TOTAL2 Accounts Data Input Routine

This guide will briefly demonstrate how to operate **TOTAL2's Accounts** module.

You can utilise auto-fill functions in certain boxes and then use **arrow keys** + **Enter** on the keyboard or the mouse to select from the drop-down list.

When operating **TOTAL2**, utilise the action keys or buttons:

- **F2 or "+"** to **Add a New Option** in the current data entry box
- **F3 or "✎"** to **Amend Item** in the current data entry box

Contents

Creating a Dataset

After logging in to TOTAL2 you will be brought to the welcome screen. Any existing datasets will appear on the righthand side. If no datasets exist, you will be prompted to create a new dataset in a pop-up window. Follow the instructions below to create a new dataset.

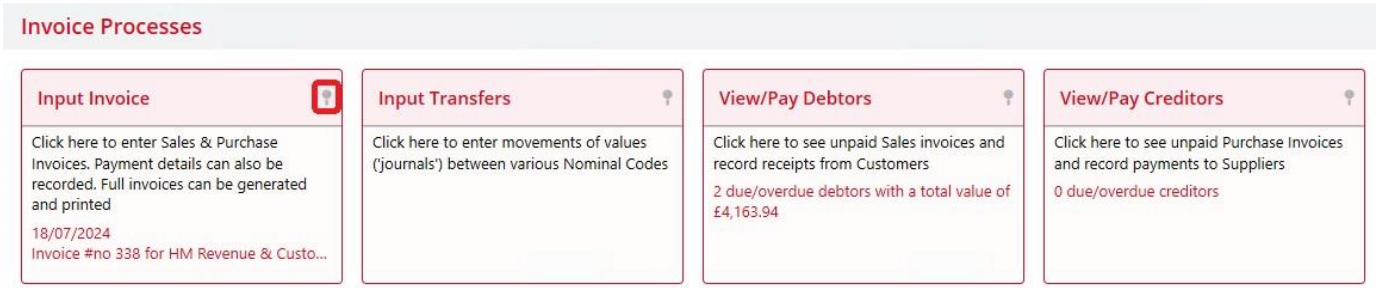
1. Enter your **Business Details**. Once entered click **Next**
    a. The required fields are **Business Name**, **Address**, **Town** and **Postcode**
2. Enter **Dataset Info**. Once entered click **Next**
    a. **Dataset Location** will need to be **Local/Shared**. If you wish to create a **Cloud** dataset please contact us
    b. **FileName** will autofill based on the previously entered **Business Name**
    c. Enter a dataset **Description**, eg. Manor Farm Ltd Accounts
3. Select the modules you wish to use. Once selected, click **Next**
    a. Currently only **Accounts** is available
4. Enter **Accounts Info**
    a. Select the **Accounts Year Start** and **Year End** dates for your current accounting year
    b. Enter your VAT number
    c. Select **Account Codes**
        i. **Default** supplies you with an initial list of **Nominal Codes** suitable for a general Mixed Enterprise Farm business
        ii. **Blank** provides 1 of each nominal code (Expense, Revenue, Asset etc.) and requires you to add any new nominal codes you wish to use
5. Once all necessary details have been entered, click **Create Dataset**

Note: All information except **FileName** can be altered **after** creating the dataset

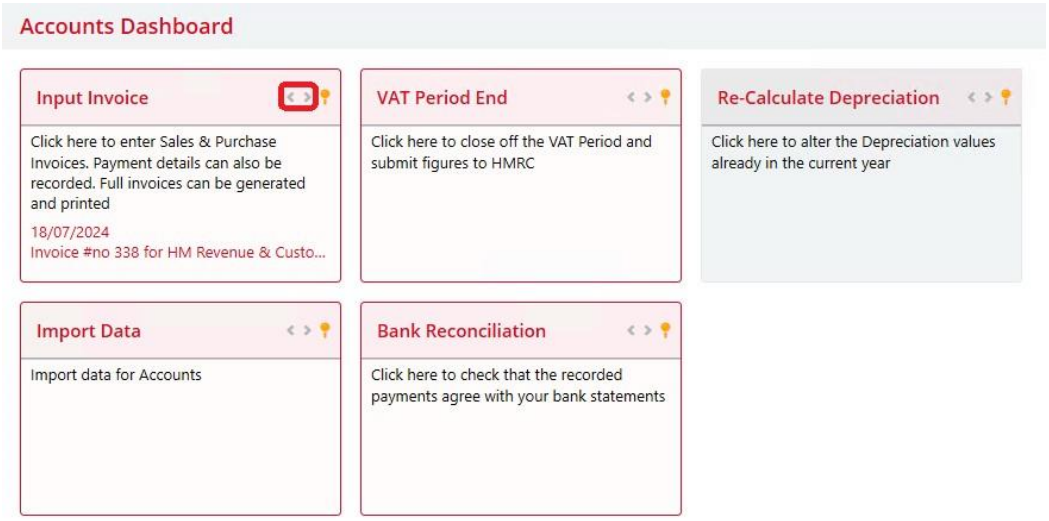
Pinning items to the Dashboard

You may want to pin frequently used processes and reports to the Dashboard. These items will appear on screen when you first load into the data, saving you having to navigate to them each time.

To pin an item, click the “pin” button in the top right corner of the card.



Once items have been pinned to the Dashboard, the order that they appear in can be configured using the left and right arrow buttons.

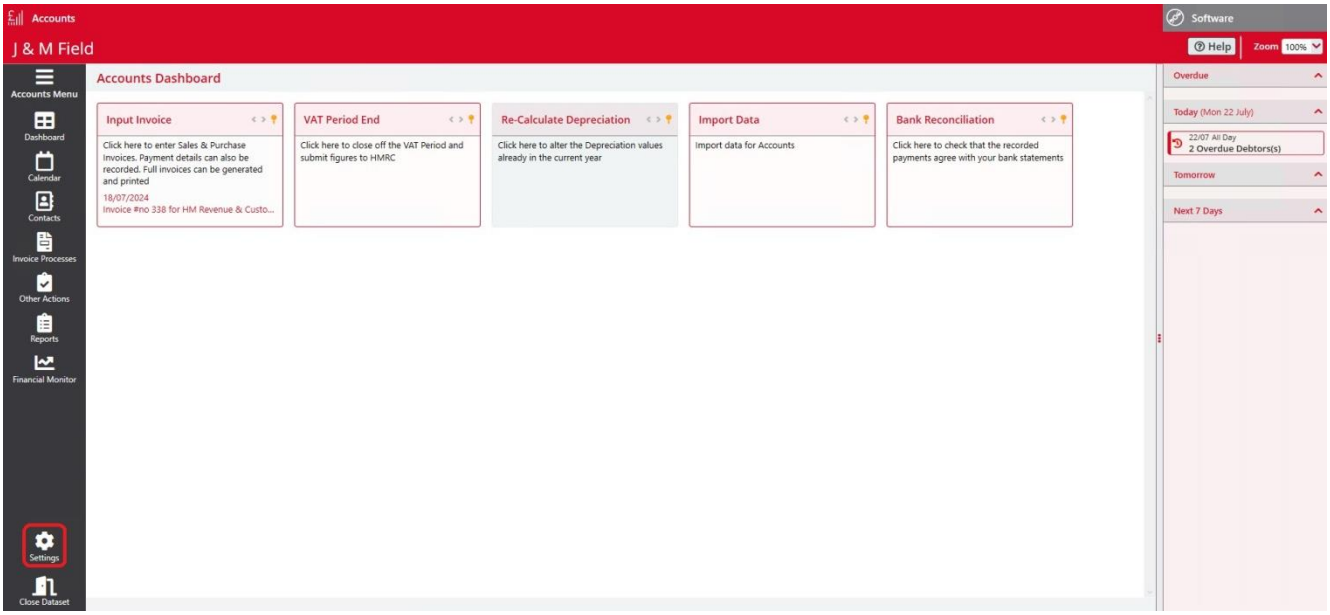


Configuring Nominal Codes for your business

To help you get going, **TOTAL2** supplies you with a **Default** or **Blank** list of **Nominal Code** headings (as mentioned in **Creating a Dataset**). This list is fully configurable allowing you to:

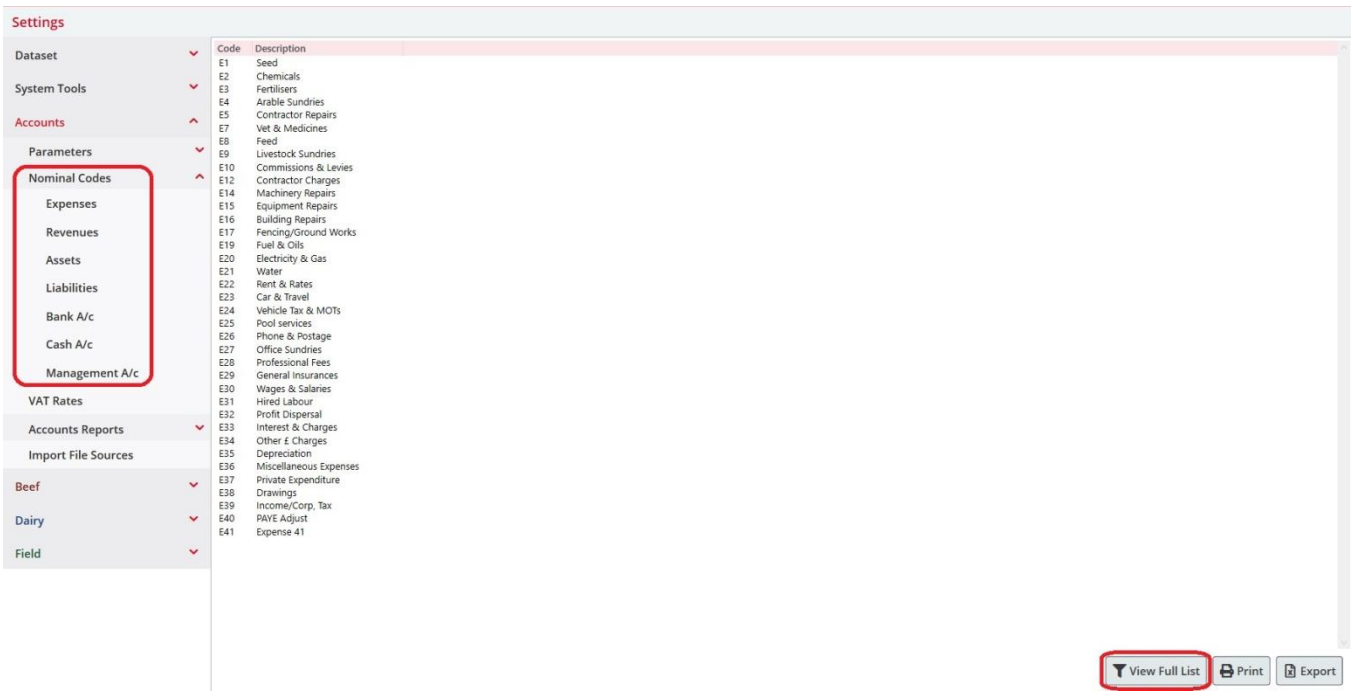
- Change the name and all details related to the heading
- Add in new headings

1. From the **Accounts Menu** click on **Settings.**

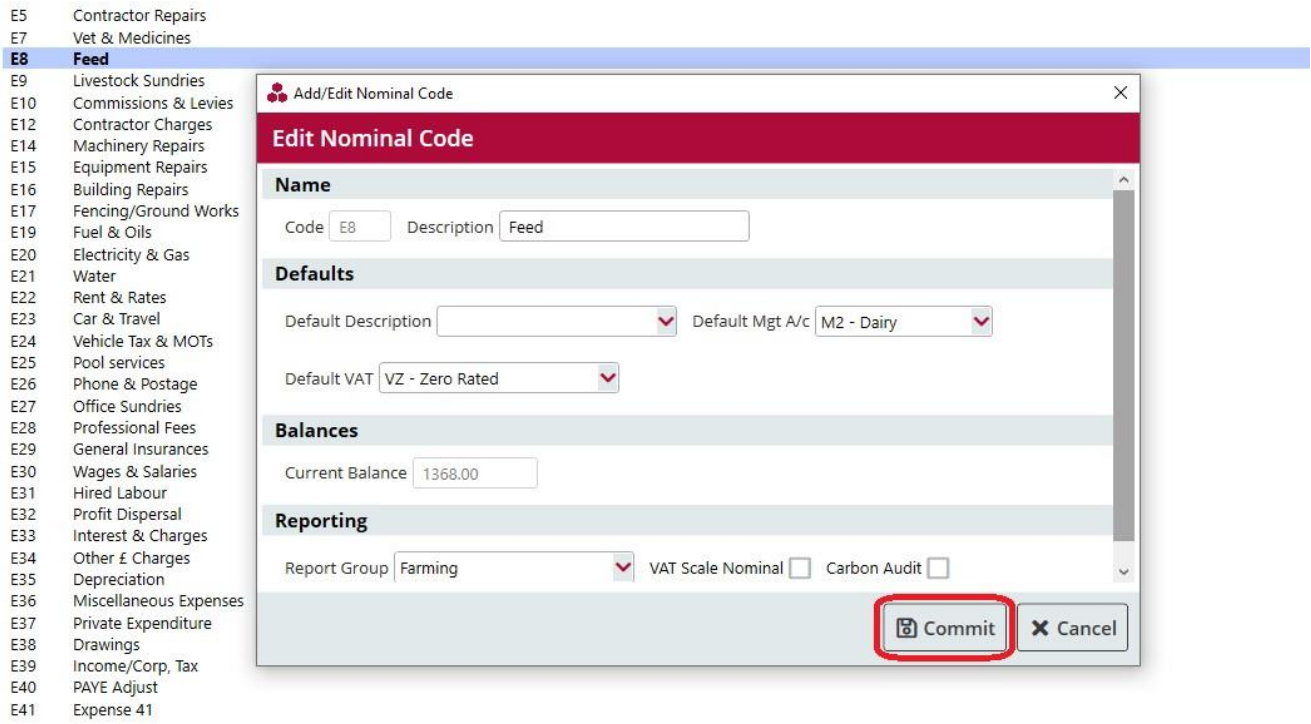


2. Select **Nominal Codes**, then the subsection (Expenses, Revenues, Assets etc.) you wish to make changes to.

3. In the bottom right of the screen click **View Full List**. This will display all available headings, used or blank (greyed out).



4. Double click on any of the lines to amend their details. Once finished click **Commit** to save the changes.



5. If you need more headings for a nominal type, you can increase them by going to **Accounts > Parameters > General**. Under **Nominal Accounts**, double-click the nominal type you wish to increase the limit for and **Commit** the change.

Note: There is no limit on the maximum amount of each nominal type.

Using Different Nominal Codes

1. **Expense E** and **Revenue R Codes** are the main trading headings for both your variable and fixed costs.
   a. With headings like **Feed** and **Vet & Med** there is no need to set up a nominal code for each livestock enterprise as when entering invoices you select the **Expense** code first in the **Nominal A/C** box then you can choose the **Management A/C** (i.e. Enterprise). Therefore, for example, you can report on either **All** Feed or just **Beef** Feed.

2. **Asset** Codes are where you can specify the main Fixed Asset headings used by your Accountant in your final set of accounts. You can elect to list each major asset separately and then summarise them in the Balance Sheet Groupings. Opening balances can be entered at this stage but this can be done at any time so don't worry if you haven't got them to hand.

3. **Liability** Codes are used to reflect any partner's capital investment in the business and to show all loans outstanding to the business. Again, opening balances can be entered at this stage but this can be done at any time so don't worry if you haven't got them to hand.

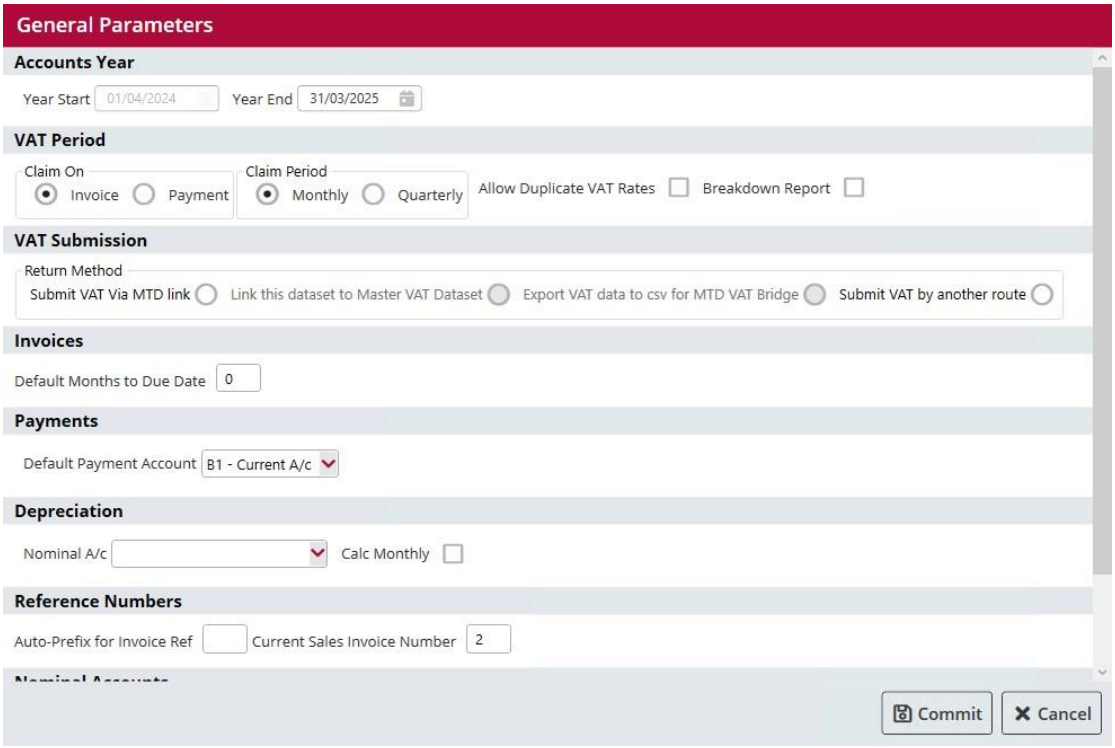
4. **Bank A/C** Codes are there to set up your main bank account and any other accounts used regularly by the business. The balance entered here will need to be the **adjusted opening balance** – this would be the opening balance of the period you are starting from **LESS** any payments made in an earlier date that didn't clear the bank account until after the starting date. You can also use these accounts to manage your Business Credit Card payments.

5. The **Cash A/C** code is for the Petty Cash account.

6. **Management A/C** codes are used when you wish to analyse your invoices by each **Enterprise** or machinery such as individual **Tractors** etc.. Other cost centres such as different properties can also be setup as **M** codes.

Other General Parameter Settings

By clicking on the **Settings > Accounts > Parameters > General,** you can fine tune the settings further. Double-click on any line to bring up the window to edit the settings.



Adding a Contact

A contact is any business/person your business interacts with. This includes customer/suppliers, consultants, accountants, users etc..

1. Click **Contacts** from the **Accounts Menu**. This will bring you to a list of all existing contacts
2. To add a new contact, click **Add Contact** in the bottom right
3.

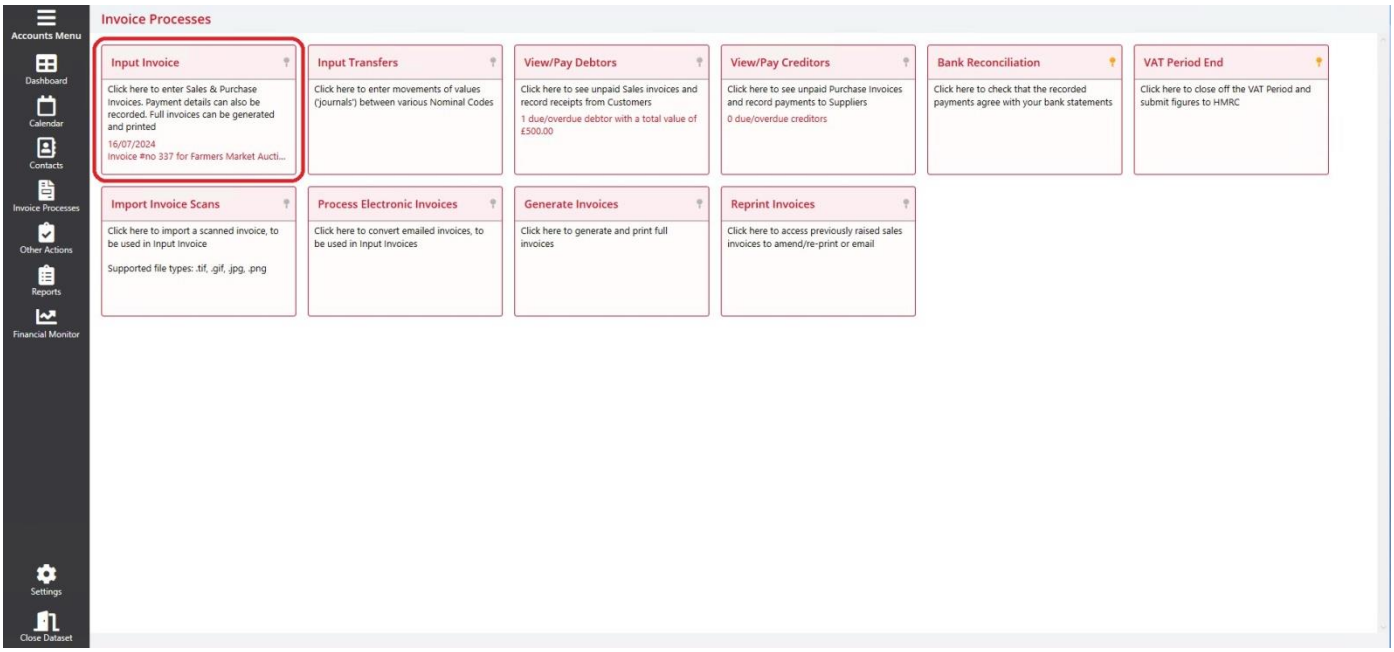
Monthly Process for TOTAL2 Accounts

The monthly processes to keep your accounts up to date are as follows:

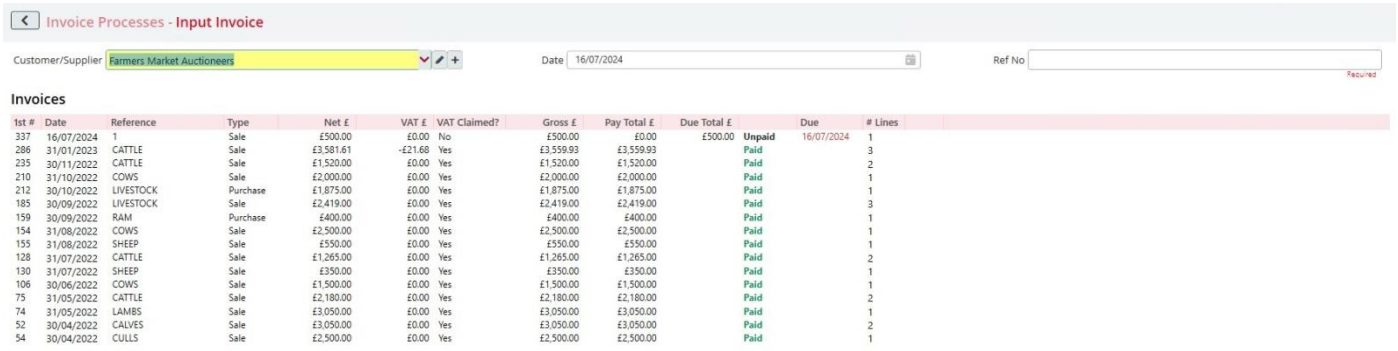
1. Enter Purchase Invoices and Sales Receipts via **Input Invoice**.
2. Pay off any outstanding creditors and debtors via **View/Pay Debtors** and **View/Pay Creditors**.
3. Run **Bank Reconciliation**, processing repeat items.
4. Run **VAT Period End** if Monthly or the last month of the Quarter and submit to HMRC.

Entering Purchase Invoices

1. From the **Invoices Processes** screen, click **Input Invoice**. We recommend pinning this item to the Dashboard as you will be using it frequently.



2. In **Customer/Supplier**, either press **F2** to add a new supplier or enter part of an existing supplier's name and use the mouse or keyboard to select them.
   a. When a **Customer/Supplier** has been selected, **ALL** existing invoices against them will appear.



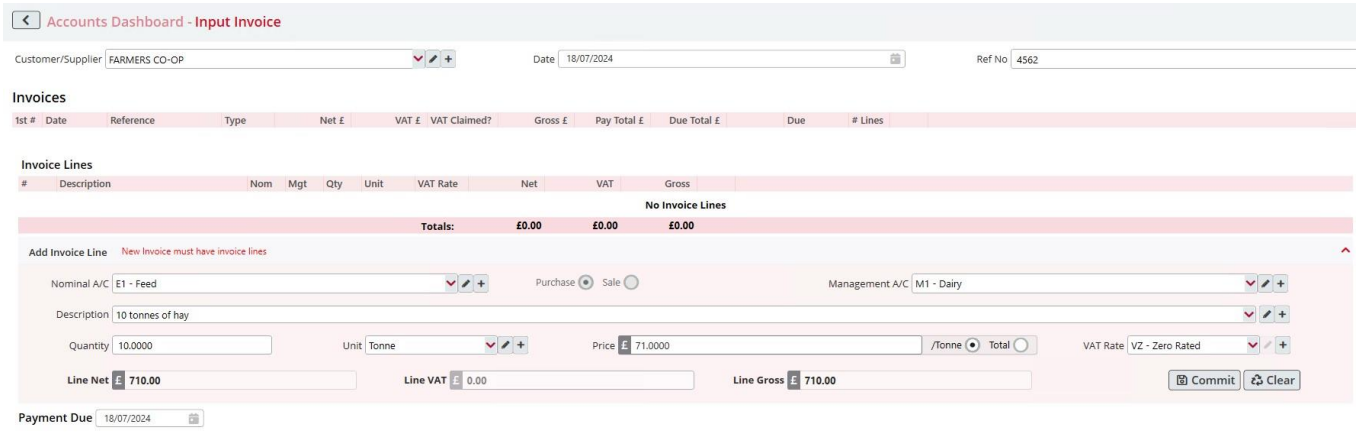
1st #	Date	Reference	Type	Net £	VAT £	VAT Claimed?	Gross £	Pay Total £	Due Total £		Due	# Lines
337	16/07/2024	1	Sale	£500.00	£0.00	No	£500.00	£0.00	£500.00	Unpaid	16/07/2024	1
286	31/01/2023	CATTLE	Sale	£3,581.61	-£21.68	Yes	£3,559.93	£3,559.93		Paid		3
235	30/11/2022	CATTLE	Sale	£1,520.00	£0.00	Yes	£1,520.00	£1,520.00		Paid		2
210	31/10/2022	COWS	Sale	£2,000.00	£0.00	Yes	£2,000.00	£2,000.00		Paid		1
212	30/10/2022	LIVESTOCK	Purchase	£1,875.00	£0.00	Yes	£1,875.00	£1,875.00		Paid		1
185	30/09/2022	LIVESTOCK	Sale	£2,419.00	£0.00	Yes	£2,419.00	£2,419.00		Paid		3
159	30/09/2022	RAM	Purchase	£400.00	£0.00	Yes	£400.00	£400.00		Paid		1
154	31/08/2022	COWS	Sale	£2,500.00	£0.00	Yes	£2,500.00	£2,500.00		Paid		1
155	31/08/2022	SHEEP	Sale	£550.00	£0.00	Yes	£550.00	£550.00		Paid		1
128	31/07/2022	CATTLE	Sale	£1,265.00	£0.00	Yes	£1,265.00	£1,265.00		Paid		2
130	31/07/2022	SHEEP	Sale	£350.00	£0.00	Yes	£350.00	£350.00		Paid		1
106	30/06/2022	COWS	Sale	£1,500.00	£0.00	Yes	£1,500.00	£1,500.00		Paid		1
75	31/05/2022	CATTLE	Sale	£2,180.00	£0.00	Yes	£2,180.00	£2,180.00		Paid		2
74	31/05/2022	LAMBS	Sale	£3,050.00	£0.00	Yes	£3,050.00	£3,050.00		Paid		1
52	30/04/2022	CALVES	Sale	£3,050.00	£0.00	Yes	£3,050.00	£3,050.00		Paid		2
54	30/04/2022	CULLS	Sale	£2,500.00	£0.00	Yes	£2,500.00	£2,500.00		Paid		1

Note: It is easiest to use **Enter** or **Tab** to progress through the data entry boxes (i.e. from **Customer/Supplier** to **Date**) as the yellow box will always help indicate where you are on the screen.

3. Enter the **Date** (Invoice/Tax Point Date) and **Ref No** (the Supplier's Invoice No.) from the actual document.

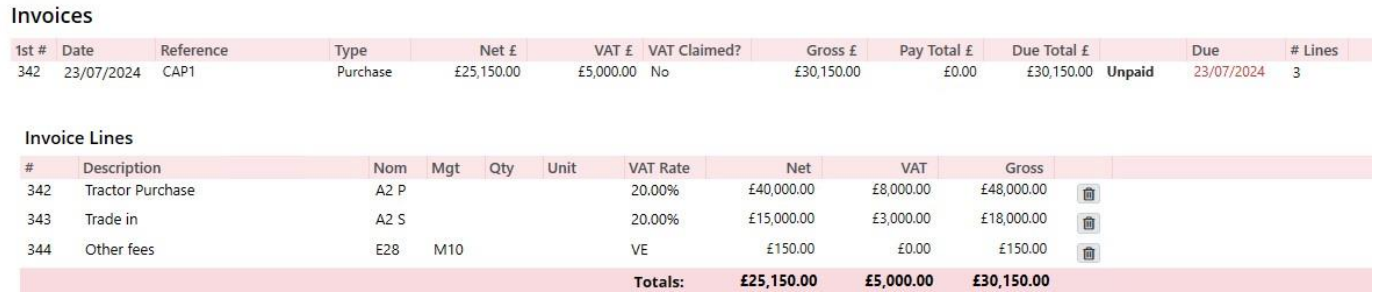
4. The next section is the invoice content. At the **Nominal A/C** box you will decide what sort of invoice entry you are doing.

   a. For day-to-day purchases, choose an **Expense Code** by either clicking on the **down arrow** in the **Nominal A/C** box or by typing part of the nominal code name. Matching items will be filtered in the list. Then you will be prompted for a **Management A/C** should you wish to attribute this cost to an enterprise or piece of machinery (this can be left blank) or property, followed by the invoice line **Description**, **Quantity and Unit** (if using)**, Price** and **VAT Rate** (a default rate is assigned to each **Nominal A/C**) and **Line VAT** (which will be auto-calculated, but can be overwritten). Once all details for the line have been entered click **Commit**.



   b. For a **Capital Purchase** like new machinery, select an **Asset Code** and define whether it is a **Purchase** or a **Sale**. If there has been a trade-in, two lines should be entered, one for the purchase and one for the

sale with potentially also an **Expense Code** line for other fees. Once the details for each line has been entered click **Commit**.



Invoices

1st #	Date	Reference	Type	Net £	VAT £	VAT Claimed?	Gross £	Pay Total £	Due Total £		Due	# Lines
342	23/07/2024	CAP1	Purchase	£25,150.00	£5,000.00	No	£30,150.00	£0.00	£30,150.00	Unpaid	23/07/2024	3

Invoice Lines

#	Description	Nom	Mgt	Qty	Unit	VAT Rate	Net	VAT	Gross	
342	Tractor Purchase	A2 P				20.00%	£40,000.00	£8,000.00	£48,000.00	
343	Trade in	A2 S				20.00%	£15,000.00	£3,000.00	£18,000.00	
344	Other fees	E28	M10			VE	£150.00	£0.00	£150.00	
						Totals:	**£25,150.00**	**£5,000.00**	**£30,150.00**	

5. Before committing the final line of an invoice you can change the **Payment Due** date. Upon **Commit** of the final line the due date will be set.
   a. If the due date is going to be a set number of days from the invoice date for a customer you can set a default due date, either from **Contacts** in the **Accounts Menu** or by editing their **Customer/Supplier** record directly from the invoice.
   b. If you wish you want to change the **Payment Due** date after committing the final line you will need to re-select an existing line, change the date, then **Commit.**

6. Next you have the option to add **Payment** (for the **Starter Accounts** level, full payment is mandatory). If you wish to leave the invoice unpaid click **Finish** before adding a payment record:
   a. Multiple payment lines can be added from different **Payment A/C**
   b. A default **Payment A/C** (generally B1) can be set in **General Parameters**
   c. Invoices can be fully paid or part paid depending on the **Amount Paid**. Part paid and unpaid invoices will leave a **debtor/creditor** to be paid off at a later time
   d. By default **Payment Ref** is BACS and **Payment Date** is the invoice date

7. After all invoice and payment lines have been committed, click **Finish** to save the full invoice.

Entering Sales Receipts

1. Follow steps 1-3 from Entering Purchase Invoices.

2. At the **Nominal A/c** box select a relevant **Revenue R Code,** followed by an enterprise **Management A/C** for day-to-day sales or the sales of an **Asset A code** then a **Description, Quantity** and **Unit** (if using), **Price, VAT Rate** and **Line VAT**

3. Add a payment record if the invoice has been paid

4. If there are deductions shown on the receipt (e.g. levies on Grain or Livestock Self-Billing Invoices), then enter a second invoice line and choose the relevant **Expense Code** to record these and they will be deducted from the overall total automatically.

5. After all invoice and payment lines have been committed, click **Finish** to save the full invoice

Generating Sales Invoices (if you have the optional Invoicing Module)

Please refer to the **TOTAL2 Invoicing Module** guide.

Amending Mistakes

1. Within the current VAT period you can amend everything on an invoice (or even delete it completely) by going into **Input Invoice** and entering the relevant **Customer/Supplier** to bring up all entries booked against them and then double-clicking on an invoice to see the detail and amend accordingly.

2. Outside the current VAT period you can still amend every detail of the invoice, bar the values. If the value is wrong you will need to enter a corresponding new invoice entry for the difference.

3. Amending an invoice line's value does not also amend the payment value. To amend the payment directly from the invoice, double-click on an existing payment record and **Commit** any changes. You can also amend the payment via **Other Actions > View/Amend Payments**.

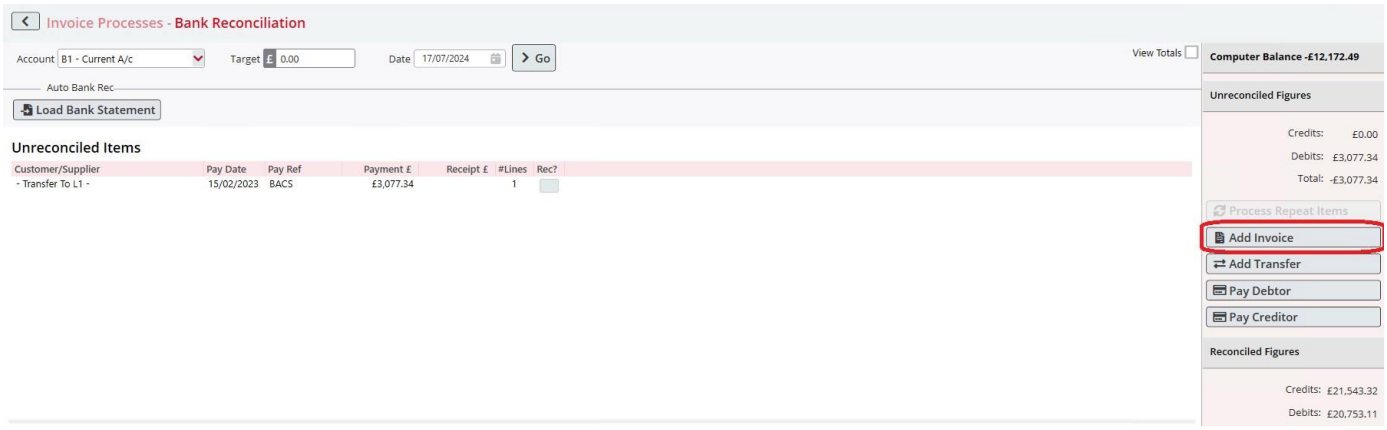
Bank Reconciliation

1. Go into **Invoice Processes > Bank Reconciliation**.

2. Select the relevant **Bank Account**, **Target Balance** – this is the value at the end of your bank statement that you wish to end up matching against, followed by the **Date**, to prompt any relevant repeat items to be processed (not applicable to Starter Accounts). Then click **Go**.

3. When the list of payments and receipts is shown, tick each relevant line off against your paper statement.

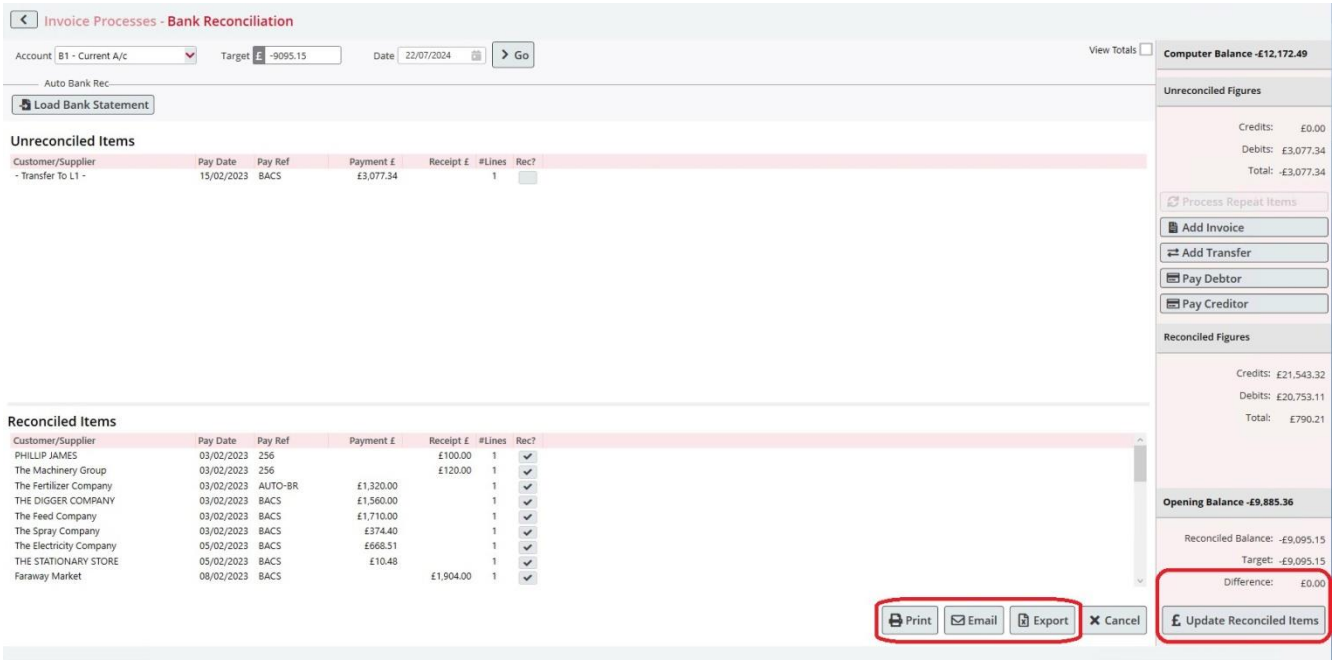
4. If there are any values shown on the paper statement that aren't on screen, you can click on the **Add Invoice** button on the right of the Bank Rec screen to record those. Ensure the added invoice is paid by the bank account you are reconciling so the record will appear under **Unreconciled Items**.



5. If you need to amend an entry then double-click on it to be taken to the **View/Amend Payments** screen. If you also need to correct the invoice, select the relevant payment record and click **View Invoice** in the bottom right.

6. As you proceed through the list, you will see the difference between your **Reconciled Balance** and **Target** change in the bottom right. Once the **Difference** is down to **£0.00**, **Update Reconciled Items** will become active.

7. At this stage you may **Print**, **Email** or **Export** the information. You are also able to do this via the **Previous Bank Recs** report.



8. By clicking **Update Reconciled Items**, all ticked items will be removed from the list leaving the remaining un-reconciled payments and receipts for the next reconciliation.

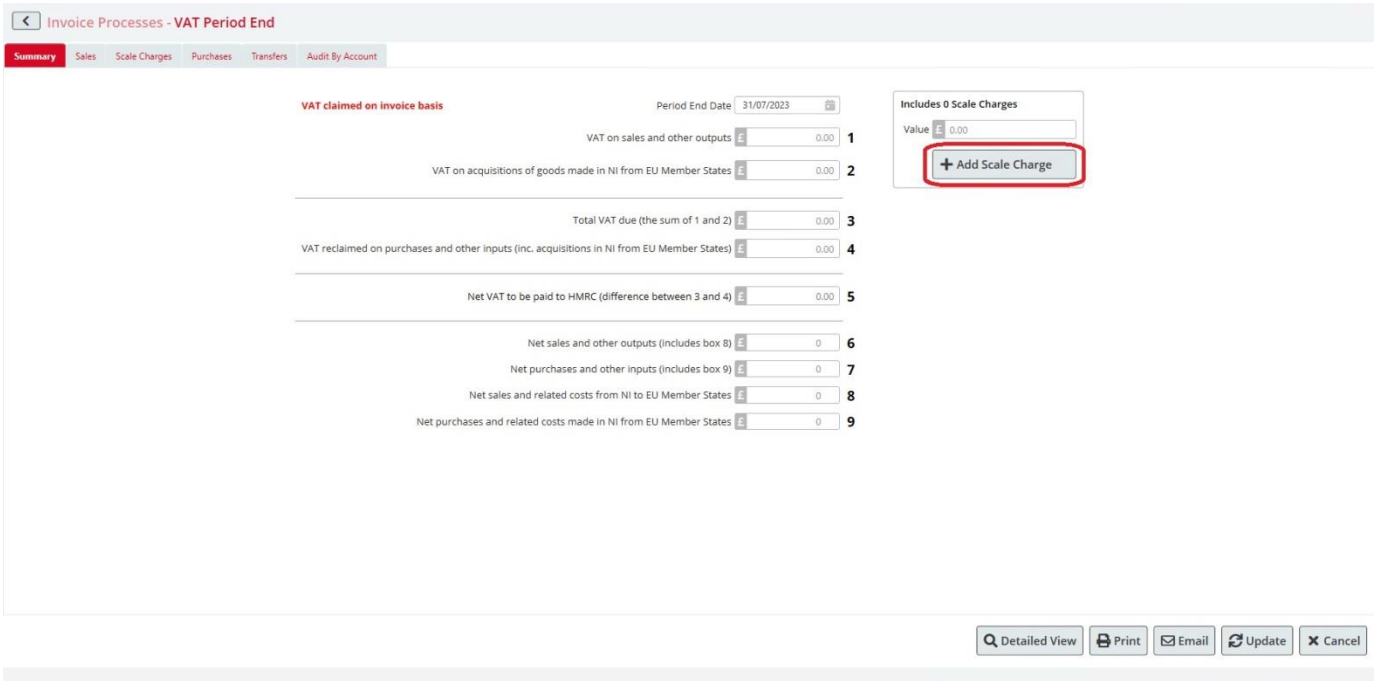
VAT Period Update

1. Go to **Invoice Processes > VAT Period End**, and confirm the correct date is shown in **Period End Date**.

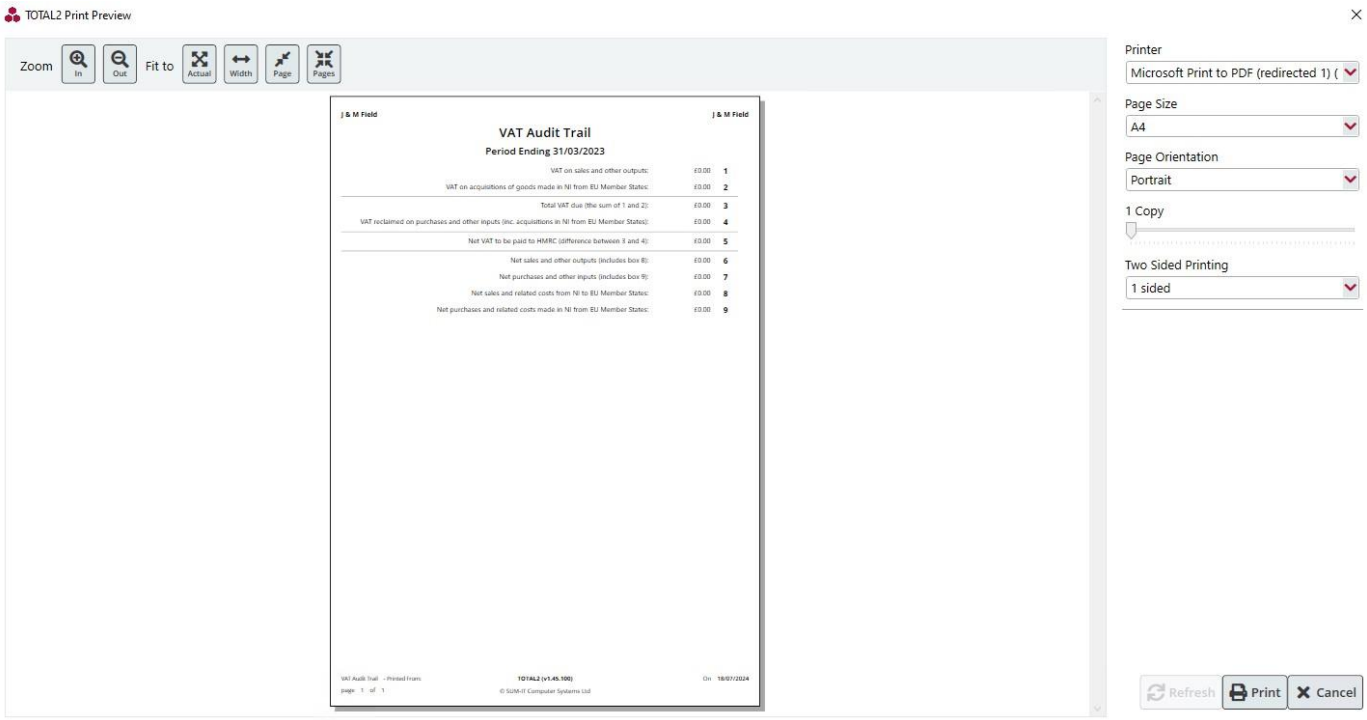
2. If this is your first time submitting VAT through TOTAL2 you will be prompted upon entry to setup a link with HMRC. Read through the prompts and enter the required details to authorise. If you run into any issues with this process please give us a call.

3. If you use scale charges then click **Add Scale Charge** on the right-hand side

    a. To delete a scale charge once committed you will need to go to **Invoice Processes > Input Transfers**



4. Click on **Print** to view and print the VAT Audit Trail for this period.



5. After printing, if you're happy with the figures click **Update** to shut the period down. You will then be prompted to submit the Return to HMRC.

Please call us on the Total Support Helpline on 01844 213003 if you have any issues getting going with the Accounts Module.