



Universal Accounting

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1 UniversalAccounting 3.0

Our software UniversalAccounting is aimed at small companies, sole proprietorships, the self-employed, private individuals and associations.

[What makes our software so unique:](#)

[You can use it for every country in the world and you can use one accounting for several country's.](#)

The software is developed with the most modern tools and know-how and is constantly being expanded.

User friendliness

you have the option to choose the booking method:

1) Standard

A booking method with appropriate masks is available for intuitive booking!

As a standard it is recommended to choose this booking method.

2) Multifunctional

The more complex, multifunctional booking method is suitable for advanced users or for accountants who want to have all functions and data in one form, and who want to book very quickly with the right mouse pad.

The charts of accounts can be adapted very user-friendly in tree view to the respective special needs.

The filter and sorting options are very diverse and can be handled intuitively.

Booking periods can be chosen as desired.

2 Create a new bookkeeping

2.1 Introduction

Important: To create bookkeeping, click on "Cancel" in the "Open dialog" shown at startup and the main menu.

We select the desired chart of accounts in the dialog box. Then, in "Accounts for automatic postings", the selected accounts for generated postings are displayed.

The screenshot shows the 'New Accounting' dialog box. It contains the following fields and sections:

- Client:**
 - Company/Name: ITExpress GmbH
 - Description: Business 2020-2021
 - Street/Nr: Calvinstr.8
 - Post Code: 2540
 - City: Grenchen
 - State/Country: CH Switzerland
 - Account frame: Small company
 - VAT/Sales tax: (empty field)
- Automatic accounts:**
 - 1100 Clients
 - 2000 Suppliers
 - 4300 Obtained discounts
 - 3600 Granted discounts
- Tax:**
 - ☒ VAT
 - ☐ VAT Free
- Currency:**
 - 1 Base currency: USD US-Dollar
 - Second currency: EUR Eurozone
 - Multiple currencies: (checkbox)
- Booking phase:**
 - Opening date: 01.01.2020
 - Closing date: 31.12.2021

At the bottom, there are 'Save' and 'Cancel' buttons.

You can choose one base currency, then all debtors, creditors and balance sheet accounts are in this currency.

If you also select the 2nd currency, the balance sheet can also be displayed in this currency. Besides any currency can be set for debtors, creditors, and balance sheet accounts.

2.2 Opening bookings

You take e.g. an asset account in debit, the contra account is an opening account (9xxx).

Correspondingly, a liability account in credit, in debit then an opening account as a contra account.

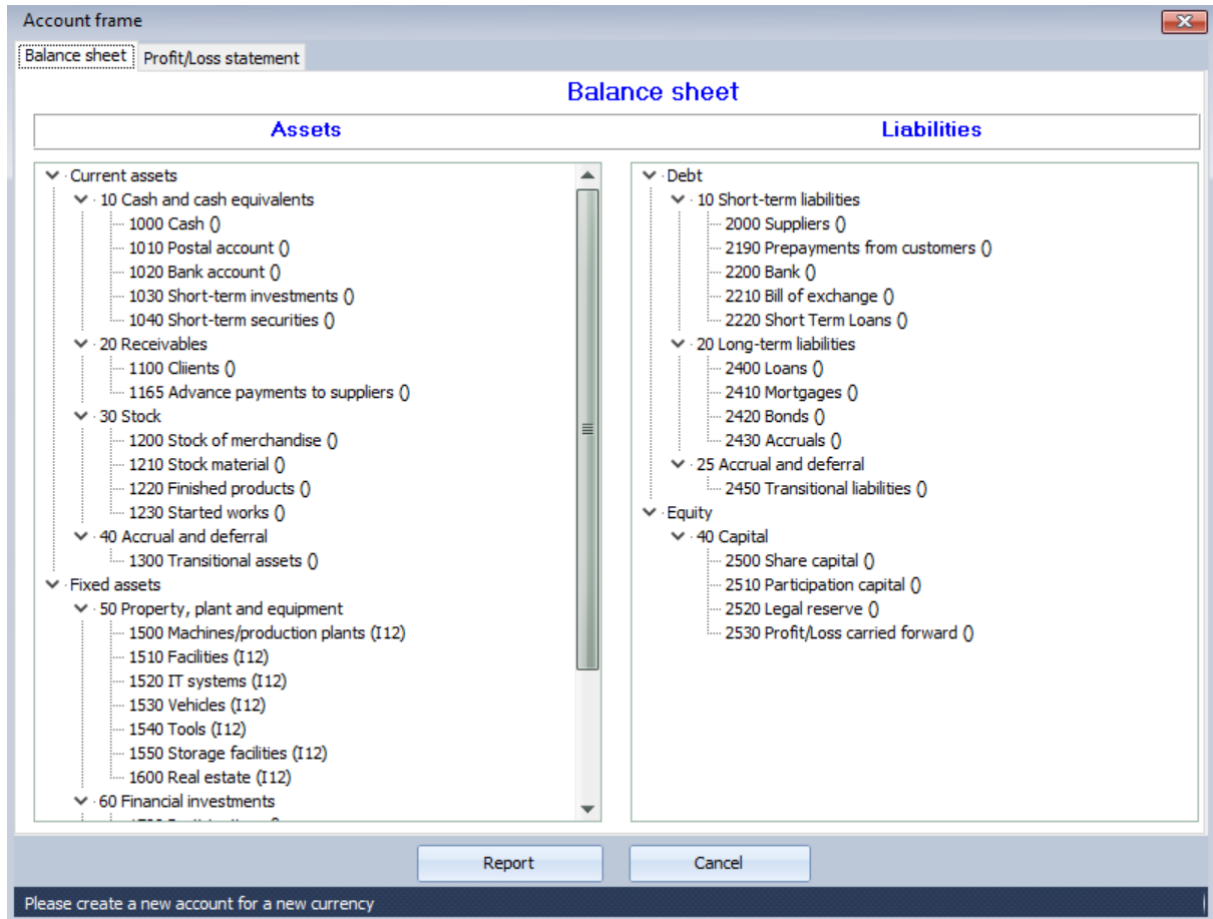
For example: 1520 IT systems / 9000 balance carried forward 50'000
Fr

9000 balance carried forward / 2510 Private 20'000
Fr

You can also post opening balances to customers or vendors.

For example: 100000 Debtor X / 9008 Accounts receivable carried
forward 60'000 Fr

2.3 Individual design of the account plan



In the chosen chart of accounts, we can delete accounts (Quick deletion with the del key)!

Any new accounts (for example with foreign currency) or groups can be created. When entering with a foreign currency, a new account must be created, not an existing one!

[It is also possible to move any accounts within the tree.](#)

If we click on an account with the right mouse button, we see a pop-up menu for entering or changing an account.

Important: In the chart of accounts we can see a bracket after the account name assigned to some accounts; it's the VAT Code, which the account displays and uses when selected in the booking dialog.

The corresponding VAT Code can be set by clicking on "Assign VAT to the account" in the following Dialog.

Account dialog

Account

Account

Number

Name

Category

Foreign Currency


VAT

☒ Assign Vat to the account

☐ Definition as a Vat account

☐ no assignment

Cost type ☐



cxGridViewRepository1

Base Currency

OK Cancel

3 Security

3.1 Data security

You can easily create secure backups via the menu item "Accounting / Backup".

You select a directory with the included bookkeeping and the target directory for the backup.

If you also enter a password, the whole thing will be 128-bit encrypted.

4 Transactions

4.1 Record bookings

You can specify the booking entry method via "Settings / Actual accounting" !

1) Standard booking entry method

The Standard booking entry method is very clear, and you can intuitively get to the individual steps for booking.

In the case of allocation to cost centers or for composed transactions, a separate dialog appears for allocation!

On the right in the entry you can choose "Composed transactions", and direct posting or batch booking,

The standard booking entry method is very popular!

If for example, you'd like to select an account for which only partial text information of the name is known, due to a large number of debtor accounts, the green debit button "List" can be clicked. You can enter the partial information in the search field of the started form, and the debtor will be found.

The search is carried out for each column.

The customer can be inserted in the Debit field.

DATE	DEBIT ACCOUNT	CREDIT ACCOUNT	DOCUMENT NR	VP DOCUMENT NO	CURRENCY AMOUNT	CURREI	AMOUNT	VAT C
21.08.2020	1520 IT systems	9000 Balance carried forward to ge	17	0	0.00	e	44'000.00	
21.08.2020	1200 Stock of merchandise	9000 Balance carried forward to ge	16	0	0.00	e	120'000.00	
21.08.2020	1020 Bank account	9000 Balance carried forward to ge	15	0	0.00	e	56'000.00	

2) Advanced booking entry method

The purpose of this booking entry is that all information (compound transactions, cost bookings, open items, etc.) are designed in one form. Here we have the advantage that bookings can be recorded very quickly and with a total overview. This is particularly popular with very experienced users, who only want to use the right numeric part of the keyboard, pressing Enter to go to the next field and to save! The disadvantage is that it becomes a little complex for many because of the amount of information.

The selected reconciliation account is taken into account in the postings in which it occurs and depending on the entry in debit or credit, the reconciliation total is changed.

This is very helpful if you e.g. Read in a bank slip and compare the voting total with the total on the bank slip. You will then also see all the subtotals by clicking on a corresponding record in the Posting batch.

Booking entry

VACANT POSITIONS

DATE	AMOUNT	TEXT
<No data to display>		

Flex-Report
Export Excel
Book batch

Summary account
Sum: 0.00
Reset

Reset
Save
Recurring bookings

Composed transactions

Book batch ☐ Debit distribution ☐ Credit distribution Amount: 0.00 Total: 0.00 Cancel

Date: 24.08.2020 Doc Nr: 42 Vacant position Nr: FC amount: 0.00 FC: Amount USD: 0.00 VAT: 0.00

Text: Save Change Booking Delete

DATE	DEBIT ACCOUNT	CREDIT ACCOUNT	SPLIT	DOCUMENT NR	VP DOCUMENT	CURRENCY AMOUNT	CURRE	AMOUNT	VAT CODE	NET AMOUNT	VAT AMOUNT
24.08.2020	4000 Purchasing material	200002 Johnson	0	39	0	48'000.00	EUR	64'000.00	P12	57'142.86	6'857.14

Click here to define a filter

Total cost amount: 57'142.86 Cost centre: Cost bearer: Amount: 0.00

ID	COST BOOKING NO	COST CENTRE	COST BEARER	COST BEARER	AMOUNT
1	1	100 Construction	e		27'142.86
2	1	200 Production	e		15'000.00
3	1	300 Administration	e		15'000.00
					57'142.86

Insert
Change costs
Delete

F5=Booking entry F6=Summary account F7=Batch Ctrl-x=Exchange debit and credit accounts

Bookings

After entering a customer / vendor posting, an item is inserted in the corresponding Open Items table.

If the booking is not yet to be final, click on the orange button Batch booking in the booking entry, so that the booking is transferred to the booking batch. Any changes can then be made before a definitive booking is made.

After a batch is booked out, you can cancel bookings by simply entering a negative amount in a same booking

Let's choose Bookings/Descriptions in the menu, this way we can manage standard texts for the entry of bookings. Let us add new texts to the table by clicking on + to insert and to validate on the "v" symbol.

Then we can select the desired text in the text combo box.

If we click the "Save recurring booking" button after entering a booking, it will be saved in the database and we can later click on the "Recurring booking" combo box and choose a booking.

By selecting a saved booking, its data is automatically entered in the input fields. .

4.2 Composed bookings

With the Standard method

Split "Credit" is already selected here,

So, we have at the left the "debit account no" and the "Total" to be entered.

At the right, we have the distribution of the "Total".

We now insert step by step the distribution accounts and amounts.

Composed transactions entry	
Splitted accounts	
<input type="radio"/> Debit	<input checked="" type="radio"/> Credit
Date	25.08.2020
Document nr	
Debit account nr	
Total	0.00
Amount	0.00
Distribution Credit	
Account	
Text	
Amount	0.00
Distribution account	
Amount	

The booked-out Composed transaction in the transactions list:

BOOKING NR	DATE	DOCUMENT NR	VP DOCUMENT NR	DESCRIPTION	DEBIT ACCO	DEBIT ACCOUNT	CREDIT ACCO	CREDIT ACCOUNT	Amount USD	NET	VAT	VAT C
9	25.08.2020	50		Composed Booking	1020	Bank account	0	e	20'000.00	0.00	0.00	e
<div>DESCRIPTIONCONTRA ACCOUNTCONTRA ACCOUNTAMOUNTVAT CODENETVAT</div> <div>3000 Domestic product yield10'000.00 S128'928.571'071.43</div> <div>3400 Foreign trade income10'000.00 e0.000.00</div>												
8	24.08.2020	47		Sells	1020	Bank account	3000	Domestic product yield	75'000.00	66'964.29	8'035.71	S12
7	24.08.2020	39		Material for construction make	4000	Purchasing material	200002	Johnson	64'000.00	57'142.86	6'857.14	P12

With the Progressed Method

Composed transactions									
<input type="checkbox"/> Debit distribution	<input type="checkbox"/> Credit distribution	Amount	0.00		Total	0.00		<input type="button" value="Cancel"/>	
<input type="button" value="List"/>	<input type="button" value="List"/>	Doc Nr	Vacant position Nr	FC amount	FC	Amount USD	VAT	0.00	
		59		0.00		0.00			

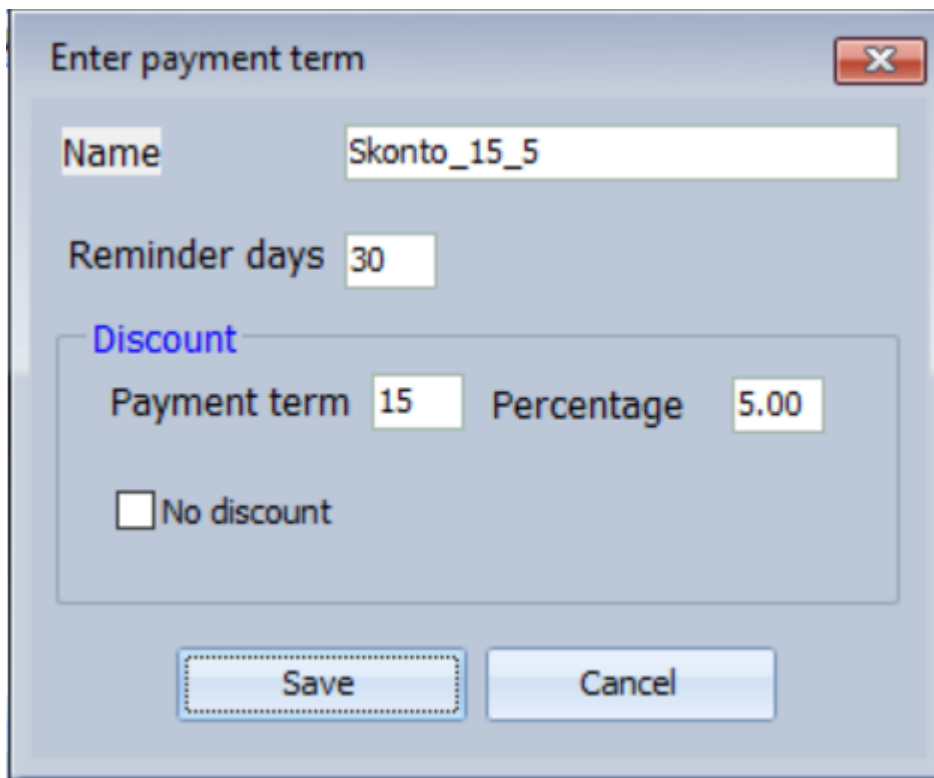
We mark "Credit distribution" for distributing on the Credit side and set the Total amount of the composed booking.

The "Debtor account" we choose remains the same and after each booking, the cursor moves directly to the "Credit account" for selecting the new distribution account and the amount, then the amount changes up to the total finally and this is set to 0.

You can see that the document number remains the same for the splits (corresponds to an invoice number).

4.3 Payment term

We enter a new Payment Term:



The screenshot shows a dialog box titled "Enter payment term" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Name:** A text field containing "Skonto_15_5".
- Reminder days:** A text field containing "30".
- Discount:** A section containing:
 - Payment term:** A text field containing "15".
 - Percentage:** A text field containing "5.00".
 - ☐ No discount
- Buttons:** "Save" and "Cancel" buttons at the bottom.

We select it in the Payment target combobox of the Customers entry:

Customers entry

Customers data

Debtor Nr: 100002

Company: X Ltd

Salutation: Miss

First name:

Name: Dennis

Street: Spring street

Zip code: 75000

Town: Paris

Country: FR France

E-Mail: d.paris@gmx.fr

Tel: +331/125 52 175

Mobil: +331/970 12 88

Internet:

Currency: EUR Eurozone

Assign collective account

Debtor account: 1100 Clients

Payment target

Selection: Skonto 15 5

Payment term: 30

Discount

Payment term: 15 Percentage: 5

Save Cancel

4.4 VAT-Bookings with discount

[HERE WE HAVE ANOTHER GREAT DIFFERENTIATION
COMPARING TO OTHER TOOLS:](#)

We book like following with the new debtor "Dennis", where we have entered the payment term (discount, 5%, 15 days):

Booking entry

Date: 25.08.2020

Debit account: 100002 Dennis

Credit account: 3000 Domestic product yield

Document nr: 66 Vp document nr:

Basisbetrag USD: 0.00 Currency amount: 50'000.00 Currency: EUR

VAT code: S12 0.00

Text: Revenue France

Buttons: Book batch, Save, Update, Delete, Composed transactions, Book batch, Recurring booking, Save, Reset, Export Excel, Flex-Report

DEBIT ACCOUNT	CREDIT ACCOUNT	SPLIT	DOCUMENT NR	VP DOCUMENT NO	CURRENCY AMOUNT	CURREY AMOUNT	VAT CODE	TEXT	NET AMOUNT	VAT AMOUNT	
100002 Dennis	3000 Domestic product yield	0	65	0	50'000.00	EUR	66'666.67	S12	Revenue France	59'523.81	7'142

In the following dialog we can see the vacant position, here we could already book out the vp, or we make the booking via Booking entry

Costumers

Vacant positions

Buttons: Reminder, Flex-Report, Export HTML->Excel, Delete VP, Reset/TZ, Refresh

Document No:

Search:

DEBTOR NO	NAME	CURRENC	BOOK STATUS	REMINDER STAT	DISCOUNT DAYS	DISCOUNT PERC	DAYS TO REMIN
100002	Dennis	EUR			15	5	30

DATE	DOCUMENT N	STATUS	STATUS S	OUTSTANDII	DISCOUNT A	PAY AMOUN	REMAINING	DISCOUNT C	REMINDER C	REMINDER L	VAT ACCO
25.08.2020	65		A	50'000.00	2'500.00	47'500.00	0.00	09.09.2020	24.09.2020	0	21
				50'000.00	2'500.00	47'500.00	0.00				

<Filter is Empty> Customize...

Vacant position debtor:

Part payment: 0.00

Outstanding: 50'000.00

Discount: 2'500.00

Payment amount: 47'500.00

Transaction:

Account: 1020 Bank account

Buttons: Pay, Offset

Booking:

Date:

Document no: 68

Buttons: Book, Undo

Part payment: First Reset/TZ, after mark it, finally enter amount and select a Vacant position

Booking entry:

NR	DATE	DEBIT ACCOUNT	CREDIT ACCOUNT	SPLIT	DOCUMENT NR	VP DOCUMENT NO	CURRENCY AMOUNT	CURRENCY	AMOUNT
1									
2									

After we have entered the Vp document no, and press Tab or Enter, the Currency amount appears.
and after the base amount USD.

Then "Save" and "Book batch" and it creates the complex bookings automatically!

NR	DESCRIPTION	DEBIT ACCO/DEBIT ACCOUNT	CREDIT ACCO/CREDIT ACCOUNT	Amount USD	NET	VAT	VAT CODE	CURRENCY	EXCHANGE RA	CURRENCY AM	SPLIT
1											
2	Book out vp	1020 Bank account	100002 Dennis	63'333.33	0.00	0.00 e		EUR	0.75000000	47'500.00	
3	Book out vp	2100 VAT	100002 Dennis	357.14	0.00	0.00 e		EUR	0.75000000	267.86	
4	Book out vp	3600 Granted discounts	100002 Dennis	2'976.19	0.00	0.00 e		EUR	0.75000000	2'232.14	

You can imagine, when take Composed bookings with different revenue accounts with different payment terms, and you book one invoice out, then you have a lot of generated bookings!

5 Debtors and Creditors Management

5.1 The different statuses

New open items for customers and accounts payable are always created via the booking entry dialog.

If you have already entered a customer and also created an open item via posting, choose Ctrl-D for vacant positions debtors, Ctrl-C for vacant positions creditors.

For the customer we have 2 status info columns, "Book status" and "Reminder status". In the initial state both are empty, this corresponds to the white symbol. If the accounts are not opened (at the start dialog), the two statuses are very useful for getting information about the vacant positions contained.

If "Book status" has a green symbol, this means that it contains one or more positions for which the "Pay" button has already been pressed,

If the symbol "Reminder status" is red in the customer, it contains one or more positions with reminder requests.

DEBTOR NO	NAME	CURRENC	BOOK STATUS	REMINDER STAT	DISCOUNT DAYS	DISCOUNT PERC	DAYS TO REMIN
100002	Dennis	EUR	■	■	15	5	30

DATE	DOCUMENT N	STATUS	OUTSTANDII	DISCOUNT A	PAY AMOUN	REMAINING	DISCOUNT C	REMINDER C	REMINDER L	VAT ACCO
02.09.2020	83	■	50'000.00	2'500.00	47'500.00	0.00	17.09.2020	02.10.2020	0	21
			50'000.00	2'500.00	47'500.00	0.00				

All statuses except "green" can be selected within debtor X and paid for using the "Pay" button, whereupon the symbol changes to green. This can be undone if necessary by clicking on the Position and clicking on the "Undo" button at the bottom right.

If you choose several statuses "green", which can then be booked out, you should not choose others. If you then click the 'Book' button, all

bookings are generated automatically, taking into account VAT and discounts.

A "red" status symbol means that the payment period has expired and a reminder can be sent. After this has been generated, the status changes to "yellow". If the new deadline expires without payment, the status turns "red" again and the dunning level increases.

If we have a minus amount in the items because too much has been paid, we can [book this out directly](#) or [offset it](#).

[Direct book](#) Debtor / Bank (Debtor receives back the amount) or Bank / Creditor (amount goes back to our bank).

[Offset](#)

First, we book in the vacant Position of the creditor Johnson:

Book batch

Save

Update

Delete

Export Excel

Flex-Report

DATE	DEBIT ACCOUNT	CREDIT ACCOUNT	SPLIT	DOCUMENT NR	VP DOCUMENT NO	CURRENCY AMOUN	CURREP	AMOUNT
Click here to define a filter								
> 02.09.2020	4200 Services	200002 Johnson	0	88	0	20'000.00	EUR	26'666.67

Then, we book this position out with a amount higher then to pay (document no 88):

Booking entry

Date

02.09.2020

List

90'666.67

Debit account

200002 Johnson

List

214'333.33

Credit account

1020 Bank account

Document no

92

Vp document nr

88

Amount USD

33'333.33

Currency amount

25'000.00

Currency

EUR

VAT code

0.00

Text

Paid too much

Book batch

Save

Update

Delete

If the "Amount USD" has no value, enter the "Currency amount" field and click "Enter", then the USD amount is automatically calculated in the field.

Now we see the value -5'000 EUR, we can offset this with the first position:

Suppliers

Vacant positions

Flex-Report Export HTML->Excel Delete VP Reset/TZ

-- + Document no Search Refresh

CREDITOR NO	NAME	CURRENC	BOOK STATUS	REMINDER STAT	DISCOUNT DA	DISCOUNT PER	DAYS TO REMINDER
200002	Johnson	EUR			0	0	30

DATE	DOCUMENT	STATUS	TEXT	TEXT2	OUTSTANDII	DISCOUNT A	PAY AMOUN	REMAINING	DISCOUNT C	REMINDER C	REMINDE
24.08.2020	39	<input type="checkbox"/>	Material for e		48'000.00	0.00	48'000.00	0.00	23.08.2020	23.09.2020	
02.09.2020	88	<input type="checkbox"/>	e	e	-5'000.00	0.00	0.00	0.00	01.09.2020	30.05.2023	
					43'000.00	0.00	48'000.00	0.00			

<Filter is Empty> Customize...

We select now both positions and click on "Offset":

Suppliers

Vacant positions

Flex-Report Export HTML->Excel Delete VP Reset/TZ

-- + Document no Search Refresh

CREDITOR NO	NAME	CURRENC	BOOK STATUS	REMINDER STAT	DISCOUNT DA	DISCOUNT PER	DAYS TO REMINDER
200002	Johnson	EUR			0	0	30

DATE	DOCUMENT	STATUS	TEXT	TEXT2	OUTSTANDII	DISCOUNT A	PAY AMOUN	REMAINING	DISCOUNT C	REMINDER C	REMINDE
24.08.2020	39	<input type="checkbox"/>	Material for e		43'000.00	0.00	0.00	0.00	23.08.2020	23.09.2020	
					43'000.00	0.00	0.00	0.00			

6 Account

6.1 Account sheets

The screenshot shows the 'Account Card' window. At the top, there are buttons for 'Budget', 'Target-actual analysis', 'Budget Reset', 'Flex-Report', 'Std-Report', and 'Refresh'. Below these is a search bar with '200002' and 'hanson' entered, and buttons for 'Search' and 'Reset'. A checkbox labeled 'Show only accounts with positions' is checked. The main table displays account data with columns: ACCOUNT NO, NAME, BALANCE USD, FOREIGN, FC BALANCE, BUDGET, and COST TYPE. The table shows a summary row for '200002 hanson' with a balance of 57'333.34 USD and a foreign balance of 43'000.00. Below this is a search bar with 'Enter text to search...' and buttons for 'Find' and 'Clear'. The table below this search bar has columns: DEBIT, CREDIT, BALANCE, FOREIGN CURRENCY, DEBIT (FOREIGN CURRENCY), CREDIT (FOREIGN CURRENCY), and BALANCE (FOREIGN CURRENCY). The table shows several rows of data, including a summary row for '200002 hanson' with a balance of 57'333.34 and a foreign balance of 43'000.00. At the bottom, there is a filter bar with '<Filter is Empty>' and a 'Customize...' button.

Filter as you wish:

1) Account content:

If we only want to see accounts that contain positions, we click on the corresponding checkbox on the right.

2) Search over table:

If we enter a value in the search field above, we will search incrementally across all columns.

3) Data query:

If a more complex query is needed, we click the "Customize" button and visually create the query, see The Filter Builder Dialog

4) Search for document:

At the top can be entered a document no. This is very interesting if we specifically want to see the entries relating to a booking in the account positions.

5) [Search in column header fields:](#)

With F7 you get to the master filter row. This is not the same as clicking in the field, this you see at the next point (6).

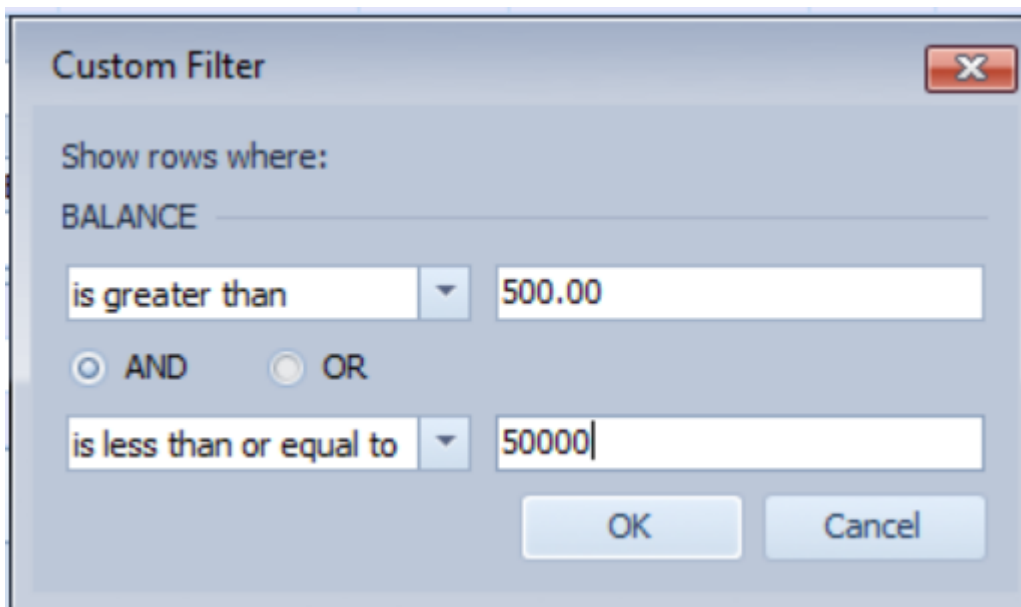
There you can move to the next field with Enter or back with Shift-Enter. For example, you search directly incrementally on account by entering the first numbers, here the focus jumps to the selected table row.

6) [Search linked in column header fields:](#)

If we click in these fields, we have e.g. when entering the date, a calendar, where we restrict the result. We can search for a value in another field where alphabetic characters occur with wildcard characters such as "%B", which occurs within a character string.

We can filter in several fields and these filters are linked.

If you click on the top right column, a drop-down appears where we can select a specific value or "Custom". Let's choose "Custom", which is very useful for numeric fields:



[Budget](#)

We select "Purchasing Material" in the Accounts list and click on "Budget" and in the dialog "Development of target values":

The screenshot shows a software interface for budgeting. The main window is titled "4000 Purchasing material" and contains a "Year" dropdown menu and a "Target values development" button. Below these are input fields for each month of the year, from January to December, each currently showing the value "0". At the bottom of this window are "Save" and "Cancel" buttons. A smaller sub-dialog box titled "Development targeted values" is open in the foreground. It contains three input fields: "Starting value" (showing "0.00"), "Final value" (showing "0" and selected with a radio button), and "Percentage" (showing "0" and unselected with a radio button). There is also an unchecked checkbox labeled "Exponentiell". At the bottom of the sub-dialog are "OK" and "Cancel" buttons.

For the start value we enter 10,000 and for the end value 5,000! The distribution could also be determined using a percentage.

Let's click "OK" and have the values evenly distributed from January to December up to 5,000. Now we just enter the year and save.

4000 Purchasing material

Year

January	<input type="text" value="10'000.00"/>	July	<input type="text" value="7'272.70"/>
February	<input type="text" value="9'545.45"/>	August	<input type="text" value="6'818.15"/>
March	<input type="text" value="9'090.90"/>	September	<input type="text" value="6'363.60"/>
April	<input type="text" value="8'636.35"/>	October	<input type="text" value="5'909.05"/>
May	<input type="text" value="8'181.80"/>	November	<input type="text" value="5'454.50"/>
June	<input type="text" value="7'727.25"/>	December	<input type="text" value="4'999.95"/>

The "Budget" column is now checked.

If we click the "Target / actual analysis" button, we receive a report with the target and actual values from January to December, and we can identify any differences between the actual values and the target values.

6.2 Calculate a phase

Account sheet date filter:

In the filter builder dialog we select "greater than or equal to" and insert the first date, then we select "less than or equal to" and insert the second date.

These two conditions are linked with "and".

Let's choose ok and look at the result.

What is very interesting, the positions are now restricted with the date in all accounts and the balance is adjusted!

In the lower status line we see our defined condition, by clicking on "x" the filter is reset.

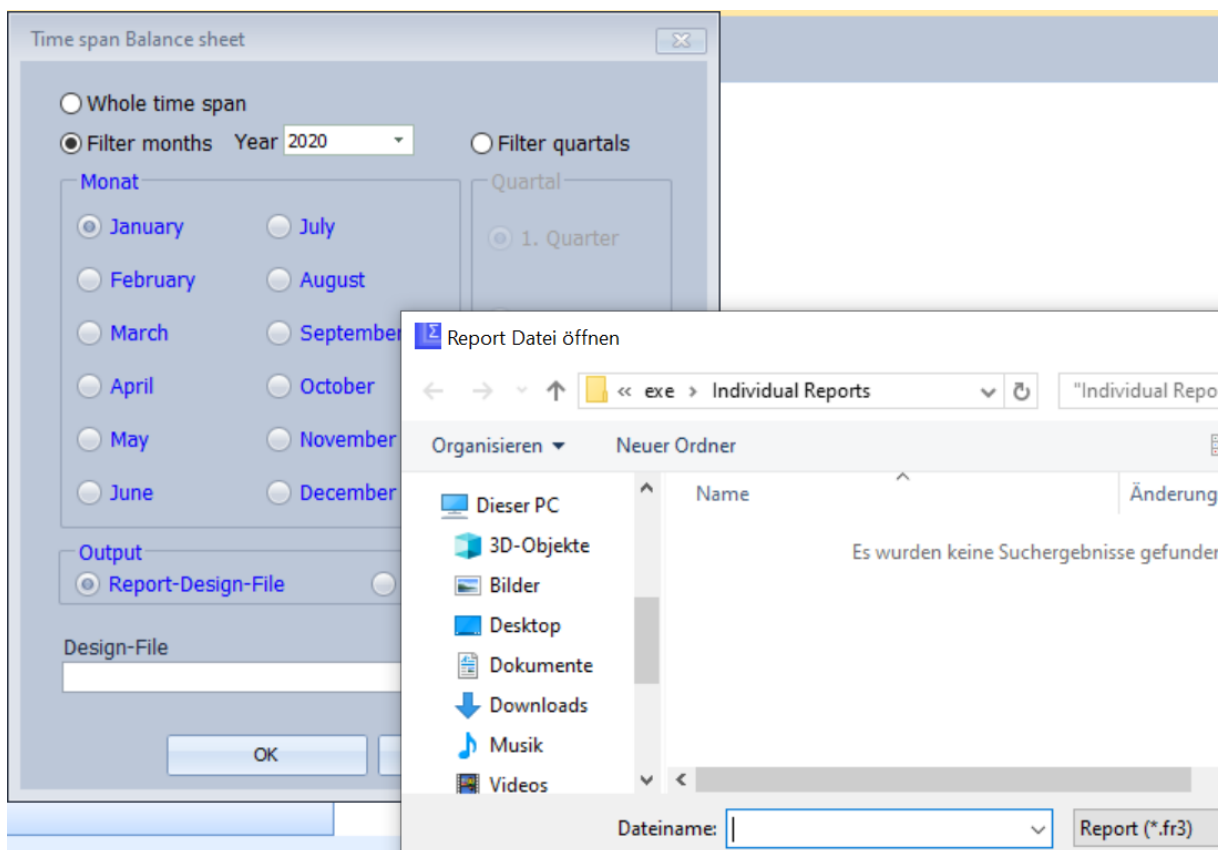
1020 Bank account		181'000.00 e		0.00			
Enter text to search...		Find		Clear			
* DATE	DOCUMENT NO	VAT CODE	TEXT	DEBIT	CREDIT	BALANCE	FOREIGN
21.08.2020	15	e	Opening account	56'000.00	0.00	56'000.00 e	
24.08.2020	47	S12	Sells	75'000.00	0.00	75'000.00 e	
25.08.2020	50		Composed Booking	20'000.00	0.00	20'000.00 0	
25.08.2020	70		Book out vp	63'333.33	0.00	63'333.33 e	
				214'333.3	0.00	214'333.3	
<input type="checkbox"/> <input checked="" type="checkbox"/> (DATE >= 21.08.2020) and (DATE <= 25.08.2020)							

7 Evaluations and Reports

7.1 2 Different Styles of Reports

A lot of tables in the accounting can be printed out, either as "Flex reports" or "Designed reports".

1) The "Designed reports" you can also edit with the report designer:
In the Report Designer help documentation you can find out all the options for customization, please do not change the logic!



All tables can be exported in various file formats such as PDF, Excel...

2) With the "Flex reports" any columns can be shown or hidden in the table, the order can be changed, it can be sorted or selected according to any criteria. What you see as a result in the table is selected in the same way in the print preview and can be customized there with many options.

* ACCOUNT NO	NAME	BALANCE USD	FOREIGN	FC BALANCE	BUDGET	COST TYPE	
1020					<input type="checkbox"/>	<input type="checkbox"/>	
1020	Bank account	181'000.00 e		0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<div>Enter text to search... Find Clear</div>							
* DATE	DOCUMENT NO	VAT CODE	TEXT	DEBIT	CREDIT	BALANCE	FOREIGN CUR
21.08.2020	15	e	Opening account	56'000.00	0.00	56'000.00 e	
24.08.2020	47	S12	Sells	75'000.00	0.00	75'000.00 e	
25.08.2020	50		Composed Booking	20'000.00	0.00	20'000.00 0	
25.08.2020	70		Book out vp	63'333.33	0.00	63'333.33 e	
02.09.2020	92		Paid too much	0.00	33'333.33	-33'333.33 e	
				214'333.33	33'333.33	181'000.00	

In the print preview, click on "Design" in the toolbar and the "Format Report" dialog appears, on which you have a preview on the right.

Every change you make in the settings on the left can then be seen visually on the right.

NewReport - Print Preview

Preview

Load... Upload Save... Design... Rebuild Print Print Dialog Export To PDF Page Setup... Format Background Fit to Page Width Pages Zoom Previous Page Navigation Thumbnails Header and Footer View Close Print Preview

Margins Left: 12.7 mm Top: 12.7 mm Right: 12.7 mm Bottom: 12.7 mm Header: 6.4 mm Footer: 6.4 mm

ACCOUNT NO	NAME	BALANCE USD	FOREIGN	FC BALANCE	BUDGET	COST TYPE
1020	Bank account	181'000.00 e		0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DATE	DOCUMENT NO	VAT CODE	TEXT	DEBIT	CREDIT
21.08.2020	15	e	Opening account	56'000.00	
24.08.2020	47	S12	Sells	75'000.00	
25.08.2020	50		Composed Booking	20'000.00	
25.08.2020	70		Book out vp	63'333.33	
02.09.2020	92		Paid too much	0.00	33'333.33
				214'333.33	33'333.33

<Filter is Empty>

☒ (ACCOUNT NO = 1020)

Format Report

View Behaviors Formatting Styles Preview Cards Charts

Selection

☒ Process Selection

☐ Process Exact Selection

Expanding

☐ Groups

☒ Details

☐ Cards

Size

☐ Auto Width

Details

☒ Start from Active Details

☒ Only Active Details

Preview

Cars

Name

Manufac

BMW

Germany

Ford

United States

Audi

Germany

Land Rover

United Kingdom

7.2 Balance sheet

In the Balance sheet and Profit/Loss settings, we select 1 Group.

Now we click on the report button:

Time span Balance sheet

☐ Whole time span

☒ Filter months Year 2020

☐ Filter quarters

Monat

☒ January ☐ July

☐ February ☐ August

☐ March ☐ September

☐ April ☐ October

☐ May ☐ November

☐ June ☐ December

Quartal

☒ 1. Quarter

☐ 2. Quarter

☐ 3. Quarter

☐ 4. Quarter

Output

☐ Report-Design-File ☒ Standard

Design-File

OK Cancel

Here we select "Filter months" and the month of August.

When outputting, a modified standard file (with individual preferences regarding colors, font, presentation) can be created via the report design file.

be chosen for the report.

We choose "Standard" and click Ok ([1 Group](#)):

19.09.2020

Balance sheet

ITExpress GmbH

Business 2020-2021

USD

Entire booking period

Assets

1000	Cash	47'000.00	9.96 %	Previous year	0.00
1020	Bank account	181'000.00	38.37 %	Previous year	0.00
1100	Clients	70'000.02	14.84 %	Previous year	0.00
1180	Input tax	9'714.29	2.06 %	Previous year	0.00
1200	Stock of merchandise	120'000.00	25.44 %	Previous year	0.00
1520	IT systems	44'000.00	9.33 %	Previous year	0.00
Total Assets		471'714.31			

[3 Groups](#):

USD		August 2020	
Assets			
Current assets			
Cash and cash equivalents			%
1020	Bank account	214'333.33	55.64
Total	Cash and cash equivalents	214'333.33	
Receivables			%
1100	Clients	0.01	0.00
1180	Input tax	6'857.14	1.78
Total	Receivables	6'857.15	
Stock			%
1200	Stock of merchandise	120'000.00	31.15
Total	Stock	120'000.00	
Total Current assets			341'190.48
Fixed assets			
Property, plant and equipment			%
1520	IT systems	44'000.00	11.42
Total	Property, plant and equipment	44'000.00	
Total Fixed assets			44'000.00
Total Assets			385'190.48
Liabilities			
Debt			
Short-term liabilities			%
2000	Suppliers	64'000.00	21.34

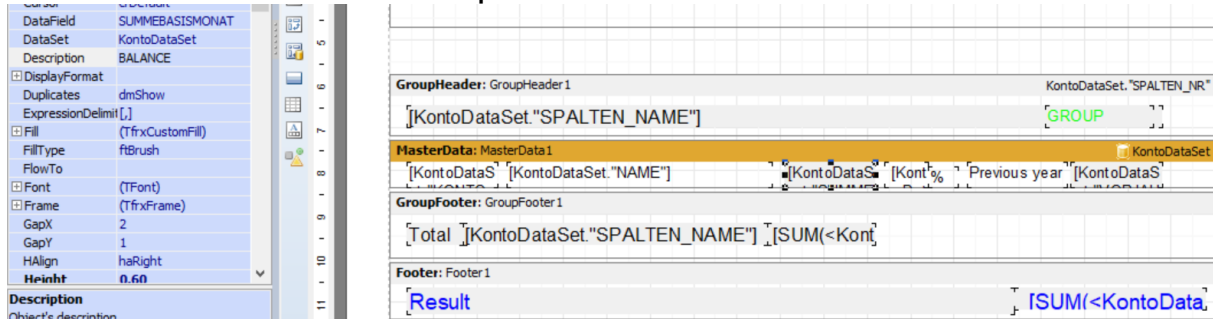
7.3 Report Designer

Here we see an example of the Balance sheet in the Report Designer:

ReportTitle: ReportTitle1			
Balance sheet		[Date]	
[BH."FIRMA"]		COMPANY	
[BH."BEZEICHNUNG"]		DESCRIPTION	
[BH."BASISWAEHRUN"]		TIME SPAN	
[BH."ERFILTERTITLE"]			

The explanations in "lime" color can be seen only in the design mode. When we run a report, this fields are not visible, of course then is all in English!

If we want see what fields we have in the MasterData, we click only the desired fields an see at the left side under "Description" the field name:



Here we have a grouped Report, a "Group Header" and a "Group Footer" with the "Total" of the group.

But we must not care about the logic of the report, we can [change the design](#):

- Change the size, position, color and font of the letters
- Move strings to a new position
- Take a form from the icons on the left (rectangle), place it under a caption, with a context menu (right mouse click) "Send to Back" and fill the form with a nice color, as you can see in the above image "Result"
- Change the height of different Groups of the report, and put a text inside

8 VAT

8.1 VAT Administration

When you click on the "percent" icon in the toolbar, you see the table for VAT administration.

First we make following booking:

DATE	DEBIT ACCOUNT	CREDIT ACCOUNT	SPLIT	DOCUMENT NO	VP DOCUMENT NO	CURRENCY AMOUNT	CURRE	AMOUNT
> 08.09.2020	100002 Dennis	3100 Domestic trade income	0	104	0	50'000.00	EUR	66'666.67

We can see that the VAT-Code "S12" is automatically set, because we have defined it for the account "3100 Domestic trade income" in the [chart of accounts](#) (VAT amount 12% = 7'142.86):

The screenshot shows the 'Account' dialog box with the following details:

- Account Number:** 3100
- Account Name:** Domestic trade income
- Category:** 301
- Foreign Currency:** (empty dropdown)
- Cost type:** ☐
- Base Currency:** USD
- VAT Section:**
 - ☒ Assign Vat to the account
 - VAT Code:** S12

In the VAT Administration Table you can see an example of updating a VAT record.

Remember: The "Sales Discount" or "Purchase Discount", you must only use for explicitly Discount booking from a Debtor or Creditor who has [no Discount term](#) defined.

When a [Discount term](#) is defined, you only should book out like [VAT-Bookings with discount](#), where the bookings are generated automatically!

In the table we can see also following;

Sx, the Sale with VAT Percent x, needs always a "VAT Account" as information for booking, best from the "liabilities".

Vx, the Purchase with VAT Percent x, needs also always a "Reduction VAT Account" best from "assets" as shown in the predefined "Chart of Accounts".

You can use "Net" if you prefer this calculation.

VAT

Flex-Report

VAT Table Export to Excel

ACTUAL VAT TABLE							
CODE	DESCRIPTION	VAT PERCENT	REDUCTION VAT NR	REDUCTION VAT	VAT NR	VAT	NET
SD6	Discount on sale 6%	6	0 e		2100	VAT	
S0	Sales without VAT	0	0 e			0 e	
SD12	Discount on sale 12%	12	0 e		2100	VAT	
P6	Purchase 6%	6	1180	Input tax			
P0	Purchase without VAT	0	0 e				
PD6	Discount on purchases 6%	6	1180	Input tax			
I12	Investment 12%	12	1180	Input tax			
I6	Investment 6%	6	1180	Input tax			
S12	Sales 12%	12	0 e				
S6	Sales 6%	6	0 e				
PD12	Discount on purchases 12%	12	1180	Input tax			
P12	Purchase 12%	12	1180	Input tax			

VAT

VAT Code

SD6

Description

Discount on sale 6%

Percentage

6

Please select the type of the tax account

☐ VAT minus
 ☒ VAT

VAT minus account

VAT account

Net

☐

Discount

☐

Save

Cancel

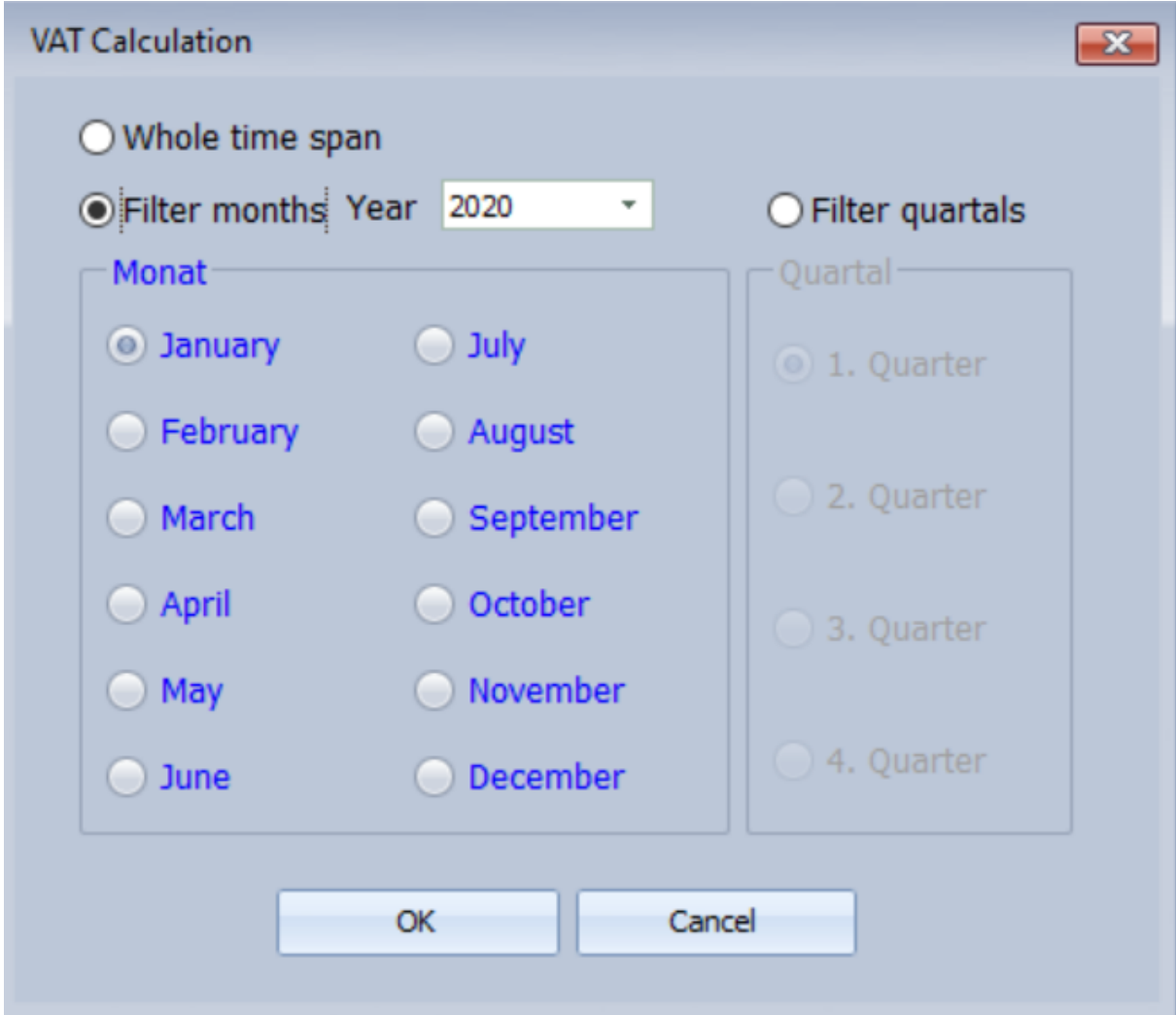
Insert

Update

Delete

8.2 VAT Calculation

In the menu, we select "Evaluations/VAT/VAT Calculation":



The screenshot shows a dialog box titled "VAT Calculation" with a close button (X) in the top right corner. The dialog contains two main sections for selecting a time span:

- Whole time span:** A radio button option.
- Filter months:** A radio button option that is currently selected. It includes a "Year" dropdown menu set to "2020" and a "Monat" (Month) section with 12 radio buttons arranged in two columns:
 - Column 1: January (selected), February, March, April, May, June
 - Column 2: July, August, September, October, November, December
- Filter quartals:** A radio button option, currently disabled. It includes a "Quartal" section with 4 radio buttons:
 - 1. Quarter (selected)
 - 2. Quarter
 - 3. Quarter
 - 4. Quarter

At the bottom of the dialog are two buttons: "OK" and "Cancel".

Now after selecting the time span for the VAT to pay, we click "Ok":

VAT to pay

Entire booking period

Filter

Flex-Report

Export to Excel

NAME	TEXT	BALANCE	DEBIT NO	CREDIT NO
[-] ACCOUNT NO : 2100				
VAT	Payment	-6'785.71	3600	100002
VAT	Book out vp	-357.14	2100	100002
VAT	Trade EU	7'142.86	100002	3100
VAT	Selling precious goods	7'142.86	100002	3100
VAT	Revenue France	7'142.86	100002	3000
VAT	Sells	8'035.71	1020	3000
VAT	Composed Booking	1'071.43	1020	0
		23'392.87		
[-] ACCOUNT NO : 1180				
Input tax		-2'857.15	4200	200002
Input tax	Material for construction makes	-6'857.14	4000	200002
		-9'714.29		
		13'678.58		

Here we can see, that we must pay 13'678.58 USD for the entire period!

9 Closing and reopening

9.1 Profit / Loss Distribution

After clicking on "Create new year" in the "Accounting" Menu, we are first asked to enter a file name for the new booking period, then the dialog for profit distribution appears. Here the profit can be distributed to different "Liabilities" accounts. Please press the TAB key after each recorded profit distribution account.

Another dialog prompts you to enter the company name and designation and the data for the new booking period.

The current accounting is closed and a new one is opened with the balance sheet.

In the new balance sheet, the balances and foreign currency balances of the previous year (previous period) are also displayed.

10 Import and export

10.1 CSV

To being able to import data into our Accounting from another system, it must first be exported from the other system to a CSV file.

It is also important that the first line of this file contains the column names. If these have not been exported, they can simply be entered in a text editor with suitable terms in the top line.

Between the terms there is always the sign ";". Line feed characters are at the end of the lines.

In the dialog, first open the CSV file from the sub-directory (CSV_Import) of the installation directory and then [assign the terms in the "comboboxes" to the names in the labels](#).

Important:

- a) Always import accounts first and only then import the bookings!
- b) When importing accounts, the category number of the respective account must be specified.
- c) Import-Files must have the .csv ending.

Integration of the accounts:

You first create a new accounting and then adjust the chart of accounts by deleting or changing existing accounts / groups before the import.

If you then import via CSV, a new group is created with the new (imported) accounts for the assets, liabilities, expenses and income. It is important to note that the numbers of the new accounts do not already exist in existing accounts; each account must have a unique number.

You can then easily move the new accounts to the desired location in the chart of accounts using drag and drop. Once you have moved them all, you can delete the temporary import folders again.

The CSV file must include the following information, ; included separately:

Account_Nr; Account_Name; Category; Account Class

Important: For account class: assets = 1, liabilities = 2, expenses = 3, income = 4!

10.2 Special attention should be paid to imported accounts

Be particularly careful after importing accounts!

Go to Settings in the main menu and select the Automatic Accounts tab. There you have to assign all accounts correctly.

Then open the chart of accounts. If you have added new sales tax accounts to the chart of accounts, you have to click on them

"as sales tax" accounts in the dialog next to the check box.

It is then also very important that you select the correct associated accounts for the codes in the VAT table.

Before importing the postings, you should assign the relevant VAT codes to the accounts (update the chart of accounts) so that the postings are automatically assigned the correct VAT.

Of course, when you open or create a new accounting without importing accounts, there is already assigned the most important!

11 Shortcuts

Ctrl-O	Open the accounting	F1	Help-Documentation
Ctrl-L	Close the accounting	Alt arrow down	Open the combobox
Ctrl-D/C	Debtors/Creditors	Alt arrow up	Select entry in combo box
Ctrl-F	Account Frame	Ctrl arrow left/right	Navigate between words
Ctrl-T	Transactions	Enter/Tab	Navigate through fields in tables/forms
Ctrl-E	Booking Entry	Ctrl left mouse button	Multiple sorting
Ctrl-A	Account sheets		
Ctrl-B	Balance sheet		
Ctrl-P	Profit/Loss statement		
<i>In Booking entry:</i>			
Ctrl-x	Swap debit and credit	F6	Summary account
F5	Booking entry (first entry)	F7	Batch table

