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# Pegasus Capital Support Services

## Support

If you have a query with Pegasus Capital, which you are unable to resolve yourself, we know how important it is for help to be close at hand. With Pegasus Capital you have two options:

- Pegasus ServiceCover provides you with telephone support direct from Pegasus Software.
- Alternatively, support services are available from nationwide Pegasus Capital System Centres.

Pegasus Capital Customer Services can be contacted on the following numbers:

Phone	01536 518000
Fax	01536 518118

## Training

Pegasus Capital has been designed with ease of use as a priority. However, to ensure you get the most from your investment, Pegasus Capital software and bookkeeping training courses are run by Pegasus at regional centres in the UK.

Training is also available from Authorised Pegasus Trainers and Pegasus Capital System Centres.

For further information on the above services, please contact Pegasus Software or a Pegasus Capital System Centre.

## Stationery

To help you convey a professional image to your customers and suppliers, exclusively designed stationery is available for use with Pegasus Capital software. The range includes the following:

- Two-part statement/remittance.
- One-part statement.
- One-part remittance advice.
- Two-part multi-purpose form.
- One-part multi-purpose form.

All of these are produced on high-quality laser-compatible cut-sheet paper, which is also suitable for deskjet and inkjet printers. The two-part forms have a different coloured second copy.

Stationery can be personalised and you are guaranteed an exact fit, excellent quality, outstanding service and fast delivery. Quantities as low as 500 can be ordered. For further information, contact Deluxe (UK) Ltd. Telephone 0800 833414.

# Overview

Pegasus Capital is a simple to use integrated accounting system which includes functions to satisfy small to medium sized companies and organisations. Access to information is easy, reports are quick to prepare and there are comprehensive help and search facilities. You can maintain full records for your accounting system through a complete range of functions for effective management, including Sales, Purchase and Nominal, Invoicing and Sales Order Processing, Stock and Purchase Order Processing and Cashbook. As transactions are posted into the system the Nominal is updated, providing an accurate financial record from which reports are easy to run. VAT100 and EC Sales list reporting is also provided and your profit and loss reports and balance sheets are available at the touch of a button.

Click on the appropriate hot like below for more information:

[Sales](#)

[Purchase](#)

[Nominal and Cashbook](#)

[Stock Control and Purchase Order Processing](#)

[Invoicing and Sales Order Processing](#)

[Management Information and Reports](#)

[VAT Routines](#)

## Sales

Pegasus Capital maintains detailed customer records. It holds information about what has been sold, at what price and when; when payment is due and length of time it has been outstanding, as well as credit details and discounts given. A full history of all customer transactions, outstanding balances, invoices and the status of outstanding debts is shown. Country and VAT registration numbers are included to conform to EC VAT requirements. Receipts are recorded on a bank style paying-in slip. You can look back and see which receipts were banked together and make up the figure which appears on your bank statements. Advance and part receipts are allowed and discount and amount due is automatically calculated to save processing time.

Statements and up to three levels of standard debtors letters can be issued to speed the payment of outstanding invoices. Detailed aged debtor reports indicate outstanding debts and status. There is also a facility which prints a scanned signature on the letters, again, to save time.

Pegasus Capital automatically forward posts entries if they are dated after the end of the current accounting period.

## **Purchase**

The Purchase section records supplier details. It maintains information about items bought, dates and prices, when payments are due and discounts you may be entitled to. A full history of all supplier transactions, outstanding payments and invoices is shown. Country and VAT registration numbers are included to conform to EC VAT requirements.

Payment reports provide details of creditors requiring payment and due dates, allowing you to control your cashflow by deciding who to pay and when and the system allows for advance and part payments.

Invoices due for payment by a specified date can be identified and entries are automatically created if payment is required, and a remittance advice printed, saving you time. Settlement discount you are entitled to is automatically calculated, indicating the amount due for payment.

## **Nominal and Cashbook**

The Nominal collates the entries in other ledgers to produce a balance sheet and profit and loss account. Pegasus Capital automatically updates the Nominal each time an entry is made so it always holds the latest information. The Cashbook is integrated with the Nominal. If your accountant normally handles the nominal elements of your accounts, then during set up, you have an option to hide the Nominal. It continues working behind the scenes. When setting up the program, an appropriate set of accounts is created for your type of business. Appropriate nominal codes are also created which can be modified later if desired.

Graphs and reports can be produced which compare budgets and prior year figures with actuals and Pegasus Capital provides the flexibility that allows you to design your own balance sheet and profit and loss reports.

Recurring entries can automatically be created for those journals which are required on a regular basis for standing orders, direct debits, etc.

When payments are entered, they are consolidated onto bank style paying in slips helping to make reconciliation with bank statements easier.

## **Stock Control and Purchase Order Processing**

These features enable you to keep up-to-date product information and therefore maintain the right balance of stock. You have the flexibility to record products as product only, full stock items or description only. Product only items record details such as selling prices and available discounts. Full stock products include information such as reorder levels, reorder quantities, minimum stock levels, quantities in stock, on order, allocated and sold, supplier details and cost price. Description only items can be used for frequently used description lines that can be recorded to avoid retyping.

Cost and selling prices can be updated globally by supplier and by product range. For example, a global 10% increase or decrease.

Each transaction for a specific product is recorded. For products stored as full stock items, stock details are updated on screen when you receive stock and raise purchase orders, showing the effect the transaction has on stock levels.

All documentation can be printed using special stationery. The printing of purchase orders can be batched and carried out at the end of each day. You can see when orders are awaited from suppliers, which are overdue and which have been part delivered.

## **Invoicing and Sales Order Processing**

These functions control sales orders and their invoicing and assist with credit control. Prices, discounts and VAT are calculated automatically and the relevant ledgers updated. For products recorded as full stock items, stock details are updated on screen when you raise invoices, credit notes and sales orders, showing the effect the transaction will have on stock levels. For sales orders and invoices, the program also indicates whether there is sufficient stock to meet that order.

Proforma invoices and quotations can be entered and printed. Later, they can be converted into sales orders and invoices. All documentation can be printed using special stationery. The printing of documents can be batched and carried out at the end of each day. Existing documents can be reprinted. You can view which customer orders are complete, those outstanding and those on back order.

## **Management Information and Reports**

Pegasus Capital provides you with reports and management information vital to the successful running of a business. Most of the reports produced by Pegasus Capital can be output directly to the print preview facility, the printer, Windows Write, Word for Windows, Excel, ASCII or CSV file format. Over 50 reports are available to provide you with information on all areas of your business.

Individual products or groups of products can be allocated a sales analysis code. These allow more detailed analysis to be carried out and therefore assist management decision making. Analysis codes in turn are allocated to a specific nominal code.

Enquiries can be performed on the status of sales, purchase and nominal accounts and product items. The detail lying behind summary information can be viewed using the drill down facility; you can see exactly what an outstanding invoice on a customers record was for. The drill down facility is widely available in Pegasus Capital including VAT100 report, graphs and status screens.

Cashflow forecasts, aged debt, customer, supplier and product turnover can be illustrated by one of the built-in graphs. The drill down facility, where appropriate, allows you to see the figures and detail which lie behind each bar of the graph. Graphs can also be exported and incorporated into word processing documents.

The extensive search facility means that it is possible to search quickly for records on most input fields, for example, you can search for all customers who have a particular post code.

The spike feature takes the cut and paste facility available in Microsoft Windows further by providing a multiple cut and paste tool. Information can be gathered from a number of areas within Pegasus Capital and pasted simultaneously into other Windows applications.

A status screen provides a summary of the position of your business, including due events, such as a reminder that a VAT return is due, and financial information such as the amount of cash in the bank, accrued VAT liability and customer receipts.

## **VAT Routines**

VAT values are calculated whether you use accrued VAT or VAT cash accounting. The report looks like the HM Customs and Excise VAT 100 form, reducing the opportunity for mistakes when completing the document you submit.

The drill down facility, widely available throughout Pegasus Capital, shows you the detail lying behind the figures in the VAT 100 report. Pegasus Capital will produce your EC Sales List report if you deal with the European market.

## Getting Started

Before you can begin to use your Pegasus Capital system, various tasks need to be carried out to ensure that the system is installed correctly and that you get the best service from the software. You will need to:

- Install the software.
- Be familiar with the Windows environment.
- Set up various system parameters.
- Identify the basic functions of Capital.

Apart from the actual Pegasus Capital software, a tutorial disk is also provided which offers a brief guided tour of some of the features of the software. The installation of this tutorial is optional and is handled separately from the main software installation.

We recommend that you install the software first. You can then install the tutorial afterwards if you wish. However, there is no reason why you cannot install the tutorial on its own as it does not require the Pegasus Capital software to be installed beforehand.

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## Installation of the Capital Software

Pegasus Capital is installed using the Windows Run option in the File menu. The installation is a simple automated function.

### To install Capital

1. Insert Pegasus Capital installation disk number 1 into Drive A.
2. Ensure that the Windows Program Manager display is active.
3. Choose the File menu and then click on the Run option.
4. In the Command Line box, type **a:\setup** and click on OK.
5. The Pegasus icon will appear, indicating that the setup is being initialised.
6. The next window to appear shows the version number of the Pegasus Capital software you are installing. Check that you are installing the correct set of disks and click on Continue.
7. If you are installing a new version of the software for the first time, please skip to point 8. If you already have a version of Pegasus Capital, you will be asked whether you wish to create a new version or upgrade the existing software. Click on the required radio button to select and then click on OK. If required you can click on Cancel to terminate the installation and return to the Program Manager window.
8. The next window asks you to enter (or confirm for an upgrade) registration details relating to the licence agreement with Pegasus Software. When you click on OK the registration details you have entered are redisplayed for confirmation. Click on Yes to continue or No to re-enter.
9. You will then be asked for the installation location where the program files will be stored. A default drive and directory of C:\CAPITAL is displayed - only change this if you have good reason. Click on OK to accept the specified drive and directory and proceed with the installation. If required, you can click on Cancel to terminate the installation and return to the Program Manager window.
10. If the installation continues, a run screen appears showing a percentage bar. This monitors how far the installation has progressed. If required, you can press F3 to terminate the installation and return to the Program Manager window.
11. When prompted, insert disk number 2 in the floppy disk drive, replacing the previous disk.
12. When the job has finished its run, a completed message appears. You will be informed that the Pegasus Capital Tutorial needs to be installed separately. You will be asked if you wish to view the Read Me file at that point. You should view this file to find out about the latest information about Pegasus Capital. This is important as it will contain late-release information that was not available for including in this manual and may expand on or supersede guidance given in this manual and/or the help text. It also contains all the software/hardware configuration information. Click on Yes to view the file or No to return to the Program Manager window. You should be able to see the Pegasus Capital for Windows icon in Pegasus Capital program group window.

### To terminate installation

You can terminate the installation/upgrade of Pegasus Capital at various points during the process, by clicking on the Cancel button on various windows or by using F3 on the final run screens. Depending

on where you are in the process, you may have to close or cancel a succession of windows, which results in a message telling you that the install has been terminated

If you terminate the installation of Pegasus Capital part way through the process, some information may have already been transferred to your computer. This will depend on what point you terminate the installation. If you want to reinstall the software, you will have to do this from scratch. However, the program will detect the existence of the Capital subdirectory and assume that a version of the program has been installed. You should choose to create a new version of the software to ensure that the complete installation is carried out.

If you have abandoned an installation, leaving files on your PC and you want to make sure that they are all removed safely, it is actually better to complete a full installation, and then run the Capital Deinstall. This will make sure that all necessary files are removed properly.

## Installation of the Capital Tutorial

Pegasus Capital Tutorial is installed using the Windows Run option in the File menu. The installation is a simple automated function.

### To install the Capital Tutorial

1. Insert Pegasus Capital Tutorial installation disk into Drive A.
2. Ensure that the Windows Program Manager display is active.
3. Choose the File menu and then click on the Run option.
4. In the Command Line box, type **a:\setup** and click on OK.
5. The installation screen will appear, offering a default path for the location of the tutorial files which is C:\CAPITAL\TUTORIAL. Click on Continue to accept this or change the path to an alternative if you wish before continuing with the installation. If required you can click on Exit to terminate the installation and return to the Program Manager window.
6. If you choose to continue, the installation program will copy the necessary files to your hard disk and display a message on completion.
7. Assuming that you have already installed the Pegasus Capital software as described previously, another icon will have been added to your Pegasus Capital program group window for the tutorial.

### To terminate installation

The Pegasus Capital Tutorial installation routine can be terminated using the Exit button. Like the Capital software itself, a part installation may result in some files being copied to your PC. You will have to rerun the installation from scratch to ensure that the tutorial is installed properly. Note that there is no deinstall for the Pegasus Capital tutorial.

## Deinstalling Pegasus Capital

You may wish to deinstall Pegasus Capital at some point, for example, to re-install the programs on a different machine.

1. Insert Pegasus Capital installation disk number 1 into Drive A.
2. Ensure that the Windows Program Manager display is active.
3. Double-click on the Capital Deinstall icon in the Pegasus Capital program group window.
4. The version number of the Pegasus Capital software you are deinstalling will be displayed. Click on Continue.
5. You will be asked if you are sure that you wish to remove Pegasus Capital. Click on Yes to continue or No to stop the deinstall.
6. You are then reminded that continuing with this process will also destroy all of the data stored in the Pegasus Capital directories. If you still wish to continue click on Yes. To stop the deinstall click on No.
7. A message appears asking if you also wish to remove the Pegasus Capital program group. Click on Yes to remove the group or No to keep it displayed on the Program Manager window. If you remove it, the entire Capital package will be removed from your machine. If you keep the program group, only the Capital program will be erased and unavailable for further use, i.e. the Capital Help, Tutorial, Read Me and Deinstall programs remain in the program group and can be accessed. Please note that although you can still access Deinstall in this instance, you will not be able to remove any further items unless you reinstall the full suite by using the setup disks.
8. When the process is complete, a message appears to tell you that the product has been successfully deinstalled. Click on OK to return to the Program Manager window.

## Loading Pegasus Capital

Once Capital has been installed, the Pegasus Capital for Windows icon should be present in a program group as displayed with Program Manager as shown on a previous page. You can use this icon to access the Capital software whenever required.

### To load and set up Capital

1. Double-click on the icon to load Capital. The system login screen will be displayed.
2. When you load Capital, the login screen will be displayed which includes the demonstration data company. This contains data files that you can use to become familiar with the features of Pegasus Capital without having to use your own live data.
3. You can change the program date and time in the boxes provided. The date is presented as a default when entering transactions, so if you have many transactions to enter for a date other than the one displayed here, it may be helpful to change it before you begin. You can then return to the login screen and change it back when you're ready.
4. The use of Capital will remain restricted until you enter an Activation Key on the Licence Details window.
5. When you are ready to use Capital for your own data, you should click on the New Company button. System Parameters should be entered before you continue. These include your company details and, if appropriate, information relating to your VAT records. The first set of details are entered using the New Company Setup Wizard windows which appear automatically as you click on the New Company button. Once you have finished the initial setup parameters, you will be automatically transferred to the System Parameters windows, which are described in the following chapter.
6. Having completed and saved the entries to the System Parameters, you can use the other Capital features. To exit from Capital, click on the Exit option in the File menu or the Exit button on the Toolbar.

## Activating Pegasus Capital

Having entered your registration details and the licence number during the installation procedure, Pegasus Capital now requires one more identification code in the form of an Activation Key. This is necessary to ensure that you are an authorised user. Without this key the software will remain restricted and you will not be able to output reports to a printer, export reports or perform period end functions.

### **To activate the software**

1. Ensure that you have your licence number and company details ready and call Pegasus on the following number to obtain the Activation Key: 01536 518000.
2. Load Pegasus Capital to obtain the Login window and click on the Licence Details button.
3. Enter the Activation Key in the box provided and click on OK. The software will now provide full capability.

## Entering the initial setup parameters

When you create a new company from the Login window, you will be required to enter various setup parameters. A series of Wizard windows guide you through this process, as described below.

Please note that if you close during this process you will be reminded first that you have not saved your work and, if you continue to close, your session with Capital will terminate. You will have to begin creating a new company again or log into another company to regain access.

### To create a new company

1. Click on the New Company button and the first Wizard window will appear describing their function. You can use the Cancel button on any Wizard window to cancel the creation of a new company and return to the Login window. Back and Next enable you to move to the previous or next window. Finish becomes available on the final window to confirm the entries you have made and create the new company.
2. The next windows allows you to enter the company name and choose which type of chart of nominal accounts you want. You can choose from Sole Trader, Partnership or Limited Company.
3. The next three windows enable you to select a previously created company from which to import details of customers, suppliers and stock items. If this is the first company you have created there will not be any other data available, so you can leave the selection on the Do not import... default. To select a company from which to import data, click on the down-arrow to reveal the drop-down list of companies and select as required.
4. You will then be asked if you wish to hide the Nominal. Click on the check box if you want the Nominal to be handled entirely on automatic. This will result in all features related to the Nominal being hidden in the system menus. If you need to make alterations to the Nominal figures, e.g. journal entries etc. leave this check box blank and proceed to the next window. This feature can also be switched on and off using the Tool menu.
5. A password for the company can be entered to prevent unauthorised users from gaining entry. The password can be the same or different to a password used for another company. If you do not wish to use a password, leave this blank.
6. The final window simply explains that use of the Finish button will now initialise a set of data files for the new company and import any data from previous companies as directed. Click on the Finish button when you are sure that the details you have entered are correct.
7. The first System Parameters window will be automatically displayed when the initial setup has completed.



## Using Capital in Windows

Capital is designed to operate within the Microsoft Windows environment. Windows is a graphical user interface that makes the operation of applications running within it efficient and more intuitive. If you have experience of running applications in this environment, much of this section will be familiar to you. If, by using Capital, you are using Microsoft Windows for the first time, this section will help you to understand most of the basic operations and facilities that are common to most programs and functions. In short, it will help you acquire the basic skills necessary to run Capital effectively.

Further information on the functionality of the Windows environment can be found in the Microsoft Windows User Guide.

As the name suggests, programs that run in Microsoft Windows are displayed in application windows. These are frames displayed on the computer screen in which information is displayed and/or entered. You can have more than one window showing at one time and, while using Capital, many program functions you choose to work with can be displayed as separate windows. There are common characteristics for all windows that are described here, and you will soon become familiar with the use of the various windows features. These include facilities to select, open and close windows, move them, etc.

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## **Windows and Dialog Boxes**

Almost all of the processing you will do using Pegasus Capital will involve interaction with windows and dialog boxes. The windows allow you to view and enter information relating to the database, and dialog boxes or buttons offer options, pull-down menus or display messages that require simple responses, such as choosing whether to continue or cancel a process. The illustration below shows the main Pegasus Capital window with a secondary pop-up screen selected. Each element of the window is labelled and the sections that follow describe the most important aspects.

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[Window item descriptions](#)

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## Window item descriptions

Item	Details
Form Control Box	Enables you to move, minimise and close windows. It also allows you to switch to other applications. This item is shown in the upper left corner of each window.
Title Bar	Shows the name of the application or program function. If there are several windows open at once, the title bar for the active window (i.e. the one on which you are working) is shown in a different colour or intensity.
Menu Bar	Displays the menu options, providing the program functions, as described later.
Scroll Bar	Enables you to scroll a display up and down (or left to right when applicable). This is most useful where the number of items in a window exceed what can be displayed at one time.
Active Window	To identify which window is the one you are working on, other open windows will have their title bars in a different colour or intensity, indicating that they are not active. When you click anywhere on another window, that window will become the active one. Several open windows will probably overlap, and some windows may get hidden. It may be necessary to move a window or minimize it in order to get to the one you want to make active. There may be some windows where you cannot select any other until you have completed a process or clicked on a button to carry out an action or accept a condition.

### To move a window

Moving windows helps you to arrange several windows on the screen in such a way as to make them easier to activate when necessary. For example, you may have a window open that obscures some information on another one, and moving it to one side will enable you to see the information you want.

1. Place the cursor on the title bar of a window and hold down the left mouse button.
2. Drag the window with the mouse in the direction you want the window moved.
3. The same facility works with list boxes and dialog boxes where there is a title bar present, so you can arrange the elements on your screen to suit the task.

### To minimise a window

A window can be reduced to the size of an icon. This is useful when you want to make room on the screen to see or work on other windows, but you do not want to close or end a particular function to do so. You can also enlarge some windows to fill the entire desktop area.

1. To minimise a window, ensure that it is the active window by clicking on any part of the window area, then choose the Minimize option on the Control Menu.
2. The icon can then be moved around the screen by dragging with the mouse.
3. The icon represents the window that has been minimized and it may be recalled to the screen by double-clicking on the icon. If you find that, by selecting a menu option, no window is displayed, it may be that you already have that window open but it has been minimised.

### To select a menu and menu option

The menu bar shown at the top of the Capital window enables you to access pull-down menus of options relevant to the particular application function in use.

1. To display the menu associated with the option, point to the name of the menu on the menu bar and click the left mouse button to open the drop-down menu.
2. To choose an item on the menu, just point to the option name using the mouse and then click the left mouse button. In addition to the named menus, the Control menu is provided which can be displayed when you click the left mouse button while pointing to the Form Control box.
3. This menu, available on all windows, provides options to alter the size of the current window and to close it when you have finished processing. In some cases, the program will close the window for you when you have selected an option such as OK or Save.

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## **Windows Control Menus**

Control menus can be displayed by clicking on the top left corner of a window. The small square in the corner is known as the form control box. Options can be selected from the control menu like any other menu option.

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## Control menu descriptions

### With this option

### You can do the following

---

Restore	Restores the window or dialog box to the original default size.
Move	Allows you to move the window/dialog box to a new position using the keyboard.
Minimise	Shrinks the window or dialog box to an icon.
Close	Closes the window. Closing unwanted windows will make more memory available.
Switch To...	Enables you to select another application active in the Windows environment.
Next	On windows within the Pegasus Capital work area, use this option to bring the next open window to the front of the screen.

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## **The Window Menu**

The Window drop-down menu on the main Capital window displays a numbered list. This shows which windows are open in the Capital main window. A tick marks the window that is currently active.

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## Screen Processing

The following relate to a number of Microsoft Windows features that are particularly relevant when using Capital, and some features that are peculiar to Capital in this particular operating environment:

### To enter data into a field

This is a box in which you can either enter or edit information, or one in which the program displays information that you may or may not be able to amend. These may be individual fields or arranged in a table format. Fields that cannot be amended are called display only fields.

1. Click on the field box. If the field box is empty an insertion point (a vertical bar) appears at the far left side of the box. The text you type starts at the insertion point.
2. If the box already contains an entry, clicking on the text at a particular point will place the insertion point at the desired location for inserting or editing characters in the box.
3. To select text within a field box, place the insertion pointer at the start point for selecting the text, then drag the pointer across the text you want to select while holding down the left mouse button. In some circumstances, you may find that the whole field is selected by clicking once on any part of a field.
4. When text is selected, it is highlighted in reverse video. Once selected, text can be deleted by pressing the DELETE key or copied for pasting elsewhere.

### To select an item from a drop-down list

Information can be listed in drop-down boxes, such as country names and other data types, where a limited choice of entries is possible for a particular field. In short, list boxes present available choices.

1. Click on the down-arrow by the side of a selection box and the drop-down list appears.
2. To select an item from the drop-down list, click on the item you want to select.

### To toggle radio buttons

These are usually shown alongside items that offer a choice and are shaped like small circles, with an inner dark circle if selected, e.g. the diagram below shows the radio buttons from the Product Details Update window, where you must specify description only, product only or full stock item:

1. Click on the required button to select your choice.
2. Radio buttons toggle the option on and are mutually exclusive, i.e. if another option is already on when you select a radio button for a new option, the previously selected radio button will be switched off automatically. To alter the choice you have made simply click on an alternate radio button.

### To copy and paste text

You may wish to copy and paste sections of text from one field to another to save time with repetitious entry.

1. Select the information you want to copy. See the earlier information on field boxes. Press CTRL+C or CTRL+INSERT or click on the Copy button on the toolbar.
2. Paste the text in the desired field box or new position by pressing CTRL+V or SHIFT+INSERT or click on the Paste button on the toolbar when the insertion pointer is at the correct position.

3. You may use copying and pasting to copy text from a display only field to a search field. In this way, you can quickly get to the details you want.
4. See also details about the spike and the toolbar that covers the buttons mentioned.

#### **To use commands and functions**

Commands can be items on a drop-down menu, buttons, special function keys or key combinations. They cause a particular process or action to take place. Note that some functions are activated from an icon-based button on the toolbar rather than a menu option or named button. For example, you can use the left and right arrow buttons to search for the next or previous record.

## Function Buttons

<b>With this button</b>	<b>You can do the following</b>
Save	Stores a record (i.e. the contents of a window or dialog box) to a disk so that it can be retrieved later. Please note that you have to complete an edit or addition on certain screens for the Save button to become highlighted, i.e. available. This prevents incomplete records being saved which could introduce inaccuracy into the data.
Cancel	Closes the dialog box and ignores any input or selections that have been made.
Close	Closes the current window. If amendments have been made, you are given the opportunity to save them first.
Exit	Exits from the current window.
Ok	Closes the dialog box, accepting any input/selections.
Next	Moves to the next topic or dialog box in a wizard.
Back	Moves to the previous topic or dialog box in a wizard.
Finish	Ends wizard procedure.
Print	Print the document, report, etc. to the currently selected Windows printer.
Run	Run a procedure, such as auto-payments.
Export	Export a report or graph to a selected file format.
Find	Search for a match to a specified string of characters. (See also information about <a href="#">searching for records</a> ).

Other function buttons, specific to particular windows, will be explained in the relevant sections.

## Searching for records

Pegasus Capital provides powerful search mechanisms to help you find the records you want in the most efficient manner. All records are referenced by a key field. For example, this may be a customer ID for a customer record, a supplier ID for a supplier record, a product ID for a stock item, a sales order number for a sales order record, etc. All key fields are unique; this means that you cannot have two records with the same key field. Wherever a key field can be entered to locate a record, you can search for the record you want in a variety of different ways, each of which is explored in the following text.

### To find a record using the key

1. Place the cursor in the key field. If you know the correct identifier, enter the characters and press ENTER, TAB or click on another box or button. The corresponding record will be retrieved and any relevant data displayed.

### To find a record using wildcards in the key field

1. If you do not know the correct identifier, but have some idea of how to identify the record, you can use an asterisk \* as a wildcard. For example, B\* searches for all records beginning with B.
2. The first record that matches the search criteria you have specified will be retrieved and/or displayed.

### To scroll through the available records

1. Locate a record using one or other of the methods described in this section so that one is displayed in the form.
2. Click on the appropriate button on the toolbar to move to the first, last, next or previous record accordingly.

### To scroll using the alt key

1. Position the cursor in the key field, enter an asterisk (\*) and press ENTER, which will display the first available record in the list.
2. Use ALT with the right arrow key to move to the next record and ALT with the left arrow key to move back to the previous record.

### To find a record using the finder

The finder is activated by the magnifying glass icon button shown at the right of key fields or boxes. For example:

1. Click on the finder button.
2. The program will display a list of all relevant records in the system. For example, the illustration below shows an example of the nominal account finder list box.
3. The scroll bar can be used to search through the list of records displayed. When you see the one you want, either double-click on the record in the list or click once to highlight, then click OK. If you are using the keyboard, you can also scroll the list using the cursor control keys, PAGE UP, PAGE DOWN, HOME and END keys. When the one you want is highlighted, tab to the OK button and press ENTER.
4. You can also use the search text box to find one or more records that match a criterion you enter.

You can enter part of a record name, for example, to retrieve a list of all matching records. You can also use the wildcard character (the asterisk). For example, in the list of Nominal accounts, entering Sales in the search text box and clicking on the Search button will retrieve a list of all nominal accounts that begin with the word Sales in their description.

5. If many records are found matching the criterion, you can scroll the list to find the one you want.

### **To find a record using the Query by Example feature**

This feature enables you to locate a record by using any of the fields in the record. You can, for example, locate a customer by post code rather than key field. You can also carry out a progressive search which restricts the search pattern further for each criterion you enter. For example, you could search for all customers with a particular area code, then restrict the search further by selecting only those with that area code whose discount code is a certain value.

1. When a form is displayed in which you can carry out a query, the Query by Example icon is activated. This is the binoculars icon on the toolbar.
2. Enter your search criteria in the field or box concerned. For example, you may wish to search for all customers whose post code begins NN, so you enter NN\* in the post code box then click on the Query by Example button.
3. The program will retrieve and display the first record it can locate that matches the criterion. You can then scroll through the matching records using the next and previous buttons on the toolbar.
4. You can now restrict the search further. For example, having located postcodes beginning with NN, you may wish to restrict the search to a specific area or street within a town. If you enter another criterion, either in the same or another field, then click on the Query by Example button.
5. If you click on the No button, the search will begin again and any previous criteria will be ignored. However, if you click on the Yes button, the program will search for matching records but only within the records previously selected by the search criteria you have already specified. You can continue a progressive search over many levels until you find the record(s) you want. Only when you reply No to the progressive search prompt will the program begin the matching from scratch.

## Using the Default Capital Toolbar

Several program functions are displayed on the Capital toolbar underneath the menu options. These provide easy access to commonly used functions and are activated simply by clicking on the icon representing the function. The line beneath the toolbar is reserved for a user-defined toolbar, please see Using the [Navigator](#) for details of how to configure the user-defined buttons.

The main toolbar buttons are described next:

The **Print Setup** button displays the current printer settings and enables you to amend the details.

The **Cut** button deletes any highlighted text within a field and simultaneously copies it to the Clipboard. To highlight text, simply place the cursor at the starting point and drag the cursor over the text you require whilst holding down the left mouse button.

The **Copy to Clipboard** button copies any highlighted text within a field to the Clipboard. To highlight text, simply place the cursor at the starting point and drag the cursor over the text you require whilst holding down the left mouse button.

The **Paste from Clipboard** button pastes any text from the clipboard into the currently selected field.

The **Undo Last Change** button reverses your last change, e.g. if you have changed the contents of a box from one thing to another this button will revert the entry to its previous state.

The **arrow icons** enable you to quickly move from one record to another. By clicking on each arrow you can select the first record, the previous record, the next record or the final record in the list, in that order. If you have entered a specific record using the identifier, the arrows will move you through the entire list stored on the database. If you have specified a search, the arrows will move you through the list of records meeting the search criteria.

The **Query by Example** button in the centre of the arrows enables you to locate records according to [search](#) patterns you enter.

The **Spike** button enables you to clip text from more than one area and build up a clipboard of information to be pasted elsewhere. See the [Spike](#) topic for more details.

The **Clear Form** button clears any entries you have made into a window without closing the window or saving any data. This enables you to clear errors quickly and start again with fresh entries.

The **Toggle Help Bubbles On/Off** button switches the yellow help bubbles on/off. If you switch off the bubbles by clicking on the Toggle Help Bubbles On/Off button, the bubbles will not appear. The bubbles appear as yellow rectangles when you position the cursor over a main toolbar button or over various selected fields on open windows. They briefly describe the function of that item, e.g. if you place the cursor over the Printer Settings button and hold down the left button of the mouse, you will see a yellow rectangle appear displaying Printer Settings.

The **Exit** button closes any open windows and exits from Pegasus Capital. It does not save information you must save and close windows individually to store any amendments or entries you have made.

## Using the Navigator

The Navigator is available as one of the options on the Tools menu. When it is selected it will remain open in the background of the main window as a search aid, until you decide to close or deselect the option. The Navigator provides a list of the software features in the Windows directory format, which enables you to locate the item you want quickly. This is done by selecting an item with a file icon, which opens up a further level of files contained under that heading. This continues until a list of items appear with document icons - these items are the equivalent of menu options and when selected, open a data-entry or enquiry window. The Navigator provides an alternate method of finding features to selecting options from the menu.

The Navigator also enables you to place the items with document icons, i.e. the equivalent of the menu options, as buttons on the User Toolbar.

### To locate a feature using the Navigator

1. Double-click on the subject in the list that is most likely to hold the feature you require. The next level of the directory will be displayed.
2. Double-click on subjects with file icons until you reach the lowest level - where the subjects are displayed next to a document icon.
3. Double-click on the feature required with a document icon and the data-entry/enquiry window will be opened.

### To configure the User Toolbar

1. Click on the Configure button found at the bottom of the Navigator.
2. Click on the feature required from the Available Buttons list on the left or the Toolbar Buttons list on the right and then click on the required function.
3. Any features added to the Toolbar Buttons will appear on the User Toolbar when you exit from the Configure Toolbar window. The other functions are described below.

## Configure Toolbar descriptions

### With this function You can

---

Add	Add another icon to the user toolbar.
Replace	Swap two features, one highlighted in each list.
Remove	Delete a feature from the Toolbar Buttons list and return it to the Available Buttons list.
Move Up	Move a selected item upwards a line at a time in the Toolbar Buttons list, which also moves the associated User Toolbar button towards the left of the User Toolbar.
Move Down	Move a selected item downwards a line at a time in the Toolbar Buttons list, which also moves the associated User Toolbar button towards the right of the User Toolbar.
Reset	Resets the configuration to the previous setting (as long as you use Reset before you exit from the window), deleting any changes you have made.
Help	Click on this Help button to view help notes about the Configure Toolbar window.
Close	Save the Toolbar configuration and exit the screen.

## The Multiclip Spike

The Spike button on the toolbar invokes the multiclip function that enables you to capture selected items from windows and dialog boxes in Pegasus Capital and build up a clipboard of text that can be transferred to other Windows applications. For example, you could select all the fields that make up a customer address from the customer details window and use this to paste into a word processor to address a letter.

### To use the multiclip feature

1. Click on the multiclip Spike button.
2. The program will display a dialog box in which you can view the items you clip and control the use of the multiclip feature.
3. Choose the Append Mode by clicking on the appropriate radio button. This determines whether individual items selected for the clipboard are separated by a Return, a Space or a Tab.
4. Make sure you have the window or dialog box open in Pegasus Capital that you want to use as the source of the multiclip capture. Click on the Capture On button to begin the capturing procedure.
5. The program will display a arrow which can be pointed at items in fields or boxes to be added to the clipboard. Use the mouse to point at the item required and click on the left mouse button to select. The contents of the field or box will appear in the Spike window. As you select other items, they will be appended to the previous one according to the mode selected. For example, in the previous illustration, the address lines were captured in Return Append Mode so that each field begins a new line.
6. Click on the End Capture button when you have all the text you want. The End Capture button will change to display Start Capture. If you wish to capture further text, click on the Start Capture button and capture as before.
7. To update the Windows clipboard with the selections, click on the Update Clipboard button.
8. Click on the Close button to remove the Spike window from the screen.

## Cue Cards

Cue Cards are an on-line tutorial feature, designed to guide you through the entries required for a variety of functions. The first time you will see Cue Cards is during the entry of system parameters for a new company, when they appear automatically. Having created the company you can then choose whether to use Cue Cards or input data without this guidance.

### To use Cue Cards

1. Close any open windows within Pegasus Capital. Click on the Help menu and then click on the Cue Cards option. The Cue Cards Selector window will appear.
2. Click on the subject you require and an indication of the help available will be displayed in the lower half of the Cue Cards Subject Selector window. Click on OK to display the Cue Card.
3. The Cue Card will appear on the right of the Pegasus Capital window and the associated feature window will be automatically displayed to the left of the Cue Card. You can drag the feature window and the Cue Card into alternative positions as required.
4. Each Cue Card shows Topic n of n at the top right corner, indicating which topic number is being covered from a total number of Cue Cards in this selection. When you have completed the instructions on a Cue Card, click on Next to move to the following topic and the next set of instructions. When you have completed all the cards, Save becomes available. Click on Save to store all of the entries.
5. To move to a previous Cue Card, e.g. to change a previous entry, click on Back which will take you back one Cue Card at a time.
6. If you wish to stop before you have reached the final Cue Card, click on Finish. A message will appear telling you that you have not saved your work and asking you to confirm that you wish to finish now. Click on No to return and continue making entries using the Cue Cards. Click on Yes and the Cue Card will close, but the feature window will remain open with any entries made so far.

## System Parameters

Your business details should be set up before you start entering transactions into the Pegasus Capital database. This ensures that VAT, if applicable, is handled correctly and that all other company information, such as your company name and address are stored for later use, e.g. your company name appears at the top of reports. When you choose to create a new company through the login screen, Pegasus Capital will guide you through the procedure, step-by-step.

The initial setup parameters are defined using the Setup Wizard for guidance. Once you have completed the initial setup, you are transferred automatically to the System Parameter windows and a series of Cue Cards guide you through the process in a similar way to using the Wizard windows. Once the system parameters have been set up for a new company, they can be edited and the following gives a brief outline of the settings that you can maintain.

### **To edit your system parameters**

1. From the menu bar, choose File.
2. Choose the System Parameters option on the File menu.
3. Complete the entries as applicable to your business on the various tabs. You can move from one part of the system parameter details to another by clicking on the relevant index tab. For example, you can click on the VAT Rates tab to enter the various levels of VAT.
4. Save the entries you have made. You can return to the System Parameters option to make amendments at a later date if required.

Company Details

Periods

VAT Parameters

VAT Rates

Control Accounts

Miscellaneous

## Company Details

### In this box

### You can enter

---

Name/Address	The name and address for your company, which must be completed for you to continue using Capital.
Home Country	The country to which your VAT records relate.
Telephone	The telephone number for your company.
Fax	The fax number for your company.

## Periods

Here you specify whether you want to operate a 12 or 13 period accounting system. For 12-period accounting, each period ends on a calendar month end. For 13-period accounting, each period lasts 28 days (4 weeks). Click on the radio button according to the number of accounting periods you want in your financial year. In addition, you can identify the accounting year start date and current period number as described in the following table:

<b>In this box</b>	<b>You can view/enter</b>
Year Start Date	The start date of your financial year.
Current Period	The number of the current period in the year. This is automatically advanced each time you carry out a <u>period end</u> routine.
Opening Balances	<p>A check to confirm that you wish to enter opening balances in the Sales and Purchase accounts.</p> <p>When this option is selected, the program will be running in Opening Balances Mode. This is indicated in the top right corner of the Pegasus Capital window in red capital letters.</p> <p>Sales and Purchase postings can be made but these will <b>not</b> be transferred to the nominal.</p> <p>After completing the <u>opening balances</u>, deselect this option to allow postings to be made to the nominal.</p> <p><b>Once this option is deselected, it cannot be used again for the same company, so be sure that you have entered all the opening balances first.</b></p>

## VAT Parameters

### In this box

### You can view/enter

---

VAT Return Details	The frequency of your VAT submissions in terms of months, e.g. if the Quarterly Return radio button is checked you would submit a VAT return every three months.
VAT Registration No.	Your companys VAT registration number.
EC Sales List Details	Whether you need to produce an EC sales list and the frequency of submission.
Cash Accounting	A check to confirm that you wish to use the Cash Accounting method for your VAT returns.
VAT Analysis Groups	The <u>analysis group code</u> for Sales VAT and Purchase VAT, e.g. SV01 and PV01. These are mandatory fields.
End of VAT Period	The date for the end of the next VAT period, e.g. 01/12/1995.
End of ESL Period	The date for the end of the next EC Sales List period, e.g. 01/12/1995.

## VAT Rates

### In this box

### You can view/enter

---

Description

The name for the type of VAT for which this percentage of tax will be applied. Up to 13 types of VAT can be specified and attached to transaction records to identify the VAT for analysis. You can specify default VAT rate codes on customer and supplier records and products.

Percentage

The percentage for this type of VAT. The program will calculate the VAT element of invoices and credit notes on the basis of this percentage, after taking into account settlement discount.

## Control Accounts

When you create a new company in Capital, you are given the choice of one of three default nominal account charts: sole trader, partnership or limited company. Regardless of which set you choose, there are certain control and key accounts that must be provided in order to enable Capital to function correctly. These key accounts are specified here. They will have already been set up as part of the installation process, but you may wish to change them if you are tailoring the chart of accounts for your own use.

If you change a default control account code to a code that does not exist (i.e. has not already been set up as a nominal code), and account record will be created automatically of the appropriate account type (i.e. bank, cash, or other). See also Setting up your Nominal Account Structure.

<b>Default Code</b>	<b>Description</b>
Debtors Control	The default nominal account code for the Debtors Control account. This is the account which is used as the double-entry for the gross value of sales invoice, credit note, receipt and other debtor related postings. The balance of this account always reflects the total amount owed to you by your customers.
Creditors Control	The default nominal account code for the Creditors Control account. This is the account which is used as the double-entry for the gross value of purchase invoice, credit note, payment and other creditor related postings. The balance of this account always reflects the total amount you owe your suppliers.
Dr Reserves & Prov	The default nominal account code for the Debtors Reserves and Provisions account. This is the double-entry account for any prepayment transactions.
Cr Reserves & Prov	The default nominal account code for the Creditors Reserves and Provisions account. This is the double-entry account for any accrued expenses.
Discount Allowed	The default nominal account code for the Discount Allowed account (for discount allowed on sales). This is where the value of customer settlement discount is posted, if taken.
Discount Received	The default nominal account code for the Discount Taken account (for discount received on purchases). This is where the value of settlement discount from suppliers is posted, if taken.
Bank	The default nominal account code for the Bank account. You can set up as many other bank accounts as you wish.
Petty Cash	The default nominal account code for the Petty Cash account. You can set up as many other cash accounts as you wish.
Profit and Loss	The default nominal account code for the Profit and Loss account.
VAT Output (Sales)	The default nominal account for VAT on sales (outputs).
VAT Input (Purch)	The default nominal account for VAT on purchases (inputs).

### Default Nominal Account Codes

The default nominal account codes can be changed to fit your own pattern of codes, but the default names shown cannot be changed. These accounts are the minimum required for Capital to operate and must exist. You can however add to these accounts with further nominal accounts, e.g. you may have several bank accounts. See also Setting up your Nominal Account Structure.



## Miscellaneous

This screen maintains various options as described below:

<b>In this box</b>	<b>You can enter</b>
Sales Discounts	Two levels of settlement discount, e.g. Discount Days 1 could be set up to show that if payment is received by your company after 10 days, 5% discount will be applied for prompt settlement. Discount Days 2 could then show that if payment is received by your company after 20 days, 2% discount will be applied for prompt settlement. These default discounts can be overridden for individual customer accounts.
Calculate First	You should indicate whether you wish to have settlement discount or VAT calculated first by clicking on the relevant radio button. It is normal practice in the UK to calculate settlement discount first.
Next Document No.s	The next numbers to be allocated to the document types listed.
Use Line Discount	A check to allow line discount on invoices and sales orders.
Carriage Group	The default analysis code for carriage.

## Maintaining Details of Records

Once you have set up your Pegasus Capital system, including the system parameters and printer setup, you will be ready to begin entering details of the accounting and other records through the options on the Details menu. You can use the Details menu to:

- Set up the account details of the customers and suppliers with whom you trade on credit terms.
- Set up the names and details of nominal accounts to which all profit and loss and balance sheet postings are made.
- Maintain records for sales and purchase analysis codes, used to analyse the content of invoices and credit notes and provide the link to nominal income and expense accounts.
- Set up details of product records.
- Make global price changes to product cost and/or selling prices.

[Creating and Updating Customer/Supplier Details](#)

[Setting Up Your Nominal Account Structure](#)

[Setting Up Analysis Groups](#)

[Creating and Updating Product Details](#)

[Changing Prices by Supplier](#)

[Changing Prices by Product](#)

## Creating and Updating Customer/Supplier Details

You can keep records of different aspects of your customer/supplier details on separate tab frames, including general name and address details, terms of business, default tax (VAT) details, comments, etc. The general procedure for customers and suppliers is the same.

General Details

Financial Details

Comments

### To create a new customer record

1. From the menu bar, choose Details.
2. Choose either the Customers... or Suppliers... option on the Details menu, as appropriate.
3. In the Customer/Supplier ID box, type a unique identifier for the new account. This can be any code of numbers and/or letters up to eight characters in total. If you inadvertently enter an identifier that has already been used, the details associated with that record will be displayed in the fields and you should try again with a new identifier. When you enter a new identifier, the program confirms that it is for a new record by displaying the word **\*\* NEW \*\*** alongside the Customer/Supplier ID box.
4. You can enter the rest of the customer/supplier details in any order you wish. You can move from one part of the details to another by clicking on the relevant index tab. For example, you click on the Financial Details tab to enter the terms of business details.
5. At any point after specifying the identifier, you can save the record by clicking on the Save button. You can return to complete any missing information some other time.
6. If you decide you want to abandon the new record, click on the Close button or double-click on the Close box before you save anything. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Customer/Supplier Detail Update window when abandoning a new record, you can enter a different identifier over the one you've already entered, before you save any details.

### Do Customer/Supplier IDs need to be in any special format?

You can use any identifier for customer/supplier accounts that is meaningful to you. However, you should bear in mind that the standard reports in Pegasus Capital are sorted in ascending order of identifier (numbers being sorted before letters). You may also wish to consider in what way you can utilise the searching facilities to best advantage. If you use customer/supplier identifiers that relate in some way to the name (e.g. HUNTER for Hunter & Tirrell), then you may find it easier to locate the account record elsewhere rather than having to remember complex numbers.

### To amend a customer/supplier record

1. From the menu bar, choose Details.
2. Choose either the Customers... or Suppliers... option on the Details menu, as appropriate.
3. In the Customer/Supplier ID box, type the unique identifier for the account. This must be a code of numbers and/or letters up to eight characters in total. The details associated with that record will be displayed in the fields. You can also use the asterisk \* in association with letters in this box, the finder mechanism and the First/Previous/Next/Last arrows to search for records. You cannot

amend the customer/supplier identifier - if you enter a new identifier, the program confirms that it is for a new record by displaying the word **\*\* NEW \*\*** alongside the Customer/Supplier ID box.

4. You can amend the rest of the details in any order you wish. You can move from one part of the details to another by clicking on the relevant index tab. For example, you click on the Financial Details tab to amend the terms of business.
5. At any point after specifying the identifier for a new record, you can save the amended record by clicking on the Save button. When you are amending a record, you must make an amendment first before Save becomes available. You can amend the record as often as you wish.
6. If you decide you want to abandon the amendments, click on the Close button or double-click on the Close box before you save anything. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window. If the Customer/Supplier Detail Update window is closed without saving your amendments, the details will be retained as they were when you accessed the record.
7. If you wish to remain at the Customer/Supplier Detail Update window when abandoning a record, you can enter a different identifier over the one you've already entered.

#### **Creating a New Customer/Supplier Record on Multiple Tab Frames**

If you wish to enter details on more than one tab frame when creating a new customer/supplier record, it is easier to click on Save when you have finished entering all the data, rather than saving the details on each tab frame as you proceed. If you save the details on a tab frame, the program stores the data and refreshes the screen ready for another new record, which means you will have to use the identifier to locate the required record on each tab frame.

#### **Amending Multiple Index Tabs for a Customer/Supplier Record**

If you wish to amend details on more than one index tab, it is easier to click on Save when you have finished all the corrections, rather than saving the details on each tab as you proceed. If you save the details on a tab, the program stores the data and refreshes the screen ready for another new record, which means you will have to use the identifier to locate the required record on each tab.

## General Details

<b>In this box</b>	<b>You can enter</b>
Name & Address	Up to 30 characters in each of the five lines available for the customer/supplier address, plus up to 9 characters for the postcode. This address will be printed on statement documents, reminder letters and customer labels.
Discount Code	<p>A single-character line discount code. The discount code identifies one of three levels of discount that can be associated with product records. Each product record can store up to three codes and percentage discounts which affect the selling price of the item when included on sales orders, invoices or credit notes.</p> <p>For example, if code A is used for 10% discount, then any customer with the discount code of A on their account record will automatically be given 10% discount on the selling price. See also details about product records later in this chapter. This field only applies to customer records and line discount.</p>
Area Code	A single-character area analysis code. This can be used to identify the area in which the customer is located or perhaps the representative who operates in the customers area. The program provides area code analysis and summary reports within the Sales reporting options based on the value of sales associated with this code.
Tel/Fax	The details of the customer/supplier telephone number and fax number. The telephone and fax numbers can be up to 14 characters.
Contact	The name of the contact at the customer/supplier premises, up to 25 characters. The Contact box displays only 18 characters at any one time; if you enter more than this, the entry scrolls to the left. You can use the HOME and END keys or CURSOR LEFT and CURSOR RIGHT keys to view the rest of the field.
Cust. on Credit Hold	A check to indicate that you want to put the customer on credit hold. The program will display a warning that the customer is on hold on the invoice posting screens and again when you attempt to save an invoice. This only applies to customer records.
Default Anal. Code	For supplier accounts only, the purchase analysis code that you wish to appear as the default on purchase invoice/credit note transactions.

Financial Details  
Comments

## Financial Details

<b>In this box</b>	<b>You can enter</b>
Name/Address	The name and address of the customer/supplier is redisplayed.
Country	The country where the customer/supplier resides. With regard to customers only, this information is used in the production of the EC Sales List for VAT purposes.
VAT Reg. No.	The customer/supplier VAT registration number. Up to 16 digits can be entered. For supplies and acquisitions, the VAT registration number must be quoted on invoice documents.
Payment Days	The maximum number of days allowed before payment is due for any transaction between you and this customer/supplier. Up to 99 days can be entered.
VAT Code	Which VAT code will apply to transactions involving this customer/supplier. These are stored in the VAT Rates option in System Parameters. You can enter either a single digit from 1-9 or a letter from A-D for a user-definable VAT code, or one of the fixed codes as follows:  Z      Zero-rated E      Exempt N      Not applicable X      Export
Discount Days	Two different levels for settlement discount. Each allows the number of days to be entered and a percentage value for the discount allowed, e.g. Discount Days 1 could show that if the sales/purchase invoice is paid within 5 days, 10% discount will be allowed, whereas Discount Days 2 could show that if the sales/purchase invoice is paid within 10 days, 2.5% discount will be allowed. If default settlement discounts have been set up in your system parameters they will be displayed automatically, but you can overwrite these if required.
Credit Limit	Up to £9,999,999.99 as a credit limit (either set by you for a customer record or as dictated by a supplier for your business). If you leave this blank or enter zero the customer is allowed unlimited credit. A customer may be put on credit hold on the <a href="#">General Details</a> tab frame.

### Overriding Discount on Transactions

Note that when posting sales transactions, the settlement discount specified here can be overridden. However, when posting a purchase transaction, although the discount amount displayed on the transaction posting screen will be based on the discount defined here, you will *not* be able to override it. If the settlement discount amount is to be different for a given purchase transaction, you will have to make a temporary amendment to the discount set up on the supplier record first. It can then be changed back again once the transaction has been posted.

[General Details](#)  
[Comments](#)

## Comments

### **In this box**

### **You can enter**

---

Name/Address

The name and address of the customer/supplier is redisplayed.

Comments

Any free-form notes to be retained as a memo about the customer/supplier. A single, scrolling block of text with automatic word-wrap can be entered.

General Details

Financial Details

## Setting Up Your Nominal Account Structure

A default nominal account structure is provided with Pegasus Capital according to your choice during the installation procedure. There are three sets of default accounts that can be installed: sole trader, partnership and limited company. Lists showing the default charts are given in the appendix of this manual. By providing a default set of accounts, Pegasus Capital ensures that at least the minimum nominal accounts required to run successfully are included; especially the main posting and control accounts.

The names and codes for these are shown on the General Accounts tab of the System Parameters window. You can change the default chart of accounts installed to suit your own business. The codes on the General Accounts tab can also be amended, and if the nominal accounts concerned do not exist, the program will create them. However, the functionality of the default accounts is fixed.

Once you have started posting transactions, you should be cautious when amending your nominal account structure (other than to add new accounts when necessary) in order to ensure that errors and inaccuracies do not occur.

Setting Up Nominal Titles

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### **To add to your nominal structure**

The following sets out the overall order in which to set up nominal accounts. For details on each function, continue reading the following sections on nominal titles, nominal account details and analysis groups.

1. First set up your nominal titles. These provide the groups into which sets of nominal accounts are divided.
2. Next add your nominal account details, which must be linked to a nominal title. The nominal accounts form the basis of your financial accounts, from which the profit and loss reports and balance sheet reports are produced.
3. Finally set up the sales and purchase analysis groups, which in turn must be linked to a nominal account. You can have multiple analysis groups linked to a single nominal account. The analysis groups link the various values from invoices, credit notes etc. to their specified nominal account as well as providing the mechanism for sales and purchase analysis reporting.

## Setting Up Nominal Titles

You may find you require many nominal accounts to accumulate the transaction values for the various aspects of your business. The reporting of these can become complex. To create structured accounts for reporting, nominal titles must be added to which the nominal account details can be linked. This enables you to report at various levels, e.g. on a whole group as well as individual accounts. For example, if you set up a nominal title such as Fixed Assets and link this to nominal account details for individual fixed assets, such as buildings, machinery, etc. you would be able to report on the sub-totals for the individual accounts and the overall total for fixed assets.

### To Set Up and Maintain Nominal Titles

1. From the menu bar, choose Details.
2. Choose the Nominal Titles option.
3. In the Group ID box, type a unique identifier for the nominal title. This can be any code of numbers and/or letters up to two characters in total. If you enter a group identifier that has already been used, the details associated with that analysis group will be displayed in the fields. When you enter a new group identifier, the program confirms that it is for a new record by displaying the word **\*\* NEW \*\*** alongside the Group ID box. When retrieving existing nominal grouping titles for viewing or amendment, you can also use the asterisk \* in association with letters in this box, the finder mechanism and the First/Previous/Next/Last arrows to [search](#) for records. You may amend the title for an existing record, but you cannot amend the group identifier.
4. Enter the nominal title in the Title box using up to 30 characters.
5. Save the record by clicking on the Save button.
6. If you decide you want to abandon a new nominal title or amendments to the title, click on the Exit button or double-click on the Close box before you save anything. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window.
7. If you wish to remain at the Nominal Title window when abandoning a new record, you can enter a different group identifier over the one youve already entered, before you save any details.

### Adding Nominal Account Details

Account Details

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## Adding Nominal Account Details

All postings made into the system must be allocated to a nominal account for the accounting software to maintain accurate financial records and reports. The default accounts available depend on the business type selected during installation (as listed in the appendix), but you can add further accounts as needed. Before adding nominal account records, should also consider the relationship between sales and purchase analysis codes and nominal accounts as well as considering what accounts you need for financial analysis. Sales and purchase analysis codes are explained later in this manual and control the way in which invoices and credit note transactions are broken down for analysis of their content. For each analysis code, you should associate a nominal account code, but many different analysis codes can all have the same nominal account if appropriate. It all depends on how much detail you want in your nominal account files.

For example, you may choose to have only one account in the Nominal for all sales income, yet have a detail sales analysis. This would mean attaching the same nominal account for sales to all sales analysis codes. On the other hand, you may wish to pigeon hole sales in the nominal according to other criteria, such as whether it is UK sales, export sales, retail sales, distribution sales, etc. In this case, you might want separate nominal accounts for each category of sales so they can be attached to the relevant sales analysis codes. As a result, you would have to create additional nominal accounts over and above those provided by the default chart of accounts.

Finding the balance between what breakdown you need for Nominal reporting (including profit and loss and balance sheet reporting) and what you need for sales and purchase analysis is the key to determining just how many nominal accounts you need for any particular income or expense category. We suggest you study the default chart of accounts you have chosen to install and consider the following points before adding any more nominal accounts:

- Read the section about sales and purchase analysis codes and consider how you might assign nominal accounts to the sales and purchase codes you choose.
- Consider what headings you want for reports such as the profit and loss and balance sheet. For example, do you want one heading for all income, or are you likely to want a breakdown of sales by some form of category, such as Sales of Goods, Sales of Services, Other Income, etc. If this is the case, you will need at least one nominal account code per category heading, though you can combine several related accounts to one heading.
- For expenses and overheads, consider how you may wish to budget for each category as this may influence your decision about how many nominal accounts you need for particular types of expenditure. For example, if you set a budget for all your organisations printing needs, you may be content with one printing expenses account. However, if you want budget control at a more detailed level, such as printing - brochures, printing - stationery, printing - packaging, etc., you will want to create additional nominal accounts.

### To add nominal account details

1. From the menu bar, choose Details.
2. Choose the Nominal Account Details option on the Details menu.
3. In the Nominal ID box on the Account Details tab frame, type a unique identifier for the nominal account. This can be any code of numbers and/or letters up to four characters in total. If you inadvertently enter a nominal identifier that's already been used, the details associated with that nominal account will be displayed in the fields and you should try again with a new identifier. When you enter a new nominal identifier, the program confirms that it is for a new record by displaying the word **\*\* NEW \*\*** alongside the Nominal ID box. You can also use the asterisk **\*** in

association with letters in this box, the finder mechanism and the First/Previous/Next/Last arrows to search for records.

4. You can enter the rest of the nominal account details in any order you wish, switching from one tab frame to another.
5. Save the record by clicking on the Save button.
6. If you decide you want to abandon the new account, click on the Close button or double-click on the Close box before you save anything. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Account Details tab frame when abandoning a new account, you can enter a different nominal identifier over the one youve already entered, before you save any details.

Setting Up Nominal Titles

Account Details

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## Account Details

<b>In this box</b>	<b>You can enter</b>
Description	The description of the nominal account, up to 30 characters.
Report Code	A code to define how you wish this account to be sub-totalled for profit and loss and balance sheet reporting. You assign the same code to this and any other accounts that you want to accumulate under the <i>same</i> heading in the profit and loss or balance sheet. For example, if all your sales accounts were given the report code of 01, then all the sales accounts totals would be accumulated under total number 01 on the profit and loss report. In the report design you could add a heading of Sales to be printed alongside the total. The report codes you assign to the accounts do not have to follow any sequence, so long as you do not mix them for unrelated accounts. The Profit & Loss and Balance Sheet radio buttons described below, determine which report the account belongs to. Refer to the <a href="#">Format Designer</a> topic.
Group ID	The group used for the relevant nominal title to which you are linking this account. The nominal title description appears next to the Group Code box when an existing group code is entered.
Profit & Loss	Used to indicate that this account will appear on the Profit & Loss report. Click on this button to activate this choice.
Balance Sheet	Used to indicate that this account will appear on the Balance Sheet report. Click on this button to activate this choice.
Account Type	An account can be defined as a bank account, cash account or other. Click on the button required. It is important to differentiate the bank and cash accounts as only these type of accounts can be used for bank and cash postings respectively.

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[Adding Nominal Account Details](#)

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## Budget Breakdown

**In this box**

**You can enter**

---

Period

The periods of your financial year, either 1-12, or 1-13, as set up in your system parameters. You can enter the individual budgets for each period, for this nominal account.

Budget

The value budgeted for this account for the current year. If you have chosen to enter period budgets, the program will calculate and display this total automatically.

Setting Up Nominal Titles

Adding Nominal Account Details

Account Details

Prior Years Actuals

## Prior Years Actuals

### **In this box**

### **You can enter**

---

Period

The periods of your financial year, either 1-12, or 1-13, as set up in your system parameters. You can enter the prior year actual figures for each period, for this nominal account.

Total Prior

The total prior year figure for this account. This is calculated as the sum of the period values, or you can enter just one total directly if you prefer.

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## Setting Up Analysis Groups

Sales and Purchase Analysis Groups are needed to breakdown the analysis of sales and purchase transactions for detailed reporting. For example, you may require an analysis for several sales groups such as sweets, books and magazines, to ensure that you have an accurate picture of how much of each group has been sold. These must be linked to a nominal account using the nominal identifier. When you post a sales or purchase invoice into the system, the group identifier for the relevant sales or purchase analysis group is linked to the separate items on the invoice to enable the data to be collated to the correct analysis group. This same information is also allocated to the correct nominal account due to the link between the analysis group and the nominal account, as defined by the nominal identifier.

The main benefit of using the analysis groups method is that it helps you to maintain a simple set of nominal accounts for profit and loss and balance sheet reporting. For example, you could maintain minimal sales and purchase nominal accounts, which would result in concise financial reports, but by using the analysis groups you can still breakdown the figures in these accounts for detailed management reports.

### Using group identifiers

Please note that group identifier is a general term used to define various groups of information. In this instance the group identifier for sales analysis groups is separate to the group code used for nominal titles and nominal account details.

### Setting up and Maintaining Analysis Group Codes

1. From the menu bar, choose Details.
2. Choose the Sales Analysis Groups option if you wish to set up/amend a sales group, or the Purchase Analysis Groups option if you wish to set up/amend a purchase group.
3. In the Group ID box, type a unique identifier for the analysis group. This can be any code of numbers and/or letters up to four characters in total. If you enter a group identifier that's already been used, the details associated with that analysis group will be displayed in the fields. When you enter a new group identifier, the program confirms that it is for a new record by displaying the word **\*\* NEW \*\*** alongside the Group ID box. If you are retrieving an existing record for amendment, you can also use the asterisk **\*** in association with letters in this box, the finder mechanism and the First/Previous/Next/Last arrows to search for records.
4. Enter the rest of the analysis group details or amend the current details as required.
5. Save the record by clicking on the Save button.
6. If you decide you want to abandon a new record or amendments to a current record, click on the Close button or double-click on the Close box before you save anything. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the Analysis Group window. If you wish to remain at the analysis group window when abandoning a new record, you can enter a different group identifier over the one you've already entered, before you save any details.

### Analysis Groups

## Analysis Groups

<b>In this box</b>	<b>You can enter</b>
Description	The description of the analysis group, up to 25 characters.
Nominal ID	The nominal identifier belonging to the nominal account to which you are linking this analysis group. This field is mandatory.

[Setting Up Analysis Groups](#)

## Creating and Updating Product Details

A list of products and their details can be recorded in the system. A new product can set up as one of following types of records:

- As a description only item with no corresponding price or other stock details.
- As a product with selling price and discounts but for which no stock levels are maintained.
- As full stock records for which stock levels are maintained and checked when retrieved for orders and invoices.

### To set up and maintain Products

1. From the menu bar, choose Details.
2. Choose the Products option.
3. In the Group ID box, type a unique identifier for the product. This can be any code of numbers and/or letters up to 12 characters in total. If you enter a product identifier that's already been used, the details associated with that product will be displayed in the fields. When you enter a new product identifier, the program confirms that it is for a new record by displaying the word **\*\* NEW \*\*** alongside the Product ID box. When retrieving an existing product for amendment, you can also use the asterisk **\*** in association with letters in this box, the finder mechanism and the First/Previous/Next/Last arrows to search.
4. Enter the rest of the product details or amend the current details as required. If you are creating or amending a full stock product, you will be able to add stock details by selecting the alternate tab.
5. Save the record by clicking on the Save button.
6. If you decide you want to abandon a new record or amendments to a current record, click on the Close button or double-click on the Close box before you save anything. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the product window when abandoning a new record, you can enter a different product identifier over the one you've already entered, before you save any details.

### To create a new product based on an existing one

If you have several products with similar characteristics, you can save time creating new records by using the Save As... feature.

1. Retrieve the product that is to be used as the model for another product record.
2. Click on the Save As button. The program will display a dialog box in which you can enter a product ID for the new record.
3. Make any amendments as required for the new product. All details from the model product record will be presented as default entries.
4. Save the new product in the usual way by clicking on the Save button.

General

Stock Details

## General

<b>Option</b>	<b>Details</b>
Description Only	This identifies that this is a description product only and therefore will not have any price details or stock details associated with it. This can then be called up by the product identifier on a document, e.g. an invoice, to provide a line of text. This text can be an additional description of the product, a message directly related to the product or simply a line of required text (possibly repetitious text which is required on all documents).
Product Only	This identifies a product and allows you to enter selling price details, but the program will not maintain any stock levels and you cannot enter information via the Stock Details tab. This is useful if you wish to maintain a product list and use the details for associated orders and invoices, but do not need stock level control. Product Only is the default selection.
Full Stock Product	This identifies a full stock item that enables you to enter all details, including the price, stock and supplier data. The program will maintain stock levels according to transactions raised through sales and purchase orders, invoices and credit notes and stock issues, receipts and adjustments made directly. You cannot change a product item to a full stock item once it has been used and included on an order or invoice document, otherwise, you can upgrade a product item to a full stock item if required.
Description	The description of the product, up to 30 characters.
Group ID	The group identifier to which you are linking this product. This determines which Sales Analysis Code will record sales of the product and therefore controls where these values are posted in the Nominal. Although all sales group identifiers may be linked to a single nominal account, you can use different group IDs for different products to separate the data on management reports. You can use the <a href="#">search</a> mechanisms to locate the correct Group ID.
Unit Description	A description that indicates how the product is held, e.g. you might enter BOX, CRATE, EACH or a number to indicate if the product is made up from a single item or several. Enter the amount up to 99999 or up to five characters.
Selling Price	The amount for which you will sell each unit of this product.
VAT Code	The VAT code associated with this product. This will retrieve the appropriate rate of VAT for this product when included on invoices, orders and credit notes.
Discount Codes	A code that identifies this level of discount. Each of the three codes can be a number or a letter as required, with a separate percentage shown to the right. One of these codes can be linked to the details for a customer which means that the corresponding rate of discount will automatically apply to orders and invoices for qualifying customers.

[Creating and Updating Product Details](#)  
[Stock Details](#)

## Stock Details

<b>In this box</b>	<b>You can enter</b>
General	The product identifier, stock type and description from the general details tab will be redisplayed.
Supplier ID	The supplier identifier to which you are linking the purchase orders of this stock item. You can use the <a href="#">search</a> mechanisms to find the correct supplier.
Suppliers Part No.	The part number by which the supplier identifies the product, up to 12 characters. This is printed on purchase orders, as well as your own product identifier.
Location	Any combination of numbers and characters, up to four, to indicate the location of the product in storage, e.g. a bin number in a warehouse.
Cost Price	The price you have to pay to the supplier for each unit of this stock item. A separate average cost price is recalculated each time goods are received into stock and it is this average price that is used for stock valuation. You can also update prices by supplier or product using the global price change functions described later in this chapter.
Re-Order Level	The level of stock at which you would normally wish to reorder from your supplier. This level is checked by the system to provide you with information about your reorder requirements.
Re-Order Quantity	The quantity you would normally reorder. It is included on the reorder report.
Minimum Stock	The minimum level to which stock can be allowed to fall before reordering. This is different from the reorder level in that it signals the danger point where stock reserves could become critical.

### Creating and Updating Product Details

#### General

## Changing Prices by Supplier

Use this option to update the cost and/or selling prices of products associated with a particular supplier. This only applies to full stock items which also have a supplier record identified on the Stock Details tab.

### To Change Prices by Supplier

1. From the menu bar, choose Details.
2. Choose the Change Prices By Supplier option.
3. In the Supplier ID box, identify the supplier for whom product prices are to be changed or use the finder and/or search facilities. Once the supplier record has been found, the supplier details will be displayed and the products associated with that supplier will be listed in the table underneath. If you type in a supplier ID that is not recognised, a message tells you that the record cannot be found and to enter valid search criteria.
4. Choose whether you want to make a global change to all selling prices and/or all cost prices by clicking on the appropriate Change all... options at the top of the window. If you want to change the prices by a fixed amount, enter the amount in the Change by Amount box. To change the price by percentage, enter the percentage in the Change by % box. If the change is to be a decrease, rather than an increase, precede the amount or percentage with a minus sign (for example, -2.00). If the change is negative, it is shown in red. When you tab past the change box, the program recalculates the new prices and displays them in the appropriate column(s).
5. To make a change to the price of an individual product in the list window, select the required product line in the table and click on either the Amend Selling Price or Amend Cost Price button as required. Enter the new amount in the New Selling or New Cost box accordingly.
6. If you have entered incorrect new prices, you can remove them all and start again by clicking on the Clear New Prices button.
7. When you are satisfied with the new prices, click on the Save button. If you decide you want to abandon the amendments, click on the Close button or double-click on the Close box *instead of* the Save button. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the price change window when abandoning a new record, you can enter a different supplier identifier over the one youve already entered, before you save any details.

## Changing Prices by Product

Use this option to update the cost and/or selling prices of all or a range of products. This only applies to full stock items and product only items.

### To Change Prices by Product

1. From the menu bar, choose Details.
2. Choose the Change Prices By Product option.
3. If you want to make changes to *all* products on file, there is no need to identify either a From or To product ID. Where the boxes are blank, the program assumes that all product records are to be updated. If you want to restrict the range of products affected by the price change, identify the first product in the range in the From Product ID box, then identify the last product in the range in the To Product ID box. You can select products by either typing the unique identifiers concerned, or using the finder and/or search facilities. If you type in an ID that is not recognised, a message tells you that the record cannot be found and to enter valid search criteria.
4. Choose whether you want to make a global change to all selling prices and/or all cost prices by clicking on the appropriate Change all... options. If you want to change the prices by a fixed amount, enter the amount in the Change by Amount box. To change the price by percentage, enter the percentage in the Change by % box. If the change is to be a decrease, rather than an increase, precede the amount or percentage with a minus sign (for example, -2.00). If the change is negative, it is shown in red.
5. To carry out the price change, click on the Perform Price Change button.
6. If you decide you want to abandon the amendments, click on the Close button or double-click on the Close box *instead of* the Perform Price Change button. You will be warned if you have not saved the data, click on OK to continue closing or Cancel to return to the previous window.

## Deleting Records

You can delete Sales, Purchase, Nominal account and Stock records using this function.

**You cannot delete records which are active; i.e. they have transactions on file and/or a non-zero balance.**

### **To delete a record**

1. Choose the Delete Accounts option from the File menu.
2. Use the tab to select the appropriate record type (Sales, Purchase, Nominal or Stock).
3. Enter the ID for the record to be deleted or use the finder. You can also select the group ID for customers and suppliers and the title group code for nominal records.
4. The program will inform you of the record is active and display any balance for the account or group code.
5. Provided the record is not active, it can be deleted by clicking on the Delete... button.

## Entering Opening Balances

Before you can begin to post transactions or perform any processing routines, you must transfer all current balances from your existing system into Pegasus Capital. Outstanding customer and supplier invoices must be entered to reflect monies owed from customers and to suppliers. Where other items are held in query, e.g. credit notes, receipts, etc., you may wish to enter all current transactions to replicate your current system. Outstanding sales and purchase transactions can only be entered as opening balances when the system is in opening balance mode, as described next.

When you create a new company from the Login window, various parameters have to be defined. When you are defining the system parameters, you are given an option on the Periods tab to enter opening balances.

This check box is already selected as the default and, when selected, will display OPENING BALANCE MODE in red, in the top right corner of the Pegasus Capital window.

In this mode the Nominal is protected and cannot be posted to. Only when you have successfully completed the entry of all sales and purchase opening balances should you deselect the opening balance mode. Once it has been deselected it cannot be used again for the same company, in order to protect the Nominal balances.

You will need to choose a suitable date on which you will enter opening balances. A trial balance should be drawn up for the Nominal accounts as at that date from your existing accounting system. Ask your accountant or financial adviser for help if you are unsure how to achieve this.

It is always a good idea to choose the start of an accounting period for your opening balances input date. If you are registered for VAT, there are further implications about the start date you choose.

With the opening balance mode in operation, you begin by entering the opening balances of your customer and supplier accounts. If using the VAT cash accounting scheme you may need to enter transactions for payments and receipts.

[Posting Outstanding Sales/Purchase Transactions for Opening Balances](#)

[Entering Opening Balances and VAT Considerations](#)

[VAT Cash Accounting System Users](#)

[Entering the Opening Trial Balance](#)

## Posting Outstanding Sales/Purchase Transactions for Opening Balances

This describes the input of outstanding sales and purchase transactions relating to opening balances. Unpaid customer invoices must be entered, but do not require the production of a document as the customer already has the physical invoice. Unpaid supplier invoices must also be entered. In both cases there is no need for the Nominal to be updated with the transactions, as the balances will be entered to the Nominal later from a trial balance.

### To enter opening balances

1. When you create a new company from the Login window, ensure the system is in opening balance mode when defining the system parameters. From the menu bar, choose Postings. Choose either Sales or Purchase as required.
2. Enter any transactions that are outstanding using the posting options from the Sales and Purchase posting submenus. For further information on individual postings, please refer to the Posting Transactions topics.
3. You should now check that the trade Debtors and Creditors totals entered agree with your manual trial balance figures. To do this, print an Aged Debtors/Creditors report and check the total at the bottom against debtors/creditors balances on your trial balance. If there are discrepancies, amend the postings until the totals agree. You must do this before you switch off the opening balance mode option.
4. Check your VAT balance by printing the VAT analysis reports from the Sales and Purchase Reports options. If there are discrepancies, amend the postings until the totals agree. You must do this before you switch off the opening balance mode option.
5. When you have completed the opening balances by entering all outstanding sales and purchase transactions, and checked the results as described in the previous step, you can deselect the opening balance mode on the Period tab of the System Parameters option in the File menu.

Entering Opening Balances and VAT Considerations

VAT Cash Accounting System Users

Entering the Opening Trial Balance

## Entering Opening Balances and VAT Considerations

If you are registered for VAT, you will need to consider the implications of setting up your Pegasus Capital accounting system with respect to your VAT return periods. By far the best approach is to plan to set up your system and enter opening balances for the start of a new VAT accounting period. That way, you can ensure that the system can produce a complete VAT return for the period.

If you intend to set up Pegasus Capital part way through a VAT accounting period, you can still choose to enter opening balances from the beginning of the current VAT period. This is particularly important for those using the VAT cash accounting scheme where we recommend that you enter all transactions in full (i.e. outstanding invoices, payments and receipts) from the beginning of the current VAT period.

In any case, you are strongly advised to retain all audit trails and other VAT reports and documents from your existing accounting system if you intend to set up Pegasus Capital part way through a VAT period so that you can reconcile your next VAT return properly.

Posting Outstanding Sales/Purchase Transactions for Opening Balances  
VAT Cash Accounting System Users  
Entering the Opening Trial Balance

## **VAT Cash Accounting System Users**

If you are using the VAT cash accounting scheme, VAT inputs and outputs are based on VAT payments and receipts rather than accrued VAT from invoices and credit notes. This means that you have to enter payments and receipts for customers, suppliers, cash and bank where VAT is involved, preferably from the start of the current VAT accounting period.

The important issue is to ensure that any VAT-related payments and receipts, whether posted through the Sales, Purchase or Cashbook are included from the start of the VAT accounting period if you want a complete VAT return at the end. If you choose not to enter opening balances in this way, you are advised to continue with your existing accounting system up to the end of the current VAT accounting period in order that you can reconcile the VAT return accurately.

Posting Outstanding Sales/Purchase Transactions for Opening Balances

Entering Opening Balances and VAT Considerations

Entering the Opening Trial Balance

## Entering the Opening Trial Balance

As mentioned previously, make sure that the totals of your debtors, creditors and VAT liability match those of your opening trial balance before you continue. Provided they match, you can switch off the opening balance mode option and enter nominal account opening balances.

1. From the menu bar, choose Postings.
2. Choose Nominal and then click on the Nominal Journal Entries option. Using your opening trial balance, enter the debit and credit balances for all nominal accounts. As you are entering these from a trial balance, the total of all debits and credits should match. This is essential for the opening journal entry to be completed. You cannot save an unbalanced journal entry.

Once you have completed the nominal account opening balances, you can begin normal processing from the date of that trial balance.

[Posting Outstanding Sales/Purchase Transactions for Opening Balances](#)  
[Entering Opening Balances and VAT Considerations](#)  
[VAT Cash Accounting System Users](#)

## Posting Transactions

When all relevant details of the accounting records have been set up through the options on the Details menu, you can post the following transactions when required:

[Posting Sales/Purchase Invoices and Credits](#)

[Posting Sales Allocations and Receipts](#)

[Posting Purchase Allocations and Payments](#)

[Posting Sales/Purchase Adjustments and Refunds](#)

[Posting Nominal Journal Entries](#)

[Posting Nominal Reserves and Provisions](#)

[Posting Recurring Journal Entries](#)

[Posting Cash and Bank Transactions](#)

### **Changing the transaction date**

The system date is offered as the default transaction date provided it is within the current accounting period. If the system date relates to a prior period, the default offered is the first day of the current accounting period. If the system date relates to a future period, the last day of the current accounting period will be offered as a default. In all cases, the default can be amended if required.

## Posting Sales/Purchase Invoices and Credits

This describes the input of invoice and credit note transactions directly into the Sales or Purchase and Nominal. Direct invoices and credits for both sales and purchase transactions are entered into the system using much the same procedure. If you wish to raise invoice documents based on product items, you should enter invoices using the facilities on the [Invoicing/S.O.P.](#) menu. If invoices are raised through that menu, do not enter them through the posting routine described here also.

### Invoice or Credit Details

### Analysis Details

#### **To post an invoice or credit note**

1. From the menu bar, choose Postings. Choose either Sales or Purchase as required.
2. Choose either the Sales or Purchase Invoices and Credit option, on the Sales or Purchase submenu, as appropriate.
3. In the Customer/Supplier ID box, type a unique identifier to locate the relevant customer/supplier account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that customer record will be displayed to the left of the window, with the transaction data shown to the right. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use any of the [searching](#) facilities.
4. Click on the Invoice or Credit button as required to define the type of posting being made. You can then enter the rest of the data in any order you wish.
5. Click on the Pay Now check box if you wish to record immediate cash payment of the invoice. The Bank Account ID and the payment reference will be displayed. When you save the transaction details, on the Analysis Details tab, the receipt or payment will be automatically recorded and posted.
6. Click on the Analysis Details tab to break down the net invoice value over one or more sales/purchase analysis group codes. Click on Save on this tab to store the transaction details.
7. You will be warned if you try to save the details without completing a mandatory field. In this instance the information must be supplied before the posting can be stored. If you decide you want to abandon the posting, click on the Close button before saving.

#### **To Correcting an invoice/credit posting error**

If you enter a line in the analysis details with incorrect information or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Current Line button. The line will be deleted and, if required, you can enter the correct information on a new line.

#### **What sales postings are made?**

1. The customers account balance and turnover (exclusive of VAT) totals are increased by the posting of an invoice, or decreased by the posting of a credit note, with the gross value (including VAT).
2. The revenue or sales nominal accounts identified by the sales analysis groups identified in the detail of the invoice/credit note are increased for an invoice and decreased for a credit note by the net value (excluding VAT). This subsequently shows an increase or decrease in the profit and loss account for the current accounting period and year-to-date.
3. The sales VAT control account in the Nominal will be increased for the VAT on an invoice or

decreased for the VAT on a credit note. This will result in an increase or decrease in your VAT liability, which will ultimately be reflected in the balance sheet.

4. The debtors control account will be increased for an invoice or decreased for a credit note, by the gross value (including VAT). This results in an increase or decrease in your debtor asset, which will ultimately be reflected in the balance sheet.

#### **What purchase postings are made?**

1. The suppliers account balance and turnover (exclusive of VAT) totals are increased by the posting of an invoice, or decreased by the posting of a credit note, with the gross value (including VAT).
2. The expense or purchase nominal accounts identified by the purchase analysis groups specified in the detail of the invoice/credit note are increased for an invoice and decreased for a credit note by the net value (excluding VAT). This subsequently shows a decrease or increase in the profit and loss account for the current accounting period and year-to-date.
3. The purchase VAT control account in the Nominal will be increased for the VAT on an invoice or decreased for the VAT on a credit note. This will result in an decrease or increase in your VAT liability, which will ultimately be reflected in the balance sheet.
4. The creditors control account will be increased for an invoice or decreased for a credit note, by the gross value (including VAT). This results in an increase or decrease in your creditor liability, which will ultimately be reflected in the balance sheet.

## Invoice or Credit Details

### In this box

### You can view/enter

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Date	The date of the posting. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1994 would be entered as 21/09/94 (the year will be displayed in full as 1994).
Reference	The invoice or credit note reference.
Net Value	The net value before VAT. If you input the net value and press enter, the VAT, total value and discount are calculated and displayed automatically.
VAT	The VAT amount shown on the invoice or credit note, if any. Once the net value has been entered the VAT is calculated automatically, but can be overwritten. If the VAT amount entered seems disproportionate to the VAT rate applicable, the program will display a warning to this effect when you attempt to save the details.
Total Value	The total value shown on the invoice or credit note, including any VAT.
Days	The number of days before receipt for the invoice/credit is due. The date due is calculated automatically from the Date field and the Days field and is displayed next to the Days field.
Due	The date when the transaction is due to be paid, as calculated from the terms on the customer record.
Discount	The settlement discount to be allowed on the transaction as specified by the default settlement discount on the customer/supplier record. It can be overwritten on this window for sales transactions. The discount is display only for purchase transactions and must be changed on the supplier record to be amended.
Pay Now	A check to confirm that the transaction is to be paid for simultaneously.
Bank Account ID	The bank account ID to be used for immediate payment when Pay Now is selected. The default bank account will be displayed, but you can select another by clicking on the down-arrow to the right of the field and choosing from the drop-down list provided.
Reference	The payment reference when Pay Now is selected.

## Analysis Details

**In this box**

**You can view/enter**

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Group	The sales/purchase analysis group, which links the value posted to the correct nominal identifier. You can search for a group using the finder.
Analysis Description	The description belonging to the sales/purchase analysis group (display only).
Value	The value being posted to this group. This can be either part of the total net value, enabling you to split different items on the invoice/credit note to different accounts, or the full net amount if only one analysis line is required.
Comment	Any notation required against the posting to identify the particular analysis line.
VAT	The VAT code being applied to this posting.
This Posting	The net balance of the invoice analysed so far.
Balance to Post	The amount remaining to post from the net value of the invoice or credit note.

## Posting Sales Allocations and Receipts

When you receive payment from a customer, you should enter the receipt into the system. Receipts may be posted on account or immediately allocated to outstanding transactions.

[Receipt Details](#)

[Allocations and Disputes](#)

### To post and allocate a receipt

1. From the menu bar, choose Postings.
2. Choose the Sales Receipts and Allocations option on the Postings menu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that customer record will be displayed to the left of the window, with the transaction data shown to the right. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use any of the [searching](#) facilities.
4. Click on the Receipt radio button and enter the details. Enter the receipt reference and amount. You can move to the Allocations tab at this point if required to link the amount to the correct sales invoice(s). If you simply wish to make an allocation, click on the Allocation radio button and click on the Allocations tab. The Allocations and Disputes window will be displayed, without having to post a transaction, showing all unallocated payments and other transactions relating to this account.
5. Identify the bank that will receive the amount being posted. You can maintain a paying in slip to batch control the receipts. The program displays the paying in slip for the chosen bank account, together with any brought forward balance from the previous receipt postings. If you want to start a new paying in slip, click on the New Paying In Slip check box.
6. If the receipt is to be posted on account (i.e. unallocated), click on the Unallocated Receipt check box. The program will then post the receipt without requiring any allocation against invoices. The allocation procedure can be completed at a later date as required. If the receipt is to be allocated, click on the Allocations and Disputes tab.
7. To make an allocation in full against an outstanding item, either press SPACE BAR or double-click on the transaction concerned. If the receipt amount is equal to or greater than the amount invoiced, the balance column will be zero and the transaction allocated in full. If a receipt balance remains, you can then allocate this further to other outstanding items.
8. To part allocate a receipt to an invoice, either click on Allocated column or click on the transaction and then click on the Amend Allocation button and enter the amount allocated in the column provided. The balance of the transaction that remains outstanding is displayed automatically.
9. If discount is being taken, either click in the Discount column or click on the Amend Discount button and enter the value of discount in the column provided. The program will check the validity of the discount entered and warn you if it does not match with the calculated settlement discount due under the terms specified on the customer account.
10. If the value of amount to allocate exceeds the value of the invoice(s) selected for matching, an Overpayment box appears on the screen. You can click on the box to accept the fact that there has been an overpayment, and the extra cash will be posted as unallocated. If the box is not selected, you will not be able to save the allocations until the full value of the cash has been allocated.

11. You can continue to make allocations against transactions until the receipt amount is allocated in full or if there are no more invoices against which the receipt is to be allocated. If there are other credits on the account, such as other receipts or credit notes, double-clicking on these will add to the amount that can be allocated to outstanding invoices.
12. When the allocations are complete, click on the Save button. The Save button is only activated when the receipt amount, plus any other credits selected for allocation, have been fully allocated against outstanding invoices.

### **Correcting a sales receipt/allocation posting error**

If you make an incorrect allocation, either double-click on the transaction concerned to deallocate it completely, or click on the transaction once to highlight it and then click on the Amend Allocation button. Amend the Allocated field as required.

### **Allocating from a receipt on account**

If you enter a check in the Unallocated Receipt box you will not be able to transfer to the Allocations tab, as the program assumes no allocation is to be made. Click on Save to store the receipt and the data is saved and the screen cleared. You can then see the stored amount by entering the customer identifier and clicking on the Allocations button. The receipt on account is now listed on the Allocations window together with any other transactions relating to this account. You can allocate the amount on account simply by double-clicking on the line - the value will be allocated in full.

### **What postings are made?**

1. The balance on the customers account and the amount outstanding on the customers transaction history will be decreased by the receipt amount.
2. The bank account will be increased by the receipt amount.
3. If any discount is involved, the sales discount control account will be increased by the total amount of discount.
4. The debtors control account will be decreased by the receipt amount plus any discount.

## Receipt Details

### In this box

### You can enter

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Date	The date of the receipt . The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Reference	The receipt reference on the Receipt Details tab or the reference of a transaction item on the Allocations tab.
Receipt Value	The total value shown on the receipt.
Bank Acct. ID	The bank account that you wish to use for this receipt. If the default account is not the one required, click on the down-arrow to select the correct bank account from the drop-down list.
New Paying In Slip	Click on this to start a new paying in slip record for the selected bank account.
Unallocated Receipt	A check to identify that this receipt is being paid on account and will be posted unallocated.

## Allocations and Disputes

### In this box

### You can view

---

Type	The transaction type, e.g. invoice, credit, receipt on account, etc.
Reference	The reference for this particular line item.
Due Date	The date that payment was originally due.
Value	The original total value of a transaction line item, to which you may now allocate part or all of the receipt value if appropriate.
Balance	The balance of the transaction value after allocation.
Discount	Any settlement discount that may apply.
Allocated	The amount allocated to this line.

## Posting Purchase Allocations and Payments

When you make payment for outstanding supplier invoices, you can either enter them individually using the function described here, or use the [automatic purchase payments](#) routine. Payments may be posted on account or immediately allocated to outstanding transactions.

[Payment Details](#)  
[Allocations and Disputes](#)

### To post and allocate a payment

1. From the menu bar, choose Postings.
2. Choose the Purchase Allocations and Payments option on the Postings menu.
3. In the Supplier ID box, type a unique identifier to locate the relevant supplier account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that supplier record will be displayed to the left of the window, with the transaction data shown to the right. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use any of the [searching](#) facilities.
4. Click on the Payment radio button and enter the details. Enter the payment reference and amount. You can move to the Allocations tab at this point if required to link the amount to the correct purchase invoice(s). If you simply wish to make an allocation only, click on the Allocation radio button. The Allocations and Disputes window will be displayed, without having to post a transaction, showing all unallocated payments and other transactions relating to this account.
5. Identify the bank from which the payment will be made.
6. If a remittance advice is required for the payment, click on the Remittance Required check box.
7. If the payment is to be posted on account (i.e. unallocated), click on the Payment on Account check box. The program will then post the payment without requiring any allocation against invoices. The allocation procedure can be completed at a later date as required. If the receipt is to be allocated, click on the Allocations and Disputes tab.
8. To make an allocation in full against an outstanding item, double-click on the transaction concerned or click on the transaction and then press SPACE BAR. If the payment amount is equal to or greater than the amount invoiced, the balance column will be zero and the transaction allocated in full. If a payment balance remains, you can then allocate this further to other outstanding items.
9. To part allocate a payment to an invoice, either click on the Allocated column or click on the transaction and then click on the Amend Allocation button and enter the amount allocated in the column provided. The balance of the transaction that remains outstanding is displayed automatically.
10. If you have made all the required allocations and realise that the payment value you initially entered was incorrect, i.e. the allocations do not match as expected, due to your input error as opposed to a wrong payment, click on the Override Posting Value check box. This will change the payment to match the total of the allocations you have made.
11. The program will calculate and display any settlement discount available against the transaction. If this discount is to be taken, you can click in the Take Discount check box, but only when the line item is fully allocated. A T will appear next to the discount to show that it has been taken and the totals will be adjusted accordingly.

12. You can continue to make allocations against transactions until the payment amount is allocated in full or if there are no more invoices against which the payment is to be allocated. If there are other credits on the account, such as other payments or credit notes, double-clicking on these will add to the amount that can be allocated to outstanding invoices.
13. When the allocations are complete, click on the Save button. The Save button is only activated when the payment amount, plus any other credits selected for allocation, have been fully allocated against outstanding invoices.
14. If you wish to abandon your entries without saving, click on the close button. If you attempt to close once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window.

#### **Correcting an allocation error**

If you make an incorrect allocation, either double-click on the transaction concerned to deallocate it completely, or click on the transaction once to highlight it and then click on the Amend Allocation button. Amend the Allocated field as required.

#### **Putting invoices in Dispute**

Invoices can be disputed by highlighting the transaction concerned and clicking on the Dispute check box. The letter D will then appear in the far right column of the allocations and disputes window. Disputed invoices are ignored by the automatic payments routine.

#### **Printing a remittance advice for a part-paid invoice**

If you part pay an invoice and require a remittance showing the part payment, click on the Remittance Required box when you are first making the part payment and, when you have saved the payment details, use the Print Batched Remittance Advices option to print the remittance immediately. Do not wait for the invoice to be fully paid before printing as it will not show the part payment at that point.

#### **Printing Remittance Advices**

If you have elected to produce a remittance advice for the payment, you can print this through the Print Batched Remittance Advices report option described in the General Reporting chapter.

#### **What postings are made?**

1. The balance on the suppliers account and the amount outstanding on the suppliers transaction history will be decreased by the payment amount, plus any discount taken.
2. The bank account will be decreased by the payment amount.
3. If any discount is involved, the purchase discount received control account will be increased by the total amount of discount.
4. The creditors control account will be decreased by the payment amount plus any discount.

## Payment Details

### In this box

### You can enter

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Date	The date of the payment. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Reference	The payment reference.
Payment Value	The total value of the payment.
Bank Acct. ID	The bank account that you wish to use for this payment. If the default account is not the one required, click on the down-arrow to select the correct bank account from the drop-down list.
Remittance Required	A check to identify that this payment requires the printing of a remittance when posted.
Payment on Account	A check to identify that this payment is being paid on account and is therefore unallocated.



## Allocations and Disputes

### In this box

### You can enter

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Type	The transaction type, e.g. invoice, credit, payment on account, etc.
Reference	The reference for this particular line item.
Value	The original total value of a transaction line item, to which you may now allocate part or all of the payment value if appropriate.
Balance	The balance of the transaction value after allocation.
Due Date	The date that payment was originally due.
Discount Available	Any settlement discount that may apply. The total amount of discount is shown at the foot of the column.
Allocated	The amount allocated to this line. The remaining amount to be allocated is shown at the foot of the column. When this total shows zero the amount has been fully allocated.

## Posting Sales/Purchase Adjustments and Refunds

Any refunds that are given to customers or received from suppliers should be entered into the system to maintain accurate accounting. Adjustments for reasons other than refunds can also be entered for both sales and purchase transactions. Adjustments only affect the balance of the ledger concerned, not the sales or purchase analysis group data. The adjustments that can be made usually fall into the following categories:

- Contra - to transfer an amount between accounts.
- Bad Debt - to write-off a bad debt.
- Write-off - to write-off a small amount to balance an account.
- Mispost - to correct an error in posting to an account.
- Discount - to allow/receive discount.
- Interest - to add interest to outstanding balances.

### Sales/Purchase Adjustments and Refunds

#### **To post a sales/purchase adjustment or refund**

1. From the menu bar, choose Postings. Choose either Sales or Purchase as required.
2. Choose either the Sales or Purchase Adjustments and Refunds option, on the Sales or Purchase submenu, as appropriate.
3. In the Customer/Supplier ID box, type a unique identifier to locate the relevant customer/supplier account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that will be displayed at the top of the window, with the entry area shown beneath. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use any of the searching facilities.
4. Click on either the Adjustment or Refund button as appropriate the same window is used for both types of entry. Enter the adjustments/refunds to be applied.
5. You will be warned if you try to save the details without completing a mandatory field. In this instance the information requested must be supplied before the posting can be stored.
6. If you wish to abandon your entries without saving, click on the Close button. If you attempt to close once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window.

#### **Correcting an adjustment/refund posting error**

If you enter an adjustment or refund with incorrect information or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can enter the correct information on a new line.

## Sales/Purchase Adjustments and Refunds

### In this box

### You can view/enter

---

Nominal Name	The name of the current nominal account (display only) as specified by you entering a nominal identifier (see below).
Date	The date of the adjustment or refund. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1994 would be entered as 21/09/94 (the year will be displayed in full as 1994).
Reference	The reference of the adjustment or refund.
Value	The value of the adjustment or refund.
Nominal ID	The nominal identifier that dictates which nominal account will be updated by the adjustment or refund. Use the finder mechanism, situated next to the Nominal Name field, to search for the Nominal ID required. The nominal name is displayed above the ID.
Comment	Any notation to be attached to the adjustment or refund being posted.
VAT	The VAT code relating to the refund, if appropriate. This only applies if you are using the VAT cash accounting scheme.
This Posting	The value of this posting for the adjustment or refund.
Closing Balance	The closing balance of the selected Sales/Purchase account.

## Posting Nominal Journal Entries

There are many reasons for making a journal entry, but you will normally use these for one of the following:

- Opening balances.
- Closing entries.
- Purchases or sales of assets.
- Depreciation accounting.
- Petty cash entries.
- Expense account entries.
- Wages and salary postings.
- Tax accounting.
- Bank account postings.
- Interest and loan accounting entries.
- Profit and loss accounting.

### Nominal Journal Entries

#### **To post a journal entry**

1. From the menu bar, choose Postings, then Nominal.
2. Choose the Nominal Journal Entries option on the Nominal submenu.
3. You will need to identify the nominal identifiers for the accounts to which you are posting and whether the amount to be posted is a credit or a debit.
4. Enter the details for all the necessary postings.
5. Click on the Save button when you have finished posting to store the data. The Save button will not be activated unless the total of debits and credits is equal. This is to ensure that only a balanced, double-entry journal can be posted.
6. If you wish to abandon your entries without saving, click on the Close button. If you attempt to close once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window.

#### **Correcting a nominal journal entry**

If you add a nominal journal entry with incorrect information or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can enter the correct information on a new line.

## Nominal Journal Entries

<b>In this box</b>	<b>You can enter</b>
Date	The date of the nominal journal entry. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Input By	A reference to identify the person entering this data, e.g. your initials, up to three characters.
Narrative	A description to explain why these entries are being made, up to 30 characters.
Nominal ID	The nominal identifier for the account being posted.
Nominal Name	The name of the account being posted (display only).
Debit/Credit	The value of this entry as either a debit or credit. The totals for each column will be automatically displayed at the bottom and must be equal for the postings to be saved, e.g. for every credit an equal amount shown in debit(s) must be posted on another line/lines and vice versa. You cannot have a debit and a credit on the same line.
Comment	Any notation for the specific entry line.

## Posting Nominal Reserves and Provisions

Use this option to deal with debtors and creditors reserves and provisions, i.e. prepayments and accruals. These are automatically reversed at the period end.

### Nominal Reserves and Provisions

#### **To post nominal reserves and provisions**

1. From the menu bar, choose Postings, then Nominal.
2. Choose the Nominal Reserves and Provisions option on the Nominal submenu.
3. You will need to know the nominal identifiers for the accounts to which you are posting and whether the amount to be posted relates to debtors or creditors.
4. Enter the details for all the necessary postings.
5. Click on the Save button when you have finished posting to store the data. If you wish to abandon your entries without saving, click on the Close button. If you attempt to close once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window.

#### **Correcting a nominal reserve or provision entry**

If you add a nominal reserve or provision with incorrect information or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can enter the correct information on a new line.

## Nominal Reserves and Provisions

### In this box

### You can enter

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Date	The date of the nominal reserves and provisions entry. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Input By	A reference to identify the person entering this data, e.g. your initials, up to three characters.
Narrative	A description to explain why these entries are being made, up to 30 characters.
Debtors	Click on Debtors if the amount being posted is related to debtors reserves and provisions (i.e. a prepayment).
Creditors	Click on Creditors if the amount being posted is related to creditors reserves and provisions (i.e. an accrual).
Nominal ID	The nominal identifier for the account being posted.
Nominal Name	The name of the account being posted (display only).
Debit/Credit	The value of this entry.
Comment	Any notation for the specific entry line.

## Posting Recurring Journal Entries

Use this option to post transactions that recur on a regular basis, e.g. standing orders, direct debits, etc. If the entry contains an element of VAT, you must enter a journal line for the VAT amount to ensure that it is posted to the correct nominal VAT control account.

Journal Details

Postings

### **To post recurring journal entries**

1. From the menu bar, choose Postings, then Nominal.
2. Choose the Recurring Journal Entries option on the Nominal submenu.
3. You will need to know the nominal identifiers for the accounts to which you are posting and whether the amount to be posted is a debit or credit.
4. Enter a new Ref ID on the Journal Details tab if you are creating a new recurring journal, by typing a unique identifier. This can be any code of numbers and/or letters up to four characters in total. If you enter an identifier that has been used before, various details for the selected journal will be displayed on the screen.
5. Enter the transaction details for all the necessary postings on the Postings tab.
6. Click on the Save button when you have finished posting to store the data. If you wish to abandon your entries without saving, click on the Close button. If you attempt to close once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window.

## Journal Details

### In this box

### You can enter

---

Ref ID	A code by which the recurring entry is later retrieved.
Frequency	The frequency with which the recurring journal will be processed. Click on the down-arrow and select the frequency from the list displayed, e.g. weekly.
Reps	The number of repetitions that will be required, e.g. if a standing order needs payment and six weekly repetitions are required, the frequency should be set to weekly and the repetitions to 6.
Input By	A reference to identify the person entering this data, e.g. your initials, up to three characters.
Narrative	A description to explain why these entries are being made, up to 30 characters.
Due Date	The date that this recurring journal entry is next due. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Auto Delete	Click on this box if you wish this recurring journal entry to be deleted once the final repetition has occurred.

## Postings

### In this box

### You can enter

---

Nominal ID	The nominal identifier for the account being posted.
Nominal Name	The name of the account being posted (display only).
Debit/Credit	The value of this entry.
Comment	Any notation for the specific entry line.

## Posting Cash and Bank Transactions

Capital enables you to make cash and bank transactions for the following:

- Bank Receipts and Payments. This option provides the facility to record the direct posting of receipts and payments to a bank account.
- Cash postings. This option enables you to record all cash transactions.

### Bank Receipts and Payments

### Cash Postings

#### **To post bank receipts and payments**

1. From the menu bar, choose Postings, then Cash and Bank.
2. Choose the Bank Receipts and Payments option on the Cash and Bank submenu.
3. Enter the details for all the necessary postings.
4. Click on the Save button when you have finished posting to store the data. If you wish to abandon your entries without saving, click on the Close button. If you attempt to close once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window.

#### **Deleting a bank payment/receipt posting error**

If you make an incorrect posting, select the relevant line and click on the Remove Line button. The line will be deleted and if required, you can enter the correct information.

#### **To post cash transactions.**

From the menu bar, choose Postings, then Cash and Bank.

Choose the Cash Postings option on the Cash and Bank submenu.

Enter the details for all the necessary postings.

Click on the Save button when you have finished posting to store the data. If you decide to abandon the posting, click on the Close button before saving. If you attempt to close without saving your work having completed a posting line, you will be warned, click on OK to continue closing or Cancel to return to the previous window.

#### **Deleting a cash posting error**

If you make an incorrect posting, select the relevant line and click on the Remove Line button. The line will be deleted and if required, you can enter the correct information.

#### **What postings are made?**

##### **(For Bank Payments)**

1. The balance of the nominal expense account will be increased by the amount paid.
2. The specified bank account will be decreased by the amount paid.

**(For Bank Receipts)**

1. The balance of the nominal income account is increased by the receipt amount.
2. The specified bank account will be increased by the receipt amount.

**What postings are made?**

**(For Cash Payments)**

1. The balance of the nominal expense account will be increased by the amount paid.
2. The specified cash account is decreased with the total amount.

**(For Cash Receipts)**

1. The balance of the nominal income account is increased by the receipt amount.
2. The specified cash account will be increased by the receipt amount.

## Bank Receipts and Payments

### In this box

### You can enter

---

Date	The date of this bank posting. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Receipt/Payment	Click on the required radio button to indicate whether this is a receipt or payment.
Bank	The bank account affected by the receipt or payment. If the default is not required, click on the down-arrow and select the correct bank account from the drop-down list.
Narrative	Any description concerning the overall receipt or payment should be entered here, up to 30 characters.
Input By	A reference to identify the person entering this data, e.g. your initials, up to three characters.
Nominal ID	The nominal identifier for the account being posted.
Nominal Name	The name of the account being posted (display only).
Net Value	The net value of this posting, shown both for individual lines and in total at the bottom. The total net value is calculated automatically and is display only.
Comment	Any comment pertaining to the individual line item.
VAT	The VAT code being applied to this posting.
Total VAT	The total VAT amount. This is calculated automatically but can be overwritten.
Total Posting	The total posting value, calculated automatically. This is display only.

## Cash Postings

### In this box

### You can enter

---

Date	The date of this cash posting. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Receipt/Payment	Click on the required radio button to indicate whether this is a receipt or payment.
Cash Account	The cash account affected by the cash receipt or cash payment. If the default is not required, click on the down-arrow and select the correct account from the drop-down list.
Narrative	Any description concerning the overall receipt or payment should be entered here, up to 30 characters.
Input By	A reference to identify the person entering this data, e.g. your initials, up to three characters.
Nominal ID	The nominal identifier for the account being posted.
Nominal Name	The name of the account being posted (display only).
Net Value	The value of this posting, shown both for individual lines and in total at the bottom. The total net value is calculated automatically and is display only.
Comment	Any comment pertaining to the individual line item.
VAT	The VAT code being applied to this posting.
Total VAT	The total VAT amount. This is calculated automatically but can be overwritten.
Total Posting	The total posting value, calculated automatically. This is display only.

## **Invoicing, Stock and Order Processing**

Capital provides a completely integrated accounting system with the ability to utilise Sales Order Processing (SOP), Purchase Order Processing (POP) and sales invoices/credits, which all automatically update the stock records. In addition you can maintain direct control over stock levels including manual adjustments.

### Raising Invoices and Sales Order Processing

Document Details

Document Footer Details

Product Details

Release Sales Orders

Sales Invoices and Credit Notes

### Maintaining Stock Levels and Purchase Order Processing

Order Details

Document Footer Details

Product Details

Purchase Order Receipts

Stock Adjustments

Stock Receipts

Stock Issues

Stock Returns

## Raising Invoices and Sales Order Processing

The Invoicing/S.O.P. menu provides the following functionality:

- Proforma/Quotation Input & Amend. This option enables you to create and amend proformas for prepayment of goods/services, and quotations for goods/services to be supplied. The documents can be printed immediately if required or recalled and printed later.
- Cancel Proformas/Quotations. This option enables you to delete a selected proforma or quotation.
- Sales Order Input & Amend. This option enables you to raise and amend sales orders, which allocate stock items to a customer record. The orders can be printed immediately if required or recalled and printed later.
- Cancel Sales Orders. This option enables you to delete a selected sales order.
- Release Sales Orders. This option enables you to release a sales order once it is complete and authorised, ready to be invoiced.
- Sales Invoice and Credits. This option enables you to raise invoices and credits for sales transactions.

### Using the system date for transactions

Whenever you are asked for a date relating to a transaction, the system date appears as the default to save you time. However, this can be amended if required, e.g. you may be entering transactions for a whole week, in which case the system date will not always be appropriate.

## Proformas and Quotations

### To input or amend a Proforma or Quotation.

1. From the menu bar, choose Postings, then Invoicing/S.O.P.
2. Choose the Proforma/Quotation Input & Amend option on the Invoicing/S.O.P. submenu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. Various details associated with that customer record will be displayed. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the details for the document, the footer (if required) and the relevant product details, switching between the three tabs to complete the data. When inputting data into the Product Details table, press ENTER to progress through the fields.
5. Click on the Save button on the Product Details tab when you have finished, to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Proforma/Quotation Input & Amend window when abandoning the details, you can enter a different customer identifier, over the one you've already entered, on the Document Details tab.

### Correcting a proforma/quotation

If you add a line to the Product Details tab for a proforma or quotation with incorrect information, or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can re-enter the correct information.

### Entering Text Only and Non-Product Detail Lines

If you leave the Product ID and Group fields blank, you can type a description only line. Non-product items can be entered by leaving the Product ID field blank but entering a Group code.

### Entering multiple text lines

When you get to the end of a description field on a description-only proforma/quotation, you can continue onto another line by pressing CTRL+ENTER. This can be repeated on as many lines as required.

### Using proforma/quotation details on a sales order

If you have entered a proforma/quotation, the appropriate proforma/quotation number can be selected from the Sales Order No. drop-down list box and hence converted to a sales order. Select the (New Order) option to enter a new sales order.

### What postings are made?

No postings are made as a result of raising either a proforma or quotation. Although a proforma is often intended for payment, it is not legally binding as a tax invoice, therefore a sales invoice should be raised after receiving a proforma payment to ensure VAT liability is covered.

## **Canceling Proformas and Quotations**

### **To cancel a Proforma or Quotation.**

1. From the menu bar, choose Postings, then Invoicing/S.O.P.
2. Choose the Cancel Proformas/Quotations option on the Invoicing/S.O.P. submenu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. Various details associated with that customer record will be displayed to the left of the window, with the associated proformas/quotations available in a drop-down list shown to the right of the Customer ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Using the drop-down list to the right, select the proforma or quotation that you wish to cancel. When you are sure the details are those required, click on the Cancel Proforma button. When prompted to confirm this choice, click on the Yes button.
5. Click on the Close button to exit from the window. To cancel another proforma/quotation, simply select another from the drop-down list and repeat the process.

## Sales Order Input and Amendment

### To input or amend a Sales Order.

1. From the menu bar, choose Postings, then Invoicing/S.O.P.
2. Choose the Sales Order Input & Amend option on the Invoicing/S.O.P. submenu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that customer record will be displayed. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the details for the document, the footer (if required) and the relevant product, switching between the three tabs to complete the data. When inputting data into the Product Details table, press Enter to progress through the fields.
5. Click on the Save button when you have finished to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Sales Order Input & Amend window when abandoning the details, you can enter a different customer identifier, over the one you've already entered, on the Order Details tab.

### Entering multiple text lines

When you get to the end of a description field on a description-only sales order, you can continue onto another line by pressing CTRL+ENTER. This can be repeated on as many lines as required.

### Correcting a sales order

If you add a line to the Product Details tab for a sales order with incorrect information, or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can re-enter the correct information.

### What postings are made?

1. The stock records are updated to show the order quantity has been allocated for the relevant product(s).
2. The nominal accounts are not affected until a sales invoice/credit has been raised.

## Canceling a Sales Order

### To cancel a Sales Order.

1. From the menu bar, choose Postings, then Invoicing/S.O.P.
2. Choose the Cancel Sales Orders option on the Invoicing/S.O.P. submenu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that customer record will be displayed to the left of the window, with the associated sales orders available in a drop-down list shown to the right of the Customer ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Using the drop-down list to the right, select the sales order that you wish to cancel. When you are sure the details are those required, click on the Cancel Sales Order button. When prompted to confirm this choice, click on the Yes button.
5. Click on the Close button to exit from the window. To cancel another sales order, simply select another from the drop-down list and repeat the process.

### Canceling part-released orders

You may wish to cancel a complete sales order after part-releasing the order. If you try to cancel the complete sales order before invoicing the released items, these items will remain on the system even though the original sales order is cancelled. To cancel the released items, you must continue with the normal procedure of invoicing the items, using the Invoice Released Sales Orders option in the Batch menu, then raise a credit note to reverse the invoice as it will not be sent.

## Document Details

The Proforma/Quotation radio buttons indicate whether you are raising a proforma or quotation, so just click on the relevant radio-button. The window format is the same for both choices.

<b>In this box</b>	<b>You can enter</b>
Print on Save	A check if you wish to print the document when you save the details. A dialog box will open to ask how many copies you require. Enter the number and click on OK.
Preprinted Stationery	A check if you wish to use preprinted stationery when the document is printed. Your company name and address will not be added to preprinted stationery. This check box only becomes available when Print on Save has been selected.
Print Discount Style	A check if you wish to use the line discount style of document when printing. This check box only becomes available when Print on Save has been selected.
Proforma/Quote No.	The reference number of the proforma or quotation.
Date	The date of the proforma or quotation. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1994 would be entered as 21/09/94 (the year will be displayed in full as 1994).
Due Date	The date that the goods are due to be delivered (see Date above).
Customer Reference	The reference used by the customer for this proforma or quotation.
Desp. By	How the goods are likely to be despatched, e.g. the method of delivery.
Delivery Details	The delivery address or any notes, requests or schedule connected to the delivery.

## Document Footer Details

<b>In this box</b>	<b>You can view/enter</b>
Discount	The settlement discount expected and the overall discount for the sales transaction, as percentages. If an overall discount percentage is entered, the amount is displayed beneath.
Carriage Details	The net carriage and the VAT code can be entered. The sales analysis group code for carriage is displayed automatically as is the VAT on carriage and total carriage.
Narrative	Any message that you wish to print at the foot of the document.

## Product Details

<b>In this box</b>	<b>You can view/enter</b>
Product ID	The identifier for the product you want to appear in the currently selected line of the table. You can use the <u>search</u> mechanisms to find the correct product.
Description	The description of the product, as held in the product record. You can overwrite this here if required, but it will still be held in its original state in the product record. See panel on entering multiple text lines.
Group	The group identifier for the sales analysis code associated with this product. You can change this here by locating another group (you can use the <u>search</u> mechanisms).
Quantity	The quantity of the product needed on the proforma or quotation. This is used to automatically calculate the totals shown.
Price	The price of each unit of the product, as held in the product record. You can overwrite this here if required, but it will still be held in its original state in the product record.
Discount %	The default discount percentage associated with this product. You can overwrite this here if required, but it will still be held in its original state in the product record. This will not be available if line discount is not allowed through the system parameters.
VAT	The VAT code associated with this product. You can overwrite this here if required, but it will still be held in its original state in the product record.
Total Goods Value	The total value of the goods as automatically calculated using the quantity and the price of each unit.
Overall Discount	The overall discount for the proforma/quotation.
Group Description	The description of the group identified on the selected line.
Total VAT	The total VAT for the proforma/quotation.
Net Carriage	The total carriage for the proforma/quotation.
Total Value	The total value for the proforma/quotation.

## Product Details (Orders)

The following fields are for sales orders only:

<b>In this box</b>	<b>You can view/enter</b>
Projected Stock	The Product ID for the selected line in the table is shown in the Projected Stock box, together with details about the stock levels. The Projected Stock field shows what is in stock, less the amount of stock allocated, plus what stock is currently on order from suppliers. The other fields are described below.
In Stock	The total amount of stock remaining for the selected product.
Allocated	The amount of stock already allocated to sales orders.
Free Stock	The amount of stock available for further orders.
On Order	The amount of stock on order from suppliers.

## Releasing a Sales Order

### To release a Sales Order.

1. From the menu bar, choose Postings, then Invoicing/S.O.P.
2. Choose the Release Sales Orders option on the Invoicing/S.O.P. submenu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. This can be any code of numbers and/or letters up to eight characters in total. The customer's name will be displayed to the left of the window, with the associated sales orders available in a drop-down list shown to the right of the Customer ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Using the drop-down list to the right, select the sales order from which you wish to release items. To release the full quantity for all lines, click on the Completely Release button.
5. To release a partial quantity, select the line that holds the product you wish to release (you can scroll through the list to locate the required detail line) and click on the Amend Released button and enter the amount to be released in the box where the cursor now rests.
6. Click on the Save button when you have finished to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Release Sales Orders window when abandoning the details, you can enter a different customer identifier, over the one you've already entered.

## Release Sales Orders

In this box	You can view/enter
Print on Save	A check if you want to print a delivery note for the released items once you have saved the release details.
Preprinted Stationery	A check if, having decided to print a delivery note, you wish to use preprinted stationery. Your company details will not be printed if this is selected.
Print Discount Style	A check if you want to use the discount style of delivery note layout.
Apportion Carriage	A check if you wish to apportion the carriage over the actual quantities released. For example, if only half the quantity of items is released, only half the original carriage value will be charged.
Net Carriage	The net carriage on the order which may be overridden if required.
Qty Balance	The balance if a partial release has occurred.
Released	The amount released so far for a particular product.
Totals	The total quantity released and total value for the whole sales order.

### What postings are made?

1. The stock records are updated to show the order quantity has been released for the relevant product(s). The in-stock and allocated figures are reduced by the amount released.
2. The nominal accounts are not affected until the released order has been invoiced.



## Sales Invoices and Credit Notes

Sales invoices can be raised either directly or through progression from proforma or quotation or through the batch invoicing of released sales orders.

### To raise Sales Invoices/Credits.

1. From the menu bar, choose Postings, then Invoicing/S.O.P.
2. Choose the Sales Invoices and Credits option on the Invoicing/S.O.P. submenu.
3. In the Customer ID box, type a unique identifier to locate the relevant customer account. Various details associated with that customer record will be displayed. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the asterisk \* in association with letters in this box, the finder mechanism and the First/Previous/Next/Last arrows to search for records.
4. Select either the Invoice or Credit button as required. Enter the details for the document, the footer (if required) and the products, switching between the three tabs to complete the data. When inputting/amending data into the Product Details table, press Enter to progress through the fields.
5. Click on the Save button when you have finished to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Sales Invoice and Credit window when abandoning the details, you can enter a different customer identifier, over the one you've already entered, on the Document Details tab.

### Correcting an invoice/credit note

If you add a line to the Product Details tab for an invoice/credit with incorrect information, or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can re-enter the correct information.

### Converting an invoice/credit note from a proforma/quotation

If you have entered a proforma/quotation, then the appropriate proforma/quotation number can be selected from the Document No. drop-down list box on the Invoice or Credit Details tab, and hence converted to an invoice/credit note. Select the (New Invoice) option to enter a new invoice or credit note from scratch.

### Entering multiple text lines

When you get to the end of a description field on a description-only invoice/credit note, you can continue onto another line by pressing CTRL+ENTER. This can be repeated on as many lines as required.

### What postings are made?

1. Once an invoice has been raised, the stock item is issued.
2. The customer's account balance and turnover totals (exclusive of VAT) are increased by the posting of an invoice, or decreased by the posting of a credit note, with the gross value (including VAT).
3. The revenue or sales nominal accounts identified by the sales analysis groups identified in the

detail of the invoice/credit note are increased for an invoice and decreased for a credit note by the net value (excluding VAT). This subsequently shows an increase or decrease in the profit and loss account for the current accounting period and year-to-date.

4. The sales VAT control account in the Nominal will be increased for the VAT on an invoice or decreased for the VAT on a credit note. This will result in an increase or decrease in your VAT liability, which will ultimately be reflected in the balance sheet.
5. The debtors control account will be increased for an invoice or decreased for a credit note, by the gross value (including VAT). This results in an increase or decrease in your debtor asset, which will ultimately be reflected in the balance sheet.

## Maintaining Stock Levels and Purchase Order Processing

The Stock/P.O.P. menu provides the following functionality:

- Purchase Order Input & Amend. This option enables you to create and amend purchase orders, which record stock items as being on order from a supplier record. The orders can be printed immediately if required or recalled and printed later.
- Cancel Purchase Orders. This option enables you to delete a selected purchase order.
- Purchase Order Receipts. This option enables you to record the receipt of a purchase order and will update the stock records to show that the additional stock is now available.
- Stock Adjustments. This option enables you to manually adjust the level for a selected stock item in your product list, without receiving stock from a recognised purchase order.
- Stock Receipts. This option enables you to record the receipt of stock that has been purchased, but is not the result of a purchase order. You can also record the cost price of this stock here.
- Stock Issues. This option enables you to manually issue a selected stock item with the stock levels being updated accordingly.
- Stock Returns. This option enables you to manually return a selected stock item, with the stock levels being updated accordingly.

## Purchase Orders

### To input or amend a Purchase Order

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Purchase Order Input & Amend option on the Stock/P.O.P. submenu.
3. In the Supplier ID box, type a unique identifier to locate the relevant supplier account. Various details associated with that supplier record will be displayed. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the Order Details, the Order Footer (if required) and the relevant products, switching between the three tabs to complete the data. When inputting data into the Product Details table, press Enter to progress through the fields.
5. Click on the Save button on the Product Details tab when you have finished, to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Purchase Order Input & Amend window when abandoning the details, you can enter a different supplier identifier, over the one you've already entered, on the Order Details tab.

### Entering multiple text lines

When you get to the end of a description field on a description-only purchase order, you can continue onto another line by pressing CTRL+ENTER. This can be repeated on as many lines as required.

### Correcting a purchase order

If you add a line to the Product Details tab for a purchase order with incorrect information, or you wish to delete a line altogether, click on the line to highlight the data and then click on the Remove Line button. The line will be deleted and, if required, you can re-enter the correct information.

### What Postings are Made ?

1. The stock records are updated to show the quantity has been put on order for the relevant product(s).
2. The nominal accounts are not affected until a purchase invoice/credit has been raised via the Purchase.

## **Cancelling a Purchase Order**

### **To cancel a Purchase Order.**

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Cancel Purchase Orders option on the Stock/P.O.P. submenu.
3. In the Supplier ID box, type a unique identifier to locate the relevant supplier account. Various details associated with that supplier record will be displayed to the left of the window, with the associated purchase orders available in a drop-down list shown to the right of the Supplier ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Using the drop-down list to the right, select the purchase order that you wish to cancel. When you are sure the details are those required, click on the Cancel Purchase Order button. When prompted to confirm this choice, click on the Yes button.
5. Click on the Close button to exit from the window, or to cancel another purchase order simply select another from the drop-down list and repeat the process.

## Order Details

<b>In this box</b>	<b>You can enter</b>
Print on Save	A check if you wish to print the document when you save the details.
Preprinted Stationery	A check if you wish to use preprinted stationery when the document is printed. Your company name and address will not be added to preprinted stationery.
Order No.	The reference number you require for the purchase order is generated automatically and cannot be entered here.
Deliver By Date	The date that the stock should be delivered by (see Date below). The date of the purchase order. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1994 would be entered as 21/09/94 (the year will be displayed in full as 1994).
Originator	A reference indicating the person inputting this order.
Delivery Details	The delivery address or any notes, requests or schedule connected to the delivery.

[Footer Details](#)

[Product Details](#)

## Document Footer Details

**In this box**

**You can view/enter**

---

Narrative

Any message that you require to print at the foot of the document.

Order Details

Product Details

## Product Details

<b>In this box</b>	<b>You can view/enter</b>
Product ID	The identifier for the product you want to appear in the currently selected line of the table. You can use the <u>search</u> mechanisms to find the correct product. If you leave the Product ID and quantity boxes blank, the program assumes that you are entering a text only description line.
Description	The description of the product, as held in the product record. You can overwrite this here if required, but it will still be held in its original state in the product record.
Quantity	The quantity of the product needed on the purchase order. This is used to automatically calculate the total value shown.
Price	The price of each unit of the product, as held in the product record. You can overwrite this here if required, but it will still be held in its original state in the product record.
Suppliers Part No.	The suppliers reference for the selected product, or you can enter any free-form text here.
Total Value	The total value for the purchase order.

[Order Details](#)

[Footer Details](#)

## Purchase Order Receipts

### To enter Purchase Order Receipts.

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Purchase Order Receipts option on the Stock/P.O.P. submenu.
3. In the Supplier ID box, type a unique identifier to locate the relevant supplier account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that supplier record will be displayed, with the purchase orders available in a drop-down list shown to the right of the Supplier ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Using the drop-down list to the right, select the relevant purchase order. The purchase order details for the supplier will be displayed.
5. Select the line where you need to indicate a receipt of a particular product (you can scroll through the list to locate the required detail line). If you wish to record the full quantity as being received, double-click on the line concerned. To receive all lines at once, click on the Completely Received button. To record a partial receipt, click on the Amend Received button and enter the amount in the box where the cursor now rests.
6. If you have made several errors, you can clear the amendments you have made quickly by clicking on the Restore Balances button. You are then able to re-enter the values as required.
7. Click on the Save button when you have finished to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Purchase Order Receipts window when abandoning the details, you can enter a different supplier identifier, over the one youve already entered.

## Purchase Order Receipts

### In this box

### You can view/enter

---

Qty Balance	The balance outstanding.
Received	The amount received so far for a particular product.
Totals	The total quantity and total value received for the whole purchase order.

### What postings are made?

1. The stock records are updated to show the quantity has been received for the relevant product(s) and the In Stock record is increased.
2. The nominal accounts are not affected until a purchase invoice/credit is raised via the Purchase.

## Stock Adjustments

### To make Stock Adjustments.

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Stock Adjustments option on the Stock/P.O.P. submenu.
3. In the Product ID box, type a unique identifier to locate the relevant product. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that product record will be displayed to the left of the window, with the stock levels shown to the right of the Product ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the details for the adjustment, which will increase the in stock figure shown above unless you put the - as a negative before the number, e.g. -47 will be shown in red and decrease the stock figures by 47.
5. Click on the Save button when you have finished to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Stock Adjustments window when abandoning the details, you can enter a different product identifier, over the one youve already entered.

## Stock Adjustments

### In this box

### You can view/enter

---

Date	The date of the stock adjustment. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Quantity	The quantity of the stock adjustment. This can be either a positive or negative adjustment.
Reference	The reference given to the stock adjustment.

### What postings are made?

The stock records are updated and the In Stock record is increased or decreased accordingly.

## Stock Receipts

### To create Stock Receipts.

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Stock Receipts option on the Stock/P.O.P. submenu.
3. In the Product ID box, type a unique identifier to locate the relevant product. Various details associated with that product record will be displayed to the left of the window, with the projected stock figures shown to the right of the Product ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the details for the receipt, which will increase the in stock figure shown above.
5. Click on the Save button when you have finished to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Stock Receipts window when abandoning the details, you can enter a different product identifier, over the one youve already entered.

## Stock Receipts

<b>In this box</b>	<b>You can view/enter</b>
Date	The date of the stock receipt. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Reference	The reference given to the stock receipt.
Quantity	The quantity received.
Cost Price	The cost price for the stock received.

### What postings are made?

The stock records are updated to show the quantity has been received for the relevant product(s) and the In Stock figure is increased.

## Stock Issues

### To create Stock Issues.

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Stock Issues option on the Stock/P.O.P. submenu.
3. In the Product ID box, type a unique identifier to locate the relevant product. Various details associated with that product record will be displayed to the left of the window, with the projected stock figures shown to the right of the Product ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the details for the issue, which will decrease the in stock figure shown above.
5. Click on the Save button when you have finished, to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Stock Receipts window when abandoning the details, you can enter a different product identifier, over the one youve already entered.

## Stock Issues

### In this box

### You can view/enter

---

Date	The date of the stock issue. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Quantity	The quantity of the stock issued.
Reference	The reference given to the stock issue.

### What postings are made?

The stock records are updated to show the quantity has been issued for the relevant product(s) and the In Stock figure is decreased.

## Stock Returns

### To create Stock Returns.

1. From the menu bar, choose Postings, then Stock/P.O.P.
2. Choose the Stock Returns option on the Stock/P.O.P. submenu.
3. In the Product ID box, type a unique identifier to locate the relevant product. Various details associated with that product record will be displayed to the left of the window, with the projected stock figures shown to the right of the Product ID. If you enter an identifier that does not exist, the program will ask for valid search criteria. You can use the finder mechanism and search facilities for records.
4. Enter the details for the return, which will increase the in stock figure shown above.
5. Click on the Save button when you have finished, to store the data. If you decide to abandon the details, click on the Close button or double-click on the window Control box before saving. If you try to abandon your entries once Save has become activated, you will be warned that you have not saved your work. Click on OK to continue closing or Cancel to return to the previous window. If you wish to remain at the Stock Receipts window when abandoning the details, you can enter a different product identifier, over the one youve already entered.

## Stock Returns

<b>In this box</b>	<b>You can view/enter</b>
Date	The date of the stock return. The date should be entered in the following format: dd/mm/yy, e.g. the 21st of September 1995 would be entered as 21/09/95 (the year will be displayed in full as 1995).
Reference	The reference given to the stock return.
Quantity	The quantity of the stock returned.

### What postings are made?

The stock records are updated to show the quantity has been returned for the relevant product(s) and the In Stock figure is increased.

## Making Enquiries

As soon as you begin to make postings into the program, you can make enquiries about these transactions through the options on the Enquiries menu. Enquiries can be made against any single account on the Sales, Purchase or Nominal and the product enquiry displays stock details associated with a selected product record. The data is displayed on-screen and is a fast method of checking the current status of an account without having to wait for a report to print. You can also reconcile your bank account against the bank statement using the Bank Reconciliation option.

In addition to the Enquiries menu, you can use the System Status option on the Tools menu to make general enquiries about the system and the current financial status.

Sales/Purchase Account Enquiries

Analysis Enquiry

Allocation History

Product Enquiries

Nominal Account Enquiries

Nominal Enquiry

Compare Budget and Actuals

Related Postings details

Source Postings details

Bank Reconciliation

Making Enquiries about System Status

Financial details

## Sales/Purchase Account Enquiries

These enquiries display any postings made into the selected account, any aged debt values and the overall balance. You can view any sales or purchase account, regardless of whether any transactions exist. A message will confirm the lack of any transactions if postings have not yet been made.

### To make a sales/purchase account enquiry

1. From the menu bar, choose Enquiries.
2. Choose either the Sales or Purchase Account Enquiry option, as appropriate, on the Enquiries menu.
3. In the Customer/Supplier ID box, type the unique identifier for the account. This can be any code of numbers and/or letters up to eight characters in total. Various details associated with that customer record will be displayed in the fields at the top of the window, with the transaction data shown in the table below. If you enter a customer identifier that does not exist, the program will ask for valid search criteria.
4. When you have finished viewing the data, you can select another customer/supplier identifier if required or click on the Close button to clear the enquiry window.

### Using the drill-down feature

Wherever you see the binoculars icon next to the cursor, you can drill down to a further level of information. Simply double-click on the required item line and another window of information appears. When you drill-down on an invoice line the Analysis Enquiry window opens. When you drill-down on a receipt line the Allocation History window opens. You can also drill-down down on the Allocation History window to the Analysis Enquiry window. Both the Analysis Enquiry window and the Allocation History window can also be accessed using window buttons and are explained in detail in later sections.

### In this box

### You can view

---

Name & Address	The name and first line of the address. These are displayed to the right of the customer/supplier identifier, after you have entered the identifier, to ensure that you are looking at the correct record.
Contact	The main contact for the customer/supplier.
Tel/Fax	The telephone and fax details for the customer/supplier.
Credit Limit	The credit limit allowed to a customer (for a sales account enquiry) or the credit limit granted to you by a supplier (for a purchase account enquiry).
Turnover	The overall turnover for the customer with your business (for a sales account enquiry) or your overall turnover with the supplier (for a purchase account enquiry). This excludes VAT.
Exclude Paid/Alloc...	Click on this box to exclude any paid or allocated transactions from the enquiry. Only outstanding transactions will then be displayed.
Date	The date associated with the transaction.
Type	The transaction type, e.g. Inv for Invoice, Rec for Receipt, etc.
Reference	The transaction reference, e.g. invoice or credit note number.
Status	The status of the transaction, e.g. paid, allocated, etc.
Debit/Credit	The value of the transaction, either shown as a debit or credit.

Balance	The balance of the transaction outstanding.
Adv	Adv will appear as confirmation against any item that is an advance posting for the next period.
Aged Debts...	The values associated with aged debts of more than three months, two months and one month are shown, along with the current months debt, the value for unallocated transactions and the balance of the account.

## Analysis Enquiry

### To view the Analysis Enquiry window

1. With the account enquiry window displayed, select the line for which you require an Analysis Enquiry (this must be an unallocated or part allocated transaction) and click on the Analysis Enquiry button at the bottom of the window. The Allocation History button is displayed at the bottom of the Analysis Enquiry window should you need to view the way the transaction has been allocated.
2. When you have finished viewing the data, click on the OK button to clear the enquiry window.

### In this box

### You can view

---

Group	The analysis group identifier to which the transaction was posted.
Description	The description of the analysis group.
Value	The value of the posting.
Comment	Any comment that was made with the posting.
VAT	The VAT code that applied to the posting.

## Allocation History

### To view the Allocation History window

1. With the analysis details screen displayed, select the line for which you require the allocation history and click on the Allocation History button at the bottom of the window. The Analysis Enquiry button is then displayed at the bottom of the Allocation History window should you need return to that enquiry screen.
2. When you have finished viewing the allocation history data, click on the OK button to clear the Allocation History window.

### In this box

### You can view

---

Date	The date the transaction was posted.
Type	The type of transaction.
Reference	The reference given to the transaction.
Status	The status of the transaction, e.g. allocated.
Debit/Credit	The value of the transaction as a debit or credit.
Balance	The balance of the transaction if part allocated.

## Product Enquiries

A product account enquiry displays the stock details associated with the product record including quantities maintained for allocated, issued, ordered and projected stock. You can view a monthly breakdown of issues and drill-down to display details of orders and invoices associated with selected product transactions.

### **To make a product enquiry**

1. From the menu bar, choose Enquiries.
2. Choose the Product option on the Enquiries menu.
3. In the Product ID box, type the unique identifier for the product. You can use any of the [searching facilities](#).
4. You can scroll the transactions associated with the product using the scroll bar to the right of the window.
5. To display an issues history for the periods, click on the View Quantity Issued button.
6. To display either the order or invoice details associated with a relevant product transaction, click on the View Order/Invoice Details button when the appropriate transaction is highlighted.

## Nominal Account Enquiries

A nominal account enquiry displays the postings made into the selected account, along with the total value of the account. You can view any account for which transactions exist.

A message will confirm the lack of any transactions if postings have not yet been made to the account.

### To make a nominal account enquiry

1. From the menu bar, choose Enquiries.
2. Choose the Nominal Account Enquiry option on the Enquiries menu.
3. In the Nominal ID box, type the unique identifier for the account. This can be any code of numbers and/or letters up to four characters in total. The transaction data will be displayed in the table below. If you enter a nominal identifier that does not exist, the program will ask for valid search criteria. You can use any of the searching facilities.
4. To view a comparison between the actual balances on the account selected, the budgeted balances and the prior years value, click on the Compare Budget & Actuals button.
5. To view a breakdown of the journal detail lines associated with the currently highlighted transaction, click on the Journal Breakdown button. You will be asked if you wish to view transactions for associated accounts, such as the VAT, income and control account elements of an invoice posting
6. When you have finished viewing the data, you can select another nominal identifier if required or click on the Close button to clear the enquiry window.

## Nominal Enquiry

### In this box

### You can view

---

Date	The date associated with this transaction.
Entry	The entry number of the posting made to this account.
Type	The transaction type, e.g. journal, sales, purchase, etc.
Input By	An identification, usually the initials, of the person who posted this transaction
Debit/Credit	The value of the transaction, shown either as a debit or a credit.
Comment	Any comment associated with the transaction.
Total	The current total of all accumulated values within the account.

### To view the journal breakdown

When making a nominal account enquiry you can also view the breakdown of the journal lines.

1. Select the Nominal Account Enquiry as described previously.
2. Select the required line and click on the Journal Breakdown button.
3. You will be given the opportunity of viewing the related or source transactions for the selected journal line.

## Compare Budget and Actuals

### To compare the budget and actuals

When making a nominal account enquiry you can also compare the budget, actuals and prior year values.

1. Select the Nominal Account Enquiry as described above.
2. Select the required line and click on the Compare Budget & Actuals button.
3. When you have finished viewing the comparison, click on the Close button to clear the window and return to the Nominal Enquiry.

## Compare Budget and Actuals

### In this box You can view

---

Number of Periods	The number of <u>periods</u> in your financial year as set up in your system parameters.
Current Period	The current financial period.
Period	A list of the periods within the financial year.
Budget	The value budgeted for the selected nominal account line, per period.
Actual	The actual value for the selected nominal account line, per period.
Prior Year	The actual value for the selected nominal account line for the corresponding periods in the prior year.

## Related Postings details

Related postings are the other nominal postings that have been made as a result of posting an invoice or credit note transaction, including the sales or purchase accounts, VAT, control account, etc. or in the case of journal entries, the other side of a double-entry posting.

### In this box

### You can view

---

Date	The date associated with this batch of transactions.
Nom ID	The nominal ID relating to the nominal account used for each posting.
Account Name	The name of the nominal account
Type	The transaction type, e.g. journal.
Input By	An identification, usually the initials, of the person who posted this transaction.
Debit/Credit	The value of the transaction, shown either as a debit or a credit.
Comment	Any comment associated with the transaction.

## Source Postings details

Source postings are the original transactions from which the nominal detail line was created.

<b>In this box</b>	<b>You can view</b>
Date	The date associated with this batch of transactions.
Type	The transaction type, e.g. Inv for invoice.
Reference	The source transaction reference.
Value	The value of the source transaction.
Account ID	The source customer or supplier account code.
Account Name	The source customer or supplier account name.

An Analysis Drill button is provided on the source transactions screen to display the analysis breakdown of the highlighted transaction.

## Bank Reconciliation

A bank reconciliation displays the postings made into the selected bank account, in order that you can compare and clear items matching the bank statement.

### To make a bank reconciliation

1. From the menu bar, choose Enquiries.
2. Choose the Bank Reconciliation option on the Enquiries menu.
3. If you have more than one bank account and wish to make an enquiry against an account other than the default shown, click on the down-arrow to the right of the bank account box. Select the bank account required from the drop-down list displayed.
4. When a line matches one found on your bank statement, click on the Match button and the item will move to the lower window. If you wish to remove the matched item from this list, select the line and click on the Unmatch button.
5. As you continue to match items on your bank statement against items held in the bank account record, the program automatically updates the balances at the foot of the window.
6. You can keep the matching details temporarily by clicking on the Temporary Hold button. You may wish to do this if you want to return to the procedure later, perhaps having made some adjustments, and you are not ready to commit the reconciliation.
7. When you are satisfied that the account balance matches the statement balance, click on the Commit button. The brought forward balance for the next reconciliation should then equal the opening statement balance.

## Bank Reconciliation

### In this box

### You can view/enter

---

Date	The date of the transaction.
Entry	The entry number of the posting made to this account.
Type	The transaction type, e.g. journal, sales, purchase, etc.
Input By	An identification, usually the initials, of the person who posted this transaction.
Debit/Credit	The value of the posting as a debit or credit.
Comment	Any comment attached to this transaction.
Uncleared	Any difference between the book balance of the transactions in the system and the total on the statement.
Book Balance	The overall book balance of transactions posted to this bank account.
Bfwd Balance	The brought forward balance of any transactions left over from the previous reconciliation.
Statement Balance	The balance of cleared items, i.e. a running total of any items you have checked and cleared.

## Making Enquiries about System Status

The System Status feature enables you to view various items of information relating to the system as a whole.

### To make System Status enquiries

1. From the menu bar, choose Tools.
2. Choose the System Status option on the Tools menu.
3. The General system status details are displayed. These indicate if your VAT return, period end or recurring journals are due. You are also given a notepad to enter any user-defined notes that you wish.
4. Move to the Controls details by clicking on the relevant index tab.
5. Move to the Financial details by clicking on the relevant index tab. Various financial totals are displayed to help you monitor the system and forecast cash flow. The Projected Cash shows the same figure as Total Cash until you click on the items with function buttons - Standing Orders Due, Accrued VAT Liability, Customer Receipts Due and Supplier Payments Due. When these function buttons are used they calculate the amount for the specified item and the Projected Cash is amended automatically to show the effect of that item on the forecast.
6. You can use the drill-down feature with the four items that have function buttons. Position the cursor over the amount for that item and double-click. Another level of information will be displayed showing the breakdown for that amount. Click on OK to close the drill-down window.
7. You can keep the System Status window open whilst you use other features. You can keep a current picture of the financial status whilst you post transactions by clicking on the function buttons on the system status Financial tab, to recalculate these items and the Projected Cash Flow.

## Financial details

### In this box

### You can view

---

Cash at Bank	The total amount of cash held in your default bank account.
Cash in Hand	The total amount of cash held in your default petty cash account.
Total Cash	The combined total of Cash at Bank and Cash in Hand.
Projected Cash	The total projected cash. This is the same as Total Cash until the remaining fields shown below are calculated, by clicking on the appropriate function buttons.
Standing Orders Due	The total outstanding amount that you owe on any recurring journals. Click on the function button for this field to calculate this amount.
Accrued VAT Liability	The total liability for VAT for the current VAT period, shown as the difference between the input/output VAT accounts. Click on the function button for this field to calculate this amount.
Cust Receipts Due	The total amount owed to you from your customers. Click on the function button for this field to calculate this amount.
Suppl Payments Due	The total amount that you owe to your suppliers. Click on the function button for this field to calculate this amount.

## General Reporting

Pegasus Capital provides extensive reporting facilities to enable you to maintain thorough records of all transactions and data entered into the system. You can use the Reports menu to:

- Print/display a variety of predefined, commonly used reports, which have been designed to save you time.
- Export reports to other file formats for use in spreadsheets, word processors, etc.

### Selecting Predefined Reports

Report List Details

Report Preview

Print Setup

Report Options

### Document Printing Settings

Alignment checks/setting printer top margin

Stationery Printing

Printing single shot document on order entry

Batch printing one or more documents after order entry

### Sales/Purchase Reports

Account Enquiry

List of Accounts

List of Invoice and Credit Notes

List of Receipts/Payments

List of Adjustments

List of Refunds

Aged Debtors/Creditors List (A4 Size)

Analysis List

Analysis Summary

Area Code Analysis List

Area Code Summary

Product ID Analysis List

Product ID Summary

VAT Analysis

Suggested Payments List

Print Batched Remittance Advices

Debtors/Creditors Control Breakdown

Statements

Analysis of Invoices, Credit Notes, etc.

### Nominal Reports

List of Accounts

Account Enquiry

Budgets List

Transaction List

Trial Balance (Summary)

Detailed Trial Balance

Trial Balance by Group

Nominal Journals

[Nominal Reserves and Provisions](#)  
[Nominal Recurring Journals](#)

[Cashbook Reports](#)

[Bank Account Enquiry](#)  
[Bank Statement](#)

[Invoicing Reports](#)

[Print Outstanding Invoices/Credits](#)  
[Print Quotations/Proformas/Sales Orders/Delivery Notes](#)  
[Reprint Invoices/Credits](#)  
[List Outstanding Sales Orders](#)  
[List Completed Sales Orders](#)  
[List Uninvoiced Released Sales Orders](#)  
[List Proformas/Quotations](#)

[Stock Reports](#)

[Print Purchase Order](#)  
[Product Enquiry](#)  
[List of Products](#)  
[Stock Movements](#)  
[List Outstanding Purchase Orders](#)  
[List Completed Purchase Orders](#)  
[Stock Valuation](#)  
[Stock Re-order](#)  
[Price List](#)  
[Stocktake List](#)  
[Issues this Period](#)  
[Issues History](#)

[Overdue Reminder Letters](#)

## Selecting Predefined Reports

You can select and run a predefined report from one of the following options on the Reports menu:

- Sales reports - for sales account details and transactions.
- Purchase reports - for purchase account details and transactions.
- Nominal reports - for nominal account details and transactions.
- Cashbook reports - for bank account details and transactions.
- Invoicing reports - for invoicing and SOP details and transactions.
- Stock reports - for product details and transactions.
- VAT Cash reports - for VAT cash accounting details.

Each report shows the report title, page numbers, the report run date and your company name at the top of each page. A list of the reports is shown at the end of this chapter with a brief description of the contents of each report.

Examples of some reports can be found in appendix B.

### To select a predefined report

1. From the menu bar, choose Reports.
2. Choose one of the report options, as appropriate, from Sales, Purchase, Nominal, Cashbook, Invoicing, Stock and VAT Cash reports on the Reports menu.
3. Use the scroll bar to the right of the report list to locate the required title. Click on the title to highlight it.
4. Enter the number of copies to be printed if you require more than 1.
5. If you are printing a document that is intended for stationery which is preprinted with your company name and address details, click on the Preprinted Stationery check box.
6. Click on the Print button. Answer any prompts or options that may be displayed which are relevant to the particular report you have selected. The program will display the report in the Print Preview screen.
7. Use the scroll bar to view the current page as required.
8. To see the report lines more clearly, you can click on the Zoom button to magnify the display. If you want to zoom out, click on the Out button.
9. To move to the next page, click on the Page button. The percentage bar indicates how far through the report you are. When you reach 100% (i.e. the last page of the report), clicking on the Page button closes the preview and returns to the reports selection window.
10. To abort the print preview, click on the Abort button. To print the report, click on the Print button.
11. If you wish to export a report to another file format, highlight the report in the list box and click on the Export button instead of the Print button. The program will display a choice of export format

options. The program will display the file name that will be used. The extension will depend on the export file type you choose.

## Report List Details

### In this box

### You can view/enter

---

Printer	The default printer name, driver name and output port (display only).
Printer Orientation	The orientation of the image on the paper when printing, e.g. landscape or portrait, according to the Windows Print Setup. We recommend that the Portrait setting is best for Pegasus Capital reports.
Report Orientation	The orientation of the image in the preview, which is always Portrait.
Preprinted Stationery	A check to indicate that you will be using preprinted stationery.
Copies	The number of copies to be printed.

### Amending the default report list details

The printer and orientation details are display only fields on the report list windows, but you can amend these at the point of printing, using the Setup option.

## Report Preview

The print preview window is displayed for all reports.

### To print a report

1. From the menu bar, choose Reports.
2. If you click on the Print Setup button, the Printer Setup window appears. You can set various options as required, which will alter the settings of the current default Windows printer. Click on the OK button to save the settings.
3. Choose the report required and click on the Print button.
4. In each case the report will be run and displayed on-screen with various options:
5. **Page** to move onto the next page. You can then scroll through each page.
6. **Abort** to abort printing and return to the previous window.
7. **Zoom** to magnify the page.
8. **Out** to reduce the page (the opposite to using Zoom).
9. **Print** to produce a printed copy of the report.
10. The report will be printed and you will be returned to the Report List window accordingly. To find out further information about printing in Windows, please refer to the Microsoft WINDOWS User Guide.

### Cancelling a report in progress

Once you have instructed the program to print a report, the run can be stopped by clicking on the Abort button found at the top of the window.

## Print Setup

This option is available from the File menu. It enables you to change the printer configuration for your Pegasus Capital reports. Printer settings can also be changed at the time of printing a report as described previously.

The actual setting choices and options available will depend on the type of printer(s) you have installed in Windows. The following is a guide only. Further details are available in your *Microsoft Windows Users Guide* and your printer manual.

<b>In this box</b>	<b>You can view/enter</b>
Default Printer	Select the default printer if this is the printer you wish to use.
Specific Printer	Click on the down-arrow to select a specific printer from a drop-down list.
Orientation	Click on the radio button to select the orientation of the image on the paper when printing.
Paper Size	Click on the down-arrow to select a specific paper size from a drop-down list.
Paper Source	Click on the down-arrow to select an alternate paper source from a drop-down list, e.g. paper tray or manual feed.
Options	Click on this button to amend various complex printing options. Please refer to your <i>Microsoft Windows Users Guide</i> for more information.

## Report Options

Some transaction reports offer a Report Options dialog in which you can choose which transactions are to be included:

Choose the date range of transactions to be included from the options shown above by clicking on the appropriate radio button.

## Sales/Purchase Reports

The following predefined reports are available to provide details about customer/supplier accounts and transactions. Choose the Sales Reports option for the list of customer reports and the Purchase Reports option for the list of supplier reports. As most of the reports in these two menus use the same format they have been described once only - however, the description will tell you if a report only appears in one of the lists.

[Account Enquiry](#)

[List of Accounts](#)

[List of Invoice and Credit Notes](#)

[List of Receipts/Payments](#)

[List of Adjustments](#)

[List of Refunds](#)

[Aged Debtors/Creditors List \(A4 Size\)](#)

[Analysis List](#)

[Analysis Summary](#)

[Area Code Analysis List](#)

[Area Code Summary](#)

[Product ID Analysis List](#)

[Product ID Summary](#)

[VAT Analysis](#)

[Suggested Payments List](#)

[Print Batched Remittance Advices](#)

[Debtors/Creditors Control Breakdown](#)

[Statements](#)

[Analysis of Invoices, Credit Notes, etc.](#)

## Account Enquiry

When you choose this report a selection window appears first. The program needs to know the account(s) for which you require an enquiry. You can define a single account or a range of accounts. Use the From Account box to search for, or type, the first customer/supplier ID and press ENTER after the ID has been displayed. Use the same method to place the next ID in the To Account box (a single account enquiry requires the same ID in both the From and To boxes). If both boxes are left blank, then all records will be selected. Having defined the range, click on the Print button to process the report. The report shows each selected customer/supplier ID with the general details, followed by the list of transactions currently posted to this account. The transactions are listed with the date, type, reference, status, debit/credit value and the balance. The aged debt values are shown at the bottom of each transaction list.

## **List of Accounts**

This report shows a list of customer/supplier accounts with the general details for each account.

## **List of Invoice and Credit Notes**

This report lists invoices and credit notes according to your selection choice, for all customers/suppliers. The customer/supplier ID, date, type, reference, total value, value of goods, VAT, account name, total invoices, total credits and total are shown. Choose from the Report Options as described earlier.

## **List of Receipts/Payments**

This report lists all sales receipts (or purchase payments if selected from the Purchase Reports menu), showing the customer/supplier ID, date, reference, value, account name and total. The same report options are available as for invoices and credit notes.

## **List of Adjustments**

This report lists adjustments for all customers/suppliers. The report shows the customer/supplier ID, date, reference, value, nominal ID, customer/supplier name, comment and total. Options are as for invoices and credit notes.

## **List of Refunds**

This report lists all refunds for all customers/suppliers. The details show the customer/supplier ID, date, reference, value, customer/supplier name, comment and total. Options are as for invoices and credit notes.

### **Aged Debtors/Creditors List**

The Aged Debtors (Sales Reports) and the Aged Creditors (Purchase Reports) Lists both show the account number, aged debt values, current value, unallocated value, total, credit limit, account name and totals.

## **Analysis List**

This report shows transactions sorted by analysis group, with the description, VAT, type, value, customer/supplier ID, date, reference and Product ID (Sales only). Choose from the Report Options as described earlier.

## **Analysis Summary**

This report shows a summary of analysis groups, with the description, value for the period and value for the year to-date.

## **Area Code Analysis List**

This Sales report shows transactions sorted by area code, with sales analysis code, description, VAT, type, value, customer/supplier ID, date, reference and product ID. Choose from the Report Options as described earlier.

## **Area Code Summary**

This Sales report shows a summary by area codes, with value for the period. Choose from the Report Options as described earlier.

## **Product ID Analysis List**

This Sales report shows transactions sorted by product ID, with the description, analysis code, VAT, type, value, customer/supplier ID, date and reference. Choose from the Report Options as described earlier.

## **Product ID Summary**

This Sales report shows a summary of product IDs, with the description, value for the period and overall total. Choose from the Report Options as described earlier.

## **VAT Analysis**

This report shows an analysis of VAT, with the VAT code, total value, total goods value, VAT value and overall total.

## **Suggested Payments List**

This report is only available with the Purchase Reports option and lists payments due, with the supplier ID and name at the top of each section. The transactions are listed beneath showing the reference, date, type, discount, invoiced amount, discount amount, amount due, account total and overall total at the bottom.

## **Print Batched Remittance Advices**

These are only available with the Purchase Reports option and provide remittance advices with a new page for each supplier, where a remittance advice requirement has been indicated for a manual payment posting or through the automatic payments routine. Your company details are shown at the top right of the page (unless using preprinted stationery) with the account name and ID in the centre. The dates and payments for items are listed below.

## **Debtors/Creditors Control Breakdown**

This report lists the totals for invoices, discounts, credit notes, allocated receipts/payments, unallocated receipts/payments, adjustments and refunds, together with the date, opening balance and total outstanding.

## Statements

This report is only available with the Sales Reports option and starts a new page for each customer. Your company details, the statement date and the account name and ID are shown at the top (unless using preprinted stationery). The statement then lists the transactions by date, with the type, reference, status, debit/credit value and balance. The aged debt values and overall balance are shown at the bottom of each statement. See also the section about settings for document printing described later in this chapter. It is recommended that statements are printed before period end, as some transactions may not appear after the period end has been run.

### **Analysis of Invoices, Credit Notes, etc.**

This series of reports for both Sales and Purchase transactions shows a breakdown of the nominal analysis of postings. You can choose the same transactions options as those for invoice/credit note listings. For each transaction the report shows entry date, reference, account and value, a subtotal for each account and an overall value.

## Nominal Reports

The following predefined reports are available to provide details about nominal accounts and transactions:

[List of Accounts](#)

[Account Enquiry](#)

[Budgets List](#)

[Transaction List](#)

[Trial Balance \(Summary\)](#)

[Detailed Trial Balance](#)

[Trial Balance by Group](#)

[Nominal Journals](#)

[Nominal Reserves and Provisions](#)

[Nominal Recurring Journals](#)

## **List of Accounts**

This provides a listing of selected nominal accounts, giving nominal ID, nominal name, brought forward balance, budget, profit and loss or balance sheet indicator, code, group and group name.

## **Account Enquiry**

This report prints a page for selected nominal accounts showing the journal transactions, detailing date, entry, type, input by, debt credit and comment, with an account total.

## **Budgets List**

This report shows the budget figures for selected nominal accounts, with the nominal ID and name, period, value and annual total.

## **Transaction List**

Having selected a time period, this report lists the transactions by entry number, with the date, type, nominal account ID, debit/credit values, account total and overall totals at the bottom.

### **Trial Balance (Summary)**

Having selected a time period, this report shows the debit/credit value for each nominal account and overall totals.

## **Detailed Trial Balance**

Having selected a time period, the detailed trial balance lists nominal transactions grouped by nominal account ID and name, with the date, entry, type, who input the transaction, debit/credit value, comment, account total and totals at the bottom.

## **Trial Balance by Group**

This report provides a trial balance with subtalled year to-date balances by group code only.

## **Nominal Journals**

Having selected a time period, this report lists all transactions entered as journal entries, detailing entry no, date, narrative, nominal ID, name, debit/credit value, comment, account totals and overall totals.

## **Nominal Reserves and Provisions**

This report lists all reserves and provisions posted within the selected time period, and shows the same details as the previous report.

## **Nominal Recurring Journals**

This produces a list of the recurring journals set up (but not the posting transactions). The report details entry, next due, frequency, repetitions, narrative, accounts, debit/credit value, account totals and overall totals.

## Cashbook Reports

The following predefined reports are available to provide details about bank accounts and transactions:

[Bank Account Enquiry](#)

[Bank Statement](#)

## **Bank Account Enquiry**

This lists all the transactions on the selected bank account that were posted within the selected time period. The report shows the bank account number and name, and for each transaction it shows date, reference, details, payment/receipt value and balance.

## **Bank Statement**

When you select this report a selection window appears first. The program needs to know the bank account for which you need a statement. The default bank account is shown. Use the drop-down list to select another if preferred. Having identified the account, click on the OK button to process the report. The Bank Statement lists all transactions made into the selected bank account that have not previously been printed on a statement but have been reconciled. The report shows the bank account number and name, the brought forward balance and date, reference, details, payment/receipt value and balance for each transaction.

## Invoicing Reports

The following predefined reports are available to provide details about invoicing and order processing transactions:

[Print Outstanding Invoices/Credits](#)

[Print Quotations/Proformas/Sales Orders/Delivery Notes](#)

[Reprint Invoices/Credits](#)

[List Outstanding Sales Orders](#)

[List Completed Sales Orders](#)

[List Uninvoiced Released Sales Orders](#)

[List Proformas/Quotations](#)

## **Print/Re-print Outstanding Invoices/Credits/Quotations/Proformas/Sales Orders/Delivery Notes**

All Print... options produce printed copies of documents raised through the Postings menu of Pegasus Capital or that have been generated automatically from released sales orders. In each case you can either load all documents or only those for a chosen account. If you want to print on preprinted stationery and therefore do not require the company details printed, click on the preprinted stationery check box. If you want the discount style of invoice, click on the Print Discount Style check box.

## **List Outstanding Sales Orders**

This provides a list of the sales orders which are awaiting release.

## **List Completed Sales Orders**

This provides a list of sales orders that have been released and invoiced.

## **List Uninvoiced Released Sales Orders**

This provides a list of sales orders that have been released but are awaiting invoicing.

## **List Proformas/Quotations**

This provides a list of proformas/quotations still classed as open. If a proforma/quotation has been cancelled it does not appear on this listing.

## Stock Reports

The following predefined reports are available to provide details about product records and associated transactions:

[Print Purchase Order](#)

[Product Enquiry](#)

[List of Products](#)

[Stock Movements](#)

[List Outstanding Purchase Orders](#)

[List Completed Purchase Orders](#)

[Stock Valuation](#)

[Stock Re-order](#)

[Price List](#)

[Stocktake List](#)

[Issues this Period](#)

[Issues History](#)

## **Print Purchase Order**

You can either load all purchase order documents or only those for a chosen supplier.

## **Product Enquiry**

This produces a list of transactions for one or a range of products and contains detailed information about the product, including movement details such as purchase orders, sales orders, stock levels etc.

## **List of Products**

This lists the details of one or a range of product records including product code, type of product, date last issued, stock levels, etc.

## **Stock Movements**

This lists all movement types, including issues, returns, proformas, quotations, purchase orders etc. for all stock items in the chosen period range.

## **List Outstanding Purchase Orders**

This provides a listing of the outstanding purchase orders for which deliveries are awaited in whole or in part.

## **List Completed Purchase Orders**

This lists purchase orders for which all items have been received.

## **Stock Valuation**

This report provides a valuation of stock based on the average cost price of product items stored on file. It also shows selling and cost prices and values and the expected profit margin as a difference between the two values.

## **Stock Re-order**

This report lists the reorder requirements for items based on the critical levels specified on the product records. Also, any item whose in-stock level has fallen below the minimum stock level but whose projected stock is above the re-order level will be highlighted with <<Below Re-Order at the far right of the report.

## **Price List**

This shows the product ID, description, selling prices and discounted prices for products.

## **Stocktake List**

This is a list of all stock items including product ID, description, location, supplier, quantity in stock, unit description, suppliers part number and a physical quantity in stock column for you to complete yourself.

### **Issues this Period**

This lists the issues of products transacted in the current accounting period, the cost value, selling value, expected profit and percentage margin.

## **Issues History**

This provides a table of issues for each of the accounting periods.

## **Overdue Reminder Letters**

You can produce reminder letters for outstanding customer balances on the basis of up to three levels of letter design. Run the Overdue Reminder wizard and follow the instructions given to prepare the letter designs. Use the Overdue Reminder Letters option to print them.

## Document Printing Settings

The following information is designed to help you understand the facilities within Pegasus Capital that relate to stationery printing and alignment checks.

[Alignment checks/setting printer top margin](#)

[Stationery Printing](#)

[Printing single shot document on order entry](#)

[Batch printing one or more documents after order entry](#)

## Alignment checks/setting printer top margin

If you have purchased Pegasus stationery, you will need to adjust the printer top margin offset value and then run an alignment check for the different types of stationery (i.e. sales statement, purchase remittance, generic invoicing/SOP/POP documents) that you will be using to ensure that the details printed on the stationery fit the preprinted boxes as best as possible before actually printing the real documents. To do this select the Set Printer Top Margin option from the File menu.

Top Margin Offset will already have a default top margin adjustment setting of zero. This value can be toggled by using the adjacent vertical scroll bar to a value of between -9 and 9. Setting the value to a negative value will cause the printed details to appear nearer to the top of the page, setting the value to a positive value will cause the printed details to be printed further from the top of the page.

Setting the value to -9 will move the printed details up approximately one line from the norm (with settings of -8 down to -1 moving the printed details nearer to the top by varying amounts with -8 being nearer to the top than -7 and so on). Setting the value to 9 will move the printed details down approximately one line from the norm (with settings of 1 down to 8 moving the printed details further from the top by varying amounts with 8 being further from the top than 7 and so on). To actually test the effect of the top margin offset, click the Printer Alignment Check tab.

The Printer Alignment Check tab is used for testing the offset value selected. You are given a choice of the three types of stationery/documents we provide to actually print an alignment check: Sales Statement, Purchase Remittance and the generic Invoicing/S.O.P./P.O.P. You can also specify whether the stationery that is to be used is preprinted with your company details.

(Note: this Preprinted Stationery check box is used throughout Capital and it is very important that you understand its purpose. Preprinted in this context only refers to stationery that already includes your company name and address details, not the stationery with printed boxes and shaded areas as supplied as standard for use with Pegasus Capital.)

If you select the Print button, a single page alignment check, complete with company details if applicable, strings of 9s for numeric fields and Xs for alpha fields, is printed for the document style selected. You should then check the alignment of the fields in relation to the preprinted boxes on your form stationery and continue adjusting the top margin offset until you get a best fit. Note that a best fit for one of the document styles will ensure a best fit on all others; that is, the offset value applies to all styles so there is no need to test an adjusting offset value for each individual style.

Once you are happy with the document alignment, select the Save button to save the offset value. This will then be used whenever a statement/remittance advice/invoice/order document is printed. The offset value can be adjusted at any time and should be checked again if you change your printer.

## Stationery Printing

Sales statements can be printed as often as required and for a range of required customers. Note that you are given the choice of the number of copies required. This defaults to two copies (i.e. two copies of each printed sheet ) since Pegasus Capital stationery provides a 2-part statement with the top copy being a standard statement and the bottom or second copy being a remittance slip for the customer to return with their payment. If you don't require two-part statements or more than two parts, set the Copies field on the Sales Reports form to the required number. You should also specify at this point whether your statement stationery is preprinted with your company details.

In the case of purchase remittances (printed via the Print Batched Remittance Advices option) a batched remittance print is carried out on all suppliers you cannot select a single supplier. Once a batched remittance print has been done, you cannot carry out another for the same payments. In the next remittance run only those payments made since the last remittance run will be printed. Also, if you part-pay a supplier's invoice and wish to print a remittance advice, you must do so before any further payments are made against that invoice, otherwise only the details of the most recent payment and the invoice will be printed.

Again, you have the choice of the number of copies of each sheet required and whether preprinted stationery is being used.

### **Printing single shot document on order entry**

You can print a copy of the sales order at time of posting by checking on the Print on Save check box. This ensures that the order is printed when it is saved. When you select Print on Save, a dialog box is displayed prompting for the number of copies of each sheet of the document required (between 1 and 10). If the option to Use Line Discount is selected in the System Parameters, you are given an additional check box called Print Discount Style. This is provided because although you may generally offer line discount to customers, if there are some who don't receive line discount then you may prefer to exclude the Line Discount columns from the document. Therefore, depending upon whether you want the line discount and percentage values to appear on the document, you can choose between the two different styles

## **Batch printing one or more documents after order entry**

Instead of printing each individual order on entry, you may prefer to print one or more orders as a batch process. This is done through the Invoicing Reports' option.

The number of copies required and whether preprinted stationery is being used must be decided upon in the Invoicing Reports dialog box before selecting the routine.

Choose the Print Sales Orders option and a dialog box will be displayed which allows you to select those orders required for printing. Note that only those orders which have yet to be printed will actually appear for selection. You can load all orders ( yet to be printed ) or just those for a specific customer. To select those orders required for printing, simply click on the ones required (note that SHIFT+CLICK and CTRL+CLICK can be used to select multiple orders) .

This batch facility is provided for proformas, quotations, delivery notes, invoices/credits, sales orders and purchase orders ( via the Stock Reports). If you require another copy of a proforma, quotation, sales/purchase order after a batch print run has been done, you must amend that transaction via the appropriate input and amend routine then select Print on Save, saving the unchanged transaction again. To get a copy, rerun the appropriate batch printing routine.

## Processing Batch Jobs

This describes the options on the Batch menu of Pegasus Capital. Use these functions to:

- Carry out the period-end procedure.
- Make automatic purchase payments for outstanding supplier invoices that are due and not in dispute.
- Update recurring journals.
- Invoice released sales orders.

Period End

Year End

Making Automatic Purchase Payments

Purchase Automatic Payments details

Recurring Journal Updates

Invoicing Released Sales Orders

## Period End

You should run the period end process at the end of each accounting period. A period end wizard will enable you to choose which reports you want printed as part of the procedure.

The period end performs the following functions:

- Advances the period number for the ledgers and stock file.
- Optionally clears paid and allocated transactions from customer and supplier accounts and stock movements history.

### To carry out the period end

1. From the menu bar, choose Batch.
2. Choose the Period End option on the Batch menu.
3. When the Period End wizard is displayed, highlight the reports that you want to print as a batch process and click on the Print button.
4. Click on the Continue button when you are satisfied that the reports are printed properly and you are ready to perform the period end process.
5. If you want to purge the data during the period end, click on the Purge Data check box. A date is offered and completed transactions prior to this date are cleared from the system, provided the relevant VAT return and EC Sales List (if used) have been committed. If these reports have not been committed, the transactions will not be cleared regardless of the Purge Data check box setting. If purging data, an additional window is displayed with a progress bar which shows the system being rebuilt. This process is reclaiming disk space by removing deleted accounts and stock items and will always run at the year end regardless of the Purge Data check box setting.
6. Click on OK to begin the period end routine and the progress bar will show how the batch job is progressing.
7. A message will tell you when the routine has completed. Click on OK to clear the message and the Pegasus Capital window.

### Purging Data

Purging data will permanently remove data. Therefore you should consider carefully the implications of this and what information you require for auditing and VAT inspection purposes. Always ensure that you back up your data files beforehand.

## Year End

Pegasus Capital will complete a year end process when the current period is the same as the number of periods in the year (i.e. when it is the last period in the financial year). End of Year appears in the period end batch window to acknowledge that this is the year end procedure. The period end wizard will enable you to choose which reports you want printed as part of the procedure (see previous section).

The year end performs a normal period end first, resetting the period number to 1 for the first period in the new year. The year end processing continues automatically after the period end is completed as part of the same batch job and performs the following additional functions:

- Brings forward opening balances for balance sheet accounts.
- Clears profit and loss Nominal account balances.

Note that the year end procedure does not delete any information unless a purge is selected, allowing you the option to build up several years of data although this is not advisable as backups should be retained for reference purposes.

## Making Automatic Purchase Payments

If you only make sporadic purchases or use varied suppliers, you may wish to make payments manually. This helps you to keep a close check on when money is released and whether the services/goods provided are of the expected standard. However, if you use a regular supplier, you may be satisfied to release payment automatically. This carries out a repetitious duty for you and updates the records.

Payments can only be made to accounts that have outstanding invoices that are due for payment. Where settlement discount can be taken, the program will take this into account automatically. Invoices that are in dispute are ignored.

Payments generated are automatically allocated to outstanding invoices in full. The nominal accounts are updated in the same way as for individual purchase payments. However, credit notes, unallocated cash and negative adjustments will also be taken into account and the projected cash and auto-payment amount are adjusted accordingly.

### To process purchase automatic payments

1. From the menu bar, choose Batch.
2. Choose the Purchase Automatic Payments option on the Batch menu.
3. If you wish to have a printed remittance for each payment, ensure that the Print Remittance box is checked.
4. If you have more than one bank account and wish to make payments against an account other than the default shown, click on the down-arrow to the right of the bank account box. Select the bank account required from the drop-down list displayed.
5. Select a line that you wish to be paid and click on the Match button. The item will appear in the lower window. If you wish to remove the matched item from this list, select the line and click on the Unmatch button. You can also double-click on lines to match and unmatch them. To transfer all lines at once for automatic payment, click on the Match All button.
6. As you continue to match items for payment, the program automatically updates the Auto Payment, Payments Due and Projected Cash balances at the foot of the window.
7. When you are satisfied that all the lines requiring payment have been added to the list in the lower half of the window, enter the cheque number in the Cheque No. field and click on the Commit button. The auto payment routine will begin with the clock display and run bar indicating how the batch job is progressing. A message will confirm when the routine has completed.
8. When you click on OK to clear the message, the Total Cash and Net Cash balances are updated.
9. Click on Close to exit from the Purchase Automatic Payments window.

### Printing remittance advices

If you have chosen to print remittance advices, they can be printed as a batch through the Purchase Reports menu.

## Purchase Automatic Payments details

<b>In this box</b>	<b>You can view/enter</b>
Account	The supplier account to be paid.
Reference	The reference for the transaction awaiting payment.
Date	The date of the original transaction.
Type	The transaction type, e.g. invoice, credit note, etc.
Invoiced	The full amount of the transaction, i.e. the amount invoiced or credited.
Balance	The outstanding balance if this transaction has already been part-paid.
Total Cash	The total amount of cash held in the selected bank account. Once the automatic payments routine has run this total will decrease by the amount previously shown in the Auto Payments box.
Receipts Due	The amount still due from any outstanding customer sales invoices.
Net Cash	The combined amount of Total Cash and Receipts Due, giving the amount that will be available (assuming all receipts are made).
Auto Payments	The amount to be auto-paid in this run, calculated from the matched items in the lower half of the Purchase Automatic Payments window. This is reset to zero once the automatic payments routine has finished.
Payments Due	The total amount of payments due, calculated from the remaining items in the upper half of the Purchase Automatic Payments window. As the Auto Payments total increases, the amount in Payments Due decreases.
Projected Cash	This shows how much Net Cash will remain once the automatic payments have been made. This allows you to monitor if the bank account holds enough cash to make the payments.

## Recurring Journal Updates

Having set up the details for recurring journal entries in the Postings menu, you can update these entries using the Recurring Journal Update batch option. This enables you to automatically update transactions such as standing orders, which repeat on a regular basis.

### **To process recurring journal updates**

1. From the menu bar, choose Batch.
2. Choose the Recurring Journal Update batch option on the Batch menu.
3. Click on the Run button to continue the batch job or click on Quit to abandon the process.
4. The progress bar shows the batch job progressing.

The program will make the recurring postings and reduce the frequency of posting indicator on the recurring entry record. No further postings are made when the number of postings left reaches zero.

## Invoicing Released Sales Orders

Once sales orders have been released, either in part, or in full, invoices can be generated and printed automatically through this batch procedure.

### To invoice released sales orders

1. From the menu bar, choose Batch.
2. Choose the Invoice Released Sales Orders option on the Batch menu.
3. Click on the Preprinted Stationery check box if you do not want the company details printed at the top of the invoice documents. Click on the Copies button to select the number of printed copies required if you need more than the default of 2.
4. Click on the Select Release Sales Orders button. A window opens which allows you to load and then select which orders are to be processed. You can either load all released sales orders or load only those for a selected customer. Once you have loaded the relevant orders, you can select those required for processing. Select all of the orders in the list by clicking on the Select All Sales Orders check box. To select an individual order, click on the item required. To highlight a whole block, click on the first in the block and whilst holding down the left mouse button drag the highlighted bar down across as many as required.
5. When you have highlighted the orders for invoicing, ensure your printer is switched on and ready to print. Click on the Invoice Selected Orders button. A message will ask you to confirm that you wish to proceed, click on Yes to continue or No to return to the Select Release Orders window. When you run the batch job the progress bar will appear to indicate how the job is progressing.
6. When the batch job has completed, the program will display the invoice documents in the print preview window.
7. Click on Print to print the invoices and update the ledgers. You cannot update the ledgers without printing the invoices. A message will appear to ask if the printout was successful, click on Yes to continue or No to abandon the invoicing procedure. If you continue the ledgers will be updated and the progress bar will appear to show how this batch job is progressing.
8. A completed message appears, click on OK to clear the message. Click on Quit to exit from the Invoice Released Sales Orders window.

# VAT

Completing VAT Returns

Value Added Tax Return

Using the Audit Trails

Summary

Sales

Purchase

Cashbook

VAT Cash Accounting

Receipts/Payments

VAT Adjustment Transactions

VAT Cash Reports

Sales/Purchase VAT Reconciliation

Sales/Purchase Unallocated Receipts/Payments

Sales/Purchase VAT Outstanding

EC Sales List

## Completing VAT Returns

Pegasus Capital enables you to process your VAT returns as a partly-automated process, taking away much of the complexity of this work. The printed result can be used to help you complete your VAT100 form.

Pegasus Capital provides for the accounts of companies whose VAT is paid on invoice value (i.e. accrual VAT accounting) or those smaller companies that pay VAT only on the amount received or paid during the VAT period (VAT cash accounting). Your system parameters should reflect this choice if you wish to use this latter method.

### To process your VAT return

1. From the menu bar, choose Reports.
2. Choose the VAT Return option on the Reports menu.
3. Your company name is displayed at the top of the screen with the VAT period end date. To view a previous set of VAT Return figures, click on the arrow next to this date and select one of the four previous dates from the pull-down list. To continue with the current VAT return, ensure the current period end date is active.
4. Click on the Calculate button to automatically calculate the VAT return values for the categories shown.
5. When you are satisfied that the figures are complete, click on the Commit button to finalise and commit this VAT return. The transactions included in the return will be cleared during the next purge routine. Any new VAT transactions will begin to accumulate again ready for the next VAT return.
6. Click on the Close button to return to the main Pegasus Capital menu.

### Viewing the breakdown for individual VAT values

If you wish to see a breakdown for one of the VAT values from 1-9, click on the numbered button next to the title. This will display the values that have been used in the calculation. Should any values appear to be incorrect, you should amend these using the appropriate Posting option before you click on the Commit button.

## Value Added Tax Return

### In this box

### You can view/enter

---

Cash Accounting

A check indicates if you are using the VAT cash accounting scheme.

VAT values 1-9

The various VAT input and output values that relate to the boxes on the VAT100 form.

Audit Trails

The various audit trail figures relating to VAT (see below). You can view the audit trail summary or the audit trail for sales, purchases and the cash book by clicking on the appropriate button.

## Using the Audit Trails

As VAT transactions are posted into the system, audit trails are maintained to ensure that you can trace and monitor the accumulation of VAT data. You can view the audit trails at any time through the VAT Return option. Simply click on the audit trail button of your choice to view the details and then if required you can print the report.

[Summary](#)

[Sales](#)

[Purchase](#)

[Cashbook](#)

## Summary

Prints the details as seen on the VAT Return window.

## Sales

The VAT Analysis of Sales report, showing the customer code, transaction date, transaction type, reference, value of goods, value of VAT, VAT code and totals.

## **Purchase**

The VAT Analysis of Purchases report, showing the supplier code, transaction date, transaction type, reference, value of goods, value of VAT, acquisition tax (VAT on purchases from suppliers in EC member states), VAT code and totals.

## **Cashbook**

The VAT audit trail return for the Cashbook, detailing all VAT transactions passing through the Cashbook. This report includes the nominal account code, transaction date, input by, entry number, goods value, VAT value, VAT code and totals.

The following illustrates the VAT analysis on purchases report:

## VAT Cash Accounting

**Warning: Please refer to VAT Notice reference 731 Cash Accounting, before using the VAT Cash Accounting facility.**

If you are using the VAT cash accounting scheme, then the inputs and outputs of VAT will be based on receipts and payments that relate to VAT. This includes receipts and payments posted through the Sales or Purchase posting options and the Cashbook/Bank posting options.

There are a number of points to consider when using the VAT cash accounting scheme with Pegasus Capital.

[Receipts/Payments](#)

[VAT Adjustment Transactions](#)

[VAT Cash Reports](#)

[Sales/Purchase VAT Reconciliation](#)

[Sales/Purchase Unallocated Receipts/Payments](#)

[Sales/Purchase VAT Outstanding](#)

## **Receipts/Payments**

If you check the Unallocated Receipt box (or Payment on Account in the Purchase postings), then an additional dialog box entitled VAT Cash Accounting appears. In this box, you must select an appropriate VAT code. This ensures that the portion of VAT that is contained within the receipt (or payment) appears on the VAT return.

If an Allocated Receipt (or Payment) is posted against an invoice, then any VAT due on that invoice (or portion of VAT due if a part-payment is being made) is automatically calculated and will appear on the VAT return.

## VAT Adjustment Transactions

By way of an example, if you raise a sales invoice for £100.00 of which £50.00 is subject to VAT at the standard rate of 17.5%, with the remaining £50.00 being zero-rated, the VAT amount calculated would be £8.75. Therefore, when this invoice is paid in full, VAT of £8.75 would appear in Box 1 of the VAT return (VAT due on sales) and a goods value of £100.00 would appear in Box 6 (total value of sales excluding VAT).

However, if the payment for this invoice is posted as an unallocated receipt with a VAT code of 1 (for standard rate), the system will calculate the VAT amount as £16.20 with a goods value of £92.55. At this point, the system has no knowledge of the fact that this receipt will subsequently be allocated against the invoice (in which the VAT due was calculated as £8.75 and not £16.20), but VAT must be calculated since some cash has been received which will be due on the VAT return.

Printing the VAT return at this point would result in the £16.20 appearing in Box 1 and £92.55 in Box 6, resulting in an overpayment of VAT by £7.45. This is because the receipt remains unallocated.

When using the VAT cash accounting scheme, therefore, we recommend that you try to allocate any unallocated receipts or payments before producing and committing the VAT return. You should allocate the cash starting with the oldest outstanding invoice.

To continue the above example, if the receipt of £108.75 is subsequently allocated against the invoice, the allocation process realises that there is a conflict between the VAT calculated on the receipt compared to the VAT on the invoice. A VAT adjustment transaction is created to correct this. In this example, the adjustment VAT value will be £-7.45 with a goods value of £7.45 which ensures that the correct values appear in boxes 1 and 6 on the VAT return.

Transaction	Goods Value	VAT Value
Invoice	100.00	8.75
Receipt	92.55	16.20
VAT Adjustment	7.45	-7.45

Box 1 on VAT Return =  $(16.20 - 7.45)$  giving the correct VAT due as 8.75

Box 6 on VAT Return =  $(92.55 + 7.45)$  giving the correct goods amount of 100.00

The VAT adjustment transaction is highlighted on the VAT Analysis of Sales report and on the VAT Cash reports (see below) by the comment VAT Adjustment due to unallocated cash.

Please note that a VAT adjustment transaction is only created when an unallocated receipt or payment is subsequently allocated against one or more invoices in which more than one VAT rate applies, or where the VAT code entered against the unallocated receipt is different to that used on the invoice to which it will be allocated and where the same VAT code is used on all analysis lines.

If a receipt or payment is posted and allocated in the first place, rather than being posted on account, then no VAT adjustment need be created, since the correct VAT due amount will be calculated on the allocated receipt or payment itself.

## **VAT Cash Reports**

There are various VAT cash reports available from the Reports menu if you are using the VAT cash accounting scheme.

## **Sales/Purchase VAT Reconciliation**

These reports show a snapshot of each allocation session and provide details of the VAT paid on each transaction; i.e. they provide a means of reconciling receipts and payments against invoices.

The reports detail the customer or supplier ID, allocation date, allocation batch number, transaction date, transaction type, reference, value paid or received, goods value, VAT value and VAT code. You can also choose which transactions are included according to the [Report Options](#) dialog.

## **Sales/Purchase Unallocated Receipts/Payments**

These reports show any unallocated receipts or payments and the VAT due on them (calculated according to the VAT code entered against them). The reports detail the customer or supplier ID, transaction date, reference, value, goods value, VAT value, VAT code, customer or supplier name and totals.

## **Sales/Purchase VAT Outstanding**

These reports show any VAT that is outstanding on unpaid and part-paid invoices and credits. The reports detail the customer or supplier ID, transaction date, transaction type, reference, value outstanding, goods outstanding, VAT outstanding, customer or supplier name and totals.

## EC Sales List

This report is available from the Reports menu if the relevant option within the System Parameters has been selected. It produces the EC Sales List (form VAT101 information). This option requires you to enter the name of the signatory, the signatory date, contact name and contact telephone number. When you have completed these entries, click on the Calculate button to process the EC Sales List.

Pegasus Capital provides two EC Sales Lists: a calendar quarterly version and an annual summary version. The annual summary version does not print any values of supplies; it is simply a list of those EC customers that have been traded with during the last calendar year. The choice of EC Sales List is controlled by the setting in the System Parameters.

### To produce the EC Sales List

1. Choose the EC Sales List option from the Reports menu. The program will display a dialog box in which the signatory and contact names should be entered and the date and telephone numbers confirmed.
2. The period ending date shown will depend on the current system date and the end of the next ESL period as defined in the System Parameters. You can choose a previous ESL period end date from the drop-down list if required.
3. When you have completed the details shown, click on the Calculate button to instruct the program to prepare the content of the EC Sales List report.
4. To print the report, click on the Print button, which is activated when the calculation is complete. The EC Sales List will be displayed in the Preview ready to print. Once sent to the printer, the program will ask you to confirm that the print was successful before closing. If not, you can print it again until you are satisfied that the printing is okay. An example of the report is shown at the end of the chapter.
5. Check that the content of the EC Sales List is correct. Only when you are satisfied that the information is accurate, click on the Commit button to commit the EC Sales List information for the current ESL period.
6. Warnings will be displayed if you choose to Close the EC Sales List production before committing the details. Any calculations made will be abandoned if you choose to abort the procedure before committing the EC Sales List.

### Important Note About EC Sales List Form Submissions

If you wish to submit an ESL substitute produced via Pegasus Capital, you must first obtain approval from your local VAT office. You should quote the following reference number:

VOPS/ESL 27

in any correspondence in order that your application to submit a substitute ESL is processed quickly. The following page shows an example letter text that you could use to accompany your application.

Example Letter of Approval for Substitute EC Sales List:

Date

Name and Address of  
your VAT Office

Dear Sir/madam

I am writing to apply for approval to submit an EC Sales List substitute which is produced by a computerised accounts package called Pegasus Capital which has been purchased from Pegasus Software Limited. I understand that this substitute EC Sales List has received approval from HM Customs and Excise and I have been asked to quote the following reference number

VOPS/ESL 27

to aid in the speedy processing of this application.

Yours faithfully,

## Profit and Loss and Balance Sheet Designs

Use the Format Designer on the Reports menu to create your own profit and loss and balance sheet report layouts and to subsequently print, view or export those reports.

### To print existing profit and loss/balance sheet reports

1. From the menu bar, choose Reports.
2. Choose the Format Designer option on the Reports menu.
3. Click on the Load button. A Windows directory will be displayed from which you can select the appropriate layout file. The defaults available are **profit.fmt** or **balance.fmt**, but you can design others if required.
4. Click on the Print or Export button to run the report.
5. To exit from the Format Design window, click on the Close button or double-click on the Form Control box.

### To design your own report

When designing your own version, this option uses a simple method of adding a line of narrative on the left of the page to describe a statistic listed on the right. The statistic is called into the report by the use of report codes attached to your nominal account details. Depending on how you set up the report codes, different levels of subtotalling and totalling can be used within the customised reports.

1. From the menu bar, choose Reports.
2. Choose the Format Designer option on the Reports menu. Click on the New button to define a new report, or Load to retrieve an existing report for editing.
3. Enter the title for the customised profit and loss report or balance sheet, as appropriate, in the Title field. You will see it appear as a centred heading at the top of the format display area, together with the system date. Choose the type of report as either profit and loss or balance sheet by clicking on the appropriate radio button.
4. Either double-click on a line in the format or click on the Properties button. You can now enter the a line of narrative for the highlighted line, using up to 30 characters. This acts as a description or subheading in the report and appears on the left of the format display area. If you wish to underline the narrative, check the underline box or double-click on the Underline box on the main display screen so that a Y appears.
5. The report code is the code attached to the Nominal accounts. All accounts with the same report code will have their balances accumulated alongside the corresponding heading on the report design. Special options are provided to identify a total and the net profit figure.
6. To store the user-defined report, click on the Save button. Locate the required directory where you wish to store the report or use the default as displayed. Enter the name of the report in the format \*.FMT , where the \* can be any combination of letters and numbers up to eight characters in total, and click on the OK button.

### To create a blank line

1. Highlight the line to be blanked by clicking on it.

2. Click on the Blank button to remove the contents of the line. The line will remain in place but with no entries.

**To remove a line**

1. Highlight the line to be removed by clicking on it.
2. Click on the Remove button. The line and its contents will be deleted and the rest of the lines will move up accordingly.

**To insert a new line**

1. Highlight the line before which a new line is to be inserted by clicking on it.
2. Click on the Insert button. All following lines will move down accordingly.

## Report Instructions (Properties)

Item	Details
Title Only	Click on this radio button if the line is to be a title only with no corresponding values.
Left/Right Value	Click on one of these to align the value to the left or right value column. This enables you to set out levels of subtotalling in a structured format on the page.
Brackets	Click on No Bracket, Debit or Credit to define how you wish the value to be printed. No Bracket means the figure appears as it is stored. If Debit is specified for a value, brackets will be displayed if the figure happens to be a credit. If Credit is specified for a value, brackets will be displayed if the figure happens to be a debit. For example, the bank account will normally be a debit value (positive) but will a credit if it is overdrawn (negative) if you specify the Debit option for the report code associated with the bank account, the value printed will be shown in brackets if it is a credit.
Total	Click on the <u>Total</u> button to define a level of subtotalling. Instead of identifying a report code, you identify which level of totalling is required.
Net Profit	Click on this radio button if you are defining the line for the <u>net profit</u> figure which is calculated automatically by the program.
Double Underline	Click on this radio button if a double-underline is required in the column specified.
Single Underline	Click on this radio button if a single underline is required in the column specified.

### Displaying Real Figures

If you click on the Display real figures while editing check box, the program will accumulate the actual balances of the accounts included in the design and show these in place of the report codes.



## **Net Profit Figure**

The Net Profit option is a special code that is automatically calculated by adding together all debit and credit balances of those accounts defined as profit and loss type, and will normally be the last item included on the profit and loss report. The same figure is then included in the balance sheet and represents the retained profit figure for the current period.

## **Using the Find Button**

The Find button on the Report Instructions dialog provides a means of locating accounts to include in your report design on the basis of searching for a match to either a report code, an account description or an account number.

The program displays a pop-up screen in which you can specify the conditions for the search:

## Graphs

Use the Graphs option on the Reports menu to display information stored in your ledgers and product files graphically. Pegasus Capital provides for the following graphs:

- Customer Turnover by period.
- Supplier Turnover by period.
- Nominal Account vs Budget.
- Cashflow Forecast.
- Aged Debtors.
- Company Turnover by period.
- Stock Issues by period.

The Graph Wizard guides you through the graphing function in Pegasus Capital. The general procedure is as follows.

### **To produce a graph**

1. From the menu bar, choose Reports.
2. Choose the Graphs option on the Reports menu.
3. When the Graph Wizard is displayed, highlight the type of graph you want.
4. Complete the specific field requirements prompted for by the wizard. For example, when producing a customer turnover graph, you will have to select the customer ID concerned. Click on the Print Graph button to print the graph. The graph will be displayed in print preview format. Click on Print again to produce a printout.
5. To export the graph to a Windows Metafile format, click on the Export button. A Windows Save As message will be displayed enabling you to save the graph with a .WMF extension. The graph may then be imported into a word processor or graphics package.
6. Some graphs enable you to drill down to see the detail making up the chart itself. In these cases, click on the graph line or bar for which more detail is required and the program will display a breakdown. The breakdown is shown as a single report for that line or bar in the print preview format. Click on the Print button to print out the report, after which you will be returned to the graph. If you do not require a print out, double-click on the Control Box to return immediately to the graph. After using the drill-down feature on a graph, you will only be able to use the Page button in print preview format if more than one page of data belongs to the selected line or bar, i.e. you cannot page between the information for the different lines or bars as only one is being reported.
7. Click on the Close button when you have finished working with the graph.

## Backup and Restore

Use this function to make regular backups of your Pegasus Capital data or to restore previously backed up data.

### To backup your data

1. Click on the Backup/Restore button on the main Login screen.
2. Choose the Backup Drive. We recommend that you accept the default backup drive of A for floppy disks, though you can backup to a hard drive letter as a temporary measure if preferred.
3. If backing up onto floppy disks, you can choose which backup set to make. We suggest that you keep a rotation of three sets of backup disks at any one time.
4. If you are not using blank, formatted disks, you can click on the Format Disks check box to format the disks being used for the backup.
5. Click on the Backup button. If you have chosen to backup onto your hard disk, a warning will be displayed recommending that you backup onto floppy disks also.
6. On completion the program will display the date and time of the last backup made and which set number has been used.
7. Click on the Close button when you have finished backing up your data.

### To restore your data

1. Click on the Backup/Restore button on the main Login screen.
2. Choose the Backup Drive. This is the drive from where your backup will be restored.
3. If restoring from floppy disks, you can choose which backup set to use. Make sure you have selected the latest backup set.
4. Click on the Restore button.
5. Click on the Close button when you have finished backing up your data.

## Charts of Nominal Accounts

The following lists the nominal accounts created as a result of creating a new company in Pegasus Capital for limited, partnership and sole trader accounts.

Limited Company

Partnership

Sole Trader

## Limited Company

ID	Nominal Name		P/B	Code	Group
A110	Land		B 10	A0	FIXED ASSETS
A120	Buildings - OGBV		B 10	A0	FIXED ASSETS
A121	Buildings - Acc Depn b/f		B 10	A0	FIXED ASSETS
A122	Buildings - Additions OGBV		B 10	A0	FIXED ASSETS
A123	Buildings - Disposals OGBV		B 10	A0	FIXED ASSETS
A124	Buildings - Disposals Acc.Depn	B	10 A0		FIXED ASSETS
A125	Buildings - Depn for Year		B 10	A0	FIXED ASSETS
A210	F & F - OGBV		B 12	A0	FIXED ASSETS
A211	F & F - Acc Depn b/f		B 12	A0	FIXED ASSETS
A212	F & F - Additions OGBV		B 12	A0	FIXED ASSETS
A213	F & F - Disposals OGBV		B 12	A0	FIXED ASSETS
A214	F & F - Disposals Accum Depn	B	12 A0		FIXED ASSETS
A215	F & F - Depreciation For Year		B 12	A0	FIXED ASSETS
A310	Plant & Equipt - OGBV	B	13 A0		FIXED ASSETS
A311	Plant & Equipt - Acc Depn b/f		B 13	A0	FIXED ASSETS
A312	Plant & Equipt - Addtns OGBV	B	13 A0		FIXED ASSETS
A314	Plant & Equipt - Displs OGBV		B 13	A0	FIXED ASSETS
A315	Plant & Equipt - Displs Acc Dp		B 13	A0	FIXED ASSETS
A410	Motor Vehicles - OGBV	B	14 A0		FIXED ASSETS
A411	Motor Vehicles - Acc Depn b/f		B 14	A0	FIXED ASSETS
A412	Motor Vehicles - Addts OGBV		B 14	A0	FIXED ASSETS
A413	Motor Vehicles - Displs OGBV		B 14	A0	FIXED ASSETS
A414	Motor Vehs - Displs Acc Depn		B 14	A0	FIXED ASSETS
A415	Motor Vehicles - Depn for Year		B 14	A0	FIXED ASSETS
B110	Goodwill		B 20	B0	INTANGIBLES
B120	Patents and Trademarks	B	20 B0		INTANGIBLES
B210	Research and Development		B 20	B0	INTANGIBLES
C110	Quoted Investments		B 30	C0	INVESTMENTS
C120	Unquoted Investments	B	30 C0		INVESTMENTS
C210	Shares in Group Companies		B 31	C0	INVESTMENTS
C211	Loans to Group Companies		B 31	C0	INVESTMENTS
C310	Shares in Related Companies		B 32	C0	INVESTMENTS
C311	Loans to Related Companies		B 32	C0	INVESTMENTS
E111	Stocks-Raw Materials	B	40 E0		CURRENT ASSETS
E113	Stocks-Finished Goods	B	40 E0		CURRENT ASSETS
E120	Work in Progress		B 40	E0	CURRENT ASSETS
E210	Recoverable ACT		B 43	E0	CURRENT ASSETS
E250	VAT Reclaimable (Inputs)		B 51	E0	CURRENT ASSETS
E410	Trade Debtors	B	42 E0		CURRENT ASSETS
E420	Other Debtors	B	43 E0		CURRENT ASSETS
E499	Inter Company Debtor		B 44	E0	CURRENT ASSETS
E510	Prepayments		B 43	E0	CURRENT ASSETS
E810	Bank Balance/(Overdraft)		B 46	E0	CURRENT ASSETS
E811	Bank Deposit Account	B	46 E0		CURRENT ASSETS
E820	Cash Account	B	46 E0		CURRENT ASSETS
F110	Hire Purchase Creditor	B	50 F0		CURRENT LIABILITIES
F210	Inland Revenue - Current Tax		B 52	F0	CURRENT LIABILITIES
F220	ACT Payable		B 52	F0	CURRENT LIABILITIES
F230	PAYE & NIC for Remit		B 52	F0	CURRENT LIABILITIES
F250	VAT Due (Outputs)		B 51	F0	CURRENT LIABILITIES
F410	Trade Creditors	B	53 F0		CURRENT LIABILITIES
F420	Other Creditors	B	54 F0		CURRENT LIABILITIES
F499	Inter-Company Creditor	B	55 F0		CURRENT LIABILITIES
F510	Accruals		B 54	F0	CURRENT LIABILITIES
F530	Bad Debt Provision		B 42	F0	CURRENT LIABILITIES
H110	Long-Term Loan		B 70	H0	LONG-TERM LIABILITIES
H120	Debentures		B 71	H0	LONG-TERM LIABILITIES
H210	Inland Revenue (1yr)		B 72	H0	LONG-TERM LIABILITIES
J110	Deferred Tax		B 73	J0	PROVISIONS
M110	Ordinary Share Capital	B	61 M0		CAPITAL ACCOUNT
M111	Profit & Loss Account	B	99		
M120	Preference Share Capital		B 60	M0	CAPITAL ACCOUNT
M210	Share Premium Account	B	62 M0		CAPITAL ACCOUNT
M220	Revaluation Reserve		B 63	M0	CAPITAL ACCOUNT

M230	Other Reserve	B	64	M0	CAPITAL ACCOUNT
M240	Profit and Loss Account	B	65	M0	CAPITAL ACCOUNT
N110	Sales and/or Work Done	P	01	N0	TRADING INCOME
N120	Other Earnings	P	01	N0	TRADING INCOME
P120	Purchases	P	03	P0	COST OF SALES
P130	Opening Stock (P&L)	P	02	P0	COST OF SALES
P131	Closing Stock (P&L)	P	04	P0	COST OF SALES
P220	Direct Wages & Salaries	P	03	P0	COST OF SALES
P230	Subcontractors	P	03	P0	COST OF SALES
P231	Plant Hire	P	03	P0	COST OF SALES
R110	Interest Received	P	50	R0	SUNDRY INCOME
R120	Dividends Received	P	50	R0	SUNDRY INCOME
R210	Discount Received	P	51	R0	SUNDRY INCOME
R910	Other Income	P	52	R0	SUNDRY INCOME
T110	Indirect Wages and Salaries	P	11	T0	OVERHEAD EXPENSES
T111	Employers NIC	P	11	T0	OVERHEAD EXPENSES
T112	Pension & Other Empl.Benefits	P	11	T0	OVERHEAD EXPENSES
T120	Directors Remuneration	P	10	T0	OVERHEAD EXPENSES
T121	Directors - Employers NIC	P	10	T0	OVERHEAD EXPENSES
T122	Dir's - Pensn & Other Benefits	P	10	T0	OVERHEAD EXPENSES
T210	Rates & Water Charges	P	12	T0	OVERHEAD EXPENSES
T211	Rent	P	12	T0	OVERHEAD EXPENSES
T212	Insurances	P	13	T0	OVERHEAD EXPENSES
T213	Heat, Light & Power	P	14	T0	OVERHEAD EXPENSES
T214	Cleaning Costs	P	14	T0	OVERHEAD EXPENSES
T220	Postage	P	15	T0	OVERHEAD EXPENSES
T221	Telephone & Facsimile Charges	P	15	T0	OVERHEAD EXPENSES
T222	Stationery and Printing	P	16	T0	OVERHEAD EXPENSES
T229	Sundry Expenses	P	17	T0	OVERHEAD EXPENSES
T310	Motor Expenses	P	20	T0	OVERHEAD EXPENSES
T320	Other Travel	P	21	T0	OVERHEAD EXPENSES
T321	Subsistence	P	21	T0	OVERHEAD EXPENSES
T410	Repairs & Renewals	P	22	T0	OVERHEAD EXPENSES
T420	Depreciation - Buildings	P	23	T0	OVERHEAD EXPENSES
T421	Depreciation - F & F	P	23	T0	OVERHEAD EXPENSES
T422	Depreciation - Plant & Equipt	P	23	T0	OVERHEAD EXPENSES
T423	Depreciation - Motor Vehicles	P	23	T0	OVERHEAD EXPENSES
T429	Profit/Loss on Asset Disposal	P	24	T0	OVERHEAD EXPENSES
T510	Accountancy Charges	P	30	T0	OVERHEAD EXPENSES
T511	Legal Costs	P	31	T0	OVERHEAD EXPENSES
T512	Audit Fee	P	30	T0	OVERHEAD EXPENSES
T610	Amortisation of Goodwill	P	46	T0	OVERHEAD EXPENSES
T710	Advertising & Promotion	P	32	T0	OVERHEAD EXPENSES
T711	Entertaining	P	33	T0	OVERHEAD EXPENSES
T715	Discount Allowed	P	35	T0	OVERHEAD EXPENSES
T730	Bad Debts Written Off	P	37	T0	OVERHEAD EXPENSES
T731	Incr/(Decr) Bad Debt Provision	P	38	T0	OVERHEAD EXPENSES
T810	Loose Tools	P	17	T0	OVERHEAD EXPENSES
T820	Lease Rentals & Charges	P	41	T0	OVERHEAD EXPENSES
T910	Bank Interest/Charges	P	42	T0	OVERHEAD EXPENSES
T920	Hire Purchase Interest/Charges	P	43	T0	OVERHEAD EXPENSES
T930	Loan Interest	P	44	T0	OVERHEAD EXPENSES
T931	Debenture Interest	P	45	T0	OVERHEAD EXPENSES
U110	Extraordinary Write Off	P	55	U0	EXTRAORDINARY ITEMS
U210	Extraordinary Income	P	55	U0	EXTRAORDINARY ITEMS
W110	Tax Charge	P	60	W0	APPROPRIATIONS OF PROFIT
W210	Ordinary Dividend Paid	P	61	W0	APPROPRIATIONS OF PROFIT
W211	Ordinary Dividend Proposed	P	62	W0	APPROPRIATIONS OF PROFIT
W220	Preference Dividend	P	63	W0	APPROPRIATIONS OF PROFIT
W310	Transfer to Reserves	P	64	W0	APPROPRIATIONS OF PROFIT
Z110	Debtors Suspense	B	01	Z0	SUSPENSE ACCOUNTS
Z210	Creditors Suspense	B	01	Z0	SUSPENSE ACCOUNTS

## Partnership

ID	Nominal Name	P/B	Code	Group
A110	Land	B	10	A0 FIXED ASSETS
A120	Buildings - Cost	B	10	A0 FIXED ASSETS
A121	Buildings - Acc Depn	B	10	A0 FIXED ASSETS
A210	Fixtures and Fittings - Cost	B	12	A0 FIXED ASSETS
A211	Fixtures and Fitts. - Acc Depn	B	12	A0 FIXED ASSETS
A310	Plant and Equipment - Cost	B	13	A0 FIXED ASSETS
A311	Plant and Equipment - Acc Depn	B	13	A0 FIXED ASSETS
A410	Motor Vehicles - Cost	B	14	A0 FIXED ASSETS
A411	Motor Vehicles - Acc Depn	B	14	A0 FIXED ASSETS
B110	Goodwill	B	20	B0 INTANGIBLES
E111	Stock	B	40	E0 CURRENT ASSETS
E120	Work in Progress	B	40	E0 CURRENT ASSETS
E250	VAT Reclaimable (Inputs)	B	51	E0 CURRENT ASSETS
E410	Trade Debtors	B	42	E0 CURRENT ASSETS
E420	Other Debtors	B	43	E0 CURRENT ASSETS
E510	Prepayments	B	43	E0 CURRENT ASSETS
E810	Bank Balance/(Overdraft)	B	46	E0 CURRENT ASSETS
E811	Bank Deposit Account	B	46	E0 CURRENT ASSETS
E820	Cash Account	B	46	E0 CURRENT ASSETS
F110	Hire Purchase Creditor	B	50	F0 CURRENT LIABILITIES
F230	PAYE and NIC for Remit	B	52	F0 CURRENT LIABILITIES
F250	VAT Due (Outputs)	B	51	F0 CURRENT LIABILITIES
F410	Trade Creditors	B	53	F0 CURRENT LIABILITIES
F420	Other Creditors	B	54	F0 CURRENT LIABILITIES
F510	Accruals	B	54	F0 CURRENT LIABILITIES
F530	Bad Debt Provision	B	42	F0 CURRENT LIABILITIES
H110	Long term Loan	B	70	H0 LONG-TERM LIABILITIES
H120	Property Mortgage	B	70	H0 LONG-TERM LIABILITIES
M110	Partner 1 - Capital B/Fwd	B	60	M0 CAPITAL ACCOUNT
M111	Partner 1 - Capital Introduced	B	61	M0 CAPITAL ACCOUNT
M112	Partner 1 - Drawings	B	62	M0 CAPITAL ACCOUNT
M210	Partner 2 - Capital B/Fwd	B	63	M0 CAPITAL ACCOUNT
M211	Partner 2 - Capital Introduced	B	64	M0 CAPITAL ACCOUNT
M212	Partner 2 - Drawings	B	65	M0 CAPITAL ACCOUNT
M310	Partner 3 - Capital B/Fwd	B	66	M0 CAPITAL ACCOUNT
M311	Partner 3 - Capital Introduced	B	67	M0 CAPITAL ACCOUNT
M312	Partner 3 - Drawings	B	68	M0 CAPITAL ACCOUNT
M999	Profit for Year	B	60	M0 CAPITAL ACCOUNT
N110	Sales and/or Work Done	P	01	N0 TRADING INCOME
N120	Other Earnings	P	01	N0 TRADING INCOME
P120	Purchases	P	03	P0 COST OF SALES
P130	Opening Stock (P&L)	P	02	P0 COST OF SALES
P131	Closing Stock (P&L)	P	04	P0 COST OF SALES
P220	Direct Wages & Salaries	P	03	P0 COST OF SALES
P230	Subcontractors	P	03	P0 COST OF SALES
P231	Plant Hire	P	03	P0 COST OF SALES
R110	Interest Received	P	50	R0 SUNDRY INCOME
R210	Discount Received	P	51	R0 SUNDRY INCOME
R910	Other Income	P	52	R0 SUNDRY INCOME
T110	Indirect Wages and Salaries	P	11	T0 OVERHEAD EXPENSES
T111	Employers NIC	P	11	T0 OVERHEAD EXPENSES
T112	Pension & Other Empl.Benefits	P	11	T0 OVERHEAD EXPENSES
T210	Rates & Water Charges	P	12	T0 OVERHEAD EXPENSES
T211	Rent	P	12	T0 OVERHEAD EXPENSES
T212	Insurances	P	13	T0 OVERHEAD EXPENSES
T213	Heat, Light & Power	P	14	T0 OVERHEAD EXPENSES
T214	Cleaning Costs	P	14	T0 OVERHEAD EXPENSES
T220	Postage	P	15	T0 OVERHEAD EXPENSES
T221	Telephone & Facsimile Charges	P	15	T0 OVERHEAD EXPENSES
T222	Stationery and Printing	P	16	T0 OVERHEAD EXPENSES
T229	Sundry Expenses	P	17	T0 OVERHEAD EXPENSES
T310	Motor Expenses	P	20	T0 OVERHEAD EXPENSES
T320	Other Travel	P	21	T0 OVERHEAD EXPENSES
T321	Subsistence	P	21	T0 OVERHEAD EXPENSES

T410	Repairs and Renewals	P	22	T0	OVERHEAD EXPENSES
T420	Depreciation of Fixed Assets	P	23	T0	OVERHEAD EXPENSES
T429	Profit/Loss on Asset Disposal	P	24	T0	OVERHEAD EXPENSES
T510	Accountancy Fees	P	30	T0	OVERHEAD EXPENSES
T511	Legal Costs	P	31	T0	OVERHEAD EXPENSES
T710	Advertising & Promotion	P	32	T0	OVERHEAD EXPENSES
T711	Entertaining	P	33	T0	OVERHEAD EXPENSES
T715	Discount Allowed	P	35	T0	OVERHEAD EXPENSES
T730	Bad Debts Written Off	P	37	T0	OVERHEAD EXPENSES
T731	Incr/(Decr) Bad Debt Provision	P	38	T0	OVERHEAD EXPENSES
T810	Loose Tools	P	17	T0	OVERHEAD EXPENSES
T820	Lease Rentals & Charges	P	41	T0	OVERHEAD EXPENSES
T910	Bank Interest/Charges	P	42	T0	OVERHEAD EXPENSES
T920	Hire Purchase Interest/Charges	P	43	T0	OVERHEAD EXPENSES
T930	Loan Interest	P	44	T0	OVERHEAD EXPENSES
Z110	Debtors Suspense Account	B	01	Z0	SUSPENSE ACCOUNTS
Z210	Creditors Suspense Account	B	01	Z0	SUSPENSE ACCOUNTS

## Sole Trader

ID	Nominal Name	P/B	Code	Group
A110	Land	B	10	A0 FIXED ASSETS
A120	Buildings - Cost	B	10	A0 FIXED ASSETS
A121	Buildings - Acc Depn	B	10	A0 FIXED ASSETS
A210	Fixtures and Fittings - Cost	B	12	A0 FIXED ASSETS
A211	Fixtures and Fitts. - Acc Depn	B	12	A0 FIXED ASSETS
A310	Plant and Equipment - Cost	B	13	A0 FIXED ASSETS
A311	Plant and Equipment - Acc Depn	B	13	A0 FIXED ASSETS
A410	Motor Vehicles - Cost	B	14	A0 FIXED ASSETS
A411	Motor Vehicles - Acc Depn	B	14	A0 FIXED ASSETS
B110	Goodwill	B	20	B0 INTANGIBLES
E111	Stock	B	40	E0 CURRENT ASSETS
E120	Work in Progress	B	40	E0 CURRENT ASSETS
E250	VAT Reclaimable (Inputs)	B	51	E0 CURRENT ASSETS
E410	Trade Debtors	B	42	E0 CURRENT ASSETS
E420	Other Debtors	B	43	E0 CURRENT ASSETS
E510	Prepayments	B	43	E0 CURRENT ASSETS
E810	Bank Balance/(Overdraft)	B	46	E0 CURRENT ASSETS
E811	Bank Deposit Account	B	46	E0 CURRENT ASSETS
E820	Cash Account	B	46	E0 CURRENT ASSETS
F110	Hire Purchase Creditor	B	50	F0 CURRENT LIABILITIES
F230	PAYE and NIC for Remit	B	52	F0 CURRENT LIABILITIES
F250	VAT Due (Outputs)	B	51	F0 CURRENT LIABILITIES
F410	Trade Creditors	B	53	F0 CURRENT LIABILITIES
F420	Other Creditors	B	54	F0 CURRENT LIABILITIES
F510	Accruals	B	54	F0 CURRENT LIABILITIES
F530	Bad Debt Provision	B	42	F0 CURRENT LIABILITIES
H110	Long term Loan	B	70	H0 LONG-TERM LIABILITIES
H120	Property Mortgage	B	70	H0 LONG-TERM LIABILITIES
M110	Capital - Brought Forward	B	60	M0 CAPITAL ACCOUNT
M111	Capital Introduced	B	61	M0 CAPITAL ACCOUNT
M112	Proprietor's Drawings	B	62	M0 CAPITAL ACCOUNT
N110	Sales and/or Work Done	P	01	N0 TRADING INCOME
N120	Other Earnings	P	02	N0 TRADING INCOME
P120	Purchases	P	03	P0 COST OF SALES
P130	Opening Stock (P&L)	P	02	P0 COST OF SALES
P131	Closing Stock (P&L)	P	04	P0 COST OF SALES
P220	Direct Wages & Salaries	P	03	P0 COST OF SALES
P230	Subcontractors	P	03	P0 COST OF SALES
P231	Plant Hire	P	03	P0 COST OF SALES
R110	Interest Received	P	50	R0 SUNDRY INCOME
R210	Discount Received	P	51	R0 SUNDRY INCOME
R910	Other Income	P	52	R0 SUNDRY INCOME
T110	Indirect Wages and Salaries	P	11	T0 OVERHEAD EXPENSES
T111	Employers NIC	P	11	T0 OVERHEAD EXPENSES
T112	Pension & Other Empl.Benefits	P	11	T0 OVERHEAD EXPENSES
T210	Rates & Water Charges	P	12	T0 OVERHEAD EXPENSES
T211	Rent	P	12	T0 OVERHEAD EXPENSES
T212	Insurances	P	13	T0 OVERHEAD EXPENSES
T213	Heat, Light & Power	P	14	T0 OVERHEAD EXPENSES
T214	Cleaning Costs	P	14	T0 OVERHEAD EXPENSES
T220	Postage	P	15	T0 OVERHEAD EXPENSES
T221	Telephone & Facsimile Charges	P	15	T0 OVERHEAD EXPENSES
T222	Stationery and Printing	P	16	T0 OVERHEAD EXPENSES
T229	Sundry Expenses	P	17	T0 OVERHEAD EXPENSES
T310	Motor Expenses	P	20	T0 OVERHEAD EXPENSES
T320	Other Travel	P	21	T0 OVERHEAD EXPENSES
T321	Subsistence	P	21	T0 OVERHEAD EXPENSES
T410	Repairs and Renewals	P	22	T0 OVERHEAD EXPENSES
T420	Depreciation of Fixed Assets	P	23	T0 OVERHEAD EXPENSES
T429	Profit/Loss on Asset Disposal	P	24	T0 OVERHEAD EXPENSES
T510	Accountancy Fees	P	30	T0 OVERHEAD EXPENSES
T511	Legal Costs	P	31	T0 OVERHEAD EXPENSES
T710	Advertising & Promotion	P	32	T0 OVERHEAD EXPENSES
T711	Entertaining	P	33	T0 OVERHEAD EXPENSES

T715	Discount Allowed		P	35	T0	OVERHEAD EXPENSES
T730	Bad Debts Written Off		P	37	T0	OVERHEAD EXPENSES
T731	Incr/(Decr) Bad Debt Provision		P	38	T0	OVERHEAD EXPENSES
T810	Loose Tools		P	17	T0	OVERHEAD EXPENSES
T820	Lease Rentals & Charges		P	41	T0	OVERHEAD EXPENSES
T910	Bank Interest/Charges		P	42	T0	OVERHEAD EXPENSES
T920	Hire Purchase Interest/Charges		P	43	T0	OVERHEAD EXPENSES
T930	Loan Interest		P	44	T0	OVERHEAD EXPENSES
Z110	Debtors Suspense Account		B	01	Z0	SUSPENSE ACCOUNTS
Z210	Creditors Suspense Account		B	01	Z0	SUSPENSE ACCOUNTS

