Sage Accounting

A Step by Step Guide

Contents

Disclaimer

This step by step guide is based on Sage 50 Accounts Professional 2009; different versions will vary slightly.

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Introduction

This is a basic guide to using sage. For further assistance use the Help option on sage or contact Integra Accounting Limited as detailed below.

The guide is aimed at businesses using the VAT schemes of standard or cash accounting. Businesses who are not VAT registered should post all transactions with a T9 tax code, as a VAT record does not need to be maintained. Businesses using the flat rate scheme can refer to parts of this manual but should refer to our separate notes for the flat rate scheme postings and VAT codes to be used.

Backups

Ensure regular backups are taken and stored off site.
File – Backup
(Check data yes – periodically)
Click advance options tick data files only, choose all files if report templates have been customised.
On Backup company tab: Filename: call file: "Sage at x date"
Location - Browse to choose drive (A - floppy discs, C – hard drive, D - CD drive etc)
OK

Nominal Code Structure

The standard nominal codes commence from 0001 up to 9999; each number refers to a separate entity, which will appear on the financial statements. Ensure that the correct code is used when posting on to sage. The preset codes on sage should not be altered but new ones can be created, one will need to ensure that those created are reflected correctly in the chart of accounts. This is quite complex; contact Integra Accounting Limited for assistance.

The full nominal list on sage can be printed in paper form by choosing **modules, nominal ledger, reports, nominal details report, nominal list, generate report, choose from dropdown menu between (inclusive) and 0001 and 9999 to include all nominal codes, OK, choose print.**

Balance Sheet
Codes from 0001 to 3999, these include fixed assets, debtors, creditors, bank accounts, stock, PAYE, VAT liability etc

Profit and Loss
Codes from 4000 to 9999
4000 codes refer to sales income
5000 codes refer to direct goods for resale
6000 onwards relate to overheads being labour, advertising, travelling, accountancy, rent rates, insurance etc

Help
Please contact Integra Accounting Limited for any assistance.
Tel   01455 238551   Fax   01455 619262
Email enquiries@integra-accounting.co.uk

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Creating a New Customer Record

This can be created through the record or the wizard option.

Choosing the **record** option, ensures that only the relevant fields are completed as detailed.

Record

From the Main menu bar choose **customers** and then **edit customer** from task bar.
The customer record screen will appear showing the **details tab** first.
Create an **account name** being up to 8 characters (letters and/or numbers), it is easier to use the first letters of the customers name i.e. Mr Nevett would have an account name as NEVETT or NEVETT01
Complete the remaining detail fields accordingly in the boxes provided
Choose the **Defaults** tab; choose **Def N/C** this should be a 4000 code for sales, check how the sales are to be posted. Choose **Def Tax Code**, if the sales to this customer are vatable the code will be TI for 15% if the goods are zero rated this will be T0 for 0% VAT, refer to the tax codes schedule on page 14.
Choose the **Credit Control** tab and tick the box terms agreed, this will stop a warning appearing on the screen advising that terms have not been agreed.
One can choose any of the tabs from the record and enter information about the customer.

Click **Save** or see note below.

Wizard

From the main menu bar choose **customers, new customer** from the task bar**.** The wizard will guide you through the procedures to follow and input the information required. (Please note that not all of the fields will need to be completed)

NOTE
If the information you have entered is correct and you wish to save the account created click **save** in the bottom corner.
If you do not wish to save any of the information click **discard**.
The screen will now be blank and new record details can be posted, to exit the record click **close**.

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Creating a New Supplier Record

This can be created through the record or the wizard option.

Choosing the **record** option, ensures that only the relevant fields are completed as detailed.

Record

From the Main menu bar choose **suppliers** and then **edit supplier** from the task bar**.** The supplier record screen will appear showing the **details tab** first.
Create an **account name** being up to 8 characters (letters and/or numbers), it is easier to use the first letters of the suppliers name i.e. Integra Accounting Limited would have an account name as INTEGRA or IAL etc
Complete the remaining detail fields accordingly in the boxes provided
Choose the **Defaults** tab, choose **Def N/C** this should be a 5000 onwards code for a profit and loss expense (Refer to the nominal code list – Purchases for resale would be 5000, accountancy is 7601). Choose **Def Tax Code**, if the supplier and supply is vatable the code will be TI for 15% if the goods are zero rated this will be T0 for 0% VAT, refer to the tax codes schedule on page 14.
Choose the **Credit Control** tab and tick the box terms agreed, this will stop a warning appearing on the screen advising that terms have not been agreed.
One can choose any of the tabs from the record and enter information about the supplier.

Click **save** or see note below.

Wizard

From the main menu bar choose **suppliers, new supplier** from the task bar**.** The wizard will guide you through the procedures to follow and input the information required.
(Please note that not all of the fields will need to be completed)

NOTE
If the information you have entered is correct and you wish to save the account created click **save** in the bottom corner.
If you do not wish to save any of the information click **discard**.
The screen will now be blank and new record details can be posted, to exit the record click **close**.

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Customer Invoices

This option is used for invoices produced manually; this will therefore not produce a printable sales invoice.
If you require a printable invoice refer to Integra Accounting Limited or the sage users/help guide for further assistance.

Choose **customers** from the main toolbar and then **invoice**
In the **A/C** field choose the customers name i.e. NEVETT, you can click the arrow and scroll or just type NE to go straight to the customer.
Date - as invoice date
Ref - as invoice number
E/X Ref - does not need to be completed
N/C 4000… depending on the sales structure
Dept - does not need to be completed
Project Ref - does not need to be completed, this can be used for project costing
Details - Refer to invoice or type in the details from the invoice raised
Net - Amount charged before VAT
T/C - T1 15%, T0 0% (see tax code schedule on page 17)
VAT - Amount of VAT charged
Ensure that the total box on sage agrees to the invoice. The VAT box can be overtyped for any small rounding differences.
Press **Save**
If you do not wish to save the information press **discard**
To exit this screen press **close**

The invoice will now be showing on sage as a Debtor (Being money due from a customer) and as sales revenue generated on the profit and loss.

Customer Credit Notes

To post a credit note
Choose **customers** from the main toolbar and then **credit**
Follow all of the steps above to enter the credit note

If an invoice is in dispute, this can be shown by clicking **disputes** on the link icon, selecting the specific A/C and click **save.**

NOTE
When you post the invoices on to sage you can enter several lines if the invoice has a number of products listed. To ensure the invoice is listed as one invoice and to group the items you will be required to post each line with the same A/C code, Date and Ref number.

Supplier Invoices

This option is used for invoices received from suppliers, which are due for payment.

Choose **suppliers** from the main toolbar and then **invoice**
In the **A/C** field choose the suppliers name i.e. INTEGRA, you can click the arrow and scroll or just type IN to go straight to the supplier.
Date - as invoice date
Ref - Each invoice should be numbered in the top right hand corner from 001.. onwards and filed in number order for ease of reference at a later date
E/X Ref - does not need to be completed
N/C 5000… depending on the expense (see nominal codes list)
Dept - does not need to be completed
Project Ref - does not need to be completed, this can be used for project costing
Cost Code - does not need to be completed, this can be used for project costing
Details - Inv number and brief detail of the goods purchased
Net - Amount charged before VAT
T/C - T1 15%, T0 0% (see tax code schedule on page 17)
VAT - Amount of VAT charged
Ensure that the total box on sage agrees to the invoice. The VAT box can be overtyped for any small rounding differences
If the invoice does not list the VAT separately - In the NET box type in the total of the invoice and then click the cursor in to the tax box and press the **calculate net** button at the bottom of the screen.
NOTE: A VAT invoice is required to claim VAT on the purchase. A detailed receipt is required for purchases over £250.00, which will list the VAT separately.
Ensure that the total agrees to the value of the invoice.
Press **Save**
If you do not wish to save the information press **discard**
To exit this screen press **close**

The invoice will now be showing on sage as a Creditor (Being money due to a supplier) and as an expense on the profit and loss.

Supplier Credit Notes

To post a credit note
Choose **suppliers** from the main toolbar and then **credit**
Follow all of the steps above to enter the credit note

If an invoice is in dispute, this can be shown by clicking **disputes** on the link icon, selecting the specific A/C and click **save**.

NOTE
When you post the invoices on to sage you can enter several lines if the invoice has a number of products listed. To ensure the invoice is listed as one invoice and to group the items you will be required to post each line with the same A/C code, Date and Ref number.

If you post a batch of invoices on to the same screen, ensure each invoice has a difference reference number to the proceeding one in order that invoices are not grouped together. If each invoice is numbered from 001 onwards they will not group.

8

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Customer Receipts

This option is for funds received from customers, where a sales invoice is already posted on to Sage.

Choose **bank** from the main screen
This will list all the bank accounts held including credit card and petty cash.
If the funds are being paid in to the main current account highlight 1200. If it is a cash receipt which is not being paid in to the bank choose 1230 for petty cash.
Press the **customer** icon
Customer Details Account choose - Customer name, click arrow and scroll or type NE for NEVETT etc highlight and press OK
Date - date funds received if bacs or from paying in book
Amount - Amount received from customer
Ref - paying in book number, credit or bacs
Click the cursor in the receipt box against the invoice that is being paid and press the **pay in full** button
If several invoices have been paid with one cheque/bacs press pay in full next to all the invoices paid
If a discount has been taken type the full amount of the invoice in the receipt box and the discount amount taken in the discount box.
Disputed - a 'd' will be shown if the invoice/s are in dispute
Ensure analysis total at the bottom agrees to received total
Press **Save**
If you make an error or do not wish to save choose **discard**
To exit the screen press **close**

The receipt will now be showing on Sage as a credit to the debtor (being money paid from a customer) and as revenue received in to the bank as a debit.

Customer Refunds

Choose the **Customers** tab. The **Customer Refund** from the task bar.
Choose the relevant bank account from the bank A/C Ref menu.
Payee will be customer
Date as date refund made
Cheque No. as cheque number or cash etc
Type in value of refund and click **save**

NOTE
If you are on the cash accounting scheme and you are allocating the receipt as a receipt on account as the invoice has not been received you will be asked which tax code to use prior to saving. If the sale will be vatable post as T1 if the sale will be zero rated post as T0.

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Supplier Payment

This option is for payments made to suppliers, where a purchase invoice is already posted on to Sage.

Choose **bank** from the main screen
This will list all the bank accounts held including credit card and petty cash
If the funds are being paid from the main current account highlight 1200. If it is a cash payment choose 1230 for petty cash.
Press the **supplier** icon
Payee will be - Supplier name, click arrow and scroll or type IN for Integra Accounting limited etc highlight and press OK
Date - date from cheque book or from bank statement if direct transfer
Ref - cheque number, debit D/D S/O, bacs etc
Amount – Amount paid to supplier
Click the cursor in the payment box, against the invoice being paid and press the **pay in full** button
Disputed - a 'd' will be shown if the invoice/s are in dispute
If several invoices have been paid with one cheque/bacs press pay in full next to all the invoices paid
If a discount has been taken type the full amount of the invoice in the payment box and the discount amount taken in the discount box.
Ensure analysis total at the bottom agrees to paid total
Press **Save**
If you make an error or do not wish to save choose **discard**
To exit the screen press **close**

The payment will now be showing on sage as a debit to the creditor (being money paid to a supplier) and as a payment from the bank as a credit.

Supplier Refunds

Choose the **Suppliers** tab. The **Supplier Refund** from the task bar.
Choose the relevant bank account from the bank A/C Ref menu.
Payee will be supplier
Date as date refund made
Cheque No. as cheque number or cash etc
Type in value of refund and click **save**

NOTE
If you are on the cash accounting scheme and you are allocating the payment as a payment on account as the invoice has not been received you will be asked which tax code to use prior to saving. If the supplier is VAT registered and the expense will be vatable post as T1, if the expense is not vatable and or supplier is not VAT registered it will be zero rated and posted as TO.

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Bank Receipts

This option is used for money received. i.e. interest, grants. Not for money received for invoices already posted on to sage to the customer ledger.

Choose **bank** from the main screen
This will list all the bank accounts held including credit card and petty cash
If the funds are being received into the bank account highlight 1200 if this is the account the funds are being received in, if it is a cash receipt choose 1230 for petty cash.
Press **Receipt** from the toolbar
Date - date from paying in book or bank statement
Ref - paying in book number, int, credit or bacs
N/C 4000… refer to nominal list for income codes
Dept does not need to be completed
Project Ref - does not need to be completed, this can be used for project costing
Details - Interest received etc
Net - Amount received
T/C - T9 for interest received, other income T1 15%, T0 0% see tax code schedule
VAT - VAT value. No VAT for interest received
Ensure that the total box on sage agrees to income received. The VAT box can be overtyped for any small rounding differences
Press **Save**
If you do not wish to save the information press **discard**
To exit this screen press **close**

The receipt will now be showing on sage as a debit to the bank (being money received) and as credit to the income nominal on the profit and loss.

NOTE
If you post a batch of receipts on to the same screen, ensure each entry posted has a difference reference number to the proceeding one in order that the transactions are not grouped together. The reference can be altered very slightly by using Cr, CR, Credit, Int, int, interest etc

Bank Payments

This option is used for money paid out .i.e bank charges, interest, direct debits, credit card transactions etc. Not for money paid for invoices already posted on to sage to the supplier ledger.

Choose **bank** from the main screen
This will list all the bank accounts held including credit card and petty cash
If the funds are being paid from the bank account highlight 1200, if it is a cash payment choose 1230 for petty cash, or 1240 for credit card.
Press **payment** from the toolbar
Date - date from chequebook, bank statement or credit card
Ref - cheque book number, DD, SO, Chg, if an invoice number as 001 etc or CC01 for credit cards
N/C 5000… refer to nominal list for expense codes
Dept - does not need to be completed
Project Ref - does not need to be completed, this can be used for project costings
Cost Code - does not need to be completed, this can be used for project costings
Details - Charges, Insurance etc
Net - Amount paid
T/C - T2 for bank charges paid, other expenses T1 15%, T0 0% (see tax code schedule)
VAT - VAT value. No VAT for bank charges
Ensure that the total box on sage agrees to the expense amount. The VAT box can be overtyped for any small rounding differences.
Press **Save**
If you do not wish to save the information press **discard**
To exit this screen press **close**

The expense will now be showing on sage as a credit to the bank (being money paid out) and as a debit to the expense nominal on the profit and loss.

NOTE
If you post a batch of payments on to the same screen, ensure each entry posted has a difference reference number to the proceeding one in order that the transactions are not grouped together. The reference can be altered very slightly by using DD, d/d, Debit, s/o, Chg, chg etc

Transfers between accounts

This option is used when:
Transfers are made from a current account to a deposit account and vice versa
A cheque is cashed for petty cash
The credit card bill is paid

From the main tool bar choose **bank**

Highlight the bank account the funds are being transfered from
Press the **transfer** button from the toolbar

The transfer screen will appear, it will be preset with the account the funds are going out of.
In the **account to** box choose the account the money is going to.
Reference as Trans, cheque number, CC,
Description as Credit Card, Petty cash, transfer to deposit account etc
Date as transaction date
Payment Value as transfer value
Press **save**

This will debit one account and credit the other bank account.

To reconcile the bank account

This option is used to reconcile the bank accounts, credit card and petty cash. This should be undertaken regularly as it ensures all transactions are posted on to sage and will highlight any transactions that may have been duplicated or omitted.

From the bank screen choose **bank**
Highlight the account to be reconciled
Click **reconcile**

If reconciling to a bank statement only reconcile one sheet at a time.

A box will appear showing statement summary, this is the chosen account to be reconciled
Statement - Reference as bank statement sheet number
In the statement ending balance box click with the cursor and type in the balance of the bank statement after the final transaction.
Enter the date of the last transaction on the bank statement
OK
Highlight the transactions that appear on the bank statement by clicking on them in the unmatched items at the top of the screen
Click **match transactions**
When all of the items have been clicked the difference box in the bottom right corner should be zero.
If a difference occurs the end balance may have been keyed in wrong, an item has not been clicked, an extra item has been clicked or an item has a different value on the statement to sage, which will need to be corrected.
Once the statement has been agreed click **reconcile**
If you make an error click **clear** and start again or click the items in the matched against statement box and choose **unmatch transactions**, or **close** the screen and choose **discard**, do not save the items highlighted.

Note

The bank can be part reconciled and saved as a skeleton to continue reconciling at a later date, this option could be used for transactions that had been omitted and required posting in order to balance the bank.

Once the items had been matched – click **save**
The save statement screen will appear click **OK**
Next time you choose to reconcile the bank – click **bank** – **reconcile,** choose use saved and follow the instructions as listed above.

VAT Procedures

Before running, ensure all transactions for the period are posted

Post fuel scale charges if applicable – refer to current rates
Select **Nominal ledger** and then **Journals**
Date as VAT return date

Limited Company

N/C	Details	T/C	Debit £	Credit £
Motor Exp	Scale Charge q/e	T9	VAT Amount	
Sales Tax 2200	Scale Charge q/e	T2		VAT Amount

Sole Trader/Partnership

N/C	Details	T/C	Debit £	Credit £
Drawings	Scale Charge	T9	VAT Amount	
Sales Tax 2200	Scale Charge	T2		VAT Amount

To print the VAT Return Analysis report

This is run from Choosing **Modules, Financials, and VAT**
The Value Added Tax Return will appear on screen
Post the dates as the return period for the month, quarter or year, refer to the VAT 100 form for the dates covered.
Click **Calculate**
DO NOT click the include reconciled box
A screen will appear advising how many transactions have been found, some may relate to a period prior to this return date. This will be because transactions have been posted for an earlier period after the VAT was last calculated. If it shows a lot of transactions it may be that the VAT return for the last quarter was not flagged, this will need to be adjusted accordingly.
If just a few earlier transactions have been noted click **yes** to include them
If it shows a lot of transactions you may require assistance from Integra to talk you through the checking procedures.
The VAT form on screen will now be complete with figures in the boxes.
Click **print**, the print screen appears
Select the following by clicking in the boxes, VAT Return and Detailed – ticks will be in the boxes.
Choose **run**
Print the reports to be perused
To cancel the VAT screen if you do not wish to continue, press **close**

Check through the detailed report accordingly
You will be looking for the following:
The dates relate to the full period.
The entries in box 1 and box 6 relate to income being 4000 codes
The entries in box 4 and box 7 relate to expenses being codes of 5000 and above
If all sales are vatable box 1 should be 15% of box 6

If standard accounting ensure that the VAT return agrees to the Trial Balance for the period. Box 1 will equal nominal code 2200, and Box 4 will equal nominal code 2201. If they do not a transaction may have been posted as T9 to the sales or purchase tax in error. This will need to be checked prior to reconciling the VAT.

Once you are sure the return is correct, close the screen and take backups (see page 1) marked pre VAT reconciliation.

Re run the VAT return as above for the period
Agree the figures to the print out
Archive the data choose a folder and filename
Reconcile the transactions – This will ensure that the transactions included on this return will not be included on the next VAT return.
A warning will appear saying flag transactions for VAT press YES

Move the VAT liability
This should only be undertaken once the VAT has been printed, checked and reconciled.

Click Modules, Wizards, VAT Transfer Wizard and follow the on screen prompts
The date should be as the last date of the return
The sales tax should equal box 1 of the sage printout
The purchase tax should equal box 4 of the sage printout

Print the Trial Balance (Modules, Financials, Trial, date as VAT period end date)
On the trial balance check that nominal code 2202 equals the net amount payable/receivable per the VAT return being box 5.
If **invoice accounting**
Ensure codes 2200 and 2201 are zero
If **cash accounting**
Ensure the balance on code 2200 equals the output VAT of the sales ledger balance
Ensure the balance on code 2201 equals the input VAT of the purchase ledger balance

Complete the manual VAT return from the print out or submit online by the due date and make the relevant payment, if a refund is due this will be paid in to the designated bank account in due course.

When the VAT liability is paid post as a bank payment to N/C 2202 with a T9 tax code
If a refund is received post it as a bank receipt to N/C 2202 with a T9 tax code

Tax Codes

Sage is preset with the following VAT rates, check the settings to clarify.
settings, configuration, tax codes.

T0	Zero Rated at 0%
T1	Standard Rated at 15%
T2	Exempt Transactions
T4	Sales to VAT registered EC Customers
T5	Reduced rate VAT at 5%
T7	Zero Rated Purchases from EC Suppliers
T8	Standard Rated Purchases from EC Suppliers
T9	Out of scope not to be included on VAT return

Examples of VAT codes

T0	T1	T2	T9
Zero rated items 0%	Vatable standard Rate 15%	Exempt from VAT	Out of scope Excluded from VAT return
Zero Rated Purchases	Vatable Purchases	Insurance	VAT payments/receipts
Entertaining	Vatable Sales	Road Tax	Bank Interest received
Books & Maps	Subsistence	Stamps	Loan payments
	Staff Meals	Bank Charges	Hire purchase payments
		Rates	Capital Introduced
			Drawings
			Pensions
			Tax & NI
			Wages
			Journals for corrections
			Bank Transfers

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Transaction Type Codes

Each transaction posted on to sage will show the type of transaction posted, the codes and meanings are listed as follows:

BP   Bank Payment
CP   Cash Payment
BR   Bank Receipt
CR   Cash Receipt
JD   Journal Debit
JC   Journal Credit
SI   Sales Invoice
SC   Sales Credit Note
SR   Sales Receipt
SD   Discount on Sales Receipt
SA   Sales Receipt on Account
PI   Purchase Invoice
PC   Purchase Credit
PP   Purchase Payment
PD   Discount on Purchase Payment
PA   Purchase Payment on Account
VP   Credit Card Payment
VR   Credit Card Receipt

Function Keys

F1	Displays Help
F2	Displays system calculator. You can perform calculations and if needed, copy and paste the result into a data field
F3	When editing an invoice this will activate the edit item line window
F4	Displays calendar, calculator or finder if a box has a special button attached. In invoicing use F4 instead of choosing the edit button
F5	Euro calculator
F6	Duplicates the cell from above Shift and F6 duplicates and increments the last figure in the cell above by one number. In the date field shift and F6 inserts the following days date
F7	Inserts a row above the current row
F8	Deletes the current row
F9	The calculate net button
F11	Displays window control panel
F12	Displays the report designer

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Monthly/Quarterly Controls

Print all the financial reports

Trial Balance   Financials, trial, month of period end

P and L   Financials, P and L period from and to

Balance Sheet   Financials, Balance, period from and to

Prior Year   Financials, Prior Yr, period from and to

Debtors   Customer, reports, aged debtors reports, aged debtors analysis
                       (summary), change report date as period end and tick to exclude
                       later payments

Creditors   Supplier, reports, aged creditors reports, aged creditors analysis
                       (summary), change report date as period end and tick to exclude
                       later payments

Bank Unreconciled   Bank highlight bank account, reports, unreconciled transactions
                       reports, bank report unreconciled
                       Transaction dates – leave from date – change to date as period
                       end

See attached checklist on page 21 and agree balances accordingly

a) Debtors ensure it agrees to TB
b) Creditors ensure it agrees to TB
c) Payroll check net wages and PAYE due are correct
d) Check that the balance on the bank statement less the unreconciled report
   equals the balance on the TB
e) Agree the petty cash book to sage
f) Ensure no transactions are in suspense, if there are journal these to the correct
   nominal code
g) Review the debtors and creditors for aged balances or missing invoices
h) Ensure that the balance sheet balances – nominal codes may have been created
   which are not included within the chart of accounts.

Monthly Printouts Checklist

Period…………………….....

	Date	Initials

CUSTOMER REPORTS

Aged Debtors Analysis - Summary / Detailed (fixed) for balances

Check balances agree to debtors control, if not investigate and correct

SUPPLIERS REPORTS

Aged Creditors Analysis – Summary / Detailed (fixed) for balances

Check balances agree to creditors control, if not investigate and correct

PAYROLL

Post / Check PAYE and NIC account balance with weekly and monthly payroll summaries

BANK REPORTS

Reconcile bank balance on the computer to the bank statement

Bank Report - unreconciled

PETTY CASH

Check cash balance to petty cash book and investigate any discrepancies

SUSPENSE

Review nominal ledger for any unusual balances, i.e. suspense accounts (a/c 9998) and misposted items which should be corrected

FINANCIAL REPORT

Balance sheet (with underlining) – fixed

Period Trial Balance – fixed

Profit and Loss (with underlining) – fixed

Print other reports as required – e.g.: Prior Year, Budget etc.

VAT

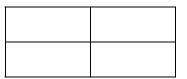Detailed report (each VAT quarter only)

Review sales and purchase ledger. Check purchase ledger balances to supplier statements. Review debtors for old and/or incorrect balances which may require write off
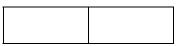
Check monthly profit and loss figures and ensure they appear reasonable. Investigate any unusual items. Check balance sheet to ensure that "net current asset/liabilities" equals "financed by" total
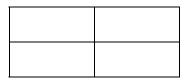
NOMINAL REPORTS
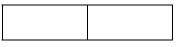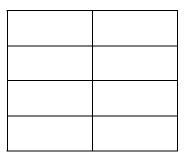
Nominal activity (fixed) by date – each month or annually

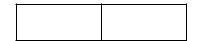integra Accounting Limited

21

Feedback Sheet

If you have any comments about this manual, or any other associated queries please let us know. You can copy this form and forward it to us or contact us by telephone, fax or email see page 1 for details.

From

Company Name…………………….….…………………………………...

Contact Name……………………….……………………………………….

Email or Telephone………………………………………………………….

Date……………………………………………………………………….

Subject……………………………………………………………………….

Comments/Queries