeat steps 7 and 8 for the credit portion of the transaction. For transactions with more than two parts, continue to enter/edit lines until the transaction is balanced.
10. Click the **Save** button to save any changes. To exit without changing the transaction, click the **Cancel** button.

Deleting a Nominal Journal Entry:

To delete a nominal journal entry:

1. First select the transaction to be deleted and then click the **Delete** button. The system will then look for confirmation that the transaction is to be deleted.
(A transaction can be located more quickly if the date or reference number is known, as the date pulldown button or the reference lookup button can then be used to locate the transaction.)

3.3.2.2. Recurring Nominal Journal Entries

A recurring entry is a transaction which is repeated at regular intervals. An example of this would be the monthly entry of depreciation where the transaction is identical from one month to the next. Rather than manually entering such transactions each month, Artemis Accounts allows you to enter the transaction once and have the system automatically duplicate the transaction at the required intervals. In many ways, it is similar to a standing order on a bank account. If the transaction includes a VAT element, it should be entered as a recurring transaction in the Purchase or Sales module to ensure that the VAT is correctly analysed and returned.

This function is used to add, delete, modify, or just view the recurring transactions which will be posted to the Nominal Ledger. To access this function, select **Recurring Journal Maintenance** from the **Transactions** sub-menu in the **Nominal** menu. This will cause the screen on the next page to be displayed.

The fields on this screen are as follows:

- A recurring transaction can be repeated at one of five different intervals. It is only necessary to enter the first letter of the frequency in the **Frequency** field and the system will automatically complete the field.

W	Weekly
M	Monthly
Q	Quarterly
H	Half Yearly
Y	Yearly
- Each recurring entry should be given a unique **Reference** number. This allows the transaction to be retrieved and edited later, if necessary.
- The currency "radiobutton control" allows the transaction to be viewed in the original currency in which it was entered, the selected Home currency, or in Euro. The currency must be specified when a transaction is being added, or edited, and this control is disabled for adds and edits.
- When a recurring transaction is selected for processing, the system checks to see if the required interval has elapsed since the last time that the transaction was processed. This field is used to specify when the transaction was last processed.

- If a transaction involves a cheque payment, the cheque number should be entered in the **Cheque Number** field. This is needed to run the Cheque Listing report and to do bank reconciliation if the Cashbook & Bank Reconciliation Module is installed.
- When viewing a transaction, the **Source Currency** field shows the currency in which the transaction was entered. The currency must be entered in this field when adding a transaction. For adds and edits, the currency can be selected by clicking the lookup button which will be displayed next to this field.

Recurring Journal Maintenance

Frequency: Monthly Reference: BANKLOAN Display in: ☒ Original Currency ☐ Home Currency ☐ Euro Currency

Start Date: 21/01/2002 Source Currency: IEP

Line	Dept	Account	Description	Debit	Credit
1		250100	Bank Loan - Capital Repayment	£500.00	
2		700300	Bank Loan - Interest Payment	£100.00	
3		100100	Bank Loan - Payment		£600.00

Batch No: 3 £600.00 £600.00

- The columns of the display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- Some reports can be restricted to a specific department. If a transaction applies to a particular department, the department code must be entered in the **Dept** field. Otherwise the field may be left blank. The available department codes can be viewed by clicking the lookup button which appears when this field is being edited. A department code may be added "on the fly", if necessary when this field is being edited.
- Each part of a Nominal Ledger transaction must specify the **Account** that is to be debited or credited. All accounts, except total accounts, are valid for this transaction. To get a listing of available accounts, click the lookup button which appears when this field is being edited.
- The **Description** field may be used to provide a short description (up to 40 characters) of the transaction. The description entered on the first line of the transaction is repeated on subsequent lines to eliminate the need for repetitive entry of the text. However, each line's text may be different if required.
- The debit value of the transaction, or this portion of the transaction, is entered in the **Debit** field. If you want to enter a credit instead of a debit, press <Tab> and this field will be skipped.
- The credit value of the transaction, or this portion of the transaction, is entered in the **Credit** field.

Remember:

Debit the account that receives value, i.e. where the money is going to.

Credit the account that gives value, i.e. where the money is coming from.

- The system generates an internal batch number, shown under the **Batch No.** label, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The totals fields are calculated by the system and show the running totals of credits and debits.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Recurring Nominal Journal Entry:

To add a new recurring nominal journal entry:

1. Click the **Add** button.
2. Select how often this record should be posted by clicking the down-arrow in the **Frequency** field and press **<Tab>**.
3. Enter a reference code of up to 10 characters in the **Reference** field and press **<Tab>**.
4. Press **<Tab>** to accept the displayed starting date for this record or enter a starting date in the **Start Date** field and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date. The date which is displayed in this field may also be changed by pressing either the down-arrow or up-arrow in each of the three date sections.
5. Enter the Currency Code of the currency in which this record is being entered in the **Source Currency** field and press **<Tab>**, or click the lookup button which appears to the right of this field to select a currency.
6. Press **<Tab>** to skip over the **Line** field in the grid and enter a department code in the **Dept.** field, if required, and press **<Tab>**. (The department code may be looked up by clicking the lookup button in this field.)
7. Enter the account to be debited in the **Account** field and press **<Tab>**. (The account code may be looked up by clicking the lookup button in this field.)
8. Enter the amount to be debited in the **Debit** field and continue to press **<Tab>** until the cursor is positioned in the **Dept** field on the next line.
9. Repeat steps 7 and 8 for the credit portion of the record. For transactions with more than two parts, continue to enter lines until the transaction is balanced.
10. Click the **Save** button to add the record. To exit without creating a new record, click the **Cancel** button.

Editing a Recurring Nominal Journal Entry:

To edit a recurring nominal journal entry:

1. First select the record to be edited and then click the **Edit** button. (A record can be located more quickly if the reference number is known, as the reference lookup button can then be used to locate the record.)
2. Select how often this record should be posted by clicking the down-arrow in the **Frequency** field and press **<Tab>**.
3. Enter a reference code of up to 10 characters in the **Reference** field and press **<Tab>**.
4. Press **<Tab>** to accept the displayed starting date for this record or enter a starting date in the **Start Date** field and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date. The date which is displayed in this field may also be changed by pressing either the down-arrow or up-arrow in each of the three date sections.
5. Enter the Currency Code of the currency in which this record is being entered in the **Source Currency** field and press **<Tab>**, or click the lookup button which appears to the right of this field to select a currency.
6. Press **<Tab>** to skip over the **Line** field in the grid and enter a department code in the **Dept.** field, if required, and press **<Tab>**. (The department code may be looked up by clicking the lookup button in this field.)

7. Enter the account to be debited in the **Account** field and press **<Tab>**. (The account code may be looked up by clicking the lookup button in this field.)
8. Enter the amount to be debited in the **Debit** field and continue to press **<Tab>** until the cursor is positioned in the **Dept** field on the next line.
9. Repeat steps 7 and 8 for the credit portion of the record. For transactions with more than two parts, continue to enter lines until the transaction is balanced.
10. Click the **Save** button to save any changes. To exit without changing the record, click the **Cancel** button.

Stopping a Recurring Nominal Journal Entry:

To stop a recurring nominal journal from being posted to the Nominal Ledger as part of the processing of recurring nominal entries, it must be deleted. To delete a recurring nominal journal entry:

1. First select the record to be deleted and then click the **Delete** button.. The system will then look for confirmation that the record is to be deleted.
(A record can be located more quickly if the reference number is known, as the reference lookup button can then be used to locate the record.)

3.3.2.3. Processing Recurring Journal Entries (Nominal)

The creation of a recurring transaction does not automatically mean that the transaction will be posted to the Nominal Ledger at the appropriate time. In order for this to happen, the system must be told to process the transaction(s). However, unlike the majority of accounting systems, Artemis Accounts does not require that each recurring transaction is individually processed and confirmed. Instead, the system processes all recurring transactions, or transactions with a specific frequency, as a batch, when told to do so by the user.

This function is used to trigger the processing of recurring transactions and post them to the Nominal Ledger. To access this function, select **Process Recurring Entries** from the **Transactions** sub-menu in the **Nominal** menu. This will cause the following panel to be displayed.



- The **Date to Process To** field defaults to the current date. However, this can be changed to any date of the user's choice. All, or selected, recurring transactions which fall due on, or before, this date are processed.
- The **Transactions to Process** field can be used to process a selected recurring transaction. In order to do this, the reference number of the transaction must be known and must be entered in this field.

- The **Frequency to Process** field defaults to **ALL** which will cause all recurring transactions to be considered for processing. If required, a specific period may be selected by entering **W, M, Q, H, or Y** in this field. In this case, only transactions of the selected frequency will be selected for processing.
- Clicking the **Process** button causes the selected recurring transactions to be posted to the Nominal Ledger, provided that they are eligible for posting.

Processing a recurring transaction causes a copy of the transaction to be posted to the Nominal Ledger. The master copy of the transaction, in the recurring transactions file, is then updated to prevent the transaction from being re-processed in the same period. This is a feature which is unique to Artemis Accounts - other accounting systems allow a recurring transaction to be accidentally processed more than once. The advantage of this approach is that you can process recurring transactions as often as you wish. Each transaction will only be processed once in the specified timeframe for that transaction

To process recurring transactions, perform the following steps:

1. Enter the period ending date in the **Date to Process To:** field and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date. The date which is displayed in this field may also be changed by pressing either the down-arrow or up-arrow in each of the three date sections.
2. If you want to process a specific transaction, enter the reference number in the **Transactions To Process:** field and press **<Tab>**. Otherwise, simply press **<Tab>** to select all transactions. The reference number of a specific transaction can be retrieved by clicking the lookup button to the right of this field.
3. Enter **W, M, Q, H, or Y** in the **Frequency to Process:** field, if you wish to process transactions of a specific interval. Otherwise, just press **<Tab>** to select all transactions. The required frequency can also be selected from a drop-down list which is shown when the down-arrow is clicked.
4. Click the **Process** button to begin processing. To cancel this operation, click the **Cancel** button.

The system will then cycle through the transactions and will provide a status message showing how many transactions were posted.

3.3.3. Maintaining the Chart of Accounts

In order for any computerised accounting system to work it must have a Chart of Accounts. This simply means that all of the categories, or lines, which appear on the Income Statement (P&L) and the Balance Sheet must have an account in the Nominal module showing an opening balance, if applicable.

After initial installation of Artemis Accounts a standard set of Nominal accounts is created. The structure of the standard Chart of Accounts is detailed in the Section 2.1.2. If this structure is not suitable for your business you should add accounts and delete accounts to adapt it to your needs. You can also modify the titles of the standard accounts to make them more meaningful for your business.

When setting up accounts for a company which has already been trading, it is very likely that the Assets, Liabilities, Owners Equity, and Retained Earnings will have accumulated balances prior to installing Artemis Accounts. These balances must be entered as opening balances in the relevant Nominal Accounts.

The transaction needed to add, delete, and modify Nominal accounts, and set the opening balances, can be found in the **Nominal** Menu and is titled **Nominal Accounts Maintenance**.

3.3.3.1. Maintaining Nominal Accounts

To add, delete, or modify a nominal account, select the **Nominal Accounts Maintenance** function, from the **Nominal** Menu. This will cause the following dialog to be displayed.

Nominal Account Maintenance

Close First Prior Next Last Add Delete Edit Save Help Explain

General Budgets History Graph

Account Number: 100000

Account Description: Bank Account #1

Account Type: A

Opening Balance: 0.00

Legend:
 A : ASSET L : LIABILITY
 I : INCOME E : EXPENSES
 C : CAPITAL R : RET'D EARNINGS
 N, 1, 2 : SUB-TOTALS

Currency: Home Euro

- The **Account Number** field is used to enter the numeric code of a new nominal account, and to display the numeric code of a nominal account which is being edited or displayed. Each Nominal Account must be uniquely identified. Up to six numeric characters can be used as an account code. The first digit of the code identifies the major grouping to which the account belongs and the remaining five digits are used to identify unique accounts within that grouping. For example, the following conventions have been used to group the accounts in the standard Chart of Accounts created on installation:

1XXXXX	Assets	5XXXXX	Expense (Cost of Sales)
2XXXXX	Liabilities	6XXXXX	Expense (Salary & Taxes)
3XXXXX	Capital & Owner's Equity	7XXXXX	Expense (Legal etc.)
4XXXXX	Income	8XXXXX	Expense (Administrative)

The only restriction which applies to this code is that the first digit of the code must follow a sequence which lists the groups of accounts in the following order:

Assets
 Liabilities
 Capital & Owner's Equity
 Retained Earnings
 Income
 Expense

If, for example, you attempted to create an asset account with an account code of 234567 in the default Chart of Accounts, the system would display an error message.

- The lookup button causes a drop-down list of existing nominal accounts to be displayed.
- The **Currency** "radiobutton control" allows the account to be viewed in the selected Home currency, or in Euro. The currency must be selected before an account is added, or edited, and this control is then disabled during adds and edits.
- The **Account Description** field, which is used to assign a description to each nominal account, can only be altered when the dialog is in edit or insert mode. This description is printed on reports, such as the Balance Sheet and the Income Statement (P&L).
- The **Account Type** field, which is used to specify the account type, can only be altered when the dialog is in edit or insert mode. Only those codes available in the drop-down listing attached to this field may be entered.

Artemis Accounts has nine types of Nominal account. These are:

A Asset
L Liability
I Income
E Expense
C Capital & Owner's Equity
R Retained Earnings
1 Subtotal 1
2 Subtotal 2
N Netting Subtotal

The first six account types are self-explanatory. The remaining three types of account, which are all subtotal accounts, are described in the next section.

- When the accounts for a business are being set up initially, there will be balances on many accounts from previous trading periods. The **Opening Balance** field is used to enter any opening nominal account balances. This field is also updated when nominal account history is purged.

This is a four-page dialog. The other three pages of the dialog can be viewed by clicking the Budgets, History, and Graph folder tabs.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Nominal Account.

To add a new nominal account:

1. Click the **Add** button.
2. Enter the numeric code for the new account in the **Account Number** field and press **<Tab>**.
3. Enter the descriptive name of the account in the **Account Description** field and press **<Tab>**.
4. Enter **A, L, C, R, I, E, 1, 2, or N** in the **Account Type** field to denote the account type which you want to create and press **<Tab>**.
5. Enter the beginning balance, if required, in the **Opening Balance** field and press **<Tab>**. If the account balance is not known at this time, it may be entered later.
Note: This field is skipped for accounts for which an opening balance is not appropriate.
6. Click the **Save** button to add the account. To exit without creating a new account, click the **Close** button or move to another record.

Modifying a Nominal Account.

There is a variety of reasons for wanting to modify the record for a nominal account. For instance, the name of the account may not adequately describe what the account is intended to represent, or the opening balance on the account may not have been available when the account was originally created.

To modify a nominal account:

1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Edit** button. The **Account Description** field will then be highlighted and may be edited. To change the description of this account, type the new description in this field and press **<Tab>**. The cursor will then move to the **Account Type** field.
3. The account type can only be changed under very limited circumstances. Press **<Tab>** to skip this field and move to the **Opening Balance** field.
4. To change the opening balance for this account, enter a new opening balance in the **Opening Balance** field and press **<Tab>**.
5. Click the **Save** button to save the changes. To exit without making any changes, click the **Close** button or move to another record.

Note: The account code can not be changed using this function. To re-number an account, it must be deleted and created again.

Deleting a Nominal Account.

Some of the accounts created as part of the installation process may not be appropriate to your business. In order to remove references to these unused accounts from the printed reports they must be deleted. An account can only be deleted if it has no transaction activity and no opening balance.

To delete a nominal account:

1. Before an account can be deleted, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Delete** button.

Note: If the account which you are attempting to delete has a non-zero amount in the **OPENING BALANCE** field, an error message will be displayed and the delete operation will be cancelled. The opening balance may be deleted, allowing the account to be deleted, by editing the account record, as detailed above.

If there are transactions in the Nominal Ledger for the account which you are attempting to delete, the system displays an error message and the delete operation will be cancelled.

3.3.3.2. Sub-total Nominal Accounts

A Nominal account with an account type code of 1, 2, or N is a sub-total account. It cannot have a balance nor can transactions be posted to the account. It is used solely for reporting purposes. Each of the three account types operates in a slightly different manner:

Sub-Total Type 1 In the Balance Sheet and Income Statement reports, the system maintains two running totals of the values printed. When an account with an account type of 1 is encountered, the account number and name are printed and Running Total #1 is shown. Both running totals are then set to zero. Therefore any occurrence of an account with an account type of 1 will cause the running total since the last occurrence of the same account type to be displayed.

Sub-Total Type 2 When an account with an account type of 2 is encountered, the account number and name are printed and Running Total #2 is shown. This running total is then set to zero. Therefore any occurrence of an account with an account type of 2 will cause the running total since the last occurrence of an account type 1 or 2 to be displayed.

Sub-Total Type N This is a special type of sub-total account which is only used in the creation of the Income Statement (P&L). It is used to display an operating profit and is typically placed just after the Cost of Goods Sold account in the chart of accounts where it is used to show the gross profit, or operational profit, as shown below:

	Sales Income 1	20,000	
	.		
	.		
	Sales Income 6	<u>45,000</u>	
	Total Sales Income		<u>97,250</u>
	Cost of Sales 1	12,000	
	.		
	.		
	Cost of Sales 6	<u>22,500</u>	
	Total Cost of Sales		<u>48,550</u>
Subtotal Type N	Gross Profit		<u>48,700</u>

3.3.3.3. Setting Income & Expense Budgets

One of the facilities available with Artemis Accounts is the ability to set budget targets for income and expenditure for a 12 month period and measure the performance of the business against those targets at any time during the year. The initial budget targets are entered, and maintained, using the Budgets page of this function.

- An annual budget may be entered into the **Annual Budget** field and distributed over the 12 months using the Distribute button.
- Clicking the **Distribute** button causes the annual budget to be divided equally over the 12 monthly periods.
- The monthly budgets may also be entered individually, or changed, by typing the appropriate value into each field.

Nominal Account Maintenance

Close First Prior Next Last Add Delete Edit Save Help Explain

General Budgets History Graph

Account Number: 400000

Annual Budget: 100000.00

Currency: ☒ Home ☐ Euro

Distribute

Jan:	8333.33	Feb:	8333.33	Mar:	8333.33
Apr:	8333.33	May:	8333.33	Jun:	8333.33
Jul:	8333.33	Aug:	8333.33	Sep:	8333.33
Oct:	8333.33	Nov:	8333.33	Dec:	8333.37

- An annual budget may be entered into the **Annual Budget** field and distributed over the 12 months using the **Distribute** button.
- Clicking the **Distribute** button causes the annual budget to be divided equally over the 12 monthly periods.
- The monthly budgets may also be entered individually, or changed, by typing the appropriate value into each field.
- The **Currency** "radiobutton control" allows the account to be viewed in the selected Home currency, or in Euro. The currency must be selected before an account or budget is added, or edited, and this control is then disabled during adds and edits.

This is a four-page dialog. The other three pages of the dialog can be viewed by clicking the General, History, and Graph folder tabs.

To set and maintain nominal account budgets:

1. Before budgets can be maintained for an account, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Edit** button.
3. Enter the total budget for the year in the **Annual Budget** field and click the **Distribute** button
OR
Press **<Tab>** to navigate through each of the monthly entry fields and enter the budget figure for that month.
4. Click the **Save** button to save the new budget figures. To exit without changing the budget for the account, click the **Close** button or move to another record.

Note: Budgets can only be set and maintained for income and expense accounts.

3.3.3.4. Nominal Account History

This page of the Nominal Account Maintenance function provides a listing of all of the transactions for the specified account. The detailed transaction can be viewed, and edited if necessary, by double-clicking on any transaction in the grid.

Nominal Account Maintenance

Close First Prior Next Last Add Delete Edit Save Help Explain

General Budgets **History** Graph

Account No.: 120000 Description: Trade Debtors

Currency: ☒ Home ☐ Euro

Date	Description	Terms	Debit	Credit
30/06/1997	Payment - Inv: 10000000001			£5,247.77
30/06/1997	INV: 10000000001		£5,247.77	
31/07/1997	INV: 10000000002		£4,673.55	
31/07/1997	Payment - Inv: 10000000002			£4,673.55
31/08/1997	Payment - Inv: 10000000003			£5,545.57
31/08/1997	INV: 10000000003		£5,545.57	
30/09/1997	Payment - Inv: 10000000004			£4,305.45

This is a four-page dialog. The other three pages of the dialog can be viewed by clicking the General, Budgets, and Graph folder tabs.

When this form is maximised or scrolled horizontally, two additional fields - Reference and Department are displayed.

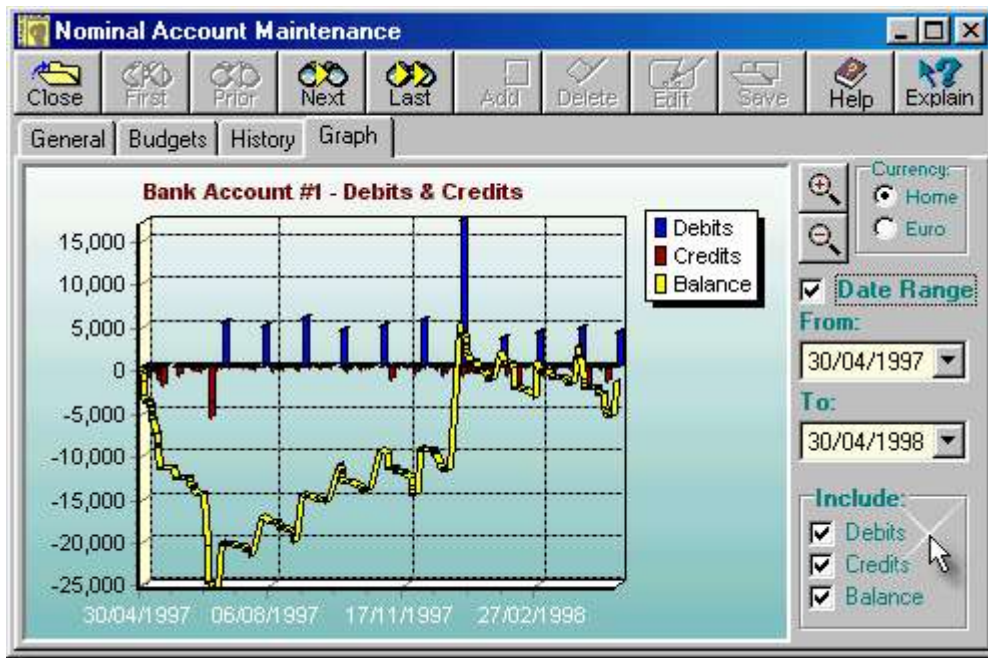
To change the currency of the listing from Euro to Home currency, and vice versa, click the appropriate radio button above the grid.

Notes:

1. If a specific date range has been selected on the Graph page, the listing on this page only displays transactions for the same date range. This can be used if you wish to display the history for a specific period.
2. If the Nominal Journal Maintenance screen is "launched" by double-clicking on any line in the history listing, it will be closed when the Nominal Account Maintenance screen is closed.

3.3.3.5. Nominal Accounts Graphs

This page of the Nominal Account Maintenance function provides a pictorial representation of all, or selected, transactions for the specified account.



- Click and drag the left mouse button in the display area to scroll the graph. Click and drag the right mouse button right and down to enlarge a section of the graph. Click and drag the right mouse button up and left to "unzoom" the graph.
- Click the + button to enlarge the graph data points.
- Click the - button to reduce the graph data points.
- If the **Date Range** box is checked, only the transactions for the date range specified in the date selection boxes will be plotted.
- The **From** field is used to select a starting date, if the **Date Range** box is ticked. It defaults to the current system date but can be changed by clicking the dropdown button to pick a date from the dropdown calendar.
- The **To** field is used to select an ending date, if the **Date Range** box is ticked. It defaults to the current system date but can be changed by clicking the dropdown button to pick a date from the dropdown calendar.
- The check boxes in the **Include** panel can be used to omit or include data from the graph.

This is a four-page dialog. The other three pages of the dialog can be viewed by clicking the General, Budgets, and History folder tabs.

Initially, the graphic display shows debits, credits, and running account balances for all available history.

There are three basic ways to manipulate the displayed information:

1. The data points can be enlarged and reduced by clicking the zoom-in and zoom-out buttons. When the graph is enlarged, clicking and dragging the left mouse button scrolls the lines/bars. Specific portions of the graph can also be enlarged by clicking and dragging the right mouse button to the right and downwards. To reset the graph to its original scale, click and drag the right mouse button to the left and upwards.
2. The number of data points plotted can be reduced by entering a starting and ending date in the From: and To: fields and then clicking the Date Range check box. Note that any changes made to the starting and ending dates are not reflected in the graph until the Date Range check box is unticked and ticked again. Note also that any date range applied to the graph also applies to the transaction listing in the History page.
3. Any of the three information series can be included in, or omitted from, the graph by setting and clearing the checkmarks in the Include panel. When only one series is being displayed, the legend is removed from the graph to allow a larger drawing area.

If a large amount of historical data is being displayed, this screen is best maximised. When the screen is maximised, a further two controls become visible at the bottom-right of the panel, as shown below. These allow the appearance of the graph to be changed.



- When the **3D Display** box is unchecked the three dimensional effect of the graph is turned off. This can be useful if the graph has a lot of data points.
- The **Balance** control allows the balance line of the graph to be displayed as a smooth line, or as a stepped line which gives a "stairs" effect.

To change the currency of the graph from Euro to Home currency, and vice versa, click the appropriate radio button to the right of the graph.

Note:

Debits and credits are displayed differently depending on what type of account is being displayed. E.G. if an asset account is being viewed, a debit increases the account balance, whereas, if a liability account is being viewed, a credit increases the account balance.

3.3.4. Asset Register Routines

In certain types of business, particularly the equipment rental trade, a substantial part of the organisation's resources are tied up in fixed assets. The management of the acquisition, depreciation, and disposal of these assets is a significant task and is critical to the success of the business. The asset management functionality of Artemis Accounts was originally designed to cater for these types of business, but may be used by any business which needs the functionality of an Asset Register.

Three functions are provided maintain records of, depreciate, and dispose of fixed assets:

- ◆ Maintain Asset Register
- ◆ Depreciate All Assets
- ◆ Retire/Dispose of Asset

3.3.4.1. Asset Register Maintenance

The addition of new equipment rental assets to the Asset Register is handled automatically in some customised versions of Artemis Accounts. However, the maintenance of all business assets has to be done manually in this version of the system.

This function is used to add, delete, modify, depreciate, or just view a specific Asset Register record. To access this function, select **Maintain Asset Register** from the **Asset Management** sub-menu in the **Nominal** menu. This will cause the following screen to be displayed.

The screenshot shows the 'Asset Register Maintenance' window with the following data:

Item Number:	SCL2000	Date Acquired:	28/10/2001
Description:	Supra 2000 Packing Station		Currency: <input checked="" type="radio"/> Home <input type="radio"/> Euro
Serial Number:	S92738	Asset Number:	SCL0001
Asset Type:	EQIP	Useful Life (Years):	10
Beginning Value:	15998.70	Salvage Value:	0.00
Acc. Depreciation:	0.00	Net Value:	15998.70
Location:	WHSE	Depreciation Method:	S
Depreciation Reserves A/c:	160000	Depreciation Expense A/c:	701000

- If the asset is an item which exists on the Item Master, the item number will be displayed in the **Item Number** field. For all other assets, the user must assign a code to the asset when it is being added to the Asset Register.

- The **Date Acquired** field shows the date on which the asset was acquired. Depreciation is calculated from this date.
 - For stocked items, the **Description** field will be taken from the Item Master description field. For general assets, the user may enter a short description into this field when adding, or modifying, an asset.
 - If the item has a serial number, it is entered/shown in the **Serial Number** field. This can be a useful feature for security and insurance purposes.
 - Some organisations have an internal asset numbering system. If this is the case, the asset number is entered/displayed in the **Asset Number** field. Otherwise this field should use the serial number as an asset number.
 - The **Asset Type** is a four-character field is used to classify assets according to their function. The user can choose any coding system for this purpose. However, two codes - XRNT and RNTL - have special significance. For RNTL items, a message will be displayed at the bottom of the screen showing the customer to whom the item is rented. For XRNT items, the user will be informed that the item may be re-rented, or returned to stock.
 - The **Useful Life** field shows the period over which the asset is to be depreciated. This is expressed in years.
 - This **Beginning Value** field shows the original value of the asset when it was added to the asset register.
 - Some depreciation techniques take account of the likely residual value of an asset in calculating depreciation. The **Salvage Value** field shows the expected value of the asset at the end of the asset's useful life.
 - As assets are depreciated, a running total of the depreciation to date is maintained. The **Acc. Depreciation** field shows the total amount of accumulated depreciation for this asset.
 - **Net Value** is a calculated field which shows the current book value of the asset, i.e.
Beginning Value - Accumulated Depreciation
 - The **Location** is a six-character field can be used to give an indication of the physical location of an asset. The coding scheme is at the user's discretion. However, if the ASSET TYPE is set to RNTL, the system will treat this field as a Customer ID Code and look for a matching customer in the Sales Module. The customer's name will be displayed in a short message at the bottom of the screen.
 - Currently, three types of depreciation are supported and are entered/displayed in the **Depreciation Method** field:
 - S Straight Line
 - P Straight Percentage
 - D Declining Balance
 If the depreciation method chosen is Straight Percentage, an additional field is displayed to allow the percentage rate to be entered/edited.
 - Clicking the **Deprec.** button on this screen will enable the entry of N/L accounts to which a depreciation transaction, for the displayed asset, will be posted. The actual depreciation of the asset will not occur until the **Save** button is clicked.
- When adding an asset, two additional fields are displayed:**
- The **N/L Asset A/c** field holds the account used to pay for the newly-acquired asset. It could be another asset account, i.e. cash or bank, or it could be a liability account, i.e. creditors.
 - The **Credit to N/L A/c** field holds the asset account which is increased by the value of the newly-acquired asset.

Adding an Asset Record.

To add a new asset record:

1. Click the appropriate button in the **Currency** radiogroup to select whether the values entered are to be in Euro or the Home currency and then click the **Add** button.
2. Enter a code for the item in the **Item Number** field and press **<Tab>**. If the item is usually stocked for resale, this code should be the stock item number which can be looked up by clicking the lookup button. Otherwise, the code can be any combination of characters chosen by the user.
3. Enter the date from which the asset is to be depreciated in the **Date Acquired** field and press **<Tab>** or simply press **<Tab>** to accept the current date. The date can also be "picked" by clicking the down-arrow button.

4. Enter a short description (up to 40 characters) in the **Description** field and press **<Tab>**. If the item is usually stocked for resale, the description will be copied from the item's description in the Item Master file.
5. If the item has a serial number, type this in the **Serial Number** field and press **<Tab>**.
6. If you have an internal asset numbering system, type the assigned asset number in the **Asset Number** field and press **<Tab>**.

Note:

Prudent management of assets suggests that all assets above a certain value should be permanently marked in some manner. The recording of serial numbers, or asset numbers, may be used as an effective loss prevention method.

7. If desired, a coding scheme can be developed to identify assets by function or use. A code, of up to four characters, may be entered in the **Asset Type** field, followed by **<Tab>** to meet this need.
8. Type the period over which the asset is to be depreciated, in years, in the **Useful Life** field and press **<Tab>**. This value must be greater than zero.
9. Type the purchase price if the asset in the **Beginning Value** field and press **<Tab>**.
10. If the asset is expected to have some resale value at the end of the depreciation period, type this value in the **Salvage Value** field and press **<Tab>**.
11. If it is the case that the asset has existed for some time before being added to the asset register, it will already have accumulated some depreciation and this may be entered in the **Acc. Depreciation** field. However, any amount entered in this field is not picked up by the Nominal Ledger and a separate **Nominal Journal Entry** should be made to keep the accounts aligned.
12. For assets which are rented to customers, type the Customer ID Code in the **Location** field and press **<Tab>**. Otherwise, this field may be used for a user-defined asset location system. The Customer ID Code may also be retrieved by pressing the lookup button.
13. The depreciation method used by the business is typically determined by the Revenue Commissioners. The company's accountant will be able to specify which method should be used. The relevant code - **S** for Straight Line, **P** for Straight Percentage, or **D** for Declining Balance - should be typed in the **Depreciation Method** field, followed by the **<Tab>** key.

When adding an asset, two hidden fields are displayed to capture the N/L account posting details:

14. The **N/L Asset A/c** field defaults to the control account which was specified during the setup process. If this is acceptable, press **<Tab>**. Otherwise, enter an alternative asset account number and press **<Tab>** or select an account using the lookup button. If the account entered is not an asset account, an error message is displayed.
15. Type the number of the account which is to be credited in the **Credit to N/L A/c** field and press **<Tab>**. This account is typically another asset account, or a liability account, as indicated earlier. However, it may also be a capital account. As before, the available accounts can be looked up by clicking the lookup button.
16. To add the record, click the **Save** button. To cancel the asset add function, click the **Close** button or use the navigation buttons to move to another record.

Editing an Asset Record:

To edit an asset record:

1. Click the appropriate button in the **Currency** radiogroup to select whether the values entered are to be in Euro or the Home currency and then click the **Edit** button. (The only value which can be changed for an existing record is the **Salvage Value**).
2. Press **<Tab>** to skip over the **Item Number** field or enter a new code for the item in this field and press **<Tab>**.
3. Press **<Tab>** to skip over the **Date Acquired** field or enter the new date from which the asset is to be depreciated and press **<Tab>**.
4. Enter a new description (up to 40 characters) in the **Description** field and press **<Tab>** or just press **<Tab>** to skip over this field.
5. If the item has a serial number and you wish to change it, type it in the **Serial Number** field and press **<Tab>**. Otherwise just press **<Tab>**.
6. If you have an internal asset numbering system, type the assigned asset number in the **Asset Number** field and press **<Tab>** or just press **<Tab>** to skip this field.
7. Enter a code, of up to four characters, in the **Asset Type** field, followed by **<Tab>** or just press **<Tab>** to skip this field.
8. Type the period over which the asset is to be depreciated, in years, in the **Useful Life** field and press **<Tab>**. This value must be greater than zero. To skip this field just press **<Tab>**.
9. The **Beginning Value** field may be edited, but any change in value will not be reflected in the Nominal Ledger and a separate adjustment should be made using the **Nominal Journal Entry** function.
10. If the asset is expected to have some resale value at the end of the depreciation period, type this value in the **Salvage Value** field and press **<Tab>** or just press **<Tab>** to skip this field.
11. The **Acc. Depreciation** field may be edited, but any change in value will not be reflected in the Nominal Ledger and a separate adjustment should be made using the **Nominal Journal Entry** function.
12. For assets which are rented to customers, type the Customer ID Code in the **Location** field and press **<Tab>**. Otherwise, this field may be used for a user-defined asset location system. The Customer ID Code may also be retrieved by pressing the lookup button. Once again, just press **<Tab>** to skip this field.
13. The depreciation method used by the business is typically determined by the Revenue Commissioners. The company's accountant will be able to specify which method should be used. The relevant code - **S** for Straight Line, **P** for Straight Percentage, or **D** for Declining Balance - should be typed in the **Depreciation Method** field, followed by the **<Tab>** key.
14. To save the changes to the record, click the **Save** button. To cancel the asset edit function, click the **Close** button or use the navigation buttons to move to another record.

Depreciating an Asset Record:

The calculation and posting of depreciation can be done for the currently displayed asset, if required. There is no restriction on the timing or frequency of depreciation processing, as the system calculates the net amount of depreciation which should be posted for the asset at the time that the depreciation routine is run. This means that the depreciation routine can be run as often, or as seldom, as required

To depreciate a specific asset:

1. Use the navigation buttons to display the required record and click the **Deprec.** button. Note that a panel is then displayed at the bottom of the form to allow the Nominal Ledger accounts for depreciation reserves and depreciation expense to be entered.
2. Enter the N/L account code for the depreciation reserves in the **Depreciation Reserves A/c** field, or use the lookup button to select an account, and press **<Tab>**.
3. Enter the N/L account code for the depreciation expense in the **Depreciation Expense A/c** field, or use the lookup button to select an account.
4. Click the **Save** button to post the calculated depreciation amount. To cancel this operation, click the **Close** button or use the navigation buttons to move to another record.

3.3.4.2. Depreciating Assets

The calculation and posting of depreciation in Artemis Accounts can be done for all assets on the Asset Register, in one step. There is no restriction on the timing or frequency of depreciation processing, as the system calculates the net amount of depreciation which should be posted for each asset at the time that the depreciation routine is run. This means that the depreciation routine can be run as often, or as seldom, as required.

The Depreciate Assets function handles the calculation and posting of depreciation, based on the depreciation method, asset value, salvage value, and accumulated depreciation for each item on the Asset Register. To access this function, select **Depreciate All Assets** from the **Asset Management** sub-menu in the **Nominal** menu. This will cause the following screen to be displayed.

- The **Depreciation Reserves A/c** field is used to enter the nominal ledger asset account which is used to hold accumulated depreciation.
- The **Depreciation Expense A/c** field is used to enter the nominal ledger expense account which is used to show the depreciation "loss".
- Clicking the **Ok** button will cause the depreciation amount for all assets to be calculated and posted to the Nominal Ledger and the Asset Register.

To depreciate all assets:

1. Enter the N/L account code for the depreciation reserves in the **Depreciation Reserves A/c** field, or use the lookup button to select an account, and press **<Tab>**.
2. Enter the N/L account code for the depreciation expense in the **Depreciation Expense A/c** field, or use the lookup button to select an account.
3. Click the **Ok** button to calculate and post the depreciation amounts. To cancel this operation, click the **Cancel** button or the **Close** button.

3.3.4.3. Asset Disposal/Write-off

Because the addition of an asset to the Asset Register involves the creation of a double-entry Nominal Ledger transaction, the removal of the asset from the register is not simply a matter of deleting a record. The system must be provided with information to create another double-entry Nominal Ledger transaction which reduces the asset account and increases another asset account or decreases a liability account.

The Asset Register - Item Dispose function is used to remove an asset from the Asset Register and create the appropriate Nominal Ledger transactions. To access this function, select **Retire/Dispose of Asset** from the **Asset Management** sub-menu in the **Nominal** menu. This will cause the following screen to be displayed.

- These fields in the top half of the screen are not selectable for this operation and are shown for information only.
- Clicking the **Dispose** button enables the entry of write-off details in the fields in the bottom half of the screen. The asset is not actually written-off until the **Ok** button is clicked.
- The **Fixed Asset A/c** field is used to enter the nominal ledger account which holds the value of the asset i.e this account increased in value when the asset was added to the system.
- The **Depreciation Reserves A/c** field is used to enter the nominal ledger asset account which is used to hold accumulated depreciation.
- The **Depreciation Expense A/c** field is used to enter the nominal ledger expense account which is used to show the depreciation "loss".
- Even if an asset has been depreciated completely, it is still possible that it can be sold, rather than scrapped. It is also possible that an asset with a residual net value would be sold for less than its book value. In such cases, the system must be informed of the cash transaction and the **Amount Received** field should be updated.

- The **Cash or Bank A/c** field use used to enter the nominal ledger asset account which is increased as a result of any monies received in exchange for the asset.
- Clicking the **Ok** button causes the asset to be written-off, or disposed of, using the details entered on this screen.

To dispose of an asset:

1. Use the navigation buttons to display the required record, click the appropriate **Currency** radiobutton if the entry currency needs to be changed, and then click the **Dispose** button. This will cause the N/L account entry fields in the bottom half of the screen to be activated and default account information will be shown for each field, as shown in the image, above.
2. Enter the N/L account code for the asset account which represents this item in the **Fixed Asset A/c** field, or use the lookup button to select an account, and press **<Tab>**.
3. Enter the N/L account code for the depreciation reserves in the **Depreciation Reserves A/c** field, or use the lookup button to select an account, and press **<Tab>**.
4. Enter the N/L account code for depreciation expense in the **Depreciation Expense A/c** field, or use the lookup button to select an account.
5. If the asset was sold, the amount received for the item must be entered in the **Amount Received** field, followed by **<Tab>**.
6. Enter the N/L account code for cash or bank account that is to be increased as a result of the sale in the **Cash or Bank A/c** field, or use the lookup button to select an account.
7. Click the **Ok** button to complete the operation. To cancel this operation, click the **Cancel** button, or the **Close** button.

3.3.5. VAT Overview

Any business which charges Value Added Tax (VAT) on sales is required to make VAT returns at regular intervals. In the case of a company with a high volume of sales and purchase transactions, the task of preparing VAT returns manually can be a very time-consuming process. However, with Artemis Accounts all of the details of purchases and sales, including the VAT element, are recorded by the system. This means that the system has the information needed to calculate the VAT paid on purchases and the VAT charged on sales for any period.

By using the VAT processing features of Artemis Accounts the amount of time taken to prepare a VAT return can be reduced from hours to minutes.

Basic Concepts

As each purchase, or sale, is recorded, the VAT code for each line of the invoice is entered by the user. The system uses this code to lookup the appropriate VAT rate and calculates the VAT amount which should be added to the invoice. The VAT code is recorded in the Purchase Ledger or the Sales Ledger for each line of the invoice when the transaction is saved.

When the VAT processing routine is being run, the system scans each entry of the Purchase Ledger and the Sales Ledger and re-calculates the VAT amount for each entry, based on the VAT code which has been stored for the ledger entry. Because there may be up to 10 VAT rates used, a running total is maintained for each VAT code. On completion of the processing, a report is displayed, showing the total sales and purchases for each VAT rate and the VAT paid, or charged, on these amounts.

Because of the non-restrictive design of Artemis Accounts, VAT processing can be carried out for any period and at any time. However, it may be desirable to "mark" the sales and purchase transactions which have already formed part of a return to ensure that the same item is not returned for VAT purposes more than once. This introduces the need for a concept called *reconciliation*.

VAT Reconciliation

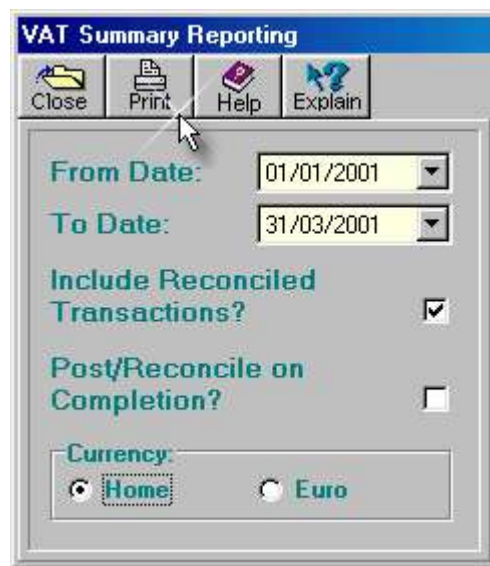
When VAT processing is being carried out, the user is given the option of reconciling the purchase and sales transactions. This simply means that the transaction is "marked" to indicate that it has been included as part of a VAT return. If further transactions are entered into the same period at a later date, they can be included in a supplementary VAT return while excluding the reconciled, or previously returned, transactions.

When the VAT processing routines are being run, the user can choose to include, or omit, any reconciled transactions. This capability is included to allow the generation of reports at a later time which show the total VAT position for a period.

3.3.5.1. VAT Summary Processing/Reporting

A summary of the VAT details for each VAT rate is the basis on which a VAT return is made. This information can be obtained through the Summary Report & Processing function.

To access this function, select **VAT Summary Report/Processing** from the **VAT Processing/Reports** sub-menu in the **Nominal** menu. This will cause the following panel to be displayed.



The screenshot shows a dialog box titled "VAT Summary Reporting". It has a toolbar with four buttons: "Close", "Print", "Help", and "Explain". Below the toolbar, there are two date fields: "From Date:" with a dropdown menu showing "01/01/2001" and "To Date:" with a dropdown menu showing "31/03/2001". Below these are two checkboxes: "Include Reconciled Transactions?" which is checked, and "Post/Reconcile on Completion?" which is unchecked. At the bottom, there is a "Currency:" section with two radio buttons: "Home" (selected) and "Euro".

- The **From Date** field shows the date from which the report and reconciliation is to begin. This will typically be dictated by the need to make a VAT return for a specific period.
- The **To Date** field shows the date at which the report and reconciliation is to end. Again, this will typically be dictated by the need to make a VAT return for a specific period.

- Setting the checkmark in the **Include Reconciled Transactions?** box forces the system to include all transactions in the specified period. If this box is unchecked, only those transaction which have not been marked as returned will be included.
- Setting the checkmark in the **Post/Reconcile on Completion?** box causes the transactions to be marked as reconciled, or "VAT returned". This should not be done until you are happy that the VAT processing results are accurate, i.e. there are no invoices missing from either the Sales or Purchase modules.
- The **Currency** radiobutton set is used to select the currency in which the VAT report will be generated.
- In addition to displaying a preview of the report, the **Print** button in the VAT reports also causes reconciliation to be carried out, if this was specified. Because of this, caution should be exercised before running this report.

To calculate & print the VAT Summary:

1. Enter the starting date of the period to be covered by the VAT return in the **From Date** field and press **<Tab>** or use the pulldown button to select a date from the calendar.
2. Enter the ending date of the period to be covered by the VAT return in the **To Date** field and press **<Tab>** or use the pulldown button to select a date from the calendar.
3. To include previously returned transactions, ensure that the **Include Reconciled Transactions** checkbox is checked, by pressing the spacebar or by clicking the checkbox, and press **<Tab>** This box should be cleared to include only those transactions which have not been previously returned. If this processing session is being used to prepare an actual VAT return, the checkbox should be cleared.
4. Set the checkmark in the **Post/Reconcile on Completion** checkbox to mark all transactions included in this processing run as returned and press **<Tab>** or simply press **<Tab>** to leave the transactions unmarked. If this processing session is being used to prepare an actual VAT return, this box should be checked.
5. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
6. Click the **Print** button to process and display the report.

The system will then cycle through all of the purchase and sales transactions for the period specified. If the option of including reconciled transactions was chosen, all transactions will be included in the calculation process. Otherwise, only those transactions which are "unmarked" will be included. If the option to reconcile on completion was chosen, each transaction will be "marked" as it is processed. Otherwise, the files will be left in the same state as before this operation was started. An example of what is then displayed is shown on the next page.

Note that this function assumes that the R and S VAT codes are used for general purchases, i.e. items which are not re-sold by the business. In some customised configurations of Artemis Accounts these codes have a different purpose and the report will be different from that shown.

Important Note:

If there is a change to the VAT rates used by the business, all transactions entered in periods prior to the change should be reported and reconciled before changing the VAT table. Any attempt to report on these periods after the VAT table has been changed will result in the new VAT rates being used for the transactions. This will give totally inaccurate results!

VAT Summary Report			
01/01/2001 to 31/03/2001			
<u>Supplies & Services:</u>			
VAT Code	Description	Net Amount	VAT Amount
A	0.0% EXEMPT	£548.21	£0.00
D	20.0% STANDARD	£8,680.05	£1,736.01
Total for Supplies & Services:		£9,228.26	£1,736.01
<u>Deductable Purchases & Imports:</u>			
VAT Code	Description	Net Amount	VAT Amount
A	0.0% EXEMPT	£4,238.23	£0.00
C	12.5% SERVICE	£88.68	£11.09
D	20.0% STANDARD	£2,154.84	£430.97
S	21.0% NON STOCK STD	£330.00	£69.30
		£4,711.75	

3.3.5.2. Vat Detail Processing/Reporting

A detailed report of the transactions which form part of a VAT return is sometimes needed to investigate apparent discrepancies between what the system is reporting and what the business owner/ manager believes to be the VAT position. A possible reason for such a discrepancy may be the omission of some transactions from the Purchase or Sales Ledgers. This information can be obtained through the Detail Report & Processing function. This report may also be filed as backup detail for a VAT return.

This report is not intended for use in generating a VAT return. It is simply provided in order to show where the VAT Summary information came from. Note that this report can be quite long and may take some time to process!

The procedure for generating this report is exactly the same as that for the VAT Summary Report. However, the output, as might be expected, is substantially different and an extract of a detail report is shown on the next page.

VAT Detail Report

01/01/2000 to 31/03/2000

Supplies & Services:

R	Date	Description	Invoice No.	VAT	Net Amount	VAT Amount
	31/01/2000	Miscellaneous Sales at 0.0%	I000000032	A	€276.42	
	29/02/2000	Miscellaneous Sales at 0.0%	I000000033	A	€304.32	
	31/03/2000	Miscellaneous Sales at 0.0%	I000000034	A	€280.89	
Total for VAT Code : A 0.0% EXEMPT					€861.63	€0.00

R	Date	Description	Invoice No.	VAT	Net Amount	VAT Amount
	31/01/2000	Miscellaneous Sales at 21.0%	I000000032	D	€4,340.59	
	29/02/2000	Miscellaneous Sales at 21.0%	I000000033	D	€4,778.46	
	31/03/2000	Miscellaneous Sales at 21.0%	I000000034	D	€4,410.31	
Total for VAT Code : D 20.0% STANDARD					€13,529.36	€2,705.87

€14,390.99 €2,705.87

Deductible Purchases & Imports:

R	Date	Description	Invoice No.	VAT	Net Amount	VAT Amount
	01/01/2000	Credit Card Commission (CRDCOM	E0203898	A	€63.87	
	01/01/2000	Municipal Rates(.....)	GA68010100	A	€2,407.80	
	05/01/2000	Initial Stock(.....)	SCSTART	A	€89.52	
	10/01/2000	Returned Cheque Charge(.....)	C885100100	A	€6.35	
	12/01/2000	MISSING INVOICE DETAIL (AAMIS	GGH-TOBEF	A	€177.76	
	13/01/2000	DRIP TAPER CANDLE 9 VARS (SCC	INVSC0	A	€29.20	
					€60.95	

The left-most column of the report will show a checkmark for any transaction which has been marked as reconciled or returned in a previous processing run.

3.3.6. Nominal Ledger Reports

All reports in Artemis Accounts are initially displayed in a preview screen which allows the report to be printed or saved to a file. The majority of the reports also allow certain criteria to be set before the report is displayed. The Nominal Ledger reports are detailed in the following sections

3.3.6.1. Trial Balance

The Trial Balance report shows each account in the Chart of Accounts and the balance on the account as of a specified date. For accounts which do not have a balance, i.e. income and expenditure, the net debit or credit during the period is shown. Sub-total accounts are not shown, as they do not have balances and are not debited or credited.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or use the dropdown calendar to select a date, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or use the dropdown calendar to select a date, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Trial Balance Report			
01/02/1997 to 02/02/1998			
Account	Description	Debits	Credits
100000	Bank Account #1	€1,154.09	
100100	Bank Account #2		€8,695.33
100500	Petty Cash	€0.00	
100600	Cash in Hand	€0.00	
110000	Investment Account #1	€0.00	
110100	Investment Account #2	€0.00	
120000	Trade Debtors	€0.00	
120100	Other Debtors	€0.00	
120900	Provision for Bad Debts	€0.00	
130000	Stock in Trade	€127.93	
140000	Prepaid Expenses	€0.00	
140100	Other Current Assets	€0.00	
150000	Furniture & Fittings	€3,926.50	
150100	Computers & Equipment	€1,293.69	
150200	Motor Vehicles	€0.00	
150300	Land & Buildings	€0.00	
150400	Leasehold Improvements	€3,294.67	
160000	Acc Dep. - Furniture etc.	€0.00	
160100	Acc Dep. - Computers & Equip	€0.00	
160200	Acc Dep. - Motors	€0.00	
160300	Acc Dep. - Land & Buildings	€0.00	
160400	Acc Dep. - Lease Improvem'ts	€0.00	
170000	Other Fixed Assets	€0.00	
200000	Trade Creditors		€0.00
200100	Other Creditors		€27,718.75
200200	Lease Payments due within 1 Yr		€0.00
210000	VAT Payable	€1,396.63	
210100	Corporation Tax Payable		€0.00

3.3.6.2. Balance Sheet

The Balance Sheet shows the balance on asset, liability, owner's equity, and retained earnings accounts as of a specified date.

To specify the report parameters and print/display the report:

1. Enter the required date for the first column of the report in the From Date field, or use the dropdown calendar to select a date, and press **<Tab>**. (*Only needed for two column comparative reports*)
2. Enter the required date of the second, or only, column of the report in the To Date field, or use the dropdown calendar to select a date, and press **<Tab>**.
3. Click the **Two-Column** checkbox to choose whether the report should show a comparison to an earlier date, as entered in the From Date field.
4. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
5. Click the **Print** button to process and display the report. The following is an example of the format of what is then displayed (two column format):

Balance Sheet			
Account	Description	01/01/1992	01/01/1993
<u>ASSETS</u>			
118090	Cash Account	€0.00	€0.00
169601	Office Equipment	€0.00	€0.00
176000	Stocks - Finished Goods	€0.00	€0.00
177700	Equipment & Machinery	€0.00	€0.00
177800	Provision for Bad Debts	€0.00	€0.00
177900	Sundry Debtors	€37,250.29	€46,053.84
178000	Miscellaneous Assets	€0.00	€0.00
	TOTAL ASSETS:	€37,250.29	€46,053.84
<u>LIABILITIES</u>			
280100	Short Term Bank Loan	€0.00	€0.00
282700	Trade Creditors	€0.00	€0.00
282900	Accruals	€0.00	€0.00
286000	Corporation Tax	€0.00	€99.85
287900	Corporation Tax - Balance b/f	€0.00	€0.00
	TOTAL LIABILITIES:	€0.00	€99.85
<u>CAPITAL & RETAINED EARNINGS</u>			
388000	Retained Profit/Loss	€37,250.29	€45,953.99
	TOTAL CAPITAL & EQUITY:	€37,250.29	€45,953.99
	TOTAL LIABILITIES & EQUITY:	€37,250.29	€46,053.84

3.3.6.3. Income Statement

The Income Statement, or Profit & Loss Report, shows the income and expenditure for the business over a specific period of time.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Click the **Two-Column** checkbox to choose whether the report should show a comparison to the previous period. Note that if the dates entered specify a three month period, the comparison will be made to exactly the same number of days prior to the start of this period. This means that, because of varying numbers of days in a month, the comparison may not always compare one complete month/quarter to another.
4. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
5. Click the **Print** button to process and display the report. The following is an example of what is then displayed (two column format):

Profit & Loss Statement			
		01/05/1997 to 30/04/1998	01/05/1998 to 30/04/1999
Account	Description		
INCOME			
400000	Sales Income 1	£52,233.18	£64,663.77
400100	Sales Income 2	£0.00	£0.00
400200	Sales Income 3	£0.00	£0.00
400300	Sales Income 4	£0.00	£0.00
400800	Interest Income	£0.00	£0.00
400900	Other Income	£0.00	£0.00
	TOTAL INCOME:	£52,233.18	£64,663.77
EXPENDITURE			
500000	Cost of Goods Sold 1	£44,407.77	£42,949.46
500100	Cost of Goods Sold 2	£0.00	£0.00
500200	Cost of Goods Sold 3	£0.00	£0.00
500300	Cost of Goods Sold 4	£0.00	£0.00
500900	Carriage In/Out	£0.00	£64.50
	Cost of Goods Sold	£44,407.77	£43,013.96
599999	Operating Profit/Margin	£7,825.41	£21,649.81
600000	Corporation Tax	£0.00	£0.00
600100	Employer's PRSI	£0.00	£0.00
600200	Wages & Salaries	£0.00	£0.00
600300	Pension Fund Expenses	£0.00	£0.00
600500	Municipal Rates	£2,888.56	£1,816.30
700000	Accounting & Legal Expenses	£509.00	£0.00
700100	Insurance Expenses	£555.00	£805.00
			£595.00
			£3,161.86

3.3.6.4. Sources & Uses of Funds

The Sources & Uses of Funds report shows where money has come from, and where it has gone to, over a specific period of time.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Sources & Uses of Funds		
Account	Description	Amounts
SOURCES		
100100	Bank Account #2	€6,695.33
120000	Trade Debtors	€5,369.11
200100	Other Creditors	€16,999.21
210000	VAT Payable	€5,598.97
400000	Sales Income 1	€132,494.94
USES		
100000	Bank Account #1	€5,079.17
130000	Stock in Trade	€140.50
140000	Prepaid Expenses	€36.35
150000	Furniture & Fittings	€8,926.50
150100	Computers & Equipment	€1,293.69
150400	Leasehold Improvements	€3,294.67
500000	Cost of Goods Sold 1	€100,357.98
500900	Carriage In/Out	€37.46
600500	Municipal Rates	€5,973.95
700000	Accounting & Legal Expenses	€838.03
700100	Insurance Expenses	€1,472.89
700200	Bank Charges	€1,339.49
700300	Interest Expenses	€543.96
700400	Property Lease Expenses	€33,008.69
800000	Maintenance & Repairs	€551.88
800200	Office Supplies	€182.09
800300	Advertising & Promotion	€1,484.46
800400	Light & Heating	€1,207.59
800500	Telephone	€1,049.16
800700	Books & Subscriptions	€247.70
		€1,049.16

3.3.6.5. Nominal Journal

The Nominal Journal report lists the entries to the Nominal Journal showing debits and credits, by date.

To specify the report parameters and print/display the report:

1. Enter the department for which the report is required in the **Department** field and press **<Tab>**. If the report is required for all departments, simply tab over this field.
2. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
4. If a report of all transactions is required, tab over the **Source** field. Otherwise, choose whether to restrict the report to transactions entered directly into the Nominal Ledger or imported from the Purchase Ledger, Sales Ledger, Stock Control module, or Cashbook module using the down-arrow on this field.
5. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
6. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Nominal Journal Report						
01/10/2000 to 01/11/2000						
Date	Dept.	Account	Description	C	Debits	Credits
01/10/2000		100000	Starting Capital	N	£10,000.00	
01/10/2000		300000	Starting Capital	N		£10,000.00
01/10/2000		150100	Asset Register Add - SCL2000	N	£2,000.00	
01/10/2000		100000	Asset Register Add - SCL2000	N		£2,000.00
25/10/2000		160100	Asset Register Depreciation	N		£13.15
25/10/2000		701100	Asset Register Depreciation	N	£13.15	
01/11/2000		250100	Bank Loan Capital Repayment		£500.00	
01/11/2000		700300	Bank Loan Interest Payment		£100.00	
01/11/2000		100000	Bank Loan Repayment			£600.00

3.3.6.6. Nominal Account History

The Nominal Account History shows the transaction history on all, or selected, nominal accounts for a specified period. To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. If a separate page is required for each account to be listed, ensure that the **Page per A/c** checkbox is checked by pressing the spacebar, or clicking the checkbox, to toggle the checkmark.
4. To begin the report at a specific account, enter the account number in the **From Account** field and press **<Tab>**.
5. To end the report at a specific account, enter the account number in the **To Account** field and press **<Tab>**.
6. To display all accounts in the selected range, even those with no transactions in the selected period, check the **Show A/cs with no history** checkbox. Unchecking this checkbox reduces the size of the report.
7. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
8. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Nominal Account History						
01/02/2000 to 15/02/2002						
100000	Bank Account #1					
Date	Description	Cheque	C	Debit	Credit	Balance
	Opening Balance:					£0.00
01/10/2000	Starting Capital		N	£10,000.00		£10,000.00
01/10/2000	Asset Register Add - SCL2000		N		£2,000.00	£8,000.00
	Closing Balance:					£8,000.00
100100	Bank Account #2					
Date	Description	Cheque	C	Debit	Credit	Balance
	Opening Balance:					£0.00
01/11/2000	Bank Loan Payment				£600.00	-£600.00
	Closing Balance:					-£600.00
150100	Computers & Equipment					
Date	Description	Cheque	C	Debit	Credit	Balance
	Opening Balance:					£0.00
01/10/2000	Asset Register Add - SCL2000		N	£2,000.00		£2,000.00
	Closing Balance:					£2,000.00
160100	Acc Dep. - Computers & Equip					
Date	Description	Cheque	C	Debit	Credit	Balance
	Opening Balance:					£0.00
25/10/2000	Asset Register Depreciation				£13.15	£13.15

3.3.6.7. Recurring Nominal Entries

The Recurring Entries Listing is very similar to the Nominal Journal report, except that it only shows the debit and credit details of the master copies of recurring transactions in the recurring transactions file.

To specify the report parameters and print/display the report:

1. To list only those transactions with a specific frequency, type **W**, **M**, **Q**, **H**, or **Y** in the Frequency field and press **<Tab>** or click the down-arrow to the right of the field to pick the required frequency. Otherwise, just press **<Tab>** to view all of the recurring transactions,
2. Select the display currency by clicking the appropriate radiobutton in the Currency control .
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Recurring Entries Listing						
For Monthly Processing						
Account	Description	Frequency	Reference	Debit	Credit	Dept.
250100	Bank Loan Capital Repayment	Monthly	BANKLOAN	€634.87		
700300	Bank Loan Interest Payment	Monthly	BANKLOAN	€126.97		
100100	Bank Loan Payment	Monthly	BANKLOAN		€761.84	
Next Active Date: 01/11/2000				€761.84	€761.84	

3.3.6.8. Budget Listing

The Budget Listing is used to obtain a schedule of the budget targets for the income and expenditure accounts. This can be listed by month, or as an annual total for each account.

To specify the report parameters and print/display the report:

1. Choose whether the report should show monthly or yearly amounts by typing **M** or **Y** in the Report Detail field and press **<Tab>**, or click the down-arrow to the right of the field to pick the required level of detail. Otherwise, just press **<Tab>** to accept the default - Yearly.
2. Select the display currency by clicking the appropriate radiobutton in the Currency control.
3. Click the **Print** button to process and display the report. A sample of the output from the both versions of this report are shown on the following page.

Annual Report:

Income & Expenditure Budget Listing

Account	Description	Annual Budget
400000	Sales Income 1	€0
400100	Sales Income 2	€0
400200	Sales Income 3	€0
400300	Sales Income 4	€0
400800	Interest Income	€0
400900	Other Income	€0
<i>Total Budgeted Income:</i>		€0

Account	Description	Annual Budget
500000	Cost of Goods Sold 1	€0
500100	Cost of Goods Sold 2	€0
500200	Cost of Goods Sold 3	€0
500300	Cost of Goods Sold 4	€0
500900	Carriage In/Out	€0
600000	Corporation Tax	€0
600100	Employer's PRSI	€0
600200	Wages & Salaries	€0
600300	Pension Fund Expenses	€0
600500	Municipal Rates	€0
700000	Accounting & Legal Expenses	€0
700100	Insurance Expenses	€0

Monthly Report:

Income & Expenditure Budget Listing

Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
400000	Sales Income 1	€0	€0	€0	€0	€0	€0	€0	€0
400100	Sales Income 2	€0	€0	€0	€0	€0	€0	€0	€0
400200	Sales Income 3	€0	€0	€0	€0	€0	€0	€0	€0
400300	Sales Income 4	€0	€0	€0	€0	€0	€0	€0	€0
400800	Interest Income	€0	€0	€0	€0	€0	€0	€0	€0
400900	Other Income	€0	€0	€0	€0	€0	€0	€0	€0
<i>Total Budgeted Income:</i>		€0	€0	€0	€0	€0	€0	€0	€0

Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
500000	Cost of Goods Sold 1	€0	€0	€0	€0	€0	€0	€0	€0
500100	Cost of Goods Sold 2	€0	€0	€0	€0	€0	€0	€0	€0
500200	Cost of Goods Sold 3	€0	€0	€0	€0	€0	€0	€0	€0
500300	Cost of Goods Sold 4	€0	€0	€0	€0	€0	€0	€0	€0
500900	Carriage In/Out	€0	€0	€0	€0	€0	€0	€0	€0
600000	Corporation Tax	€0	€0	€0	€0	€0	€0	€0	€0
600100	Employer's PRSI	€0	€0	€0	€0	€0	€0	€0	€0
600200	Wages & Salaries	€0	€0	€0	€0	€0	€0	€0	€0
600300	Pension Fund Expenses	€0	€0	€0	€0	€0	€0	€0	€0
600500	Municipal Rates	€0	€0	€0	€0	€0	€0	€0	€0
700000	Accounting & Legal Expenses	€0	€0	€0	€0	€0	€0	€0	€0
700100	Insurance Expenses	€0	€0	€0	€0	€0	€0	€0	€0

3.3.6.9. Budget Variance Report

A fundamental management function is the measurement of actual performance against a target. The Budget Variance report shows how actual income and expenditure compare to the budgets which have been established for each category of income and expense.

This report can be generated for any period, up to a maximum of one calendar year. If the report is generated for a period greater than 12 months, the budget figures will be for one year, but the actual figures will be for the period specified. This will not be very meaningful!

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the From Date field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the To Date field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the Currency control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Income & Expenditure Budget Variances				
01/01/1999 to 31/12/1999				
Account	Description	Budget	Actual	Variance
400000	Sales Income 1	£0	£74,459	£74,459
400100	Sales Income 2	£0	£0	£0
400200	Sales Income 3	£0	£0	£0
400300	Sales Income 4	£0	£0	£0
400800	Interest Income	£0	£0	£0
400900	Other Income	£0	£0	£0
<i>Total Income vs. Budget:</i>		£0	£74,459	£74,459
Account	Description	Budget	Actual	Variance
500000	Cost of Goods Sold 1	£0	£17,050	-£17,050
500100	Cost of Goods Sold 2	£0	£0	£0
500200	Cost of Goods Sold 3	£0	£0	£0
500300	Cost of Goods Sold 4	£0	£0	£0
500900	Carriage In/Out	£0	£73	-£73
600000	Corporation Tax	£0	£0	£0
600100	Employer's PRSI	£0	£0	£0
600200	Wages & Salaries	£0	£0	£0
600300	Pension Fund Expenses	£0	£0	£0
600500	Municipal Rates	£0	£1,806	-£1,806
700000	Accounting & Legal Expenses	£0	£0	£0
700100	Insurance Expenses	£0	£802	-£802
700200	Bank Charges	£0	£309	-£309
700300	Interest Expenses	£0	£13	-£13
700400	Property Lease Expenses	£0	£7,342	-£7,342
			£0	£0

This report shows positive variances in green, negative variances in red, and zero variances in black. If income is greater than budget, this is regarded as a positive variance. If expenditure is greater than expected, it is regarded as a negative variance. The overall effect is that figures shown in red represent a problem to be addressed.

3.3.6.10. Cheque Listing

Users of the optional Cashbook & Bank Reconciliation Module have the ability to reconcile bank statements using the functions contained in that module. For users of the basic configuration of Artemis Accounts, the Cheque Listing report is intended to provide some assistance in reconciling bank statements manually.

To specify the report parameters and print/display the report:

1. Enter the nominal ledger account number which represents the bank account on which the cheques were drawn in the **Account No.** field and press **<Tab>**. The Chart of Accounts can be looked up by clicking the lookup button.
2. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
4. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
5. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Cheque Listing			
01/11/2000 to 28/01/2001			
Date	Payment Details	Cheque No.	Amount Paid
15/11/2000	Payment - Inv: NC33311000	100909	£22.78
15/11/2000	Payment - Inv: NC7041200	100909	£22.78
	Total for Cheque No.: 100909		£45.56
16/12/2000	Payment - Inv: 34951	100910	£2,000.00
15/01/2001	Payment - Inv: DE34061000	100911	£199.29
21/01/2001	Payment - Inv: AC3964367	100912	£249.41

Note that the report shows all payments and lodgements for the account where a payment method is specified. If a cheque has been written to cover more than one invoice, the amount which applies to each invoice is shown and the total value of the cheque is also displayed. Cheques received from customers are noted as CHEQUE, cash payments and receipts are noted as CASH, and direct debits and standing orders are noted as D/DEBIT.

3.3.6.11. Chart of Accounts Listing

This report lists the nominal accounts, showing the opening balances, where applicable.

To print/display the report:

1. Select the display currency by clicking the appropriate radiobutton in the Currency control.
2. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Chart of Accounts			
Account	Description	Account Type	Opening Balance
100000	Bank Account #1	Asset	€0.00
100100	Bank Account #2	Asset	€0.00
100500	Petty Cash	Asset	€0.00
100600	Cash in Hand	Asset	€0.00
110000	Investment A/C #1	Asset	€0.00
110100	Investment A/C #2	Asset	€0.00
120000	Trade Debtors	Asset	€0.00
120100	Other Debtors	Asset	€0.00
120900	Provision for Bad Debts	Asset	€0.00
130000	Stock in Trade	Asset	€0.00
140000	Prepaid Expenses	Asset	€0.00
140100	Other Current Assets	Asset	€0.00
149999	Total Current Assets	Sub-total 2	
150000	Furniture & Fittings	Asset	€0.00
150100	Computers & Equipment	Asset	€0.00
150200	Motor Vehicles	Asset	€0.00
150300	Land & Buildings	Asset	€0.00
150400	Leasehold Improvements	Asset	€0.00
160000	Acc Dep. - Furniture Etc.	Asset	€0.00
160100	Acc Dep. - Computers & Equip	Asset	€0.00
160200	Acc Dep. - Motors	Asset	€0.00
160300	Acc Dep. - Land & Buildings	Asset	€0.00
160400	Acc Dep. - Lease Improvem'ts	Asset	€0.00
170000	Other Fixed Assets	Asset	€0.00
199999	Total Fixed Assets	Sub-total 2	
200000	Trade Creditors	Liability	€0.00

3.3.6.12. Asset Register Listing

This report lists all details of the items which are recorded in the Asset Register. Because of the amount of detail maintained for each asset, the report is quite busy. However, it is the simplest method of viewing the total contents of the Asset Register.

To print/display the report:

1. Select the display currency by clicking the appropriate radiobutton in the Currency control.
2. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Fixed Asset Listing					
Item No.:	RBX3000	Description:	Infinity Devices Box Labeller		
Serial No.:	ID5728RBX2	Asset No.:	GBX81263	Asset Type:	EQUIP
Acquisition Date:	16/02/2001	Beginning Val.:	€5,000.00	Useful Life:	5
Depreciation Method:	S	Depreciation %:	0	Accum. Dep.:	€0.00
Net Value:	€5,000.00	Salvage Value:	€0.00	Location:	PROD
Item No.:	SCL2000	Description:	Supra 2000 Packing Station		
Serial No.:	S92738	Asset No.:	SCL0001	Asset Type:	EQUIP
Acquisition Date:	01/10/2000	Beginning Val.:	€2,539.48	Useful Life:	10
Depreciation Method:	S	Depreciation %:	0	Accum. Dep.:	€16.70
Net Value:	€2,522.78	Salvage Value:	€0.00	Location:	WHSE

3.3.6.13. View/Print Archived Reports

Each report menu in Artemis Accounts has, as the last item in the menu list, the option to view or print reports which have previously been saved as Report Archive Files, or .raf files.

Selecting this menu item launches the file open dialog, from which previously saved reports can be launched.

When an archived report is opened, it is displayed in the report print preview screen, from which it can be printed, or reprinted. Note that the report is not regenerated from the existing data, it is simply a "snapshot" of the original report.

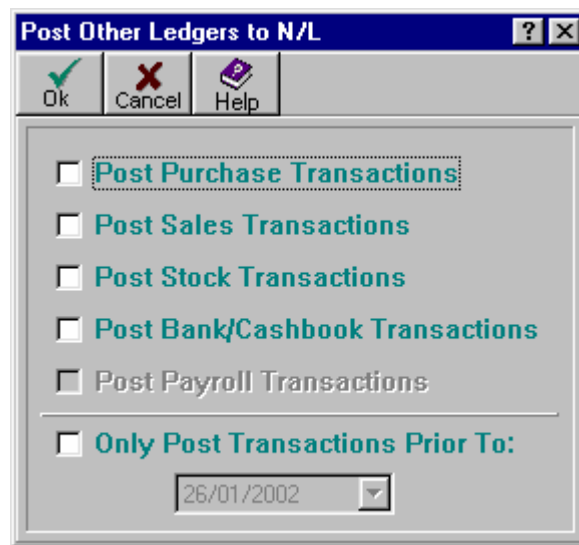
Note: A report is initially saved as a .raf file by choosing the Print to File option in the Print Dialog which is displayed by clicking the printer button in the Print Preview screen.

3.3.7. Nominal Utilities

3.3.7.1. Post Ledgers

When transactions are entered into the Purchase, Sales/Invoicing, Bank & Cashbook, Stock Control, and Custom modules they exist only in those modules. The Nominal module has no knowledge of these transactions. With the exception of the VAT processing functions, none of the reports which can be generated within the Nominal module will show the effect of such transactions until the module is *posted* to the Nominal Ledger. Posting a module to the Nominal Ledger causes a Nominal Ledger transaction to be created which reflects the debits and credits for each transaction in the module which is being posted.

The Post Other Modules to N/L function is used to update the Nominal Ledger with the transactions which have been entered in other modules. To access this function, select **Post Other Modules to Nominal** from the **Utilities** sub-menu in the **Nominal** menu. This will cause the following screen to be displayed.



- When any of the relevant check boxes on this screen are checked, that module will be selected for posting.
- The Payroll option is dimmed, or unavailable, unless a link to HRPay has been setup.
- Setting the checkmark in the **Only Post Transactions Prior To** box enables the date entry field and limits the posting operation to transactions which happened prior to the specified date.
- Only transactions which are have an earlier date than that shown in the date field will be posted.
- Clicking the **Ok** button begins the posting process and clicking the **Cancel** button exits this screen without posting.

To proceed with the posting operation:

1. Use the **UpArrow** and **DownArrow** keys to position the cursor on the required line.
2. Press the **Spacebar** to select the module for posting. A checkmark will then be displayed in the checkbox for that module.
3. Repeat steps 1 and 2 as required.

4. To post all transactions leave the Only Post Transactions Prior To checkbox unchecked. To post all transactions up to, but not including, a specific date, set the checkmark in this checkbox and enter the required date in the date field, or choose a date from the dropdown calendar.
5. Click the **Ok** button to begin posting.

The system will then cycle through all of the transactions for the specified module(s). If a transaction is marked as posted, it will be ignored. If a transaction has not been posted, a Nominal Ledger transaction will be created which reflects the debits and credits for that transaction and the transaction will then be marked as posted.

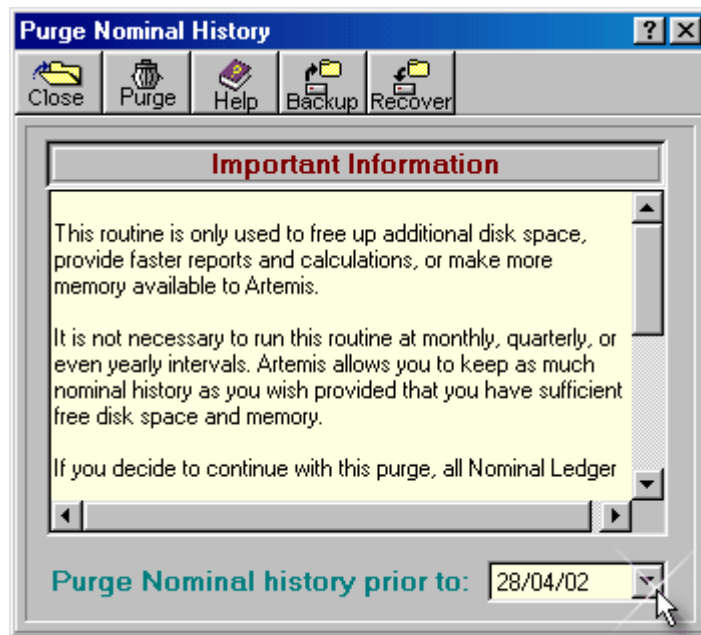
The implication of this procedure is that posting can be carried out at any time without running the risk of posting any transaction more than once.

A confirmation message will be displayed when the posting process is complete.

3.3.7.2. Purge Nominal Ledger History

This function should only be used if the responsiveness of the system needs to be improved, disk space is running low, or lookups are showing an undesirable amount of history. The purpose of this function is to delete historical data, thus freeing up disk space and improving response times for some functions. As the balance on each account is dynamically calculated when reports are run, the balances need to be updated if transactions are deleted. This function calculates the net result of the transactions which are to be deleted and changes the opening balances of the appropriate accounts to a new value.

To access this function, select **Purge Nominal History** from the **Utilities** sub-menu in the **Nominal** menu. This will cause the following screen to be displayed.



- The message on this screen reinforces the point that this purge will reduce the amount of history available and should only be used if necessary to improve system performance.
- The date field can be used to control the extent of the purge operation. Only transactions prior to this date will be considered.

Note: This purge operation can only be reversed if the selected files are backed up prior to confirming the purge. To reverse the purge, the Recover button should be clicked immediately after the purge has completed.

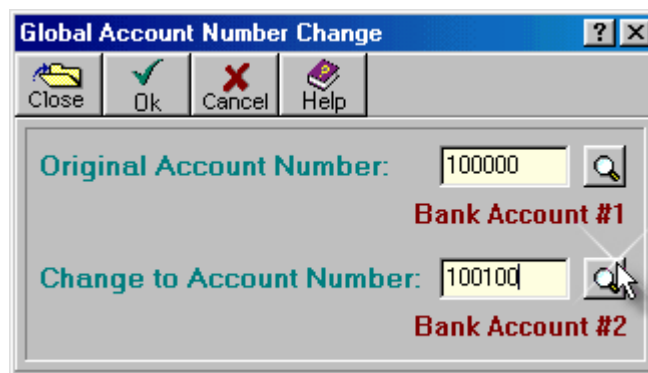
To proceed with the purge operation:

1. If you wish to make a backup before purging the history (highly recommended) click the **Backup** button.
2. Enter the date up to which you wish purge the transaction history in the Purge Nominal history prior to: field or use the dropdown calendar select a date.
3. Click the **Ok** button to confirm the purge operation. To exit without purging click the **Cancel** button. The Nominal accounts will then be updated and the selected transactions will be deleted. To exit this screen click the **Cancel** button.

3.3.7.3. Redirect Nominal Transactions

It may happen that a transaction is regularly and consistently debited or credited to the wrong Nominal account. Rather than performing adjustments, it is possible to "re-route" all transactions from one nominal account to another using this function. In effect, all references to a specified Nominal account in the Nominal Ledger are replaced by a new Nominal account number. This may also be useful if the Chart of Accounts is being restructured.

To access this function, select **Re-direct Nominal Transactions** from the **Utilities** sub-menu in the **Nominal** menu. This will cause the following screen to be displayed.



- The **Original Account Number** field is used to enter the account from which transactions are to be "unposted".
- The **Change to Account Number** field is used to enter the account to which transactions are to be re-posted.
- Click the **Ok** button to process the changes or the **Cancel** button to cancel redirection of transactions.

Note: This operation should be used with caution. It is recommended that a new nominal account be created to which the transactions are initially re-directed. When the results are examined, and found to be satisfactory, the transactions can then be re-directed from this new account to the intended destination account.

To proceed with the re-direct operation:

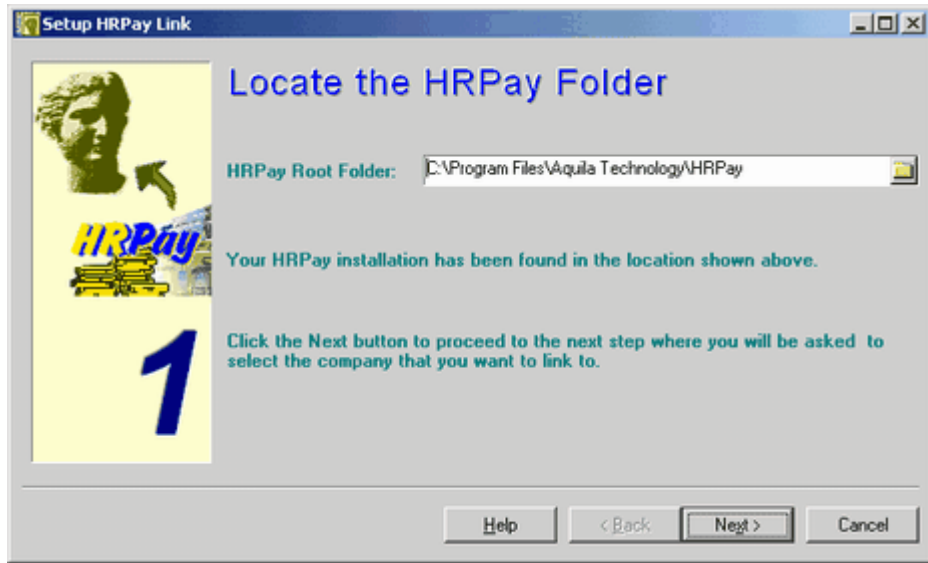
1. Enter the code of the nominal account from which transactions are to be "removed" in the **Original Account Number:** field and press **<Tab>**. The lookup button may be used to select an account if required.
2. Enter the code of the nominal account in which the transactions are to be "placed" in the **Change to Account Number:** field and press **<Tab>**. The lookup button may be used to select an account if required. Once this field is exited, the **Ok** button will be enabled.
3. Click the **Ok** button to process the change, or click the **Cancel** button to abort the change.

3.3.8. HRPay Payroll Link

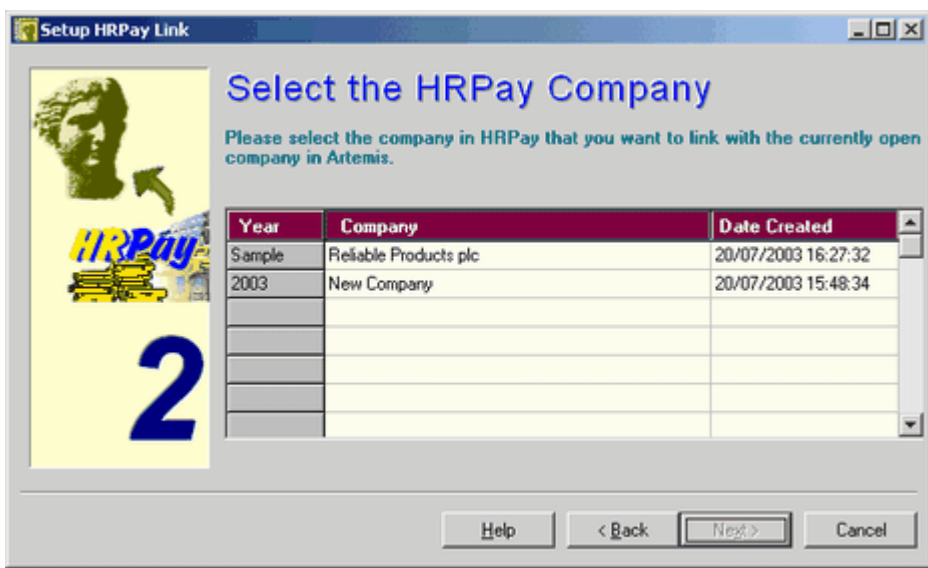
3.3.8.1. Setup HRPay Link

Artemis Accounts II can be configured to import payroll transaction details from HRPay during the nominal ledger posting process. In order to do this, the location of the relevant payroll files in HRPay must be provided to Artemis and the nominal ledger accounts to which transactions should be posted must be specified.

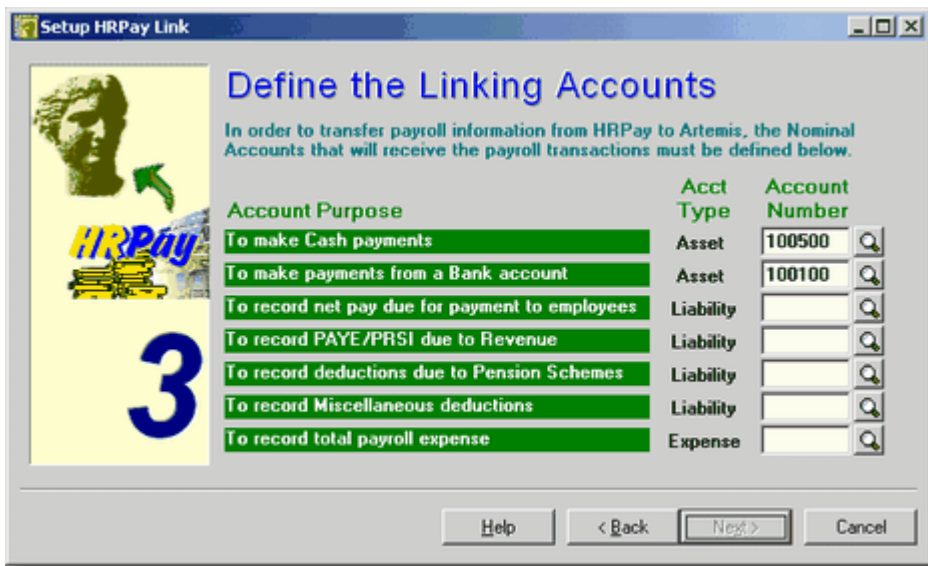
To link a company in HRPay with the currently open company in Artemis, click the **Setup HRPay Link** in the **HRPay Payroll Link** submenu of the **Nominal** menu. This will cause the following screen to be displayed.



The system attempts to find the HRPay installation folder in the parent directory of the Artemis installation. If HRPay has not been installed in a peer directory, the path to the HRPay application must be entered in the HRPay Root Folder field. This will enable the **Next** button which is used to proceed to the next step, as shown on the next page.



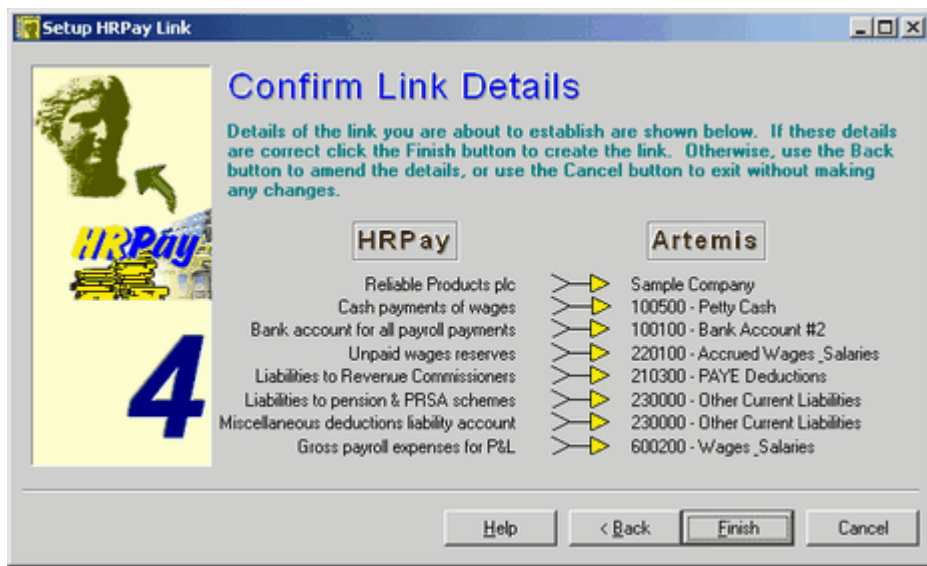
As it is possible to have multiple payrolls, you must identify the company, or year, in HRPay for which the link should be made. Selecting any company will enable the **Next** button, allowing you to proceed to the next step, as shown below.



- If any employees are paid by cash, the cash amounts are paid from the specified Nominal Ledger account.
- For employees who are paid by credit transfer, EFT, and cheque, and for payments to the Revenue authorities and to pension and insurance schemes, the amounts paid are taken from the Nominal Ledger account which is used to represent a bank account.
- When payslips are processed, a payroll liability is created until such time as the payment is made. The third account is used to record this interim liability.

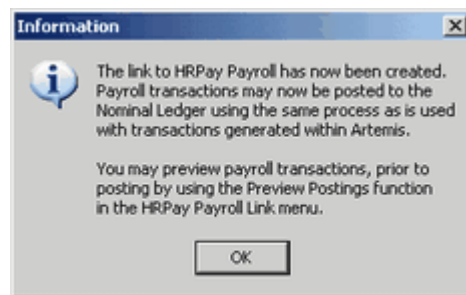
- The fourth account is used to record liabilities to the Revenue authorities as a result of deducting statutory amounts from employees' earnings.
- The fifth account is used to record liabilities to the pension and insurance companies as a result of deducting contributions from employees' earnings.
- HRPay can handle user-defined deductions from employees' earnings. These would typically be some form of savings or contributions to schemes other than PRSAs, pensions, or health insurance. Until these deductions are re-posted within Artemis, they are another form of liability.
- The total cost of wages and salaries is an expense in the Profit & Loss. The final account is used to identify the Nominal account that represents payroll expense.

This step is used to specify the Nominal Ledger accounts that will be updated by transactions that are posted from the HRPay transaction log. When valid values have been entered for all of the accounts, the **Next** button will be enabled to take you to the final step in the linking process, as shown below. This screen provides confirmation of the linkages that are to be established.



If you are happy with the settings shown, click **Finish** to create the link. The **Back** button can be used at any point to return to previous screens and make amendments.

When the link settings are confirmed the following panel is displayed and an additional two menu items are added to the **HRPay Payroll Link** menu.



3.3.8.2. Preview Postings

Before posting payroll transactions from HRPay, you can preview the transaction log to see what transactions will be created in the Nominal Ledger. This report can also be used to list transactions that were previously imported from HRPay to Artemis.

To view the HRPay transaction log, select the **Preview Postings** entry from the **HRPay Payroll Link** submenu in the **Nominal** menu. A report parameters entry screen will then be displayed.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select whether to list transactions that have yet to be imported, transactions that have already been imported, or all HRPay transactions, by clicking the appropriate radiobutton in the **Transactions to view:** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

<div> <div>HRPay Transaction Import</div> <div>07/02/2003 to 06/08/2003</div> <div>Unposted Transactions</div> </div>						
Date	Account	Description	C	Debits	Credits	Posted
11/07/2003	220100	Payment by Cash	D	€317.00		
11/07/2003	100500	Payment by Cash	C		€317.00	
11/07/2003	220100	Payment by EFT	D	€1,505.00		
11/07/2003	100100	Payment by EFT	C		€1,505.00	
13/07/2003	210300	PAYE & PRSI Payment to Revenue	D	€412.69		
13/07/2003	100100	PAYE & PRSI Payment to Revenue	C		€412.69	
13/07/2003	230000	Payment to Pension:	D	€245.02		
13/07/2003	100100	Payment to Pension:	C		€245.02	
14/02/2003	600200	Payroll Processing	D	€469.88		
14/02/2003	220100	Payroll Processing	C		€326.00	
14/02/2003	210300	Payroll Processing	C		€103.11	
14/02/2003	230000	Payroll Processing	C		€40.77	
14/02/2003	600200	Payroll Processing	D	€539.93		
14/02/2003	220100	Payroll Processing	C		€429.00	
14/02/2003	210300	Payroll Processing	C		€38.54	
14/02/2003	230000	Payroll Processing	C		€72.39	
13/07/2003	220100	Payment by Cash	D	€317.00		
					€317.00	

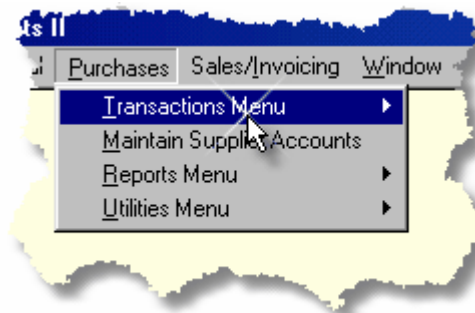
3.4. Purchases Module

3.4.1. The Purchases Menu

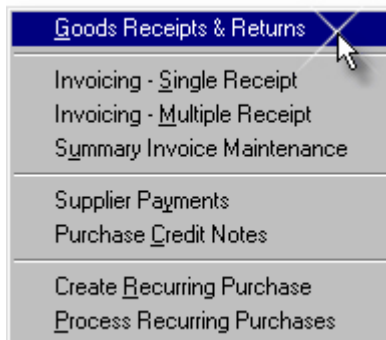
The Purchases module provides the functionality needed to manage supplier records, enter receipts and purchase transactions, and record payments to suppliers. The Creditor's Ledger is included in this module, although terms such as ledger, debit, and credit are avoided where possible.

There are 25 functions and reports contained within the Purchases module. Of these, 11 are functions, while 14 are reports.

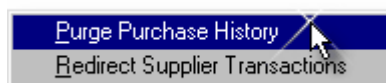
The Purchases menu contains the following entries.



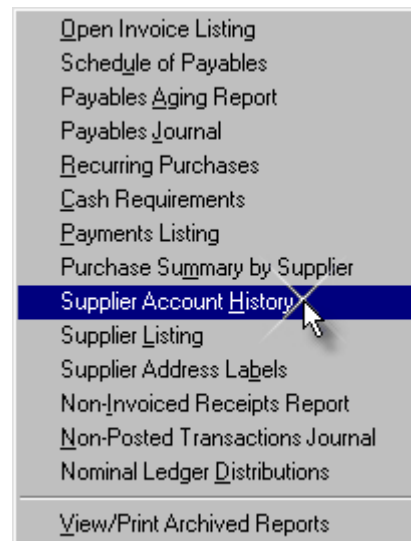
With the exception of the **Maintain Supplier Accounts** entry, all of the menu entries open sub-menus, as shown below.



Transactions Menu



Utilities Menu



Reports Menu

The entries in these menus are detailed in the following sections.

3.4.2. Purchase Transactions

There are three basic types of activity involved in the purchase of goods, or services, from an accounting perspective. Initially the goods, or services, are received, creating an impending liability to the supplier. When an invoice is received from the supplier, an actual liability is then created. Finally, when the supplier is paid, the liability is satisfied, or eliminated. This simple sequence of events may be complicated when goods are returned to a supplier, or when a payment to a supplier is stopped. The functions detailed in this section are designed to handle the variety of situations which can occur in the receipt, invoicing, and payment cycle for purchased items and services, whether for resale or for consumption within the business.

- ◆ Goods Receipts & Returns - simply records that something was received or returned.
- ◆ Invoicing - Single Receipt - records that something was received and invoiced, or returned and credited. A full or partial payment may also be entered when an invoice is created.
- ◆ Invoicing - Multiple Receipt - "attaches" one or more receipts/returns to an invoice or credit note, creating a multi-page invoice, or credit note..
- ◆ Summary Invoice Maintenance - creates an invoice with no line-item detail. This provides a method of maintaining purchase/supplier history without the need for item numbers and detailed line-by-line entry of purchase invoices.
- ◆ Supplier Payments - records a payment of one or more invoices.
- ◆ Purchase Credit Notes - creates a credit note with no line-item detail.
- ◆ Create Recurring Purchase - creates an invoice template to avoid repeated entry of regular purchases.
- ◆ Process Recurring Purchases - copies recurring invoices to the Purchase Ledger and updates the relevant Supplier Accounts.

3.4.2.1. Goods Receipt/Return

There are two methods available for the receipt/return of goods or services:

- Standalone receipt/return of one, or more deliveries.
- Combined receipt/return & invoice/credit note entry for a single delivery.

The Goods Receipts & Returns function allows the goods or services to be received, or returned, as a stand-alone activity, with the invoice, or credit note, entry being carried out as a separate activity. Up to 99 deliveries for a single invoice can be accommodated using this function. Each delivery can, in turn, have up to 99 lines.

This type of receiving/invoicing process is designed for situations where the supplier makes daily, or weekly, deliveries and invoices on a weekly, or monthly basis.

If you wish to receive a single delivery of goods or services and enter the invoice in one step, the Invoicing - Single Receipt function should be used. If the invoice detail is not that important for your business, the Summary Invoice Maintenance function might be more appropriate.

All three purchase invoice types can be used concurrently. However, whereas the Single and Multiple receipt invoices allow the user to specify the asset or expense account affected, the Summary invoice records the purchase as a general sales expense.

To add, delete, or modify a Goods Receipt/Return Record, select the **Goods Receipts & Returns** function, from the **Transactions** sub-menu in the **Purchases** menu, or click on the **Goods In** image in the **Purchase Ledger** Cue Card. This will cause the following screen to be displayed.

Goods Receipt/Return Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Supplier ID: REGAN1 Date Rec'd/Ret'd: 02/10/2000 Rec'd/Ret'd by: MAST

Regan Office Equipment
Friar Street
Anytown

GRN No.: 34951 Location:

Source Currency: IEP Display Currency: ☒ Original ☐ Home ☐ Euro

Line	Item/Description	Qty	A/c No	VAT	Unit Cost	Total Cost
1	Office Furniture(.....)	1	150000	D	£4,000.00	£4,000.00

Sorted by Date Invoice Received? ☒ Net Amount: £4,000.00

Invoice No.: 34951 VAT Amount: £840.00

Batch No: 2 Invoice Date: 25/10/2000 Total: £4,840.00

- The **Supplier ID** field contains the Supplier ID Code which identifies the supplier from whom the goods were received or to whom the items were, or are being, returned. This field can also be used to find a transaction by supplier using the lookup button. When entering or editing a transaction the lookup button is used to look up a supplier. When viewing transactions the button is used to search and sort by supplier.
- The **Date Rec'd/Ret'd** field shows the date on which this transaction occurred. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The **Rec'd/Ret'd by** field shows the first four characters of the User Code of the person who entered the transaction.
- The **Grn No.** field is used to display/enter the Goods Received Note number, Delivery Docket number, or Return Authorisation number for this receipt or return. This is used to "attach" this record to the invoice or credit note when it is received. This field can also be used to find a receipt/return record by GRN using the lookup button.
- The **Location** field shows the stock location to which the delivery was, or is being, received. Used by the Stock Control module.
- The **Source Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- The columns in the grid portion of the display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- If the transaction is for a stocked part, the Item Number should be entered in the **Item/Description** field. Otherwise a description of up to 40 characters can be entered. Item numbers can be looked up using the button which appears in this field during entry.

- For normal receipts the quantity is entered in the **Qty** field. For returns the quantity must be a negative value.
- The **A/c No** field is used to enter/display the asset account which is increased as a result of receiving an item, or the expense account which is increased as a result of receiving a service. These can be looked up using the button which appears in this field during entry.
- The **VAT** field identifies the rate of VAT which is applicable to this item or service. It may be selected using the lookup button which appears during add and edit operations.
- When adding or editing, the **Unit Cost** is in the source currency, as specified in the Source Currency field. In inquiry mode the unit cost is displayed in the selected display currency.
- When adding or editing, the **Total Cost** is in the source currency, as specified in the Source Currency field. In inquiry mode the total cost is displayed in the selected display currency.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- If the delivery or return has been invoiced or credited, the **Invoice Received** box will be checked and the fields below it will show the invoice or credit note number and date.
- When an invoice is received it should show the net, VAT, and total values calculated by this function.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup/dropdown buttons next to the *Supplier ID*, *Date Rec'd/Ret'd*, and *GRN* fields can be used to find a record by supplier, by date, or by GRN number, respectively. After using any of these buttons to find a record, the records will be sorted by supplier, by date (default), or by GRN number.

Adding a Goods Receipt or Return.

To add a new supplier delivery, or a return to a supplier:

1. Click the **Add** button.
2. Enter the Supplier ID Code in the Supplier ID field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the Date Rec'd/Ret'd: field and press **<Tab>**. A date can also be selected from the dropdown calendar attached to this field.
4. Enter the delivery docket or advice note number, or return authorisation number for a return, or a unique alphanumeric entry of your own choice, in the GRN: field and press **<Tab>**.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code for this delivery, or return, in the Source Currency field. The lookup button may also be used to select a currency code.

The individual lines of the delivery, or return must now be entered in the main grid of the screen.

6. Type the product or service code in the Item/Description field and press **<Tab>**. If a description is being entered, press **<Enter>** to clear the warning prompt and continue the receipt. The product or service code may also be looked up using the button which appears in this field.
7. Enter the quantity to be received in the Qty field and press **<Tab>**. If this entry is for a product return, the quantity entered should be negative, i.e. preceded by a minus (-) sign.
8. Press **<Tab>** to accept the default account shown, or enter an alternate nominal account number in the A/c No field and press **<Tab>**. The nominal account code may also be looked up using the button which appears in this field.
9. If the product code is on file, the VAT code will be copied from the Part Master. Press **<Tab>** to accept the VAT code, or enter an alternate code in the VAT field. The VAT code may also be looked up using the button which appears in this field.
10. If the unit cost of the item is not displayed, or is for an incorrect value, enter the new cost in the Unit Cost field and press **<Tab>**. Otherwise simply press **<Tab>** to accept the displayed value. Do not insert commas in the number. The calculator button in this field can be used to calculate the unit cost in cases where the supplier only specifies a line-item total.

11. The total cost is calculated by the system and rarely needs changing. However, the supplier may occasionally round the total cost and the value displayed may differ from that shown on the delivery docket. In this case the cost shown on the delivery docket should be entered in the **Total Cost** field. Press **<Tab>** to accept/confirm the value in this field.
12. Repeat steps 6 to 11 for all remaining lines on the delivery docket and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Editing a Goods Receipt or Return.

Note: A goods receipt or return cannot be edited once an invoice has been entered for it.

To edit a supplier delivery, or a return to a supplier:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the existing supplier or enter the Supplier ID Code in the Supplier ID field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the Date Rec'd/Ret'd: field, or choose a date from the dropdown calendar, and press **<Tab>**.
4. Press **<Tab>** to accept the existing delivery docket or advice note number, or return authorisation number for a return, or enter a unique alphanumeric entry of your own choice, in the GRN: field and press **<Tab>**.
5. Press **<Tab>** to accept the existing currency code, or type the currency code for this delivery, or return, in the Source Currency field. The lookup button may also be used to select a currency code.
6. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.
7. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting a Goods Receipt or Return.

Note: A goods receipt or return cannot be deleted once an invoice has been entered for it.

To delete a supplier delivery, or a return to a supplier:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Remember: The process for recording the return of goods to a supplier is identical to that outlined for goods receiving with the following exceptions:

1. The quantity entered in the Qty field must be a negative value, i.e. it must be preceded by a minus sign.
2. The system will automatically show negative values in the Total Cost, Net Amount, VAT Amount, and Total fields.
3. The GRN number must be unique, i.e. it cannot be the same as the original delivery docket number. A common approach is to prefix the original GRN number, assigned when the items were received, with the letter R for returns.

3.4.2.2. Regular Purchase Invoice

In some business organisations, each receipt of purchased goods or services is covered by a separate invoice. Even in organisations where purchase invoices cover multiple deliveries, there will be occasions when it will be more convenient to enter the receipt and the invoice at the same time. The Invoicing - Single Receipt transaction combines the goods receiving and invoicing operations in a single function. This type of invoice can have up to 99 lines.

To add, delete, or modify a Single Receipt Invoice, select the **Invoicing - Single Receipts** function, from the **Transactions** sub-menu in the **Purchases** menu, or click on the right-hand side of the **Purchases** image in the **Purchase Ledger** Cue Card. This will cause the following screen to be displayed.

Purchase Invoice Inquiry & Maintenance - Single Receipt

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Supplier ID: DEF001 Invoice Date: 19/02/2002 Posted? ☐

Davis Everidge & Fairbanks
Unit 47
Silica Way

Invoice No.: DE11190202 Location:

Source Currency: GBP Display Currency: ☐ Original ☐ Home ☒ Euro

Line	Item/Description	Qty	A/c No	VAT	Unit Cost	Total Cost
1	Super 2000 Sky Hook (ASK2000)	2	130000	D	€52.35	€104.70

Sorted by Date Date Received/Returned: 19/02/2002 Net Amount: €104.70

Received/Returned by: MAST VAT Amount: €20.94

Batch No: 27 GRN Number: DE11190202 Total: €125.64

- The **Supplier ID** field contains the Supplier ID Code which identifies the supplier from whom the invoice was received. This field can also be used to find a transaction by supplier using the lookup button. When entering or editing a transaction the lookup button is used to look up a supplier. When viewing transactions the button is used to search and sort by supplier.
- The **Invoice Date** field shows the date on which this transaction occurred, or the date on the invoice/credit note. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The **Posted** checkbox indicates if the invoice has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The supplier's invoice or credit note number must be entered in the **Invoice No.** field. If an invoice number is not entered the system will automatically generate one. When entering or editing a transaction the lookup button is disabled. When viewing transactions the lookup button is used to search and sort by invoice.
- The **Location** field shows the stock location to which the delivery was, or is being, received. Used by the Stock Control module.

- The **Source Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- The columns in the grid portion of the display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- If the transaction is for a stocked part, the Item Number should be entered in the **Item/Description** field. Otherwise a description of up to 40 characters can be entered. Item numbers can be looked up using the button which appears in this field during entry.
- For normal receipts the quantity is entered in the **Qty** field. For returns the quantity must be a negative value.
- The **A/c No** field is used to enter/display the asset account which is increased as a result of receiving an item, or the expense account which is increased as a result of receiving a service. These can be looked up using the button which appears in this field during entry.
- The **VAT** field identifies the rate of VAT which is applicable to this item or service. It may be selected using the lookup button which appears during add and edit operations.
- When adding or editing, the **Unit Cost** is in the source currency, as specified in the Source Currency field. In inquiry mode the unit cost is displayed in the selected display currency.
- When adding or editing, the **Total Cost** is in the source currency, as specified in the Source Currency field. In inquiry mode the total cost is displayed in the selected display currency.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Date Received**, **Rec'd/Ret'd by**, and **Grn Number** fields are automatically generated from the invoice details and the User Code of the person who entered the transaction. These are used to create a receipt record for the transaction.
- The **Net Amount**, **VAT Amount**, and **Total** values are calculated from the details entered.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Supplier ID*, *Invoice Date*, and *Invoice No.:* fields can be used to find a record by supplier, by date, or by invoice number, respectively. After using any of these buttons to find a record, the records will be sorted by supplier, by date (default), or by invoice number.

Adding an Invoice or Credit Note.

To add a new single delivery invoice:

1. Click the **Add** button.
2. Enter the Supplier ID Code in the Supplier ID field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the Invoice Date: field and press **<Tab>**. A date can also be chosen from the dropdown calendar attached to this field.
4. Enter the supplier's invoice number, or credit note number for a return, or a unique alphanumeric entry of your own choice, in the Invoice No.: field and press **<Tab>**.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code for this delivery, or return, in the Source Currency field. The lookup button may also be used to select a currency code.

The individual lines of the delivery, or return must now be entered in the main grid of the screen.

6. Type the product or service code in the Item/Description field and press **<Tab>**. If a description is being entered, press **<Enter>** to clear the warning prompt and continue the receipt. The product or service code may also be looked up using the button which appears in this field.
7. Enter the quantity to be received in the Qty field and press **<Tab>**. If this entry is for a product return, the quantity entered should be negative, i.e. preceded by a minus (-) sign.

8. Press **<Tab>** to accept the default account shown, or enter an alternate nominal account number in the **A/c No** field and press **<Tab>**. The nominal account code may also be looked up using the button which appears in this field.
9. If the product code is on file, the VAT code will be copied from the Part Master. Press **<Tab>** to accept the VAT code, or enter an alternate code in the **VAT** field. The VAT code may also be looked up using the button which appears in this field.
10. If the unit cost of the item is not displayed, or is for an incorrect value, enter the new cost in the **Unit Cost** field and press **<Tab>**. Otherwise simply press **<Tab>** to accept the displayed value. Do not insert commas in the number. The calculator button in this field can be used to calculate the unit cost in cases where the supplier only specifies a line-item total.
11. The total cost is calculated by the system and rarely needs changing. However, the supplier may occasionally round the total cost and the value displayed may differ from that shown on the invoice. In this case the cost shown on the invoice should be entered in the **Total Cost** field. Press **<Tab>** to accept/confirm the value in this field.
12. Repeat steps 6 to 11 for all remaining lines on the invoice and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Editing an Invoice or Credit Note.

Note: An invoice or credit note cannot be edited once it has been posted to the Nominal Ledger.

To edit an invoice or credit note:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the existing supplier or enter the Supplier ID Code in the **Supplier ID** field and press **<Tab>**, or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the **Invoice Date:** field and press **<Tab>**. The down-arrow button in this field causes the dropdown calendar to be displayed, from which a date can be selected.
4. Press **<Tab>** to accept the invoice or credit note number, or enter a unique alphanumeric entry of your own choice, in the **Invoice No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the existing currency code, or type the currency code for this delivery, or return, in the **Source Currency** field. The lookup button may also be used to select a currency code.
6. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.
7. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting an Invoice or Credit Note.

Note: An invoice or credit note cannot be deleted once it has been posted to the Nominal Ledger.

To delete an invoice or credit note:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Entering a Payment with the Invoice.

To enter a payment as part of the invoice entry process, simply click the **Yes** button when prompted to enter a payment. This will cause the following panel to be displayed.

The screenshot shows a 'Payment Details' dialog box with the 'Cash' tab selected. The fields are as follows:

- Date of Payment:** 12/11/2004
- Payment Currency:** GBP
- Balance Due:** £ 121.00
- Amount to Pay:** (empty field)
- Cash Account:** Cash Acct

At the bottom, there are three buttons: **Confirm** (green), **Cancel** (red), and **Close** (grey).

- The **Date of Payment** is the date that will be shown for the payment in the Supplier Records. It should be adjusted to reflect the actual date of payment.
 - The **Payment Currency** field is used to specify the currency in which the payment is being made.
 - The **Balance Due** field shows the total amount to be paid, as entered on the invoice. The actual payment entered can be less than this amount.
 - The amount being paid, in the selected currency, should be entered in the **Amount to Pay** field.
 - The **Cash Account** or **Bank Account** field is used to enter the code for the cash or bank account from which the payment will be made. The account can be found using the lookup button.
 - Clicking the **Confirm** button confirms the payment details and closes the Payment Details panel. Clicking the **Cancel** button aborts the payment process completely.
1. This is a multi-page dialog and the number of fields on each page vary based on the payment method. If more than one payment method is to be used, enter the amount for each payment type in the **Amount to Pay** field on the appropriate page. The buttons at the top of the dialog are used to select the various pages and payment types.
 2. For each payment method, the **Date of Payment**, and the **Payment Currency** should be verified, and changed if necessary. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled, using the **Cancel** button, before moving to another payment type.

CASH: Ensure that a valid cash account is selected in the **Cash Account** field.

CHEQUE: Ensure that a valid bank account is selected in the **Bank Account** field and enter the cheque number in the **Cheque No.** field.

CREDIT & DEBIT CARDS: Specify the **Card Type**, **Card No.**, **Expiry**, and **Authorisation** if applicable, in the appropriate fields. Ensure that the account number in the **Bank Account** field represents the bank account that is used for the card.

VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the **Cash Account** field.

EFT: Ensure that a valid bank account is selected in the **Bank Account** field

Note: For details of how split payments are handled in the Bank & Cashbook module, see the Bank & Cashbook Overview.

3. When the payment details have been satisfactorily entered, click the **Confirm** button. If the balance is zero this will cause the **Payment Details** panel to be closed. Otherwise, the panel may be closed by clicking the **Close** button.

Remember: The process for recording a detailed supplier credit note is identical to that outlined for single-receipt invoicing with the following exceptions:

1. The quantity entered in the Qty field must be a negative value, i.e. it must be preceded by a minus sign.
2. The system will automatically show negative values in the Total Cost, Net Amount, VAT Amount, and Total fields.
3. The Credit Note number must be unique, i.e. it cannot be the same as the original invoice number. A common approach is to prefix the original invoice number, assigned when the items were received, with the letter R for returns, or C for credit note.

3.4.2.3. Multiple Receipts Purchase Invoice

As indicated in Section 3.4.2.1, there are three methods of entering purchase receipts and invoices. The Invoicing - Multiple Receipt function is used for multiple-delivery invoices where the receipt details have already been entered using the Goods Receipts & Returns function. Rather than enter all of the details contained on the invoice, the existing receipt records may be selected and "attached" to the invoice. This has the effect of "building" the invoice from information already contained in the system. This eliminates much of the effort required to check the accuracy of invoices which cover multiple deliveries over an extended period of time. This type of invoice can have up to 9800 lines.

To add, delete, or modify a Multiple Receipt Invoice, select the **Invoicing - Multiple Receipts** function, from the **Transactions** sub-menu in the **Purchases** menu, or click on the left-hand side of the **Purchases** image in the **Purchase Ledger** Cue Card. This will cause the screen shown on the following page to be displayed.

- The **Supplier ID** field contains the Supplier ID Code which identifies the supplier from whom the invoice was received. This field can also be used to find a transaction by supplier using the lookup button. When entering or editing a transaction the lookup button is used to look up a supplier. When viewing transactions the button is used to search and sort by supplier.
- The **Invoice Date** field shows the date on which this transaction occurred, or the date on the invoice/credit note. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The supplier's invoice or credit note number must be entered in the **Invoice No.** field. If an invoice number is not entered the system will automatically generate one. When entering or editing a transaction the lookup button is disabled. When viewing transactions the lookup button is used to search and sort by invoice.
- The **Invoice Entered by** field shows the first four characters of the User Code of the person who entered the transaction.
- The **Posted** checkbox indicates if the invoice has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The **Date Received** field shows the date of the last receipt and the **GRN Number** field shows the GRN No. of the focussed delivery. These fields have no real value, as the grid display provides more precise and relevant detail.

Purchase Invoice Inquiry & Maintenance - Multiple Receipt

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Invoice Entry View Delivery View Invoice

Supplier ID: ABC002 Invoice Date: 13/10/00 Invoice No.: R00103754

Ariel Banner Corporation
1754 Everglades Technology Pk.
Tampa, Florida

Invoice Entered by: MAST Posted? ☐

Date Received: 12/10/2000 GRN Number: RA001012G

Delivery Date	GRN Number	Lines	Net Amount	VAT Amount	Total Amount	Cur	Ø
05/10/2000	RA001005A	1	-104.69	-21.98	-126.67	USD *	
12/10/2000	RA001012G	1	-157.03	-32.98	-190.01	USD *	

Select All

Clear Sel'n

Sorted by Date

Batch No: 6

Display Currency:
☐ Original ☐ Home ☒ Euro

Show Line Count ☒

Net Amount: -£261.72
 VAT Amount: -£54.96
 Total: -£316.68

- The grid shows the details of deliveries/returns which can be "attached" to the invoice when adding or editing. When viewing an invoice this shows the deliveries which have been "attached" and make up the detail of the invoice. The columns within this grid are as follows:
 - Delivery Date** - shows the date on which each delivery was received.
 - GRN Number** - shows the GRN number of deliveries which can be "attached" to the invoice when adding or editing. When viewing an invoice this shows the deliveries which have been "attached" and make up the detail of the invoice.
 - Lines** - shows the number of lines in each delivery if the *Show Line Count* checkbox is checked.
 - Net Amount** - shows the net amount, exclusive of VAT, of each delivery.
 - VAT Amount** - shows the VAT element of each delivery.
 - Total Amount** - shows the gross amount, inclusive of VAT, of each delivery.
 - Cur** - shows the currency code of each delivery. If the supplier has made deliveries in more than one currency, they cannot be combined on the one invoice.
 - Ø** - used to select a delivery for "attachment" to the invoice. Double-clicking in this column "attaches" and "detaches" the delivery, when adding or editing. An asterisk(*) in this column indicates that the delivery is part of the invoice.
- The **Select All** button is enabled when adding or editing an invoice. It attempts to "attach" all the listed deliveries to the invoice. All deliveries must be in the same currency for this operation to succeed.
- The **Clear Sel'n** button is enabled when adding or editing an invoice. It "detaches" all deliveries from the invoice.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- Displaying the number of lines in each delivery slows down the display of the invoice. On slower systems, this may be noticeable. The **Show Line Count** checkbox allows this feature to be switched off to provide faster display.
- The **Net Amount**, **VAT Amount**, and **Total** values at the bottom of the screen are calculated from the deliveries which have been "attached" to the invoice.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Supplier ID*, *Invoice Date*,

and *Invoice No.:* fields can be used to find a record by supplier, by date, or by invoice number, respectively.

After using any of these buttons to find a record, the records will be sorted by supplier, by date (default), or by invoice number.

Adding an Invoice or Credit Note.

To add a new multiple delivery invoice, or credit note:

1. Click the **Add** button.
2. Enter the Supplier ID Code in the **Supplier ID** field and press **<Tab>** or use the lookup button to select a supplier. The open (non-invoiced) deliveries for that supplier will then be displayed.
3. Press **<Tab>** to accept the current date or enter a date in the **Invoice Date:** field, or use the dropdown calendar to select a date, and press **<Tab>**.
4. Enter the supplier's invoice number, or credit note number for a return, or a unique alphanumeric entry of your own choice, in the **Invoice No.:** field and press **<Tab>**.

The individual deliveries, or returns, from which this invoice, or credit note, is to be "built" must now be selected in the main grid of the screen. Note that all deliveries which are to be selected, or "attached", must be in the same currency and the invoice currency is determined by the currency of the deliveries.

5. Double-click on any part of the appropriate delivery or return to "attach" it to the invoice or credit note. This will cause an asterisk(*) to be displayed for that delivery/return in the selection column of the grid. To "detach" a delivery/return, double-click it again to clear the asterisk(*).
6. Repeat step 5 for all remaining deliveries/returns on the invoice/credit note and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Notes: All open deliveries can be "attached" to the invoice in one step by clicking the **Select All** button and all deliveries can be "detached" from the invoice in one step by clicking the **Clear Sel'n** button.

A multiple return credit note can be created by using this function and adding return records rather than delivery records. The Credit Note number must be unique, i.e. it cannot be the same as the original invoice number. A common approach is to prefix the original invoice number, assigned when the items were received, with the letter R for returns, or C for credit note.

Editing an Invoice or Credit Note.

Note: An invoice or credit note cannot be changed once it has been posted to the Nominal Ledger. Neither the Supplier ID nor the Invoice Number can be changed after the invoice has been created. In order to change these, the invoice must be deleted and re-built, as detailed above.

To edit an invoice or credit note:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the current date or enter a date in the **Invoice Date:** field, either by typing, using the cursor keys, or choosing from the dropdown calendar, and press **<Tab>**.

3. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.
4. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting an Invoice or Credit Note.

Note: An invoice or credit note cannot be deleted once it has been posted to the Nominal Ledger. For this type of invoice, or credit note, the delete operation only deletes the invoice header - the deliveries are still available to be "attached" to another invoice.

To delete an invoice or credit note:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Viewing the Delivery or Return Details.

When the **View Delivery** folder tab is clicked, the delivery/return details for the highlighted delivery or return, are displayed, as shown below:

Purchase Invoice Inquiry & Maintenance - Multiple Receipt					
Close First Prior Next Last Add Delete Edit Cancel Save Help Explain					
Invoice Entry View Delivery View Invoice					
SUPPLIER: ABC002 DATE: 13/10/2000 INVOICE: R00103754 GRN NUMBER: RA001005A ASK2000 Super 2000 Sky Hook -2 D \$50.00 -\$100.00					

Viewing the Invoice or Credit Note Details.

When the **View Invoice** folder tab is clicked, the complete details for the invoice or credit note are displayed, as shown below:

Purchase Invoice Inquiry & Maintenance - Multiple Receipt					
Close First Prior Next Last Add Delete Edit Cancel Save Help Explain					
Invoice Entry View Delivery View Invoice					
SUPPLIER: ABC002 DATE: 13/10/2000 INVOICE: R00103754 Delivery/Page 1 ASK2000 Super 2000 Sky Hook -2 D \$50.00 -\$100.00 SUPPLIER: ABC002 DATE: 13/10/2000 INVOICE: R00103754 Delivery/Page 2 ASK2000 Super 2000 Sky Hook -3 D \$50.00 -\$150.00					

3.4.2.4. Summary Purchase Invoice

As indicated in Section 3.4.2.1, there are three methods of entering purchase invoices. The Summary Invoice Maintenance function is used for invoices where there is no need to keep the receipt details on the system.

Rather than entering all of the details contained on the invoice, this function only requires that the value of the goods, or services, received are entered - by VAT category. This eliminates a great deal of data entry and dramatically reduces the size of the computer files over time.

To add, delete, or modify a Summary Purchase Invoice, select the **Summary Invoice Maintenance** function, from the **Transactions** sub-menu in the **Purchases** menu. This will cause the screen shown below to be displayed.

Purchase Invoice Inquiry & Maintenance - Summary Invoice

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Supplier ID: GHI001 Name: George Howard Industries Ltd.
 Invoice Date: 06/10/2000 Address: Mullingar Road
 Invoice No.: DE34061000 Ballymahon
 Source Currency: GBP Co. Longford
 Display Currency: ☒ Original ☐ Home ☐ Euro

Summary Invoice Details

Description	VAT	Rate	Net Amount	Gross Value
Unspecified Purchased Items	F	0.0%	£250.00	£250.00

Sorted by Date

Batch No: 10 Posted? ☐

Net Amount: £250.00
 VAT Amount: £0.00
 Total Amount: £250.00

- The **Supplier ID** field contains the Supplier ID Code which identifies the supplier from whom the invoice was received. This field can also be used to find a transaction by supplier using the lookup button. When entering or editing a transaction the lookup button is used to look up a supplier. When viewing transactions the button is used to search and sort by supplier.
- The **Invoice Date** field shows the date on which this transaction occurred, or the date on the invoice. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The supplier's invoice number must be entered in the **Invoice No.** field. If an invoice number is not entered the system will automatically generate one. When entering or editing a transaction the lookup button is disabled. When viewing transactions the lookup button is used to search and sort by invoice.
- The **Location** field shows the stock location to which the delivery was, or is being, received. Used by the Stock Control module.

- The **Source Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.
- The **Name** and **Address** details are automatically retrieved from the Supplier Record.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- In inquiry mode, the grid only shows lines for those VAT codes which have an invoice value entered. When an invoice is being added or edited, all VAT codes will be shown to allow the invoice to be split between up to 10 different VAT categories.
- When adding or editing the grid shows one line for each VAT code. Only the net amount can be entered and the system then calculates the gross amount. the grid columns are as follows:
 - Description** - shows a general description which cannot be changed.
 - VAT** - shows the VAT code which applies to this line of the transaction.
 - Rate** - shows the VAT rate which corresponds to the VAT code.
 - Net Amount** - shows net amount for this VAT code. This is the only field which has to be entered.
 - Gross Value** - shows the gross, i.e. VAT inclusive, amount for this line and is calculated by the system.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Posted** checkbox indicates if the invoice has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The **Net Amount**, **VAT Amount**, and **Total Amount** values are calculated from the details entered.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Supplier ID*, *Invoice Date*, and *Invoice No.:* fields can be used to find a record by supplier, by date, or by invoice number, respectively. After using any of these buttons to find a record, the records will be sorted by supplier, by date (default), or by invoice number.

Note: Unlike the other two types of purchase invoice, this function should **not** be used to create a credit note. The Purchase Credit Notes function should be used instead.

Adding an Invoice.

To add a summary purchase invoice:

1. Click the **Add** button. This will cause the details grid to display an entry for each possible VAT category, as shown below.

Description	VAT	Rate	Net Amount	Total Amount	
Unspecified Purchased Items	B	0.0%	0.00	£0.00	
Unspecified Purchased Items	C	12.5%	0.00	£0.00	
Unspecified Purchased Items	D	21.0%	0.00	£0.00	

2. Enter the Supplier ID Code in the **Supplier ID** field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the **Invoice Date:** field and press **<Tab>**. The dropdown button may also be used to pick a date from the calendar.
4. Enter the supplier's invoice number, or a unique alphanumeric entry of your own choice, in the **Invoice No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code for this invoice in the **Source Currency** field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.

6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category. The system will calculate the **Total Amount** when the line is saved,
7. Repeat step 6, as necessary, and then click the **Save** button.

Editing an Invoice.

Note: An invoice cannot be changed once it has been posted to the Nominal Ledger

To edit a summary purchase invoice:

1. Click the **Edit** button. This will cause the details grid to display an entry for each possible VAT category, as detailed above. However, in this case, the **Net Amount** and **Total Amount** columns will show the previously entered values.
Note: The totals at the bottom of the screen will be set to zero at this point. Do not panic as the totals will be recalculated when the details grid is entered and when the invoice is saved.
2. Press **<Tab>** to leave the supplier unchanged, or enter the Supplier ID Code in the Supplier ID field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the Invoice Date: field and press **<Tab>**. The dropdown button may also be used to pick a date from the calendar.
4. Press **<Tab>** to leave the invoice number unchanged, or enter the supplier's invoice number, or a unique alphanumeric entry of your own choice, in the Invoice No.: field and press **<Tab>**.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code for this invoice in the Source Currency field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.
6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category.
7. Repeat step 6, as necessary, and then click the **Save** button.

Deleting an Invoice.

Note: An invoice cannot be deleted once it has been posted to the Nominal Ledger.

To delete an invoice:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

3.4.2.5. Supplier Payments

When a payment is made to a supplier, it is made against one, or more, purchase invoices and the invoice status is updated to reflect the payment. The supplier's account balance will also be updated to reflect the payment, as will the appropriate cash and/or bank account.

If all of the selected invoices are in the same currency, the payment will default to that currency. Otherwise, the total amount will be converted to the currency specified in the Supplier Record. Despite this, any currency, or a mix of currencies, can be chosen before the payment is saved.

To add, delete, or modify a Supplier Payment, select the **Supplier Payments** function, from the **Transactions** sub-menu in the **Purchases** menu. This will cause the following screen to be displayed.

Supplier ID: GHI001

George Howard Industries Ltd.
Mullingar Road
Ballymahon
Co. Longford

Supplier Balance:
Unknown

Selected to Pay:
No. of Invoices: 0 Total Amount: 0

Outstanding Invoices | Payments Listing

Credit Notes applied to oldest balances

Due Date	Invoice	Inv. Amt.	Balance Due	Due Sel	Cur
Opening	Balance	0.00	450.00 *	X	GBP
05/11/2000	DE34061000	250.00	210.00 *		GBP

Select Due/Overdue | Select All | Clear Selection

- The ID Code of the selected supplier is shown in the **Supplier ID** field. It can only be changed by moving to another record or by selecting another supplier using the lookup button.
- Before listing the outstanding invoices, the system applies any credit notes to the oldest unpaid invoices. A message is displayed above the grid when this occurs.
- The grid shows details of all this supplier's invoices which are yet to be paid. An asterisk(*) in the **Due** field indicates that the invoice has reached, or passed, its "pay by" date. An asterisk in the **Sel** field indicates that it has been selected for payment. The **Cur** field shows the currency code for the invoice.
- The **Supplier Balance** field shows the total amount due to this supplier including invoices which have not yet become due for payment.
- The **Selected to Pay** fields show the number of invoices and the total amount which has been selected for payment.
- Clicking the **Select Due/Overdue** button causes all invoices which are due, or overdue, to be selected for payment.
- Clicking the **Select All** button causes all invoices to be selected for payment.
- Clicking the **Clear Selection** button causes all invoices to be deselected.
- The **Pay It!** button is enabled when one or more invoices are selected for payment. Clicking this button causes the payment details panel to be displayed.

Adding a Supplier Payment.

To add a supplier payment:

1. Use the lookup button, or the navigation buttons at the top of the screen to select a supplier.
2. Use the **Select Due/Overdue** button to select invoices which are due for payment.

OR

Use the **Select All** button to pay all the invoices listed.

OR

Double click the required lines of the grid to select and de-select individual invoices.

3. Click the **Pay It** button. The Payment Details panel will then be displayed, as shown below.

- The **Date of Payment** is the date that will be shown for the payment in the Supplier Records. It should be adjusted to reflect the actual date of payment.
 - The **Payment Currency** field is used to specify the currency in which the payment is being made.
 - The **Balance Due** field shows the total amount to be paid, as entered on the invoice. The actual payment entered can be less than this amount.
 - The amount being paid, in the selected currency, should be entered in the **Amount to Pay** field.
 - The **Cash Account** or **Bank Account** field is used to enter the code for the cash or bank account from which the payment will be made. The account can be found using the lookup button.
 - Clicking the **Confirm** button confirms the payment details and closes the Payment Details panel. Clicking the **Cancel** button aborts the payment process completely.
4. This is a multi-page dialog and the number of fields on each page vary based on the payment method. If more than one payment method is to be used, enter the amount for each payment type in the **Amount to Pay** field on the appropriate page. The buttons at the top of the dialog are used to select the various pages and payment types.
 5. For each payment method, the **Date of Payment**, and the **Payment Currency** should be verified, and changed if necessary. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled, using the **Cancel** button, before moving to another payment type.

CASH: Ensure that a valid cash account is selected in the **Cash Account** field.

CHEQUE: Ensure that a valid bank account is selected in the **Bank Account** field and enter the cheque number in the **Cheque No.** field.

CREDIT & DEBIT CARDS: Specify the Card Type, Card No., Expiry, and Authorisation if applicable, in the appropriate fields. Ensure that the account number in the **Bank Account** field represents the bank account that is used for the card.

VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the **Cash Account** field.

EFT: Ensure that a valid bank account is selected in the **Bank Account** field

Note: For details of how split payments are handled in the Bank & Cashbook module, see the Bank & Cashbook Overview.

- When the payment details have been satisfactorily entered, click the **Confirm** button. If the balance is zero this will cause the **Payment Details** panel to be closed. Otherwise, the panel may be closed by clicking the **Close** button.
- Click the **Save** button, which is now enabled, to complete the payment process and automatically add Bank & Cashbook entries.

Changing a Supplier Payment.

Note: A payment cannot be changed once it has been posted to the Nominal Ledger. The value of the payment can be decreased but cannot be increased with this function.

To change a supplier payment:

- Use the lookup button, or the navigation buttons at the top of the screen to select a supplier.
- Click the **Payments Listing** folder tab to view the payments which have been made to this supplier. This will cause the following screen to be displayed.

Supplier Payments

Close First Prior Next Last Edit Delete Cancel Save Help Explain

Supplier ID: GHI001

George Howard Industries Ltd.
Mullingar Road
Ballymahon
Co. Longford

Supplier Balance:
Unknown

Selected to Pay:
No. of Invoices: 0 Total Amount: 0

Date Paid	Invoice	Amt. Paid	Payment Method	Cur
30/10/2000	DE34061000	40.00	100908	GBP

Select Due/Overdue Select All Clear Selection

- This grid shows details of all the payments which have been paid to this supplier. The **Payment Method** field shows the cheque number if the payment was made by cheque. Otherwise, it shows how the payment was made.
- Clicking the **Edit** button causes the payment details panel to be displayed, allowing the highlighted payment to be edited.
- Clicking the **Delete** button causes the highlighted payment to be deleted.

3. Click on the payment which is to be changed, or use the up-arrow or down-arrow cursor keys to highlight the payment.
4. Double-click the selected line or click the **Edit** button. The **Payment Details** panel will then be displayed, as detailed in the previous section, with the existing payment method selected and the existing payment amount displayed in the **Amount to Pay** field. If the payment method is to be changed, or split between two or more payment types, the existing entry must be edited and confirmed, or cancelled using the **Cancel** button, before moving to another payment type.
Note: A payment cannot be increased by editing it. To increase a payment, it should be deleted and the appropriate invoice selected for payment
5. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled, using the **Cancel** button, before moving to another payment type.
CASH: Ensure that a valid cash account is selected in the **Cash Account** field.
CHEQUE: Ensure that a valid bank account is selected in the **Bank Account** field and enter the cheque number in the **Cheque No.** field.
CREDIT & DEBIT CARDS: Specify the **Card Type**, **Card No.**, **Expiry**, and **Authorisation** if applicable, in the appropriate fields. Ensure that the account number in the **Bank Account** field represents the bank account that is used for the card.
VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the **Cash Account** field.
EFT: Ensure that a valid bank account is selected in the **Bank Account** field.
Note: For details of how split payments are handled in the **Bank & Cashbook** module, see the **Bank & Cashbook Overview**.
6. When the changes have been satisfactorily entered, click the **OK** button. This will cause the **Payment Details** panel to be closed.
7. Click the **Save** button, which is now enabled, to save the changes and edit the cash and/or bank entries.

Deleting a Supplier Payment.

Note: A payment cannot be deleted once it has been posted to the Nominal Ledger.

To delete a supplier payment:

1. Use the lookup button, or the navigation buttons at the top of the screen to select a supplier.
2. Click the **Payments Listing** folder tab to view the payments which have been made to this supplier. This will cause list of payments to this supplier to be displayed.
3. Click on the payment which is to be deleted, or use the up-arrow or down-arrow cursor keys to highlight the payment.
4. Click the **Delete** button and press **<Enter>** to confirm the deletion.

3.4.2.6. Non-detailed Credit Notes

The most common method for a supplier to provide credit for returns or defective products is by means of a credit note. Credit notes are also issued to correct overcharging errors on a previously issued invoice or where an invoice has been issued in error.

As indicated in the sections covering purchase invoices, the entry of negative quantities creates a credit note rather than an invoice. Artemis Accounts also provides a simple method of entering credit notes received from suppliers through the Purchase Credit Notes function. Rather than entering all of the details contained on the credit note, this function only requires that the value of the credits received are entered - by VAT category. This eliminates a great deal of data entry and dramatically reduces the size of the computer files over time.

To add, delete, or modify a Purchase Credit Note, select the **Purchase Credit Notes** function, from the **Transactions** sub-menu in the **Purchases** menu. This will cause the screen shown below to be displayed.

Purchase Credit Note Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Supplier ID: DEF001 Name: Davis Everidge & Fairbanks
 Credit Date: 26/02/2002 Address: Unit 47
 Cr. Note No.: DE13260202 Silica Way
 Source Currency: GBP Westbury, Somerset
 Display Currency: ☒ Original ☐ Home ☐ Euro

Summary Credit Note Details

Description	VAT	Rate	Net Amount	Gross Value
General Purchase Credit	D	20.0%	£150.00	£180.00

Sorted by Date

Batch No: 19 Posted? ☐

Net Amount: £150.00
 VAT Amount: £30.00
 Total Amount: £180.00

- The **Supplier ID** field contains the unique ID code of the supplier from whom the credit note was received. This field can also be used to find a credit note by supplier using the lookup button.
- The **Credit Date** field shows the date on which this transaction occurred, or the date on the credit note. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The supplier's credit note number must be entered in the **Cr. Note No.** field. This field can also be used to find a credit note by using the lookup button.
- The **Source Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.

- The **Name** and **Address** details are automatically retrieved from the Supplier Record.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- In inquiry mode, the grid only shows lines for those VAT codes which have an credit value entered. When the credit note is edited, all VAT codes will be shown to allow the credit note to be split between up to 10 different VAT categories.
- When adding or editing the grid shows one line for each VAT code. Only the net amount can be entered and the system then calculates the gross amount. the grid columns are as follows:
 - Description** - shows a general description which cannot be changed.
 - VAT** - shows the VAT code which applies to this line of the transaction.
 - Rate** - shows the VAT rate which corresponds to the VAT code.
 - Net Amount** - shows net amount for this VAT code. This is the only field which has to be entered.
 - Gross Value** - shows the gross, i.e. VAT inclusive, amount for this line and is calculated by the system.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Posted** checkbox indicates if the credit note has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The **Net Amount**, **VAT Amount**, and **Total Amount** values are calculated from the details entered.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Supplier ID*, *Credit Date*, and *Cr. Note No.:* fields can be used to find a record by supplier, by date, or by credit note number, respectively. After using any of these buttons to find a record, the records will be sorted by supplier, by date (default), or by credit note number.

Adding a Credit Note.

To add a credit note:

1. Click the **Add** button. This will cause the details grid to display an entry for each possible VAT category, as shown below.

Description	VAT	Rate	Net Amount	Total Amount
General Purchase Credit	A	0.0%	0.00	0.00
General Purchase Credit	B	0.0%	0.00	0.00
General Purchase Credit	C	12.5%	0.00	0.00

2. Enter the Supplier ID Code in the **Supplier ID** field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the **Credit Date:** field and press **<Tab>**. The dropdown button may also be used to pick a date from the calendar.
4. Enter the supplier's credit note number, or a unique alphanumeric entry of your own choice, in the **Cr. Note No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code for this credit in the **Source Currency** field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.
6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category. The system will calculate the Total Amount when the line is saved,
7. Repeat step 6, as necessary, and then click the **Save** button.

Editing a Credit Note.

Note: A credit note cannot be changed once it has been posted to the Nominal Ledger

To edit a credit note:

1. Click the **Edit** button. This will cause the details grid to display an entry for each possible VAT category, as detailed above. However, in this case, the **Net Amount** and **Total Amount** columns will show the previously entered values.
2. Press **<Tab>** to leave the supplier unchanged, or enter the Supplier ID Code in the Supplier ID field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the **Credit Date:** field and press **<Tab>**. The dropdown button may also be used to pick a date from the calendar.
4. Press **<Tab>** to leave the credit note number unchanged, or enter the supplier's credit note number, or a unique alphanumeric entry of your own choice, in the **Cr. Note No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code for this credit in the **Source Currency** field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.
6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category.
7. Repeat step 6, as necessary, and then click the **Save** button.

Deleting a Credit Note.

Note: A credit note cannot be deleted once it has been posted to the Nominal Ledger.

To delete a credit note:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

3.4.2.7. Creating Recurring Purchases

A recurring purchase is a transaction which is repeated at regular intervals. An example of this would be the monthly entry of rent where the transaction is identical from one month to the next. Rather than manually entering such transactions each month, Artemis Accounts allows you to enter the transaction once and have the system automatically duplicate the transaction at the required intervals. In many ways, it is similar to a standing order on a bank account.

This function is used to add, delete, modify, or just view the recurring transactions which will be posted to the Purchase Ledger. To access this function, select **Create Recurring Purchases**, from the **Transactions** sub-menu in the **Purchases** menu. This will cause the screen shown on the following page to be displayed.

- The **Supplier ID** field contains the Supplier ID Code which identifies the supplier for whom the invoice will be created. This field can also be used to find a transaction by supplier using the lookup button. When entering or editing a transaction the lookup button is used to look up a supplier. When viewing transactions the button is used to search and sort by supplier.
- When viewing a record, the **Last Active Date** field shows when the transaction was last activated, or "duplicated" in the Purchase Ledger. When entering a record, this field is used, in combination with the **Frequency** field, to specify a date from which to calculate the initial activation date.

Recurring Purchase Invoice Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Supplier ID: NCS001 Last Active Date: 27/10/2000

Reference No.: NCSMAINT

Source Currency: IEP Frequency: Weekly

Display in:
☒ Original Currency
☐ Home Currency
☐ Euro Currency

Noone Cleaning Services
 Barrack Street
 Roundfort

Line	Item/Description	Qty	A/c No	VAT	Unit Cost	Total Cost
1	Office Cleaning[.....]	3	800000	C	£6.75	£20.25

Sorted by Date

Batch No: 15

Net Amount: £20.25
 VAT Amount: £2.53
 Total: £22.78

- The **Display Currency** radiobuttons are only used when viewing a transaction.
- The **Reference No.** field is used to find a recurring transaction using the lookup button. Any reference number can be entered here.
- The **Source Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.
- A recurring transaction can be repeated at one of five different intervals. It is only necessary to enter the first letter of the frequency and the system will automatically complete the field.

W	Weekly
M	Monthly
Q	Quarterly
H	Half Yearly
Y	Yearly
- The columns in the grid portion of the display scroll to allow up to 99 lines to be entered.
- The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- If the transaction is for a stocked part (unlikely), the Item Number should be entered in the **Item/Description** field. Otherwise a description of up to 40 characters can be entered. Item numbers can be looked up using the button which appears in this field during entry.
- For normal receipts the quantity is entered in the **Qty** field. For returns (unlikely) the quantity must be a negative value.
- The **A/c No** field is used to enter/display the asset account which is increased as a result of receiving an item, or the expense account which is increased as a result of receiving a service. These can be looked up using the button which appears in this field during entry.
- The **VAT** field identifies the rate of VAT which is applicable to this item or service. It may be selected using the lookup button which appears during add and edit operations.
- When adding or editing, the **Unit Cost** is in the source currency, as specified in the Source Currency field. In inquiry mode the unit cost is displayed in the selected display currency.
- When adding or editing, the **Total Cost** is in the source currency, as specified in the Source Currency field. In inquiry mode the total cost is displayed in the selected display currency.

- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Net Amount**, **VAT Amount**, and **Total** values are calculated from the details entered.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Supplier ID*, *Last Active Date*, and *Reference No.* fields can be used to find a record by supplier, by date, or by reference number, respectively. After using any of these buttons to find a record, the records will be sorted by supplier, by date (default), or by reference number.

Adding a Recurring Purchase Invoice.

To add a new recurring purchase invoice:

1. Click the **Add** button.
2. Enter the Supplier ID Code in the **Supplier ID** field and press **<Tab>** or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the current date or enter a date in the **Last Active Date:** field and press **<Tab>**. The invoice will be processed one period, as defined by the frequency, after this date, e.g. **Last Active Date:** set to **21/02/2001** and **Frequency:** set to **Weekly** will cause the first invoice to be created for the 28/02/2001.
4. Enter a reference number in the **Reference No.:** field and press **<Tab>**. If no reference number is entered the system will automatically generate one.
5. Press **<Tab>** to accept the supplier's default currency or type the currency code in the **Source Currency** field. The lookup button may also be used to select a currency code.
6. Select how often this record should be posted by clicking the down-arrow in the **Frequency** field and press **<Tab>**.

The individual lines of the recurring invoice must now be entered in the main grid of the screen.

7. Type the product or service code in the **Item/Description** field and press **<Tab>**. If a description is being entered, press **<Enter>** to clear the warning prompt and continue the receipt. The product or service code may also be looked up using the button which appears in this field.
8. Enter the quantity to be invoiced in the **Qty** field and press **<Tab>**.
9. Press **<Tab>** to accept the default account shown, or enter an alternate nominal account number in the **A/c No** field and press **<Tab>**. The nominal account code may also be looked up using the button which appears in this field.
10. If the product code is on file, the VAT code will be copied from the Part Master. Press **<Tab>** to accept the VAT code, or enter an alternate code in the **VAT** field. The VAT code may also be looked up using the button which appears in this field.
11. If the unit cost of the item is not displayed, or is for an incorrect value, enter the new cost in the **Unit Cost** field and press **<Tab>**. Otherwise simply press **<Tab>** to accept the displayed value. Do not insert commas in the number. The calculator button in this field can be used to calculate the unit cost.
12. The total cost is calculated by the system and rarely needs changing. However, the supplier may occasionally round the total cost and the value displayed may differ from that shown on the invoice. In this case the cost shown on the invoice should be entered in the **Total Cost** field. Press **<Tab>** to accept/confirm the value in this field.
13. Repeat steps 7 to 12 for all remaining lines on the invoice and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Editing a Recurring Purchase Invoice.

To edit a recurring invoice:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the existing supplier or enter the Supplier ID Code in the Supplier ID field and press **<Tab>**, or use the lookup button to select a supplier.
3. Press **<Tab>** to accept the existing date or enter a date in the **Last Active Date:** field and press **<Tab>**.
4. Press **<Tab>** to accept the reference number, or enter a unique alphanumeric entry of your own choice, in the **Reference No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the existing currency code, or type the currency code in the **Source Currency** field. The lookup button may also be used to select a currency code.
6. Select how often this record should be posted by clicking the down-arrow in the **Frequency** field and press **<Tab>**.
7. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.
8. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting a Recurring Invoice.

To delete a recurring invoice:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

3.4.2.8. Processing Recurring Entries (Purchases)

The creation of a recurring purchase invoice does not automatically mean that the transaction will be posted to the Purchase Ledger at the appropriate time. In order for this to happen, the system must be told to process the transaction(s). However, unlike the majority of accounting systems, Artemis Accounts does not require that each recurring transaction is individually processed and confirmed. Instead, the system processes all recurring transactions, or transactions with a specific frequency, as a batch, when told to do so by the user.

Processing a recurring invoice causes a copy of the invoice to be posted to the Purchase Ledger. The master copy of the invoice, in the recurring purchases file, is then updated to prevent the invoice from being re-processed in the same period. This is a feature which is unique to Artemis Accounts - other accounting systems allow a recurring transaction to be accidentally processed more than once. The advantage of this approach is that you can process recurring invoices as often as you wish. Each invoice will only be processed once in the specified timeframe for that invoice.

This function is used to trigger the processing of recurring transactions and post them to the Purchase Ledger. To access this function, select **Process Recurring Purchases** from the **Transactions** sub-menu in the **Purchases** menu. This will cause the screen shown on the following page to be displayed.



- The **Date to Process To** field defaults to the current date. However, this can be changed to any date of the user's choice. All, or selected, recurring transactions which fall due on, or before, this date are processed.
- By specifying a supplier ID code in the **Suppliers to Process** field, the only transactions processed will be for that supplier.
- The **Transactions to Process** field can be used to process a selected recurring transaction. In order to do this, the reference number of the transaction must be known and must be entered in this field.
- The **Frequency to Process** field defaults to **ALL** which will cause all recurring transactions to be considered for processing. If required, a specific period may be selected by entering **W**, **M**, **Q**, **H**, or **Y** in this field. In this case, only transactions of the selected frequency will be selected for processing.
- Clicking the **Process** button causes the selected recurring transactions to be posted to the Purchase Ledger, provided that they are eligible for posting.

To process recurring invoices, perform the following steps:

1. Enter the period ending date in the **Date to Process To:** field and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date.
2. If you only want to process invoices for a specific supplier, enter the Supplier ID Code in the **Suppliers To Process:** field and press **<Tab>**. Otherwise, simply press **<Tab>** to select all suppliers. The Supplier ID Code can be retrieved by clicking the lookup button to the right of this field.
3. If you want to process a specific transaction, enter the reference number in the **Transactions To Process:** field and press **<Tab>**. Otherwise, simply press **<Tab>** to select all transactions. The reference number of a specific transaction can be retrieved by clicking the lookup button to the right of this field.
4. Enter **W**, **M**, **Q**, **H**, or **Y** in the **Frequency to Process:** field, if you wish to process transactions of a specific interval. Otherwise, just press **<Tab>** to select all transactions. The required frequency can also be selected from a drop-down list which is shown when the down-arrow is clicked.
5. Click the **Process** button to begin processing. To cancel this operation, click the **Cancel** button.

The system will then cycle through the transactions and will provide a status message showing how many transactions were posted.

3.4.3. Maintain Supplier Accounts

3.4.3.1. Supplier Account Details

When Artemis Accounts is first installed, the supplier accounts file is empty. In order to purchase goods and services, a supplier must be specified. Supplier accounts can be created "on the fly" as goods and services are received, or they can be created as part of the system set up using the Maintain Supplier Accounts function.

To add, delete, or modify a supplier account, select the **Maintain Supplier Accounts** function, from the **Purchases** menu, or click on the **Supplier** image in the **Purchase Ledger** Cue Card. This will cause the following screen to be displayed.

Supplier Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Save Help Explain

Supplier Details Transaction History History Graph

Currency: ☒ Original ☐ Home ☐ Euro

Supplier ID Code: ABC001

Contact Name: Mrs. Marge Simpson

Company: Ariel Banner Corporation

Address: 1754 Everglades Technology Pk.
Tampa, Florida
U.S.A.

Post Code: 78288

Phone: +19087657746 **Fax:** +19087657752

Email: marge@arielbanner.com

Currency: USD

Credit Limit: \$5,000.00 **Due Days:** 30

Beginning Balance: \$0.00 **Default A/c:** 130000

Comments:

Supplier Type:
☐ General
☒ Trade

- The **Supplier ID Code** field is used to enter the alphanumeric code of a supplier account which is being added and to display the code of a supplier which is being viewed, edited, or deleted.
- The **Supplier Type** radiobutton control determines which of the creditor accounts are affected when goods or services are purchased from this supplier. If the **Trade** button is selected the Trade Creditors account is used and when the **General** button is selected the General Creditors is used.
- The **Contact Name** field is used to enter or display the name of the primary contact for the supplier. A department name may be entered in the case of a company.
- The **Company** field is used to enter or display the company or trading name of the supplier.

- The **Address** fields are used to enter or display the postal address of the supplier, as shown on invoices, statements, etc.
- The **Post Code** field is used to enter or display the postal code of the supplier, if applicable.
- The **Phone** field is used to enter or display the supplier's phone number.
- The **Fax** field is used to enter or display the supplier's fax number.
- The **Email** field is used to enter or display the supplier's e-mail address.
- The **Currency** field is used to enter/display the currency in which this Supplier normally issues invoices. The transaction history screen will only display the history in the original currency if all invoices have been entered in this currency.
- The **Credit Limit** field is used to enter or display the maximum amount of credit available from the supplier.
- The **Due Days** field is used to enter or display the number of days credit received on purchase invoices.
- When the accounts for a business are being set up initially, there will be balances on many accounts from previous trading periods. The **Beginning Balance** field is used to enter any opening supplier account balances. This field is also updated when Purchase Ledger history is purged.
- The **Default A/c** field is used to show a nominal ledger account which is automatically charged when goods or services are purchased from a supplier. This is normally an inventory (stock assets) account or a sales expense account.
- The **Comments** field is used to enter or display a general comment about the supplier. Up to 50 characters may be entered.

This is a three-page dialog. The other pages of the dialog can be viewed by clicking the Transaction History and the History Graph folder tabs.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Supplier Account.

To add a new supplier account:

1. Click the **Add** button.
2. Enter the alphanumeric code for the new account in the **Supplier ID Code:** field and press **<Tab>**.
3. Use the **<Space>** bar or the mouse to set the appropriate radiobutton in the **Supplier Type:** control and press **<Tab>**.
4. Enter the name of the contact for the supplier, or a department name such as **Accounts Receivable**, in the **Contact Name** field and press **<Tab>**.
5. Enter the business or company name in the **Company** field and press **<Tab>**.
6. Enter the supplier's address in the **Address** fields, pressing **<Tab>** to move from field to field.
7. Enter the supplier's postal code, if applicable, in the **Post Code** field and press **<Tab>**.
8. Enter the supplier's phone number in the **Phone** field and press **<Tab>**.
9. Enter the supplier's fax number in the **Fax** field and press **<Tab>**.
10. Enter the supplier's email address in the **Email** field and press **<Tab>**.
11. Enter the currency code for the currency in which the supplier will invoice in the **Currency** field and press **<Tab>**. The currency code may also be selected by clicking the lookup button which appears next to this field.
12. If a credit limit has been advised by this supplier, enter this value in the **Credit Limit** field and press **<Tab>**. The amount entered will be denominated in the currency which has been entered in the **Currency** field.
13. Enter the number of days credit offered by the supplier in the **Due Days** field and press **<Tab>**.
14. If the supplier already has a account balance due from previous purchases, enter this amount in the **Beginning Balance** field and press **<Tab>**. The amount entered will be denominated in the currency

which has been entered in the **Currency** field. If the account balance is not known at this time, it may be entered later.

15. Enter the Nominal Ledger account to which purchases from this supplier will normally be charged in the **Default A/c** field and press **<Tab>**. The account code may also be selected by clicking the lookup button which appears next to this field. This is a required field.
16. A 50 character general comment may be entered in the **Comments** field if required.
17. Click the **Save** button to add the account. To exit without creating a new account, click the **Close** button, or move to another record.

Modifying a Supplier Account.

Supplier accounts are usually modified to reflect a change in address, contact name, credit terms, or to correct an incorrect entry. In addition, the beginning balance on the account may not have been available when the account was originally created.

To modify a supplier account:

1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Edit** button. The **Contact Name** field will then be highlighted.
3. Enter the name of the contact for the supplier, or a department name such as **Accounts Receivable**, in the **Contact Name** field and press **<Tab>**.
4. Enter the business or company name in the **Company** field and press **<Tab>**.
5. Enter the supplier's address in the **Address** fields, pressing **<Tab>** to move from field to field.
6. Enter the supplier's postal code, if applicable, in the **Post Code** field and press **<Tab>**.
7. Enter the supplier's phone number in the **Phone** field and press **<Tab>**.
8. Enter the supplier's fax number in the **Fax** field and press **<Tab>**.
9. Enter the supplier's email address in the **Email** field and press **<Tab>**.
10. Enter the currency code for the currency in which the supplier will invoice in the **Currency** field and press **<Tab>**. The currency code may also be selected by clicking the lookup button which appears next to this field.
11. If a credit limit has been advised by this supplier, enter this value in the **Credit Limit** field and press **<Tab>**. The amount entered will be denominated in the currency which has been entered in the **Currency** field.
12. Enter the number of days credit offered by the supplier in the **Due Days** field and press **<Tab>**.
13. If the supplier already has a account balance due from previous purchases, enter this amount in the **Beginning Balance** field and press **<Tab>**. If the account balance is not known at this time, it may be entered later. The amount entered will be denominated in the currency which has been entered in the **Currency** field.
14. Enter the Nominal Ledger account to which purchases from this supplier will normally be charged in the **Default A/c** field and press **<Tab>**.
15. A 50 character general comment may be entered in the **Comments** field if required.
16. Click the **Save** button to update the changes. To exit without changing the account, click the **Close** button, or move to another record.

Note: The Supplier ID Code should not be changed using this function. To re-code an account, it must be deleted and created again.

Deleting a Supplier Account.

Over time, some of the supplier accounts created during the course of the business will become inactive. In order to remove references to these unused accounts from the printed reports they must be deleted. An account can only be deleted if it has no transaction activity and no opening balance.

To delete a supplier account:

1. Before an account can be deleted, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Delete** button.

Notes: If the account which you are attempting to delete has a non-zero amount in the BEGINNING BALANCE field, an error message will be displayed and the delete operation will be cancelled. The beginning balance may be deleted, allowing the account to be deleted, by editing the account record, as detailed above.

If there are transactions in the Purchase Ledger for the account which you are attempting to delete, the system displays an error message and the delete operation will be cancelled.

3.4.3.2. Viewing Supplier History

This page of the Maintain Supplier Accounts function provides a listing of all of the transactions for the specified supplier. The detailed transaction can be viewed, and edited if necessary, by double-clicking on any transaction.

Supplier Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Save Help Explain

Supplier Details Transaction History History Graph

Supplier ID Code: GHI001
Name: George Howard Industries Ltd.

Currency: ☐ Original ☐ Home ☒ Euro

Date	Description	Debit	Credit	Balance
	Opening Account Balance			€634.87
06/10/2000	INV: DE34061000		€395.38	€1,030.25
30/10/2000	Cr.Note: GH37301000	€94.90		€935.35
30/10/2000	Payment - Inv: DE34061000	€63.26		€872.09
	Current Balance Payable			€872.09

To toggle the currency of the listing between Euro, Home and Original currency, click the appropriate radio button above the grid. Note, however, that the listing can only be displayed in the Original currency if the Opening Balance and all transactions are in the same currency.

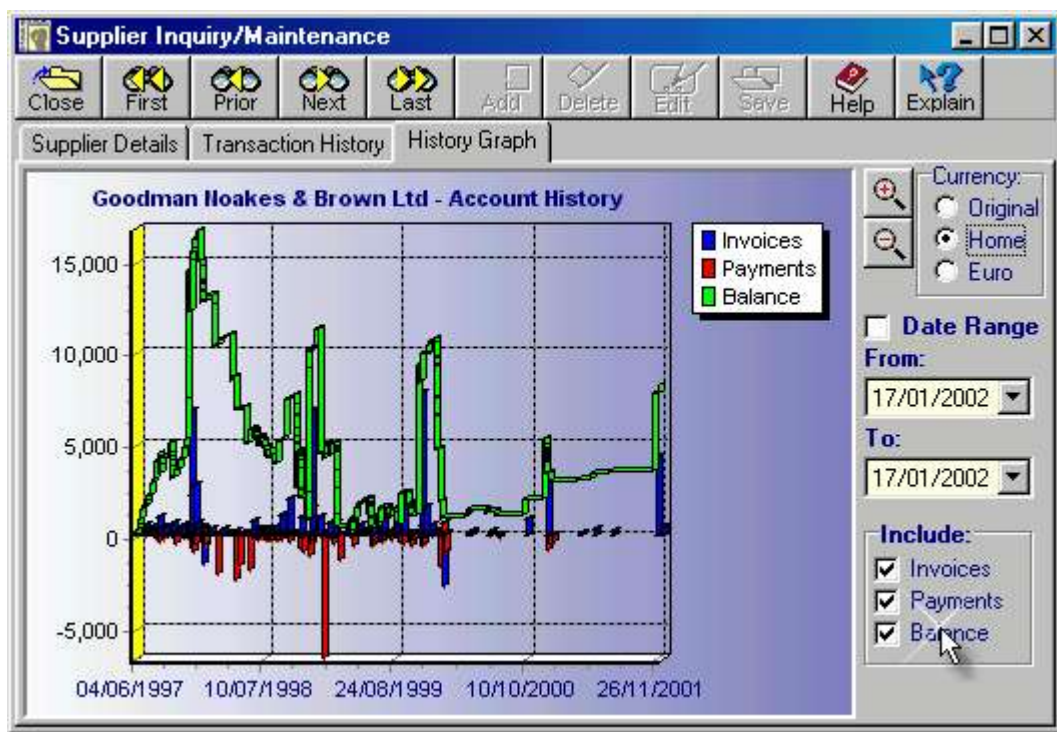
This is a three-page dialog. The other pages of the dialog can be viewed by clicking the Supplier Details or the History Graph folder tabs.

Notes:

1. If a specific date range has been selected on the Graph page, the listing on this page only displays transactions for the same date range. This can be used if you wish to display the history for a specific period.
2. If any transaction screens are "launched" by double-clicking on any line in the history listing, they will be closed when the Supplier Inquiry/Maintenance screen is closed.

3.4.3.3. Supplier History Graphs

This page of the Supplier Inquiry/Maintenance function provides a pictorial representation of all, or selected, transactions for the specified supplier account.



- Click and drag the left mouse button in the display area to scroll the graph. Click and drag the right mouse button right and down to enlarge a section of the graph. Click and drag the right mouse button up and left to "unzoom" the graph.
- Click the + button to enlarge the graph data points.
- Click the - button to reduce the graph data points.
- If the **Date Range** box is checked, only the transactions for the date range specified in the date selection boxes will be plotted.

- The **From** field is used to select a starting date, if the **Date Range** box is ticked. It defaults to the current system date but can be changed by clicking the dropdown button to pick a date from the dropdown calendar.
- The **To** field is used to select an ending date, if the **Date Range** box is ticked. It defaults to the current system date but can be changed by clicking the dropdown button to pick a date from the dropdown calendar.
- The check boxes in the **Include** panel can be used to omit or include data from the graph.

This is a three-page dialog. The other pages of the dialog can be viewed by clicking the Supplier Details and Transaction History folder tabs.

Initially, the graphic display shows invoices, payments, and running account balances for all available history.

There are three basic ways to manipulate the displayed information:

1. The data points can be enlarged and reduced by clicking the zoom-in and zoom-out buttons. When the graph is enlarged, clicking and dragging the left mouse button scrolls the lines/bars. Specific portions of the graph can also be enlarged by clicking and dragging the right mouse button to the right and downwards. To reset the graph to its original scale, click and drag the right mouse button to the left and upwards.
2. The number of data points plotted can be reduced by entering a starting and ending date in the From: and To: fields and then clicking the Date Range check box. Note that any changes made to the starting and ending dates are not reflected in the graph until the Date Range check box is unticked and ticked again. Note also that any date range applied to the graph also applies to the transaction listing in the History page.
3. Any of the three information series can be included in, or omitted from, the graph by setting and clearing the checkmarks in the Include panel. When only one series is being displayed, the legend is removed from the graph to allow a larger drawing area.

If a large amount of historical data is being displayed, this screen is best maximised. When the screen is maximised, a further two controls become visible at the bottom-right of the panel, as shown below. These allow the appearance of the graph to be changed.



- When the **3D Display** box is unchecked the three dimensional effect of the graph is turned off. This can be useful if the graph has a lot of data points.
- The **Balance** control allows the balance line of the graph to be displayed as a smooth line, or as a stepped line which gives a "stairs" effect.

To toggle the currency of the graph between Euro, Home and Original currency, click the appropriate radio button to the right of the graph. Note, however, that the graph can only be displayed in the Original currency if the Opening Balance and all transactions are in the same currency.

3.4.4. Purchase Ledger Reports

All reports in Artemis Accounts are initially displayed in a preview screen which allows the report to be printed or saved to a file. The majority of the reports also allow certain criteria to be set before the report is displayed. The Purchase Ledger reports are detailed in the following sections.

3.4.4.1. Open Invoices

The Open Invoices Listing provides a summary of all purchase invoices which have outstanding balances, showing the original amount invoiced and the current balance due.

To specify the report parameters and print/display the report:

1. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
2. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Open Purchase Invoices			
ABC002	Ariel Banner Corporation		
Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
13/10/2000	AC3964367	£498.82	£498.82
13/10/2000	R00103754	-£249.41	-£249.41
* Total Balance:			£249.41
GHI001	George Howard Industries L		
Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
30/10/2000	DE34061000	£311.39	£261.57
30/10/2000	GH37301000		-£62.28
* Total Balance:			£199.29
NCS001	Noone Cleaning Services		
Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
13/10/2000	NC33311000	£22.78	£22.78
20/10/2000	NC7041200	£22.78	£22.78

3.4.4.2. Schedule of Payables

As each purchase invoice is entered, the due date for payment is calculated based on the supplier's credit terms. The Schedule of Payables report provides a listing of all suppliers showing the amount due for payment to each supplier by a specified date and the total amount due for payment by that date.

To specify the report parameters and print/display the report:

1. Enter the date to which payables should be calculated in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Schedule of Payables

As of: 28/04/2002

ABC002	Ariel Banner Corporation			Account Balance:	£249.41
Invoice Date	Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance	
13/10/2000	10/12/2000	AC3964367	£498.82	£498.82	
13/10/2000	11/12/2000	R00103754	-£249.41	-£249.41	
DEF001	Davis Everidge & Fairbanks			Account Balance:	£249.11
Invoice Date	Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance	
Opening Balance:				£249.11	
GHI001	George Howard Industries L			Account Balance:	£199.29
Invoice Date	Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance	
30/10/2000	30/10/2000	DE34061000	£311.39	£261.57	
30/10/2000	29/11/2000	GH37301000		-£62.28	
NCS001	Noone Cleaning Services			Account Balance:	£45.56
Invoice Date	Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance	
13/10/2000	13/10/2000	NC33311000	£22.78	£22.78	
20/10/2000	20/10/2000	NC7041200	£22.78	£22.78	

3.4.4.3. Payables Aging

The Payable Aging report provides an aged analysis of payables by supplier for four separate time categories - 0 to 30 days, 31 to 60 days, 61 to 90 days, and 91+ days.

To specify the report parameters and print/display the report:

1. Enter the date to which payables should be aged in the To Date field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the Currency control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Payables Aging					
As of: 26/11/2000					
Supplier	0 to 30 Days	31 to 60 Days	61 to 90 Days	*91 Days+	Total
ABC002 Ariel Banner Corporation	£0.00	£249.41	£0.00	£0.00	£249.41
GHI001 George Howard Industries Ltd.	-£112.10	£311.39	£0.00	£0.00	£199.29
NCS001 Noone Cleaning Services	£0.00	£45.56	£0.00	£0.00	£45.56
REGAN1 Regan Office Equipment	£0.00	£4,840.00	£0.00	£0.00	£4,840.00
* Totals:	-£112.10	£5,446.36	£0.00	£0.00	£5,334.26

* The Suppliers' opening balances are included in the 90 Days+ column.

3.4.4.4. Payables Journal

The Payables Journal report list the entries to the Purchase Ledger showing debits and credits, by date.

To specify the report parameters and print/display the report:

1. If a report covering all departments is required, tab over the **Department** field, leaving it blank. Otherwise, enter the Department Code and press **<Tab>**. The lookup button to the right of this field can be used to select a Department Code.
2. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Enter the required ending date of the period to be covered by the report in the **To Date** field and press **<Tab>**.
4. If a report of all transactions is required, **<Tab>** over the **Transaction Type** field. Otherwise, choose whether to restrict the report to Invoices, Payments, Debit Notes, or Credit Notes by using the down-arrow on this field and press **<Tab>**.
5. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
6. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Purchases Journal Report							
01/03/2000 to 27/03/2002							
Date	Supp. ID	Invoice	Reference	T	Dept. Account	Debits	Credits
02/10/2000	REGAN1	34951	34951	I	200100		£4,840.00
					210000	£840.00	
					150000	£4,000.00	
06/10/2000	GHI001	DE34061000	DE34061000	I	200100		£311.39
					500000	£311.39	
13/10/2000	ABC002	R00103754	R00103754	I	200100		-£249.41
					210000	-£43.28	
					500000	-£82.45	
					500000	-£123.68	
13/10/2000	ABC002	AC3964367	AC3964367	I	200100		£498.82
					210000	£86.57	
					500000	£412.25	
13/10/2000	NCS001	NC33311000	NC33311000	I	200100		£22.78
					210000	£2.53	
					800000	£20.25	
20/10/2000	NCS001	NC7041200	NC7041200	I	200100		£22.78
					210000	£2.53	
					800000	£20.25	
30/10/2000	GHI001	GH37301000	GH37301000	C	200100	£62.28	
					500000		£62.28
30/10/2000	GHI001	DE34061000	100908	P	200100	£49.82	
					100100		£49.82
Totals:						£5,558.46	£5,558.46

3.4.4.5. Recurring Purchases Report

The Recurring Purchases report shows the basic debit and credit details of each recurring invoice. These have no effect until the recurring invoice is activated.

To specify the report parameters and print/display the report:

1. If a report of all recurring invoice records is required, **<Tab>** over the Frequency field. Otherwise, choose the activation frequency for which records are to be listed by using the down-arrow on this field and then press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the Currency control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Recurring Purchases Journal							
Date	Supp. ID	Frequency	Reference	T	Dept. Account	Debits	Credits
20/10/2000	NCS001	Weekly	NCSMAINT	I	200100		£22.78
					210000	£2.53	
					800000	£20.25	
Totals:						£22.78	£22.78

3.4.4.6. Cash Requirements

The Cash Requirements report is similar to the Schedule of Payables report in that it shows what is due to be paid by a specific date. However, while the Schedule of Payables report only shows the total amount due to each supplier, the Cash Requirements report shows the individual invoices which are due for payment, grouped by supplier.

To specify the report parameters and print/display the report:

1. Enter the date to which the cash requirement is to be calculated in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Cash Requirements

As of: 28/04/2002

ABC002	Ariel Banner Corporation	Balance Due Now: £249.41	
Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
10/12/2000	AC3964367	£498.82	£498.82
11/12/2000	R00103754	-£249.41	-£249.41
DEF001	Davis Everidge & Fairbanks	Balance Due Now: £249.11	
Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
Opening Balance:			£249.11
GHI001	George Howard Industries L	Balance Due Now: £199.29	
Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
30/10/2000	DE34061000	£311.39	£261.57
29/11/2000	GH37301000		-£62.28
NCS001	Noone Cleaning Services	Balance Due Now: £45.56	
Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
13/10/2000	NC33311000	£22.78	£22.78
20/10/2000	NC7041200	£22.78	£22.78
REGAN1	Regan Office Equipment	Balance Due Now: £4,840.00	
Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance

3.4.4.7. Payments Listing

The Supplier Payments report lists details of all payments to suppliers made within a specified period.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. To view/print only the total amount of each payment, leave the **Show Sub-payments** checkbox unchecked. To view/print all of the individual invoices covered by payments, set the checkmark in this checkbox.
4. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
5. Click the **Print** button to process and display the report. The following are examples of what is then displayed:

Sub-payments not displayed:

Purchase Payments/Cheque Listing					
01/10/2000 to 31/10/2000					
Date	Supplier/Payment Details		Payment Method or Cheque No.	Amount Paid	
30/10/2000	GHI001	George Howard Industries Ltd.	100908	Total:	£49.82

Sub-payments displayed:

Purchase Payments/Cheque Listing					
01/10/2000 to 31/10/2000					
Date	Supplier/Payment Details		Payment Method or Cheque No.	Amount Paid	
30/10/2000	Payment - Inv: DE34061000		100908		£49.82
30/10/2000	GHI001	George Howard Industries Ltd.	100908	Total:	£49.82

In the second example, the payment only covered one invoice, as shown. However, if the payment had covered a number of invoices, each invoice would be displayed and the total amount of the subpayments would also be displayed.

3.4.4.8. Purchases Summary by Supplier

The taxation authorities in some countries require that a business provides details of all suppliers that have exceeded a specified volume of business in any taxation year. The Purchases Summary by Supplier report was developed to provide this information but may also be used as a means of obtaining periodic summaries of purchase activity by supplier. This report also shows how much was purchased from each supplier prior to the period specified.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Purchases Summary by Supplier			
27/03/2000 to 27/03/2001			
Supp. ID	Supplier Name	Previous Periods	This Period
ABC002	Ariel Banner Corporation	€0.00	€316.69
GH1001	George Howard Industries Ltd.	€0.00	€395.38
NCS001	Noone Cleaning Services	€0.00	€57.86
REGAN1	Regan Office Equipment	€0.00	€6,145.53
		€0.00	€6,915.46

3.4.4.9. Supplier Account History

The Supplier Account History report provides a complete trading history for one or more suppliers for a specified period. The information provided is similar to that given by the Supplier Account Inquiry function except that a number of suppliers can be selected and a date range is specified.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the From Date field and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the To Date field and press **<Tab>**.
3. If a separate page is required for each supplier to be listed, ensure that the New page for each A/c checkbox is checked by pressing the **Spacebar**, or clicking the checkbox.
4. To begin the report at a specific supplier, enter the Supplier ID number in the From Account field and press **<Tab>**. The supplier listing can be looked up using the lookup button.
5. To end the report at a specific supplier, enter the Supplier ID number in the To Account field and press **<Tab>**.
6. Select the display currency by clicking the appropriate radiobutton in the Currency control.
7. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Supplier Account History							
01/04/2000 to 01/04/2002							
ABC002	Ariel Banner Corporation						
Date	Description	Invoice	Reference	T	Debit	Credit	Balance
	Opening Balance:						£0.00
13/10/2000	INV: R00103754	R00103754	R00103754	I		£249.41	£249.41
13/10/2000	INV: AC3964367	AC3964367	AC3964367	I		£498.82	£249.41
	Closing Balance:						£249.41
GHI001	George Howard Industries Ltd.						
Date	Description	Invoice	Reference	T	Debit	Credit	Balance
	Opening Balance:						£0.00
06/10/2000	INV: DE34061000	DE34061000	DE34061000	I		£311.39	£311.39
30/10/2000	Cr.Note: GH37301000	GH37301000	GH37301000	C	£62.28		£249.11
30/10/2000	Payment - Inv: DE34061000	DE34061000	100908	P	£49.82		£199.29
	Closing Balance:						£199.29
NCS001	Noone Cleaning Services						
Date	Description	Invoice	Reference	T	Debit	Credit	Balance
	Opening Balance:						£0.00
13/10/2000	Inv: NC33311000	NC33311000	NC33311000	I		£22.78	£22.78
20/10/2000	Inv: NC7041200	NC7041200	NC7041200	I		£22.78	£45.56
	Closing Balance:						£45.56
REGAN1	Regan Office Equipment						
Date	Description	Invoice	Reference	T	Debit	Credit	Balance

3.4.4.10. Supplier Listing

The Supplier Listing provides a summary of the details from each supplier's record, including the contact, address, and credit terms. The information provided is similar to that given by the first screen of the Supplier Account Inquiry function except that all suppliers are selected.

To specify the report parameters and print/display the report:

1. Click the appropriate radiobutton in the **Currency** control to display credit limits and opening balances in the supplier's currency, the home currency, or in Euro.
2. Click the required radiobutton in the **Sort Order** control to list the suppliers by Supplier ID Code or by name.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Supplier Listing

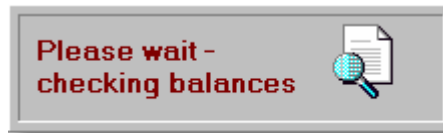
Acct. ID: ABC002 Contact: Mrs. Marge Simpson Name: Ariel Banner Corporation Address: 1754 Everglades Technology Pl Tampa, Florida U.S.A. Phone: +19087657746 Comments:	Trade Supplier?: <input checked="" type="checkbox"/> Currency: USD Opening Balance: \$0.00 Net Due Days: 60 Credit Limit: \$5,000.00 N/L Account: 130000
Acct. ID: DEF001 Contact: Sales Department Name: Davis Everidge & Fairbanks Address: Unit 47 Silica Way Westbury, Somerset Phone: 441299984567 Comments:	Trade Supplier?: <input checked="" type="checkbox"/> Currency: GBP Opening Balance: £200.00 Net Due Days: 14 Credit Limit: £500.00 N/L Account: 130000
Acct. ID: GHI001 Contact: Peter Young Name: George Howard Industries Ltd. Address: Mullingar Road Ballymahon Co. Longford Phone: 0467 28931 Comments:	Trade Supplier?: <input checked="" type="checkbox"/> Currency: IEP Opening Balance: £0.00 Net Due Days: 30 Credit Limit: £1,000.00 N/L Account: 130000
Acct. ID: NCS001 Contact: Jack Nagle Name: NCS001 Address: NCS001 Phone: NCS001 Comments:	Trade Supplier?: <input type="checkbox"/> Currency: IEP Opening Balance: £0.00 Net Due Days: 30 Credit Limit: £0.00 N/L Account: 130000

3.4.4.11. Supplier Address Labels

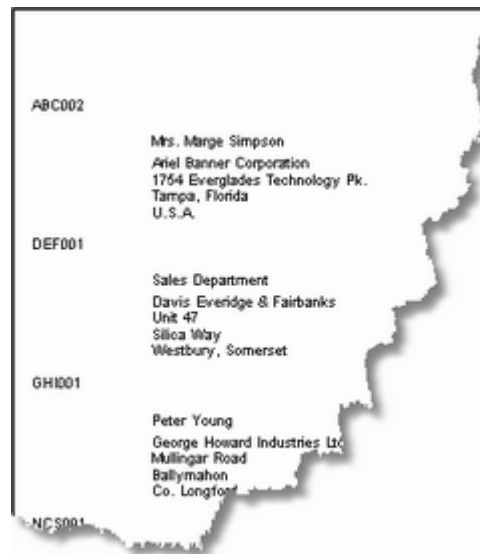
This feature is provided to allow mailing labels to be printed for suppliers. The labels printed may be limited to just those suppliers who have amounts payable in order to prevent unwanted labels from being printed.

To specify the report parameters and print/display the report:

1. If necessary, select a label template by clicking the **Labels** button. This will cause the Label Template selection screen to be displayed.
2. Click the required radiobutton in the **Sort Order** control to list the suppliers by Supplier ID Code or by name.
3. To print labels for all selected suppliers, ensure that the **Print Zero Balance Accounts** checkbox is checked by pressing the **Spacebar**, or clicking the checkbox, to toggle the checkmark. If this checkbox is unchecked only those suppliers with an outstanding balance will have labels printed for them and the generation of the report will take longer while supplier balances are calculated. The following panel will be displayed during this process.



4. To begin label printing at a specific supplier, enter the Supplier ID number in the **From Account** field and press **<Tab>**. The supplier listing can be looked up using the lookup button.
5. To end label printing at a specific supplier, enter the Supplier ID number in the **To Account** field and press **<Tab>**. As in the case of the previous field, the supplier listing can be looked up using the lookup button.
6. Click the **Print** button to print the labels. The following is one example of what is produced, but the format of the output is totally dependent on the template used.:



3.4.4.12. Received But Not Invoiced Report

This report, which is sometimes called the Received But Not Invoiced (RBNI) report, is used to provide a summary of pending liabilities. It provides the similar information to that provided by the Goods Receipts & Returns function except that only receipts which have not been invoiced are listed.

To print/display the report:

1. Select the display currency by clicking the appropriate radiobutton in the Currency control.
2. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Non-Invoiced Receipts					
Date	Supplier		GRN No.	Rec'd By	Amount
11/10/2000	ABC002	Ariel Banner Corporation	ABC201011	MAST	€950.06
Grand Total:					€950.06

3.4.4.13. Non-Posted Transactions

This report is very similar to the Payables Journal report, except that only transactions which have not yet been posted to the Nominal Ledger are listed. This may be used to identify the volume of purchase activity which is not included in the Nominal reports.

To specify the report parameters and print/display the report:

1. If a report covering all departments is required, **<Tab>** over the Department field. Otherwise, enter the Department Code and press **<Tab>**. The lookup button to the right of this field can be used to select a Department Code.
2. Enter the required starting date of the period to be covered by the report in the From Date field and press **<Tab>**.
3. Enter the required ending date of the period to be covered by the report in the To Date field and press **<Tab>**.
4. If a report of all transactions is required, **<Tab>** over the Transaction Type field. Otherwise, choose whether to restrict the report to Invoices, Payments, Debit Notes, or Credit Notes by using the down-arrow on this field and press **<Tab>**.
5. Select the display currency by clicking the appropriate radiobutton in the Currency control.
6. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Unposted Purchase Transactions							
01/10/2000 to 31/10/2000							
Date	Supp. ID	Invoice	Reference	T	Dept. Account	Debits	Credits
02/10/2000	REGAN1	34951	34951	I	200100		£4,840.00
					210000	£840.00	
					150000	£4,000.00	
06/10/2000	GHI001	DE34061000	DE34061000	I	200100		£311.39
					500000	£311.39	
13/10/2000	ABC002	R00103754	R00103754	I	200100		-£249.41
					210000	-£43.28	
					500000	-£82.46	
					500000	-£123.68	
13/10/2000	ABC002	AC3964367	AC3964367	I	200100		£498.82
					210000	£86.57	
					500000	£412.25	
13/10/2000	NCSD01	NC33311000	NC33311000	I	200100		£22.78
					210000	£2.53	
					800000	£20.25	
20/10/2000	NCSD01	NC7041200	NC7041200	I	200100		£22.78
					210000	£2.53	
					800000	£20.25	
30/10/2000	GHI001	GH37301000	GH37301000	C	200100	£82.28	
					500000		£82.28
30/10/2000	GHI001	DE34061000	100908	P	200100	£49.82	
					100100		£49.82
Totals:						£5,558.46	£5,558.46

3.4.4.14. Nominal Ledger Distributions

This report is one of the most useful and powerful reports in the Purchases Module. It analyses all transactions entered in this module and summarises the overall effect of these transactions on the Nominal Ledger. The result of this analysis shows the total amount which has been, or will be, debited or credited to each Nominal account as a result of posting purchase transactions to the Nominal Ledger. It doesn't matter whether these transactions have been posted, or not, as every transaction within the specified date range is included in the analysis.

It is strongly recommended that this report be run before posting a new period's transactions to the Nominal Ledger as it provides an opportunity to preview the effect of posting.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control and click the **Filter** button to close the **Selection Criteria** panel.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Purchase to Nominal Ledger Distributions			
28/04/2002 to 28/04/2002			
N/L Account No.	N/L Account Description.	Debits	Credits
100100	Bank Account #2		£49.82
150000	Furniture & Fittings	£4,000.00	
200100	Other Creditors		£5,334.26
210000	VAT Payable	£888.35	
500000	Cost of Goods Sold 1	£455.23	
800000	Maintenance & Repairs	£40.50	
Totals:		£5,384.08	£5,384.08

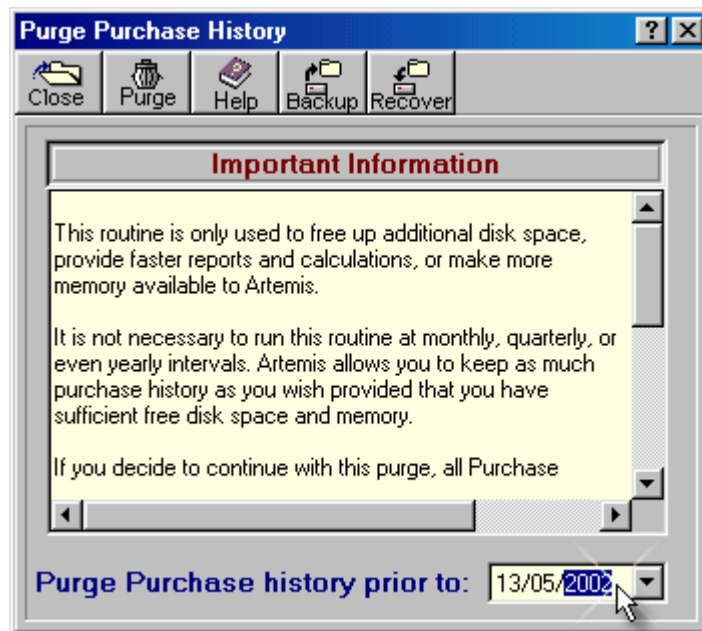
The DEBITS column shows all of the purchases for the period, summarised by category and the CREDITS column shows how these purchases were funded.

3.4.5. Purchase Utilities

3.4.5.1. Purge Purchase History

This function should only be used if the responsiveness of the system needs to be improved, disk space is running low, or lookups are showing an undesirable amount of history. The purpose of this function is to delete historical data, thus freeing up disk space and improving response times for some functions. As the balance on each supplier account is dynamically calculated when reports are run, the balances need to be updated if transactions are deleted. This function calculates the net result of the transactions which are to be deleted and changes the opening balances of the appropriate supplier accounts to a new value.

To access this function, select **Purge Purchase History** from the **Utilities** sub-menu in the **Purchases** menu. This will cause the following screen to be displayed.



- The message on this screen reinforces the point that this purge will reduce the amount of history available and should only be used if necessary to improve system performance.
- The date field can be used to control the extent of the purge operation. Only transactions prior to this date will be considered.

Note: This purge operation can only be reversed if the selected files are backed up prior to confirming the purge. To reverse the purge, the Recover button should be clicked immediately after the purge has completed.

To proceed with the purge operation:

1. If you wish to make a backup before purging the history (highly recommended) click the **Backup** button.

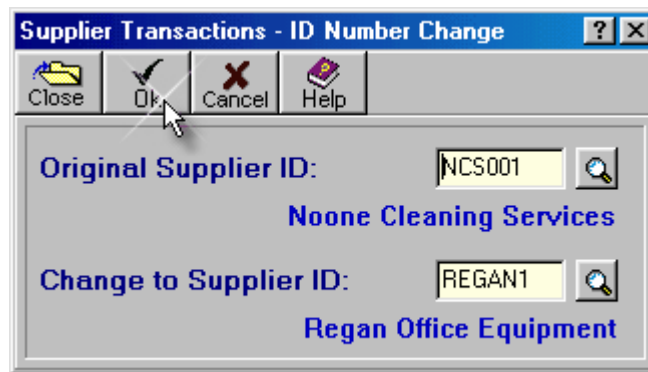
2. Enter the date up to which you wish purge the transaction history in the Purge Purchase history prior to: field or click the calendar button to select a date.
3. Click the **Ok** button to confirm the purge operation. To exit without purging click the **Cancel** button.

The system will then check to ensure that all transactions prior to the date specified have been posted. Before purging the purchase history, the Purchase Ledger must be posted to the Nominal Ledger. Otherwise the financial statements would be incorrect. If any unposted transactions prior to the specified date are found, an error message will be displayed and the purge will be cancelled. Otherwise, the supplier accounts will be updated and the selected transactions will be deleted. To exit this screen click the **Cancel** button.

3.4.5.2. Redirect Supplier Transactions

This function "re-routes" all transactions for a specific supplier to another supplier account number. In effect, all references to a specified supplier account in the Purchase Ledger are replaced by a new Supplier ID number. This may be necessary if a supplier was accidentally given two discrete Supplier ID Codes and transactions are divided between two accounts for the same supplier. This function may also be used if it is decided to give a specific supplier a more meaningful Supplier ID Code

To access this function, select **Re-direct Supplier Transactions** from the **Utilities** sub-menu in the **Purchases** menu. This will cause the following screen to be displayed.



- The **Original Supplier ID** field is used to enter the account from which transactions are to be "removed".
- The **Change to Supplier ID** field is used to enter the account into which transactions are to be "placed".
- Click the **Ok** button to process the changes or the **Cancel** button to cancel redirection of transactions.

Note: This operation should be used with caution. It is recommended that a new supplier account be created to which the transactions are initially re-directed. When the results are examined, and found to be satisfactory, the transactions can then be re-directed from this new account to the intended destination account.

To proceed with the re-direct operation:

1. Enter the ID code of the supplier account from which transactions are to be "removed" in the Original Supplier ID: field and press **<Tab>**. The lookup button may be used to select a supplier if required.

2. Enter the ID code of the supplier account in which the transactions are to be "placed" in the **Change to Supplier ID:** field and press **<Tab>**. The lookup button may be used to select a supplier if required.
3. Click the **Ok** button to move the transactions, or click the **Cancel** button to abort the change.

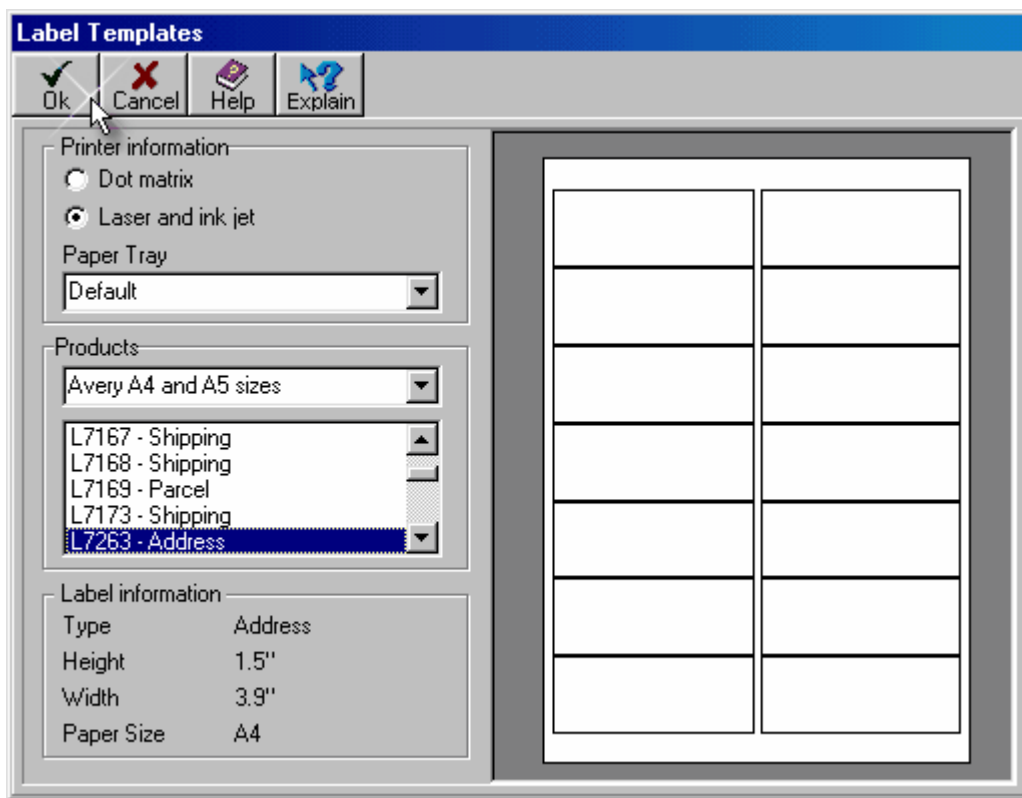
3.4.6. Miscellaneous Functions

3.4.6.1. Label Template Selection

Over 140 label templates are pre-programmed into Artemis Accounts. Templates can be chosen for a wide selection of sheet-fed formats and continuous rolls of labels. The initial grouping is by Dot Matrix (continuous) or by Laser/Inkjet (sheet-fed). Within these groups, the forms are divided into Standard, A4 and A5, International (UK), and International (France).

Label templates allow many different sizes of label to be printed, which gives the user the ability to produce mailing/shipping labels for a wide variety of tasks.

The Label Templates screen, which is accessed from the **Supplier Address Labels** and **Customer Address Labels** reports, is shown below.



- The **Printer Information** panel enables the selection of a basic label type. Laser & Inkjet labels are sheet-fed, whereas Dot Matrix labels are typically on continuous stationery or rolls. However, apart from the difficulty of

physically feeding label stock into the printer and the physical characteristics of the labels, there is no restriction on the type of printer used to print any label. The **Paper Tray** field is not used in this version of Artemis Accounts.

- The **Products** panel allows the selection of a category of labels which are then listed for selection, i.e. Standard, International, A4/A5, etc., can be selected using this control. The listing in this panel shows the Avery products supported for the selected printer type and label category.
- The **Label Information** panel shows the actual size of the currently selected label and sheet size.
- The preview, on the right-hand side shows the layout of the labels on the sheet or roll for the currently selected label type.
- Clicking the **Ok** button causes the displayed label template to be set as the default type.

When a template is selected, and confirmed, by **clicking the Ok** button, this becomes the default template for label printing within that module of the system. Separate templates can be selected and set as the default for the Customer Address Label function and the Supplier Address Label function.

When no template is selected, the system prints two columns, each containing seven labels, on an A4 page. This is similar to most Avery labels with a part number ending with "63", as shown on the previous page.

3.4.6.2. Supplier Add

Whenever a transaction is being entered in the Purchases module and the Supplier ID Code is not recognised, the option of adding a supplier "on the fly" is offered. If you choose to add the new supplier, the following screen is displayed to allow the supplier record to be created.

Add Supplier Record

Close Save Cancel Help

Supplier ID Code: Supplier Type: ☒ General ☐ Trade

Contact Name:

Company:

Address:

Post Code:

Phone: Fax:

Email:

Currency:

Credit Limit: Due Days:

Beginning Balance: Default A/c:

Comments:

For an explanation of the fields on this screen, see Supplier Account Details in Section 3.4.3.1.

The **Save** button is not enabled until either the **Contact Name:** field or the **Company:** field have some text entered. When this button is clicked, the record is added, and control returns to the transaction in progress.

Clicking the **Cancel** button causes the screen to be closed without saving the record.

Partial supplier details can be entered in this screen and completed at a later date using the **Supplier Inquiry/Maintenance** function.

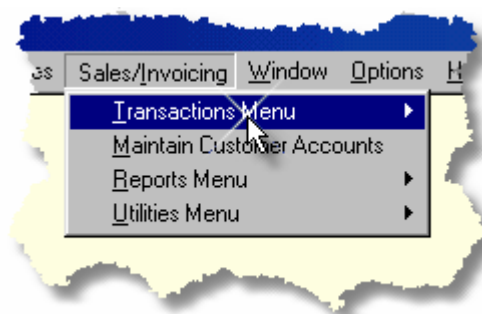
3.5. Sales Module

3.5.1. The Sales/Invoicing Menu

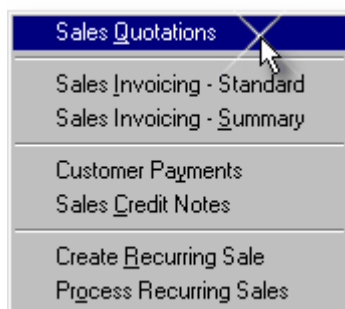
The Sales/Invoicing module provides the functionality needed to manage customer records, enter product and service sales transactions and record payments from customers. The Debtor's Ledger is included in this module, although terms such as ledger, debit, and credit are avoided where possible.

There are 28 functions and reports contained within the Sales/Invoicing module. Of these, 13 are functions, while 15 are reports.

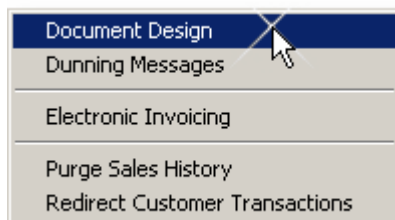
The Sales/Invoicing menu contains the following entries.



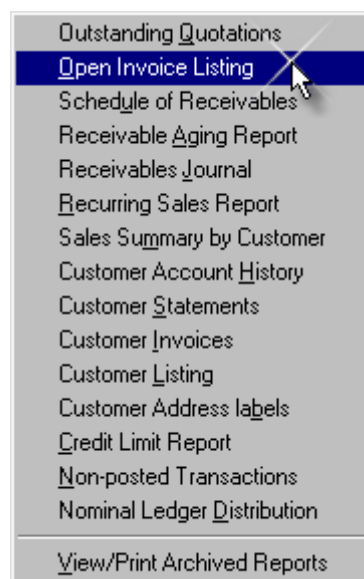
With the exception of the **Maintain Customer Accounts** entry, all of the menu entries open sub-menus, as shown below.



Transactions Menu



Utilities Menu



Reports Menu

3.5.2. Sales Transactions

From an accounting perspective, the sale of goods, or services, is relatively straightforward. Customers make purchases and pay for the goods or services immediately, or at a later date. When customers are given credit, and payment is deferred, the amounts owed by these customers is an asset - called Debtors or Accounts Receivable. When payments are received from customers, this asset is reduced and another asset - Cash - is increased. As with purchases, this process may be complicated when goods are returned by a customer, or when a customer's cheque payment is stopped. The functions detailed in this section are designed to handle the variety of situations which can occur in the sales invoicing, and payment cycle for goods and services.

- ◆ Sales Quotation - creates a quotation which can be converted to an invoice if the quotation results in a sale.
- ◆ Sales Invoicing - Standard - records that something was sold and invoiced, or returned and credited. A full or partial payment may also be entered when an invoice is created.
- ◆ Sales Invoicing - Summary - creates an invoice with no line-item detail. This provides a method of maintaining sales/customer history without the need for item numbers and detailed line-by-line entry of sales invoices.
- ◆ Customer Payments - records a payment of one or more invoices.
- ◆ Sales Credit Notes - creates a credit note with no line-item detail.
- ◆ Create Recurring Sale - creates an invoice template to avoid repeated entry of regular sales i.e. rental items.
- ◆ Process Recurring Sales - copies recurring invoices to the Sales Ledger and updates the relevant Customer Accounts.

3.5.2.1. Sales Quotations

Many businesses prepare quotations for customers which may, or may not, result in a sale. In addition, some businesses supply customers on a "pro-forma" basis, i.e. an invoice is issued but the sale is not actually recorded, nor are goods dispatched, until payment is received. In both of these cases, the issuing of an invoice or quotation should have no effect on the accounts of the business until the sale is actually completed.

This function is designed to meet this need and, unlike some accounting systems, the quotation can be converted to a sales invoice with one mouse click!

To add, delete, modify, or convert a sales quotation, select the **Sales Quotations** function, from the **Transactions** sub-menu in the **Sales/Invoicing** menu, or click on the **Quotes** image in the **Sales Ledger** Cue Card.. This will cause the screen shown on the opposite page to be displayed.

- The **Customer ID** field is used to enter/display the Customer ID code of the customer for whom this quotation is being entered. When entering or editing a transaction the lookup button is used to lookup a customer. When viewing transactions the button is used to search and sort by customer.
- The **Quote Date** field shows the date on which the quotation was prepared/issued.
- The **Quote No.** is automatically created by the system based on the data entered in the Document Maintenance function. The lookup button is used when viewing transactions to lookup and sort by quotation number.
- The **Quote Currency** specifies the currency to be used in preparing the quotation.

- If the **Quote Type** is set to *Product* the system assumes that the line items entered in this transaction are pre-defined product or service codes and requires confirmation for any free text input. In addition, the stock records are updated for product sales if the Stock Module is installed.
If this control is set to *Service* the system assumes that any line item entered in this transaction is a free text description unless a pre-defined service code is entered. No updating of the stock records is performed, even if a valid product code is entered.
- The **Display Currency** radiobuttons are only used when viewing a record as all adds/edits are done in the original currency.
- The **Quote To** details are copied from the *Invoice To* section of the customer record and cannot be edited.
- The **For Delivery To** details are copied from the *Deliver To* section of the customer record. The customer name cannot be edited but the address can be changed.
- It is customary, and good practice, to put an expiry date on a quotation. The **Valid To** field defaults to 30 days after the creation of the quotation but it can be changed.
- The **Ship Via** field is a free-format field which is used to specify the shipping method.
- **FOB** means Free On Board and indicates the point in the distribution network at which the customer assumes the cost of transportation.
- Some companies supply a Request For Quotation (RFQ) number. This should be entered in the **RFQ No.** field.
- The **Sales Rep.** field initially shows the first four characters of the user code of the person entering the quote but this can be changed as required.
- The invoice settlement (payment) terms should be entered in the **Terms** field.

Sales Quotation Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Print Convert Help Explain

Customer ID: CBA001
Quote Date: 04/11/2000
Quote No.: Q000000003
Quote Currency: GBP
Quote Type: ☒ Product ☐ Service
Display Currency: ☐ Original ☐ Home ☒ Euro

Quote To:
 Chris Browne Associates
 Hertsey House
 Wilverton
 Somerset

For Delivery To:
 Chris Browne Associates
 Same Address

Valid To: 04/12/2000 **Ship Via:** Omega **FOB:** Anytown
RFQ No.: N/A **Sales Rep.:** Jim **Terms:** Net 30

Line	Item/Description	Qty	A/c No	VAT	Price Per	Total Price
1	Super 2000 Sky Hook (ASK2000)	5	400000	F	€155.99	€779.93

Sorted by Date

Batch No: 13

Net Amount: €779.93
VAT Amount: €0.00
Total: €779.93

- The columns in the grid portion of the display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- If the quotation is for a stocked part, the Item Number should be entered in the **Item/Description** field. Otherwise a description of up to 40 characters can be entered. Item numbers can be looked up using the button which appears in this field during entry.
- The quantity is entered in the **Qty** field.

- The **A/c No** field is used to enter/display the sales income account which will be increased if this quotation results in a sale. This can be looked up using the button which appears in this field during entry.
- The **VAT** field identifies the rate of VAT which is applicable to this item or service. It may be selected using the lookup button which appears during add and edit operations.
- When adding or editing, the **Price Per** is in the quotation currency as specified in the *Quote Currency* field. In inquiry mode, the Price Per is shown in the selected display currency. If this is a pre-coded product or service, the price will be retrieved from the Parts Master and a lookup button will allow alternate selling prices to be selected.
- When adding or editing, the **Total Price** is in the quotation currency as specified in the *Quote Currency* field. In inquiry mode, the Total Price is shown in the selected display currency.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The system calculates the **Net Amount**, **VAT Amount**, and **Total** values for the quotation.
- Clicking the **Print** button causes the quotation to be displayed in a preview screen from which it can be printed.
- Clicking the **Convert** button displays a panel which allows additional fields to be completed to allow the quotation to be converted to an invoice.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Customer ID*, *Quote Date*, and *Quote No.* fields can be used to find a record by customer, by date, or by quotation number, respectively. After using any of these buttons to find a record, the records will be sorted by customer, by date (default), or by quotation number.

Adding a Quotation.

To add a new quotation:

1. Click the **Add** button.
2. Enter the Customer ID Code in the **Customer ID** field and press **<Tab>** or use the lookup button to select a Customer.
3. Press **<Tab>** to accept the current date or enter a date in the **Quote Date:** field, or use the dropdown button to select a date from the calendar, and press **<Tab>**.
4. Press **<Tab>** to accept the system-generated quotation number. The **Quote No.** field can be changed but this will require that a record of previously-used quotation numbers be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code for this quotation in the **Quote Currency** field. The lookup button may also be used to select a currency code.
6. Click the **Product or Service** radiobutton to indicate whether this quotation is for products or services.
7. If necessary, edit/enter the **Deliver To** address, using **<Tab>** to move from one line to the next.
8. Press **<Tab>** to accept the quotation expiry date, or enter a new date in the **Valid To:** field and press **<Tab>**.
9. Enter the shipping/delivery method in the **Ship Via** field and press **<Tab>**.
10. Enter the point/location at which the customer assumes responsibility for freight charges in the **FOB** field and press **<Tab>**.
11. If the customer has provided a formal Request for Quotation (RFQ), enter the reference number in the **RFQ No.** field and press **<Tab>**. Otherwise, simply **<Tab>** to the next field.
12. If required, enter a sales rep name, or code, in the **Sales Rep.** field and press **<Tab>**.
13. Enter the settlement terms in the **Terms** field and press **<Tab>**.

The individual lines of the quotation must now be entered in the main grid of the screen.

14. Type the product or service code in the **Item/Description** field and press **<Tab>**. If a description is being entered, press **<Enter>** to clear the warning prompt and continue the detail entry. The product or service code may also be looked up using the button which appears in this field.

15. Enter the quantity being quoted in the **Qty** field and press **<Tab>**.
16. Press **<Tab>** to accept the default account shown, or enter an alternate nominal account number in the **A/c No** field and press **<Tab>**. The nominal account code may also be looked up using the button which appears in this field.
17. If the product code is on file, the VAT code will be copied from the Part Master. Press **<Tab>** to accept the VAT code, or enter an alternate code in the **VAT** field. The VAT code may also be looked up using the button which appears in this field.
18. If the unit price of the item is not displayed, or is for an incorrect value, enter the new price in the **Price Per** field and press **<Tab>**. Otherwise simply press **<Tab>** to accept the displayed value. Do not insert commas in the number. The lookup button in this field can be used to look up the alternative prices which were entered in the part master, if applicable.
19. The total price is calculated by the system and rarely needs changing. Press **<Tab>** to accept/confirm the value in this field.
20. Repeat steps 14 to 19 for all remaining lines on the quotation and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Editing a Quotation.

To edit a quotation:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the existing customer or enter the Customer ID Code in the **Customer ID** field and press **<Tab>** or use the lookup button to select a customer.
3. Press **<Tab>** to accept the current date or enter a date in the **Quote Date:** field and press **<Tab>**.
4. Press **<Tab>** to accept the existing quotation number, or enter a unique alphanumeric entry of your own choice, in the **Quote No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the existing currency code, or type the currency code for this quotation, in the **Quote Currency** field. The lookup button may also be used to select a currency code.
6. If necessary, edit/enter the **Deliver To** address, using **<Tab>** to move from one line to the next.
7. Press **<Tab>** to accept the quotation expiry date, or enter a new date in the **Valid To:** field and press **<Tab>**.
8. Enter the shipping/delivery method in the **Ship Via** field and press **<Tab>**.
9. Enter the point/location at which the customer assumes responsibility for freight charges in the **FOB** field and press **<Tab>**.
10. If the customer has provided a formal Request for Quotation (RFQ), enter the reference number in the **RFQ No.** field and press **<Tab>**. Otherwise, simply **<Tab>** to the next field.
11. If required, enter a sales rep name, or code, in the **Sales Rep.** field and press **<Tab>**.
12. Enter the settlement terms in the **Terms** field and press **<Tab>**.
13. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.
14. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting a Quotation.

To delete a quotation:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Printing or Previewing a Quotation.

To display the print preview screen:

1. Click the **Print** button. The system will then format the quotation using the template chosen in the Document Design screen and the Quotation Print Preview screen will then be displayed. This screen must be closed in order to return to the quotation screen.

Converting a Quotation to an Invoice.

To change a quotation to an invoice:

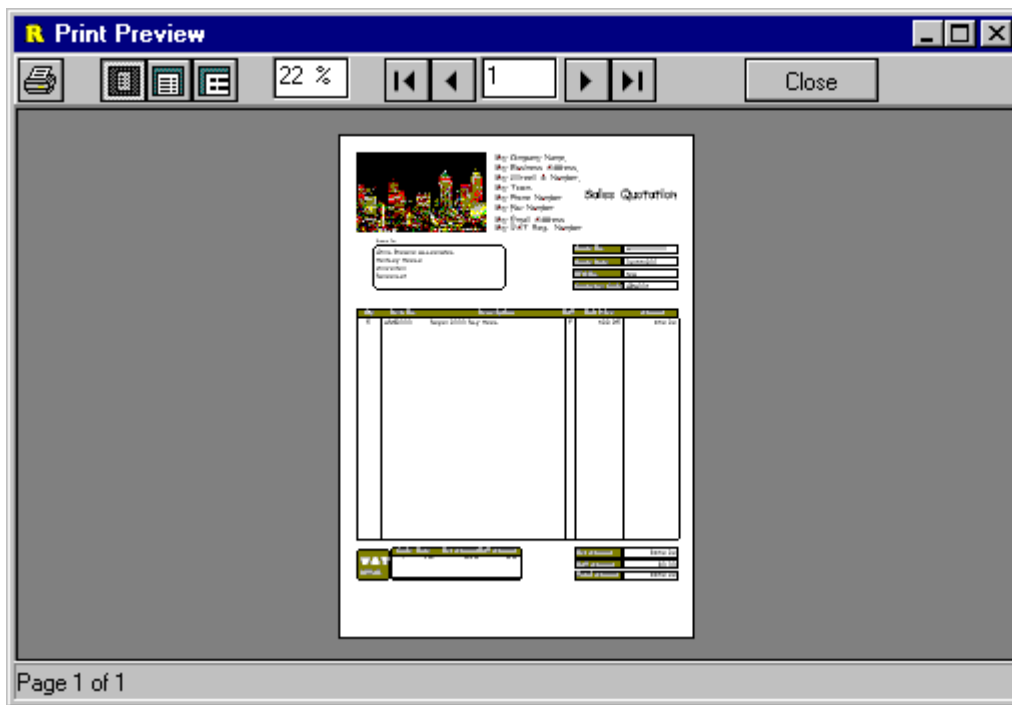
1. Click the **Convert** button. The system will then assign values to four fields which are required for an invoice but not for a quotation. The following panel is displayed, showing these fields and values.



- The **Invoice Date** is the date which will be shown on the invoice. It is typically the date on which the invoice was created.
 - The **Invoice Number** is automatically created by the system based on the data entered in the Document Maintenance function.
 - The **Ship Date** field specifies the date on which a sale was dispatched to the customer.
 - If the customer supplied a Purchase Order Number, it should be entered in the **PO Number** field. If no P.O. Number is provided, it is customary to enter the method of ordering, i.e. phone, fax, etc., in this field.
 - Click the **Ok** button to confirm that the details are correct and to continue with the conversion process or click the **Cancel** button to cancel the conversion process.
2. Change any of the displayed values, as required, and click the **Ok** button to complete the conversion, or click the **Cancel** button to abort the conversion. When a quotation is converted to an invoice the system automatically displays the Sales Invoice screen to allow the newly-created invoice to be verified and printed. Note however, that, in this particular case, the Sales Invoice screen will automatically close if the Sales Quotation screen is closed.

3.5.2.1.1. Printing/previewing a Quotation

The Quotation Preview screen, shown below, allows the quotation to be verified prior to printing. Companies which require payment before recording the sale, and who would prefer the title "Pro-forma Invoice" instead of "Sales Quotation" must use a custom template or modified versions of the standard quotation templates. A simple modification to one, or both, of the basic templates is available, via email, free of charge.



This screen must be closed in order to return to the Sales Quotation Inquiry & Maintenance screen.

3.5.2.2. Sales Invoice - Detailed

The standard sales invoicing function is used when it is required that the individual lines of the invoice should be recorded and printed on the invoice document. This type of invoice must also be used when the Stock Control module is installed in order to deplete the stock records whenever a sale is completed. Both products and services can be entered on this invoice type and up to 99 lines can be entered on a single invoice.

To add, delete, or modify a sales invoice, select the **Sales Invoicing - Standard** function, from the **Transactions** sub-menu in the **Sales/Invoicing** menu, or click on the **Sales** image in the **Sales Ledger** Cue Card. This will cause the screen shown on the following page to be displayed.

- The **Customer ID** field is used to enter/display the Customer ID code of the customer for whom this invoice is being/was entered. When entering or editing a transaction the lookup button is used to lookup a customer. When viewing transactions the button is used to search and sort by customer.
- The **Invoice Date** field shows the date on which the invoice was prepared/issued.
- The **Invoice No.** is automatically created by the system based on the data entered in the Document Maintenance function. The lookup button is used when viewing transactions to lookup and sort by invoice number.
- The **Invoice Currency** specifies the currency to be used in generating the invoice.
- If the **Invoice Type** is set to *Product* the system assumes that the line items entered in this transaction are pre-defined product or service codes and requires confirmation for any free text input. In addition, the stock records are updated for product sales if the Stock Module is installed. If this control is set to *Service* the system assumes that any line item entered in this transaction is a free text description unless a pre-defined service code is entered. No updating of the stock records is performed, even if a valid product code is entered.

- The **Display Currency** radiobuttons are only used when viewing a record as all adds/edits are done in the original currency.
- The **Invoice To** details are copied from the *Invoice To* section of the customer record and cannot be edited.
- The **Deliver To** details are copied from the *Deliver To* section of the customer record. The customer name cannot be edited but the address can be changed.
- The **Ship Date** field specifies the date on which a sale was dispatched to the customer.
- The **Ship Via** field is a free-format field which is used to specify the shipping method.
- **FOB** means Free On Board and indicates the point in the distribution network at which the customer assumes the cost of transportation.
- If the customer supplied a Purchase Order Number, it should be entered in the **PO Number** field. If no P.O. Number is provided, it is customary to enter the method of ordering, i.e. phone, fax, etc., in this field.
- The **Sales Asst.** field initially shows the first four characters of the user code of the person entering the invoice but this can be changed as required.
- The invoice settlement (payment) terms should be entered in the **Terms** field.

Sales Invoice Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Print Help Explain

Customer ID: FED001 **Invoice To:** Field Effect Devices Ltd.
Invoice Date: 06/11/2000 **Deliver To:** Field Effect Devices Ltd.
Invoice No.: 1000000023 **Ship Date:** 06/11/2000 **Ship Via:** DHL **FOB:** Dublin
Invoice Currency: GBP **PO Number:** PHONE **Sales Asst:** Mike **Terms:** Net 30
Invoice Type: ☒ Product ☐ Service
Display Currency: ☒ Original ☐ Home ☐ Euro

Line	Item/Description	Qty	A/c No	VAT	Price Per	Total Price
1	Glass Hammer - 12" (GH012)	100	400100	A	£7.50	£750.00

Sorted by Date

Batch No: 27

Net Amount: £750.00
VAT Amount: £0.00
Total: £750.00
Amount Received: £600.00
Balance Due: £150.00

Posted? ☐ **Due Date:** 06/11/2000

- The columns in the grid portion of the display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- If the invoice is for a stocked part, the **Item Number** should be entered in the **Item/Description** field. Otherwise a description of up to 40 characters can be entered. Item numbers can be looked up using the button which appears in this field during entry.
- The quantity is entered in the **Qty** field. For returns/credits a negative quantity should be entered.
- The **A/c No** field is used to enter/display the sales income account which will be increased as a result of this sale. This can be looked up using the button which appears in this field during entry.
- The **VAT** field identifies the rate of VAT which is applicable to this item or service. It may be selected using the lookup button which appears during add and edit operations.

- When adding or editing, the **Price Per** is in the invoice currency as specified in the *Invoice Currency* field. In inquiry mode, the Price Per is shown in the selected display currency. If this is a pre-coded product or service, the price will be retrieved from the Parts Master and a lookup button will allow alternate selling prices to be selected.
- When adding or editing, the **Total Price** is in the invoice currency as specified in the *Invoice Currency* field. In inquiry mode, the Total Price is shown in the selected display currency.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Posted** checkbox indicates if the invoice has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The **Due Date** field shows when the invoice is due for payment, based on the credit terms allowed to this customer.
- The system calculates the **Net Amount**, **VAT Amount**, **Total**, **Amount Received**, and **Balance Due** values.
- Clicking the **Print** button causes the invoice to be displayed in a preview screen from which it can be printed.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Customer ID*, *Invoice Date*, and *Invoice No.* fields can be used to find a record by customer, by date, or by invoice number, respectively. After using any of these buttons to find a record, the records will be sorted by customer, by date (default), or by invoice number.

Adding an Invoice or Credit Note.

To add a new invoice or credit note:

1. Click the **Add** button.
2. Enter the Customer ID Code in the Customer ID field and press **<Tab>** or use the lookup button to select a Customer.
3. Press **<Tab>** to accept the current date or enter a date in the Invoice Date: field, or use the dropdown button to select a date from the calendar, and press **<Tab>**.
4. Press **<Tab>** to accept the system-generated invoice number. The Invoice No. field can be changed but this will require that a record of previously-used invoice numbers, or credit note numbers, be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code for this invoice or credit note in the Invoice Currency field. The lookup button may also be used to select a currency code.
6. Click the Product or Service radiobutton to indicate whether this invoice or credit note is for products & services or just services.
7. If necessary, edit/enter the Deliver To address, using **<Tab>** to move from one line to the next.
8. Press **<Tab>** to accept the current date as the dispatch or return date, or enter a new date in the Ship Date: field and press **<Tab>**.
9. Enter the shipping/delivery method in the Ship Via field and press **<Tab>**.
10. Enter the point/location at which the customer assumes responsibility for freight charges in the FOB field and press **<Tab>**.
11. If the customer has provided a Purchase Order (P.O.), enter the number in the PO Number field and press **<Tab>**. Otherwise, simply tab to the next field. This field can also be used for the Return Authorisation number in the case of a return
12. If required, enter the salesperson's name, or code, in the Sales Rep. field and press **<Tab>**.
13. Enter the settlement terms in the Terms field and press **<Tab>**.

The individual lines of the invoice or credit note must now be entered in the main grid of the screen.

14. Type the product or service code in the Item/Description field and press **<Tab>**. If a description is being entered, press **<Enter>** to clear the warning prompt and continue the sale/return. The product or service code may also be looked up using the button which appears in this field.

15. Enter the quantity being supplied/returned in the **Qty** field and press **<Tab>**. If this entry is for a product return, the quantity entered should be negative, i.e. preceded by a minus (-) sign.
16. Press **<Tab>** to accept the default account shown, or enter an alternate nominal account number in the **A/c No** field and press **<Tab>**. The nominal account code may also be looked up using the button which appears in this field.
17. If the product code is on file, the VAT code will be copied from the Part Master. Press **<Tab>** to accept the VAT code, or enter an alternate code in the **VAT** field. The VAT code may also be looked up using the button which appears in this field.
18. If the unit price of the item is not displayed, or is for an incorrect value, enter the new price in the **Price Per** field and press **<Tab>**. Otherwise simply press **<Tab>** to accept the displayed value. Do not insert commas in the number. The lookup button in this field can be used to look up the alternative prices which were entered in the part master, if applicable.
19. The total price is calculated by the system and rarely needs changing. Press **<Tab>** to accept/confirm the value in this field.
20. Repeat steps 14 to 19 for all remaining lines on the invoice or credit note and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Entering a Payment with the Invoice.

To enter a payment as part of the invoice entry process, simply click the **Yes** button when prompted to enter a payment. This will cause the following panel to be displayed.

The screenshot shows a 'Payment Details' dialog box. At the top, there are six tabs: 'Cash', 'Cheque', 'Cr. Card', 'Deb. Card', 'Voucher', and 'EFT'. The 'Cash' tab is currently selected. Below the tabs, there are several labeled fields: 'Date of Payment:' with a date picker showing '14/11/2004'; 'Tender Currency:' with a dropdown menu showing 'EUR'; 'Balance Due:' with a text box containing '€235.00'; 'Amount Tendered:' with an empty text box; and 'Cash Account:' with a dropdown menu showing 'Cash Acct'. At the bottom of the dialog, there are three buttons: 'Confirm' (green text), 'Cancel' (red text), and 'Close' (black text).

- The **Date of Payment** is the date that will be shown for the payment in the Customer Records. It should be adjusted to reflect the actual date of payment.
- The **Tender Currency** field may be changed to allow payment to be received in any currency or mix of currencies.
- The **Balance Due** field shows the total amount due, as shown on the invoice(s). The actual payment received can be less than this amount.
- The amount received, in the specified currency, should be entered in the **Amount Tendered** field.
- The **Cash Account** or **Bank Account** field is used to select the bank or cash account into which the payment will be received.
- Clicking the **OK** button confirms the payment details and closes the Payment Details panel. Clicking the **Cancel** button aborts the payment process completely.

1. This is a multi-page dialog and the number of fields on each page vary based on the payment method. If more than one payment method is to be used, enter the amount for each payment type in the **Amount to Pay** field on the appropriate page. The buttons at the top of the dialog are used to select the various pages and payment types.
2. For each payment method, the **Date of Payment**, and the **Payment Currency** should be verified, and changed if necessary. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled using the **Cancel** button, before moving to another payment type.
CASH: Ensure that a valid cash account is selected in the **Cash Account** field.
CHEQUE: Ensure that a valid cash account is selected in the **Cash Account** field and enter the cheque card number in the **Cheque Card No.** field.
CREDIT & DEBIT CARDS: Specify the **Card Type**, **Card No.**, **Expiry**, and **Authorisation** if applicable, in the appropriate fields. Ensure that the account number in the **Bank Account** field represents the bank account that is used for payment by the card companies.
VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the **Cash Account** field.
EFT: Ensure that a valid bank account is selected in the **Bank Account** field
Note: For details of how split payments are handled in the Bank & Cashbook module, see the Bank & Cashbook Overview.
3. When the payment details have been satisfactorily entered, click the **Confirm** button. If the balance is zero this will cause the **Payment Details** panel to be closed. Otherwise, the panel may be closed by clicking the **Close** button.

Editing an Invoice or Credit Note.

Note: An invoice or credit note cannot be changed once it has been posted to the Nominal Ledger.

To edit an invoice or credit note:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the existing customer or enter the Customer ID Code in the **Customer ID** field and press **<Tab>** or use the lookup button to select a customer.
3. Press **<Tab>** to accept the current date or enter a date in the **Invoice Date:** field and press **<Tab>**.
4. Press **<Tab>** to accept the existing invoice or credit note number, or enter a unique alphanumeric entry of your own choice, in the **Invoice No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the existing currency code, or type the currency code for this invoice or credit note, in the **Invoice Currency** field. The lookup button may also be used to select a currency code.
6. If necessary, edit/enter the **Deliver To** address, using **<Tab>** to move from one line to the next.
7. Press **<Tab>** to accept the current date as the dispatch or return date, or enter a new date in the **Ship Date:** field and press **<Tab>**.
8. Enter the shipping/delivery method in the **Ship Via** field and press **<Tab>**.
9. Enter the point/location at which the customer assumes responsibility for freight charges in the **FOB** field and press **<Tab>**.
10. If the customer has provided a Purchase Order, enter the P.O. number in the **PO Number** field and press **<Tab>**. Otherwise, simply tab to the next field. For a return, the Return Authorisation number should be entered in this field.
11. If required, enter a salesperson's name, or code, in the **Sales Rep.** field and press **<Tab>**.
12. Enter the settlement terms in the **Terms** field and press **<Tab>**.
13. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.

14. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting an Invoice or Credit Note.

Note: An invoice or credit note cannot be deleted once it has been posted to the Nominal Ledger.

To delete an invoice or credit note:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Printing or Previewing an Invoice or Credit Note.

To display the print preview screen:

1. Click the **Print** button. The system will then format the invoice using the template chosen in the Document Design screen and the Invoice Print Preview screen will then be displayed. This screen must be closed in order to return to the invoicing screen.

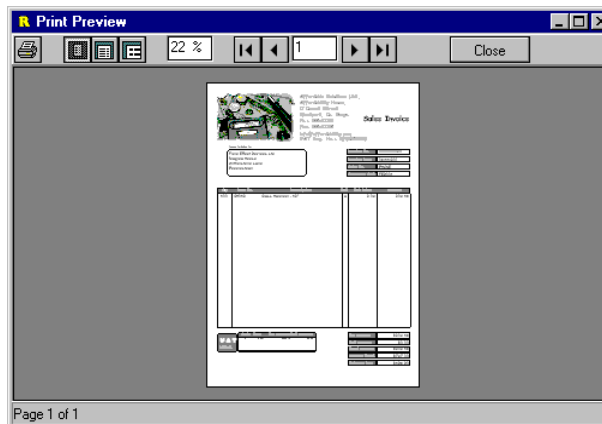
Remember: The process for recording a detailed customer credit note is identical to that outlined for invoicing with the following exceptions:

1. The quantity entered in the Qty field must be a negative value, i.e. it must be preceded by a minus (-) sign.
2. The system will automatically show negative values in the Total Cost, Net Amount, VAT Amount, and Total fields.
3. The Credit Note number must be unique, i.e. it cannot be the same as the original invoice number. A common approach is to prefix the original invoice number, assigned when the items were sold, with the letter R for returns, or C for credit note.

3.5.2.2.1. Printing/Previewing a Sales Invoice

The Invoice Preview screen, shown on the next page, allows the invoice to be verified prior to printing. If either of the two standard invoice templates are not suitable for your business, you can request that a custom template be developed for you for a small charge.

This screen must be closed in order to return to the Sales Invoice Inquiry & Maintenance screen.



3.5.2.3. Sales Invoice - Summary

There are two methods of entering sales invoices. The Summary Sales Invoice maintenance function is used for invoices where there is no need to keep the details of a sale on the system. This was designed to allow a retailer to enter daily, or even weekly, sales in a single transaction.

Rather than entering all of the details contained on the invoice, this function only requires that the value of the goods, or services, sold are entered - by VAT category. This eliminates a great deal of data entry and dramatically reduces the size of the computer files over time.

To add, delete, or modify a Summary Sales Invoice, select the **Sales Invoicing - Summary** function, from the **Transactions** sub-menu in the **Sales** menu. This will cause the following screen to be displayed.

Sales Invoice Inquiry & Maintenance - Summary Invoice

Customer ID: RETAIL Name: Retail Sales
 Invoice Date: 08/11/2000 Address:
 Invoice No.: 1000000024
 Invoice Currency: IEP Display Currency: ☒ Original ☐ Home ☐ Euro

Summary Invoice Details

Description	VAT	Rate	Net Value	Gross Value
Miscellaneous Sales at 21.0%	D	20.0%	£432.79	£519.35

Sorted by Date

Net Amount: £432.79
VAT Amount: £90.89
Total Amount: £523.68
Amount Received: £523.68
Balance Due: £0.00

Batch No: 28 Posted? ☐

- The **Customer ID** field contains the Customer ID Code which identifies the customer for whom the invoice was/is being created. This field can also be used to find a transaction by customer using the lookup button. When entering or editing a transaction the lookup button is used to look up a customer. When viewing transactions the button is used to search and sort by customer.
- The **Invoice Date** field shows the date on which this transaction occurred. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The **Invoice No.** is automatically created by the system based on the data entered in the Document Maintenance function. When entering or editing a transaction the lookup button is disabled. When viewing transactions the lookup button is used to search and sort by invoice.

- The **Invoice Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.
- The **Name** and **Address** details are automatically retrieved from the Customer Record.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- In inquiry mode, the grid only shows lines for those VAT codes which have an invoice value entered. When an invoice is being added or edited, all VAT codes will be shown to allow the invoice to be split between up to 10 different VAT categories.
- When adding or editing the grid shows one line for each VAT code. Only the net amount can be entered and the system then calculates the gross amount. the grid columns are as follows:
 - Description** - shows a general description which cannot be changed.
 - VAT** - shows the VAT code which applies to this line of the transaction.
 - Rate** - shows the VAT rate which corresponds to the VAT code.
 - Net Amount** - shows net amount for this VAT code. This is the only field which has to be entered.
 - Gross Value** - shows the gross, i.e. VAT inclusive, amount for this line and is calculated by the system.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Posted** checkbox indicates if the invoice has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The **Net Amount**, **VAT Amount**, and **Total Amount** values are calculated from the details entered.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Customer ID*, *Invoice Date*, and *Invoice No.* fields can be used to find a record by supplier, by date, or by invoice number, respectively. After using any of these buttons to find a record, the records will be sorted by customer, by date (default), or by invoice number.

Note: Unlike the other type of sales invoice, this function should **not** be used to create a credit note. The Sales Credit Notes function should be used instead.

Adding an Invoice.

To add a summary sales invoice:

1. Click the **Add** button. This will cause the details grid to display an entry for each possible VAT category, as shown below.

Description	VAT	Rate	Net Amount	Total Amount
Miscellaneous Sales at 0.0%	A	0.0%	0.00	€0.00
Miscellaneous Sales at 0.0%	B	0.0%	0.00	€0.00
Miscellaneous Sales at 12.5%	C	12.5%	0.00	€0.00

2. Enter the Customer ID Code in the **Customer ID** field and press **<Tab>** or use the lookup button to select a customer.
3. Press **<Tab>** to accept the current date or enter a date in the **Invoice Date:** field and press **<Tab>**. The calendar button may also be used to pick a date from the calendar.
4. Press **<Tab>** to accept the system-generated invoice number. The **Invoice No.** field can be changed but this will require that a record of previously-used invoice numbers be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code for this invoice in the **Source Currency** field. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.

6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category. The system will calculate the **Total Amount** when the line is saved,
7. Repeat step 6, as necessary, and then click the **Save** button.

Entering a Payment with the Invoice.

To enter a payment as part of the invoice entry process, simply click the **Yes** button when prompted to enter a payment. This will cause the following panel to be displayed.

The screenshot shows a 'Payment Details' dialog box with the following elements:

- Tabs:** Cash, Cheque, Cr. Card, Deb. Card, Voucher, EFT. The 'Cash' tab is active.
- Date of Payment:** 14/11/2004
- Tender Currency:** EUR
- Balance Due:** €235.00
- Amount Tendered:** (Empty field)
- Cash Account:** Cash Acct
- Buttons:** Confirm, Cancel, Close

- The **Date of Payment** is the date that will be shown for the payment in the Customer Records. It should be adjusted to reflect the actual date of payment.
 - The **Tender Currency** field may be changed to allow payment to be received in any currency or mix of currencies.
 - The **Balance Due** field shows the total amount due, as shown on the invoice(s). The actual payment received can be less than this amount.
 - The amount received, in the specified currency, should be entered in the **Amount Tendered** field.
 - The **Cash Account** or **Bank Account** field is used to select the bank or cash account into which the payment will be received.
 - Clicking the **OK** button confirms the payment details and closes the Payment Details panel. Clicking the **Cancel** button aborts the payment process completely.
1. This is a multi-page dialog and the number of fields on each page vary based on the payment method. If more than one payment method is to be used, enter the amount for each payment type in the **Amount to Pay** field on the appropriate page. The buttons at the top of the dialog are used to select the various pages and payment types.
 2. For each payment method, the **Date of Payment**, and the **Payment Currency** should be verified, and changed if necessary. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled using the **Cancel** button, before moving to another payment type.
CASH: Ensure that a valid cash account is selected in the **Cash Account** field.
CHEQUE: Ensure that a valid cash account is selected in the **Cash Account** field and enter the cheque card number in the **Cheque Card No.** field.

CREDIT & DEBIT CARDS: Specify the Card Type, Card No., Expiry, and Authorisation if applicable, in the appropriate fields. Ensure that the account number in the Bank Account field represents the bank account that is used for payment by the card companies.

VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the Cash Account field.

EFT: Ensure that a valid bank account is selected in the Bank Account field

Note: For details of how split payments are handled in the Bank & Cashbook module, see the Bank & Cashbook Overview.

3. When the payment details have been satisfactorily entered, click the **Confirm** button. If the balance is zero this will cause the Payment Details panel to be closed. Otherwise, the panel may be closed by clicking the **Close** button.

Editing an Invoice.

Note: An invoice cannot be changed once it has been posted to the Nominal Ledger

To edit a summary sales invoice:

1. Click the **Edit** button. This will cause the details grid to display an entry for each possible VAT category, as detailed above. However, in this case, the **Net Amount** and **Total Amount** columns will show the previously entered values.
Note: The totals at the bottom of the screen will be set to zero at this point. Do not panic as the totals will be recalculated when the details grid is entered and when the invoice is saved.
2. Press **<Tab>** to leave the customer unchanged, or enter the customer ID Code in the Customer ID field and press **<Tab>** or use the lookup button to select a customer.
3. Press **<Tab>** to accept the current date or enter a date in the Invoice Date: field and press **<Tab>**. The calendar button may also be used to pick a date from the calendar.
4. Press **<Tab>** to leave the invoice number unchanged. The Invoice No. field can be changed but this will require that a record of previously-used invoice numbers be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code for this invoice in the Invoice Currency field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.
6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category.
7. Repeat step 6, as necessary, and then click the **Save** button.

Deleting an Invoice.

Note: An invoice cannot be deleted once it has been posted to the Nominal Ledger.

To delete an invoice:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Printing or Previewing an Invoice.

While it is unlikely that users of the Summary Sales Invoice function will need to print a hard-copy invoice, this facility has been included anyway.

To display the print preview screen:

1. Click the **Print** button. The system will then format the invoice using the template chosen in the Document Design screen and the Invoice Print Preview screen will then be displayed. This screen must be closed in order to return to the summary invoicing screen.

3.5.2.4. Payments from Customers

When a payment is made by a customer, it is made against one, or more, sales invoices and the invoice status is updated to reflect the payment. The customer's account balance will also be updated to reflect the payment, as will the appropriate cash and/or bank accounts.

If all of the selected invoices are in the same currency, the payment will default to that currency. Otherwise, the total amount will be converted to the currency specified in the Customer Record. Despite this, any currency, or a mix of currencies, can be chosen before the payment is saved.

To add, delete, or modify a Customer Payment, select the **Customer Payments** function, from the **Transactions** sub-menu in the **Sales** menu. This will cause the following screen to be displayed.

Customer Payments

Close First Prior Next Last Pay it! Cancel Save Help Explain

Customer ID: FED001

Field Effect Devices Ltd.
Magma House
Witherstone Lane
Puddletown

Customer Balance:
£0.00

Selected to Pay:
No. of Invoices: 0 Total Amount: 0

Outstanding Invoices | Payments Listing

Credit Notes applied to oldest balances

Due Date	Invoice	Inv. Amt.	Balance Due	Due Date	Sel	Cur
06/11/2000	I000000023	750.00	0.00			GBP

Select Due/Overdue Select All Clear Selection

- The ID Code of the selected customer is shown in the **Customer ID** field. It can only be changed by moving to another record or by selecting another customer using the lookup button.
- Before listing the outstanding invoices, the system applies any credit notes to the oldest unpaid invoices. A message is displayed above the grid when this occurs.

- The grid shows details of all this customer's invoices which are yet to be paid. An asterisk(*) in the **Due** field indicates that the invoice has reached, or passed, its "pay by" date. An asterisk in the **Sel** field indicates that it has been selected for payment. The **Cur** field shows the currency code for the invoice.
- The **Customer Balance** field shows the total amount due from this customer including invoices which have not yet become due for payment.
- The **Selected to Pay** fields show the number of invoices and the total amount which has been selected for payment.
- Clicking the **Select Due/Overdue** button causes all invoices which are due, or overdue, to be selected for payment.
- Clicking the **Select All** button causes all invoices to be selected for payment.
- Clicking the **Clear Selection** button causes all invoices to be deselected.
- The **Pay It!** button is enabled when one or more invoices are selected for payment. Clicking this button causes the payment details panel to be displayed.

Adding a Customer Payment.

To add a Customer payment:

1. Use the lookup button, or the navigation buttons at the top of the screen to select a customer.
2. Use the **Select Due/Overdue** button to select invoices which are due for payment.

OR

Use the **Select All** button to enter a payment for all the invoices listed.

OR

Double click the required lines of the grid to select and de-select individual invoices.

3. Click the **Pay It** button. The Payment Details panel will then be displayed.

- The **Date of Payment** is the date that will be shown for the payment in the Customer Records. It should be adjusted to reflect the actual date of payment.
- The **Tender Currency** field may be changed to allow payment to be received in any currency or mix of currencies.
- The **Balance Due** field shows the total amount due, as shown on the invoice(s). The actual payment received can be less than this amount.
- The amount received, in the specified currency, should be entered in the **Amount Tendered** field.

- The **Cash Account** or **Bank Account** field is used to select the bank or cash account into which the payment will be received.
 - Clicking the **OK** button confirms the payment details and closes the Payment Details panel. Clicking the **Cancel** button aborts the payment process completely.
4. This is a multi-page dialog and the number of fields on each page vary based on the payment method. If more than one payment method is to be used, enter the amount for each payment type in the **Amount to Pay** field on the appropriate page. The buttons at the top of the dialog are used to select the various pages and payment types.
 5. For each payment method, the **Date of Payment**, and the **Payment Currency** should be verified, and changed if necessary. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled, using the **Cancel** button, before moving to another payment type.
CASH: Ensure that a valid cash account is selected in the **Cash Account** field.
CHEQUE: Ensure that a valid cash account is selected in the **Cash Account** field and enter the cheque card number in the **Cheque Card No.** field.
CREDIT & DEBIT CARDS: Specify the **Card Type**, **Card No.**, **Expiry**, and **Authorisation** if applicable, in the appropriate fields. Ensure that the account number in the **Bank Account** field represents the bank account that is used for payment by the card companies.
VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the **Cash Account** field.
EFT: Ensure that a valid bank account is selected in the **Bank Account** field
Note: For details of how split payments are handled in the Bank & Cashbook module, see the Bank & Cashbook Overview.
 6. When the payment details have been satisfactorily entered, click the **Confirm** button. If the balance is zero this will cause the **Payment Details** panel to be closed. Otherwise, the panel may be closed by clicking the **Close** button.
 7. Click the **Save** button, which is now enabled, to complete the payment process and automatically add Bank & Cashbook entries.

Changing a Customer Payment.

Note: A payment cannot be changed once it has been posted to the Nominal Ledger. The value of the payment can be decreased but cannot be increased with this function.

To change a customer payment:

1. Use the lookup button, or the navigation buttons at the top of the screen to select a customer.
2. Click the **Payments Listing** folder tab to view the payments which have been made by this customer. This will cause the screen shown on the following page to be displayed.
 - The grid shows details of all the payments which have been made by this customer. The **Payment Method** field shows how the payment was made.
 - Clicking the **Edit** button causes the payment details panel to be displayed, allowing the highlighted payment to be edited.
 - Clicking the **Delete** button causes the highlighted payment to be deleted.
3. Click on the payment which is to be changed, or use the up-arrow or down-arrow cursor keys to highlight the payment.

Customer Payments

Close First Prior Next Last Edit Delete Cancel Save Help Explain

Customer ID: FED001

Field Effect Devices Ltd.
Magma House
Witherstone Lane
Puddletown

Customer Balance: £0.00

Selected to Pay:
No. of Invoices: 1 Total Amount: £0.00

Date Paid	Invoice	Amt. Paid	Payment Method	Cur
12/11/2000	I000000023	600.00	Cash	GBP

Select Due/Overdue Select All Clear Selection

4. Click the **Edit** button. The **Payment Details** panel will then be displayed, as detailed in the previous section, with the existing payment method selected and the existing payment amount displayed in the **Amount to Pay** field. If the payment method is to be changed, or split between two or more payment types, the existing entry must be edited and confirmed, or cancelled using the **Cancel** button, before moving to another payment type.
Note: A payment cannot be increased by editing it. To increase a payment, it should be deleted and the appropriate invoice selected for payment.
5. Each portion of the payment must be confirmed, using the **Confirm** button, before closing the panel or moving to another page. If an amount has been entered in the **Amount to Pay** field, it must be confirmed or cancelled, using the **Cancel** button, before moving to another payment type.
CASH: Ensure that a valid cash account is selected in the **Cash Account** field.
CHEQUE: Ensure that a valid cash account is selected in the **Cash Account** field and enter the cheque card number in the **Cheque Card No.** field.
CREDIT & DEBIT CARDS: Specify the **Card Type**, **Card No.**, **Expiry**, and **Authorisation** if applicable, in the appropriate fields. Ensure that the account number in the **Bank Account** field represents the bank account that is used for payments by the card companies.
VOUCHER: Coupons and vouchers are treated as cash. Ensure that a valid cash account is selected in the **Cash Account** field.
EFT: Ensure that a valid bank account is selected in the **Bank Account** field.
Note: For details of how split payments are handled in the **Bank & Cashbook** module, see the **Bank & Cashbook Overview**.
6. When the changes have been satisfactorily entered, click the **OK** button. This will cause the **Payment Details** panel to be closed.
7. Click the **Save** button, which is now enabled, to save the changes and edit the cash and/or bank entries.

Deleting a Customer Payment.

Note: A payment cannot be deleted once it has been posted to the Nominal Ledger.

To delete a customer payment:

1. Use the lookup button, or the navigation buttons at the top of the screen to select a customer.
2. Click the **Payments Listing** folder tab to view the payments which have been made by this customer. This will cause list of payments by this customer to be displayed.
3. Click on the payment which is to be deleted, or use the up-arrow or down-arrow cursor keys to highlight the payment.
4. Click the **Delete** button and press **<Enter>** to confirm the deletion.

3.5.2.5. Sales Credit Notes

The most common method for a business to provide credit for returns or defective products is by means of a credit note. Credit notes are also issued to correct overcharging errors on a previously issued invoice or where an invoice has been issued in error.

As indicated in the sections covering sales invoices, the entry of negative quantities creates a credit note rather than an invoice. Artemis Accounts also provides a simple method of issuing credit notes to customers through the Sales Credit Notes function.

Rather than entering all of the details contained on the credit note, this function only requires that the value of the credits being issued are entered - by VAT category. This eliminates a great deal of data entry and dramatically reduces the size of the computer files over time.

Sales Credit Note Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Print Help Explain

Customer ID: Name: Field Effect Devices Ltd.
 Credit Date: Address: Magma House
 Cr. Note No.: Witherstone Lane
 Source Currency: Puddlestown
 Display Currency: ☐ Original ☒ Home ☐ Euro

Summary Credit Note Details

Description	VAT	Rate	Net Value	Gross Value
General Sales Credit	F	0.0%	£186.83	£186.83

Sorted by Date

Batch No: Posted? ☐

Net Amount: £186.83
VAT Amount: £0.00
Total Amount: £186.83

To add, delete, or modify a Sales Credit Note, select the **Sales Credit Notes** function, from the **Transactions** sub-menu in the **Sales** menu. This will cause the screen shown on the previous page to be displayed. The fields on this screen are as follows:

- The **Customer ID** field contains the unique ID code of the customer for whom the credit note was/is being created. This field can also be used to find a credit note by customer using the lookup button.
- The **Credit Date** field shows the date on which this transaction occurred. When entering or editing a transaction the dropdown button is used to select a date. When viewing transactions this button is used to search and sort by date.
- The credit note number is automatically created by the system based on the data entered in the Document Maintenance function. This field can also be used to find a credit note by using the lookup button.
- The **Source Currency** field shows the original currency in which this transaction was, or is, being entered. When entering/editing the lookup button allows the currency code to be selected from the currency table.
- The **Name** and **Address** details are automatically retrieved from the Customer Record.
- The **Display Currency** radiobuttons are only used when viewing a transaction.
- In inquiry mode, the grid only shows lines for those VAT codes which have an credit value entered. When the credit note is edited, all VAT codes will be shown to allow the credit note to be split between up to 10 different VAT categories.
- When adding or editing the grid shows one line for each VAT code. Only the net amount can be entered and the system then calculates the gross amount. the grid columns are as follows:
 - Description** - shows a general description which cannot be changed.
 - VAT** - shows the VAT code which applies to this line of the transaction.
 - Rate** - shows the VAT rate which corresponds to the VAT code.
 - Net Amount** - shows net amount for this VAT code. This is the only field which has to be entered.
 - Gross Value** - shows the gross, i.e. VAT inclusive, amount for this line and is calculated by the system.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Posted** checkbox indicates if the credit note has been posted to the Nominal Ledger. Posted transactions cannot be edited or deleted.
- The **Net Amount**, **VAT Amount**, and **Total Amount** values are calculated from the details entered.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Customer ID*, *Credit Date*, and *Cr. Note No.* fields can be used to find a record by customer, by date, or by credit note number, respectively. After using any of these buttons to find a record, the records will be sorted by customer, by date (default), or by invoice number.

Adding a Credit Note.

To add a credit note:

1. Click the **Add** button. This will cause the details grid to display an entry for each possible VAT category, as shown below.

Description	VAT	Rate	Net Amount	Total Amount
General Sales Credit	A	0.0%	0.00	£0.00
General Sales Credit	B	0.0%	0.00	£0.00
General Sales Credit	C	12.5%	0.00	£0.00

2. Enter the Customer ID Code in the Customer ID field and press **<Tab>** or use the lookup button to select a Customer.

3. Press **<Tab>** to accept the current date or enter a date in the **Credit Date:** field and press **<Tab>**. The calendar button may also be used to pick a date from the calendar.
4. Press **<Tab>** to accept the system-generated credit note number. The **Cr. Note No.** field can be changed but this will require that a record of previously-used credit note numbers be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code for this credit in the **Source Currency** field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.
6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category. The system will calculate the **Total Amount** when the line is saved,
7. Repeat step 6, as necessary, and then click the **Save** button.

Editing a Credit Note.

Note: A credit note cannot be changed once it has been posted to the Nominal Ledger

To edit a credit note:

1. Click the **Edit** button. This will cause the details grid to display an entry for each possible VAT category, as detailed above. However, in this case, the **Net Amount** and **Total Amount** columns will show the previously entered values.
2. Press **<Tab>** to leave the customer unchanged, or enter the Customer ID Code in the **Customer ID** field and press **<Tab>** or use the lookup button to select a customer.
3. Press **<Tab>** to accept the current date or enter a date in the **Credit Date:** field and press **<Tab>**. The calendar button may also be used to pick a date from the calendar.
4. Press **<Tab>** to accept the existing credit note number. The **Cr. Note No.** field can be changed but this will require that a record of previously-used credit note numbers be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code for this credit in the **Source Currency** field and press **<Tab>**. The lookup button may also be used to select a currency code. The focus will now shift to the **Net Amount** column of the details grid.
6. Use the mouse, the **Up-arrow** and **Down-arrow** cursor keys, or the **<Tab>** button to move to the appropriate VAT category and enter the net amount for that category.
7. Repeat step 6, as necessary, and then click the **Save** button.

Deleting a Credit Note.

Note: A credit note cannot be deleted once it has been posted to the Nominal Ledger.

To delete a credit note:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

Printing or Previewing a Credit Note.

To display the print preview screen:

1. Click the **Print** button. The system will then format the credit note using the template chosen in the Document Design screen and the **Credit Note Print Preview** screen will then be displayed. This screen must be closed in order to return to the credit note screen.

3.5.2.6. Creating Recurring Sales

A recurring sale is a transaction which is repeated at regular intervals. An example of this would be the monthly entry of equipment rental charges to a customer where the transaction is identical from one month to the next. Rather than manually entering such transactions each month, Artemis Accounts allows you to enter the transaction once and have the system automatically duplicate the transaction at the required intervals. In many ways, it is similar to a standing order on a bank account.

This function is used to add, delete, modify, or just view the recurring transactions which will be posted to the Sales Ledger. To access this function, select **Create Recurring Sale**, from the **Transactions** sub-menu in the **Sales/Invoicing** menu. This will cause the following screen to be displayed.

Recurring Sale Inquiry & Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Help Explain

Customer ID: CBA001 Invoice To: Chris Browne Associates Deliver To: Chris Browne Associates
 Last Active Date: 02/12/2000 Invoice To: Hertsey House Same Address
 Reference No.: R000000011 Invoice To: Wilverton
 Invoice Currency: GBP Invoice To: Somerset
 Frequency: Monthly Ship Date: 01/11/2000 Ship Via: n/a FOB: n/a
 Invoice Type: Product Service PO Number: 67298 Sales Asst: Lisa Terms: Net 30

Line	Item/Description	Qty	A/c No	VAT	Price Per	Total Price
1	Monthly Maintenance Charge(...)	1	400200	E	£74.67	£74.67

Sorted by Date Display Currency: Original Home Euro

Batch No: 14

Net Amount: £74.67
 VAT Amount: £0.00
 Total: £74.67

- The **Customer ID** field is used to enter/display the Customer ID code of the customer for whom this recurring invoice is being/was set up. When entering or editing a record the lookup button is used to lookup a customer. When viewing records the button is used to search and sort by customer.
- When viewing a record, the **Last Active Date** field shows when the transaction was last activated, or "duplicated" in the Sales Ledger. When entering a record, this field is used, in combination with the Frequency field, to specify a date from which to calculate the initial activation date.
- The **Reference No.** is automatically created by the system based on the data entered in the Document Maintenance function. The lookup button is used when viewing records to lookup and sort by reference number.
- The **Invoice Currency** specifies the currency to be used in generating the recurring invoice.
- A recurring transaction can be repeated at one of five different intervals. It is only necessary to enter the first letter of the frequency and the system will automatically complete the field.

W	Weekly	Y	Yearly
M	Monthly	H	Half Yearly
Q	Quarterly		

- If the **Invoice Type** is set to *Product* the system assumes that the line items entered in this transaction are pre-defined product or service codes and requires confirmation for any free text input. In addition, the stock records are updated for product sales, each time the invoice is replicated, if the Stock Module is installed. If this control is set to *Service* the system assumes that any line item entered in this transaction is a free text description unless a pre-defined service code is entered. No updating of the stock records is performed, even if a valid product code is entered.
- The **Invoice To** details are copied from the *Invoice To* section of the customer record and cannot be edited.
- The **Deliver To** details are copied from the *Deliver To* section of the customer record. The customer name cannot be edited but the address can be changed.
- The **Ship Date** field specifies the date on which a sale was dispatched to the customer. When a recurring invoice is replicated, this is set to the invoice date;
- The **Ship Via** field is a free-format field which is used to specify the shipping method.
- **FOB** means Free On Board and indicates the point in the distribution network at which the customer assumes the cost of transportation.
- If the customer supplied a Purchase Order Number, it should be entered in the **PO Number** field. If no P.O. Number is provided, it is customary to enter the method of ordering, i.e. phone, fax, etc., in this field.
- The **Sales Asst.** field initially shows the first four characters of the user code of the person entering the invoice but this can be changed as required.
- The invoice settlement (payment) terms should be entered in the **Terms** field. The columns in the grid portion of the display scroll to allow up to 99 lines to be entered. The **Line** column is maintained by the system to identify each line of the transaction. It is a read-only field.
- If the invoice is for a stocked part, the Item Number should be entered in the **Item/Description** field. Otherwise a description of up to 40 characters can be entered. Item numbers can be looked up using the button which appears in this field during entry.
- The quantity is entered in the **Qty** field. For returns/credits a negative quantity should be entered.
- The **A/c No** field is used to enter/display the sales income account which will be increased each time this invoice is replicated. This can be looked up using the button which appears in this field during entry.
- The **VAT** field identifies the rate of VAT which is applicable to this item or service. It may be selected using the lookup button which appears during add and edit operations.
- When adding or editing, the **Price Per** is in the invoice currency as specified in the *Invoice Currency* field. In inquiry mode, the Price Per is shown in the selected display currency. If this is a pre-coded product or service, the price will be retrieved from the Parts Master and a lookup button will allow alternate selling prices to be selected.
- When adding or editing, the **Total Price** is in the invoice currency as specified in the *Invoice Currency* field. In inquiry mode, the Total Price is shown in the selected display currency.
- The system generates an internal batch number, shown in the **Batch No.** field, to identify every transaction. This may not be changed and is shown purely for diagnostic purposes.
- The **Display Currency** radiobuttons are only used when viewing a record as all adds/edits are done in the original currency.
- The system calculates the **Net Amount**, **VAT Amount**, and **Total** values.

The fields on this screen cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons. However, the lookup buttons next to the *Customer ID*, *Last Active Date*, and *Reference No.* fields can be used to find a record by customer, by date, or by reference number, respectively. After using any of these buttons to find a record, the records will be sorted by customer, by date (default), or by reference number.

Adding a Recurring Sales Invoice.

To add a new recurring sales invoice:

1. Click the **Add** button.
2. Enter the Customer ID Code in the **Customer ID** field and press **<Tab>** or use the lookup button to select a customer.

3. Press **<Tab>** to accept the current date or enter a date in the **Last Active Date:** field and press **<Tab>**. The invoice will be processed one period, as defined by the frequency, after this date, e.g. **Last Active Date:** set to **21/02/2001** and **Frequency:** set to **Weekly** will cause the first invoice to be created for the 28/02/2001.
4. Press **<Tab>** to accept the system-generated reference number. The **Reference No.** field can be changed but this will require that a record of previously-used reference numbers be maintained.
5. Press **<Tab>** to accept the customer's default currency or type the currency code in the **Invoice Currency** field. The lookup button may also be used to select a currency code.
6. Select how often this record should be posted by clicking the down-arrow in the **Frequency** field and press **<Tab>**.
7. Click the **Product** or **Service** radiobutton to indicate whether this invoice is for products & services or just services.
8. If necessary, edit/enter the **Deliver To** address, using **<Tab>** to move from one line to the next.
9. Press **<Tab>** to accept the current date as the dispatch or return date, or enter a new date in the **Ship Date:** field and press **<Tab>**.
10. Enter the shipping/delivery method in the **Ship Via** field and press **<Tab>**.
11. Enter the point/location at which the customer assumes responsibility for freight charges in the **FOB** field and press **<Tab>**.
12. If the customer has provided a Purchase Order (P.O.), enter the number in the **PO Number** field and press **<Tab>**. Otherwise, simply tab to the next field. Typically, in the case of multiple deliveries, this would be a "blanket", "master", or "contract" purchase order.
13. If required, enter the salesperson's name, or code, in the **Sales Rep.** field and press **<Tab>**.
14. Enter the settlement terms in the **Terms** field and press **<Tab>**.

The individual lines of the recurring invoice must now be entered in the main grid of the screen.

15. Type the product or service code in the **Item/Description** field and press **<Tab>**. If a description is being entered, press **<Enter>** to clear the warning prompt and continue the entry. The product or service code may also be looked up using the button which appears in this field.
16. Enter the quantity to be invoiced in the **Qty** field and press **<Tab>**.
17. Press **<Tab>** to accept the default account shown, or enter an alternate nominal account number in the **A/c No** field and press **<Tab>**. The nominal account code may also be looked up using the button which appears in this field.
18. If the product code is on file, the VAT code will be copied from the Part Master. Press **<Tab>** to accept the VAT code, or enter an alternate code in the **VAT** field. The VAT code may also be looked up using the button which appears in this field.
19. If the unit cost of the item is not displayed, or is for an incorrect value, enter the new cost in the **Unit Cost** field and press **<Tab>**. Otherwise simply press **<Tab>** to accept the displayed value. Do not insert commas in the number. The calculator button in this field can be used to calculate the unit cost.
20. The total cost is calculated by the system and rarely needs changing. Press **<Tab>** to accept/confirm the value in this field.
21. Repeat steps 15 to 20 for all remaining lines on the invoice and then click the **Save** button to save the transaction or click the **Cancel** button to return to inquiry mode.

Editing a Recurring Purchase Invoice.

To edit a recurring invoice:

1. Click the **Edit** button.
2. Press **<Tab>** to accept the existing customer or enter the Customer ID Code in the **Customer ID** field and press **<Tab>**, or use the lookup button to select a customer.

3. Press **<Tab>** to accept the existing date or enter a date in the **Last Active Date:** field and press **<Tab>**.
4. Press **<Tab>** to accept the existing reference number, or enter a unique alphanumeric entry of your own choice, in the **Reference No.:** field and press **<Tab>**.
5. Press **<Tab>** to accept the existing currency code, or type the currency code in the **Invoice Currency** field. The lookup button may also be used to select a currency code.
6. Select how often this record should be posted by clicking the down-arrow in the **Frequency** field and press **<Tab>**.
7. Click the **Product** or **Service** radiobutton to indicate whether this invoice is for products & services or just services.
8. If necessary, edit/enter the **Deliver To** address, using **<Tab>** to move from one line to the next.
9. Press **<Tab>** to accept the current date as the dispatch or return date, or enter a new date in the **Ship Date:** field and press **<Tab>**.
10. Enter the shipping/delivery method in the **Ship Via** field and press **<Tab>**.
11. Enter the point/location at which the customer assumes responsibility for freight charges in the **FOB** field and press **<Tab>**.
12. If the customer has provided a Purchase Order (P.O.), enter the number in the **PO Number** field and press **<Tab>**. Otherwise, simply tab to the next field. Typically, in the case of multiple deliveries, this would be a "blanket", "master", or "contract" purchase order.
13. If required, enter the salesperson's name, or code, in the **Sales Rep.** field and press **<Tab>**.
14. Enter the settlement terms in the **Terms** field and press **<Tab>**.
15. Use the cursor keys or the mouse to focus the line(s) to be changed and follow the same procedure used in adding the record.
16. Click the **Save** button to save the changes to the transaction or click the **Cancel** button to cancel any changes.

Deleting a Recurring Invoice.

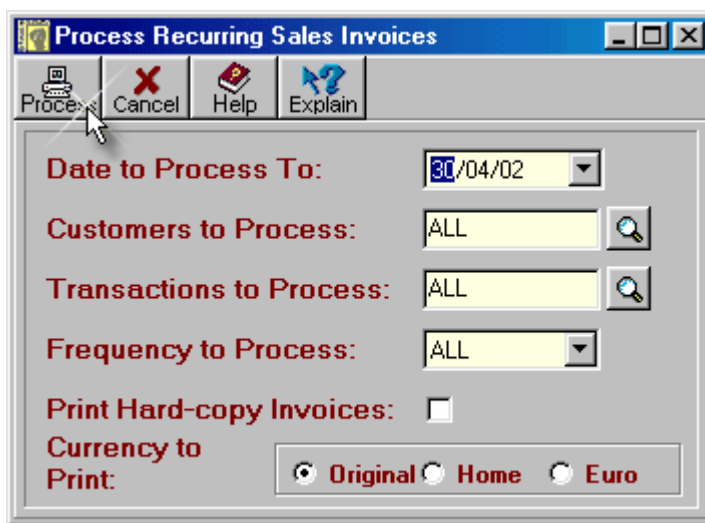
To delete a recurring invoice:

1. Click the **Delete** button.
2. Press **<Enter>** to confirm the delete operation.

3.5.2.7. Processing Recurring Entries (Sales)

The creation of a recurring sales invoice does not automatically mean that the transaction will be posted to the Sales Ledger at the appropriate time. In order for this to happen, the system must be told to process the transaction(s). However, unlike the majority of accounting systems, Artemis Accounts does not require that each recurring transaction is individually processed and confirmed. Instead, the system processes all recurring transactions, or transactions with a specific frequency, as a batch, when told to do so by the user.

This function is used to trigger the processing of recurring transactions and post them to the Sales Ledger. To access this function, select **Process Recurring Sales** from the **Transactions** sub-menu in the **Sales** menu. This will cause the following screen to be displayed.



- The **Date to Process To** field defaults to the current date. However, this can be changed to any date of the user's choice. All, or selected, recurring transactions which fall due on, or before, this date are processed.
- By specifying a customer ID code in the **Customers to Process** field, the only transactions processed will be for that customer.
- The **Transactions to Process** field can be used to process a selected recurring transaction. In order to do this, the reference number of the transaction must be known and must be entered in this field.
- The **Frequency to Process** field defaults to **ALL** which will cause all recurring transactions to be considered for processing. If required, a specific period may be selected by entering **W, M, Q, H, or Y** in this field. In this case, only transactions of the selected frequency will be selected for processing.
- Setting the checkmark in the **Print Hard-copy Invoices** box will result in any invoices generate being displayed in a print preview screen.
- The currency in which invoices are previewed/printed is controlled by the **Currency to Print** radiobuttons. This only affects previewing and printing - the invoices are always generated in the original currency specified in the recurring invoice record.
- Clicking the **Process** button causes the selected recurring transactions to be posted to the Sales Ledger, provided that they are eligible for posting.

Processing a recurring invoice causes a copy of the invoice to be posted to the Sales Ledger. The master copy of the invoice, in the recurring sales file, is then updated to prevent the invoice from being re-processed in the same period. This is a feature which is unique to Artemis Accounts - other accounting systems allow a recurring transaction to be accidentally processed more than once. The advantage of this approach is that you can process recurring invoices as often as you wish. Each invoice will only be processed once in the specified timeframe for that invoice.

To process recurring invoices, perform the following steps:

1. Enter the period ending date in the **Date to Process To** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. If you only want to process invoices for a specific customer, enter the Customer ID Code in the **Customers To Process** field and press **<Tab>**. Otherwise, simply press **<Tab>** to select all customers. The Customer ID Code can be retrieved by clicking the lookup button to the right of this field.

3. If you want to process a specific transaction, enter the reference number in the **Transactions To Process** field and press **<Tab>**. Otherwise, simply press **<Tab>** to select all transactions. The reference number of a specific transaction can be retrieved by clicking the lookup button to the right of this field.
4. Enter **W**, **M**, **Q**, **H**, or **Y** in the **Frequency to Process** field, if you wish to process transactions of a specific interval. Otherwise, just press **<Tab>** to select all transactions. The required frequency can also be selected from a drop-down list which is shown when the down-arrow is clicked.
5. To print/preview the invoices generated by this process, ensure that the **Print Hard-copy Invoices** checkbox is checked by pressing the spacebar, or clicking the checkbox, to toggle the checkmark. If this checkbox is unchecked the invoices will have to be printed using the invoice maintenance or reporting functions.
6. If the **Print Hard-copy Invoices** checkbox is checked, the currency in which the invoices are to be printed should be selected by clicking the appropriate radiobutton in the **Currency to Print** control.
7. Click the **Process** button to begin processing. To cancel this operation, click the **Cancel** button.

The system will then cycle through the transactions and, if the **Print Hard-copy Invoices** checkbox is checked, the results will be displayed in a print preview screen, from which they can be printed. A status message showing how many transactions were posted will also be displayed.

3.5.3. Maintaining Customer Accounts

3.5.3.1. Customer Account Details

When Artemis Accounts is first installed, the customer accounts file is empty. In order to create credit sale invoices, a customer must be specified. Customer accounts can be created "on the fly" as invoices are created, or they can be created as part of the system set up using the **Maintain Customer Accounts** function.

To add, delete, or modify a customer account, select the **Maintain Customer Accounts** function, from the **Sales/Invoicing** menu, or click on the **Customer** image in the **Sales Ledger** Cue Card. This will cause the screen shown on the following page to be displayed

- The **Customer ID Code** field is used to enter the alphanumeric code of a customer account which is being added and to display the code of a customer which is being viewed, edited, or deleted.
- The **Contact Name** fields are used to enter or display the name of the primary contact for the customer. A department name may be entered in the case of a company.
- The **Customer Type** radiobutton panel is used to indicate whether the customer is another company/business or a private individual.
- The **Company** field is used to enter or display the company name of the customer, if applicable.
- The **Invoice To** fields are used to enter or display the postal address of the customer, as shown on invoices, statements, etc. The delivery address can be entered by clicking the **Deliver To** tab.
- The **Post Code** field is used to enter or display the postal code of the customer, if applicable.
- The **Phone** field is used to enter or display the customer's phone number.
- The **Fax** field is used to enter or display the customer's fax number.
- The **Email** field is used to enter or display the customer's e-mail address. This is used to send invoices, statements, etc. as e-mail attachments.
- The **Currency** field is used to enter/display the currency in which this Customer is normally invoiced. The transaction history screen will only display the history in the original currency if all invoices have been entered in this currency.
- The **Credit Limit** field is used to enter or display the maximum amount of credit to be extended to the customer.

- When the accounts for a business are being set up initially, there will be balances on many accounts from previous trading periods. The **Beginning Balance** field is used to enter any opening customer account balances. This field is also updated when Sales Ledger history is purged.
- The **Due Days** field is used to enter or display the number of days credit extended on credit sales.
- The **Comments** field is used to enter or display a general comment about the customer. Up to 50 characters may be entered.

Customer Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Save Print Help Explain

Customer Details Transaction History History Graph

Customer ID Code: MEESLD

Display Currency: ☒ Original ☐ Home ☐ Euro

Contact Name: Mr. Willi Zimmerman

Company: Meesland Flugwerken

Customer Type: ☒ Business ☐ Personal

Address: Flughafen Leist
Gruneberg 30113
The Netherlands

Post Code: 30113

Phone: 034-762971 **Fax:** 034-762990

Email: w.zimmerman@meeslandflugwerken.nl

Currency: EUR **Credit Limit:** €2,000.00

Beginning Balance: €0.00 **Due Days:** 60

Comments:

This is a three-page dialog. The other pages of the dialog can be viewed by clicking the Transaction History and the History Graph folder tabs.

The fields on this page cannot be altered until the record is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Customer Account.

To add a new customer account:

1. Click the **Add** button.
2. Enter the alphanumeric code for the new account in the Customer ID Code field and press **<Tab>**.
3. Click the **Business** or **Personal** radio button in the Customer Type panel to indicate whether the customer is another business entity or a private individual.

4. Enter the customer's title, first name, and last name in the **Contact Name** fields, pressing **<Tab>** to move from field to field.
OR
Use the **First Name** and **Last Name** fields to enter a department such as **Accounts Payable** if the customer is another company or business, pressing **<Tab>** to move from field to field.
5. If the customer is another company or business, enter the business or company name in the **Company Name** field and press **<Tab>**.
6. Enter the customer's invoicing address in the **Invoice To Address** fields, pressing **<Tab>** to move from field to field.
7. Click the **Deliver To** folder tab and enter the customer's delivery address in the **Deliver To Address** fields, pressing **<Tab>** to move from field to field.
8. Enter the customer's postal code, if applicable, in the **Post Code** field and press **<Tab>**.
9. Enter the customer's phone number in the **Phone** field and press **<Tab>**.
10. Enter the customer's fax number in the **Fax** field and press **<Tab>**.
11. Enter the customer's e-mail address in the **Email** field and press **<Tab>**.
12. Enter the currency code in which this customer is to be invoiced in the **Currency** field, or click the lookup button which appears next to this field to select a currency code and press **<Tab>**.
13. If a credit limit is being put on the customer's purchases, enter this value in the **Credit Limit** field and press **<Tab>**.
14. If the customer already has a credit balance outstanding, from previous sales, enter this amount in the **Beginning Balance** field and press **<Tab>**. If the account balance is not known at this time, it may be entered later.
15. Enter the number of days credit to be extended on any credit sales in the **Due Days** field and press **<Tab>**.
16. A 50 character general comment may be entered in the **Comments** field if required.
17. Click the **Save** button to add the account. To exit without creating a new account, click the **Close** button, or move to another record.

Modifying a Customer Account.

Customer accounts are usually modified to reflect a change in address or contact name, or to correct an incorrect entry. In addition, the beginning balance on the account may not have been available when the account was originally created.

To modify a customer account:

1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Edit** button. The **Customer Type** panel will then be selected.
3. Click the **Business** or **Personal** radio button in the **Customer Type** panel to indicate whether the customer is another business entity or a private individual.
4. Enter the customer's title, first name, and last name in the **Contact Name** fields, pressing **<Tab>** to move from field to field.
OR
Use the **First Name** and **Last Name** fields to enter a department such as **Accounts Payable** if the customer is another company or business, pressing **<Tab>** to move from field to field.
5. If the customer is another company or business, enter the business or company name in the **Company Name** field and press **<Tab>**.

6. Enter the customer's invoicing address in the Invoice To Address fields, pressing <Tab> to move from field to field.
7. Click the Deliver To folder tab and enter the customer's delivery address in the Deliver To Address fields, pressing <Tab> to move from field to field.
8. Enter the customer's postal code, if applicable, in the Post Code field and press <Tab>.
9. Enter the customer's phone number in the Phone field and press <Tab>.
10. Enter the customer's fax number in the Fax field and press <Tab>.
11. Enter the customer's e-mail address in the Email field and press <Tab>.
12. Enter the currency code in which this customer is to be invoiced in the Currency field, or click the lookup button which appears next to this field to select a currency code and press <Tab>.
13. If a credit limit is being put on the customer's purchases, enter this value in the Credit Limit field and press <Tab>.
14. If the customer already has a credit balance outstanding, from previous sales, enter this amount in the Beginning Balance field and press <Tab>. If the account balance is not known at this time, it may be entered later.
15. Enter the number of days credit to be extended on any credit sales in the Due Days field and press <Tab>.
16. A 50 character general comment may be entered in the Comments field if required.
17. Click the **Save** button to update the changes. To exit without changing the account, click the **Close** button or the **Cancel** button, or move to another record.

Note: The Customer ID Code should not be changed using this function. To re-code an account, it should be deleted and created again.

Deleting a Customer Account.

Over time, some of the customer accounts created during the course of the business will become inactive. In order to remove references to these unused accounts from the printed reports they must be deleted. An account can only be deleted if it has no transaction activity and no opening balance.

To delete a customer account:

1. Before an account can be deleted, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Delete** button.

Notes: If the account which you are attempting to delete has a non-zero amount in the Beginning Balance field, an error message will be displayed and the delete operation will be cancelled. The beginning balance may be deleted, allowing the account to be deleted, by editing the account record, as detailed above.

If there are transactions in the Sales Ledger for the account which you are attempting to delete, the system displays an error message and the delete operation will be cancelled.

3.5.3.2. Customer Account History

This page of the Maintain Customer Accounts function provides a listing of all of the transactions for the specified customer. The detailed transaction can be viewed, and edited if necessary, by double-clicking on any transaction.

Customer Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Save Print Help Explain

Customer Details **Transaction History** History Graph

Customer ID Code: FED002

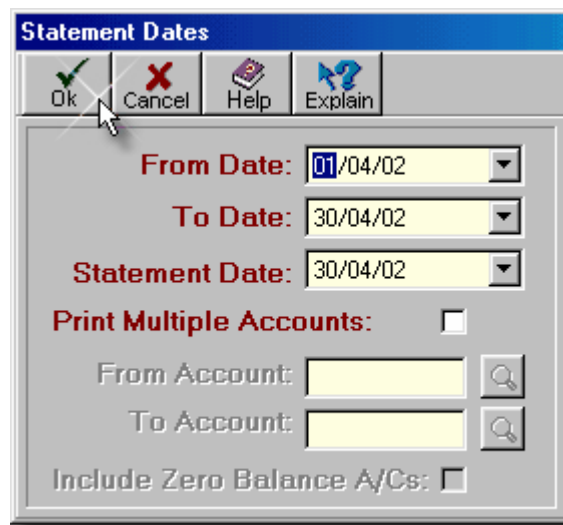
Name: Fred Everly Designs

Display Currency: ☐ Original ☒ Home ☐ Euro

Date	Description	Debit	Credit	Balance
	Opening Account Balance			£0.00
06/11/2000	INV: I000000023	£934.16		£934.16
12/11/2000	Payment - Inv: I000000023		£747.33	£186.83
12/11/2000	Cr.Note: C000000003		£186.83	£0.00
21/04/2002	INV: I000000023	£211.67		£211.67
27/04/2002	INV: I000000028	£10.00		£221.67
	Current Balance Due			£221.67

The print button allows a statement to be previewed and printed for the currently displayed customer. Alternatively, a range of customers can be selected and statements can be printed for them. Clicking the **Print** button causes the panel on the next page to be displayed.

- The date entered in the **From Date** field will be used to determine the starting balance and the point from which transactions are listed. (See Notes)
- The date entered in the **To Date** field will be used to determine when the statement should be "made up to".
- The **Statement Date** defaults to the To Date and is used to show the Issue Date of the statement and to "age" the outstanding balances. It can be changed if required.
- If the **Print Multiple Accounts** checkbox is unchecked, a statement is prepared for the currently displayed customer and shown in the preview screen. If the box is checked, the "greyed" fields are enabled to allow a customer range to be selected for statement printing.
- When multiple statements are being printed, the **From Account** field is used to specify the customer from which the statement generation should begin.
- When multiple statements are being printed, the **To Account** field is used to specify the customer at which the statement generation should end.
- To avoid printing statements for customers who have no outstanding balance, leave the **Include Zero Balance A/Cs** checkbox unchecked.



To preview and print a statement for the customer whose history is currently being displayed:

1. Enter the date from which transactions should be listed in the **From Date:** field, or use the dropdown calendar to select a date, and press **<Tab>**. If invoices are issued to customers monthly, this date will typically coincide with the ending date of the last statement issued. However, if there are unpaid invoices going back over previous periods, it may be desirable to have the statement start at the most recent zero balance on the account.
2. Enter the date at which the statement should end in the **To Date:** field, or use the dropdown calendar to select a date, and press **<Tab>**. This will usually be the current date but, if statements are being issued a number of days later than usual, it might be desirable to pre-date the statement for consistency.
3. The **Statement Date:** field defaults to the **To Date** but it can be changed if required. It is important to note that this date is printed on the statement and is used to "age" the outstanding amounts. Therefore, if this date is set to any date other than the current date, a false impression of the age of the outstanding amounts may be presented.
4. Click the **Ok** button and the statement will be shown in the preview screen.
5. To print the statement, simply click the button with the printer icon.

To print statements for more than one account:

1. Repeat steps 1 to 3, as above.
2. Click the **Print Multiple Accounts:** checkbox or press the **<SpaceBar>** when this field is focussed. This will cause the remainder of the fields on the dialog to become enabled.
3. Enter the Customer ID of the account from which to start in the **From Account:** field, or use the lookup button to select an account, and press **<Tab>**.
4. Enter the Customer ID of the account at which to end in the **To Account:** field, or use the lookup button to select an account, and press **<Tab>**.
5. If statements are required for all the selected customers, regardless of their account balance, click the **Include Zero Balance A/Cs:** checkbox or press the **<SpaceBar>** to set the checkmark. Leave this checkbox unchecked to skip customers who have no balance owing.

6. Click the **Ok** button. The **Customer Maintenance** screen will then be minimised and, if there are statements to be printed using the specified selection criteria, a printer dialog will be displayed to allow the printer, number of copies, etc. to be chosen.
7. On confirming the printer selection(s), a panel will be displayed as each statement is queued to the printer. This simply informs the user that the reporting module is processing the statement.

On completion of this process, the Customer Maintenance screen will be maximised and a message will be displayed indicating the number of statements printed.

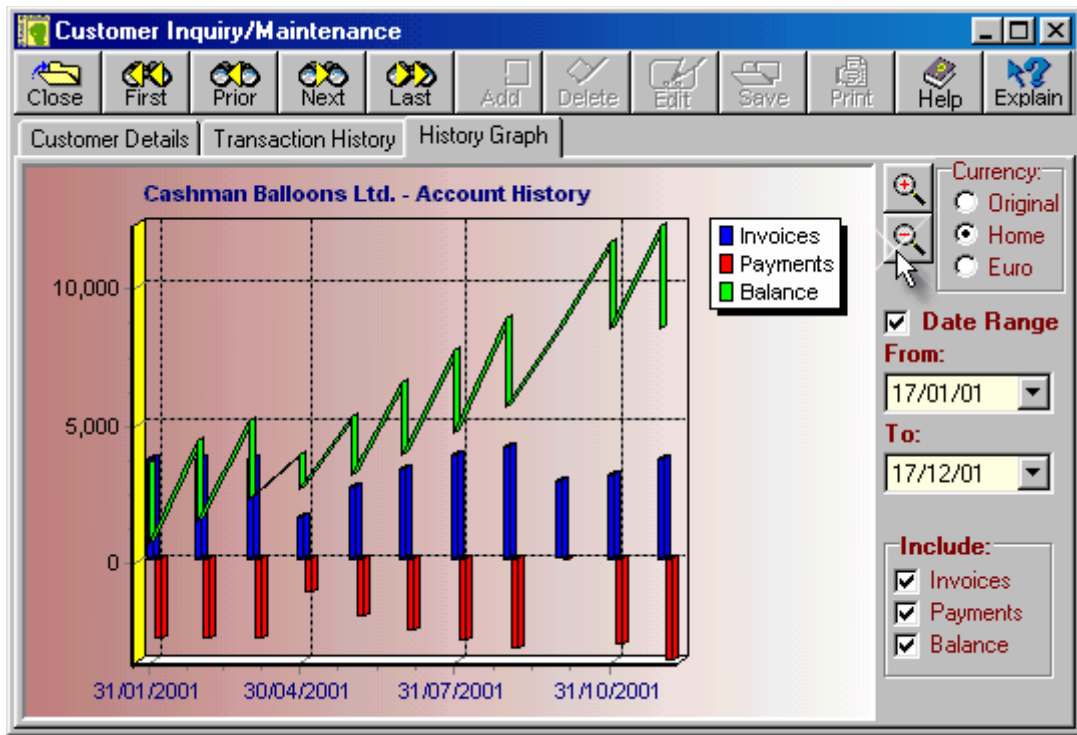
Notes:

1. If a specific date range has been selected on the Graph page, the listing on this page only displays transactions for the same date range. This can be used if you wish to display the history for a specific period. Note that statement printing will also be restricted to the chosen date range and will be inaccurate!
2. If any transaction screens are "launched" by double-clicking on any line in the history listing, they will be closed when the Customer Inquiry/Maintenance screen is closed.

The statement printing facility on this screen was intended primarily for "one-off" printing of statements for individual customers. The Customer Statements option in the Reports Menu is more suitable for the printing of multiple statements.

3.5.3.3. Customer History Graphs

This page of the Customer Inquiry/Maintenance function provides a pictorial representation of all, or selected, transactions for the specified customer account.



- Click and drag the left mouse button in the display area to scroll the graph. Click and drag the right mouse button right and down to enlarge a section of the graph. Click and drag the right mouse button up and left to "unzoom" the graph.
- Click the + button to enlarge the graph data points.
- Click the - button to reduce the graph data points.
- If the **Date Range** box is checked, only the transactions for the date range specified in the date selection boxes will be plotted.
- The **From** field is used to select a starting date, if the **Date Range** box is ticked. It defaults to the current system date but can be changed by clicking the dropdown button to pick a date from the dropdown calendar.
- The **To** field is used to select an ending date, if the **Date Range** box is ticked. It defaults to the current system date but can be changed by clicking the dropdown button to pick a date from the dropdown calendar.
- The check boxes in the **Include** panel can be used to omit or include data from the graph.

This is a three-page dialog. The other two pages of the dialog can be viewed by clicking the Customer Details and Transaction History folder tabs.

Initially, the graphic display shows invoices, payments, and running account balances for all available history.

There are three basic ways to manipulate the displayed information:

1. The data points can be enlarged and reduced by clicking the zoom-in and zoom-out buttons. When the graph is enlarged, clicking and dragging the left mouse button scrolls the lines/bars. Specific portions of the graph can also be enlarged by clicking and dragging the right mouse button to the right and downwards. To reset the graph to its original scale, click and drag the right mouse button to the left and upwards.
2. The number of data points plotted can be reduced by entering a starting and ending date in the From: and To: fields and then clicking the Date Range check box. Note that any changes made to the starting and ending dates are not reflected in the graph until the Date Range check box is unticked and ticked again. Note also that any date range applied to the graph also applies to the transaction listing in the History page.
3. Any of the three information series can be included in, or omitted from, the graph by setting and clearing the checkmarks in the Include panel. When only one series is being displayed, the legend is removed from the graph to allow a larger drawing area.

If a large amount of historical data is being displayed, this screen is best maximised. When the screen is maximised, a further two controls become visible at the bottom-right of the panel, as shown below. These allow the appearance of the graph to be changed.



- When the **3D Display** box is unchecked the three dimensional effect of the graph is turned off. This can be useful if the graph has a lot of data points.
- The **Balance** control allows the balance line of the graph to be displayed as a smooth line, or as a stepped line which gives a "stairs" effect.

To toggle the currency of the graph between Euro, Home and Original currency, click the appropriate radio button to the right of the graph. Note, however, that the graph can only be displayed in the Original currency if the Opening Balance and all transactions are in the same currency.

3.5.4. Sales Ledger Reports

All reports in Artemis Accounts are initially displayed in a preview screen which allows the report to be printed or saved to a file. The majority of the reports also allow certain criteria to be set before the report is displayed. The Sales Ledger reports are detailed in the following sections.

3.5.4.1. Outstanding Quotations Report

The Outstanding Quotations Report provides a listing of all sales quotations which have not been converted to invoices, i.e. the sale has not been made - yet.

To specify the report parameters and print/display the report:

1. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
2. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Outstanding Quotations					
Date	Customer		Quotation No.	Expiry Date	Amount
04/11/2000	CBA001	Chris Browne Associates	Q000000003	04/12/2000	£814.24
Grand Total:					£814.24

3.5.4.2. Open Invoice Listing

The Open Invoices Listing provides a summary of all sales invoices which have outstanding balances, showing the original amount invoiced and the current balance due.

To specify the report parameters and print/display the report:

1. Select the display currency by clicking the appropriate radiobutton in the Currency control.
2. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Open Sales Invoices			
<hr/>			
CBA001	Chris Browne Associa		
Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
02/12/2000	I000000025	£74.67	£74.67
02/01/2001	I000000029	£74.67	£74.67
02/02/2001	I000000030	£74.67	£74.67
05/03/2001	I000000031	£74.67	£74.67
13/05/2002	I000000045	£74.67	£74.67
13/06/2002	I000000046	£74.67	£74.67
14/07/2002	I000000047	£74.67	£74.67
14/08/2002	I000000048	£74.67	£74.67
* Total Balance:			£597.36
<hr/>			
FED002	Fred Everly Designs		
Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
12/11/2000	C000000003		-£186.83
12/11/2000	I000000023	£934.16	£186.83
21/04/2002	I000000027	£211.67	£211.67
27/04/2002	I000000028	£10.00	£10.00
* Total Balance:			£221.67
<hr/>			
* Grand Total:			£819.03
<hr/>			
* Balances shown do not include the Customers' opening balances.			

3.5.4.3. Schedule of Receivables

As each sales invoice is entered, the due date for payment is calculated based on the customer's credit terms. The Schedule of Receivables report provides a listing of all customers showing the amount due for payment by each customer by a specified date and the total amount due for payment by that date.

To specify the report parameters and print/display the report:

1. Enter the date to which receivables should be calculated in the **To Date** field, or chose a date from the dropdown calendar, and press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Schedule of Receivables				
As of: 30/04/2002				
CBA001 Chris Browne Associates		Account Balance: €774.62		
Invoice Date	Due Date	Invoice/Credit Note	Invoice Amount	Unpaid Balance
		Opening Balance:		€395.38
02/12/2000	02/12/2000	1000000025	€94.81	€94.81
02/01/2001	02/01/2001	1000000029	€94.81	€94.81
02/02/2001	02/02/2001	1000000030	€94.81	€94.81
05/03/2001	05/03/2001	1000000031	€94.81	€94.81
FED002 Fred Everly Designs		Account Balance: €0.01		

3.5.4.4. Receivables Aging

The Receivables Aging report provides an aged analysis of receivables by customer for four separate time categories - 0 to 30 days, 31 to 60 days, 61 to 90 days, and 91+ days.

To specify the report parameters and print/display the report:

1. Enter the date to which receivables should be aged in the **To Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the **Currency**.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Receivables Aging					
As of: 30/04/2002					
Customer	0 to 30 Days	31 to 60 Days	61 to 90 Days	*91 Days+	Total
CBA001 Chris Browne Associa	€0.00	€0.00	€0.00	€610.07	€610.07
FED002 Fred Everly Designs	€221.67	€0.00	€0.00	€311.39	€533.06
RETAIL	€0.00	€0.00	€0.00	€311.39	€311.39
* Totals:	€221.67	€0.00	€0.00	€298.68	€520.35

* The Customers' opening balances are included in the 90 Days+ column.

Note that any opening balance on a customer account will be assumed to be 91+ days old, as the system does not record the date when a customer account was created.

3.5.4.5. Receivables Journal

The Receivables Journal report list the entries to the Sales Ledger showing debits and credits, by date.

To specify the report parameters and print/display the report:

1. If a report covering all departments is required, <Tab> over the Department field, leaving it blank. Otherwise, enter the Department Code and press <Tab>. The lookup button to the right of this field can be used to select a Department Code.
2. Enter the required starting date of the period to be covered by the report in the From Date field, or choose a date from the dropdown calendar, and press <Tab>.
3. Enter the required ending date of the period to be covered by the report in the To Date field, or choose a date from the dropdown calendar, and press <Tab>.
4. If a report of all transactions is required, <Tab> over the Transaction Type field. Otherwise, choose whether to restrict the report to Invoices, Payments, Debit Notes, or Credit Notes by using the down-arrow on this field and press <Tab>.
5. Select the display currency by clicking the appropriate radiobutton in the Currency control.
6. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Sales Journal Report							
01/03/2000 to 27/03/2002							
Date	Cust. ID	Invoice	Reference	T	Dept. Account	Debits	Credits
06/11/2000	FED001	1000000023	1000000023	I	120000	£934.16	
					400100		£934.16
08/11/2000	RETAIL	1000000024	1000000024	I	120000	£523.68	
					210000		£90.89
					500000		£432.79
08/11/2000	RETAIL	1000000024	Split	P	120000		£523.68
					100600	£523.68	
12/11/2000	FED001	1000000023	Cash	P	120000		£747.33
					100000	£747.33	
12/11/2000	FED001	C000000003	C000000003	C	120000		£186.83
					500000	£186.83	
02/12/2000	CBA001	1000000025	1000000025	I	120000	£74.67	
					400200		£74.67
Totals:						£2,990.35	£2,990.35

3.5.4.6. Recurring Sales Report

The Recurring Sales report shows the basic debit and credit details of each recurring invoice. These have no effect until the recurring invoice is activated.

To specify the report parameters and print/display the report:

1. If a report of all recurring invoice records is required, **<Tab>** over the Frequency field. Otherwise, choose the activation frequency for which records are to be listed by using the down-arrow on this field and then press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the Currency control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Recurring Sales Journal							
Date	Cust. ID	Frequency	Reference	T	Dept. Account	Debits	Credits
14/08/2002	CBA001	Monthly	RD00000011	I	120000	€94.81	
					400200		€94.81
Totals:						€94.81	€94.81

3.5.4.7. Sales Summary by Customer

The Sales Summary by Customer report may be used as a means of obtaining periodic summaries of sales activity by customer. This report also shows how much was sold to each customer prior to the period specified.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Sales Summary by Customer			
27/03/2000 to 27/03/2001			
Cust. ID	Customer Name	Previous Periods	This Period
CBA001	Chris Browne Associates	£0.00	£74.67
FED001	Field Effect Devices Ltd.	£0.00	£934.16
RETAIL	Retail Sales	£0.00	£523.68
		£0.00	£1,532.51

3.5.4.8. Customer History Report

The Customer Account History report provides a complete trading history for one or more customers for a specified period. The information provided is similar to that given by the Customer Account Inquiry function except that a number of customers can be selected and a date range is specified.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. If a separate page is required for each customer to be listed, ensure that the **New page for each A/c** checkbox is checked by pressing the spacebar, or clicking the checkbox, to toggle the checkmark.
4. To begin the report at a specific customer, enter the Customer ID number in the **From Account** field and press **<Tab>**. The customer listing can be looked up using the lookup button.
5. To end the report at a specific customer, enter the Customer ID number in the **To Account** field and press **<Tab>**. As in the case of the previous field, the customer listing can be looked up using the lookup button.
6. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
7. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Customer Account History							
01/04/2000 to 01/04/2002							
CB4001	Chris Browne Associates						
Date	Description	Invoice	Reference	T	Debit	Credit	Balance
	Opening Balance:						£311.39
02/12/2000	Inv: 1000000025	1000000025	1000000025	I	£74.67		£386.06
	Closing Balance:						£386.06
FED001	Field Effect Devices Ltd.						
Date	Description	Invoice	Reference	T	Debit	Credit	Balance
	Opening Balance:						£0.00
06/11/2000	INV: 1000000023	1000000023	1000000023	I	£934.16		£934.16
12/11/2000	Payment - Inv: 1000000023	1000000023	Cash	P		£747.33	£186.83
12/11/2000	Cr.Note: C000000003	C000000003	C000000003	C		£186.83	£0.00
	Closing Balance:						£0.00
RETAIL							
Date	Description	Invoice	Reference	T	Debit	Credit	Balance
	Opening Balance:						£0.00

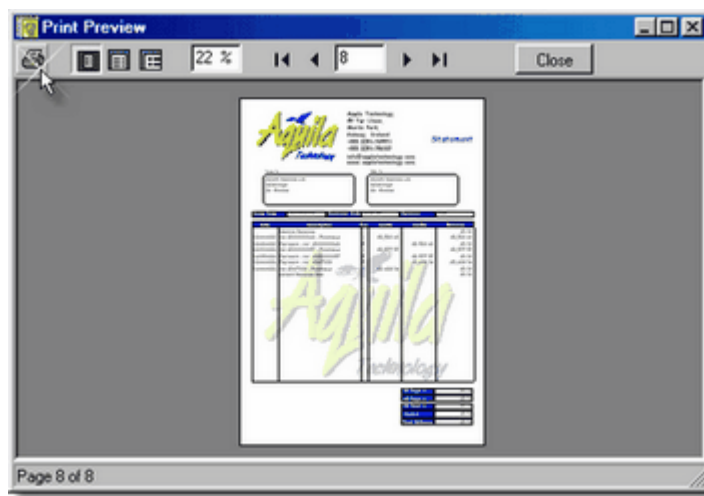
3.5.4.9. Customer Statements

The Customer Statements function allows statements to be printed for a specified range of customers and a date range can be also be specified.

To specify the report parameters and print/display the report:

1. Enter the date from which transactions should be listed in the **From Date:** field, or use the dropdown calendar to select a date, and press **<Tab>**. If invoices are issued to customers monthly, this date will typically coincide with the ending date of the last statement issued. However, if there are unpaid invoices going back over previous periods, it may be desirable to have the statements start at the most recent zero balance on the account.
2. Enter the date at which the statements should end in the **To Date:** field, or use the dropdown calendar to select a date, and press **<Tab>**. This will usually be the current date but, if statements are being issued a number of days later than usual, it might be desirable to pre-date the statements for consistency.
3. The **Statement Date:** field defaults to the **To Date** but it can be changed if required. It is important to note that this date is printed on the statements and is used to "age" the outstanding amounts. Therefore, if this date is set to any date other than the current date, a false impression of the age of the outstanding amounts may be presented.
4. To begin the statement run at a specific customer, enter the Customer ID number in the **From Account** field and press **<Tab>**. The customer listing can be looked up using the lookup button.
5. To end the statement run at a specific customer, enter the Customer ID number in the **To Account** field and press **<Tab>**. As in the case of the previous field, the customer listing can be looked up using the lookup button.
6. If statements are required for all the selected customers, regardless of their account balance, click the **Include Zero Balance A/Cs:** checkbox or press the **<SpaceBar>** to set the checkmark. Leave this checkbox unchecked to skip customers who have no balance owing.
7. Select the statement currency by clicking the appropriate radiobutton in the **Currency** control.
8. Click the **Print** button to process and display the result.

The statements will then be displayed in the standard print preview screen, from which they can be printed.

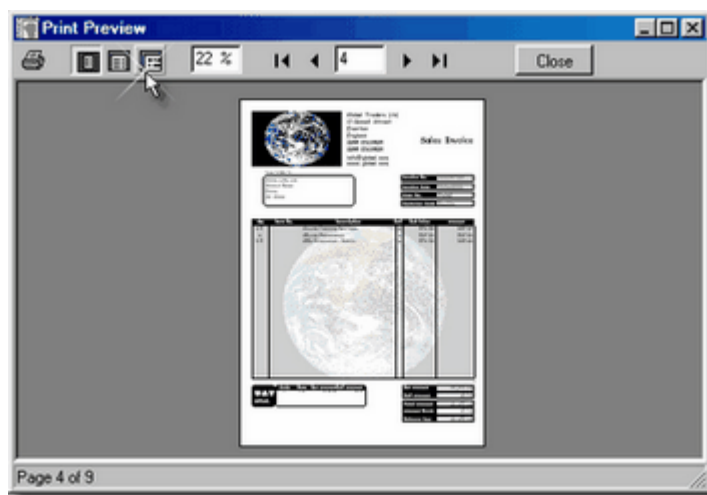


3.5.4.10. Customer Invoices

As part of the sales invoicing transaction a customer invoice is printed. This is done in response to a user request. If, for any reason, it is necessary to re-print a specific invoice, or a range of invoices, it can be done using the Customer Invoices reporting function.

To specify the report parameters and print/display the report:

1. Enter the date from which invoices should be printed in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the date to which invoices should be printed in the **To Date** field, or choose a date from the dropdown calendar.
3. **Click** on the **Select by Dates** checkbox to set the checkmark and apply the date range. If this checkbox is not ticked the date fields are ignored.
4. To begin the invoice run at a specific customer, enter the Customer ID number in the **From Account** field and press **<Tab>**. The customer listing can be looked up using the lookup button.
5. To end the invoice run at a specific customer, enter the Customer ID number in the **To Account** field. As in the case of the previous field, the customer listing can be looked up using the lookup button.
6. **Click** on the **Select by Customers** checkbox to set the checkmark and apply the customer limits. If this checkbox is not ticked the customer fields are ignored.
7. If desired, enter a starting invoice number in the **From Invoice** field, or use the lookup button to select a starting invoice, and press **<Tab>**.
8. Again, if desired, enter an ending invoice number in the **To Invoice** field, or use the lookup button to select an ending invoice.
9. If an invoice number range is required, **click** on the **Select by Invoices** checkbox to set the checkmark and apply the invoice range. If this checkbox is not ticked the invoice fields are ignored.
10. Select the currency in which the invoices should be printed by clicking the appropriate radiobutton in the **Currency** control.
11. Click the **Print** button to process and display the results. The selected invoices will then be displayed in the standard preview screen from which they can be printed.



Note that all three selection methods can be used to decide which invoices to print. However, these may be mutually exclusive, i.e. a particular customer may not have any invoices within a given date range, or a specific

set of invoice numbers may not fall within the range of customers chosen. The **Select** button may be used to check the results of the selection before printing. The panel at the top of the screen shows how many invoices are currently selected.

3.5.4.11. Customer Listing

The Customer Listing provides a summary of the details from each customer's record, including the contact, address, and credit terms. The information provided is similar to that given by the first screen of the Customer Account Inquiry function except that all customers are selected.

To specify the report parameters and print/display the report:

1. Click the appropriate radiobutton in the **Currency** control to display credit limits and opening balances in the customer's currency, the home currency, or in Euro.
2. Click the required radiobutton in the **Sort Order** control to list the customers by Customer ID Code or by name.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Customer Listing

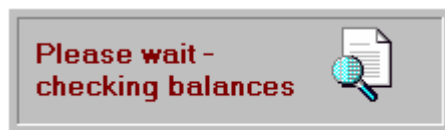
Acct. ID: CBA001 Contact: Miss Joanna Browne Name: Chris Browne Associates Address: Hertsey House Wilverton Somerset Phone: 441209278824 Comments:	Trade Customer?: <input checked="" type="checkbox"/> Currency: GBP Opening Balance: 250.00 Net Due Days: 30 Credit Limit: 500.00 N/L Account: 400000
Acct. ID: FED001 Contact: Mr. John Banks Name: Field Effect Devices Ltd. Address: Magma House Witherstone Lane Puddlestown Phone: +44765237819 Comments:	Trade Customer?: <input checked="" type="checkbox"/> Currency: GBP Opening Balance: 0.00 Net Due Days: 30 Credit Limit: 1,000.00 N/L Account: 400000
Acct. ID: RETAIL Contact: Retail Sales	Trade Customer?: <input type="checkbox"/> Currency: IEP Opening Balance: 0.00

3.5.4.12. Customer Address Labels

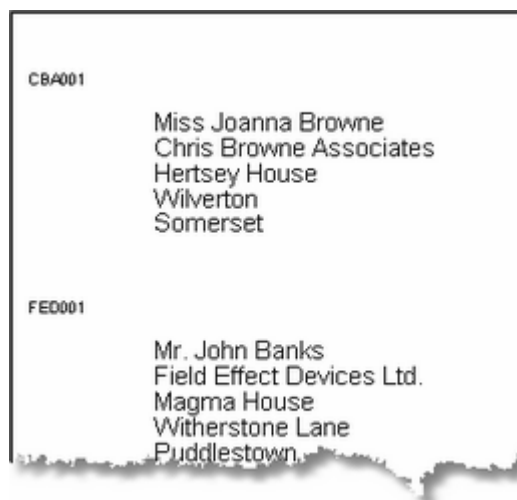
This feature is provided to allow mailing labels to be printed for customers. The labels printed may be limited to just those customers who have amounts outstanding in order to prevent unwanted labels from being printed.

To specify the report parameters and print/display the report:

1. If necessary, select a label template by clicking the **Labels** button. This will cause the Label Template selection screen to be displayed.
2. Click the required radiobutton in the **Sort Order** control to list the customers by Customer ID Code or by name.
3. To print labels for all selected customers, ensure that the **Print Zero Balance Accounts** checkbox is checked by pressing the spacebar, or clicking the checkbox, to toggle the checkmark. If this checkbox is unchecked only those customers with an outstanding balance will have labels printed for them and the generation of the report will take longer while customer balances are calculated. The following panel will be displayed during this process.



4. To begin label printing at a specific customer, enter the Customer ID number in the **From Account** field and press **<Tab>**. The customer listing can be looked up using the lookup button.
5. To end label printing at a specific customer, enter the Customer ID number in the **To Account** field and press **<Tab>**. As in the case of the previous field, the customer listing can be looked up using the lookup button.
6. Click the required radiobutton in the **Address** control to print labels for the *Invoice To* address or the *Deliver To* address.
7. Click the **Print** button to print the labels. The following is an example of what is produced, but the format of the output is totally dependent on the template used.:



3.5.4.13. Credit Limit Report

As part of the process of adding a new customer, a credit limit can be set for that customer. This report provides a summary of each customer's current status versus their credit limit. As such, it can be used to qualify new sales orders.

To print/display the report:

1. Enter the date up to which the report should be run in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Customer Credit Limit Status				
As of: 30/04/2002				
Cust. ID	Customer Name	Balance to Date	Credit Limit	Credit Remaining
CBA001	Chris Browne Associates	£810.07	£822.77	£12.70
FED002	Fred Everly Designs	£221.87	£0.00	-£221.87
RETAIL	Retail Sales	£0.00	£0.00	£0.00
		£831.74		

3.5.4.14. Non-Posted Transactions Report

This report is very similar to the Receivables Journal report, except that only transactions which have not yet been posted to the Nominal Ledger are listed. This may be used to identify the volume of sales activity which is not included in the Nominal reports.

To specify the report parameters and print/display the report:

1. If a report covering all departments is required, **<Tab>** over the **Department** field. Otherwise, enter the Department Code and press **<Tab>**. The lookup button to the right of this field can be used to select a Department Code.
2. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
4. If a report of all transactions is required, **<Tab>** over the **Transaction Type** field. Otherwise, choose whether to restrict the report to Invoices, Payments, Debit Notes, or Credit Notes by using the down-arrow on this field and press **<Tab>**.
5. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
6. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Unposted Sales Transactions							
06/11/2000 to 02/12/2000							
Date	Cust. ID	Invoice	Reference	T	Dept. Account	Debits	Credits
06/11/2000	FED001	1000000023	1000000023	I	120000	£934.16	
					400100		£934.16
08/11/2000	RETAIL	1000000024	1000000024	I	120000	£523.68	
					210000		£90.89
					500000		£432.79
08/11/2000	RETAIL	1000000024	Split	P	120000		£523.68
					100600	£523.68	
12/11/2000	FED001	1000000023	Cash	P	120000		£747.33
					100000	£747.33	
12/11/2000	FED001	C000000003	C000000003	C	120000		£186.83
					500000	£186.83	
02/12/2000	CBA001	1000000025	1000000025	I	120000	£74.67	
					400200		£74.67
Totals:						£2,990.35	£2,990.35

3.5.4.15. Nominal Ledger Distributions

This report is one of the most useful and powerful reports in the Sales Module. It analyses all transactions entered in this module and summarises the overall effect of these transactions on the Nominal Ledger. The result of this analysis shows the total amount which has been, or will be, debited or credited to each Nominal account as a result of posting sales transactions to the Nominal Ledger. It doesn't matter whether these transactions have been posted, or not, as every transaction within the specified date range is included in the analysis.

It is strongly recommended that this report be run before posting a new period's transactions to the Nominal Ledger as it provides an opportunity to preview the effect of posting.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Sales to Nominal Ledger Distributions			
01/11/2000 to 31/12/2000			
N/L Account No.	N/L Account Description.	Debits	Credits
100000	Bank Account #1	€948.92	
100600	Cash in Hand	€664.94	
120000	Trade Debtors	€94.79	
210000	VAT Payable		€115.40
400100	Sales Income 2		€1,186.14
400200	Sales Income 3		€94.81
500000	Cost of Goods Sold 1		€312.30
Totals:		€1,708.65	€1,708.65

The CREDITS column shows all of the sales for the period, summarised by category, and any VAT charged. The DEBITS column shows the asset accounts which were increased as a result of these sales.

3.5.5. Sales Utilities

3.5.5.1. Document Design

In Artemis Accounts, the format of quotations, invoices, credit notes, and statements printed by the software is determined by document templates. Basic document templates are edited and enhanced to meet the needs of the business using the Document Design function.

To access this function, select **Document Design** from the **Utilities** sub-menu in the **Sales/Invoicing** menu. The following screen will then be displayed which allows the document type and the layout to be selected.

Document Design

Close Edit W/Mark Cancel Save Help Explain

Logo File: NONE

Watermark? ☐

Company Details:

My Company Name,

My Business Address,

My Street & Number,

My Town,

My Phone Number

My Fax Number

My Email Address

My VAT Reg. Number

Header Text Colour: 0

Field Label Colour: 0

Preferred Layout

☒ No. 1 Framed ☐ No. 2 Framed ☐ Custom Framed

☐ No. 1 Plain ☐ No. 2 Plain ☐ Custom Plain

Document Type

☐ Quote ☒ Invoice ☐ Cr. Note ☐ Statement

Sales Invoice

My Company Name,
My Business Address,
My Street & Number,
My Town,
My Phone Number
My Fax Number
My Email Address
My VAT Reg. Number

Qty	Item No	Description	VAT	Unit Price	Amount

Net Amount: £0.00
VAT Amount: £0.00
Total Amount: £0.00

- The **Logo File** field specifies a company logo in Windows Bitmap format which can be included on the form by using the open picture button to specify the location of the bitmap. An entry of NONE in this field means that a logo will not be displayed. The template will stretch the bitmap to fit a size of 289 pixels (W) by 177 pixels (H), or 76.5mm (W) by 47mm (H). To maintain the correct appearance of a logo, and avoid a "stretched" look, it should have a similar aspect ratio.
- The **Watermark?** checkbox, which is enabled when the template is edited, determines whether the watermark is displayed, or not. If the template does not contain a watermark, this checkbox has no effect.
- The **Company Details** fields are used to hold the company details which will be printed in the top centre of the form. The text shown are suggestions only, i.e. the fields can contain anything! The font button to the right of

these fields can be used to change the font and size - use carefully! - and this also applies to the document title , i.e. Invoice, Statement, etc. Any colour changes will apply to the document title only.

- The **Header Text Colour** i.e. the colour of the company details text can be changed by clicking the paintbrush button. The field with the diamond shape is an indicator of the colour chosen, while the field to the left of this contains a code describing the precise shade chosen.
- The **Field Label Colour** i.e. the colour of the solid labels which contain the field descriptions can be changed by clicking the paintbrush button. The field with the diamond shape is an indicator of the colour chosen, while the field to the left of this contains a code describing the precise shade chosen. Note that the field text is white and cannot be changed - white, or very light label colours are not advisable!
- The top three radiobuttons in the **Preferred Layout** group are used to select a fully formatted layout for editing and selection. The Custom option is only valid if customised templates are installed. The bottom three radiobuttons are only used to select a layout, as these templates are intended for printing on pre-printed forms and have no editable elements. Again, the Custom option is only valid if customised templates are installed.
- The **Document Type** radiobuttons are used to select which of the four document types are to be edited and/or selected.
- The right-hand portion of the screen shows a representation of how the document will appear. To zoom in, click the left mouse button and to zoom out click the right mouse button.
- The **Edit** button is only enabled when the template is editable. Before any changes can be made to a Framed layout the Edit button must be clicked. in order to change from one previously saved framed layout to another, this button must also be clicked in order to enable the Save button.
- The **W'mark** button, which is enabled when the template is being edited, launches the Watermark Editor.
- The **Save** button serves two purposes. First, it allows the changes to a template to be saved. Secondly, it specifies that this template should be used for this company when this type of document is to be printed. Therefore it is necessary to save all templates for the appropriate transaction to be able to use them, even if the template has not been edited, as in the case of the Plain templates.

Initially, this screen will display an invoice layout but, as layouts are selected, edited, and saved, it will display the last layout that was edited, or saved.

To use the Document Design Function:

1. Choose the document type to be edited/selected by clicking the appropriate radiobutton in the **Document Type** section at the bottom of this screen.
2. Choose the basic layout design by clicking one of the radiobuttons in the **Preferred Layout** section. Note that layouts for preprinted forms, designated as *Plain*, are not displayed as they do not have any user customisable elements
3. If an existing layout for the chosen document type has already been saved, this will then be displayed in the preview panel. If no layout has been saved, the system template will be displayed, and this can be edited and saved as the default for this document type.
4. If a *Plain* layout has been selected, just click the **Save** button to set this as the default choice. Otherwise, click the **Edit** button to start customising the layout.
5. If a logo is to be used, click the **File Open** button to the right of the **Logo File** field and locate the bitmap file to be used. The ideal size of the bitmap is 76.5mm wide by 47mm high, but the system will stretch or shrink your bitmap to fit. This logo can always be removed from the template at a later time by typing **NONE** in this field.
6. The **Watermark?** checkbox is now enabled and, if desired, you can display a watermark effect in the body of the document. To see an example of a watermarked document, click here. Watermarks are created from the logo specified in the previous step by using the Watermark Editor and are displayed when this checkbox is ticked. The Watermark Editor is launched by clicking the **W'mark** button at the top of this screen. The watermark can always be removed from the document by unticking this checkbox.

7. Press **<Tab>** to move to the first of the **Company Details** fields. Note that as you do so, your chosen bitmap is displayed in the preview of the document. Enter the desired information in the **Company Details** fields, using **<Tab>** to move from field to field. Again, as you do so, your entries will be reflected in the preview. The **Font** button to the right of these fields allows you to change the font size and type of the company details and to change the font and colour of the document title.
8. To change the colour of the **Company Details** text, click the **Paintbrush** button to the right of the **Header Text Colour** fields. A colour dialog will be displayed to allow a colour to be selected. When a colour is selected, the internal system code is displayed in the left-hand field and the diamond shape in the right-hand field shows the result.
9. To change the colour of the solid labels which hold the description of the fields and columns in the document, click the **Paintbrush** button to the right of the **Field Label Colour** fields. A colour dialog will be displayed to allow a colour to be selected. When a colour is selected, the internal system code is displayed in the left-hand field and the diamond shape in the right-hand field shows the result.
10. If you decide to have a watermark, and you haven't already created a watermark file, do so now before clicking the **Save** button to save your edits and to set this newly created layout as the default for this type of document. Alternatively, you can return to this template at a later time and add a watermark. Failure to save the changes to the template before exiting, changing to another document type, or changing to another layout type will cause all changes to be cancelled.

Repeat the above process for each of the four document types.

Note: The preview portion of the screen can be enlarged by clicking on any part of the preview. Right-clicking reverses this zooming operation.

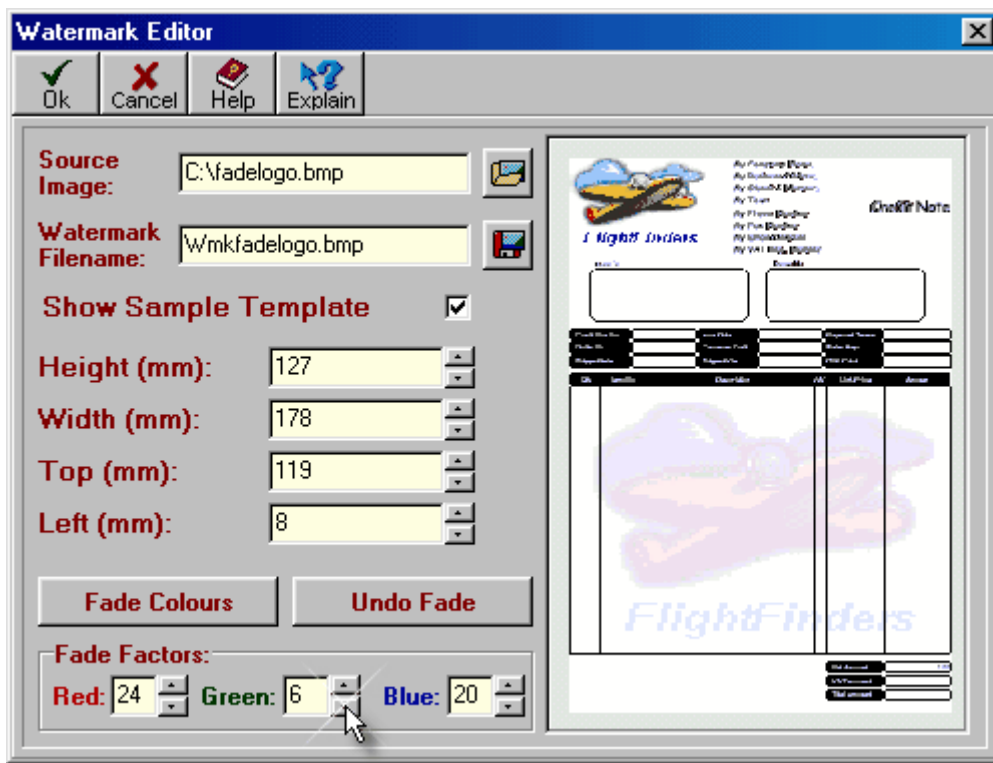
As document layouts are saved, they are specific to the company which is currently open. This allows unique invoices, etc. to be created for each company.

3.5.5.1.1. Watermark Editor

The **Watermark Editor** is a simple image manipulation tool which "fades" an image by increasing its brightness, and defines the size and position of the image on a document layout. Because this is a fairly simple function, it is only suitable for fading one image at a time.

This function is accessed by clicking the **W'mark** button on the Document Design screen which causes the screen shown on the following page to be displayed.

- The **Source Image** is initially determined by the logo file specified in the Document Design screen. The Open Picture button can be used to load any bitmap.
- The system uses the Source Image filename to suggest a name for the watermark file. This can be changed, as required. The Save Picture button is used to save the finished watermark image file.
- The sample template shown in the preview screen can be hidden while fading an image by unticking the **Show Sample Template** checkbox. This checkbox should be ticked when positioning or sizing the image.
- The **Height** field determines the height, in millimetres, to which the image will be stretched, or shrunk, on the template. The spinbutton to the right of the field increases/decreases this value.
- The **Width** field determines the width, in millimetres, to which the image will be stretched, or shrunk, on the template. The spinbutton to the right of the field increases/decreases this value.
- The **Top** field determines the position of the image on the template, in millimetres relative to the top margin which is shown in grey. The spinbutton to the right of the field increases/decreases this value.
- The **Left** field determines the position of the image on the template, in millimetres relative to the left margin which is shown in grey. The spinbutton to the right of the field increases/decreases this value.



Note: The watermark in this screen shot has already been faded.

- The **Fade Colours** button fades the image by brightening its colours. The rate of fading is controlled by the Fade Factors fields.
- The **Undo Fade** button reloads the original image and resets the colour palette.
- To increase/decrease the rate at which a specific colour is faded, adjust the **Fade Factor** by using the spinbutton.
- The preview on the right-hand side will give a reasonably good representation of the finished template.
- Clicking the **Ok** button confirms that the changes made should be applied to the template.
- The **Cancel** button cancels the watermark editing process.

If a logo file has been specified in the Document Design screen, it is assumed that this file will also be used to create the watermark file and a suggested filename is given for the watermark file when it is saved. This can be changed if the watermark is being generated from a different image.

To create the watermark file from the logo file:

1. Reduce the colour depth to the required level:
 - a) Repeatedly **click** the **Fade Colours** button until the desired effect is achieved. The three "spin-buttons" in the **Fade Factors** panel may be used to increase/decrease the rate at which any of the three primary colours are brightened. (All colours are combinations of these three primary colours). For some images it may take some experimentation to get the desired result.
 - b) To cancel the fade and return to the original colour depth, **click** the **Undo Fade** button.
 - c) The **Show Sample Template** checkbox can be used to hide or show the template outline as required.
2. Save the faded image by **clicking** the **Save Picture** button to the right of the **Watermark Filename** field. The filename may be changed if desired.

3. Adjust the position of the watermark image in the template by using the "spin-buttons" next to the **Top** and **Left** fields. All dimensions are in millimetres and are relative the document borders which are shown in grey in the preview panel.
4. If necessary, adjust the size of the watermark image by using the "spin-buttons" next to the **Height** and **Width** fields. This does not affect the actual size of the image, it simply stretches and shrinks it on the template.
5. **Click the Ok** button to save the watermark information to the template and return to the Document Design screen or click Cancel to leave the template unchanged. If you have made changes to the image, and have not saved the file, you will be prompted to do so before leaving this screen.

To create a watermark from any other file:

1. **Click** the **Open Picture** button to the right of the **Source Image** field, locate the file you want to use, and open it.
2. Repeat the procedure outlined above for fading, positioning, sizing, and saving.

Notes:

1. The source image must be a bitmap file (.bmp) and must be 256 colour, or less, in order to use the fade facility. The fading function will not work with more than 256 colours. However, an image can be manipulated with a third-party image editor and used "as is" if required.
2. Some combinations of colours may not fade very well. Using the **Undo Fade** button combined with changes in the **Fade Factors** while fading may be necessary.
3. As the watermark is stretched vertically, it goes "behind" the panels at the top and bottom of the screen. This is not apparent in the preview on this screen but can be seen in the preview in the Document Design screen.
4. While the examples given, of a logo at the top of the template with a larger faded logo in the body of the template, are obvious, more innovative combinations are possible. Anything can be put in the watermark and the following are possibilities:
 - Company slogan.
 - Product picture.
 - Accreditation symbols - ISO, Professional Bodies, Trade Organisations, etc.
 - Special Offer Banner.
 - Solid colour - stretched to fill the main panel.
 - "My kids are starving" graphic on statements!
 - etc.

The possibilities are endless. Use your imagination!

3.5.5.1.2. Dunning Messages

A dunning message is user defined text which is printed in the blank space below the detail lines on an invoice, statement, credit note, or quotation, as shown below. It is typically used to draw attention to conditions of sale, credit terms, or as a disclaimer. It can also be used to advise of special offers, or draw attention to other products or services which the business can supply, or to thank a customer for their business.

Please note that our credit terms are 30 days net.					
90 Days +		€490.19			
60 Days +		€0.00			
30 Days +		€0.00			
Current		€1,819.75			
Total Balance		€2,309.94			

Up to four separate dunning messages can be entered, one for each type of sales document. To access this function, select **Dunning Messages** from the **Utilities** sub-menu in the **Sales/Invoicing** menu. This will cause the following dialog to be displayed.

To use the Dunning Message function:

1. Select the document type from the **Document Type** dropdown list. If a message has previously been entered, it will be displayed in the text entry panel.
2. Type, or edit, the required text in the entry panel. As you type, the **Cancel** and **Save** buttons will be enabled, allowing you to cancel or save your changes. Any text that you type will word-wrap to fit an invoice, credit note, or quotation. For statements, the printable area is about 15 characters narrower and the message will not appear exactly as shown on this screen.

3. If you would like the text to print in colour, select the required colour by clicking the **Text Colour** button and choosing a colour from the palette.
4. Click the **Save** button to save the message, or the **Cancel** button to undo changes.
5. Repeat the above procedure for each document type and click the **Close** button to exit.

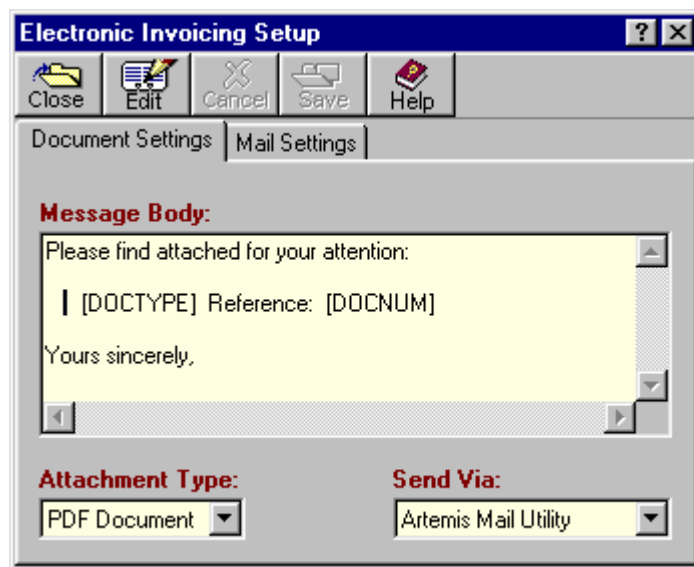
Notes:

- The number of lines which can be entered in this memo is, effectively, unlimited, but the system will only print as many as it can fit on the invoice. For example, if your average invoice has 12 lines, the system will only print the first 12 lines of the message. If the message is less than 12 lines, blank lines will be printed to "push" it down to the bottom of the invoice.
- If, for example, you have a 4-line message and you want it to print further up on the invoice, you can fool the system by adding blank lines to the end of your dunning message.
- The print preview screens do not accurately represent the position/size of the dunning message unless they are being displayed at, or near to, 100% magnification.

3.5.5.2. Electronic Invoicing Setup

If you have entered email addresses for your customers, you have the option of sending quotations, invoices, credit notes and statements by email. Before doing this, you must set up some basic parameters to specify your email settings and the manner in which these documents are to be transmitted.

To do this, select **Electronic Invoicing** from the **Utilities** sub-menu in the **Sales/Invoicing** menu. This will cause the following screen to be displayed.



This is a two-page dialog. The second page is detailed later in this topic.

- The text entered in the **Message Body** memo is used to create a covering email to which the invoice is attached. [DOCTYPE] is replaced by "invoice", "Statement", etc. [DOCNUM] is replaced by the document number or the statement ending date.

- The **Attachment Type** field is used to specify the file format of the attached invoice, statement, etc. PDF is recommended.
- The **Send Via** field allows a message to be sent directly from Artemis, or through whatever email application you normally use.

Specifying the Document Settings.

When an invoice is sent to a customer, it is attached to a covering email. The text contained in the covering email, and the file format of the attachment must be specified. In addition, the method used to send the email is also specified on this page.

1. Click the **Edit** button to change the settings.
2. Enter the text that you want to appear in the covering email in the **Message Body** panel. The type of document being sent is represented by the variable [DOCTYPE]. This acts as a "placeholder" for the actual text that will be included and will be replaced by "Invoice", "Statement", "Credit Note", or "Quotation" when the email is generated. The [DOCNUM] variable will be replaced by the invoice, credit note, or quotation number, or in the case of statements, it will be replaced by the ending date of the statement.
3. Select the file format of the attached document from the dropdown list in the **Attachment Type** field. The choices are:
 - PDF File - Adobe Acrobat document
 - Plain Text File - Simple text file with no graphic elements.
 - TIFF Image - Graphic file (can be multi-page)
 - JPEG Image - Graphic file (single page)

The recommended attachment format is PDF. This produces an accurate representation of the document and results in a fairly small file size (10-30k). The TIFF format can result in much larger file sizes (60k+) and the JPEG format, in addition to being very large (120k+) is not suitable for multi-page output. The Plain Text format is very basic and does not present a professional image but the file size is tiny (1-3k).

4. Select the mail client that should be used to transmit the email from the dropdown list in the **Send Via** field. You can choose to send the email directly from Artemis, or through your normal email client (e.g. MS Outlook Express).
5. Click the **Save** button to apply these settings, or proceed to the second page of the dialog to enter your email settings.

Specifying the Mail Settings.

In order to send an email directly from Artemis, you need to specify the server that is to be used and, in most cases, an email account and password on the server must be specified. This information is entered on the second page of the **Electronic Invoicing Setup** screen, as shown on the opposite page.

- The mail server must be specified in the Outgoing Mail Server field.
- The server port must be specified in the Port field, but the default is normally okay.
- To prevent mail abuse (Spam) many ISPs require a login before sending mail. This should be selected in the Type field.
- If a login is required by the ISP to send mail, the account name must be specified in the Account field and your password must be entered in the Password field.
- You may request confirmation that the email has been read by the recipient by setting the Read Receipt? checkbox.
- The return address for the sender must be specified in the Your Email Address field.

Remember: This page of the screen is only used if you decide to send emails directly from Artemis.

The screenshot shows a Windows-style dialog box titled "Electronic Invoicing Setup". It has a standard toolbar with "Close", "Edit", "Cancel", "Save", and "Help" buttons. Below the toolbar are two tabs: "Document Settings" and "Mail Settings", with "Mail Settings" being the active tab. The "Mail Settings" section contains several fields and a checkbox:

- Outgoing Mail Server (SMTP):** A text field containing "mail.yourserver.com".
- Port:** A text field containing "25".
- Type:** A dropdown menu currently showing "Simple Login".
- Account:** A text field containing "youraccount".
- Password:** A text field containing "yourpassword".
- Read Receipt?** A checkbox that is checked.
- Your Email Address:** A text field containing "youremail@yourserver.com".

1. If the screen is not already in edit mode, click the **Edit** button to begin.
2. Enter the name of your mail server in the **Outgoing Mail Server (SMTP)** field. This can be found in the account properties of your regular email client application and usually starts with "smtp" or "mail".
3. The **Port** setting of 25 is pretty standard for sending emails, but this can be verified by looking at the port settings in your regular email client application.
4. Many Internet Service Providers (ISPs) require that you login to an account before sending mail. If this is the case with your ISP, change the **Type** field from "None" to "Simple Login".
5. If the login type is "Simple Login" the account name must be entered in the **Account** field and the password for the account must be entered in the **Password** field.
6. You may request notification that the recipient has read the email by checking the **Read Receipt?** checkbox.
7. The email address which will appear as the sender should be entered in the **Your Email Address** field.
8. Click the **Save** button to apply the settings.

Note: If you choose to send emails through an external email client, such as MS Outlook Express, the settings on this page are ignored. Instead, the default settings from your email client will be used.

Additional Information:

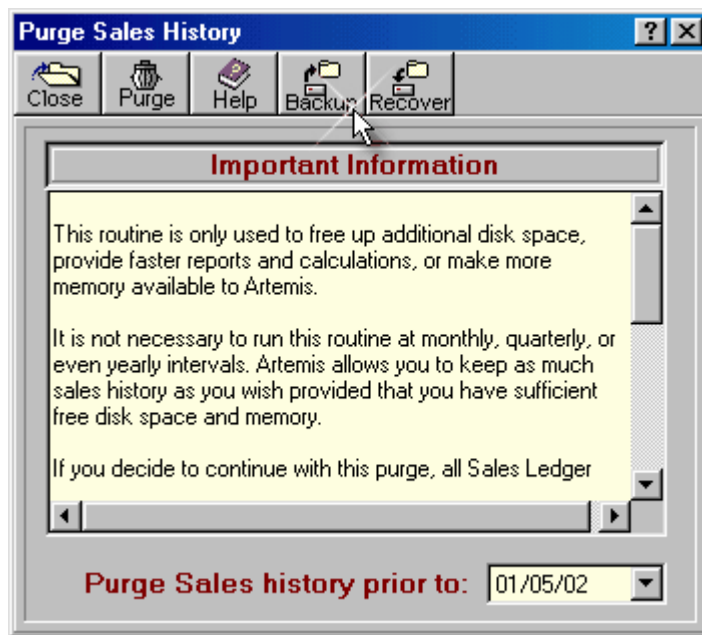
- When you first send an email to a customer, a new folder, titled "Mail" is created in your application directory. This contains a "Sent" folder and an "OutBox" folder.
- When invoices, etc. are sent to customers using your normal email client application, they are copied to the Outbox in the mail application and a copy is also placed in the Sent folder in your application directory.

- When an email is sent directly from Artemis to the customer, it is placed in the Sent folder in the application directory if the transmission was successful. If the transmission fails, the message is placed in the OutBox folder in the application directory.
- Any messages which fail to transmit, and are placed in the OutBox folder may be resent by double-clicking on the file. This will launch your normal email client, from which you can try to send the message again. Remember to delete the message from the Artemis OutBox folder after you resend it.

3.5.5.3. Purge Sales History

This function should only be used if the responsiveness of the system needs to be improved, disk space is running low, or lookups are showing an undesirable amount of history. The purpose of this function is to delete historical data, thus freeing up disk space and improving response times for some functions. As the balance on each customer account is dynamically calculated when reports are run, the balances need to be updated if transactions are deleted. This function calculates the net result of the transactions which are to be deleted and changes the opening balances of the appropriate customer accounts to a new value.

To access this function, select **Purge Sales History** from the **Utilities** sub-menu in the **Sales/Invoicing** menu. This will cause the following screen to be displayed.



- The message on this screen reinforces the point that this purge will reduce the amount of history available and should only be used if necessary to improve system performance.
- The date field can be used to control the extent of the purge operation. Only transactions prior to this date will be considered.

Note: This purge operation can only be reversed if the selected files are backed up prior to confirming the purge. To reverse the purge, the Recover button should be clicked immediately after the purge has completed.

To proceed with the purge operation:

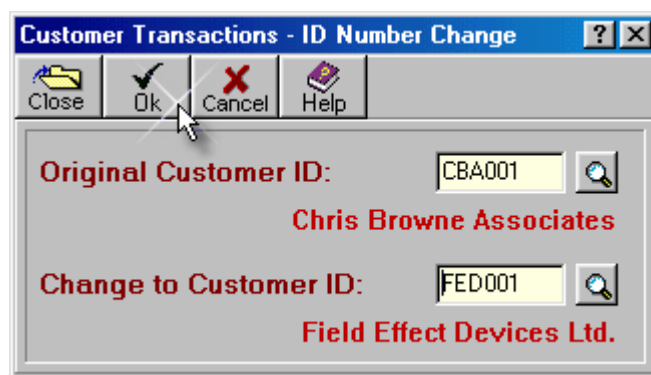
1. If you wish to make a backup before purging the history (highly recommended) click the **Backup** button.
2. Enter the date up to which you wish purge the transaction history in the Purge Sales history prior to: field or click the calendar button to select a date.
3. Click the **Ok** button to confirm the purge operation. To exit without purging click the **Cancel** button.

The system will then check to ensure that all transactions prior to the date specified have been posted. Before purging the sales history, the Sales Ledger must be posted to the Nominal Ledger. Otherwise the financial statements would be incorrect. If any unposted transactions prior to the specified date are found, an error message will be displayed and the purge will be cancelled. Otherwise, the customer accounts will be updated and the selected transactions will be deleted. To exit this screen click the **Cancel** button.

3.5.5.4. Redirect Customer Transactions

This function "re-routes" all transactions for a specific customer to another customer account number. In effect, all references to a specified customer account in the Sales Ledger are replaced by a new Customer ID number. This may be necessary if a customer was accidentally given two discrete Customer ID Codes and transactions are divided between two accounts for the same customer. This function may also be used if it is decided to give a specific customer a more meaningful Customer ID Code.

To access this function, select **Re-direct Customer Transactions** from the **Utilities** sub-menu in the **Sales/Invoicing** menu. This will cause the following screen to be displayed.



- The **Original Customer ID** field is used to enter the account from which transactions are to be "removed".
- The **Change to Customer ID** field is used to enter the account into which transactions are to be "placed".
- Click the **Ok** button to process the changes or the **Cancel** button to cancel redirection of transactions.

Note: This operation should be used with caution. It is recommended that a new customer account be created to which the transactions are initially re-directed. When the results are examined, and found to be satisfactory, the transactions can then be re-directed from this new account to the intended destination account.

To proceed with the re-direct operation:

1. Enter the ID code of the customer account from which transactions are to be "removed" in the **Original Customer ID:** field and press **<Tab>**. The lookup button may be used to select a customer if required.
2. Enter the ID code of the customer account in which the transactions are to be "placed" in the **Change to Customer ID:** field and press **<Tab>**. The lookup button may be used to select a customer if required.
3. Click the **Ok** button, or click the **Cancel** button to abort the change.

3.5.6. Miscellaneous Functions

3.5.6.1. Customer Add

Whenever a transaction is being entered in the Sales module and the Customer ID Code is not recognised, the option of adding a customer "on the fly" is offered. If you choose to add the new customer, the following screen is displayed to allow the customer record to be created.

For an explanation of the fields on this screen, see the Customer Account Details in Section 3.5.3.1.

Add Customer Record

Close Save Cancel Help

Customer ID Code: CBA020

Customer Type: ☒ Business ☐ Personal

Contact Name: Title First Name First Name

Company:

Address: Invoice To: Deliver To:

Post Code:

Phone: **Fax:**

Email:

Currency: TTD **Credit Limit:** 0.00

Beginning Balance: 0.00 **Due Days:** 30

Comments:

The record cannot be saved until either, a company name is entered for business customers, or contact details are entered for personal customers. When either of these is completed clicking the **Save** button causes the record to be added, and control returns to the transaction in progress.

Clicking the **Cancel** button causes the screen to be closed without saving the record.

Partial records can be entered and completed at a later time using the Customer Inquiry/Maintenance function.

3.5.6.2. Label Template Selection

Over 140 label templates are pre-programmed into Artemis Accounts. Templates can be chosen for a wide selection of sheet-fed formats and continuous rolls of labels. The initial grouping is by Dot Matrix (continuous) or by Laser/Inkjet (sheet-fed). Within these groups, the forms are divided into Standard, A4 and A5, International (UK), and International (France).

Label templates allow many different sizes of label to be printed, which gives the user the ability to produce mailing/shipping labels for a wide variety of tasks.

The Label Templates screen, which is accessed from the **Supplier Address Labels** and **Customer Address Labels** reports, is shown below.

- The **Printer Information** panel enables the selection of a basic label type. Laser & Inkjet labels are sheet-fed, whereas Dot Matrix labels are typically on continuous stationery or rolls. However, apart from the difficulty of physically feeding label stock into the printer and the physical characteristics of the labels, there is no restriction on the type of printer used to print any label. The **Paper Tray** field is not used this version of Artemis Accounts.
- The **Products** panel allows the selection of a category of labels which are then listed for selection, i.e. Standard, International, A4/A5, etc., can be selected using this control. The listing in this panel shows the Avery products supported for the selected printer type and label category.
- The **Label Information** panel shows the actual size of the currently selected label and sheet size.
- The preview, on the right-hand side shows the layout of the labels on the sheet or roll for the currently selected label type.
- Clicking the **Ok** button causes the displayed label template to be set as the default type.

When a template is selected, and confirmed, by **clicking** the **Ok** button, this becomes the default template for label printing within that module of the system. Separate templates can be selected and set as the default for the Customer Address Label function and the Supplier Address Label function.

When no template is selected, the system prints two columns, each containing seven labels, on an A4 page. This is similar to most Avery labels with a part number ending with "63", as shown on the previous page.

3.6. Bank & Cashbook Module

3.6.1. Bank & Cashbook Overview

In common with VAT returns, managing the movement of funds into, and out of, cash and bank accounts is one of the more time-consuming and tedious tasks that is associated with paper-based accounting systems. However, it is also one of the most critical aspects of managing a business because the most common cause of business failure is poor management of cashflow.

Computer based systems can reduce much of the time and effort involved in managing this aspect of the business. However, while they can contribute to better management of cashflow by making information available more quickly and easily, the onus is on you to use this information to manage your business more effectively.

The Bank & Cashbook module of Artemis Accounts provides a range of functions and reports to assist in the management of bank and cash accounts. Both types of account can be maintained in any currency of your choice and the system will automatically handle the currency conversion. As you pay for purchased items and services, and receive payment from customers, the relevant bank, or cash, account will be updated to reflect the movement of funds. In addition, you may import relevant transactions from HRPay to get a complete view of your cash and bank position.

Within this module, you can enter transactions which don't "fit" into the normal purchasing cycle, such as payments to the Revenue authorities, and also make small purchases that do not merit the entry of an invoice. Transfers between the various accounts can also be recorded, such as lodgements, withdrawals, and inter-account transfers.

Starting Up.

When you run Artemis Accounts, or open an existing company, the system will look for the bank and cashbook files. If these are not found, they will be created automatically. When you create a new company, these files are created as part of the new database.

The newly created files contain two standard cash accounts but do not contain any bank accounts. Before processing any payments in the Purchases or Sales modules, you must configure the accounts to ensure that there is a "linkage" between the Bank & Cashbook module and the Nominal, Purchases, and Sales/Invoicing modules.

At a minimum, you must:

- ✓ Set up one bank account and ensure that it is associated with the correct Nominal Ledger account. The currency in which the account is maintained should also be specified and, if there is an existing account balance, this should be entered. For more information on how to do this, see Section 3.6.7.1.
- ✓ Edit the record for the main cash account - called "Cash Acctn" - to associate it with the correct Nominal Ledger account, specify the currency, and enter any beginning balance. For more information on how to do this, see Section 3.6.8.1.
- ✓ Edit the record for the small purchases cash account - called "Petty Cash" - to associate it with the correct Nominal Ledger account, specify the currency, and enter any beginning balance. For more information on how to do this, Section 3.6.8.1.

These are the essential steps to ensure complete integration. You may add as many bank and cash accounts as you wish.

If you make payments to suppliers using credit cards, a bank account can be set up for each card by using the name of the card as the account code, i.e. VISA, MASTERCARD, DINERS, etc. When a payment is made in the Purchases module using a credit card, the system looks for a bank account of the same name and, if found, the payment is shown in that account in the Bank Account History screen. If no credit card account is found, the payment is listed in the main bank account.

Purchases and Sales Payments Rules.

When handling payments made and received through the Purchases and Sales modules, the following logic is used:

Purchase Payments:

1. If the payment is to cover a single invoice and is not split between different payment types, a single entry is made in the appropriate bank or cash account showing the invoice to which the entry refers.
2. If the payment is to cover a single invoice and is split between different payment types, an entry is made in each of the accounts that are associated with the payment, i.e. cash portion to cash account, bank portion to bank account, etc. The invoice is shown as part of the entry in each account.
3. If the payment covers multiple invoices and is not split between different payment types, an entry is made for each invoice in the appropriate bank or cash account, i.e. one payment will result in multiple cashbook entries, each referring to a separate invoice.
4. If the payment is to cover multiple invoices and is split between different payment types, one entry is made in each of the accounts that are associated with the payment with the description "Payment Made on Account". The individual invoices that are covered by the payment are not detailed but the supplier code is referenced. (See note below)
5. Payments that are made using a credit card are entered in the primary bank account if a matching bank account for the credit card has not been set up.
6. If a split payment includes a cheque amount and a transfer amount, the two are combined as one entry in the bank account.

Sales Payments:

1. If the payment is to cover a single invoice and is not split between different payment types, a single entry is made in the appropriate bank or cash account showing the invoice to which the entry refers.
2. If the payment is to cover a single invoice and is split between different payment types, an entry is made in each of the accounts that are associated with the payment, i.e. cash portion to cash account, bank portion to bank account, etc. The invoice is shown as part of the entry in each account.
3. If the payment covers multiple invoices and is not split between different payment types, an entry is made for each invoice in the appropriate bank or cash account, i.e. one payment will result in multiple cashbook entries, each referring to a separate invoice.
4. If the payment is to cover multiple invoices and is split between different payment types, one entry is made in each of the accounts that are associated with the payment with the description "Payment Recd on Account". The individual invoices that are covered by the payment are not detailed but the customer code is referenced. (See note below)

5. Payments that are received using a credit card are entered in the primary bank account, as though they were bank transfers.
6. Payments that are received by cheque are treated as cash.
7. If a split payment includes a cheque amount and a cash amount, the two are combined as one entry in the cash account.

If this all seems very confusing, the best way of becoming familiar with how payments are carried across to the cash and bank accounts is to experiment. Until such time as you post the ledgers, any payments can be edited, or deleted and re-entered, and the bank and cash accounts will reflect any changes you make.

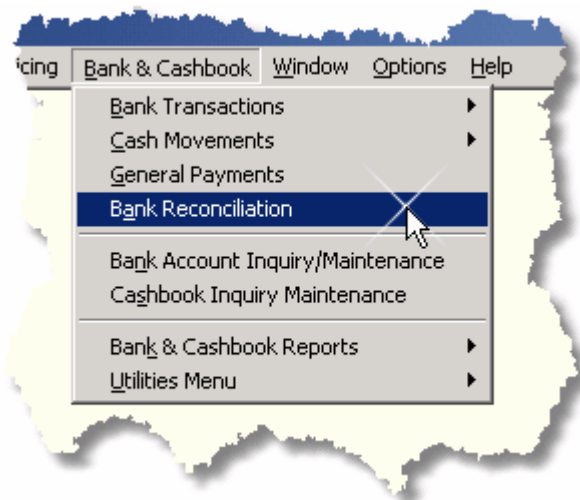
Notes: If you edit a single type of payment that covers multiple invoices in the Purchases or Sales modules, the detailed breakdown of the payment against each invoice in the cashbook is lost. It is best to delete and re-enter this type of payment if you want to see the details of the payment for each invoice in the cashbook.

When using the Supplier Payments and Customer Payments functions to enter a payment that covers more than one invoice, it is recommended that the payment should not be split between cash, cheques etc. This is because the system cannot know which invoices were covered by the cash portion and which invoices were covered by the non-cash portion of the payment and consequently, the Purchase and Sales Ledgers will not show this detail.

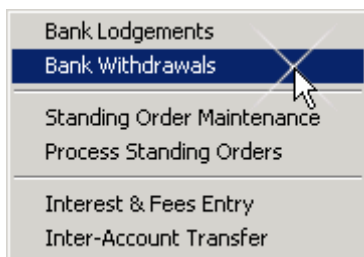
3.6.2. Bank & Cashbook Menu

The Bank & Cashbook module provides the functionality needed to manage cash accounts and bank accounts, enter financial transactions, make payments for small purchases and for liabilities such as VAT, and reconcile bank statements. It also allows transactions to be entered to reflect movements of cash into and out of bank and cash accounts. There are 24 functions and reports contained within the Sales/Invoicing module. Of these, 14 are functions, while 10 are reports.

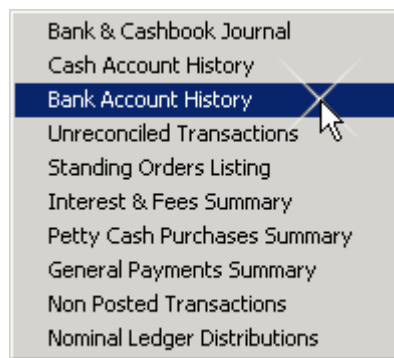
The Bank & Cashbook menu contains the following entries.



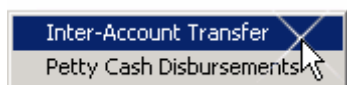
The first two entries, and the last two entries, in this menu open sub-menus, as shown below. The remaining entries take you directly to the indicated function.



Bank Transactions Menu



Bank & Cashbook Reports Menu



Cash Movements Menu



Utilities Menu

3.6.3. Bank Transactions

3.6.3.1. Bank Lodgements

As you sell products and services to customers, you will inevitably receive payments by cheque, bank transfer, and possibly credit card, in addition to cash payments. Payments which are made directly to your bank are automatically recognised by the system and copied to the Bank & Cashbook module. Payments which are received in cash and cheques remain part of your on-hand cash balance until they are lodged to the bank or paid out to suppliers and employees.

The Bank Lodgements function allows you to view the payments which have been made through the Sales module and to enter, edit, and delete lodgements directly in the Bank & Cashbook module. Note that you cannot directly edit or delete a lodgement which was generated outside the Bank & Cashbook module.

To view, add, delete, or modify a bank lodgement, select the **Bank Lodgements** function, from the **Bank Transactions** sub-menu in the **Bank & Cashbook** menu, or click on the **Lodge** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

Bank Lodgements

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Date: 30/09/2003 **Bank A/c No.:** 37262204 **Reference:** 198203

Interim Trading Account

Narrative: Weekly Lodgement - Sep Wk4 **Display Currency:** ☒ Account ☐ Home ☐ Euro

Cash Amount: €2,134.78

Cheques Amount: €375.99 **No. of Cheques:** 2

Total: €2,510.77

Sorted by Date Origin: Cash & Bank Module **Reconciled** ☐ **Posted** ☐

- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- The **Bank A/c No.** field shows the 8 digit account number of the bank account that is affected by this lodgement.
- A 10 character reference can be entered in the **Reference** field to identify the transaction when reconciling the account.
- The **Narrative** field contains the description that is shown in inquiries and reports.
- When viewing bank transactions, the **Display Currency** can be that in which the account is maintained, or the Home or Euro currency.
- The cash portion of a lodgement, as entered in the **Cash Amount** field is the only amount that can be regarded as available on the day of lodgement.
- When a lodgement contains cheques, this portion of the lodgement, as entered in the **Cheques Amount** field, is not available until the cheques have cleared. This may take a number of days.

- The **No. of Cheques** field is used to record the number, i.e. quantity, of cheques in the lodgement.
- The **Total** field is calculated by the system from the sum of the cash amount and the cheques amount.
- The **Origin**: text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Reconciled** checkbox indicates whether this transaction has been reconciled with a bank statement.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Editing a Lodgement Transaction.

To add a bank lodgement to the bank accounts history, or to edit a lodgement which was added in the Bank & Cashbook module:

1. Click the **Add** button to add a new lodgement, or the **Edit** button to modify an existing lodgement.
2. Enter the lodgement date in the **Date** field and press **<Tab>**.
3. Enter the number of the bank account to which the lodgment applies in the **Bank A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
4. Enter a 10-character reference in the **Reference** field and press **<Tab>**. Typically the reference would be the sequence number from the lodgement book.
5. To further identify this lodgement in reports and inquiries, a description of up to 30 characters should be entered in the **Narrative** field, followed by **<Tab>** to move to the next field.
6. As cheques can take a number of days to clear, the lodgement can be divided into a cash portion and a cheques portion. Enter the cash amount in the **Cash Amount** field and press **<Tab>**.
7. If the lodgement includes cheques, enter the total value of the cheques in the **Cheques Amount** field and press **<Tab>**. The number of cheques being lodged can be entered in the **No.of Cheques** field for information purposes.
8. Click the **Save** button to confirm the lodgement, or the **Cancel** button to return to inquiry mode.

Note: Lodgement transactions which are created in the Bank & Cashbook module decrease the main cash account (*Cash Accnt*) balance. If the bank account is maintained in a different currency from the main cash account, the lodgement amount is converted before being deducted from the cash account.

Deleting a Lodgement Transaction

A lodgement can only be deleted if it is not marked as posted. All transactions which were generated in another module are automatically marked as posted, although this may not actually be the case. Transactions generated within the Bank & Cashbook module remain unposted until they are explicitly posted in the Nominal module and can be deleted by clicking the **Delete** button.

3.6.3.2. Bank Withdrawals

As you purchase products and services for your business, you will generally pay for them by cash, cheque, bank transfer, and possibly credit card. Payments which you make by bank transfer or cheque are automatically recognised by the system and copied to the Bank & Cashbook module. Payments by credit card can also be automatically copied to the Bank & Cashbook module if you have setup a credit card account in the Bank Account Maintenance screen.

The Bank Withdrawals function allows you to view the payments which have been made through the Purchases module and to enter, edit, and delete withdrawals directly in the Bank & Cashbook module. Note that you cannot directly edit or delete a withdrawal which was generated outside the Bank & Cashbook module.

To view, add, delete, or modify a bank withdrawal, select the **Bank Withdrawals** function, from the **Bank Transactions** sub-menu in the **Bank & Cashbook** menu, or click on the **Withdraw** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

The screenshot shows the 'Bank Withdrawals' window. At the top is a toolbar with icons for Close, First, Prior, Next, Last, Add, Edit, Delete, Cancel, Save, Help, and Explain. Below the toolbar are several input fields: 'Date' with a dropdown menu showing '30/09/2003', 'Bank A/c No.' with a text box containing '37262204' and a lookup icon, 'Reference' with a text box containing 'Expenses', 'Narrative' with a text box containing 'Advance on expenses - London', 'Display Currency' with three radio buttons for 'Account', 'Home', and 'Euro', 'Total Amount' with a text box containing '€400.00', and two checkboxes for 'Reconciled' and 'Posted'. At the bottom, there is a label 'Sorted by Date' and 'Origin: Cash & Bank Module'.

- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- The **Bank A/c No.** field shows the 8 digit account number of the bank account that is affected by this withdrawal.
- A 10 character reference can be entered in the **Reference** field to identify the transaction when reconciling the account.
- The **Narrative** field contains the description that is shown in inquiries and reports.
- When viewing bank transactions, the **Display Currency** can be that in which the account is maintained, or the Home or Euro currency.
- The **Total Amount** field is used to enter the amount that is to be withdrawn in the account currency.
- The **Origin**: text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Reconciled** checkbox indicates whether this transaction has been reconciled with a bank statement.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Editing a Withdrawal Transaction.

To enter a bank withdrawal to the bank accounts history, or to edit a withdrawal which was entered in the Bank & Cashbook module:

1. Click the **Add** button to add a new withdrawal transaction, or the **Edit** button to modify an existing transaction.
2. Enter the withdrawal date in the **Date** field and press **<Tab>**.
3. Enter the number of the bank account to which the withdrawal applies in the **Bank A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.

4. Enter a 10-character reference in the **Reference** field and press **<Tab>**. Note that a withdrawal could be effected by writing a cheque and, in this case, the reference would be the cheque number.
5. To further identify this withdrawal in reports and inquiries, a description of up to 30 characters should be entered in the **Narrative** field, followed by **<Tab>** to move to the next field.
6. The amount of the withdrawal must be entered in the **Total Amount** field to complete the entry.
7. Click the **Save** button to confirm the withdrawal, or the **Cancel** button to return to inquiry mode.

Note: Withdrawal transactions which are created in the Bank & Cashbook module increase the main cash account (*Cash Acctt*) balance. If the bank account is maintained in a different currency from the main cash account, the withdrawn amount is converted before being added to the cash account.

Deleting a Withdrawal Transaction.

A withdrawal transaction can only be deleted if it is not marked as posted. All transactions which were generated in another module are automatically marked as posted, although this may not actually be the case. Transactions generated within the Bank & Cashbook module remain unposted until they are explicitly posted in the Nominal module and can be deleted by clicking the **Delete** button.

3.6.3.3. Standing Order Maintenance

A common transaction in any bank account is the standing order or direct debit. In general, these will be set up to pay for some business expense and are handled by the Recurring Purchase Invoice feature of the Standard and Plus+ versions of Artemis Accounts II. However, where it is not necessary to generate individual invoices to cover these recurring payments, or for users of the Light version, the Bank & Cashbook module provides an alternative.

The Standing Order Maintenance function allows you to create, edit, and delete a recurring payment from your bank which will be charged directly to a Nominal account when the Bank & Cashbook module is posted. It is only intended for simple transfers which affect one Nominal account at a time.

To view, add, delete, or modify a standing order, select the **Standing Order Maintenance** function, from the **Bank Transactions** sub-menu in the **Bank & Cashbook** menu. This will cause the screen shown on the following page to be displayed. The fields on this screen are as follows:

- The **Frequency** field is used to indicate how often the standing order becomes payable.
- A 10 character reference can be entered in the **Reference** field. This will be shown on each 'copy' of the transaction when it is processed.
- The **Start Date** field is used to enter the first date that the standing order becomes payable. This field is automatically updated when the standing order is processed to show the next payment due date.
- The **Bank A/c No.** field shows the 8 digit account number of the bank account that is affected by this transaction.
- The **Narrative** field contains the description that is shown in inquiries and reports.
- The **Nominal Account** field is used to enter the Nominal account to which the payment will be charged. This will usually be an expense account.
- The **Total Amount** field is used to enter the amount that is to be paid out in the account currency.
- When viewing bank transactions, the **Display Currency** can be that in which the account is maintained, or the Home or Euro currency.

Standing Order Maintenance

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Frequency: Monthly Reference: AX/31946 Display Currency: ☒ Account ☐ Home ☐ Euro

Start Date: 08/09/2003 Bank A/c No.: 37262204 Interim Trading Account

Narrative: Lease Payment - N/C Drill

Nominal Account: 700400 Lease Expenses

Total Amount: €493.46

Adding or Changing a Standing Order.

To create a new standing order, or change the details of an existing standing order:

1. Click the **Add** button to create a new standing order, or the **Edit** button to modify an existing standing order.
2. Select the frequency at which this standing order should be processed from the dropdown list in the **Frequency** field and press **<Tab>**.
3. If a reference has been supplied by the recipient of the standing order, this should be entered in the **Reference** field. Otherwise, enter your own 10-character reference in the this field and press **<Tab>**.
4. Enter the first date at which the payment should be made in the **Start Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
5. Enter the number of the bank account from which the order should be paid out in the **Bank A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
6. To further identify the standing order in reports and inquiries, a description of up to 30 characters should be entered in the **Narrative** field, followed by **<Tab>** to move to the next field.
7. Most standing orders reflect some kind of business expense and will be charged to a Nominal expense account. However, it is possible that it could be a repayment of a loan and therefore would affect a Nominal liability account. The Nominal account that is affected when the standing order is processed must be entered in the **Nominal Account** field, followed by **<Tab>** to move to the next field.
8. The amount to be paid must be entered in the **Total Amount** field to complete the entry.
9. Click the **Save** button to confirm the creation/modification of the standing order, or the **Cancel** button to return to inquiry mode.

Note that standing orders are not automatically applied to the relevant bank account. You have to tell the system to process the standing orders by using the Process Standing Orders function.

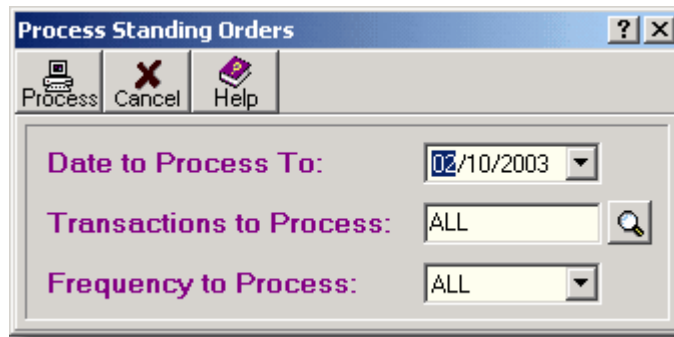
Deleting a Standing Order.

A standing order can be deleted at any time, provided it has not been posted, by clicking the **Delete** button.

3.6.3.4. Process Standing Orders

The creation of a standing order does not automatically mean that a transaction will be created in the bank account at the appropriate time. In order for this to happen, the system must be told to process the standing order(s). However, unlike the majority of accounting systems, Artemis Accounts does not require that each entry is individually processed and confirmed. Instead, the system processes all standing orders, or those with a specific frequency, as a batch, when told to do so by the user.

This function is used to trigger the processing of standing orders and create a transaction in the appropriate bank account. To access this function, select **Process Standing Orders** from the **Bank Transactions** sub-menu in the **Bank & Cashbook** menu. This will cause the following screen to be displayed.



- Only standing orders which are due for payment up to the **Date to Process To:** date will be processed.
- A specific standing order can be selected for processing by specifying its reference in the **Transactions to Process:** field. The lookup button can be used to select a reference.
- Processing can be limited to only those standing orders which are due at a specific interval by selecting the frequency in the **Frequency to Process:** field.

Processing a standing order causes a copy of the transaction to be created in the bank account. The master copy of the transaction, in the standing orders file, is then updated to prevent it from being re-processed in the same period. This is a feature which is unique to Artemis Accounts - other accounting systems allow repeat transactions to be accidentally processed more than once. The advantage of this approach is that you can process standing orders as often as you wish. Each record will only be processed once in the specified timeframe for that standing order.

To process standing orders, perform the following steps:

1. Enter the period ending date in the **Date to Process To:** field and press **<Tab>**. The required date may be selected by clicking the pulldown button and choosing a date. The date which is displayed in this field may also be changed by pressing either the down-arrow or up-arrow in each of the three date sections.
2. If you want to process a specific standing order, enter the reference number in the **Transactions To Process:** field and press **<Tab>**. Otherwise, simply press **<Tab>** to select all eligible entries. The reference number of a specific standing order can be retrieved by clicking the lookup button to the right of this field.
3. Enter **W**, **M**, **Q**, **H**, or **Y** in the **Frequency to Process:** field, if you wish to process standing orders of a specific interval. Otherwise, just press **<Tab>** to select all eligible entries. The required frequency can also be selected from a drop-down list which is shown when the down-arrow is clicked.
4. Click the **Process** button to begin processing. To cancel this operation, click the **Cancel** button.

The system will then cycle through the records and will provide a status message showing how many standing orders were created in the appropriate bank accounts.

3.6.3.5. Interest & Fees Entry

While most of the withdrawals from a bank account are as a result of specific actions taken by you, the banks also make withdrawals to cover account maintenance fees and interest on any borrowings. In the case of deposit accounts the bank will make lodgements to cover the interest earned on savings. These transactions are entered in a separate screen so that they can summarised and reported on as a group.

This function is also used to capture any losses or gains made as a result of foreign currency payments where the exchange rate that was used at the time of payment is different from that which was applied by the bank.

The Bank Interest & Fees Entry function allows you to view the interest and fees, and exchange losses/gains, that have been charged to each account and to enter, edit, and delete interest and fees transactions and currency exchange losses/gains transactions.

To view, add, delete, or modify an interest and fees entry, select the **Interest & Fees Entry** function, from the **Bank Transactions** sub-menu in the **Bank & Cashbook** menu. This will cause the following screen to be displayed.

Bank Interest & Fees Entry

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Date: 02/10/2003 **Bank A/c No.:** 37262204 **Reference:** Sep 03

Interim Trading Account

Narrative: Interest Charged **Display Currency:** ☒ Account ☐ Home ☐ Euro

Expense Account: 700300 Interest Expenses

Total Amount: €27.55

Sorted by Date Origin: Cash & Bank Module **Reconciled** ☐ **Posted** ☐

- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- The **Bank A/c No.** field shows the 8 digit account number of the bank account to which fees or interest are being charged.
- A 10 character reference can be entered in the **Reference** field to identify the transaction when reconciling the account.
- The **Narrative** field contains the description that is shown in inquiries and reports.
- The description of the transaction which is chosen from the dropdown list attached to the **Narrative** field determines how the entry is treated

1. **Account Fees** - treated as expense.
2. **Interest Charged** - treated as expense.
3. **Fees & Interest Charged** - treated as expense.
4. **Interest Earned** - treated as income.
5. **Currency Exchange Loss** - treated as expense.
6. **Currency Exchange Gain** - treated as income.

The nominal account chosen in the following field must be an expense account for descriptions 1-3 and 5. The account must be an income account for descriptions 4 and 6.

- The nominal account may be an income account or an expense account depending on the type of transaction that is being entered. The field label indicates the expected account type.
- The **Total Amount** field is used to enter the total amount of expense or income (for interest earned or exchange gains).
- When viewing bank transactions, the **Display Currency** can be that in which the account is maintained, or the Home or Euro currency.
- The **Origin**: text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Reconciled** checkbox indicates whether this transaction has been reconciled with a bank statement.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Changing an Interest & Fees Transaction.

To create a new interest and fees entry, or change the details of an existing entry:

1. Click the **Add** button to create a new transaction, or the **Edit** button to modify an existing transaction.
2. Enter the date of the transaction in the **Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. Enter the number of the appropriate bank account in the **Bank A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
4. If a reference has been supplied by the bank, this should be entered in the **Reference** field. Otherwise, enter your own 10-character reference in this field and press **<Tab>**.
5. The **Narrative** field offers a choice of six descriptions, one of which must be selected:
 - **Account Fees** - treated as an expense.
 - **Interest Charged** - treated as an expense
 - **Fees & Interest Charged** - treated as an expense.
 - **Interest Earned** - treated as income.
 - **Currency Exchange Loss** - treated as an expense.
 - **Currency Exchange Gain** - treated as income.

If the description chosen suggests that the transaction represents income, the title of the following field will be shown as **Income Account**. If the description chosen suggests that the transaction represents an expense, the title of the following field will be shown as **Expense Account**.

6. The Nominal account that affected by the expense or gain, must be entered in the **Nominal Account** field, followed by **<Tab>** to move to the next field. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
7. The amount paid out, or received, must be entered in the **Total Amount** field to complete the entry.
8. Click the **Save** button to confirm the creation/modification of the transaction, or the **Cancel** button to return to inquiry mode.

Deleting an Interest & Fees Transaction.

An interest & fees transaction can be deleted at any time, provided that it has not been posted, by clicking the **Delete** button.

3.6.3.6. Bank Inter-Account Transfer

There are many reasons for a business to have multiple bank accounts. One account may be used for trading, while payroll may be paid from a separate account. It is also a fairly common practice in business to have a bank deposit account in addition to a current account so that interest can be earned on positive cash balances. For businesses that have significant purchases or sales in a foreign currency, it is possible that a bank account would be maintained in that currency to receive and make payments.

When a business has more than one bank account, there is a strong probability that funds will be transferred between accounts and the Bank Inter-Account Transfer function is used to reflect these transfers.

To view, add, delete, or modify a bank account transfer, select the **Inter-Account Transfer** function, from the **Bank Transactions** sub-menu in the **Bank & Cashbook** menu. This will cause the following screen to be displayed.

Bank Inter-Account Transfer

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Date: 22/09/2003 Reference: Wk37 Flt

Display Currency:
☒ Account
☐ Home
☐ Euro

From Bank A/c No.: 23727020 BOS Sterling Account

To Bank A/c No.: 37262204 Interim Trading Account

Narrative: Transfer to A/c No. 37262204 Amount to Transfer: £1,000.00

Sorted by Date Origin: Cash & Bank Module Reconciled ☐ Posted ☐

- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- A 10 character reference can be entered in the **Reference** field to identify the transaction when reconciling the account.
- When viewing bank transactions, the **Display Currency** can be that in which the account is maintained, or the Home or Euro currency.
- The **From Bank A/c No.** field shows the 8 digit account number of the bank account from which the funds are to be transferred.
- The **To Bank A/c No.** field shows the 8 digit account number of the bank account to which the funds are to be transferred.
- The **Narrative** field is automatically completed, but can be edited if necessary.

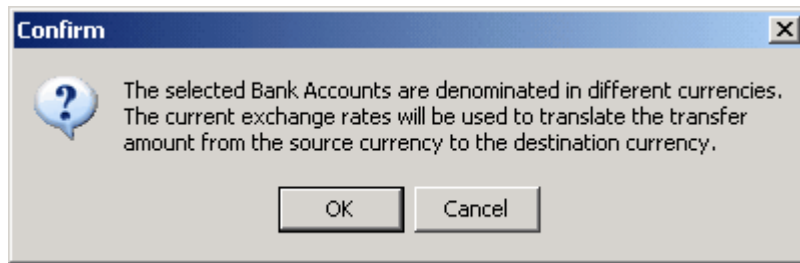
- The **Amount to Transfer** field is used to enter the amount that is to be transferred. If the two accounts are maintained in different currencies, this amount is assumed to be in the currency of the account from which the funds are being transferred.
- The **Origin**: text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Reconciled** checkbox indicates whether this transaction has been reconciled with a bank statement.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Editing an Inter-Account Transfer.

To add a bank account transfer transaction to the bank accounts history, or to edit an existing transfer:

1. Click the **Add** button to add a new transfer, or the **Edit** button to modify an existing transfer.
2. Enter the transfer date in the **Date** field and press **<Tab>**.
3. Enter a 10-character reference in the **Reference** field and press **<Tab>**.
4. Enter the number of the bank account from which the funds are to be taken in the **From Bank A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
5. Enter the number of the bank account to which the funds are to be transferred in the **To Bank A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
6. A description is automatically generated for the **Narrative** field. This may be changed, if necessary. Press **<Tab>** to move to the next field.
7. Enter the amount to be transferred, in the currency of the originating bank account in the **Amount to Transfer** field.
8. Click the **Save** button to confirm the transfer, or the **Cancel** button to return to inquiry mode.

If the currency of the each bank account is not the same, the following message will be displayed:



The transfer transaction is only saved when the OK button is clicked on this dialog.

Deleting an Inter-Account Transfer.

An inter-account transfer can be deleted at any time, provided that it has not been posted, by clicking the **Delete** button.

3.6.4. Cash Movements

3.6.4.1. Cash Inter-Account Transfers

When the system is initially configured, there are two cash accounts, a main cash account called "Cash Acctn", and an account for general non-invoiced purchases called "Petty Cash". Extra cash accounts can be added as required. For instance, in an area where a retail business accepts foreign currency from customers, it is possible to have a foreign currency cash account.

When funds are being maintained in more than one cash account, it is often necessary to move cash from one account to the other, in much the same way as a petty cash box is topped up, or a till is reduced to the "float" level. The Cash Inter-Account Transfer function is used to reflect these transfers.

To view, add, delete, or modify a cash account transfer, select the **Inter-Account Transfer** function, from the **Cash Movements** sub-menu in the **Bank & Cashbook** menu. This will cause the following screen to be displayed.

Cash Inter-Account Transfer

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Date: 03/10/2003 Reference: Wkly Topup

From Cash A/c: Cash Acctn To Cash A/c: Petty Cash

Narrative: Transfer to Petty Cash Amount to Transfer: €53.75

Display Currency: ☒ Account ☐ Home ☐ Euro

Sorted by Date Origin: Cash & Bank Module Posted ☐

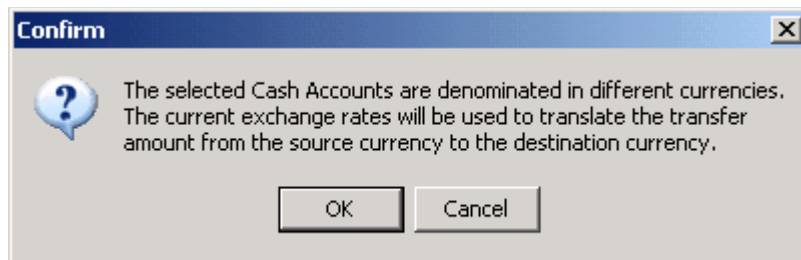
- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- A 10 character reference can be entered in the **Reference** field to identify the transaction.
- When viewing cash transactions, the **Display Currency** can be that in which the account is maintained, or the Home or Euro currency.
- The **From Cash A/c No.** field shows the 10 character account code of the cash account from which the funds are to be transferred.
- The **To Cash A/c No.** field shows the 10 character account code of the cash account to which the funds are to be transferred.
- The **Narrative** field is automatically completed, but can be edited if necessary.
- The **Amount to Transfer** field is used to enter the amount that is to be transferred. If the two accounts are maintained in different currencies, this amount is assumed to be in the currency of the account from which the funds are being transferred.
- The **Origin:** text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Editing an Inter-Account Transfer.

To add a cash account transfer transaction to the cash accounts history, or to edit an existing transfer:

1. Click the **Add** button to add a new transfer, or the **Edit** button to modify an existing transfer.
2. Enter the transfer date in the **Date** field and press **<Tab>**.
3. Enter a 10-character reference in the **Reference** field and press **<Tab>**.
4. Enter the 10-character code for the cash account from which the funds are to be taken in the **From Cash A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
5. Enter the 10-character code for the cash account to which the funds are to be transferred in the **To Cash A/C No.** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
6. A description is automatically generated for the **Narrative** field. This may be changed, if necessary. Press **<Tab>** to move to the next field.
7. Enter the amount to be transferred, in the currency of the originating cash account in the **Amount to Transfer** field.
8. Click the **Save** button to confirm the transfer, or the **Cancel** button to return to inquiry mode.

If the currency of the two cash accounts is different, which would be a pretty unusual situation, the following message will be displayed:



The transfer transaction is only saved when the OK button is clicked on this dialog.

Deleting an Inter-Account Transfer.

An inter-account transfer can be deleted at any time, provided that it has not been posted, by clicking the **Delete** button.

3.6.4.2. Petty Cash Disbursements

Petty cash is a handy way of dealing with multiple small purchases without having to create an invoice and enter a payment each time. Ideally, petty cash is kept in a separate "petty cash box" and when purchases are made, the till receipt for the purchase is placed in this box as a record of what was bought and how much cash was used.

The Petty Cash Disbursements function is used to record these purchases and keep the cash balance updated. To view, add, delete, or modify a petty cash transaction, select the **Petty Cash Disbursements** function, from the **Cash Movements** sub-menu in the **Bank & Cashbook** menu, or

click on the **Petty Cash Payments** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

Petty Cash Disbursement

Close First Prior Next Last Add Edit Delete Help Explain

Date: 06/10/2003 Reference: Cleaning

Narrative/Reason: Window Cleaner

Display Currency:
☒ Account
☐ Home
☐ Euro

Expense Account: 800000 Maintenance & Repairs

Total Amount: €3.95

Sorted by Date Origin: Cash & Bank Module Posted ☐

- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- A 10 character reference can be entered in the **Reference** field to identify the transaction when reconciling the account.
- The **Narrative** field contains the description that is shown in inquiries and reports.
- When viewing petty cash transactions, the **Display Currency** can be that in which the petty cash account is maintained, or the Home or Euro currency.
- The **Expense Account** field specifies the Nominal expense account that is used to record small purchases.
- The **Total Amount** field is used to enter the amount of cash that was used to purchase this item or service.
- The **Origin**: text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Changing a Petty Cash Transaction.

To create a new petty cash entry, or change the details of an existing entry:

1. Click the **Add** button to create a new transaction, or the **Edit** button to modify an existing transaction.
2. Enter the date of the transaction in the **Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. If desired, enter a 10-character reference in the **Reference** field and press **<Tab>**.
4. Enter a short description of the item purchased in the **Narrative** field and press **<Tab>**.
5. The Nominal expense account that is used to record petty cash purchases, or a more specific expense account if desired, must be entered in the **Nominal Account** field, followed by **<Tab>** to move to the next field. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
6. The amount taken from petty cash must be entered in the **Total Amount** field to complete the entry.
7. Click the **Save** button to confirm the creation/modification of the transaction, or the **Cancel** button to return to inquiry mode.

Deleting a Petty Cash Transaction.

A petty cash transaction can be deleted at any time, provided that it has not been posted, by clicking the **Delete** button.

Note that, because petty cash purchases typically do not have a VAT receipt, these are not included during VAT processing.

3.6.5. General Payments

The vast majority of payments that you will make to third parties will be handled by the Supplier Payments function in the Purchases module and the Petty Cash Disbursements function in the Bank & Cashbook module. However, there are some payments which are not invoiced, could not be considered as petty cash transactions, and are typically paid by cheque or giro. Examples would include the payment of VAT and Corporation Tax.

The General Payments function is intended to cover any payment from a bank or cash account which is not suitable for entry in the Supplier Payments screen or the Petty Cash Disbursements screen.

To view, add, delete, or modify a general payment transaction, select the **General Payments** function, from the **Bank & Cashbook** menu, or click on the **General Payments** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

General Payments Entry

Close First Prior Next Last Add Edit Delete Cancel Save Help Explain

Date: 04/10/2003 Bank or Cash A/c No.: 23727020 Reference: 100987

BOS Sterling Account

Narrative: VAT Payment - Jul/Aug 03 Display Currency: ☒ Account ☐ Home ☐ Euro

Expense or Liability Account: 210000 VAT Payable

Total Amount: £98.00

Sorted by Date Origin: Cash & Bank Module Reconciled ☐ Posted ☐

- The **Date** field is used to enter the date that will be shown on inquiries and reports.
- The **Bank or Cash A/c No.** field is used to indicate where the payment came from. For payments from a bank account, this is the 8 digit account number. For payments from a cash account a code of up to 10 characters can be entered.
- A 10 character reference can be entered in the **Reference** field to identify the transaction when reconciling the account.
- The **Narrative** field contains the description that is shown in inquiries and reports.

- When viewing cash and bank transactions, the **Display Currency** can be that in which the bank or cash account is maintained, or the Home or Euro currency.
- The **Expense or Liability Account** field will usually be a liability account or an expense account, but any account type may be selected.
- The **Total Amount** field is used to enter the amount of this general payment.
- The **Origin**: text, at the bottom of the screen, shows the module in which this transaction was generated. Only those transactions which were generated in the Bank & Cashbook module can be edited or deleted.
- The **Posted** checkbox is only meaningful if the transaction was generated in the Bank & Cashbook module and indicates whether the transaction has been posted to the Nominal Ledger. Transactions which originated in other modules will always be shown as posted.

Adding or Changing a General Payment Transaction.

To create a new general payment entry, or change the details of an existing entry:

1. Click the **Add** button to create a new payment, or the **Edit** button to modify an existing payment.
2. Enter the date of the payment in the **Date** field, or select a date from the dropdown calendar, and press **<Tab>**.
3. Enter the code for the bank account, or cash account, from which the payment is being made in the **Bank or Cash A/c No.** field and press **<Tab>**. A list of bank and cash accounts may be looked up by clicking the lookup button, or by pressing **F2**.
4. Enter a 10-character reference in the **Reference** field and press **<Tab>**. If the payment is being made by cheque, the cheque number should be used as a reference.
5. Enter a short description of the payment in the **Narrative** field and press **<Tab>**.
6. Payments made using this function will normally be to discharge a liability, or cover some expense, as suggested by the caption on the next field. However, any Nominal account can be entered in the **Expense or Liability Account** field, followed by **<Tab>** to move to the next field. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
7. The amount of the payment must be entered in the **Total Amount** field to complete the entry.
8. Click the **Save** button to confirm the creation/modification of the transaction, or the **Cancel** button to return to inquiry mode.

Deleting a General Payment Transaction.

A general payment transaction can be deleted at any time, provided that it has not been posted, by clicking the **Delete** button.

Note that, because general payments do not have any VAT content, they are not included during VAT processing.

3.6.6. Bank Reconciliation

In order to ensure that you have captured all of the movements in your bank account(s), it is important that you can identify every item on your bank statement and match it with an equivalent transaction in your accounts, i.e. that you "reconcile" the statements with the accounts.

The Bank Account Reconciliation function is used to assist you in this process and helps to identify transactions that have impacted the bank account but which have not yet been entered in the accounts. It also helps you to understand the real bank balance, including transactions that were not processed through the clearing system before the statement was printed.

To start the reconciliation process, select the **Bank Reconciliation** function, from the **Bank & Cashbook** menu, or click on the **Reconcile Bank** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

Bank Account Reconciliation

Close First Prior Next Last Refresh Help Explain

Bank Acct No.: 37262204 Interim Trading A/c Hide Reconciled: ☐

Statement Balance: €0.00 Statement Ending Date: 04/10/2003

Reconciled Balance: €0.00 Unreconciled Amount: €2,761.50

Difference: €0.00 True Bank Balance: €2,761.50

R	Date	Description	Reference	Credit (In)	Debit (Out)
X	08/09/2003	Lease Payment - N/C Drill	AX/31946	€0.00	€493.46
X	22/09/2003	Transfer from A/c No. 23727020	Wk37 Flt	€1,269.74	€0.00
X	30/09/2003	Weekly Lodgement - Sep WK4	7018889	€2,510.77	€0.00
X	30/09/2003	Advance on expenses - London	Expenses	€0.00	€400.00
X	02/10/2003	Interest Charged	Sep 03	€0.00	€27.55
X	04/10/2003	VAT Payment - Jul/Aug 03	100987	€0.00	€98.00

- The **Bank Acct No.** field shows the 8-digit code of the bank account that is to be reconciled.
- If the **Hide Reconciled** checkbox is checked, the listing will only show those transactions that have yet to be reconciled.
- The closing balance from your bank statement should be entered in the **Statement Balance** field.
- To avoid listing transactions which were entered after the date that the statement was issued, the final transaction date on the statement should be entered in the **Statement Ending Date** field.
- The **Reconciled Balance** field shows the running balance of all reconciled transactions.
- The **Unreconciled Amount** field shows the net value of transactions which have not yet been found on the bank statement, or which will appear on a future statement.
- The **Difference** field shows the net value of transactions that need to be reconciled in order to make the accounts agree with the bank statement.
- The **True Bank Balance** field shows what the bank balance would be if the statement included all transactions entered into the accounts up to the statement ending date.
- The main listing shows the transactions in the selected bank account. If the **Hide Reconciled** checkbox is checked, only unreconciled transactions will be shown. Double-clicking a transaction in the list causes it to change from unreconciled to reconciled, and vice versa.
- After entering additional transactions during the reconciliation process, the listing should be updated by clicking the **Refresh** button.

Reconciling the Bank Statement.

By following the steps listed below, you will ensure that your bank account status as presented in the Bank Account Inquiry screen and your actual position at the bank remain in agreement:

1. Enter the final balance from the bank statement in the **Statement Balance** field. The **Difference** field will then show the value of bank transactions that have to be found and reconciled.
2. To eliminate transactions from the listing that fall after the bank statement date, enter the final date from the statement in the **Statement Ending Date** field, or use the dropdown calendar to select the date.
3. Starting with the first transaction on the statement, locate a matching transaction from the listing on this screen and **double-click** on the transaction to mark it as reconciled. The transaction will then be "greyed out" and the symbol in the R column will change to green checkmark, as shown below.

	R	Date	Description	Reference	Credit (In)	Debit (Out)	▲
	✗	08/09/2003	Lease Payment - N/C Drill	AX/31946	€0.00	€493.46	
	✗	22/09/2003	Transfer from A/c No. 14156067	Wk37 Flt	€1,269.74	€0.00	
	✓	30/09/2003	Weekly Lodgement - Sep Wk4	7018889	€2,510.77	€0.00	
▶	✓	30/09/2003	Advance on expenses - London	Expenses	€0.00	€400.00	
	✗	02/10/2003	Interest Charged	Sep 03	€0.00	€27.55	

The amount shown in the **Difference** field will also change to show the value of the transactions that are still to be found. Before moving on to the next transaction, mark the transaction on the bank statement with a similar checkmark to show that it has been reconciled.

4. If the listing is quite long, and requires a lot of scrolling up and down to locate unreconciled transactions, you can hide all reconciled transactions by clicking on the **Hide Reconciled** checkbox.
5. If you have a transaction on the bank statement for which you cannot locate a matching transaction on the listing, you need to add this entry using the appropriate function in the **Bank Transactions** sub-menu, or possibly the **General Payments** function. Keep this screen open while you add the missing transaction.
6. After adding a new transaction and returning to this screen, click the **Refresh** button to update the listing and continue to work through the transactions on the bank statement.
7. When all transactions on the bank statement have been found and reconciled, the **Difference** field should show 0.00. You will still have unreconciled transactions in the listing because of the time-lag in the clearing system and because some cheques may not have been presented for payment yet.

On completing the reconciliation process the value of the unreconciled transactions, as shown in the **Unreconciled Amount** field is added to the balance from the bank statement to show your true position in the **True Bank Balance** field as of the date shown in the **Statement Ending Date** field.

3.6.7. Maintain Bank Accounts

3.6.7.1. Bank Account Details

When Artemis Accounts is first installed, and each time a new company is created, the bank accounts file is empty. Before making payments to suppliers, or receiving payments from customers, at least one bank account must be set up to handle non-cash payments.

To add, delete, or modify a bank account, select the **Bank Account Inquiry/Maintenance** function, from the **Bank & Cashbook** menu, or click on the **Bank** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

Bank Account Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Clearing Help Explain

Account Details Account History History Graph

Bank Account No.: 23727020 **Bank Sort Code:** 91-01-99

N/L Account No. 100100 **Account Type:** Current

Description: Euro Current Account

Bank Name: HSBC Bank **Interest Earned on Credit (+) Balances:** 0 % per Annum

Address: Market Street **Interest Charged on Debit (-) Balances:** 8 % per Annum

Dewberry

Northants

Phone: 0312-9187369

Contact: Peter Ramsbottom **Calculate Interest**

Opening Balance: €0.00 **Account Currency:** EUR

- The **Bank Account No.** field is used to enter the 8-digit code that uniquely identifies this bank account. Alternatively, you can enter the name of a credit card to have a specialised accounts that records payments made to suppliers with a credit card.
- The **Bank Sort Code** field contains the 6-digit code that identifies the bank branch.
- The bank account is represented in the Nominal Ledger by the account code entered in the **N/L Account No.** field.
- The **Account Type** field is mostly for information purposes but is also used to indicate whether an account earns interest or is charged interest.
- The name and address of the bank and the contact details and phone number are entered for information purposes only.
- When an account is initially added, there may be an opening balance, which should be entered in the **Opening Balance** field. When the bank history is purged, this field is updated with the balance that resulted from the purged transactions.

- A bank account can be maintained in a foreign currency, if required. The **Account Currency** field specifies the currency in which the account is maintained.
- If the account earns interest on credit balances, the annual interest rate should be entered in the **Interest Earned on Credit (+) Balances** field. To specify an interest rate of 2.5%, simply enter 2.5, etc.
- If interest is charged on any negative balances on the account, the annual interest rate should be entered in the **Interest Charged on Debit (-) Balances** field. To specify an interest rate of 8.75%, simply enter 8.75, etc.
- When the **Calculate Interest** button is clicked, a screen is displayed which allows interest to be calculated for a specified period. The net interest can then be automatically applied to the account.
- The **Clearing** button launches the Payments Clearing screen which allows uncleared and post-dated payments to be cleared.

This is a three-page screen. The other pages can be viewed by clicking the Account History and the History Graph folder tabs.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Bank Account.

1. Click the **Add** button.
2. Enter the 8-digit code for the new account in the **Bank Account No.:** field and press **<Tab>**. If you wish to create an account to track credit card payments to suppliers, up to 10 characters can be entered showing the name of the card, i.e. VISA, MASTERCARD, etc.
3. Enter the 6-digit branch sort code in the **Bank Sort Code:** field and press **<Tab>**. There is no need to enter the hyphens between the three sections, these will be automatically inserted.
4. Enter the number of the Nominal Ledger account that is to be associated with this bank account in the **N/L Account No.:** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
5. Select the bank account type from the dropdown list in the **Account Type:** field and press **<Tab>**.
6. A description of the bank account, to be used on transaction screens and reports, can be entered in the **Description:** field followed by a **<Tab>** to move to the next field.
7. Enter the name of the bank in the **Bank Name:** field and press **<Tab>**.
8. Enter the bank's address in the **Address** fields, pressing **<Tab>** to move from field to field.
9. Enter the bank's phone number in the **Phone:** field and press **<Tab>**.
10. Enter the name of the bank employee who handles the account in the **Contact:** field and press **<Tab>**.
11. If the account has an existing balance, enter this value in the **Opening Balance:** field and press **<Tab>**. The amount entered will be denominated in the currency which will now be entered in the **Currency:** field.
12. Enter the currency code for the currency in which the account is to be maintained in the **Currency:** field and press **<Tab>**. The currency code may also be selected by clicking the lookup button which appears next to this field, or by pressing **F2**.
13. Click the **Save** button to add the account. To cancel the creation of a new account, click the **Cancel** button.

Modifying a Bank Account.

Bank accounts are usually only modified to reflect a change in address, phone, contact name, or to correct an incorrect entry. In addition, the beginning balance on the account may not have been available when the account was originally created. The Bank Account Number cannot be changed after an account has been created. Before changing the Nominal Account Number, Account Type, or Currency of the account consideration should be given to the consequences of such a change, i.e.

changes to these three fields will have undesirable results if the bank account already contains transactions.

1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Edit** button. The **Bank Sort Code:** field will then be highlighted.
3. Enter the 6-digit branch sort code in the **Bank Sort Code:** field and press **<Tab>**. There is no need to enter the hyphens between the three sections, these will be automatically inserted.
4. Enter the number of the Nominal Ledger account that is to be associated with this bank account in the **N/L Account No.:** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**. **Note:** Changes to this field are not recommended if transactions exist in this bank account.
5. Select the bank account type from the dropdown list in the **Account Type:** field and press **<Tab>**. **Note:** Changes to this field are not recommended if transactions exist in this bank account.
6. A description of the bank account, to be used on transaction screens and reports, can be entered in the **Description:** field followed by a **<Tab>** to move to the next field.
7. Enter the name of the bank in the **Bank Name:** field and press **<Tab>**.
8. Enter the bank's address in the **Address** fields, pressing **<Tab>** to move from field to field.
9. Enter the bank's phone number in the **Phone:** field and press **<Tab>**.
10. Enter the name of the bank employee who handles the account in the **Contact:** field and press **<Tab>**.
11. If the account has an existing balance, enter this value in the **Opening Balance:** field and press **<Tab>**. The amount entered will be denominated in the currency which will now be entered in the **Currency:** field.
12. Enter the currency code for the currency in which the account is to be maintained in the **Currency:** field and press **<Tab>**. The currency code may also be selected by clicking the lookup button which appears next to this field, or by pressing **F2**. **Note:** Changes to this field are not recommended if transactions exist in this bank account.
13. Click the **Save** button to save the changes. To leave the account unchanged click the **Cancel** button.

Note: The Bank Account Number can not be changed using this function. To re-code an account, it must be deleted and created again.

Deleting a Bank Account.

Over time, some of the bank accounts created during the course of the business will become inactive. In order to remove references to these unused accounts from the printed reports they must be deleted. An account can only be deleted if it has no transaction activity and no opening balance.

1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Delete** button.

Note: If the account which you are attempting to delete has a non-zero amount in the **Opening Balance** field, an error message will be displayed and the delete operation will be cancelled. The opening balance may be deleted, allowing the account to be deleted, by editing the account record, as detailed above.

If there are transactions for the account which you are attempting to delete, the system displays an error message and the delete operation will be cancelled.

Applying Interest to a Bank Account.

If a bank account earns interest on credit balances, the interest earned can be calculated and applied to the account automatically. Similarly, if a current account is overdrawn, or if the account is a loan account, the interest which is charged to the account can also be handled in the same manner.

To calculate and apply interest to an account, click the **Calculate Interest** button. This will cause the following screen to be displayed.



The dialog box is titled "Bank Account Interest" and contains the following elements:

- Calculate interest by using:** Two radio buttons: ☐ Monthly Percentage Rate and ☒ Annual Percentage Rate.
- Interest has never been automatically applied to this account. Please choose a starting date.** A text label above a date dropdown menu.
- Starting Date:** A dropdown menu showing "26/08/2001".
- Enter the date to which interest should be calculated.** A text label above a date dropdown menu.
- Ending Date:** A dropdown menu showing "26/11/2001".
- No. of days to calculate:** A text field showing "92".
- Average Daily Credit (+) Balance:** A text field showing "€90.16".
- Interest Earned on Credit Balances:** A text field showing "€0.45".
- Average Daily Debit (-) Balance:** A text field showing "€5.75".
- Interest Payable on Debit Balances:** A text field showing "€0.13".
- Total Interest Earned:** A text field showing "€0.33".
- Income Account:** A text field with a search icon.
- Buttons:** A green checkmark button labeled "Apply Interest to Account" and a red X button labeled "Don't Apply Interest to A/c".

- The **Monthly Percentage Rate** (MPR) is typically used for loans where one payment is made per month. The interest will be calculated for just one month when this radiobutton is selected.
- The **Annual Percentage Rate** (APR) should be used when the interest is to be calculated for a user-defined period and/or where the balance on the account varies during the period.
- The **Starting Date** field is only used for APR calculations. It defines the start of the period to be assessed for interest. Once the interest calculation routine has been used to apply interest to the account, this field will show the last date on which interest was applied and should not be changed.
- For APR calculations, the **Ending Date** field is used to specify the end of the period to be assessed. The resulting number of days in the period will be shown to the right of this field. For MPR calculations, this field is used to specify the date on which the account balance will be assessed for interest.

- For APR calculations, the **Average Daily Credit (+) Balance** shows the average credit balance on the account over the period. For MPR calculations, it shows the account balance if the account balance as of the Ending Date is positive.
- If interest is earned on credit balances, the amount will be shown in the **Interest Earned on Credit Balances** field. If the actual amount earned is known, this field can be edited.
- For APR calculations, the **Average Daily Debit (-) Balance** shows is the average debit balance on the account over the period. For MPR calculations, it shows the account balance if the account balance is negative as of the Ending Date.
- The amount of any interest payable on debit balances will be shown in the **Interest Payable on Debit Balances** field. If the actual amount payable is known, this field can be edited.
- The net amount of interest earned, or payable, is shown in the **Total Interest Earned/Payable** field. It may be edited if you have received notification of the actual amount.
- If interest is payable, an expense account must be specified in the **Income/Expense Account** field. Alternatively, if interest has been earned, this field should specify an income account. The lookup button can be used to choose an account.
- When the **Apply Interest to Account** button is clicked, an interest transaction is automatically created. This transaction can be edited, or deleted, using the **Interest & Fees Entry** function.
- Clicking the **Don't Apply Interest to A/c** button closes this screen without creating any interest transaction.

When first displayed, this screen is configured to calculate one month's interest for the credit and debit balances on the account at the date shown in the Ending Date field, i.e. the Monthly Percentage Rate (MPR) is used to calculate interest. This would be the normal method of calculating interest on a loan account where a single re-payment is made each month. The procedure for calculating and applying interest to a loan account is as follows:

1. Click the **Monthly Percentage Rate** radiobutton to calculate using the MPR.
2. Select the date at which interest should be calculated in the **Ending Date** field. This can be any date in the selected month as the balance will be constant throughout the month. **Note:** If you have already entered the loan re-payment for the month, the date selected for interest calculation must be prior to the date on which the re-payment was entered.
3. The interest payable, for one month, will then be shown in the **Interest Payable on Debit Balances** and the **Total Interest Payable** fields. Both fields should contain the same value as loan accounts will not earn any interest and the **Interest Earned on Credit Balances** field should contain a zero amount.
4. The Nominal Ledger expense account that is used to record interest paid must now be entered in the **Expense Account** field. The lookup button can be used to select an account from the list of accounts.
5. If you wish to add an interest transaction to the account for the amount shown in the **Total Interest Payable** field, simply click the **Apply Interest to Account** button.

If the account is a current account, the balance is likely to vary significantly in any period and the MPR is not appropriate. In this case, the Annual Percentage Rate (APR) should be chosen. The procedure for calculating and applying interest to a current account is as follows:

1. Click the **Annual Percentage Rate** radiobutton to calculate using the APR.
2. If interest has been automatically applied to this account in the past, the **Starting Date** field will show the last date on which interest was added and this date should not be changed. If this routine has never been used before now, the **Starting Date** field will show the date of the earliest transaction in the account and can be changed to specify the starting date of the period for which you now want to calculate interest.
3. Select the date up to which interest should be calculated in the **Ending Date** field. As you change this date, the number of days in the selected period will be shown to the right of this field.
4. Any interest earned will be shown in the **Interest Earned on Credit Balances** field and any interest payable will be shown in the **Interest Payable on Debit Balances** field. The net amount of interest payable or earned will be shown in the **Total Interest earned or Payable** field.

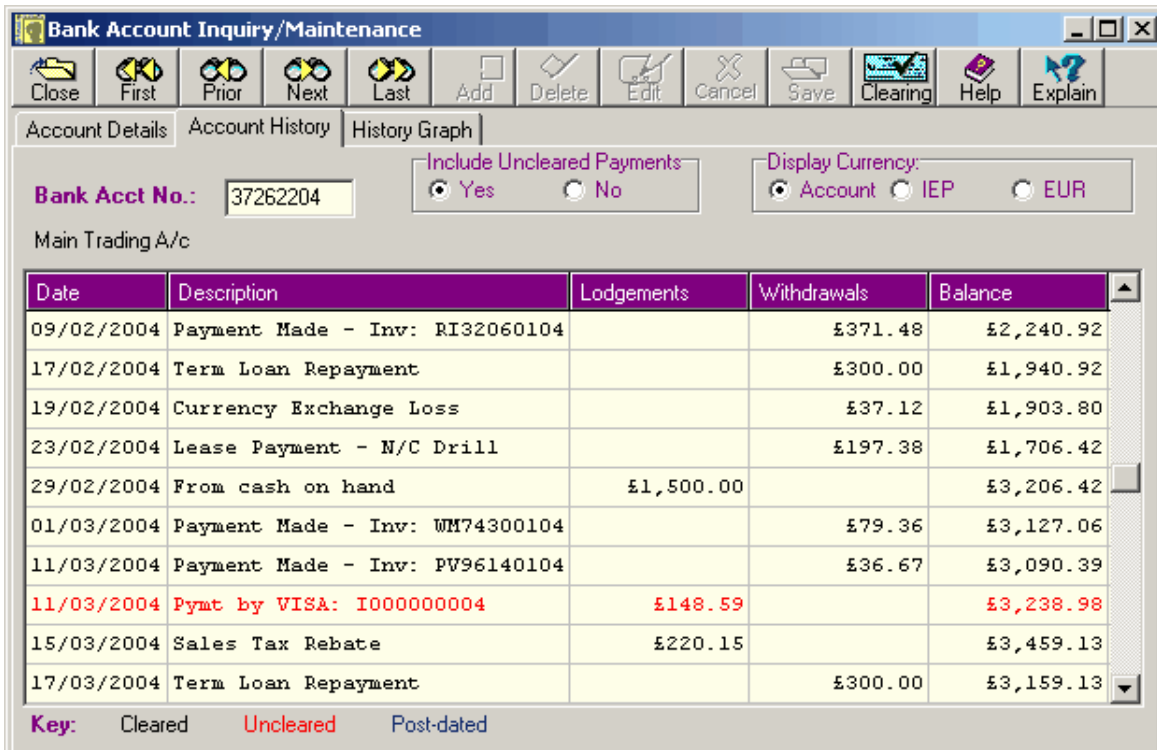
5. The Nominal Ledger expense account that is used to record interest paid or earned must now be entered in the Income/Expense Account field. The lookup button can be used to select an account from the list of accounts.
6. If you wish to add an interest transaction to the account for the amount shown in this field, simply click the **Apply Interest to Account** button.

IMPORTANT NOTE:

The interest calculation facility is provided as a tool to estimate the amount of interest on an account for a given period. As such, there may be discrepancies between the amount calculated and the amount shown on your bank statement. Any discrepancies should be relatively small and a large discrepancy should be viewed as a signal to investigate the matter further. It is not intended that this simple interest calculator be used to support any dialogue that you might have with your bank regarding the accuracy of interest charges.

3.6.7.2. Bank Account History

This page of the Bank Account Inquiry/Maintenance function provides a transaction history for the specified account. Apart from some difference in the order of the transactions, and a time lag for cheques, etc., this should be the same as the bank statement.



Bank Account Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Clearing Help Explain

Account Details **Account History** History Graph

Bank Acct No.: 37262204

Include Uncleared Payments: ☒ Yes ☐ No

Display Currency: ☒ Account ☐ IEP ☐ EUR

Main Trading A/c

Date	Description	Lodgements	Withdrawals	Balance
09/02/2004	Payment Made - Inv: RI32060104		£371.48	£2,240.92
17/02/2004	Term Loan Repayment		£300.00	£1,940.92
19/02/2004	Currency Exchange Loss		£37.12	£1,903.80
23/02/2004	Lease Payment - N/C Drill		£197.38	£1,706.42
29/02/2004	From cash on hand	£1,500.00		£3,206.42
01/03/2004	Payment Made - Inv: WM74300104		£79.36	£3,127.06
11/03/2004	Payment Made - Inv: PV96140104		£36.67	£3,090.39
11/03/2004	Pymt by VISA: I000000004	£148.59		£3,238.98
15/03/2004	Sales Tax Rebate	£220.15		£3,459.13
17/03/2004	Term Loan Repayment		£300.00	£3,159.13

Key: Cleared Uncleared Post-dated

- The transactions shown in this listing may have been generated in the Nominal, Purchases, Sales/Invoicing, or the Bank & Cashbook modules.

- Uncleared and post-dated payments may be included in, or omitted from the listing by using the **Include Uncleared Payments** radio button control.
- Uncleared and post-dated customer payments are colour-coded in the listing, as indicated by the legend below the listing.
- If HRPay is installed, and the link to Artemis has been set up, the bank transactions from HRPay will be shown in the listing when they are imported.

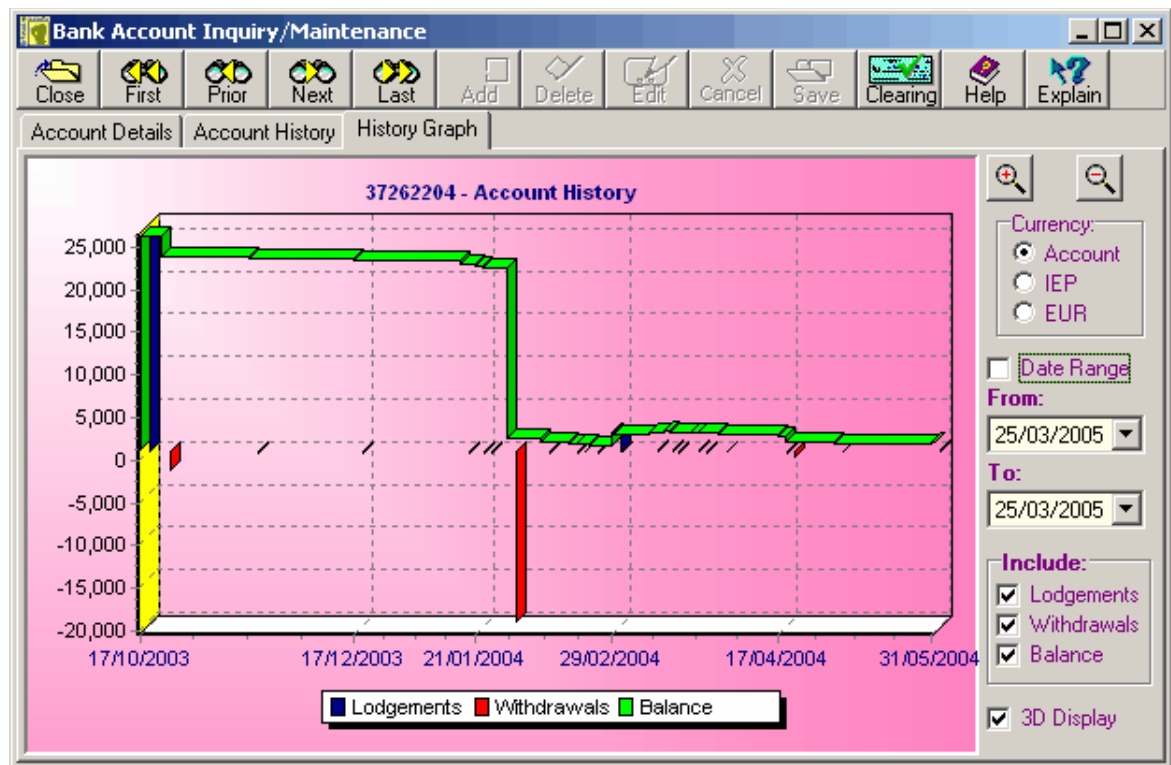
To toggle the currency of the listing between Euro, Home and the currency in which the bank account is maintained, click the appropriate radio button above the grid. Note, however, that the listing can only be displayed in the Account currency if the Opening Balance and all transactions are in the same currency, which should always be the case.

This is a three-page screen. The other pages of the screen can be viewed by clicking the Account Details or the History Graph folder tabs.

Note: If a specific date range has been selected on the History Graph page, the listing on this page only displays transactions for the same date range. This can be used if you wish to display the history for a specific period.

3.6.7.3. Bank History Graph

This page of the Bank Account Inquiry/Maintenance function provides a graphical representation of all, or selected, transactions for the specified bank account.



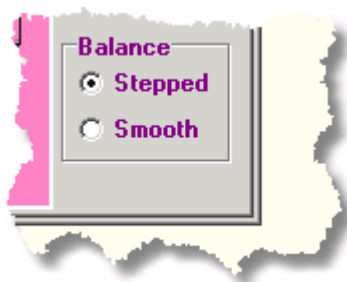
- Click and drag the left mouse button to scroll the graph.
- Click and drag the right mouse button right and down to enlarge a section of the graph.
- Click and drag the right mouse button up and left to "unzoom" the graph.
- If the **Date Range** box is checked, only the transactions for the date range specified for the date selection fields will be plotted.
- The **From** field is used to select a starting date if the **Date Range** box is ticked. A date can be selected from the dropdown calendar attached to this field.
- This **To** field is used to select an ending date if the **Date Range** box is ticked. A date can be selected from the dropdown calendar attached to this field.
- The checkboxes in the **Include** panel can be used to include or omit data from the graph:
 - Unchecking the **Lodgements** box will cause the lodgement transactions to be excluded from the graph.
 - Unchecking the **Withdrawals** box will cause the withdrawal transactions to be excluded from the graph.
 - Unchecking the **Balance** box will cause the running account balance to be excluded from the graph.
- When the **3D Display** box is unchecked the three dimensional effect of the graph is turned off. This can be useful if the graph has a lot of data points.

Initially, the graphic display shows lodgements, withdrawals, and running account balances for all available history.

There are four basic ways to manipulate the displayed information:

1. The data points can be enlarged and reduced by clicking the zoom-in and zoom-out buttons. When the graph is enlarged, clicking and dragging the left mouse button scrolls the lines/bars. Specific portions of the graph can also be enlarged by clicking and dragging the right mouse button to the right and downwards. To reset the graph to its original scale, click and drag the right mouse button to the left and upwards.
2. The number of data points plotted can be reduced by entering a starting and ending date in the From: and To: fields and then clicking the Date Range check box. Note that any changes made to the starting and ending dates are not reflected in the graph until the Date Range check box is unchecked and checked again. Note also that any date range applied to the graph also applies to the transaction listing in the Account History page.
3. Any of the three information series can be included in, or omitted from, the graph by setting and clearing the checkmarks in the Include panel. When only one series is being displayed, the legend is removed from the graph to allow a larger drawing area.
4. The 3-D appearance of the graph can be turned off by clicking the 3-D Display checkbox.

If a large amount of historical data is being displayed, this screen is best maximised. When the screen is maximised, a further control becomes visible at the bottom-right of the panel, as shown below. This allows the appearance of the balance line in the graph to be changed from a "stairs" effect to a smoother line.



To toggle the currency of the graph between Euro, Home and the Account currency, click the appropriate radio button to the right of the graph. Note, however, that the graph can only be displayed in the Account currency if the Opening Balance and all transactions are in the same currency, which should always be the case.

3.6.8. Maintain Cash Accounts

3.6.8.1. Cash Account History

When Artemis Accounts is first installed, and each time a new company is created, two standard cash accounts are created in the cashbook file. One of these is treated as the main cash account and is called "Cash Acct". The other account is used for small cash purchases and is called "Petty Cash". Additional cash accounts may be created as required, but these two accounts must be present and, while they can be modified, they cannot be deleted.

To add, delete, or modify a cash account, select the **Cashbook Inquiry/Maintenance** function, from the **Bank & Cashbook** menu, or click on the **Cash** image in the **Bank & Cashbook** Cue Card. This will cause the following screen to be displayed.

Cash Account Inquiry/Maintenance

Close First Prior Next Last Add Delete Edit Cancel Save Clearing Help Explain

Cash Account Type: Cash Acct N/L Account No. 100600
 Opening Balance: £1,650.00 Account Currency: GBP

Account History History Graph

Include Uncleared Payments: ☒ Yes ☐ No Key: Cleared Uncleared Post-dated Display Currency: ☒ Account ☐ IEP ☐ EUR

Date	Description	Increases	Decreases	Balance
	Opening Cash Balance			£1,650.00
20/02/2004	Payment Recd - Inv: I000000002	£148.59		£1,798.59
29/02/2004	To Bank A/c No. 37262204		£1,500.00	£298.59
29/02/2004	Transfer to Petty Cash - Topup		£44.15	£254.44
15/06/2004	Deposit on Audit Fees		£250.00	£4.44
30/06/2004	Payment Recd - Inv: I000000009	£146.88		£151.32
	Current Cash Balance			£151.32

- Up to 10 characters can be entered in the **Cash Account Type** field as a code for the cash account.
- This cash account is represented in the Nominal Ledger by the account code entered in the **N/L Account No.** field.
- When an account is initially added, there may be an opening balance which includes cash and cheques. This should be entered in the **Opening Balance** field. When the cash history is purged, this field is updated with the balance that resulted from the purged transactions.
- A cash account can be maintained in a foreign currency, if required. The **Account Currency** field specifies the currency in which the account is maintained.
- Uncleared and post-dated payments may be included in, or omitted from the listing by using the **Include Uncleared Payments** radio button control.
- Uncleared and post-dated customer payments are colour-coded in the listing, as indicated by the legend above the listing.
- The transactions shown in the listing may have been generated in the Nominal, Purchases, Sales/Invoicing, or the Bank & Cashbook modules.
- If HRPay is installed, and the link to Artemis has been set up, the cash transactions from HRPay will be shown in the listing when they are imported.

This is a two-page screen. The other page can be viewed by clicking the History Graph folder tab.

The fields on this page cannot be altered until the transaction is put into edit or insert mode by clicking the Edit or Add buttons.

Adding a Cash Account.

1. Click the **Add** button.
2. Enter a code of up to 10 characters for the new account in the **Cash Account Type:** field and press **<Tab>**.
3. Enter the number of the Nominal Ledger account that is to be associated with this cash account in the **N/L Account No.:** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**.
4. If the account has an existing cash balance, enter this value in the **Opening Balance:** field and press **<Tab>**. The amount entered will be denominated in the currency which will now be entered in the **Account Currency:** field. This value should include cheques.
5. Enter the currency code for the currency in which the account is to be maintained in the **Account Currency:** field and press **<Tab>**. The currency code may also be selected by clicking the lookup button which appears next to this field, or by pressing **F2**.
6. Click the **Save** button to add the account. To cancel the creation of a new account, click the **Cancel** button.

Modifying a Cash Account.

Cash accounts are usually only modified to correct an incorrect entry or where the beginning balance on the account was not available when the account was originally created. The Cash Account Type code cannot be changed after an account has been created. Before changing the N/L Account Number, or the Currency of the account consideration should be given to the consequences of such a change, i.e. changes to these two fields will have undesirable results if the cash account already contains transactions.

1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Edit** button. The **N/L Account No.:** field will then be highlighted.

3. Enter the number of the Nominal Ledger account that is to be associated with this cash account in the **N/L Account No.:** field and press **<Tab>**. A list of accounts may be looked up by clicking the lookup button, or by pressing **F2**. **Note:** Changes to this field are not recommended if transactions exist in this cash account.
4. If the account has an existing balance, comprising cash and cheques, enter this value in the **Opening Balance:** field and press **<Tab>**. The amount entered will be denominated in the currency which will now be entered in the **Account Currency:** field.
5. Enter the currency code for the currency in which the account is to be maintained in the **Account Currency:** field and press **<Tab>**. The currency code may also be selected by clicking the lookup button which appears next to this field, or by pressing **F2**. **Note:** Changes to this field are not recommended if transactions exist in this cash account.
6. Click the **Save** button to save the changes. To leave the account unchanged click the **Cancel** button.

Note: The Cash Account Type can not be changed using this function. To re-code an account, it must be deleted and created again.

Deleting a Cash Account.

Over time, some of the cash accounts created during the course of the business will become inactive. In order to remove references to these unused accounts from the printed reports they must be deleted. An account can only be deleted if it has no transaction activity and no opening balance. The "Cash Acctn" and "Petty Cash" accounts cannot be deleted.

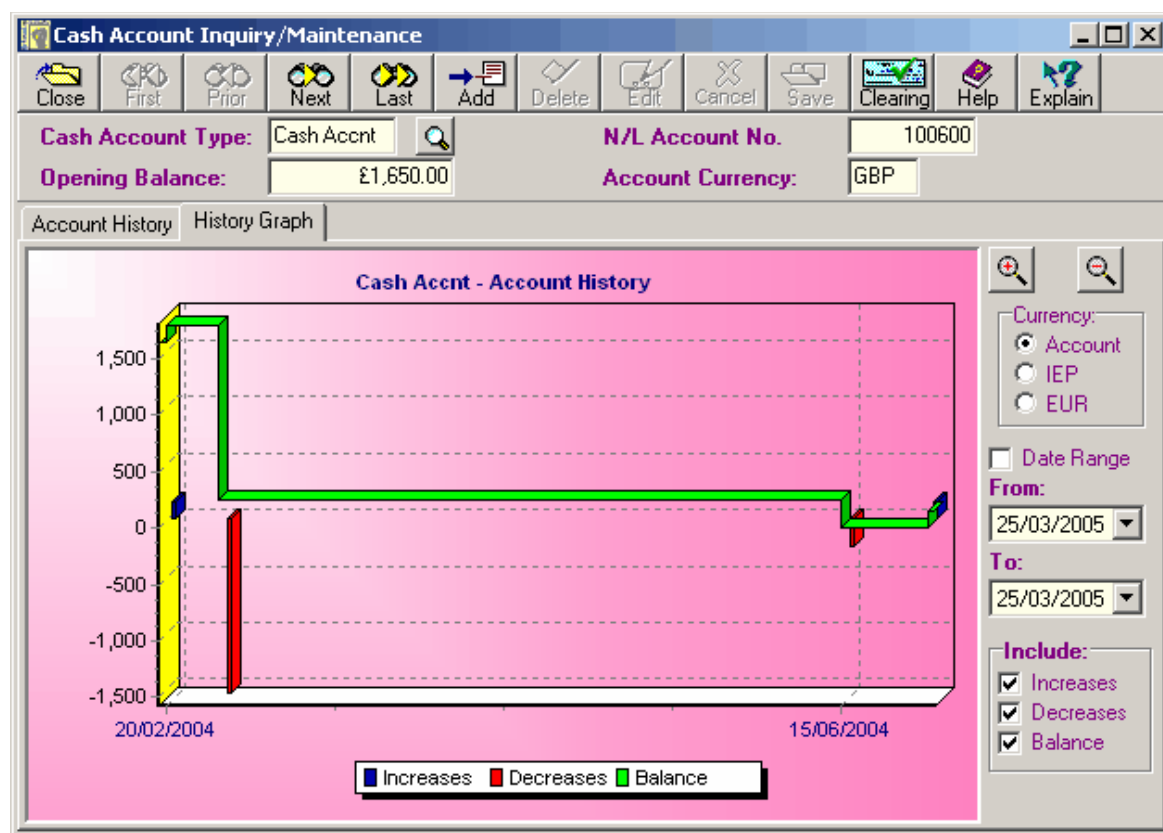
1. Before an account can be modified, it must be displayed. To do this, use the navigation buttons to move to the selected account, or click the lookup button. This will cause a drop-down list to be displayed from which the account can be selected.
2. Once the required account is displayed, click the **Delete** button.

Note: If the account which you are attempting to delete has a non-zero amount in the **Opening Balance** field, an error message will be displayed and the delete operation will be cancelled. The opening balance may be deleted, allowing the account to be deleted, by editing the account record, as detailed above.

If there are transactions for the account which you are attempting to delete, the system displays an error message and the delete operation will be cancelled.

3.6.8.2. Cash History Graph

This page of the Cash Account Inquiry/Maintenance function provides a graphical representation of all, or selected, transactions for the specified cash account.



- Click and drag the left mouse button to scroll the graph.
- Click and drag the right mouse button right and down to enlarge a section of the graph.
- Click and drag the right mouse button up and left to "unzoom" the graph.
- If the **Date Range** box is checked, only the transactions for the date range specified for the date selection fields will be plotted.
- The **From** field is used to select a starting date if the **Date Range** box is ticked. A date can be selected from the dropdown calendar attached to this field.
- This **To** field is used to select an ending date if the **Date Range** box is ticked. A date can be selected from the dropdown calendar attached to this field.
- The checkboxes in the **Include** panel can be used to include or omit data from the graph:
 - Unchecking the **Increases** box will cause the increases in cash to be excluded from the graph.
 - Unchecking the **Decreases** box will cause the decreases in cash to be excluded from the graph.
 - Unchecking the **Balance** box will cause the running account balance to be excluded from the graph.
- When the **3D Display** box is unchecked the three dimensional effect of the graph is turned off. This can be useful if the graph has a lot of data points.

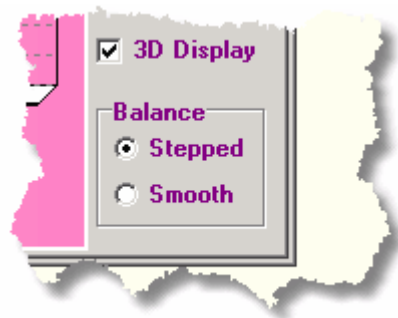
This is a two-page screen. The page of the screen can be viewed by clicking the Account History folder tab.

Initially, the graphic display shows cash increases and decreases, and the running account balance for all available history.

There are three basic ways to manipulate the displayed information:

1. The data points can be enlarged and reduced by clicking the zoom-in and zoom-out buttons. When the graph is enlarged, clicking and dragging the left mouse button scrolls the lines/bars. Specific portions of the graph can also be enlarged by clicking and dragging the right mouse button to the right and downwards. To reset the graph to its original scale, click and drag the right mouse button to the left and upwards.
2. The number of data points plotted can be reduced by entering a starting and ending date in the From: and To: fields and then clicking the Date Range check box. Note that any changes made to the starting and ending dates are not reflected in the graph until the Date Range check box is unchecked and checked again. Note also that any date range applied to the graph also applies to the transaction listing in the Account History page.
3. Any of the three information series can be included in, or omitted from, the graph by setting and clearing the checkmarks in the Include panel. When only one series is being displayed, the legend is removed from the graph to allow a larger drawing area.
4. The 3-D appearance of the graph can be turned off by clicking the 3-D Display checkbox.

If a large amount of historical data is being displayed, this screen is best maximised. When the screen is maximised, a further two controls become visible at the bottom-right of the panel, as shown below. These allow the appearance of the graph to be changed.



To toggle the currency of the graph between Euro, Home and the Account currency, click the appropriate radio button to the right of the graph. Note, however, that the graph can only be displayed in the Account currency if the Opening Balance and all transactions are in the same currency, which should always be the case.

3.6.9. Clearing Customer Payments

When uncleared and post-dated customer payments are entered, the amounts received are not posted to the normal Accounts Receivable account, but to alternative accounts specified in the Payment Clearing Parameters screen. These payments are highlighted in the transaction history listings in the account inquiry screens.

When the payments are cleared, an additional transaction must be created to move the payment to the normal Accounts Receivable account and to change the status of the payment.

This is done using the **Clear Customer Payments to Bank/Cash** function which is shown below. This is accessed by clicking the **Clearing** button on the **Bank Account Inquiry/Maintenance** and **Cash Account Inquiry/Maintenance** screens.

Date Received	Description	Reference	Currency	Amount
<input type="checkbox"/> 11/03/2004	Pymt by VISA: 1000000004	VISA	GBP	148.59
<input type="checkbox"/> 30/06/2004	Payment Recd - Inv: 1000000009	Cheque	GBP	146.88

- Uncleared payments can be displayed for a specific account, a group of accounts, or all accounts as specified in the **Bank or Cash Account** field.
- The listing shows all uncleared and post-dated payments. Double-click any payment to view further information about it. To include a payment in the clearing process, set the checkmark in the first column.
- Payments may be displayed in the original currency in which they were received, the Local currency, or the Reference Currency.
- The **Process** button is used to clear all of the payments that have been selected.

To clear one, or more, payments:

1. If necessary, select the account, or group of accounts, for which uncleared payments are to be listed, from the drop-down list attached to the **Bank or Cash Account** field.
2. Set the checkmark in the **Date Received** column for each payment that is to be cleared.
3. Click the **Process** button.

3.6.10. Bank & Cashbook Reports

All reports in Artemis Accounts are initially displayed in a preview screen which allows the report to be printed or saved to a file. The majority of the reports also allow certain criteria to be set before the report is displayed. The Bank & Cashbook reports are detailed in the following sections:

3.6.10.1. Bank & Cashbook Journal

The Bank & Cashbook Journal report list the entries to the Bank & Cashbook showing debits and credits, by date.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. If a report of transactions from all sources is required, leave the **Source** field set to **All**. Otherwise, choose whether to restrict the report to transactions that originated in Purchases, Sales, HRPay, or the Bank & Cashbook module by selecting the source from the dropdown list in this field and press **<Tab>**.
4. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
5. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Bank & Cashbook Journal Report						
01/08/2001 to 07/12/2001						
Date	Source	Account	Description	Debits	Credits	Posted
03/10/2001	Cashbook	100600	Transfer to Petty Cash		€53.75	No
	Cashbook	100500	Transfer from Cash Acctnt	€53.75		No
11/11/2001	Sales	100600	Payment - Inv: 1000000023	€948.92		Yes
	Sales	120000	Payment - Inv: 1000000023		€948.92	Yes
18/11/2001	Purchases	100000	Payment - Inv: AB12908		€157.03	Yes
	Purchases	200000	Payment - Inv: AB12908	€157.03		Yes
30/11/2001	Cashbook	100000	Weekly Lodgement - Nov Wk4	€2,510.77		No
	Cashbook	100600	To Bank A/c No. 37262204		€2,510.77	No
03/12/2001	Cashbook	100000	Advance on expenses - London		€400.00	No
	Cashbook	100600	From Bank A/c No. 37262204	€400.00		No
Totals:				€4,070.47	€4,070.47	

Note that transactions that originate outside of the Bank & Cashbook module will always be shown as posted in order to prevent them from being posted twice.

3.6.10.2. Cash Account History

The Cash Account History report could be seen as the equivalent of a "statement" for each account in the cashbook showing increases and decreases in cash for a specified period.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. To print a separate page for each cash account, set the checkmark in the **New page for each A/c** box and press **<Tab>**.
4. To begin the report at a specific cash account, enter the 10-character account code in the **From Account** field and press **<Tab>**. The account codes can be looked up using the lookup button or by pressing **F2**.
5. To end the report with a specific cash account, enter the 10-character account code in the **To Account** field and press **<Tab>**. The account codes can be looked up using the lookup button or by pressing **F2**.
6. To display all accounts in the selected range, even those with no transactions in the selected period, check the **Show A/cs with no history** checkbox. Unchecking this checkbox reduces the size of the report.
7. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
8. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Cash Account History						
01/10/2001 to 04/12/2001						
Cash Acct						
Date	Description	Reference	Source	Increases	Decreases	Balance
	Opening Balance:					€1,650.00
03/10/2001	Transfer to Petty Cash	Wkly Topup	Cashbook		€53.75	€1,596.25
11/11/2001	Payment - Inv: 1000000023	Cash	Sales	€948.92		€2,545.17
30/11/2001	To Bank A/c No. 37262204	198203	Cashbook		€2,510.77	€34.40
03/12/2001	From Bank A/c No. 37262204	Expenses	Cashbook	€400.00		€434.40
	Closing Balance:					€434.40
Petty Cash						
Date	Description	Reference	Source	Increases	Decreases	Balance
	Opening Balance:					€46.25
03/10/2001	Transfer from Cash Acct	Wkly Topup	Cashbook	€53.75		€100.00
	Closing Balance:					€100.00

3.6.10.3. Bank Account History

The Bank Account History report provides the equivalent of a bank statement for each bank account showing lodgements and withdrawals for a specified period. If the bank accounts have been fully reconciled, this should be very similar to the bank statement for the same period.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. To print a separate page for each bank account, set the checkmark in the **New page for each A/c** box and press **<Tab>**.
4. To begin the report at a specific bank account, enter the 8-digit account code in the **From Account** field and press **<Tab>**. The account codes can be looked up using the lookup button or by pressing **F2**.
5. To end the report with a specific bank account, enter the 8-digit account code in the **To Account** field and press **<Tab>**. The account codes can be looked up using the lookup button or by pressing **F2**.
6. To display all accounts in the selected range, even those with no transactions in the selected period, check the **Show A/cs with no history** checkbox. Unchecking this checkbox reduces the size of the report.
7. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
8. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Bank Account History						
01/10/2001 to 04/12/2001						
37262204	Interim Trading A/c					
Date	Description	Reference	Source	Lodged	Withdrawn	Balance
	Opening Balance:					€149.21
18/11/2001	Payment - Inv: AB12908	Transfer	Purchases		€157.03	-€7.82
30/11/2001	Weekly Lodgement - Nov Wk4	198203	Cashbook	€2,510.77		€2,502.95
03/12/2001	Advance on expenses - London	Expenses	Cashbook		€400.00	€2,102.95
	Closing Balance:					€2,102.95

3.6.10.4. Unreconciled Transactions

Unlike the other reports, the Unreconciled Transactions report does not have any selection criteria. Instead, the report is displayed when the menu selection is made. This report shows the lodgements and withdrawals which have not been reconciled with a bank statement up to the present day, as shown in the example below.

Unreconciled Bank Transactions				
As of: 08/10/2001				
<hr/>				
Account No.:	37262204	Description:	Interim Trading A/c	Currency: EUR
<hr/>				
Date	Description	Reference	Withdrawals	Lodgements
<hr/>				
30/10/2000	Payment - Inv: DE34061000	100908	€50.79	
18/11/2001	Payment - Inv: AB12908	Transfer	€157.03	
30/11/2001	Weekly Lodgement - Nov Wk4	198203		€2,510.77
03/12/2001	Advance on expenses - London	Expenses	€400.00	
Totals:			€607.82	€2,510.77

3.6.10.5. Standing Orders Listing

The Standing Orders Listing is a simple report which just shows details of the standing orders that have been entered and indicates when they are next due to be paid. These are not bank transactions but can be regarded as "templates" from which bank transactions will be generated when the standing orders are processed.

To specify the report parameters and print/display the report:

1. To list only those standing orders with a specific frequency, type **W**, **M**, **Q**, **H**, or **Y** in the Frequency field and press **<Tab>** or click the down-arrow to the right of the field to pick the required frequency. Otherwise, just press **<Tab>** to view all of the standing orders.
2. Select the display currency by clicking the appropriate radiobutton in the Currency control.
3. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Standing Orders Listing					
For All Periods Processing					
Account	Description	Frequency	Reference	Amount	Expense A/c
37262204	Lease payment - N/C Drill	Monthly	AX/31946	€493.46	700400
Next Active Date: 08/09/2001					

3.6.10.6. Interest & Fees Summary

The purpose of having a dedicated Interest & Fees transaction is to isolate bank charges and foreign currency gains/losses so that these can be viewed as a group. In effect, it is an attempt to capture the "cost of banking" on the business, which can be substantial if you get into a position where the bank applies referral charges. The Interest & Fees Summary provides a listing of the bank transactions that were entered using this function.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. To print a separate page for each bank account, set the checkmark in the **New page for each A/c** box and press **<Tab>**.
4. To begin the report at a specific bank account, enter the 8-digit account code in the **From Account** field and press **<Tab>**. The account codes can be looked up using the lookup button or by pressing **F2**.
5. To end the report with a specific bank account, enter the 8-digit account code in the **To Account** field and press **<Tab>**. The account codes can be looked up using the lookup button or by pressing **F2**.
6. To display all accounts in the selected range, even those with no interest & fees transactions in the selected period, check the **Show A/cs with no history** checkbox. Unchecking this checkbox reduces the size of the report if there are many bank accounts.
7. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
8. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Bank Interest & Fees Summary						
01/09/2001 to 07/12/2001						
37262204	Interim Trading A/c					
Date	Description	Reference	Source	Amount	Expense Account	
14/09/2001	Currency Exchange Loss	UKXfer	Cashbook	€37.12	702000	
02/10/2001	Interest Charged	Sep 01	Cashbook	€27.55	700300	
05/12/2001	Account Fees	Dec 01	Cashbook	€18.93	700200	
Total:				€83.60		

3.6.10.7. Petty Cash Purchases Summary

The Petty Cash Disbursements function is used to make small purchases without having to go through the formal process of creating an invoice and entering payment. A summary record of these purchases can be obtained by running the Petty Cash Purchases Summary report.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. If necessary, select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Petty Cash Purchases Summary				
05/10/2001 to 12/10/2001				
Date	Description	Reference	Amount	Expense Account
06/10/2001	Window Cleaner	Cleaning	€3.95	800000
08/10/2001	Coffee x 300G, Biscuits	Food	€6.64	800900
08/10/2001	Sellotape - Large roll	Supplies	€2.15	800200
10/10/2001	Stamps x 20	Postage	€9.60	800600

3.6.10.8. General Payments Summary

Unlike petty cash purchases which are always paid out of the Petty Cash account, General Payments can be made from any cash or bank account. Because of this, a separate report is provided to summarise these payments showing, not just the Nominal Ledger account that is affected, but also the cash or bank account from which the payment was made.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. If necessary, select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

General Payments Summary					
01/10/2001 to 30/11/2001					
Date	Description	Reference	Amount	Paid from A/c	Charged to Nominal A/c
04/10/2001	VAT Payment - Jul/Aug 01	100987	€98.00	37262204	210000
12/10/2001	Deposit on audit fees	Prepayment	€250.00	Cash Acct	140000
23/11/2001	VAT Payment - Sep/Oct 01	100995	€132.95	37262204	210000
Total:			€480.95		

3.6.10.9. Non Posted Transactions

This report is very similar to the Bank & Cashbook Journal report, except that only transactions which have not yet been posted to the Nominal Ledger are listed. This may be used to identify the bank and cashbook entries which are not included in the Nominal reports.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Unposted Bank & Cashbook Transactions					
10/10/2001 to 23/11/2001					
Date	Source	Account	Description	Debits	Credits
10/10/2001	Cashbook	100500	Stamps x 20		€9.60
	Cashbook	800600	Stamps x 20	€9.60	
12/10/2001	Cashbook	100600	Deposit on audit fees		€250.00
	Cashbook	140000	Deposit on audit fees	€250.00	
11/11/2001	Sales	100600	Payment - Inv: 1000000023	€948.92	
	Sales	120000	Payment - Inv: 1000000023		€948.92
18/11/2001	Purchases	100000	Payment - Inv: AB12908		€157.03
	Purchases	200000	Payment - Inv: AB12908	€157.03	
23/11/2001	Cashbook	100000	VAT Payment - Sep/Oct 01		€132.95
	Cashbook	210000	VAT Payment - Sep/Oct 01	€132.95	
Totals:				€1,498.50	€1,498.50

3.6.10.10. Nominal Ledger Distributions

This is one of the key reports in the Bank & Cashbook Module. It analyses all transactions entered in this module and summarises the overall effect of these transactions on the Nominal Ledger. The result of this analysis shows the total amount which has been, or will be, debited or credited to each Nominal account as a result of posting bank and cashbook transactions to the Nominal Ledger. It doesn't matter whether these transactions have been posted, or not, as every transaction within the specified date range is included in the analysis. Transactions that have been generated by Purchases, Sales/Invoicing, or imported from HRPay are not included in this report.

It is strongly recommended that this report be run before posting a new period's transactions to the Nominal Ledger as it provides an opportunity to preview the effect of posting.

To specify the report parameters and print/display the report:

1. Enter the required starting date of the period to be covered by the report in the **From Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
2. Enter the required ending date of the period to be covered by the report in the **To Date** field, or choose a date from the dropdown calendar, and press **<Tab>**.
3. Select the display currency by clicking the appropriate radiobutton in the **Currency** control.
4. Click the **Print** button to process and display the report. The following is an example of what is then displayed:

Cash/Bank to Nominal Ledger Distributions			
01/10/2001 to 30/11/2001			
N/L Account No.	N/L Account Description.	Debits	Credits
100000	Bank Account #1	€2,252.27	
100500	Petty Cash	€31.41	
100600	Cash in Hand		€2,814.52
140000	Prepaid Expenses	€250.00	
210000	VAT Payable	€230.95	
700300	Interest Expenses	€27.55	
800000	Maintenance & Repairs	€3.95	
800200	Office Supplies	€2.15	
800600	Postage	€9.60	
800900	Other Expenses	€6.64	
Totals:		€2,814.52	€2,814.52

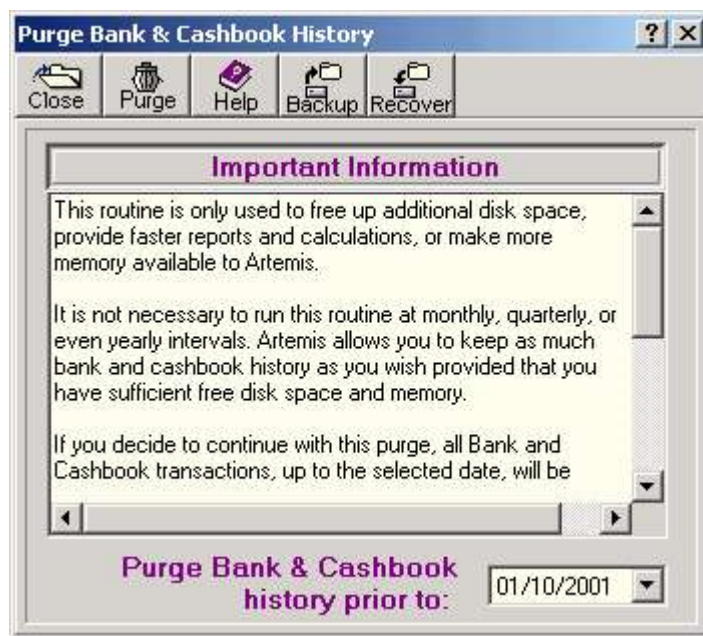
3.6.11. Bank & Cashbook Utilities

3.6.11.1. Purge Bank & Cashbook History

This function should only be used if the responsiveness of the system needs to be improved, disk space is running low, or lookups are showing an undesirable amount of history.

The purpose of this function is to delete historical data, thus freeing up disk space and improving response times for some functions. As the balance on each bank and cash account is dynamically calculated when reports are run, the balances need to be updated if transactions are deleted. This function calculates the net result of the transactions which are to be deleted and changes the opening balances of the appropriate bank and cash accounts to a new value.

To access this function, select Purge Cashbook History from the Utilities sub-menu in the Bank & Cashbook menu. This will cause the following screen to be displayed.



- This message on this screen reinforces the point that a purge is not necessary unless disk space is getting low or the responsiveness of the system has become sluggish.
- The date field can be used to control the extent of the purge operation. Only transactions prior to this date will be considered.

Note: This purge operation can only be reversed if the selected files are backed up prior to confirming the purge. To reverse the purge, the Recover button should be clicked immediately after the purge has completed.

To proceed with the purge operation:

1. If you wish to make a backup before purging the history (highly recommended) click the **Backup** button.

2. Enter the date up to which you wish purge the transaction history in the Purge Bank & Cashbook history prior to: field or select a date from the dropdown calendar..
3. Click the **Purge** button to confirm the purge operation. To exit without purging click the **Cancel** button.

The system will then check to ensure that all transactions prior to the date specified have been posted. Before purging the bank and cashbook history, the Cashbook must be posted to the Nominal Ledger. If any unposted transactions prior to the specified date are found, an error message will be displayed and the purge will be cancelled. Otherwise, the bank and cash accounts will be updated and the selected transactions will be deleted. To exit this screen click the **Cancel** button.

3.6.11.2. Payment Clearing Parameters

When a cheque payment is received from a customer and lodged to the bank, it is shown as part of your bank balance. However, it takes a number of working days before the cheque is cleared and, until the cheque is honoured by the customer's bank, it cannot be regarded as a true part of your bank balance.

In Artemis Accounts, all payments from customers are regarded as valid and do not require clearing unless they have been specifically identified as uncleared. The **Payment Clearing Parameters** are used to identify those payments which must be cleared. These would typically be cheque payments, but any of the six payment types can be defined as uncleared. This function may be accessed from the **Utilities** sub-menu in the **Bank & Cashbook** menu, as show below.

Payment Clearing Parameters

Close Edit Save Help

Default Receivables Account

	Account Number
Normal Uncleared Payments	110000
Uncleared Post-dated Payments	110100

Receive as Uncleared Payments

☐ Cash
 ☐ Credit Cards
 ☐ Vouchers
 ☒ Cheques
 ☐ Debit Cards
 ☐ EFT

- The **Normal Uncleared Payments** account is credited, instead of the normal A/R account, when an uncleared payment is received.
- The **Uncleared Post-dated Payments** account is credited, instead of the normal A/R account, when a post-dated payment is received.
- Setting the checkmark for any payment type causes customer payments of that type to be classified as either Uncleared or Post-dated.

Basic Concept:

When a payment is received from a customer, and the payment method has been specified as uncleared, the system looks at the date of the payment and compares it to the current date. If the payment date is not later than the current date, the payment is classified as "Uncleared". If the payment date is later than the current date, the payment is classified as "Post-dated".

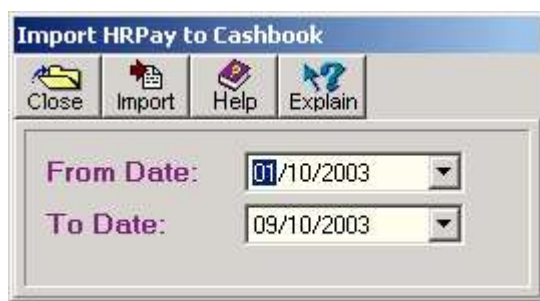
- For "Uncleared" payments, the credit portion of the transaction is re-routed to to the Nominal/General Ledger account for **Normal Uncleared Payments**, as specified in the first field of this screen, rather than to the regular Accounts Receivable account.
- For "Post-dated" payments, the credit portion of the transaction is re-routed to to the Nominal/General Ledger account for **Uncleared Post-dated Payments**, as specified in the second field of this screen, rather than to the regular Accounts Receivable account.

When the payment is finally cleared, the Clear Customer Payments to Bank/Cash function creates a new transaction which updates the regular Accounts Receivable account, and debits the relevant uncleared payments account.

3.6.11.3. Import from HRPay

If you are using HRPay to handle your payroll, it is quite likely that the payments that you make for payroll, taxes, insurance, and pensions are coming from the same bank and cash accounts that you have set up in Artemis Accounts. To allow you to get a complete picture of your cash and bank position, and to allow the bank statements to be reconciled fully, the bank and cash transactions from HRPay can be imported to the Bank & Cashbook module.

To bring HRPay transactions into the bank and cash accounts, select **Import from HRPay** from the **Utilities** sub-menu in the **Bank & Cashbook** menu.* This will cause the following screen to be displayed.



- Enter a starting date in the **From Date** field and an ending date in the **To Date** field to restrict the import to transactions for a specific period.

* Note that the **Import from HRPay** menu item will not be displayed until you have established a link between Artemis and HRPay in the Nominal module.

To limit the amount of transactions to be imported, a date range can be applied by setting starting and ending dates in the From Date and To Date fields. When the **Import** button is clicked, each transaction in HRPay will be examined to verify that:

1. It affects a bank or cash account
2. It hasn't been previously imported.
3. It falls within the specified date range.

All transactions that match these criteria will then be reproduced in the relevant bank or cash account.

3.7. Other Menus

3.7.1. Window Menu

The Window menu is a standard Microsoft Windows menu element. It allows all of the windows which are open on the Artemis desktop to be tiled or cascaded. It also lists the currently open windows so that any window can be "brought to the front" even if it is hidden behind another window.

3.7.2. Options Menu

The Options menu is used primarily to customise the manner in which Artemis Accounts is displayed. The first five choices on this menu are toggles, i.e. they switch certain features on or off. The remaining three menu items are used to show a setup checklist, allow a simple calculator to be "launched" so that calculations can be performed when a transaction is being entered, and provide a simple currency converter.

The first five menu items on this menu are used to toggle a feature on or off. If the feature is currently active, as denoted by the checkmark next to the menu entry, simply clicking the menu item will make it inactive, and vice versa.

The toggle menu items are:

- ❖ Show Tip of the Day - causes the Tip of the Day panel to be displayed whenever Artemis Accounts is started.
- ❖ Show Cursor Hints - causes hints to be displayed when the mouse cursor is moved over a field or button on the screen.
- ❖ Show Cue Cards - displays the tabs at the bottom of the screen which allow transactions and reports to be launched by clicking on a graphic representation of the function or report.
- ❖ Show Sidebar Menu - displays a visual menu on the left side of the screen which allows transactions and reports to be launched by clicking a graphic representation of the function or report.
- ❖ Show Status Bar - displays the status bar at the bottom of the screen which gives hints and shows which company is currently open.

The remaining menu entries are:

- ❖ Show Setup Checklist - displays a checklist listing the basic steps required to begin using Artemis Accounts. The relevant screens can be "launched" from the checklist and marked as complete.
- ❖ Calculator - is used to display the calculator which can be used instead of the standard Microsoft Windows calculator.
- ❖ Currency Converter - provides a simple currency converter which uses triangulation to convert from one currency to another.

3.7.3. Help Menu

The first three items on the Help menu are standard Microsoft Windows menu elements which allow the contents of the help file to be displayed, provide a search facility for help on a specific topic, and provide help on using the help system. The remaining two menu items give support information and details of the current installation.

Part

4

Getting Assistance

4.1. How to get help

Before you lift the phone to seek assistance in using Artemis Accounts we would ask that you first confirm that the answer to your query is not covered in the help system or in the User's Guide. Please note that we cannot supply telephone support unless you are a subscriber to one of our support programmes. Details of these are provided when you first register Artemis Accounts II. However, free support is available by email or by using the User Forum on our web site.

If you carry out the following checks before calling, it will help us to answer your query more effectively:

1. Is the problem unique to Artemis Accounts or do you have a similar problem when using other applications?
If so, you should read your Windows User Guide and/or the manual which came with your computer.
2. Is the amount of free space on your hard drive less than 5Mb?
If so, you should free up some disk space by deleting unwanted files.
3. Have you recently downloaded any programs from the Internet or any other public network?
If so, you should run a virus check to verify that your system is virus-free.
4. Have you installed any new hardware or software since the last time you successfully ran Artemis Accounts?
If so, you should remove the hardware or software and see if this fixes the problem.
5. Have you used the search facility in the help system to see if there are any topics related to the problem you are having?
If not, try it! You might find something that helps!
6. Have you read the User Guide????

If, after carrying out these checks, you have not managed to resolve the problem, you are ready to call us. You can do so by:

Internet:	The User Forum at www.aquilatechnology.com is intended as a first "port of call" for support issues.
Email:	support@aquilatechnology.com
Phone:	Use the support number provided as part of your support contract.
Post:	Aquila Technology, 49 Tur Uisce, Merlin Park, Galway, Ireland.

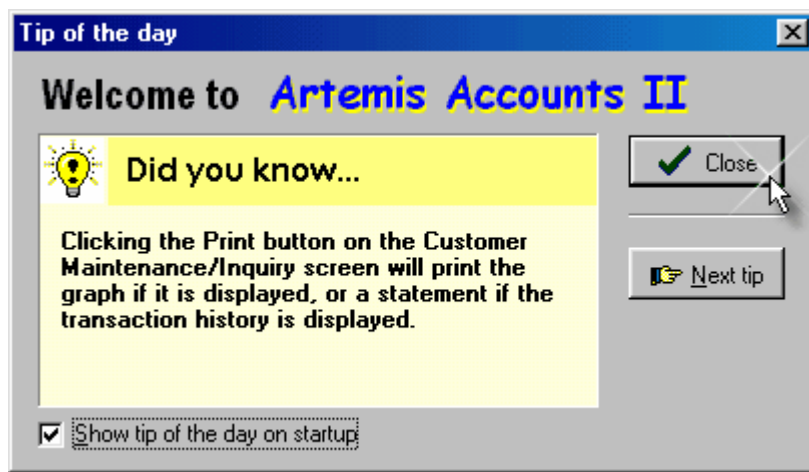
4.2. Help Tools

There are a number of sources of help available to the user of Artemis Accounts. The most obvious of these is the User Guide. However, mindful of the fact that most people don't like reading manuals, we have tried to build as much assistance as possible into the system. We have also tried to make this help quick and easy to access.

The major help features built into Artemis Accounts are:

Tip of the day.

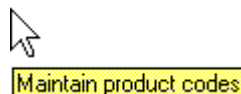
Each time you start Artemis Accounts, the system displays a "Tip of the day", as shown below. This is intended to provide you with useful snippets of information each time you use the system.



This feature can be turned on and off using a menu choice in the **Options** menu, or by checking and unchecking the check box at the bottom of the screen. However, we recommend that you leave it turned on until you become familiar with all of the features of Artemis Accounts. By doing this, you will add to your knowledge of the system on a day by day basis.

Cursor Hints.

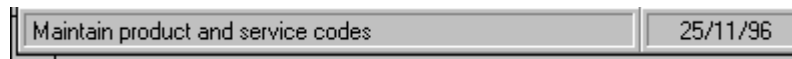
Like most modern Windows software, Artemis Accounts provides a facility to show or hide context-sensitive help labels, similar to that shown below, when the mouse cursor is moved over a button or field.



This feature can be switched on and off using a menu choice in the **Options** menu.

Prompts.

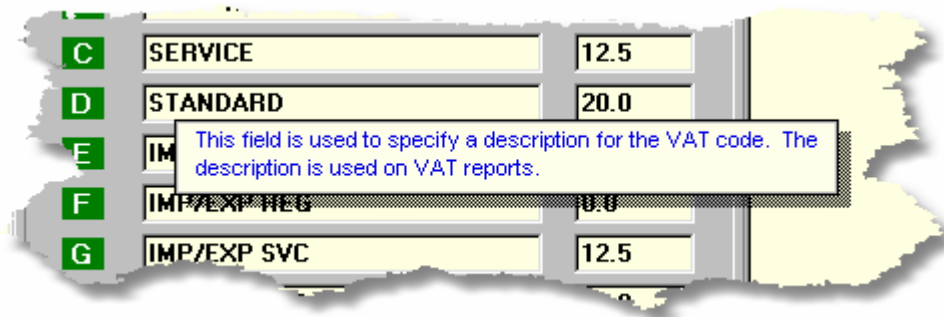
Whenever button or field hint labels are capable of being displayed, a prompt is shown in the status panel at the bottom of the screen, as shown below.



This prompt may simply be the same as that displayed in the button/field hint labels, or it may include additional text.

Popup Help Panels

In most Windows applications, help is provided in a separate window which must be closed or minimised before you can continue with the current task. Artemis Accounts provides an instant help facility which can be accessed by pressing **F1** or by clicking the right mouse button in any entry field. Pressing **F1** in any field will cause a help panel to "pop up", as shown below, whereas clicking the right mouse button will display a "What's This" menu next to the field which can be used to display the popup help.



Popup help can also be displayed by pressing **Shift** and **F1** together. This will cause the cursor to change to -



Clicking on any screen element with this help cursor will cause popup help to be displayed, provided that help is available for the item in question.

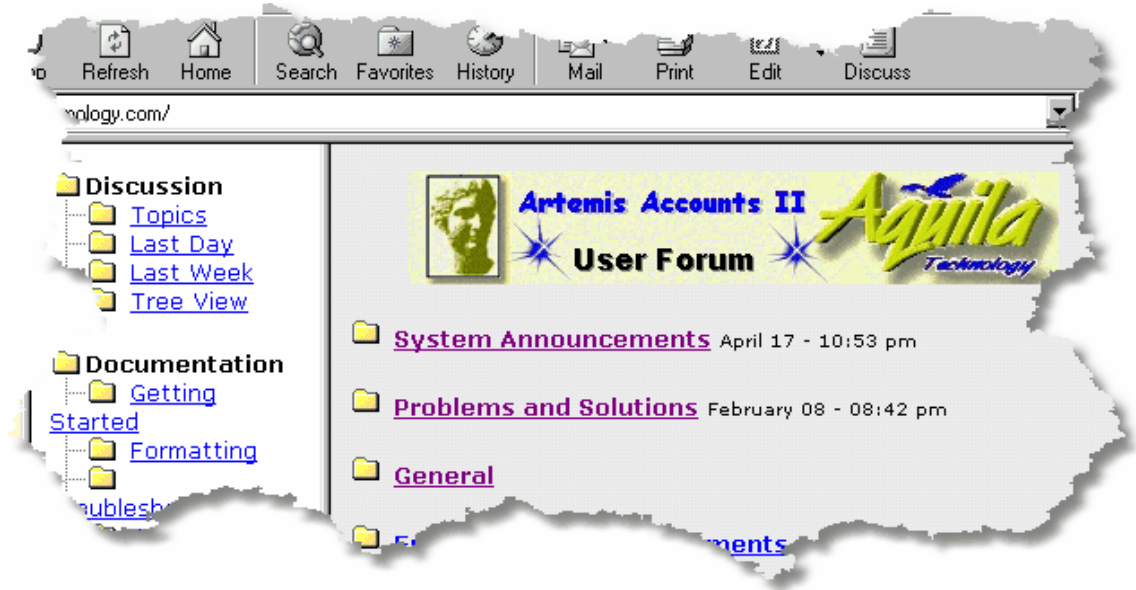
Context Sensitive Help

The main help system of Artemis Accounts may be accessed at any time through the Help menu on the main menu. Accessing help in this manner allows you to start with the Help **Contents** and navigate through various topics. You may also initiate a topic search by selecting the **Search for Help On...** menu item and look for help by typing a keyword.

However, the help system can also be activated by clicking the Help button on any transaction or inquiry screen. This will cause the help for that specific transaction or inquiry to be displayed. This "context sensitive" help is more likely to answer your query than a general wander through the help system.

User Forum

The Artemis Accounts User Forum on our web site is used to announce new releases of the product, gather requests for future enhancements, and act as a means of problem sharing and problem resolution for our customers. Any queries posted to this forum are answered within 24 hours and the problem, along with the suggested solution, remain on the forum as an information resource.

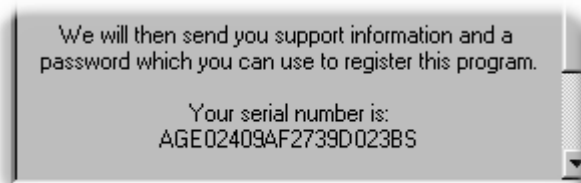


And of course remember, if all else fails, read this User Guide!

4.3. Registering Artemis Accounts

When you first run Artemis Accounts, a screen will be displayed, indicating that the product has not been registered. Artemis Accounts is initially provided as a 30 day evaluation version, even if you have purchased your copy directly from Aquila Technology or from an approved dealer. In order to extend the usage of the product beyond this 30 day period, a unique "unlock" code must be entered. This code is supplied to registered users on receipt of the registration details.

To register your copy of Artemis Accounts, return the completed Registration Form and your registration fee to Aquila Technology, or to the dealer who supplied the software. The Registration Form is in a file called REGISTER.DOC which you will find in the same directory as the application. Please check that you have supplied the correct installation serial number when returning your registration. This can be found on the initial warning screen, on the About screen, or on the product registration screen, as shown below.



Once you have received your "unlock" code, you can proceed to the Registration Details screen and complete the registration.

A. Appendix

A.1. Using Two Sales Taxes.

As was mentioned in the opening pages of this manual, all of the illustrations and step-by-step instructions assume that a single sales tax is being used. Value Added Tax, or VAT, is used as the primary example.

However, Artemis can handle an additional sales tax to meet the requirements of companies that operate in a “dual-tax” jurisdiction, such as the U.S.A. where sales are subject to State and Federal taxes.

In order to enable the second tax code, the Dual Tax option must be selected when Artemis is initially started, as outlined in Section 2.1. If the wrong choice is made at this point, the Artemis.ini file in the Windows directory can be edited to change the setting. The relevant entries in the ini file are as follows:

[SalesTax]	–	Section heading, don't change this.
3T1=VAT	–	3 character abbreviation for Sales Tax 1
2T1=T1	–	2 character abbreviation for Sales Tax 1
3T2=ST2	–	3 character abbreviation for Sales Tax 2
2T2=T2	–	2 character abbreviation for Sales Tax 2
DualTax=0	–	Number of taxes ... 0 = one tax, 1 = two taxes

Note that the DualTax setting must be changed before any transactions are entered.

A.1.1. User Interface Differences.

When the system is operating in dual-tax mode, there are some minor changes to the Artemis user interface:

- The name of the VAT Processing/Reporting menu is the Nominal module is changed to Sales Tax Processing/Reporting.
- Two new reports are added to this sub-menu to allow processing and reporting of the second sales tax.
- The Sidebar menu is reconfigured to allow fast access to the Sales Tax reports.

A.1.2. Functional Differences.

When operating in dual-tax mode, the following functions will differ from the illustrations shown in previous sections:

Supplier & Customer Maintenance – two additional checkboxes will be displayed to specify which taxes the supplier charges or the customer pays.

Goods Receiving – an extra column will be displayed to enter the second tax code and the totals will show an additional sub-total for the second tax.

Purchase Invoice (Single Receipt) – an extra column will be displayed to enter the second tax code and the totals will show an additional sub-total for the second tax.

Purchase Invoice (Multiple Receipt) – an extra column will be displayed to display the second amount and the totals will show an additional sub-total for the second tax.

Summary Invoices (Purchase & Sales) – an additional field will be displayed, as shown below, to enter the second tax code and the totals will show an additional sub-total for the second tax.



Credit Notes (Purchase & Sales) – an additional field will be displayed, as shown above, to enter the second tax code and the totals will show an additional sub-total for the second tax.

Quotations – an extra column will be displayed to enter the second tax code and the totals will show an additional sub-total for the second tax.

Sales Invoice (Standard) – an extra column will be displayed to enter the second tax code and the totals will show an additional sub-total for the second tax.

A.1.3. Document Templates.

Templates for Quotations, Invoices, and Credit Notes are provided for single tax and dual tax implementations. The system will use the appropriate type whenever a document is being printed.

A.1.4. Defining the Second Tax Rate.

The VAT Table, which is called the Sales Tax Table in a dual-tax implementation, is used to define all sales taxes. For example, where State and Federal taxes are used, one of the tax codes can be defined as the State Tax and another code defined as the Federal Tax.

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