

Setting up

Bottom Line

3



Getting Started

You are now ready to start creating your accounts structure in Bottom Line. You can do this in one of two ways...

- You can use one of the pre-supplied sets of accounts as a template which can then be modified to suit your requirements.
- If none of the existing templates provide a close match, you can start with a blank document and build your accounts structure from scratch.

Whichever of these two routes you choose, follow the steps in this chapter to set up Bottom Line in preparation for [Chapter 4](#) and the actual process of building your accounts structure.

Installing Bottom Line

Before doing anything else, you should copy Bottom Line and the relevant ancillary files onto your Macintosh hard disk.

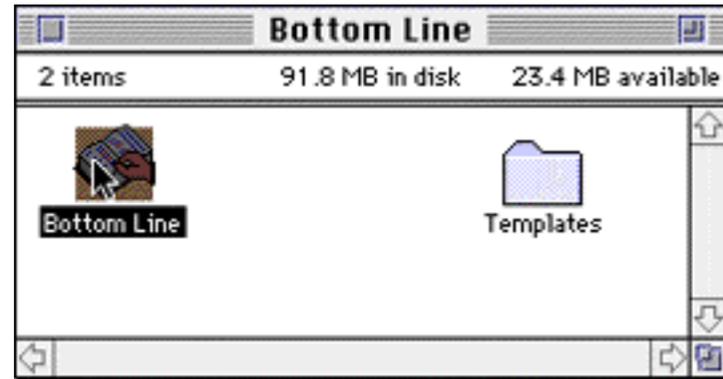
Turn to the accompanying booklet — **Installing Bottom Line** — to find out how to do this.

Opening Bottom Line

Once installed, you are now ready to run the Bottom Line application...



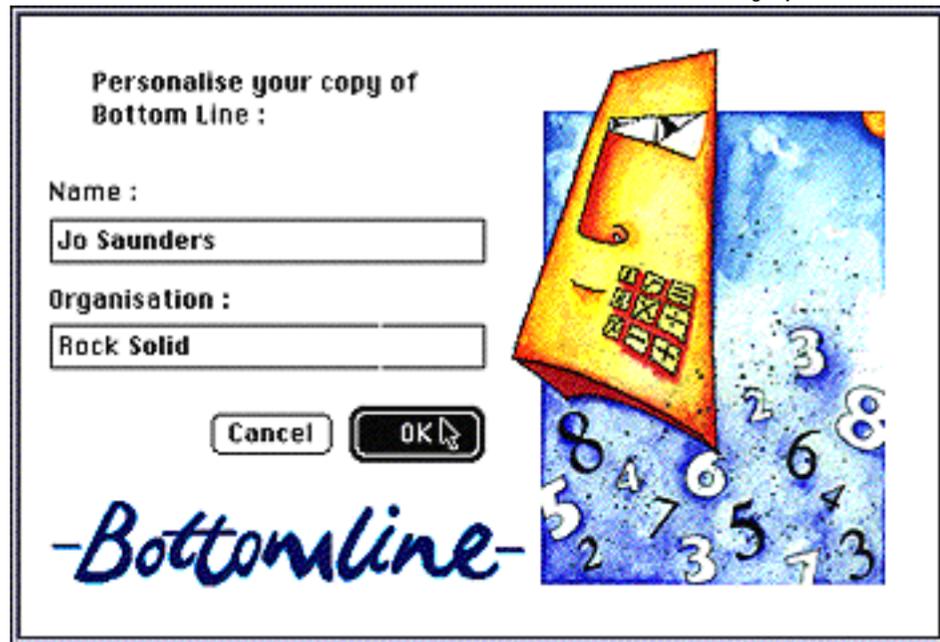
From the Macintosh desktop, locate the folder containing Bottom Line then open it by double clicking the folder icon.



Double click the Bottom Line icon to open the application.

Personalise your copy

On opening Bottom Line for the first time, you are invited to personalise your copy of the program by entering your name and the name of your organisation.



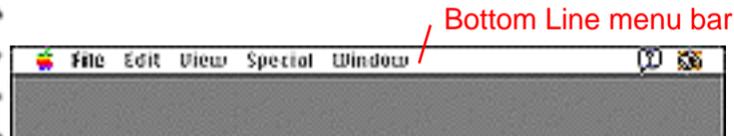
Type your name then click inside the Organisation box (or press the Tab key) and type the name of your organisation.

On completion, click OK to accept these details.

Bear in mind that these details are destined to become a permanent feature of the opening title screen — so, if you spot a typing error, click inside the relevant box and edit the text in the usual Macintosh way before clicking OK.

Creating a Bottom Line document

You will now see the Bottom Line menu from which you can create a new accounts document or open a pre-supplied template...



Creating a New Set of Accounts

If you intend to start building your accounts structure from scratch then create a new accounts document by choosing **New** from the file menu.

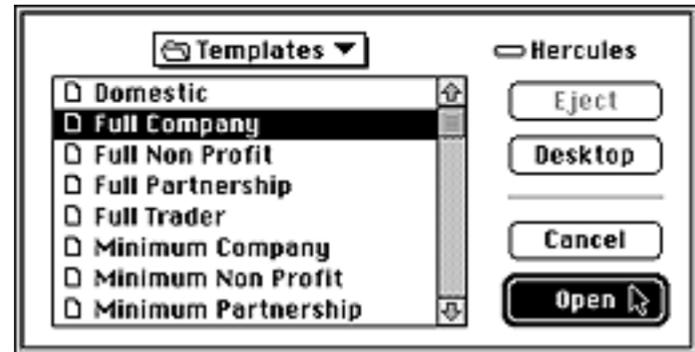
Alternatively...

Opening an Accounts Template

To save valuable time and effort, Bottom Line provides a number of pre-prepared account structures which you can customise to meet your requirements. If you want to use one of these templates, choose **Open** from the File menu...



To open an existing template, choose **Open** from the File menu then locate and open the required document from the directory list in the usual Mac fashion...



Taking the short cut...

You can also open an existing data file from the Macintosh desktop by double clicking its icon.



A New Business

Before you can start using your accounts document, Bottom Line needs to establish the following information which appears on all relevant customer and supplier paperwork — such as invoices, statements and remittance notes. To complete these entries...

Business Name: Enter the name of your business exactly how you want it to appear on all printed reports.

The screenshot shows a 'New Business' form with the following fields and values:

- Business Name:** Rock Solid
- Address:** The Long Barn, 15 Merlin Lane, Lockington, BA12 6JL
- Tel no:** 01230 683434
- Fax no:** 01230 683435
- VAT no:** 673 2632 95
- Password:** *****

Red lines from external text blocks point to the Business Name, Address, Telephone Numbers, VAT Number, and Password fields.

VAT Number: If applicable, enter your VAT registration number.



More about passwords

- If security is not a problem, leave the password blank to allow free access.
- For increased security, you may want to change your password at regular intervals.
- If you should forget your password, contact the Forecast Systems hot line for assistance.

Business Address: Type your business address in the four lines provided.

Telephone Numbers: Enter your business telephone and fax numbers.

Password: If you want to restrict access to your data, specify a password. To help keep your password private, each time you open this document, you will be expected to enter the password exactly as it is registered now — including capitals and lower case characters.

Setting up the Business Details

Start date for Year:

Enter the date which represents the start date of your financial year. The date must be the start of the financial year in which the current period occurs — [see note overleaf](#).

Edit the preset date in the usual Macintosh fashion.

Number of Periods: The financial year can be divided into either 12 or 13 accounting periods. This option is preset to 12 monthly periods — if you want to prepare your accounts every 4 weeks, click the button for 13 periods.

[Turn the page](#) for further information about the **Current Period**...

Current Period: This is where you enter the accounting period from which the accounts are to start. If you are starting a new financial year then you would enter period 1. However! If you are transferring your accounts part way through your financial year, we recommend that you overlap the initial accounting period in Bottom Line with the period that has just ended in your existing books as illustrated in the [example overleaf](#)...

Click OK to accept the new business details.



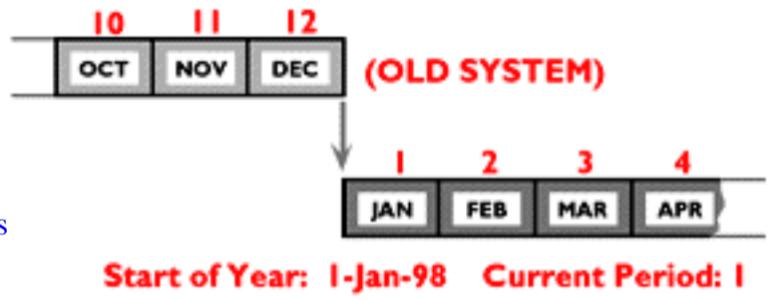
Dates

The current date is preset to your Macintosh's system date. If this is incorrect, select Control Panels from the Apple Menu then reset the date (and time) in the Date and Time panel. Turn to your Macintosh User's Guide for further details. Turn to [Chapter 19](#) to see how dates are entered.

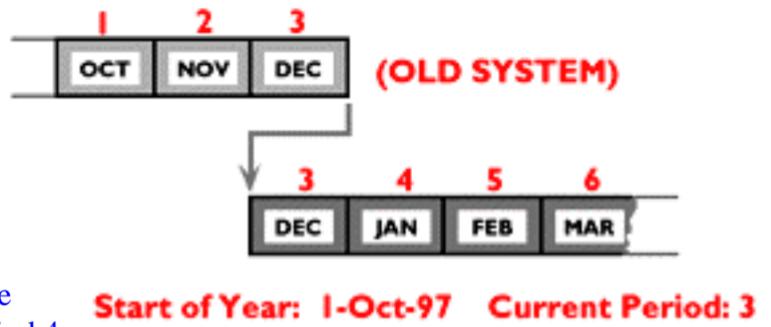


Start of Year and Current Period

Imagine that you are keeping a manual set of accounts and that you decide to switch to Bottom Line at the end of your financial year. If your financial year finished on 31st December 1995 then you would start from period 1 in the new financial year which, in turn, has a start date of 1st January 1996...



Now imagine that you want to switch to Bottom Line in January 1996 but, this time, you are already part way through your current financial year — which started on the 1st October 1995. In these circumstances, you would close your old books at the end of period 3 and start Bottom Line from the same period — period 3. The overlap allows you to transfer the existing accounts, balance them and close the period before Bottom Line takes the strain in period 4.

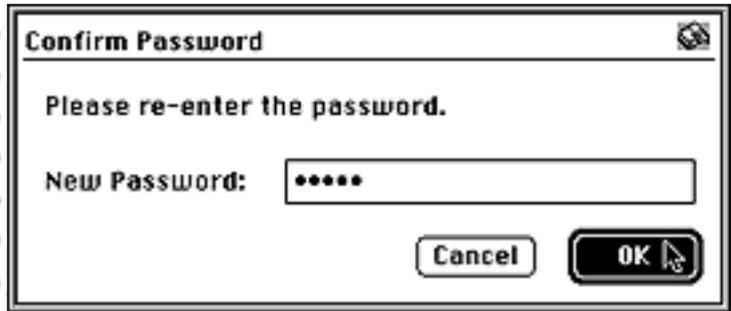


Saving Your Business Details

Check the details you have just entered, paying special attention to the last three options — Start of the Year, No. of Periods and Current Period — which **cannot be modified** once saved.

When you are ready, click OK to accept these details.

You will now see the following dialog...



Re-enter your password (if applicable) then click OK to proceed...

If you are working with a template, turn now to the section “[Introducing the Bottom Line desktop](#)” later in this chapter, otherwise [turn the page...](#)



Changing business details

Once you have finished setting up your new accounts document, you can modify the business details and password by choosing **Business Details** from the Special menu.



For more information, turn to [Chapter 19](#).



Un-accepted password

If you make any typographical errors when confirming your password, Bottom Line will complain. When prompted to confirm your password for a second time, either re-enter the characters correctly — or, if you want to change the original password, click Cancel to return to [New Business Panel](#).

New Accounts Set Up

If you are creating a brand new accounts document, Bottom Line needs to know your numeric ranges for the five account categories — Assets, Liabilities, Capital, Revenue and Expenditure.

The program displays the Accounts Set up panel...

Setup - Account Details			
Account Code Ranges			
Assets start:	10000	Revenue start:	50000
Liabilities start:	20000	Expenditure:	60000
Capital start:	40000		
Capital Accounts			
Retained Profits:	43000		
Profit or Loss:	42000		

Working from the accounts structure that you designed earlier, complete the following details...

Account Ranges: As described in [Chapter 2](#), Bottom Line provides five file dividers — or account categories. These organise and store all the accounts required to generate the Balance Sheet and Profit & Loss reports. Each account is linked to the relevant account category via its five digit code.

To determine which account items are assigned to which category, you can retain the preset values or enter the revised starting numbers that you have devised for each of the five account categories — Assets, Liabilities, Capital, Revenue and Expenditure.

Capital Accounts: Next, enter the codes for the two Capital accounts which you will assign to the current and retained profits on the Balance Sheet. (see further details [on the next page](#))



Account templates

If you are working with a pre-supplied template, the account details have already been entered for you. On completing the set-up routine, choose General Account Details from the General Menu to check and, if necessary, modify the options as described here.

New Accounts Setup (continued)



Account ranges in action

Using the **code ranges** shown above, all accounts assigned a number ranging from 10000 to 19999 will line up within the **Assets** account category, while those assigned numbers between 20000 and 39999 will be organised under **Liabilities** and so on.



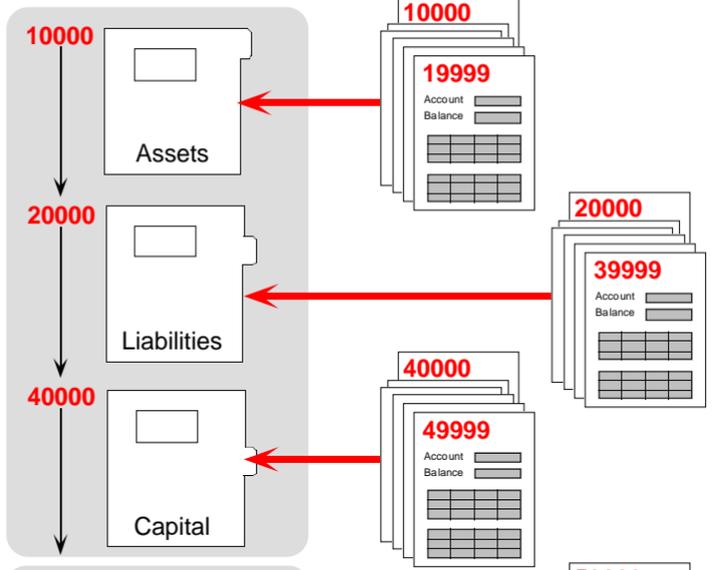
Profits, past and present

To recap from **Chapter 2...**

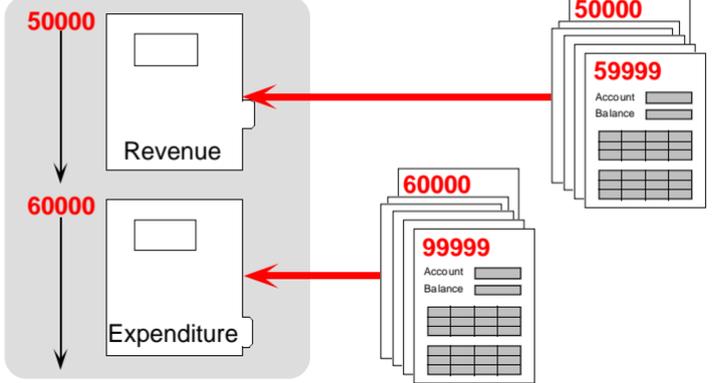
The **Retained Profits** account records the profits accumulated during previous years.

The **Profit & Loss** account reflects the accumulated profit for the current year.

Balance Sheet



Profit & Loss



New Accounts Setup (continued)

General Ledger - Account Details

Account Code Ranges

Assets start: 10000 Revenue start: 50000

Liabilities start: 20000 Expenditure start: 60000

Capital start: 40000

Capital Accounts

Retained Profits: 40400

Profit or Loss: 40800

Suspense Accounts

Debtors: 14200

Creditors: 20600

Journal Number: 180

Cancel OK

Suspense Accounts: Although the program does everything it can to prevent this, an unusual situation could arise when transactions from the Sales or Purchase Ledgers are posted — via an analysis code — to a General Ledger account which does not exist.

To overcome this problem, your accounts structure should include the relevant Suspense accounts to catch any itinerant postings.

To capture stray postings from the Purchase Ledger, enter the number (of an asset) that you are assigning as the Debit Suspense account.

Enter a liability account number to act as a Credit Suspense account.

Journal Numbers: In Chapter 15, you will be meeting the Journal facility which is used to enter direct transactions to the General Ledger.

For auditing purposes, Bottom Line automatically numbers each journal for you — starting from 1. If you want to start from a different number, edit the preset number in the usual way.

Check the information you have entered and if necessary, make any corrections. Once everything is the way you want it, click OK to accept these details.

Bottom Line now creates your ledgers.

New Accounts Setup (continued)

**Making Changes**

Once the set up routine has been completed, you can modify this information by choosing General Account Details from the General menu. Turn the page to find out how you can access the General menu.

Bear in mind that any major changes — for example, renumbering the account code ranges — should be made before you add or modify account items to avoid undermining a framework which is firmly established.

General	
General Account Details...	⌘D
New Account...	⌘T
Enter Cash Book...	
Enter Journal...	⌘J
Prior Period Journal...	
Post from Sales Ledger...	
Post from Purchase Ledger...	
Clear Transaction List	
Edit Departments...	

Introducing the Bottom Line Desktop

Having set up your accounts, you will now see the Bottom Line Desktop...



Notice that the desktop is divided into three separate areas — **Sales**, **General Ledger** and **Purchases**.

Notice also that each area, in turn, contains four icons.

Like the Macintosh desktop, Bottom Line icons act as containers which you use to enter, organise and store your work. Icons also provide the main access route into Bottom Line — [for example...](#)

Selecting a Ledger

During the course of your work, you will constantly need to switch from one ledger to another. In Bottom Line, this is done by selecting the relevant ledger icon.

When you select a ledger, two additional menu names appear in the menu bar. These two menus contain those commands which are unique to the chosen ledger — try selecting each ledger in turn and examine their associated menus for yourself.

Sales	
Sales Account Details...	⌘D
Enter Invoice...	⌘I
Enter Credit Note...	
Enter Receipts...	⌘R
Enter Refund...	
Enter Other Transactions...	
Allocate Unallocated Cash...	
Clear Allocated Transactions	

Reports
Batched Invoices / Cr. Notes...
Aged Debtors...
Statements...
Account Status...
Customer List...
Customer Labels...
Sales Daybook...
Customer Audit...
Analysis Codes...
Sales Analysis...

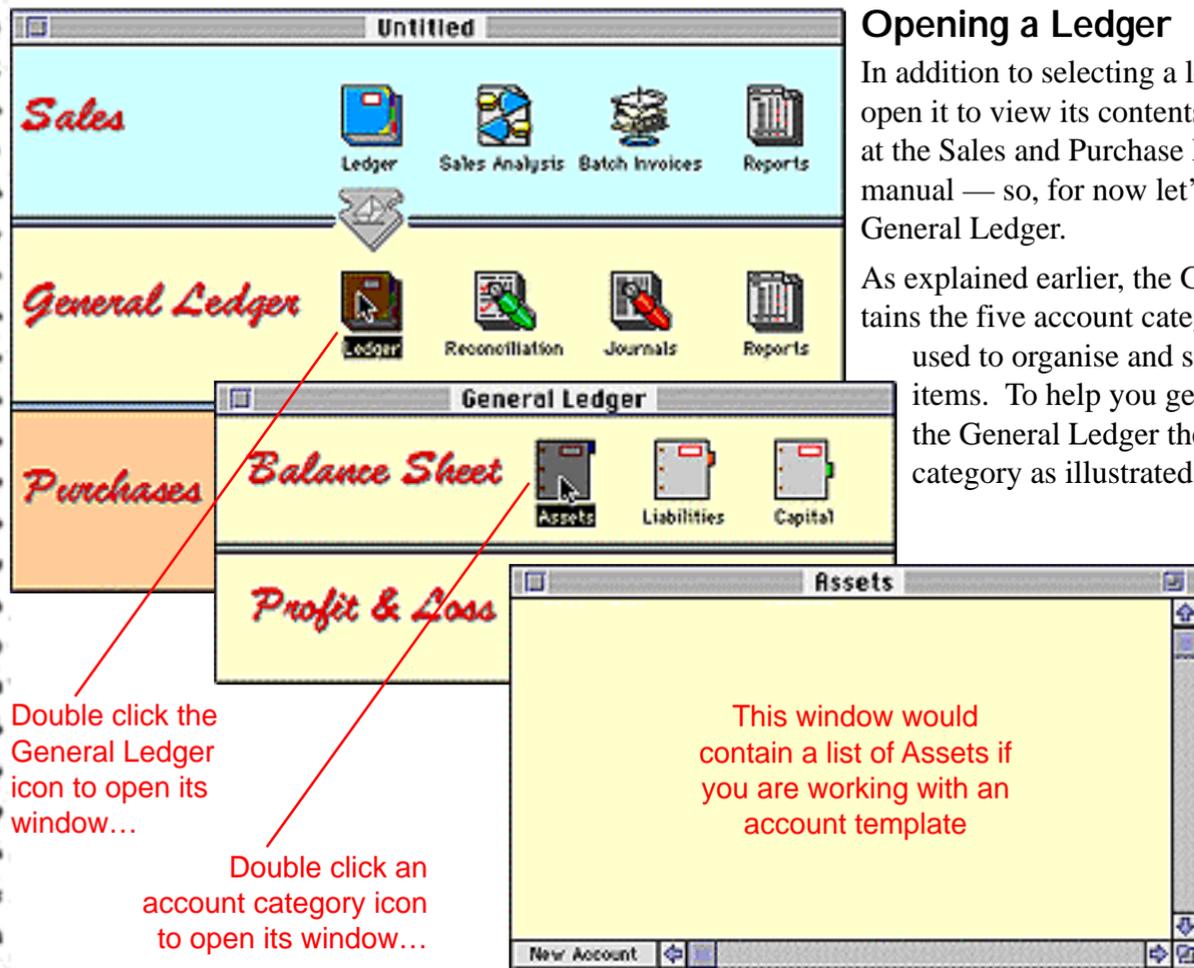
Click the relevant ledger icon to select it...
 ...and to access the menu items unique to that ledger.



Opening a Ledger

In addition to selecting a ledger icon, you can open it to view its contents. We will be looking at the Sales and Purchase Ledgers later in this manual — so, for now let's concentrate on the General Ledger.

As explained earlier, the General Ledger contains the five account categories that will be used to organise and store all your account items. To help you get your bearings, open the General Ledger then open any account category as illustrated here...



Viewing Windows

Notice that the contents of each opened icon are displayed in a **window**. If you are working with an accounts template, you will now see all the account items which have already been assigned to that category. By contrast, if you have created a new accounts document, the account category window will be empty in readiness for the new accounts to be entered.

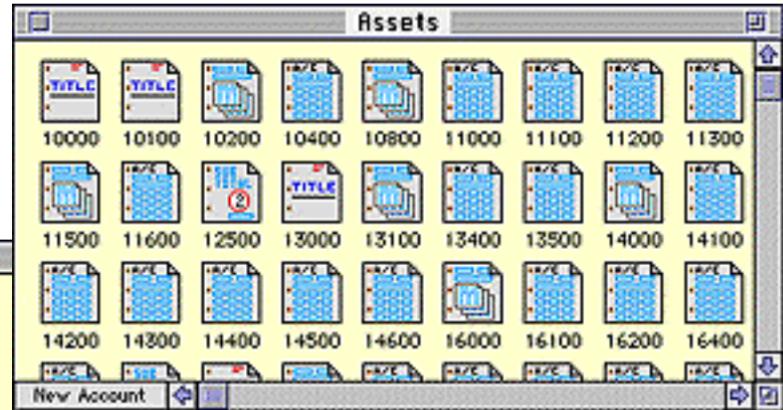
You've guessed it — each account can be opened by double clicking it. However, before you explore any further, take a quick look at the [behaviour of windows...](#)



Viewing account items

The account items assigned to each Account Category can be viewed in one of two ways — as icons (right) or as a hierarchical list (below).

Assets		
10000	Title	ASSETS
10100	Title	FIXED ASSETS
10800	Summary	Tangible Assets
10900	Account	Plant & Machinery
11000	Account	Furniture & Fittings
11100	Account	Office Equipment
11200	Account	Motor Vehicles
11300	Account	Less Depreciation
11500	Summary	Investments
11600	Account	Shares
12500	Subtotal 2	TOTAL FIXED ASSETS
13000	Title	CURRENT ASSETS
13100	Summary	Stocks
13400	Account	Stock - Raw Materials
13500	Account	Work in Progress



To switch from one mode to another, choose the relevant option — By Icon or By Name — from the View menu.

Manipulating Windows

All icons on the Bottom Line desktop can be opened in the same way as the General Ledger — and it is possible to have more than one window open at once.

Each open window has, in turn, a number of features which help you view its contents. For example, you can [re-size](#) a window or [scroll](#) to reveal contents which may be hidden. You can also [move](#), [arrange](#) or [close](#) other windows that may be obscuring your view.

The Active Window

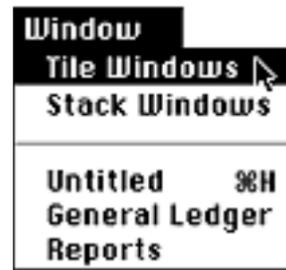
Before you can work with a window you need to ensure that it is the active window. To do this, click anywhere inside the required window to bring it to the foreground. You can tell which window is active because its title bar is highlighted by horizontal stripes.

You can also bring any open window to the front by choosing its name from the **Window menu**.

Rearranging Windows

There may be times when you want to view the contents of several windows at the same time.

In these circumstances, Bottom Line provides two options which help you to organise and arrange all the open windows on the screen.



The **Title Windows** command re-sizes all the open windows and arranges them around the screen.



Alternatively, the **Stack Windows** command re-sizes and layers all open windows so that each title bar is visible.

Locating a window's 'parents'

As with the Macintosh Finder, windows can be nested inside other windows in a hierarchical fashion — you can open a window containing icons which open other windows, and so on.

While you have an active window, you can locate and open the window from which it was opened — or other windows further up the hierarchy. To do this...



Returning Home

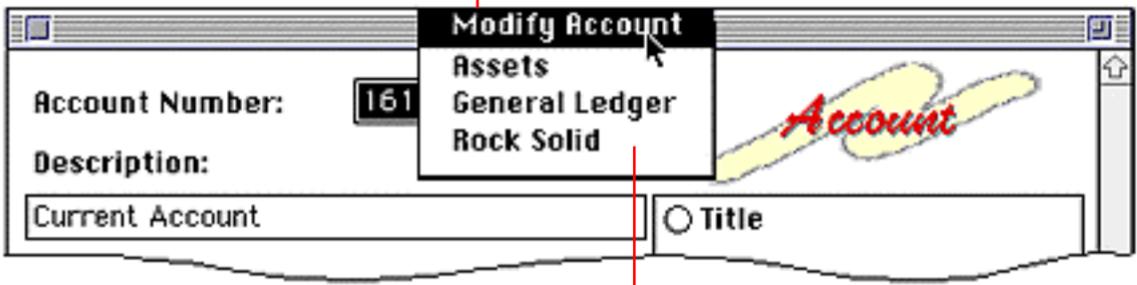
Whenever you want to return to the Bottom Line Desktop Window...

either choose the account file name from the Window menu,

or press **⌘H**, for home (press the H key while holding down the Command key).



Click the Window name in the centre of the header while holding down the Command Key.



Choose the required window from the pop-up menu.

Manipulating a Window

Click the **close box** to put the window away.

Click and drag the **title bar** to move the window to a new location.

Click the **zoom box** to expand the window to its optimum size. Click again to restore the window to its previous size.



Closing the desktop window

If you click the close box on the Bottom Line desktop, this closes your accounts document.

Drag the vertical **scroll box** to scroll anywhere in the vertical direction.

Click the vertical **scroll bar** (where it is grey) to scroll one window's depth.

Click the **scroll arrow** to scroll in the direction of that arrow (hold down the mouse button to scroll continuously).

Click and drag the **size box** in any direction to change the window's height and/or width.

Click the horizontal **scroll bar** (when it is grey) to scroll one window's width.

Click and drag the horizontal **scroll box** to scroll anywhere in the horizontal direction.

Some windows have control buttons in the lower left corner.

Assets		
10000	Title	ASSETS
10100	Title	FIXED ASSETS
10800	Summary	Tangible Assets
10900	Account	Plant & Machinery
11000	Account	Furniture & Fittings
11100	Account	Office Equipment
11200	Account	Motor Vehicles
11300	Account	Less Depreciation
11500	Summary	Investments
11600	Account	Shares
12500	Subtotal 2	<u>TOTAL FIXED ASSETS</u>
13000	Title	CURRENT ASSETS
13100	Summary	Stocks
13400	Account	Stock - Raw Materials
13500	Account	Work in Progress

New Account

VAT Rates

If you are VAT registered, this section describes how to specify the VAT rates charged on your sales and purchases. To do this, open the VAT Details panel like this...



Choose the VAT Details option from the Special menu to display the following panel...

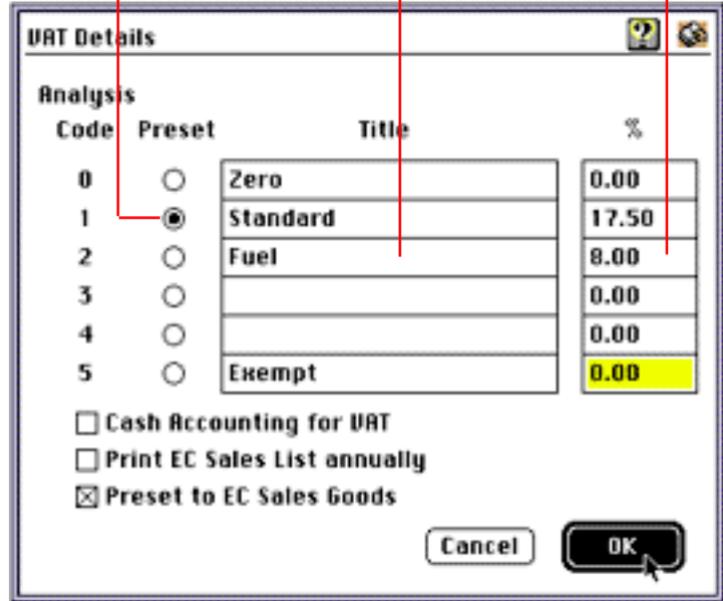
Preset Rate: The VAT code that you select here automatically appears on all invoices and credit notes — you can overwrite the preset VAT code when preparing each **invoice** or **credit note**. Click the button for the most commonly used VAT rate and to avoid confusion, ensure that the rate you select has a Title.

VAT Rate Description: Enter a suitable description for each VAT rate.

VAT Rates: Enter the VAT percentage to be charged for each rate.

Bottom Line provides six different VAT rates — coded from 0-5. These codes are used as a convenient form of shorthand to apply the correct VAT percentage to each itemised sale or purchase. You will probably use 0 for Zero rated and 1 for Standard Rate — other rates may be added as required.

Referring to our example, enter each VAT rate like this...



VAT Rates (continued)

Cash Accounting for VAT: Normally VAT is accounted for at the point when each supply is made and each sales or purchase **invoice** is raised (the tax point date).

When you open the VAT Details panel for a new set of accounts, normal VAT accounting is assumed and the Cash Accounting option is de-selected.

If you are operating a Cash Accounting scheme click this check box so that a cross appears Bottom Line then accounts for VAT at the point when each **purchase payment** or **sales receipt** has been entered and allocated. ...

...otherwise leave the check box deselected for normal VAT calculation.

Refer to your VAT literature to establish whether or not you may use Cash Accounting.

VAT Details

Analysis

Code	Preset	Title	%
0	<input type="radio"/>	Zero	0.00
1	<input checked="" type="radio"/>	Standard	17.50
2	<input type="radio"/>	Fuel	8.00
3	<input type="radio"/>		0.00
4	<input type="radio"/>		0.00
5	<input type="radio"/>	Exempt	0.00

Cash Accounting for VAT

Print EC Sales List annually

Preset to EC Sales Goods

Cancel OK

VAT Rates (continued)

Print EC Sales List annually: If you export goods to other member states in the European Community (EC), you are required to produce an [EC Sales list](#).

Normally, an EC Sales list is submitted every calendar quarter (to 31 March, 30 June, 30 September, 31 December). However, if you have dispensation from Customs and Excise to produce an EC Sales list once a year then click this option to select it.

Preset to EC Sales Goods: As explained above, the EC Sales List is required for goods exported to EC countries - but not services. It is therefore necessary for you to identify for every sale whether the sale is for goods (as opposed to services).

In [Chapter 6](#) you have the option to select whether a particular supply is for Goods or Services but if you tend to supply services more generally than goods then click this check box to de-select it.

VAT Details

Analysis

Code	Preset	Title	%
0	<input type="radio"/>	Zero	0.00
1	<input checked="" type="radio"/>	Standard	17.50
2	<input type="radio"/>	Fuel	8.00
3	<input type="radio"/>		0.00
4	<input type="radio"/>		0.00
5	<input type="radio"/>	Exempt	0.00

Cash Accounting for VAT
 Print EC Sales List annually
 Preset to EC Sales Goods

Cancel OK

Once everything is the way you want it, click OK to accept the information.



Changing VAT rates

You can re-open the VAT Details panel any time you need to set a new VAT rate or amend an existing VAT percentage. These changes will be immediately applied to all subsequent sales and purchase transactions.

Setting up Department Labels

In the last chapter the section headed [Departmental Reporting](#) explains how you can refine your accounts structure in order to build in a means to identify the financial performance of particular sections of your business — departments.

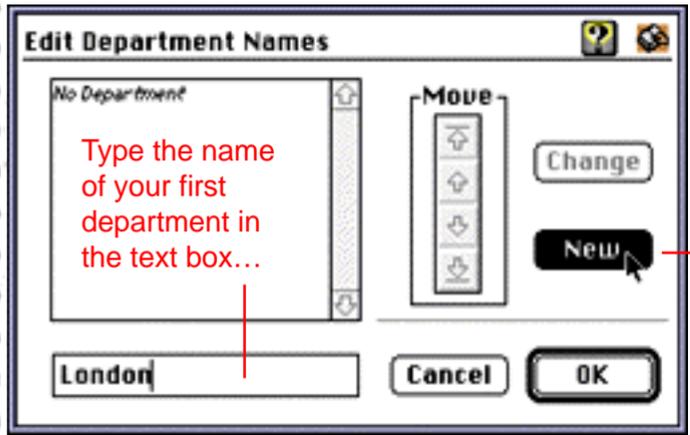
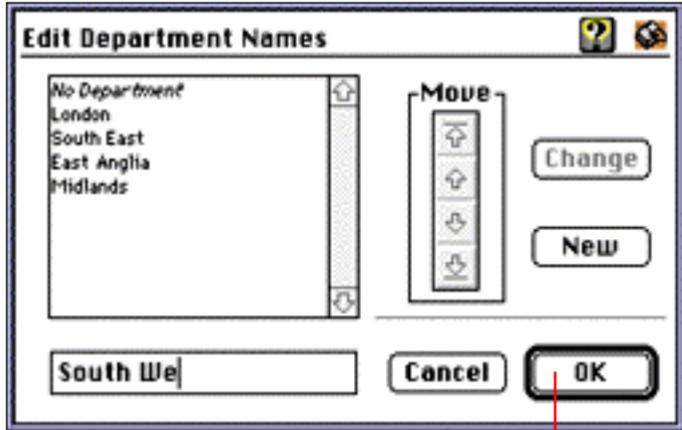
This departmental reporting facility relies on identifying those accounts, totals and headings which are associated with particular departments by means of labels.

This is how you create a set of labels...



Click on the General Ledger Icon in the Bottom Line Desktop so that the General Menu appears

Choose Edit Departments from the General Menu to reveal this dialogue...



Type the name of your first department in the text box...

... then click New.

Add each additional label in the same way then Click OK.

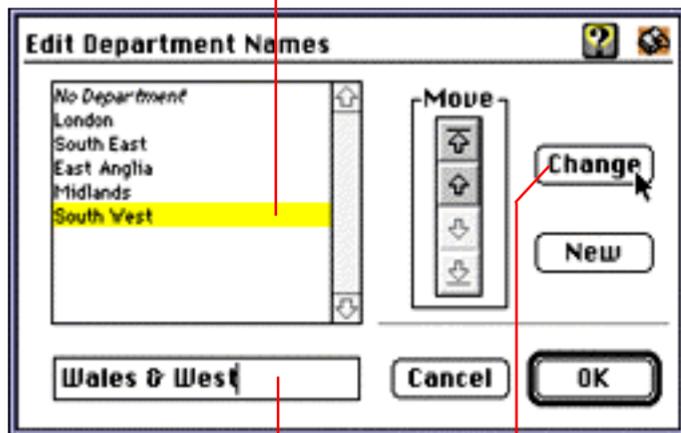
You can make changes to your set of labels [like this...](#)



Changing labels

To change the name of a label...

Click on the label that you wish to change...



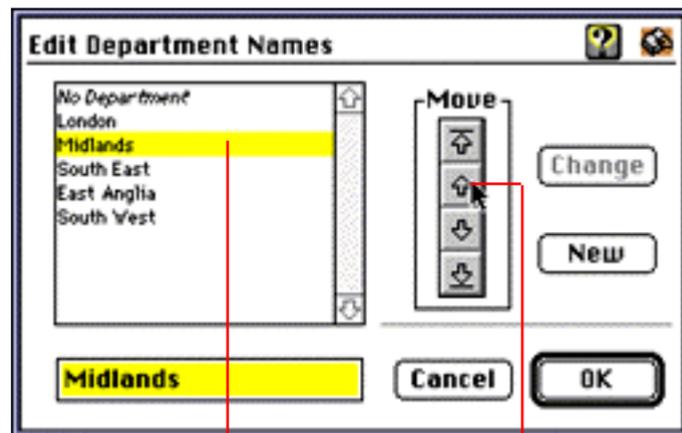
...then type the new name in the text box...

...and click Change.



Order among labels

The order that you list the labels may help you to locate them more easily. To change the order of labels once you have entered them, do this...



Click the label that you want to move...

... then click the required direction.



means to the top and



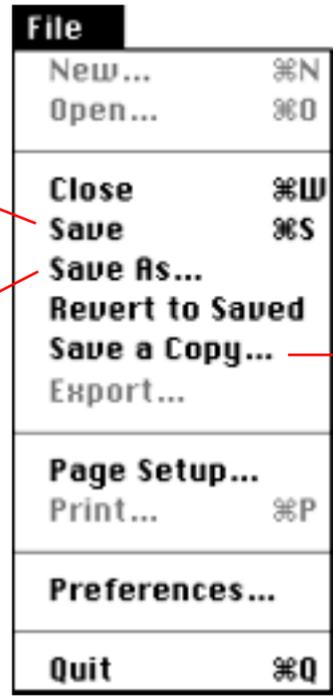
means to the bottom of the list.

Saving Your Work

Before going any further, it is worth noting how to save a permanent copy of your work. The File menu includes three options for saving your work...

Save: Choose the **Save** option to save the changes you have made to the open document — in other words, it replaces the original version.

Save As: Choose the **Save As** option to create a new document containing any revised information — while leaving the original version unchanged. Once this is done, the new document appears as the active desktop while the original document is left, unchanged.



BACKING UP ACCOUNTS

Save a Copy: Choose the **Save a Copy** option when you wish to continue working with the current document while creating a security copy of its contents under a different name. We recommend that you use this option for preparing backups of your data.

When you choose this option the file directory dialog box appends the current date to the existing document name. If you retain these invented names you can build up a set of archives which can be readily identified by their chronological order. You are, of course, free to modify the preset name if required.

Once saved, the current document remains as the active desktop while the duplicate copy is set aside under its new name.

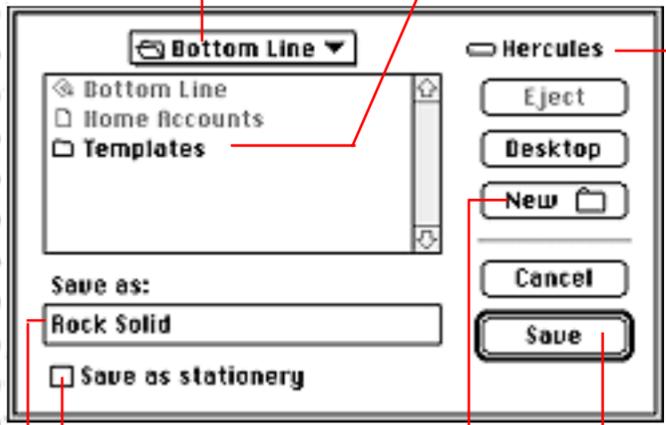
When you choose Save As or Save a Copy, the file directory dialog appears which allows you to decide where the file should be stored. This dialog is explained [overleaf...](#)

Saving your Work (continued)

The **Current Directory Name**. Use the pop-up menu to move to a higher level folder or disk.

Double click a lower level folder to open it and list its contents in the current directory.

The name of the **Current Disk**.



Click here to create an accounts template. Refer to a later chapter on [templates](#).

Type a name or modify the suggested name for the new document.

Click to save the document to the current directory.

Click to create a new folder in the current directory.



Taking precautions!

As when using any computer application, we strongly advise that you save your accounts information frequently and on a regular basis.

It is also a wise precaution to make regular security copies — or backups — onto removable disks or cartridges which can then be stored away from the original computer. Hard disks are not immune to the odd catastrophe — such as data corruption or simply refusing to start up — and time invested in making security copies is infinitely preferable to time wasted in repeating lost work.

Before closing each accounting period, you should also back up the accounts document as a means of archiving information. Once archived, this information can then be retrieved whenever needed — for example, to print a set of reports.

If you are unsure about backing up, turn to your Macintosh User's Guide for more information.

Closing a Bottom Line document

If you have finished working on your accounts document, you can close the document along with all open windows...



EITHER,

Choose Close from the File menu.

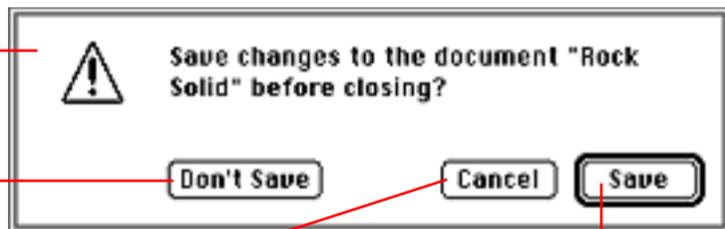
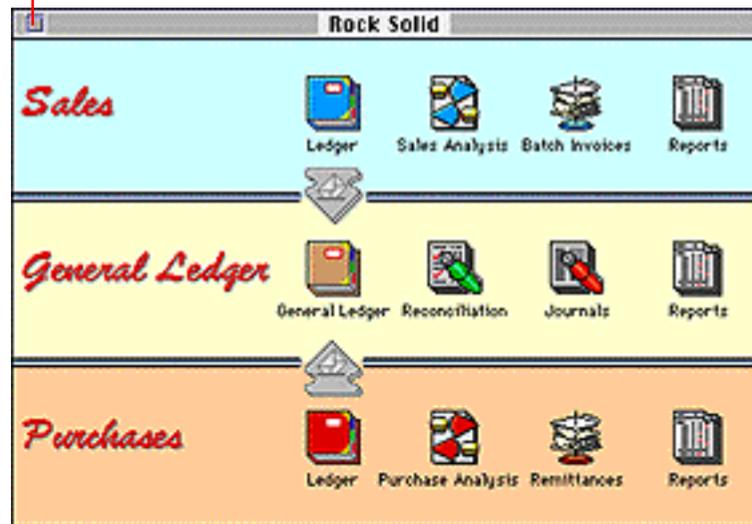
If the document contains un-saved changes, you will see this dialog...

Click **Don't Save** to close the file without saving the changes.

OR, click **Cancel** to return to the window.

OR,

Click the close box on the Bottom Line desktop.



OR, click here to save the changes and close the document.

Throwing away all your changes!

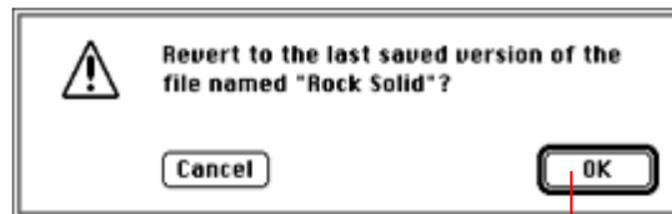
Although it is not recommended to throw anything away during an accounts session, there may be times when you have been making changes or adjustments and decide to approach them from another direction — returning to the file that as it was last saved.

EITHER: **Close** the file and click the **Dont Save** button as described on the [previous page](#). Then use **Open** from the file menu to re-open the last saved version.



OR: Choose **Revert to Saved** from the File menu.

This warning appears...



Click OK to proceed.

Opening an existing Bottom Line Document

Having closed the current document, you can open another set of Bottom Line accounts in one of two ways...

EITHER, from the Macintosh desktop:



Home Accounts

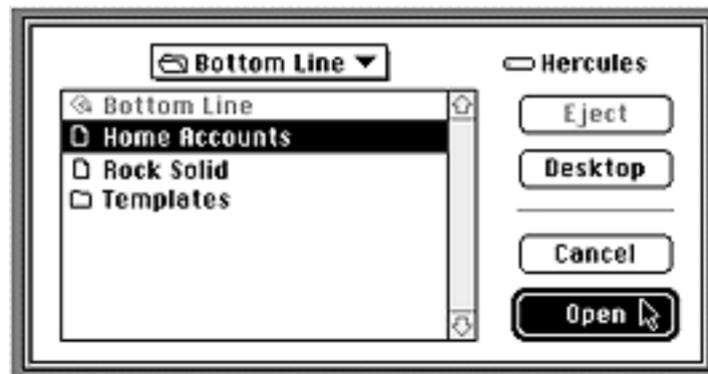
Locate then double click the icon which represents the Bottom Line accounts that you want to open.

OR, from within Bottom Line:

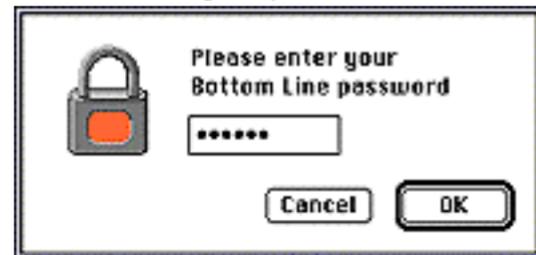


From the Bottom Line menu bar, choose Open from the File menu to display the directory list...

Use the directory list to locate and open the required Bottom Line document in the usual Macintosh way.



If you entered a password when you created your accounts Bottom Line will require you to enter that password...



Enter your password - remembering to use the exact characters and whether letters are capitals or lower case.

Click OK to display the Bottom Line Desktop.

Leaving Bottom Line

If you have finished working with Bottom Line altogether, choose **Quit** from the File menu to leave the application.



Crash recovery...

As explained earlier, it is important that you save your work regularly. However, if you have a set of accounts open and your Macintosh runs into trouble, Bottom Line creates a temporary set of files to protect any changes you have not managed to save. To retrieve this data...

Re-start your Macintosh if necessary then open Bottom Line in the usual way. You now see this dialog...

Click **Remove** to delete the temporary files containing the un-saved changes. Bottom Line seeks confirmation before proceeding.

Choose **Quit** to close the Bottom Line application altogether.

Clicking the **Open** button prompts Bottom Line to open the temporary data set containing the unsaved changes.

This information appears as an 'Untitled' document — you can then check the rescued data and, if satisfactory, save it under a name of your choosing.

