


# finalaccounts

## Quick Start Guide

- Final Accounts is an add-on program to Money Manager, so before attempting to use it you should already be familiar with the general workings of Money Manager.
- This guide is designed to be used when you first run Final Accounts, so that you can get a quick general understanding of how the program works and what it will do.
- This guide is by no means comprehensive – there are many further features of the program, and many alternative ways of doing things. You will pick these up as and when you need them.
- The User Guide, which is supplied when you purchase the program, contains a more detailed description of all the features and procedures.
- The Help system contains the full and up-to-date description of all the features and procedures. This can be accessed from within the program by clicking on the  button or pressing the **F1** key. It is context-sensitive, so the help page which appears is relevant to the part of the program you are in.

### What Final Accounts does

- The Money Manager program is a basic bookkeeping program used to record all your financial transactions as they happen, and perform the necessary functions during the year, such as bank reconciliation, VAT returns, cash-flow monitoring etc..
- Final Accounts is an add-on program which extends Money Manager to handle various end-of-year functions such as asset depreciation, balance sheet, tax calculations etc..
- When you install Final Accounts, a **FA** button will appear at the top-right of the menu bar. When you click on this the Money Manager menu will be replaced by a Final Accounts.

### Final Accounts data files

- Final Accounts uses the same data files as Money Manager, and adds some further information to them.

### Running the program


- After installing Final Accounts on your computer, run Money Manager in the normal way.
- The system will detect that Final Accounts has been installed, and show a **FA** button at the top-right of the menu bar. When you click on this the Final Accounts

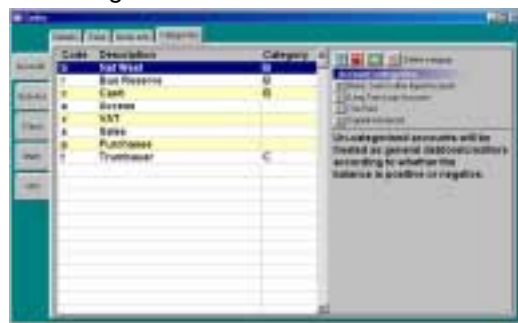
menu appears. There will also be a **MM** at the top right, so you can quickly switch between the two programs.

- The first time you run the Final Accounts, we strongly recommend that you open the BSAMP06 sample data file which has enough data in place to enable you to explore the program effectively.

### Categorising Codes

- In Money Manager there is complete flexibility in defining the Class Codes for income and expenditure. For formal end-of-year accounting, however, these must be grouped into standard categories such as Sales, Cost-of-Sales, Overheads, Fixed Asset purchases and disposals, etc..
- Final Accounts provides a means of assigning these standard categories to your Money Manager codes, so that it can then present various reports such as Asset Depreciation Schedule, Profit & Loss, Balance Sheet etc. in a generally approved and recognised standard format.

- With the BSAMP06 data file open, click on the  button, and you will see the Codes editing window with the Categories tab selected.



- You will note that some of the Account Codes have been assigned one of the categories listed on the right. This is so that the balances on those accounts can be displayed under the appropriate heading on a Balance Sheet.
- The Categories available will depend on whether you have defined the Business Type as Sole Trader, Limited Company etc..
- Some Account Codes have no category – this means that the end balances will automatically be displayed on the Balance sheet under the Debtors or Creditors headings as appropriate.
- Now click on the **Class** tab on the left.




- Every Class Codes (except x0-Transfers) should have a category assigned to it.
- Do not worry too much about selecting the right category – you can if necessary change the category at any time.
- If, for example, you change a Class Code Category from Overheads to Cost of Sales, the total for that category will appear in the Cost of Sales section of the P&L instead of in the Overheads section, and the Gross Profit will change, but the Net Profit will remain unchanged.


## Type of business

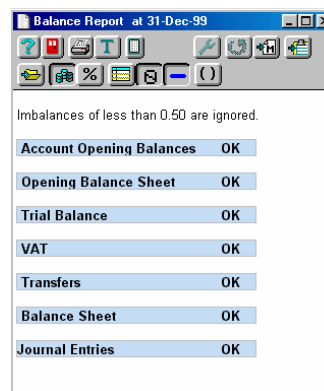
- The layout of your final accounts depends in various ways on the type of business you are. For instance, a limited company will have Share Capital, but no Drawings, while the opposite will apply to a Sole Trader.
- Click on **Data – Business Type** to define the type of business.
- If you are a Partnership then more details will be required. Click on **Partnership Details** and then click on the **Help** button for more information.

## Fixed Assets

- You will have noted that some of the Class Code categories are for fixed asset items. So if you use a Class Code of, say, **cm** to enter the purchase of cars, and assign it a Category letter of **m** for Motor Vehicles, the system can go through your Money Manager entries and add any amount it finds entered with a Class Code of **cm** to the Motor Vehicle asset cost total.
- You can enter the historic cost of various categories of fixed asset by selecting **Assets – Brought forward Cost** from the menu.
- The same basic procedure is followed for Depreciation.
- These values are taken automatically from your file for the previous year (if you have established the link using **Data – Previous Year File**).
- **Assets – Depreciation Schedule** shows how the asset depreciation for the year is calculated.
- Click on the  button or press the **F1** key to find more information on any of these items.


## Balancing Report

- Select **Checks – Balancing Report** from the menu, or click on the  toolbar button.




- This will show any area of the accounts which does not balance.
- In the sample data everything balances, but with your own data it probably will not balance to start with, and this report will help you find out why. Click on any unbalanced item to find out more.

## Explore!

- These are just a few of the procedures and features in Final Accounts – there are many more to handle a wide variety of requirements.
- Using the sample data files, explore the various workings of the program. Even after you have started using your own data file, it can be useful to return occasionally to the sample data file to try out unfamiliar features and procedures.
- Remember to click on the  button or press the **F1** key when you would like to see more information on a particular feature.

## Using your own data file

- Simply open your own data file, and follow the procedures outlined above to assign Categories to your Account and Class Codes.
- Then click on the  button to see whether everything balances.
- In the likely event that it doesn't, click on the relevant item for more information, which should help you identify the precise problem.

## Saving data

- As with Money Manager, your data is saved automatically when you shut the program down or open a different data file.

## Related Moneysoft software

- Full details of our related software are available on [www.moneysoft.co.uk](http://www.moneysoft.co.uk)
- **Money Manager** is a bookkeeping program which will keep track of all your financial transactions and handle VAT, bank reconciliation, cash-flow monitoring, and

provide all the facilities you need to keep track of your finances with minimum effort.

- **Payroll Manager** is a complete PAYE program for up to 250 employees. It produces payslips, employer summaries, payroll analysis, P14, P45, P46, P11D etc., employee contracts, employer policy documents, and also handles holidays, pensions, sick pay, maternity pay, CIS sub-contractors etc..

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