

**Accounting Uni**

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**2024**



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## 1. ACCOUNTING UNI

Our software Accounting Uni is aimed at small companies, sole proprietorships, the self-employed, private individuals, home accounting and associations.

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

### User friendliness

The software is very intuitive, so generally no support is required at all.

Examples:

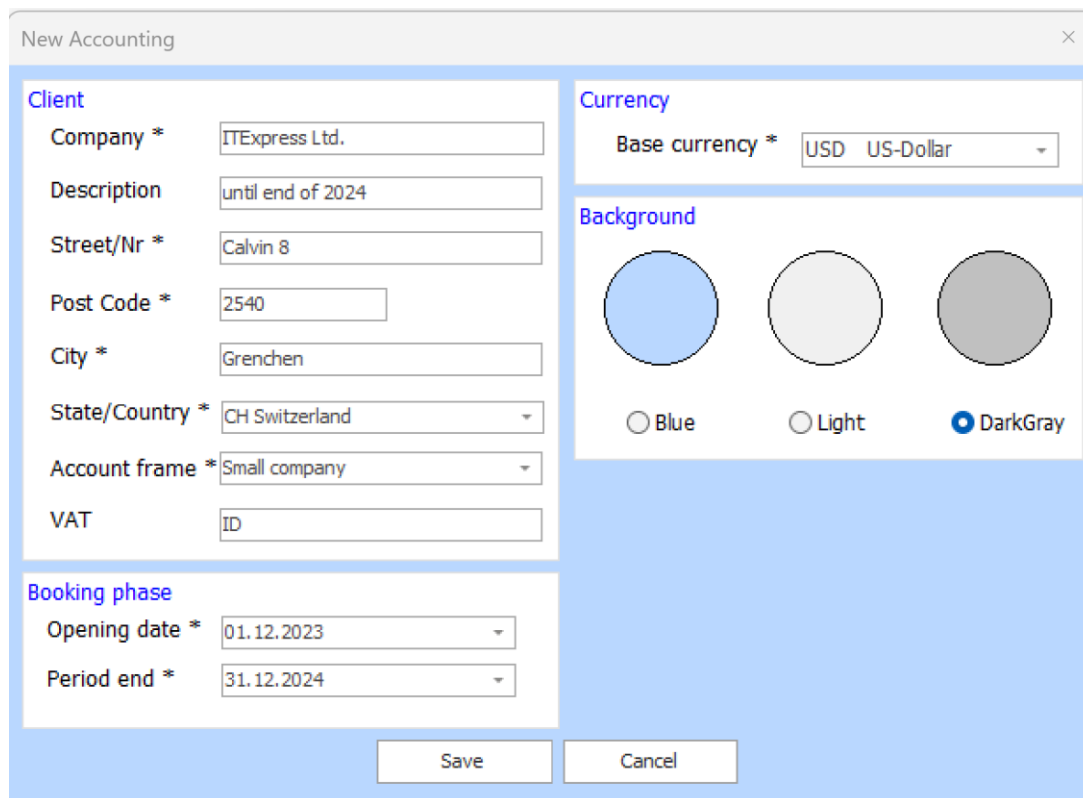
- The bookings can be recorded very easily.
- The charts of accounts can be adapted very user-friendly in tree view to the respective special needs.
- The filter and sorting options are very diverse and can be handled directly.
- Booking periods can be chosen as desired.
- You have a very good overview of the VAT settings and and and...

## 2. CREATE A NEW BOOKKEEPING

### 2.1. INTRODUCTION

To create a new bookkeeping, please click on the upper-left small button "New Accounting".

We select the frame of accounts in the dialog box and the other data's:

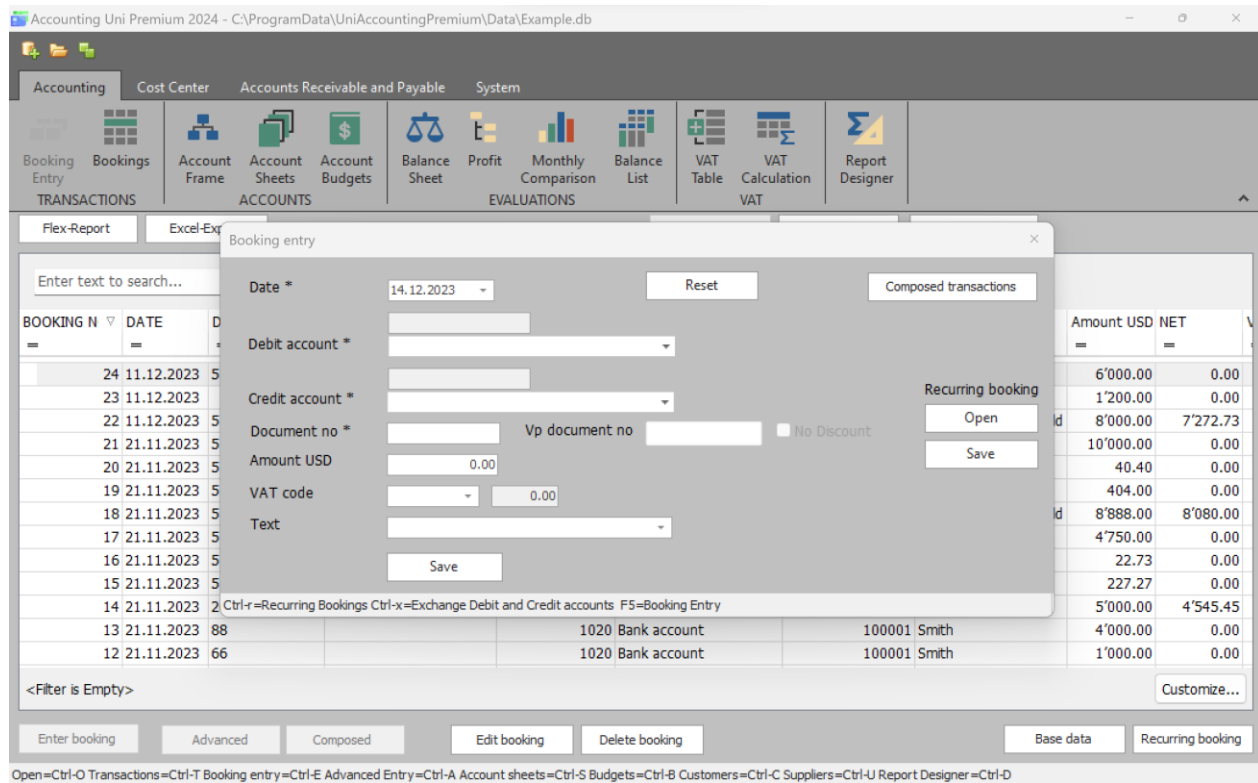


The 'New Accounting' dialog box is shown with the following fields and options:

- Client**
  - Company \*: ITEXpress Ltd.
  - Description: until end of 2024
  - Street/Nr \*: Calvin 8
  - Post Code \*: 2540
  - City \*: Grenchen
  - State/Country \*: CH Switzerland
  - Account frame \*: Small company
  - VAT: ID
- Currency**
  - Base currency \*: USD US-Dollar
- Background**
  - Blue (radio button)
  - Light (radio button)
  - DarkGray (radio button, selected)
- Booking phase**
  - Opening date \*: 01.12.2023
  - Period end \*: 31.12.2024

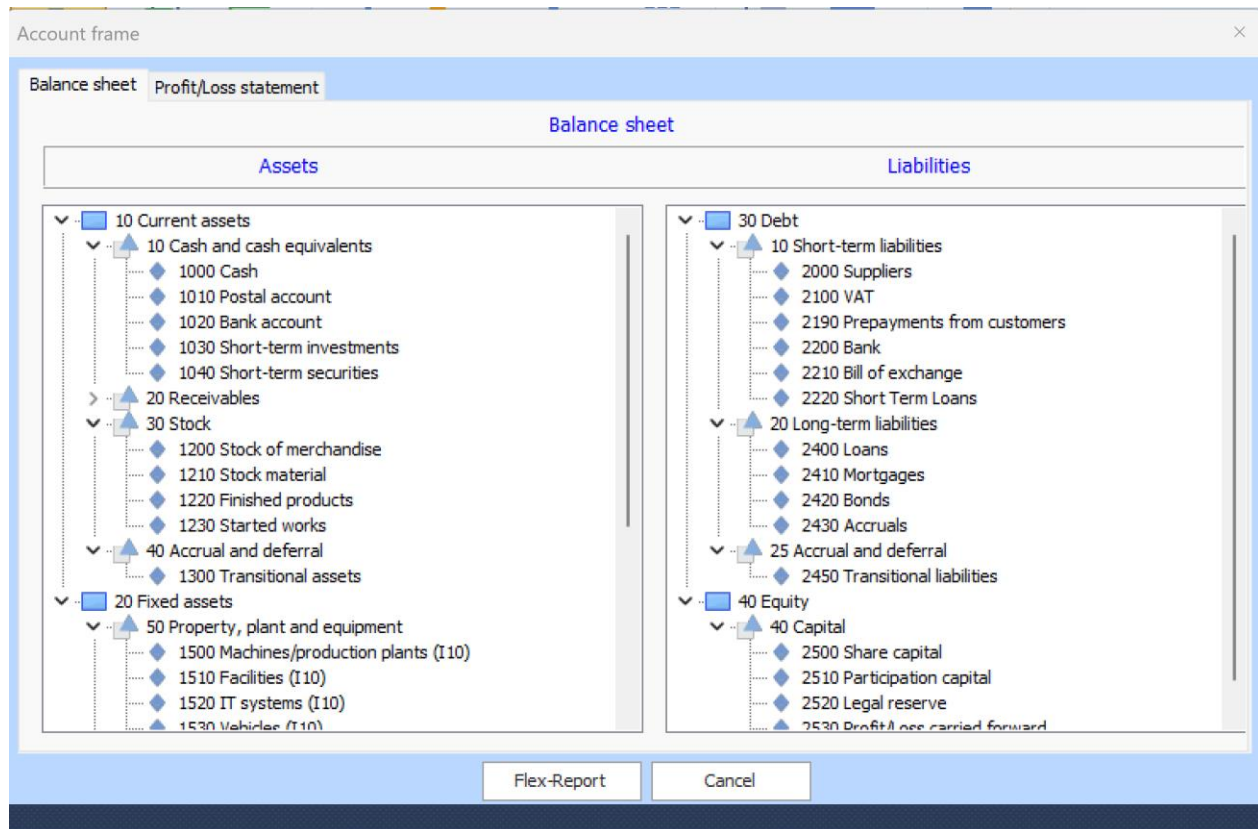
Buttons: Save, Cancel

After clicking on "Save", the new Skin will be applied:



You can always change the actual skin when by clicking on the system tab.

## 2.2. INDIVIDUAL DESIGN OF THE ACCOUNT PLAN



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

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

In the chart of accounts you can see a bracket after the account names.

It shows the VAT Code if assigned.

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

Account dialog:

The "Cost Type" can be assigned to Expense Accounts,  
 Afterwards you can see the accounts marked at "Cost Type" in the account sheets.  
 If you then book with these accounts (expense posting), a dialog appears for distributing  
 the amount to the cost centers (for this, the Net amount is used):

ID	COST BOOKING NO	COST CENTER N	COST CENTER	COST BEARER NO	COST BEARER	AMOUNT
1	1	100	Production	0 e		4'000.00
2	1	200	Administration	0 e		500.00

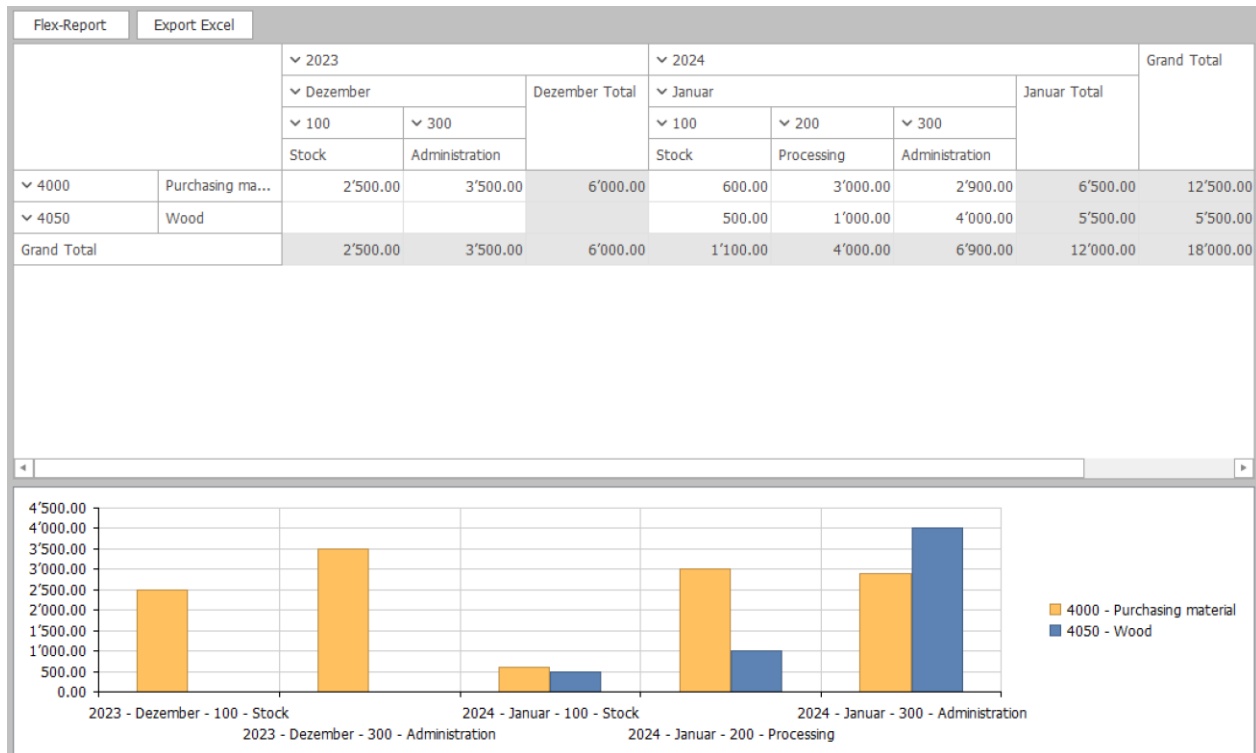
In the Disribution frame at the top right side of the dialog,  
 you select step by step the wished Cost Centers and values,  
 in the last selection, you can leave empty the Amount field and it's taken  
 the remaining amount of the distribution.

Not forget, to be able to select Cost Centers in the dialog, you must  
 first define them by clicking on the "Cost Center" tab in the menu and click on  
 the button "Administration".



There click on "New" and record a new cost instance.

For the captured cost center bookings, only click on "Bookings", and  
for a very advanced overview of all cost centers, click \*Cost Center Accounting\*:



### 2.3. OPENING BOOKINGS

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

Correspondingly, there is a liability account in credit, in debit and an opening account as a contra account.

For example: 1520 IT systems / 9000 balance carried forward    5'000 Fr  
                   9000 balance carried forward / 2510 Private        5'000 Fr

You can also post opening balances to customers or vendors.

For example: 100000 Debtor X / 9008 Accounts receivable carried forward 6'000 Fr

### 3. TRANSACTIONS

#### 3.1. RECORD BOOKINGS

The screenshot shows the 'Booking entry' dialog box with the following fields and values:

- Date \*: 14.12.2023
- Debit account \*: 100002 Smith
- Credit account \*: 3000 Domestic product yield
- Document no \*: 123abc
- Amount USD: 10'000.00
- VAT code: S10
- Text: Material
- Currency: CHF
- Amount USD (highlighted): 0.00
- Credit account (highlighted): 29'443.63
- Recurring booking: Open, Save
- Buttons: Save, Reset

Footer: Ctrl-r=Recurring Bookings Ctrl-x=Exchange Debit and Credit accounts F5=Booking Entry

The 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 menu tab "Accounting", you can see first the entry button for "Standard entry" (Ctrl-E), and in the second for "Composed entry" (Ctrl-P).

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, type the information in the debit or credit "combobox", and the debtor will be found.

When you choose Transactions in the tab "Accounting" in the menu, and after click on the button "Text", then a dialog appears where you 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 you can select the desired text in the text combo box of the Booking Capture dialog.

if you would like to reuse bookings, you can simply click the button "Save" under "Recurring booking" after you have recorded (before posting) the booking. With the "Open" button just above "Save", you can select the wished transaction by double-clicking on it.

### 3.2. COMPOSED BOOKINGS

When you click on "Composed Entry" on the main menu, a dialog is opened:  
 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 amounts of the "Total".  
 We insert step by step the distribution accounts and amounts.

Composed transactions entry

☐ Debit    ☒ Credit

Date: 12.08.2022

Document nr: 10

Debit account no: 1020 Bank account

Total: 10'000.00

Amount: 5'000.00

**Distribution Credit**

Account: 3000 Domestic product yield Insert

Text:

Amount: 0.00

Distribution account	Amount
3000 Domestic product yield	5000

Here you can see the "Composed transaction" In the transaction list:

Flex-Report    Excel-Export    Show Selection    Reset    Transaction types

Enter text to search...

BOOKING N	DATE	DOCUMENT NR	DESCRIPTION	DEBIT ACCOUNT	DEBIT ACCOUNT	CREDIT ACCOUNT	CREDIT ACCOUNT	Amount EUR
5	18.01.2023	123123	Composed Booking	1020 Bank account				8'888.00
			DESCRIPTION	CONTRA ACCOUNT	CONTRA ACCOUNT	AMOUNT	VAT CODE	NET
				3100 Domestic trade income		3'888.00	S10	3'534.55
				3000 Domestic product yield		5'000.00	S10	4'545.45
								VAT
4	14.11.2022	44	Financement	1020 Bank account		2400 Loans		8'000.00
3	14.11.2022	33	Production	1500 Machines/production plan		2200 Bank		10'000.00
2	14.11.2022	22	Marble	4000 Purchasing material		2000 Suppliers		2'000.00
1	14.11.2022	11	Marble Statues	1000 Cash		3000 Domestic product yield		5'000.00

### 3.3. PAYMENT TERM

(Versions Advanced and Premium)

You enter a new Payment Term:

Please go to the menu tab "Accounts receivable and payable" and click on "Payment term".

Here you can easy add, edit or delete Payment terms.

The screenshot shows two overlapping windows. The background window is titled 'Payment terms' and contains a table with the following data:

NO	NAME	REMINDER D	DISCOUNT D	DISCOUNT PERCE
1	New Payment term	30	15	5

Below the table is a toolbar with various icons and a search bar. At the bottom, there are two buttons: 'New payment term' and 'Cancel'.

The foreground window is titled 'Enter payment term' and contains the following fields:

- Name \*: Next Payment term
- Reminder days: 40
- Discount section:
  - Payment term: 0
  - Percentage: 0.00
  - ☒ No discount
- Buttons: Save, Cancel

When you add a new Customer (Supplier), then you only select the wished Payment term in the "Payment target" list selection of the editor.

The screenshot shows a form titled 'Payment target' with the following fields:

- Payment term \*: 30
- Selection: New Payment term (dropdown menu)
- Discount section:
  - Payment term: 15
  - Percentage: 5

## 4. ACCOUNTS RECEIVABLE AND PAYABLE

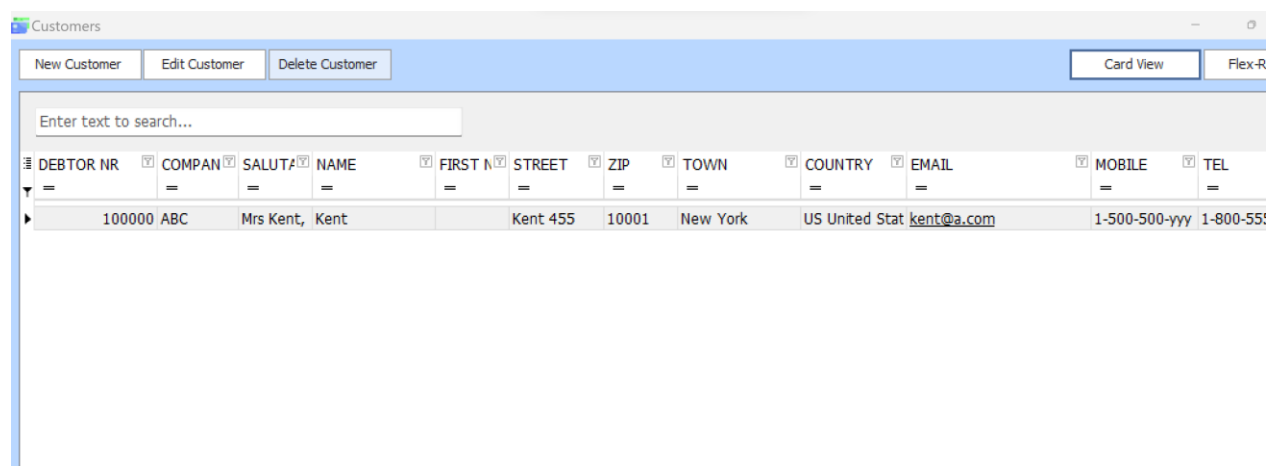
### 4.1. CARD VIEW

(Versions Advanced and Premium)

When you select the tab "Accounts receivable and payable" of the menu, please click on "Customer - Administration".

In the opening dialog, you can choose if you want a grid view or a card view for the display of the customers by clicking on the upper-right button "Card View".

Grid View:



DEBTOR NR	COMPAN	SALUT	NAME	FIRST N	STREET	ZIP	TOWN	COUNTRY	EMAIL	MOBILE	TEL
100000	ABC	Mrs Kent,	Kent		Kent 455	10001	New York	US United Stat	<a href="mailto:kent@a.com">kent@a.com</a>	1-500-500-yyy	1-800-55:

## Card View:

Customers

New Customer

Edit Customer

Delete Customer

Grid View

Flex-Report

Enter text to search...

Find

Clear

1 of 1

Customer

CUSTOMER NO:100000

COMPANY:ABC

SALUTATION:Mrs Kent,

LAST NAME:Kent

FIRST NAME:

Contact

EMAIL:kent@a.com

PHONE:1-800-555-xxx

MOBILE:1-500-500-yyy

INTERNET:

Address

STREET:Kent 455

ZIP:10001

TOWN:New York

COUNTRY:US United States

Conditions

REMINDER DAYS:30

DISCOUNT DAYS:15

DISCOUNT RATE:5

VAT Id:e

<Filter is Empty>

Customize...

## 4.2. PERSONAL ACCOUNTS WITH DISCOUNT

(Versions Advanced and Premium)

Universal Accounting generates all transactions automatically when booking the payment from the open items or you can enter your own bookings.

Let's book a revenue with the new customer "Dennis", where we have entered the payment term (discount, 5%, 15 days):

In the following dialog we can see the vacant position for the customers:

The screenshot shows a software window titled 'Costumers'. Inside, there's a section 'Vacant positions' with a 'Flex-Report' button and a 'Reset' button. Below this is a search bar 'Enter text to search...' and a 'Document No' field. A 'Search' button is next to the document number field. To the right are buttons for 'Delete VP', 'Export HTML->Excel', and 'Refresh'. Below the search bar is a table with columns: DEBTOR NO, NAME, and REMINDER ST. The first row shows '100000' and 'Dennis'. Below this table is another search bar 'Enter text to search...' and a table with columns: DATE, DOCUMENT, STATUS, OUTSTANDI, REMINDER D, REMINDER L, and VAT ACCOU. The first row of this table shows '18.01.2023', '555666', a status icon, '5'000.00', '17.02.2023', '0', and '2100'. Below the table is a button 'Customize...'. At the bottom of the window, there's a status bar with '<Filter is Empty>' and another 'Customize...' button.

DEBTOR NO	NAME	REMINDER ST.
100000	Dennis	

DATE	DOCUMENT	STATUS	OUTSTANDI	REMINDER D	REMINDER L	VAT ACCOU
18.01.2023	555666		5'000.00	17.02.2023	0	2100



Now, let's book the payment of the customer:

Booking entry

Date: 20.01.2023

Debit account: 1020 Bank account

Credit account: 100000 Dennis

Document no: 1000

Amount EUR: 1000 Cash, 100000 Dennis

Composed transactions

Recurring booking

Vacant Positions (Please double click on the row you want book out)

DATE	DOCUMENT	STATUS	TEXT	OUTSTANDING	DISCOUNT AM	PAY AMOUNT	REMAINING /	SKONTODAT	REMINDER D	REMINDER
18.01.2023	555666			5'000.00	0.00	0.00	0.00	02.02.2023	17.02.2023	0

You select the vacant position in the opening dialog and you can save the booking with the proposed Amount (Discount automatic bookings):

Booking entry

Date: 20.01.2023

Debit account: 1020 Bank account

Credit account: 100000 Dennis

Document no: 111111111 Vp document no: 555666

Amount EUR: 4'750.00

VAT code: 0.00

Text:

Save

And here you can already see all correctly generated bookings:

Enter text to search...										
DATE	DOCUMENT NR	DESCRIPTION	DEBIT ACCOUNT	DEBIT ACCOUNT	CREDIT ACCOUNT	CREDIT ACCOUNT	Amount EUR	NET	VAT	VAT
20.01.2023	111111111		1020 Bank account		100000 Dennis		4'750.00			
20.01.2023	111111111		2100 VAT		100000 Dennis		22.73			
20.01.2023	111111111		3600 Granted discounts		100000 Dennis		227.27			
18.01.2023	555666	Sales	100000 Dennis		3000 Domestic product yield		5'000.00	4'545.45	454.55	510

#### 4.3. OVERPAYMENT

In the event that a customer or supplier has paid too much for an invoice, you can see a minus amount in the vacant position.

If a customer has paid too much, you can book the correction as following:

Customer / Bank "Overpayment amount" (new document no)

else if you have paid too much to a supplier:

Bank / Supplier "Overpayment amount" (new document no)

## 4.4. REMINDER STATUS

(Versions Advanced and Premium)

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-C for vacant positions of the customers or Ctrl-P for the suppliers.

For the customer (supplier), we have a status info column "Reminder status". The initial state corresponds to the white symbol. With the master rows (Accounts receivable and payable), the status is very useful for getting information about the vacant positions contained.

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

The screenshot shows the 'Customers' window with the 'Vacant positions' tab selected. The window has a top navigation bar with 'Accounting', 'Cost Center', 'Accounts Receivable and Payable', 'Currency', and 'System'. Below this is a toolbar with icons for 'Vacant Positions', 'Administrative', and 'CUSTOMER'. The main area contains a search bar and a table of customer data.

DEBTOR NO	NAME	CURRENCY	REMINDER ST.	DAYS TO REM	DISCOUNT DA	DISCOUNT PE
100000	Kent	USD	<input type="checkbox"/>	30	15	5
100001	Abc	CHF	<input type="checkbox"/>	30	15	5
100002	Smith	CHF	<input checked="" type="checkbox"/>	30	15	5

Below the table, there is a detailed view for the selected customer (100002 Smith) showing a list of documents. The first document is 'abc555' with a balance of 5'500.00 and a reminder date of 14.12.2023.

DATE	DOCUMENT	STATUS	BALANCE BA	REMINDER D	REMINDER L	DISCOUNT E	VAT ACCOU	BALANCE CU	STATUS_STK
30.10.2023	abc555	<input checked="" type="checkbox"/>	5'500.00	14.12.2023	1	14.11.2023	2100	5'500.00	M
			5'500.00					5'500.00	

At the bottom, there is a filter bar that says '<Filter is Empty>' and a 'Customize...' button.

After a reminder has not been paid until the reminder date, the next reminder level is set. For the customers, a reminder report can be generated (can be customized using the report designer).

If we have a minus amount in the items because too much has been paid, we can book:

- Customer / Bank (Customer receives back the amount)
- Bank / Supplier (amount goes back to your bank).

For personal accounts with different currencies, the currency amount for the payment must be taken into the transaction.

## 5. ACCOUNT

### 5.1. ACCOUNT SHEETS

The screenshot shows the 'Account sheets' application window. At the top, there's a 'Flex-Report' button and a 'Refresh' button. Below them is a 'Document no' field with a search button and a 'Reset' button. A checkbox labeled 'Show only accounts with positions' is checked. The main area contains two tables. The first table has columns: ACCOUNT NO, NAME, BALANCE USD, and COST TYP. It lists '1010 Postal account' with a balance of -3'000.00 and '1020 Bank account' with a balance of 24'165.25. The second table has columns: BELEGDATU, DOCUMENT NO, TEXT, DEBIT, CREDIT, BALANCE, COUNTER ACCOL, and COUNTER ACCOUNT NAMI. It shows transactions for 18.04.2023 and 19.04.2023. Below the second table is a list of accounts with checkboxes, including '1100 Clients', '1180 Input tax', '2100 VAT', '3000 Domestic product yield', '3200 Domestic service income', '3400 Foreign trade income', '3600 Granted discounts', '4000 Purchasing material' (checked), and '100000 Kent'. Both tables have a '<Filter is Empty>' message and a 'Customize...' button at the bottom.

ACCOUNT NO	NAME	BALANCE USD	COST TYP
1010	Postal account	-3'000.00	<input type="checkbox"/>
1020	Bank account	24'165.25	<input type="checkbox"/>

BELEGDATU	DOCUMENT NO	TEXT	DEBIT	CREDIT	BALANCE	COUNTER ACCOL	COUNTER ACCOUNT NAMI
18.04.2023	2	Composed Booking	10'000.00	0.00	10'000.00	0	
18.04.2023	1	Storage	8'888.00	0.00	8'888.00	3000	Domestic product yield
19.04.2023	6	Payment Kent	5'277.25	0.00	5'277.25	1100	Clients
			24'165.25	0.00	24'165.25		

<input type="checkbox"/>	1100	Clients	0.00 <input type="checkbox"/>
<input type="checkbox"/>	1180	Input tax	272.73 <input type="checkbox"/>
<input type="checkbox"/>	2100	VAT	1'950.89 <input type="checkbox"/>
<input type="checkbox"/>	3000	Domestic product yield	12'625.45 <input type="checkbox"/>
<input type="checkbox"/>	3200	Domestic service income	4'830.43 <input type="checkbox"/>
<input type="checkbox"/>	3400	Foreign trade income	5'000.00 <input type="checkbox"/>
<input type="checkbox"/>	3600	Granted discounts	-241.52 <input type="checkbox"/>
<input checked="" type="checkbox"/>	4000	Purchasing material	2'727.27 <input checked="" type="checkbox"/>
<input type="checkbox"/>	100000	Kent	0.00 <input type="checkbox"/>

For all tables, the details can be opened by double-clicking on the master line with the plus sign

Filter as you wish (This is enabled for all tables):

1) [Account content:](#)

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

2) [Search over table:](#)

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

### 3) [Data query](#):

If a more composed query is needed, you can click the "Customize" button and visually create the query and can combine conditions.

### 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](#)

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

### 6) [Proposed Filter](#)

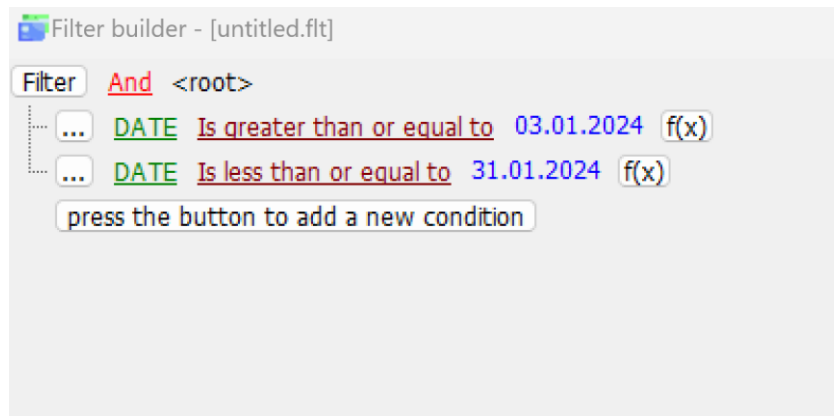
If you click on the top right small button in the column, a drop-down appears where you can filter by clicking on several checkboxes

## 5.2. CALCULATE A PHASE

In the filter builder dialog of the "account sheet details for example", first click on "Customize".

In the dialog, you select "greater than or equal to" and insert the first date, then press on "Add a new condition" and select "less than or equal to" and insert the second date.

These two conditions are linked with "and":



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 you can see our defined condition, by clicking on "x" the filter is resetted.

### 5.3. BUDGETS

Budget

Flex-Report

Calculate Budgets

ACCOUNT NO	NAME	BALANCE		
Click here to define a filter				
4000	Purchasing material	2'727.27		
Drag a column header here to group by that column				
YEAR	MONTH	BUDGET	VALUE	DIFFERENCE
Click here to define a filter				
2023	January	1'000.00	0.00	1'000.00
2023	February	1'050.00	0.00	1'050.00
2023	March	1'102.50	0.00	1'102.50
2023	April	1'157.62	2'727.27	-1'569.65
2023	May	1'215.51	0.00	1'215.51
2023	June	1'276.28	0.00	1'276.28
2023	July	1'340.10	0.00	1'340.10
2023	August	1'407.10	0.00	1'407.10
2023	September	1'477.46	0.00	1'477.46
2023	October	1'551.33	0.00	1'551.33
2023	November	1'628.89	0.00	1'628.89
		44'502.00	2'727.27	41'774.73

<Filter is Empty>

Customize...

Here you can see the months for an account over all booking period.  
The Budget values can be inserted via "Calculate Budget", where Start and End Values can be setted or Percent values.  
We have entered 5% increasing.

You can also set the Budgets values directly for every month in the blue culomn and tap on Enter to save the value.



## 6. EVALUATIONS AND REPORTS

### 6.1. DIFFERENT STYLES OF REPORTS

A lot of tables in the accounting can be printed out, either as "**Flex Reports**" (with this label on the button) or "**Standard Reports**" (only the label "Report" on the button).

For the "Balance sheet", the "Profit-Statement", the "Balance list" and Reminder are used "**Standard Reports**".

1) With the "**Report Designer**" on the accounting tab of the menu, you can change "**Standard Reports**" with the report designer:

For information how to use it, please go to the next chapter "Report Designer".

In the Report Designer help documentation you can find out all the options for the visual appearing customization!

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

2) With the "**Flex reports**" any columns can be made visible 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:

BOOKING NR	DATE	DOCUMENT NR	DESCRIPTION	DEBIT ACCOUNT	DEBIT ACCOUNT	CREDIT ACCOUNT	CREDIT ACCOUNT	Amount USD	NET	VAT	VAT CODE
9	18.04.2023	1	Storage	1020	Bank account	3000	Domestic product yield	8'888.00	8'080.00	808.00	S10
8	19.04.2023	6	Payment Kent	1020	Bank account	100000	Kent	5'277.25	0.00	0.00	e
7	19.04.2023	6	Payment Kent	2100	VAT	100000	Kent	36.23	0.00	0.00	e
6	19.04.2023	6	Payment Kent	3600	Granted discounts	100000	Kent	241.52	0.00	0.00	e
5	19.04.2023	5	Digital Services	100000	Kent	3200	Domestic service income	5'555.00	4'830.43	724.57	S15
4	18.04.2023	3	Wood	4000	Purchasing material	1010	Postal account	3'000.00	2'727.27	272.73	P10
2	18.04.2023	2	Composed Booking	1020	Bank account	0	e	10'000.00	0.00	0.00	e

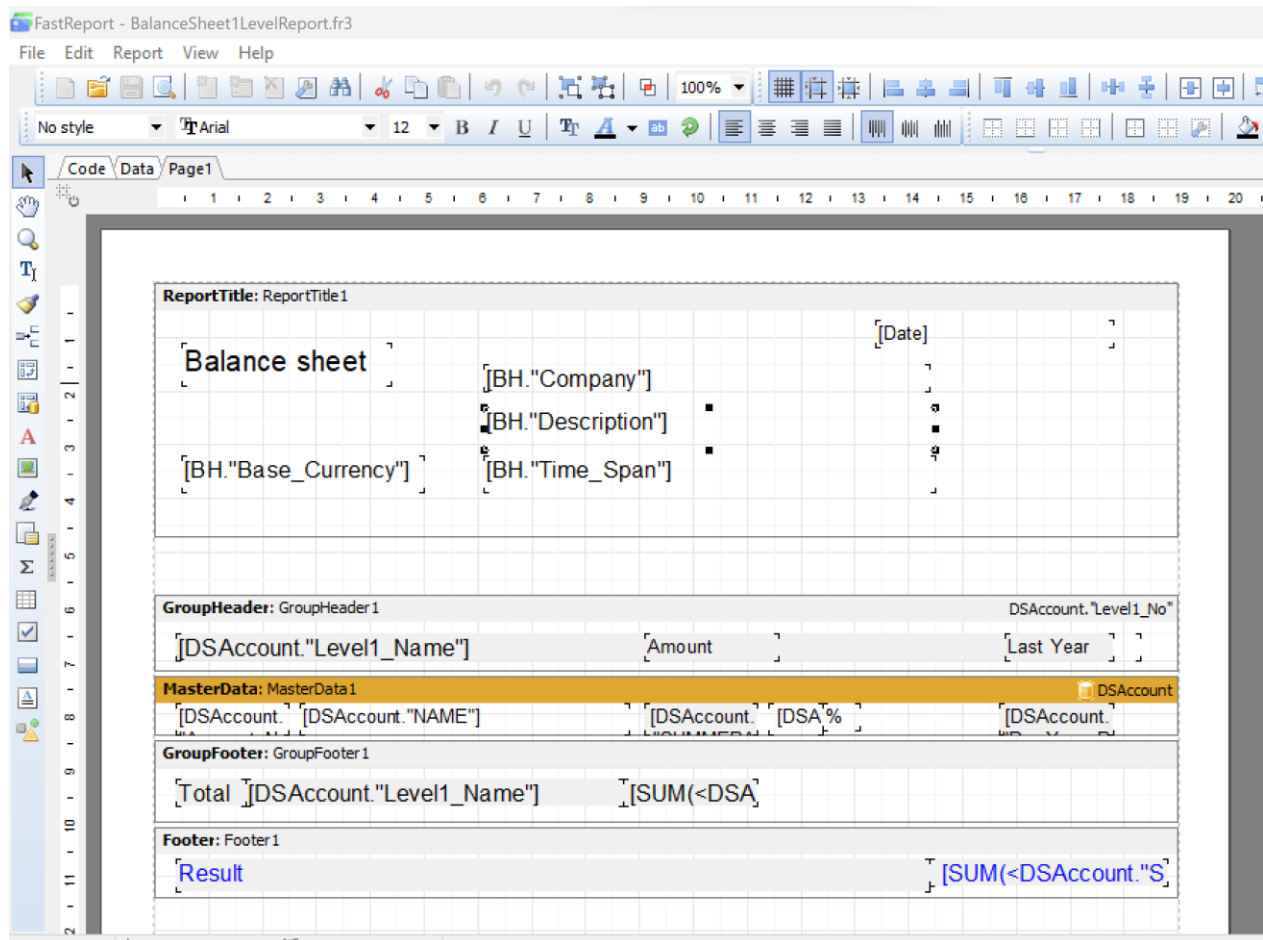
  

DESCRIPTION	CONTRA ACCOU	CONTRA ACCOUNT	AMOUNT	VAT CODE	NET	VAT
	3000	Domestic product yield	5'000.00	S10	4'545.45	454.55
	3400	Foreign trade income	5'000.00	e	0.00	0.00

Press "Fit to Page Width" that all fields are placed into the Report.

## 6.2. REPORT DESIGNER

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



Here you can see a grouped report, a "Group Header" and a "Group Footer" with the "Total" of the group "Level1\_No".

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, also the text in the "MasterData" band
- Move data fields to a new position
- Take a form component from the icons on the left (rectangle), and place it under a caption by using a context menu (right mouse click), choose "Send to Back" and fill the form with a preferred color
- Change the height of different Groups of the report, and put a text or a graphic inside and more...

After you have finished designing the report, you must save the changes via the menu "File-Save As".

It is important that you do not overwrite the standard file.

Here is an example of a changed balance report output:

<u>Balance sheet</u>		25.12.2023	
ITExpress 2023-2024 The whole period		USD	
Assets		Amount	Last Year
1010	Postal account	-3'000.00	0.00
1020	Bank account	76'942.50	0.00
1100	Clients	5'000.00	0.00
1180	Input tax	272.73	0.00
Total	Assets	79'215.23	

### 6.3. BALANCE SHEET

Please select the tab "System" of the menu and click on "Accounting".  
In the first register page "Ergonomics", choose the Balance sheet and Profit/Loss Settings and select 1 Group.

Now you can go to the "Accounting" tab of the main form and click on "Balance sheet".  
In the opening page please click on the "Report" button (Select whole time span):

Time span Balance sheet

☐ Whole time span

☒ Filter months    Year 2023    ☐ Filter quarters

Month		Quarter
<input checked="" type="radio"/> January	<input type="radio"/> July	<input checked="" type="radio"/> 1. Quarter
<input type="radio"/> February	<input type="radio"/> August	<input type="radio"/> 2. Quarter
<input type="radio"/> March	<input type="radio"/> September	<input type="radio"/> 3. Quarter
<input type="radio"/> April	<input type="radio"/> October	<input type="radio"/> 4. Quarter
<input type="radio"/> May	<input type="radio"/> November	
<input type="radio"/> June	<input type="radio"/> December	

Output

☐ Report-Design-File    ☒ Standard

Design-File

...

OK    Cancel

When outputting, a modified standard file (with individual preferences regarding colors, font, presentation) can be chosen via the "report design file" field by clicking on the right points buttons of it.

The report file is the file you have saved in the "Report Designer".

Here, let's choose "Standard" and click Ok (1 Group):

Preview

100% 1 of 2 Close

17.01.2023

**Balance sheet**

ITExpress

2022-2023

EUR The whole period

Assets	Amount	Last Year
1000 Cash	5'000.00 13.58 %	0.00
1020 Bank account	21'638.00 58.77 %	0.00
1180 Input tax	1'090.91 2.96 %	0.00
1500 Machines/production plants	9'090.91 24.69 %	0.00
<b>Total Assets</b>	<b>36'819.82</b>	

3 Groups:

Preview

100% 1 of 2 Close

17.01.2023

**Balance sheet**

ITExpress

2022-2023

EUR The whole period

Assets	Amount	Last Year
<b>Current assets</b>		
<b>Cash and cash equivalents</b>		
1000 Cash	13.58 % 5'000.00	0.00
1020 Bank account	58.77 % 21'638.00	0.00
<b>Total Cash and cash equivalents</b>	<b>26'638.00</b>	
<b>Receivables</b>		
1180 Input tax	2.96 % 1'090.91	0.00
<b>Total Receivables</b>	<b>1'090.91</b>	
<b>Total Current assets</b>	<b>27'728.91</b>	
<b>Fixed assets</b>		
<b>Property, plant and equipment</b>		
1500 Machines/production plants	24.69 % 9'090.91	0.00
<b>Total Property, plant and equipment</b>	<b>9'090.91</b>	
<b>Total Fixed assets</b>	<b>9'090.91</b>	
<b>Total Assets</b>	<b>36'819.82</b>	

## 7. VAT

### 7.1. VAT ADMINISTRATION

Let's have a look the following booking:

Booking entry

Date \* 25.12.2023

Debit account \* 100001 Ryan

Credit account \* 3000 Domestic product yield

Document no \* Vp document no No Discount

Amount USD 0.00

VAT code S10 0.00

Text

Recurring booking

Open

Save

Save

Reset

Ctrl-r=Recurring Bookings Ctrl-x=Exchange Debit and Credit accounts F5=Booking Entry

You can see that the VAT-Code "S10" is automatically set, because in the example.db accounting, it is defined for the account "3000 Domestic product yield" in the chart of accounts.

In the VAT administration table (via click on "VAT Table" of "Accounting"), you can see an example of updating a VAT record:

Account

Number: 3100

Name: Domestic trade income

Category: 301 [Get Category](#)

Cost type: ☐

**VAT**

☒ Assign Vat to the account S10

☐ no assignment

OK Cancel

Revenue

Operating income

3000 Domestic product yield (S10)

3100 Domestic trade income (S10)

3200 Domestic service income (S10)

3300 Product yield abroad ( )

3400 Foreign trade income ( )

3500 Service income abroad ( )

3600 Granted discounts (SD10)

3800 Debt losses ( )

Remember:

- The "Sales Discount" or "Purchase Discount" of the VAT Definitions, you should only use for an explicitly discount booking from a customer or supplier which has no discount term defined.
- When a discount term is assigned to a customer or supplier, you can take the proposed discount in the booking capture and the bookings are generated automatically.

Let's take a look at the VAT Definitions:

Universal Accounting Plus 2023 - C:\ProgramData\UniAccountingPlus\Data\Example.fdb

Accounting | Bookings | Cost centers | Evaluations/VAT | Reports | Settings | Help

Transactions | Account sheets | Balance Sheet | Profit/Loss

### VAT Table

Flex-Report | Export to Excel

CODE	DESCRIPTION	VAT MINUS	VAT MINUS	VAT NO	VAT	VAT PERCENT	NET	DISCOUNT
SD6	Discount on sale 6%						<input type="checkbox"/>	<input checked="" type="checkbox"/>
S0	Sales without VAT							<input type="checkbox"/>
SD12	Discount on sale 12%							<input checked="" type="checkbox"/>
P6	Purchase 6%							<input type="checkbox"/>
P0	Purchase without VAT							<input type="checkbox"/>
PD6	Discount on purchases 6%							<input checked="" type="checkbox"/>
I12	Investment 12%							<input type="checkbox"/>
I6	Investment 6%							<input type="checkbox"/>
S12	Sales 12%							<input type="checkbox"/>
S6	Sales 6%							<input type="checkbox"/>
PD12	Discount on purchases 12%							<input checked="" type="checkbox"/>
P12	Purchase 12%							<input type="checkbox"/>

VAT

VAT Code:

Description:

Percentage:

Please select the type of the tax account

☐ VAT minus ☒ VAT

VAT minus account:

VAT account:

Net: ☐

Discount: ☐

Save Cancel

New | Update | Delete

Transactions=Ctrl-T Booking entry=Ctrl-E Account cards=Ctrl-A Account frame=Ctrl-F Balance sheet=Ctrl-B Profit/loss statement=Ctrl-P

Here you can set the code name for a new VAT Definition.

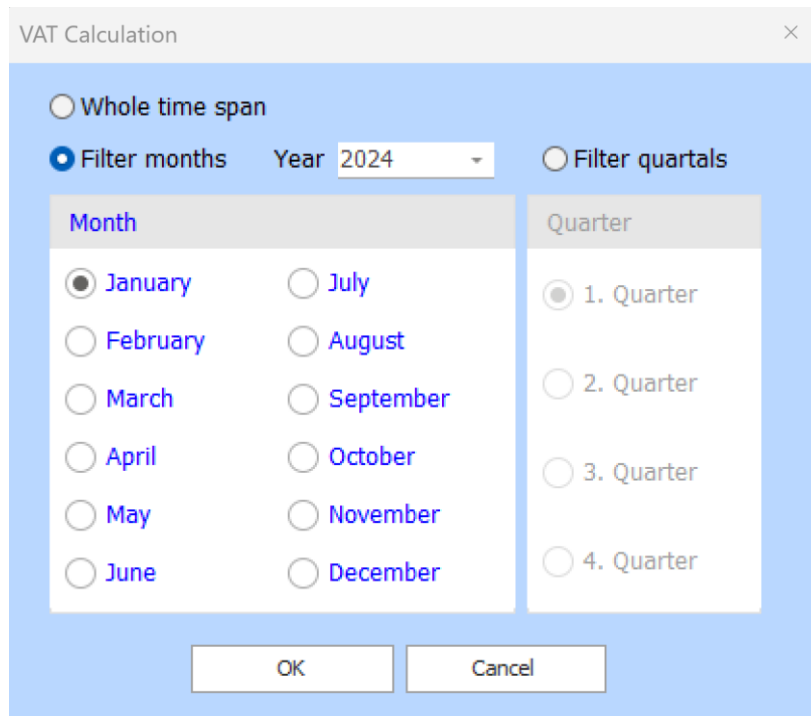
If you click the "check-box" Net,  
it calculates the VAT based on the amount set in the booking entry as a net amount, otherwise as a gross amount.

"VAT minus" means the Input Tax, "VAT" the VAT.



## 7.2. VAT CALCULATION

Please click on the "VAT Calculation" button of the tab "Accounting" of the menu.



The image shows a "VAT Calculation" dialog box with a light blue background and a white title bar. The title bar contains the text "VAT Calculation" and a close button (X). The dialog box has three radio buttons at the top: "Whole time span", "Filter months", and "Filter quartals". The "Filter months" radio button is selected. To the right of the "Filter months" radio button is a "Year" dropdown menu showing "2024". Below the radio buttons are two columns of radio buttons. The left column is titled "Month" and contains radio buttons for January, February, March, April, May, June, July, August, September, October, November, and December. The right column is titled "Quarter" and contains radio buttons for 1. Quarter, 2. Quarter, 3. Quarter, and 4. Quarter. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

VAT Calculation

☐ Whole time span

☒ Filter months    Year: 2024

☐ Filter quartals

Month	Quarter
<input checked="" type="radio"/> January	<input checked="" type="radio"/> 1. Quarter
<input type="radio"/> February	<input type="radio"/> 2. Quarter
<input type="radio"/> March	<input type="radio"/> 3. Quarter
<input type="radio"/> April	<input type="radio"/> 4. Quarter
<input type="radio"/> May	
<input type="radio"/> June	
<input type="radio"/> July	
<input type="radio"/> August	
<input type="radio"/> September	
<input type="radio"/> October	
<input type="radio"/> November	
<input type="radio"/> December	

OK    Cancel

In the dialog, you can select the time span you like for the calculation.

Now after selecting, when click "Ok" you see the VAT to pay is 685.82 USD:

[illegible]

## 8. CLOSING AND REOPENING

### 8.1. PROFIT / LOSS DISTRIBUTION

In the upper left side of the menu, where you see 3 small buttons, please click on the right one (New Accounting Period).

Then you are first asked to enter a file name for the new booking period, and afterwards the dialog for profit distribution appears, and where is the label "Account", you can step by step enter the desired account by clicking on the button "Add Account".

The chosen accounts are inserted in the list below, where you can set and change the amount of distribution:

The screenshot shows a dialog box titled "Closing" with a close button (X) in the top right corner. The dialog has a light blue background. At the top, there is a "Total amount" field with a green highlight showing "19'487.09" and a "Reset" button to its right. Below this is an "Account" dropdown menu showing "530 Private shares in operating expenses" and an "Add Account" button to its right. In the center, there is a table with two columns: "Account" and "Amount". The table contains two rows: one with "2530" and "9'487.09", and another with "2510" and "10'000.00". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Account	Amount
2530	9'487.09
2510	10'000.00

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.  
The opening and distribution bookings are generated automatically

## 9. SHORTCUTS

Ctrl-O	Open the accounting	F1	Help-Documentation
Ctrl-T	Transactions	Alt arrow down	Open the combobox
Ctrl-E	Booking entry	Alt arrow up	Select entry in combo box
Ctrl-P	Composed booking entry	Ctrl arrow left/right	Navigate between words
Ctrl-S	Account sheets	Enter/Tab	Navigate through fields in tables/forms
Ctrl-B	Budgets	Shift left mouse button	Multiple sorting
Ctrl-C	Customers	Ctrl-D	Report Designer
Ctrl-U	Suppliers		

