

End of Month

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Check List

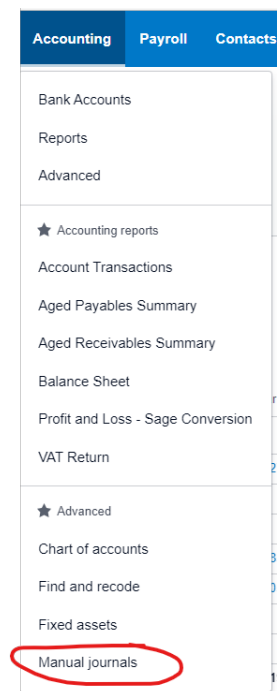
1. Matictrack Vs CRM (Has everything been invoiced)
2. Sales Journals (Have the journals we accounted for previously been reversed out)
3. Supplier Invoices (Have all the supplier invoices been loaded on)
4. Credit Cards (Have all the credit cards been reconciled?)
5. Supplier Journals - Accruals (Have we accrued for all missing invoices)
6. Supplier Journals - Reversals (Have we received all the missing supplier invoices that have not been reversed?)
7. Credit Card Payment Fees Invoices (Load the stripe credit card bill fees)
8. Stock Accruals / Reversal (accounting for stock in out for the month)
9. Has the Electricity Bills Been Loaded On?

Journals (Accurals)

Creating a Sales Accrual

You must have permissions to Manual Journals to make Sales Accruals

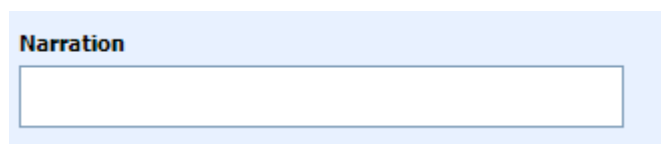
1. From the Accounting Menu > Manual Journals



2. Select New Journal



3. The Narration is so you can quickly see the content of the journal, think of it like the invoice number

A screenshot of a form with a light blue header labeled 'Narration'. Below the header is a large, empty rectangular text input field.

3.1 For Sales Invoices the Narration should be the Invoice Number and Customer you are accruing for

e.g. QUO:927668 J Thomson Colour Printers Limited

Narration

QUO:927668 J Thomson Colour Printers Limited

4. Enter the lines of the Manual Journal

If you are accruing for Sales Invoices, you should also accrue for the Stock and Supplier Costs as Bill Accruals

For Sales Invoices there should be two lines, one Credit to Nominal Code 4102 - Unconfirmed Sales and one Debit to Nominal Code 2109. **The credit amount should be the total amount of the invoice.**

Description	Account	Tax Rate	Debit GBP	Credit GBP
QUO:927668 J Thomson Colour Printers Limited	4102 - Unconfirmed Sales	No VAT		982.49
QUO:927668 J Thomson Colour Printers Limited	2109 - Accruals	No VAT	982.49	

5. Select the Date

You should select the date you want the accrual to appear in. e.g. If you are accruing an May Invoice in April it would be 30/04/2022

Date

30 Apr 2022 ▼

6. Select the Automatic Reversing Date

For sales invoices you should always set the Auto Reversing Date as the following month, this allows you to track when a Sales Invoice has been properly invoiced and reversed.

Auto Reversing Date (optional)

31 May 2022 ▼

Creating a Stock Accrual

You must have permissions to Manual Journals to make Stock Accruals

Stock Accruals are generated from the Stock Management Spreadsheet on the shared business one drive. Link here:

<https://1drv.ms/x/s!AgZhmG8o-Mafge0h9LG0mwqB-cdJBw?e=XN8Msx>

Stockheld Stocks

We stockhold the following stocks

Stock	Supplier
Banner	Soyang/Innotech/Europoint/Vink
Mesh	Soyang/Innotech
3mm PVC (8x4)	Antalis/Europoint/Perspex
5mm PVC (8x4)	Antalis/Europoint/Perspex
ACM 0.10 Skin (8x4)	Antalis/Perspex/Vink
ACM 0.12 Skin (10x5)	Antalis/Perspex/Vink
Quickfire 800mm Roll Ups	Very/Innotech/Plex/Easy Stands
3.5mm Fluted Board (Correx)	Antalis/Europoint
Vinyl	Antalis/Europoint/Perspex

Stock Count Sheet

The excel document contains the following spreadsheets...

Europoint Banner	ACM	Roller Banner Stands	Antalis PVC	4mm Flute	Mesh	Vinyls	+
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One for each stock type.

Spreadsheet Format

On each spreadsheet you will find...

- List of stock sizes
- Supplier codes
- Price at purchase
- Starting Stock Count
- For each withdrawal date from stock the amount of stock taken
- A breakdown of the total amount of stock used per month

Stock Code	Stock Size			Starting Stock	Price at purchase	Stock used on the 23/07/2021	Stock used on the 05/08/2021	
Code	Stock			Starting Stock	Price	17176 - 23/07/21	7224 - 05/08/2021	
146228	PVC BANNER - 1066mm	1.066	65	82	89.75	2	2	17
146229	PVC BANNER - 1900mm	1.9	65	6	113.62	0		
146230	PVC BANNER 2200mm	2.2	50	14	131.56	0		
108729	PVC BANNER - 2500mm	2.5	50	12	115	2		
108894	PVC BANNER - 3200mm	3.2	65	12	191.36	1		
Soyang	PVC Banner - 1370mm	1.37	30	11	41.1			
Soyang	PVC Banner - 1600mm	1.6	30	10	48			

1. Calculate the Months Usage

1. Update the Stock Management Totals Section

September	October	November	December	January	February	March	Apr-
255	382.5	573.75	446.25	191.25	765	892.5	573.
0	227.24	227.24	0	0	0	0	
526.24	263.12	394.68	131.56	131.56	0	0	
0	230	230	115	0	230	230	
956.8	382.72	574.08	0	765.44	191.36	0	
						123.3	
						0	
1738.04	1485.58	1999.75	692.81	1088.25	1186.36	1122.5	573.

2. Find out the last period that the stock ran too

X	Y	Z	AA	AB	
- 01/02/2022	21/02/2022	17824 - 15/02/2022	17896 - 3/3/2022	17989 - 05/04/2022	18066
4		4	4	6	
	2				
1					
					3
					0

3. Add an extra month to the Stock Management Totals Section

	February	March	Apr-22
191.25	765	892.5	573.75
0	0	0	0
131.56	0	0	0
0	230	230	0
765.44	191.36	0	0
		123.3	0
		0	0
188.25	1186.36	1122.5	573.75

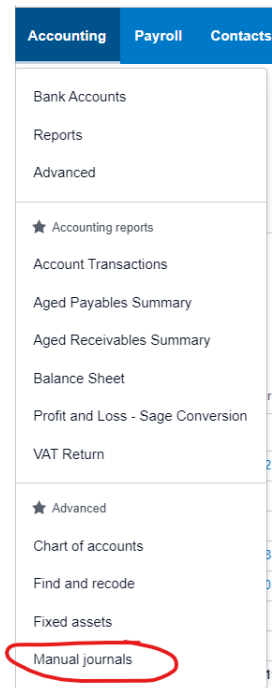
4. Update the copied formula to select this months dates

AC	AD	
18066 - 27/04/22	18077 - 29/04/22	18089 / 3
6	3	
3		
0		

5. Use this total as your accrual value

	Apr-22
.5	573.75
0	0
0	0
10	0
0	0
.3	0
0	0
.5	573.75

2. From the Accounting Menu > Manual Journals



3. Select New Journal



3. The Narration is so you can quickly see the content of the journal, think of it like the invoice number

A screenshot of a form with a light blue header containing the word 'Narration' in bold. Below the header is a large, empty rectangular input field.

3.2 For Stock Accruals the Journal Narration Should be STOCK OUT/IN - MONTH

e.g. STOCK OUT - April

A screenshot of a form with a light blue header containing the word 'Narration' in bold. Below the header is a rectangular input field containing the text 'Stock Out - April'.

4. Enter the lines of the Manual Journal

If you are accruing for Sales Invoices, you should also accrue for the Stock and Supplier Costs as Bill Accruals

For Stock In

For Stock In there should be two lines for each stock, one Credit to Nominal Code 5200 - Opening Stock and one Debit to Nominal Code 1001. **The credit amount should be the total amount of stock that is to be held.**

For Stock Out

For Stock In there should be two lines for each stock, one Debit to Nominal Code 5200 - Opening Stock and one Credit to Nominal Code 1001. **The credit amount should be the total amount of stock used in the month.**

Description	Account	Tax Rate	Debit GBP	Credit GBP	
PVC - Banner	1001 - Stock	No VAT		573.75	X
PVC - Banner	5200 - Opening Stock	No VAT	573.75		X
Mesh	1001 - Stock	No VAT		359.90	X
Mesh	5200 - Opening Stock	No VAT	359.90		X
4mm Flute	1001 - Stock	No VAT		513.00	X
4mm Flute	5200 - Opening Stock	No VAT	513.00		X
					X
					X

5. Select the Date

You should select the date you want the accrual to appear in. e.g. If you are accruing an April Stock it would be 30/04/2022

Date

30 Apr 2022 ▼

6. Do not Select a Reversing Date

For Stock accruals you do not select a reversing date.

Creating a Bill/Supplier/Prepayment Accrual

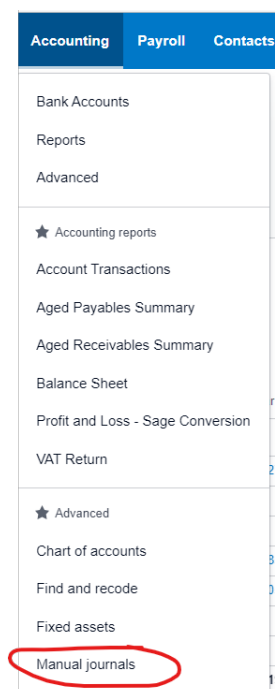
You must have permissions to Manual Journals to make Sales Accruals

Sometimes you want to split the cost of something over several months or a year. You can do this by creating a recurring journal.

Examples of accruals...

Type	Period	Total Amount	Amount Per Month
ISO Audit	12 months	£1200	£100
New Arizona Printhead	6 Months	£2400	£400

1. From the Accounting Menu > Manual Journals



2. Select New Journal or Repeating Journal



3. The Narration is so you can quickly see the content of the journal, think of it like the invoice number

A screenshot of a software interface showing a label 'Narration' above a large, empty rectangular text input box.

3.1 For Bills the Narration should be the Purchase Order Number and Supplier you are accruing for

e.g. MM12345 - Canon - Arizona Print Head

3.2 For Prepayments the Narration should be the Purchase Order Number, Supplier and The Period

e.g. MM12345 - Canon - Arizona Print Head - 6 Month Split

4. Enter the lines of the Manual Journal

For Bills there should be two lines, one Credit to the Nominal Code of the Bill e.g. Fuel and one .
The credit amount should be the total amount of the bill.

Description	Account	Tax Rate	Debit GBP	Credit GBP
QUO:927668 J Thomson Colour Printers Limited	4102 - Unconfirmed Sales	No VAT		982.49
QUO:927668 J Thomson Colour Printers Limited	2109 - Accruals	No VAT	982.49	

5. Select the Date

You should select the date you want the accrual to appear in. e.g. If you are accruing an May Invoice in April it would be 30/04/2022

A screenshot of a software interface showing a label 'Date' above a dropdown menu. The dropdown menu is open, showing the date '30 Apr 2022' and a downward arrow icon.

6. [OPTIONAL] Setting the Repeat

A screenshot of a software interface showing two settings. The first is 'Repeat this journal every' with a dropdown menu set to '0' and a text box containing 'Month(s)'. The second is 'End Date (Optional)' with a text box and a dropdown menu.

I always try and set this to the 27th so it isn't affected by February.

6. [OPTIONAL] Select the Automatic Reversing Date

For bills you should always set the Auto Reversing Date as the following month, this allows you to track when a Sales Invoice has been properly invoiced and reversed.

Auto Reversing Date (optional)

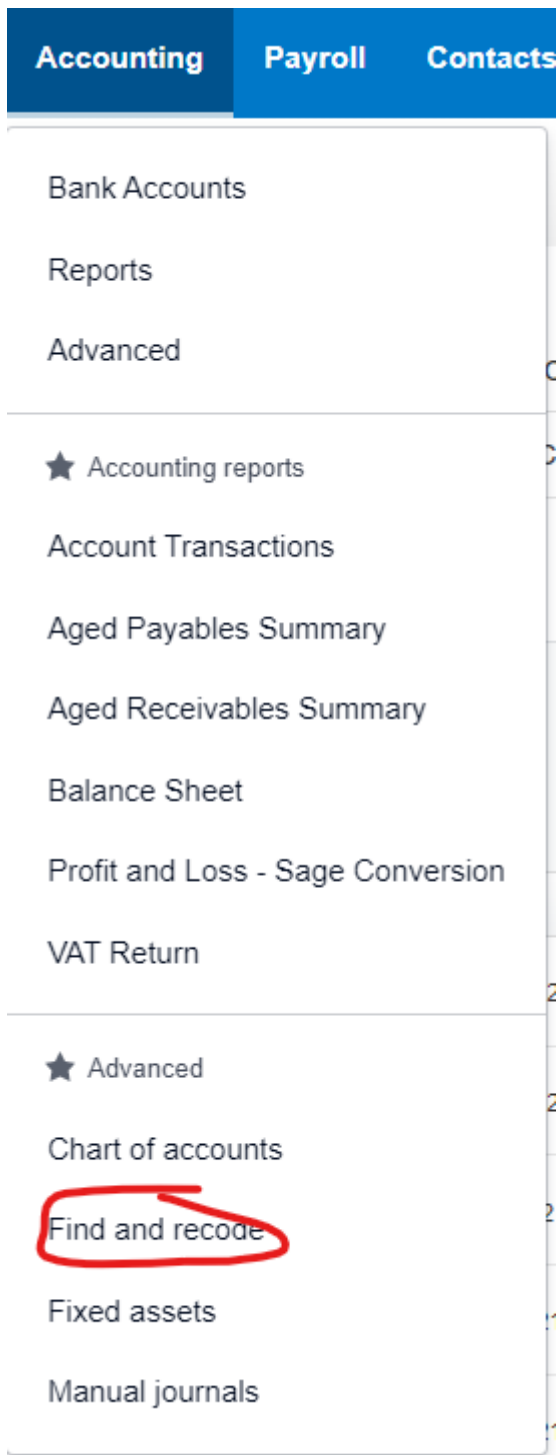
31 May 2022 ▼

Recoding Opening Stock

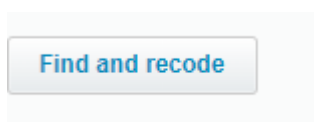
Opening Stock is used to represent Stock held in the building.

We have to recode all items in opening stock to cost of sale first.

1. Under the Accounting Menu > Find and recode



2. Select the Find and Record button



3. Click add a condition and "Account"

Find transaction lines that match

[+ Add a condition](#)

- Type
- Status
- Account
- Bank Account
- Date
- Reconciled Between
- Transaction Total
- Tax Rate
- Entered By
- Contact
- Invoice Number/Reference

4. Select "Opening Stock 5200"

Account Is 5200 - Opening Stock

5. Click Add a condition and Date

+ Add a condition

Type
Status
Account
Bank Account
Date
Reconciled Between
Transaction Total
Tax Rate
Entered By
Contact
Invoice Number/Reference

6. Choose the period of the month you are editing

Date	Is between	1 Apr 2022	30 Apr 2022
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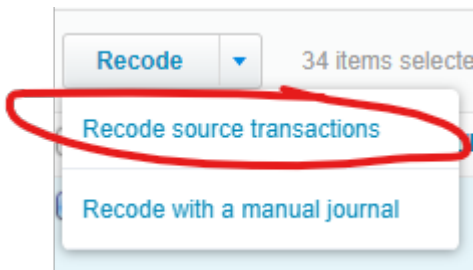
7. Click Search

Search

8. Select All the items found for the period

Recode		38 items selected		<input type="checkbox"/> Select all 38 items							
<input checked="" type="checkbox"/>		Date ▲	Contact/Narration	Inv#/Ref	Inv Ref	Bank Acct	Transaction Total	Description	Account	Tax Rate	Line Total
<input checked="" type="checkbox"/>	AP	01 Apr 2022	Antalis Ltd	2309819	2309819		194.62	10mm PVC 1220 x 2440	5200 - Opening Stock	20% (VAT on Expenses)	194.62
<input checked="" type="checkbox"/>	AP	04 Apr 2022	Antalis Ltd	2311665			1,104.29	March Consignment	5200 - Opening Stock	20% (VAT on Expenses)	1,104.30
<input checked="" type="checkbox"/>	AP	05 Apr 2022	Industrial Tooling Corporation Ltd	269682			143.44	180-118-10-A-XL	5200 - Opening Stock	20% (VAT on Expenses)	143.47
<input checked="" type="checkbox"/>	AP	06 Apr 2022	Antalis Ltd	2315510	2315510		130.92	Reflective White Vinyl (Oralite 5400) - 1260 x 10	5200 - Opening Stock	20% (VAT on Expenses)	130.92
<input checked="" type="checkbox"/>	AP	06 Apr 2022	Vink UK	0758837	0758837		148.80	Penta White 1295 x 50 220micron	5200 - Opening Stock	20% (VAT on Expenses)	148.80
<input checked="" type="checkbox"/>	AP	07 Apr 2022	Papergraphics	OP/1961872	OP/1961872		152.54	P/PC2/137230/76/1 Canvas 1372 x 30m	5200 - Opening Stock	20% (VAT on Expenses)	134.54

9. Click Recode



10. Change the Account to 5000

Recode Transactions

Recode these 34 line items affecting 32 transactions using the selected changes...

Contact

Account

Tax Rate ?

EXPENSES

5000 - Materials Purchased w/alt Media 000

5006 - Cost of Sales relating to Installs

5400 - Direct Costs Carriage

7203 - Other Heating Costs

8202 - Clothing Costs

8203 - Training Costs

11. Click Review

Review