

Opening

Moves

Appendix 1



Start from here

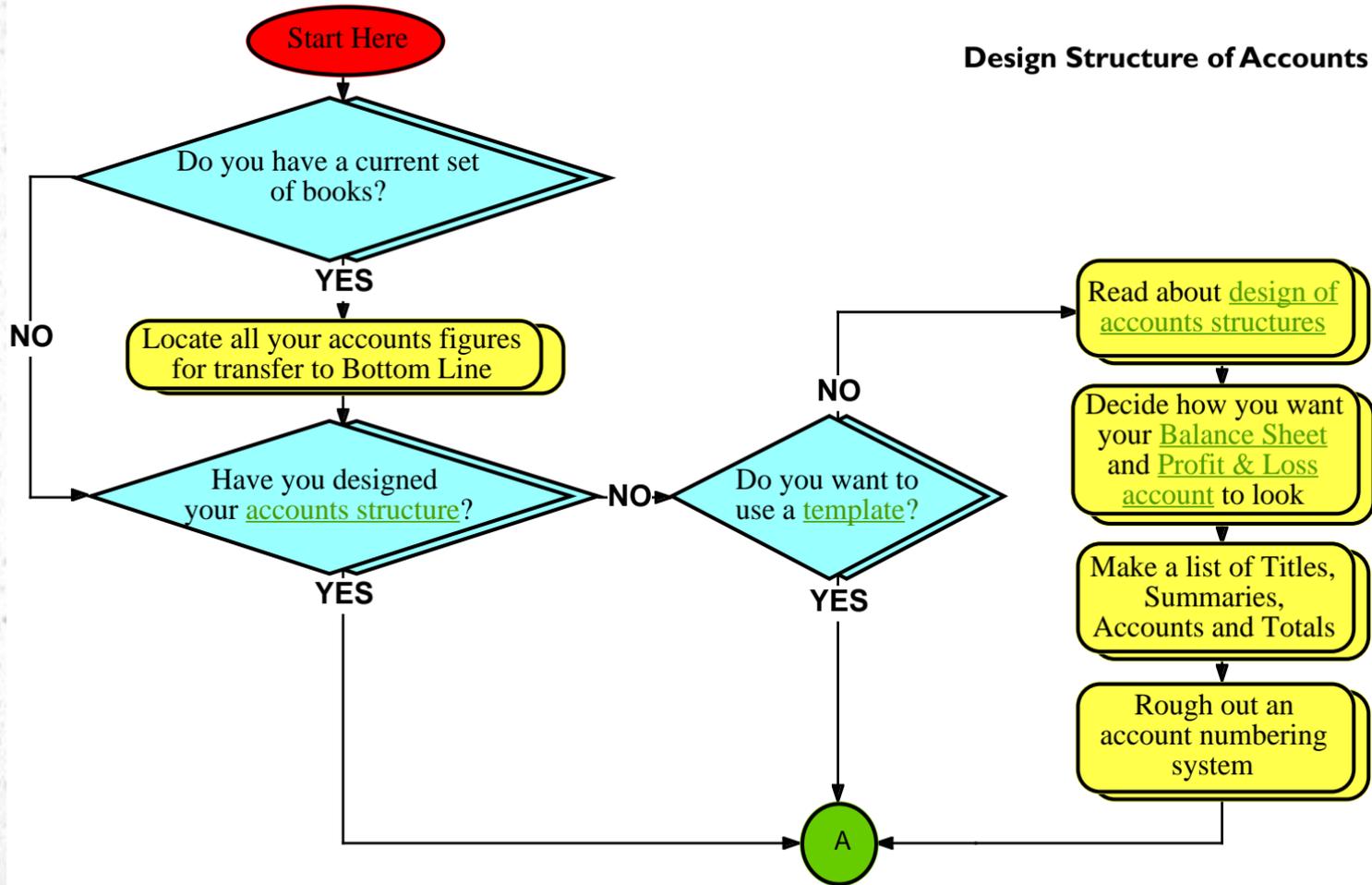
This appendix is designed for that one time experience when you install your accounts.

We have designed a set of flow charts which will take you by the hand and point out all the places that you should go — in the order in which you should visit them!

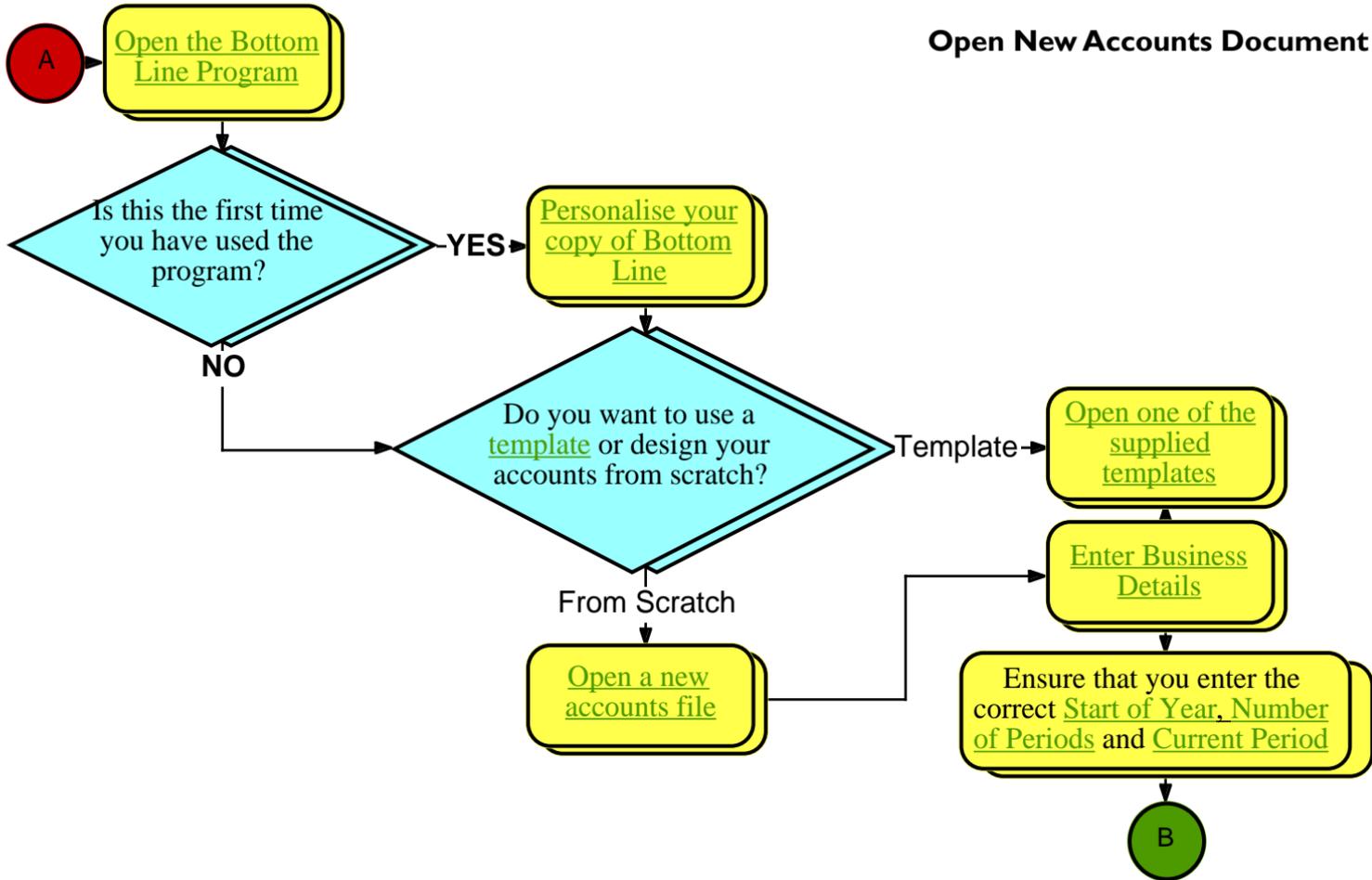
To use the flow charts, start on the [next page](#) and follow the questions and actions which you see. Ensure that you read each chapter relating to the section of accounts that you are setting up. We have included the usual green, underlined text links which take you to the relevant parts of this User Guide. You will also find that there are green circles which take you to the next part of the flow chart...

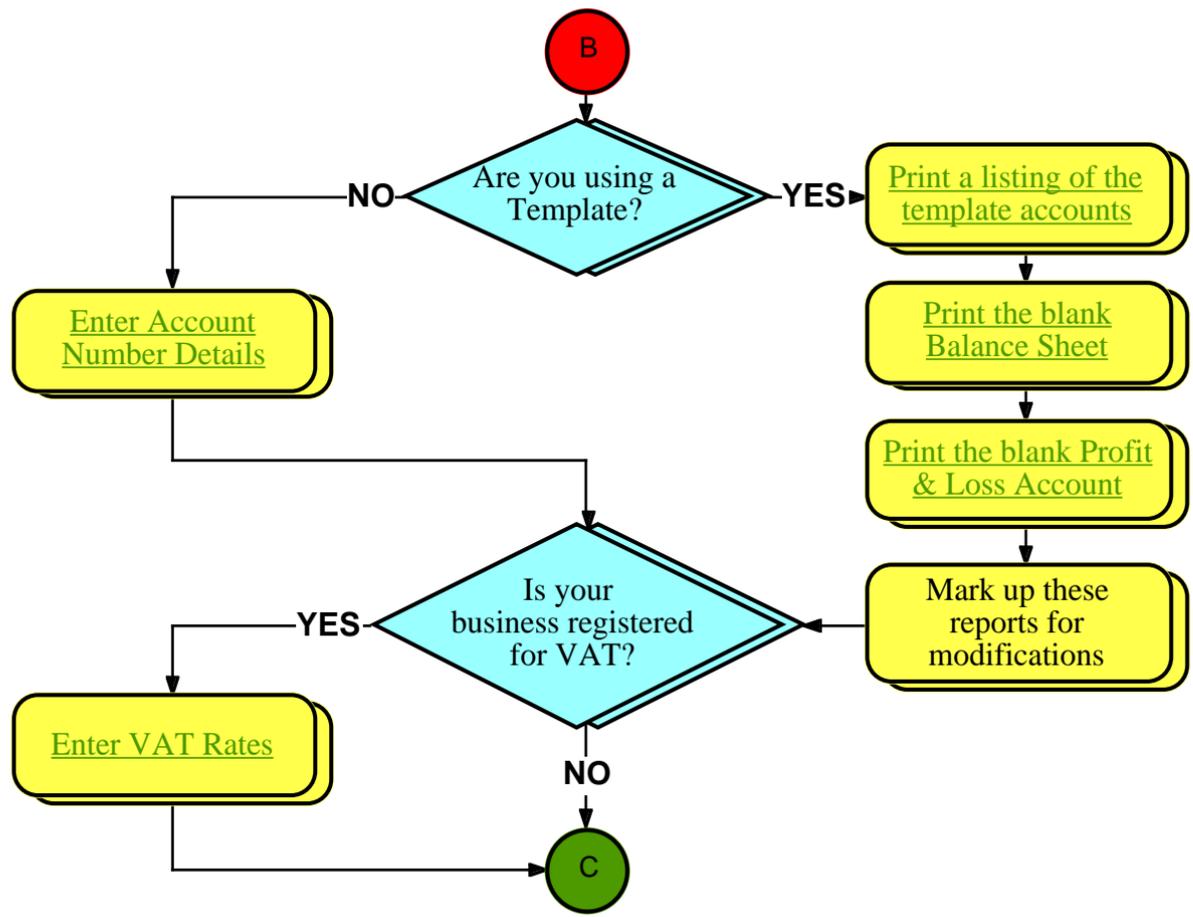


Design Structure of Accounts

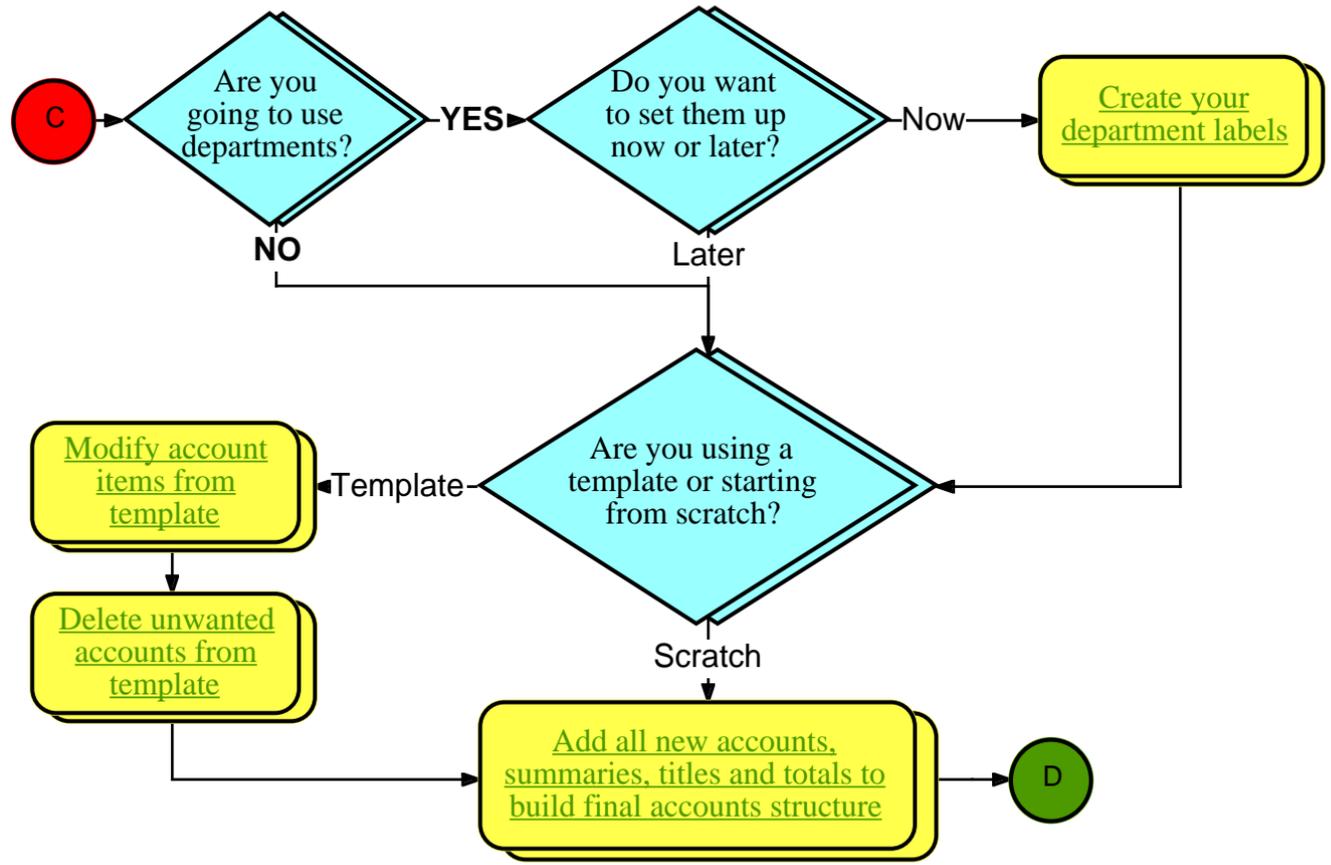


Open New Accounts Document

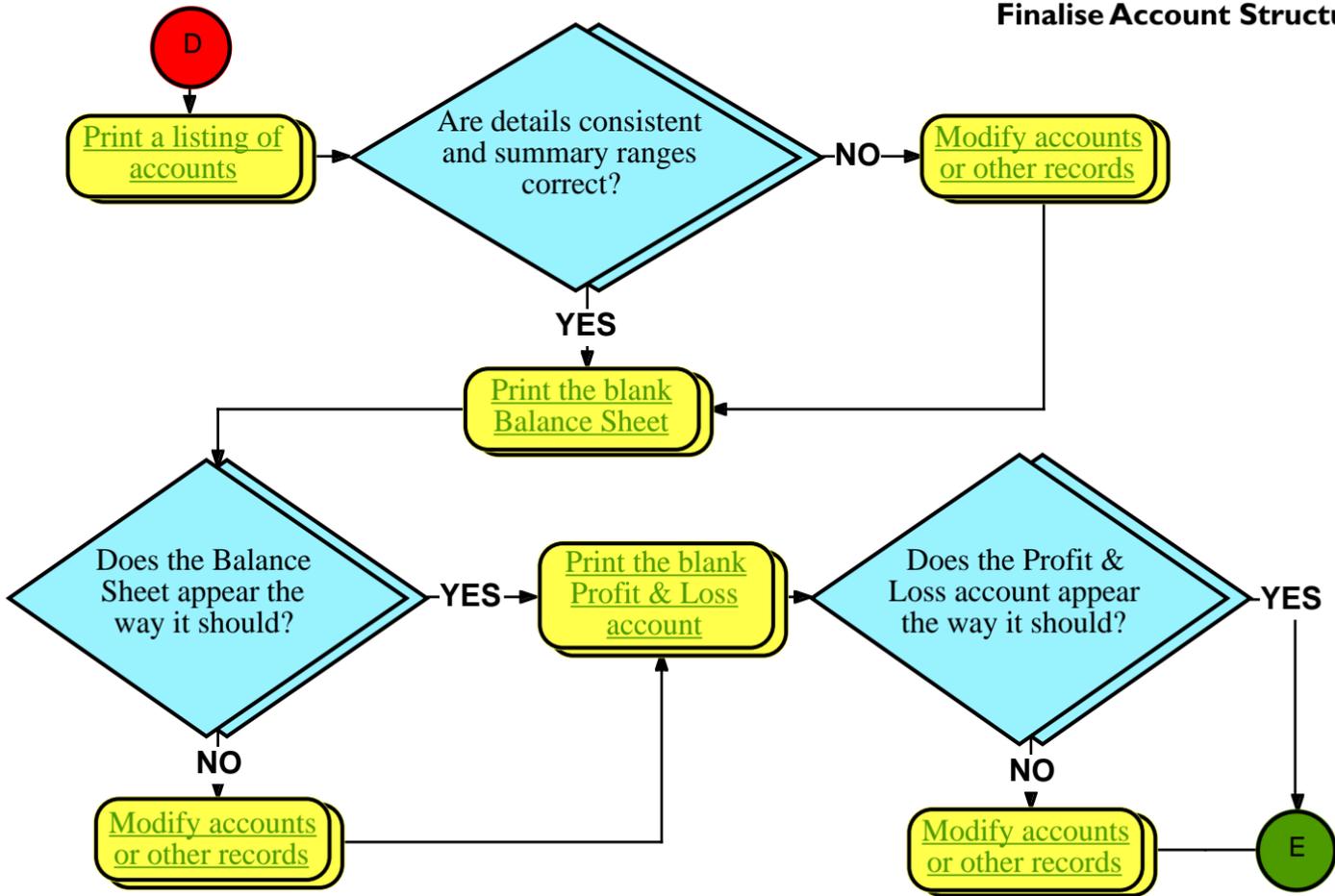




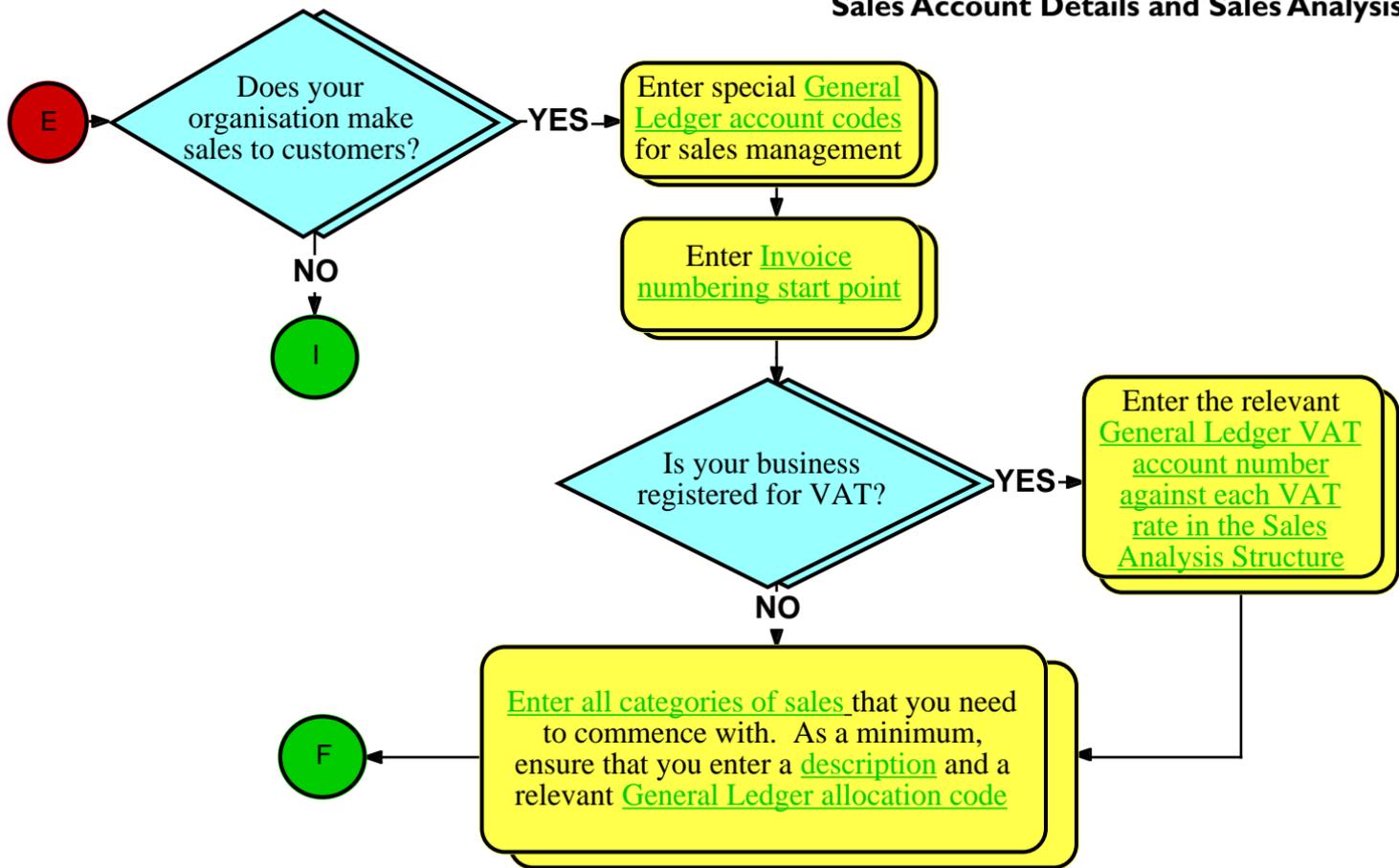
Create Account Structure



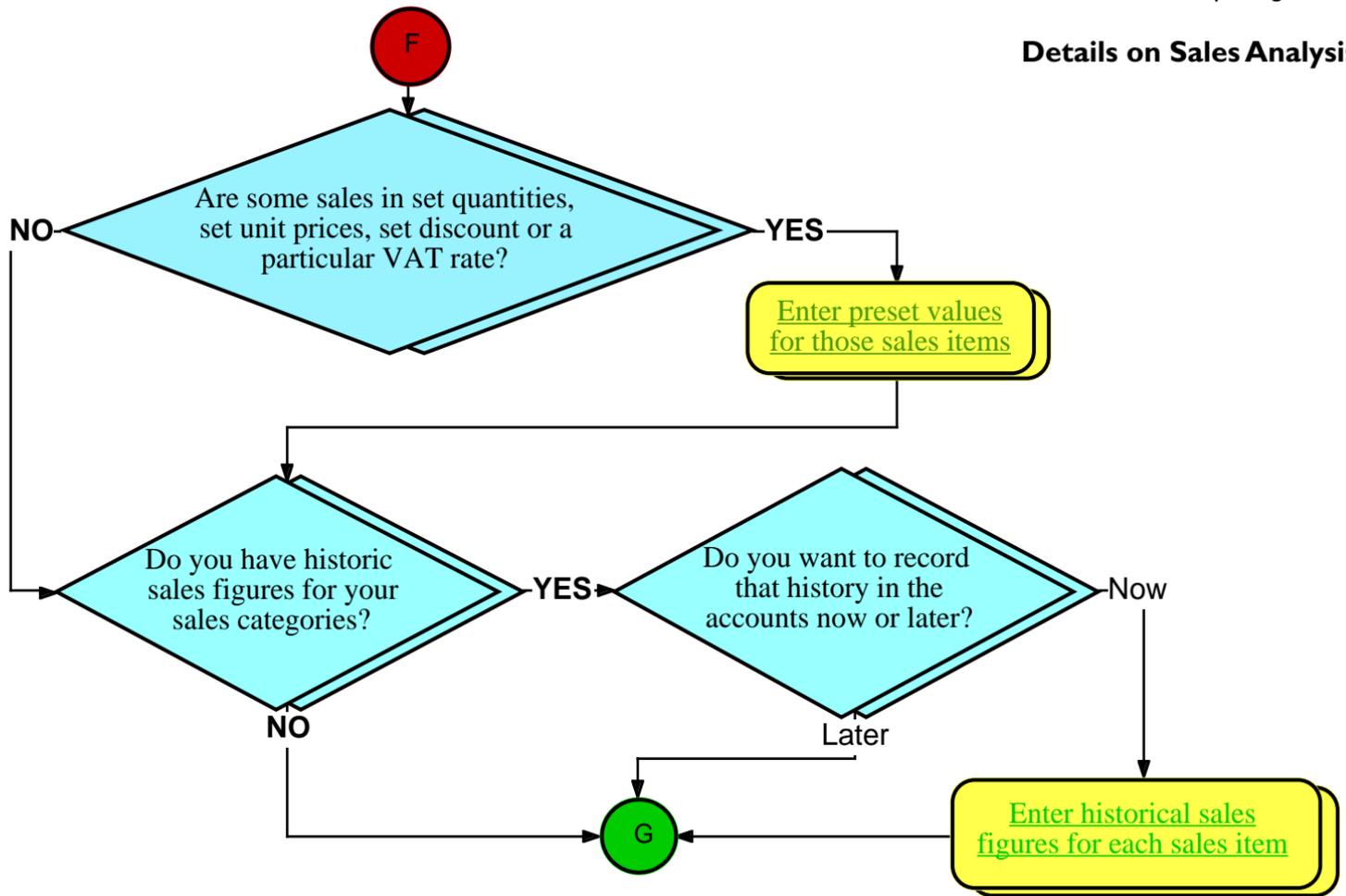
Finalise Account Structure



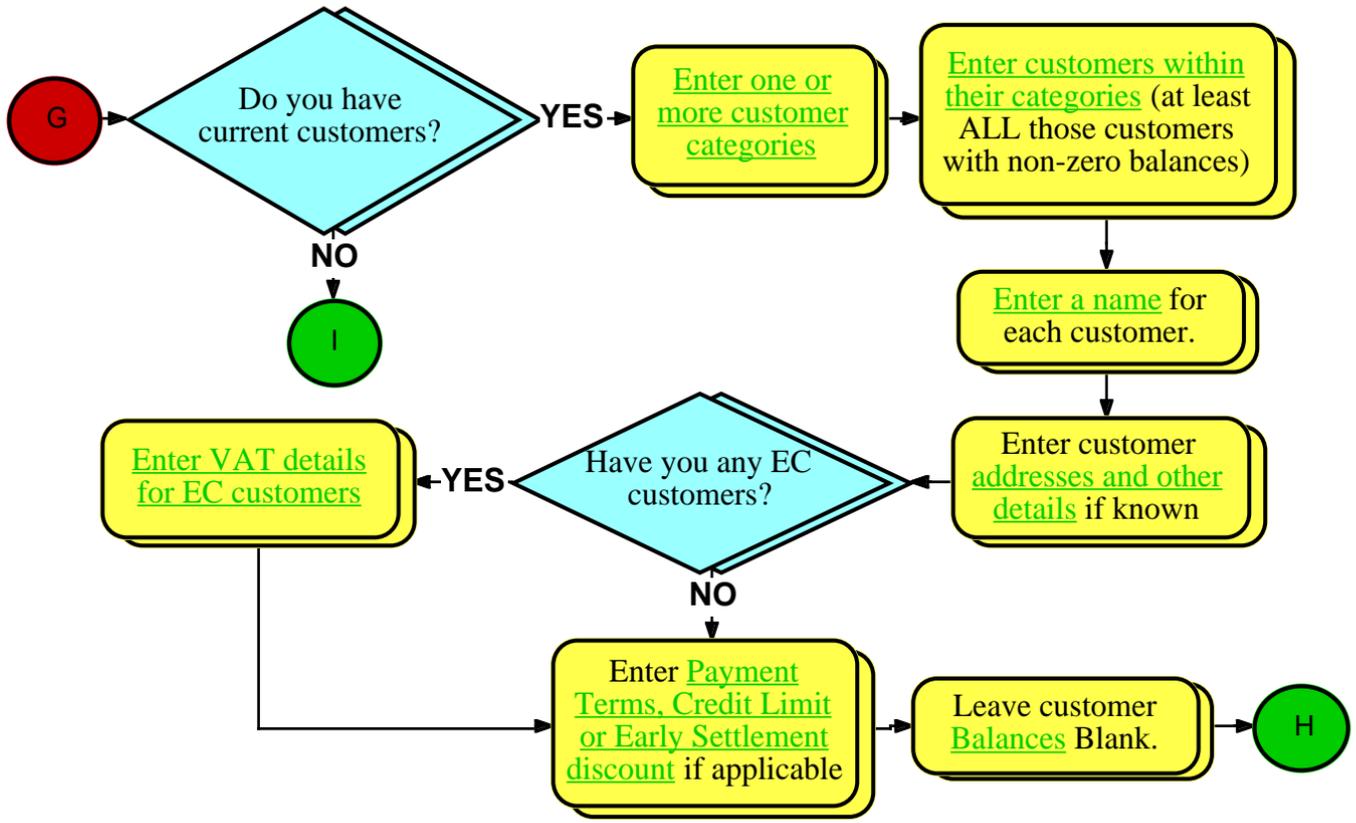
Sales Account Details and Sales Analysis



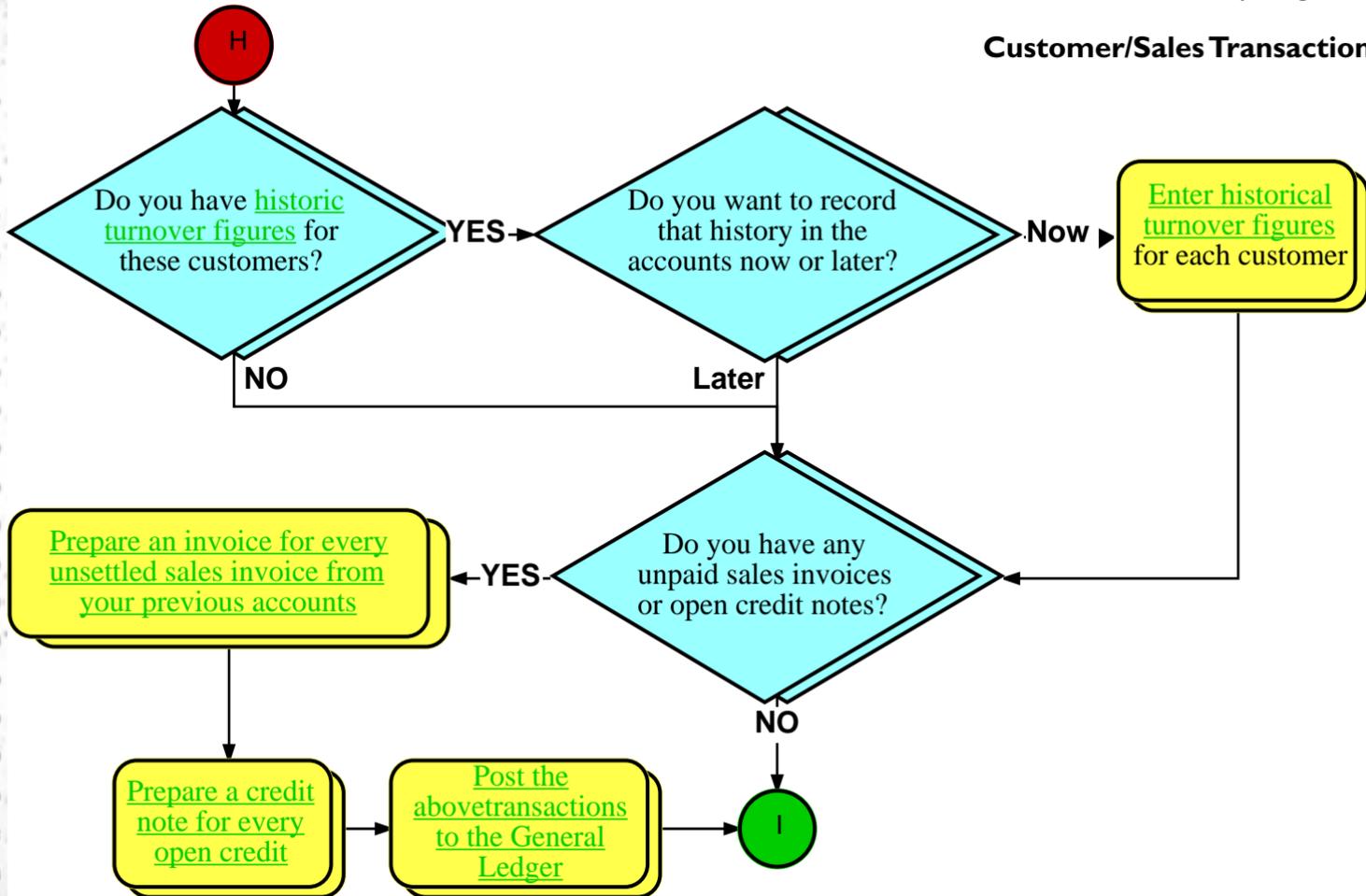
Details on Sales Analysis



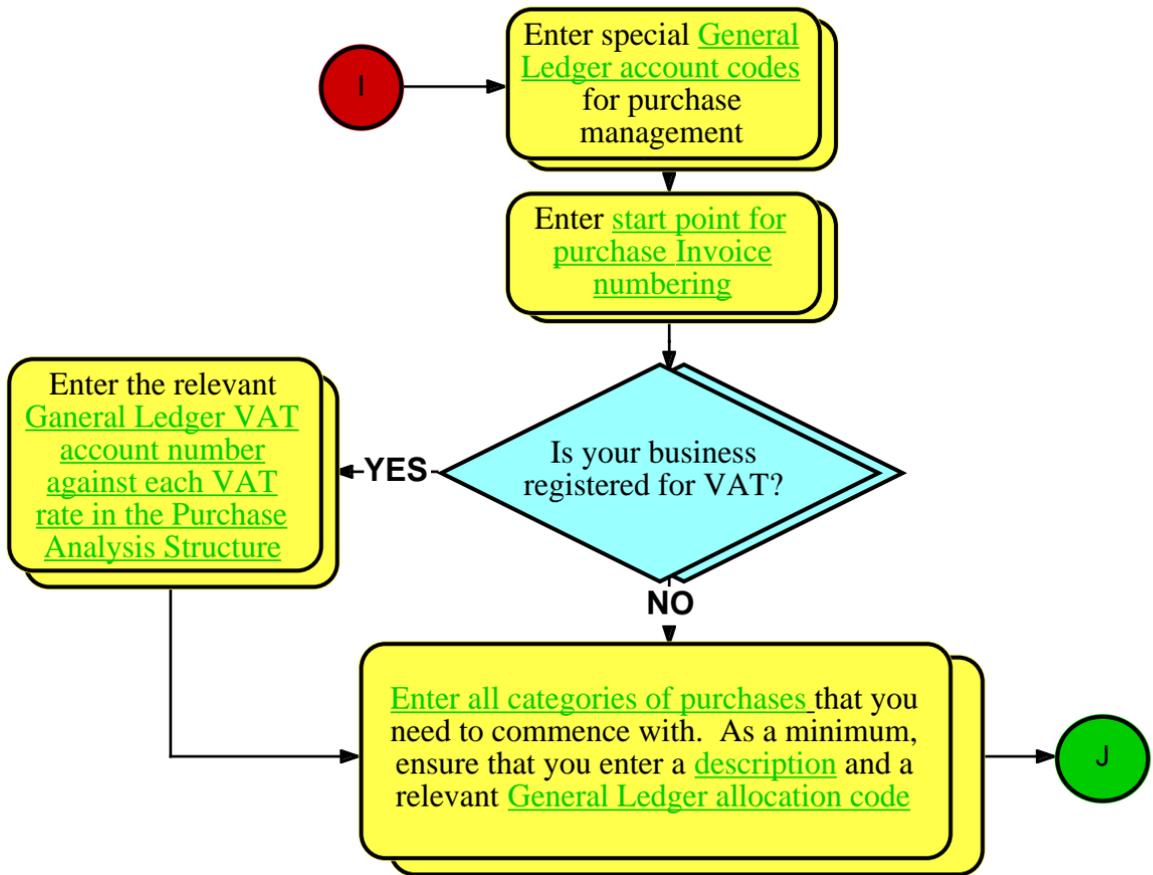
Enter Customers



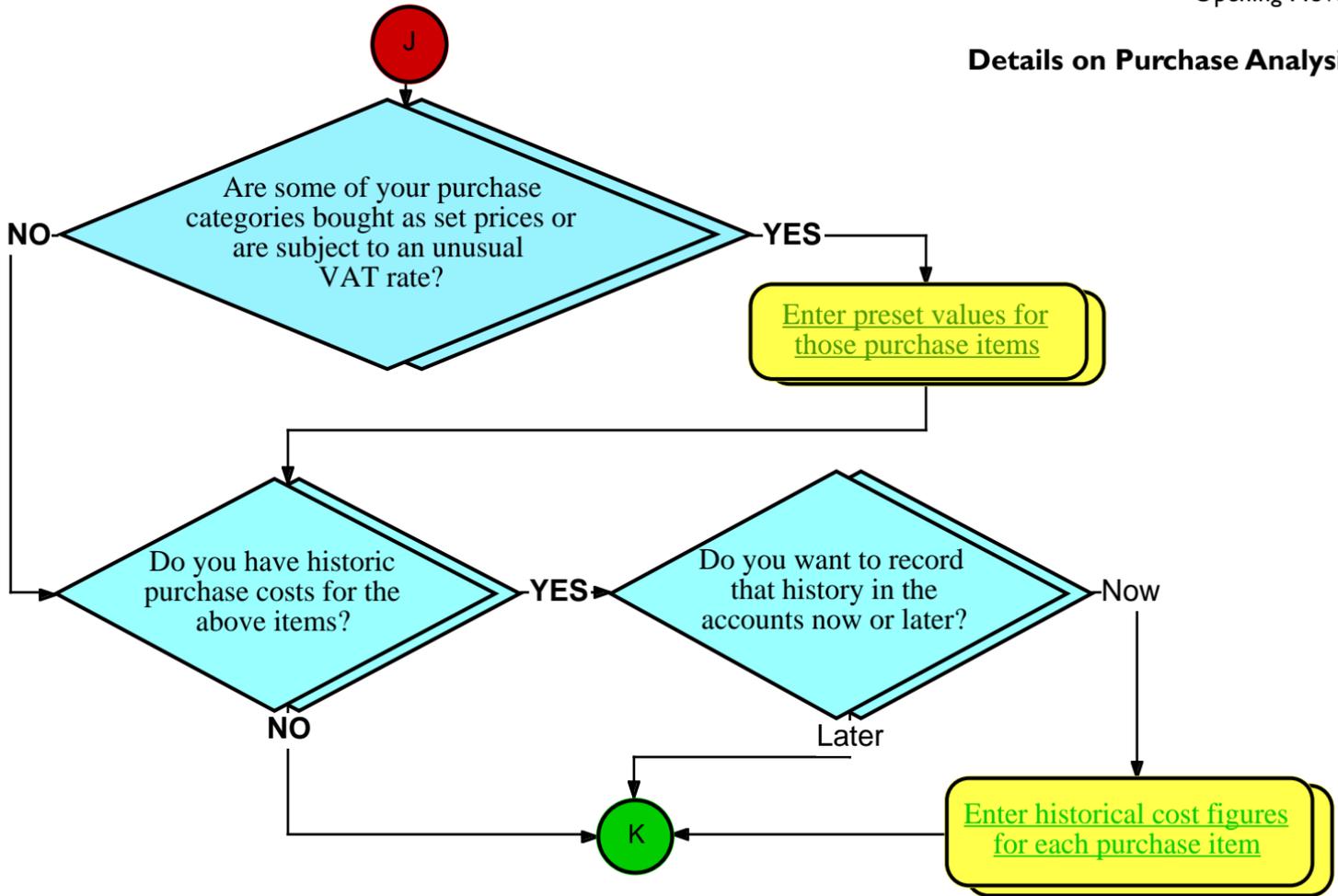
Customer/Sales Transactions



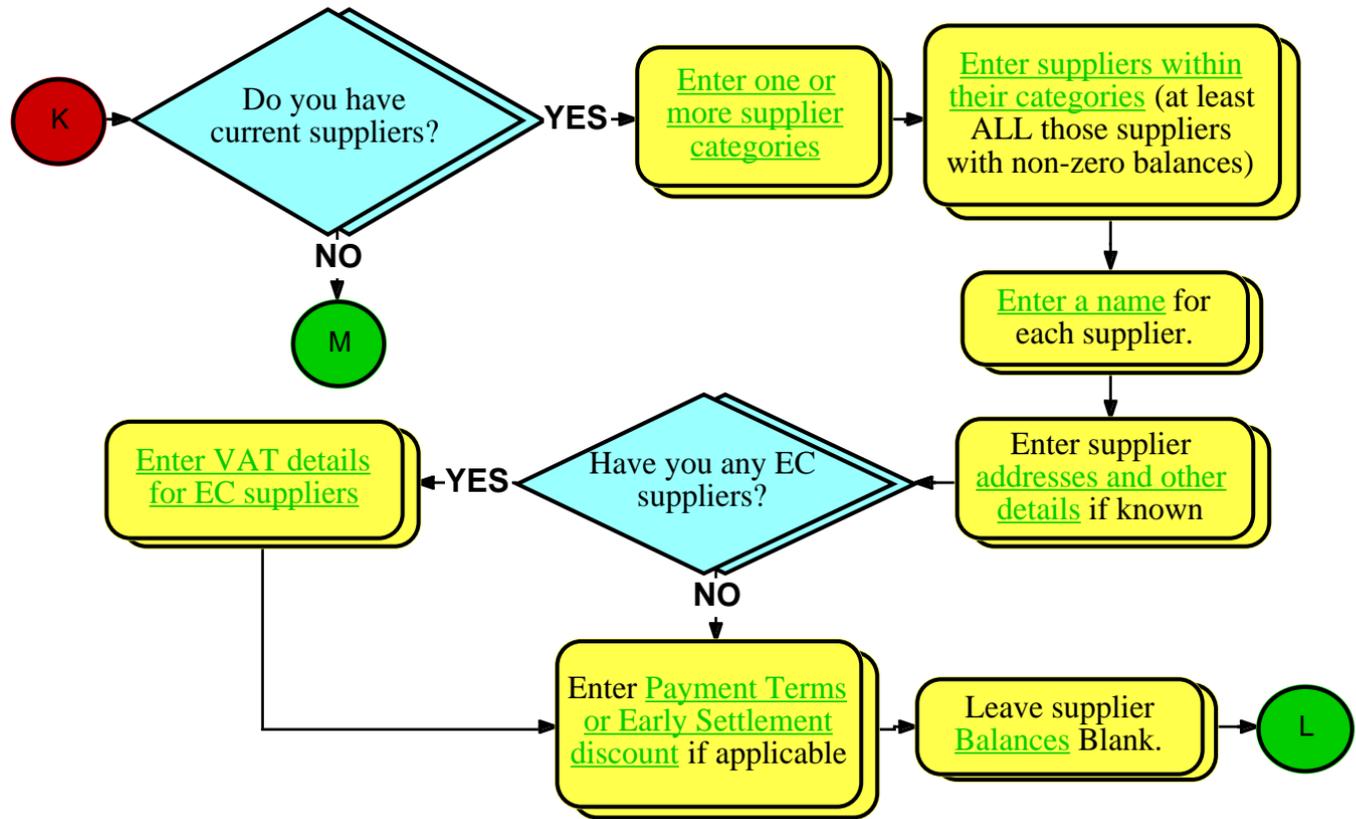
Purchase Account Details and Purchase Analysis



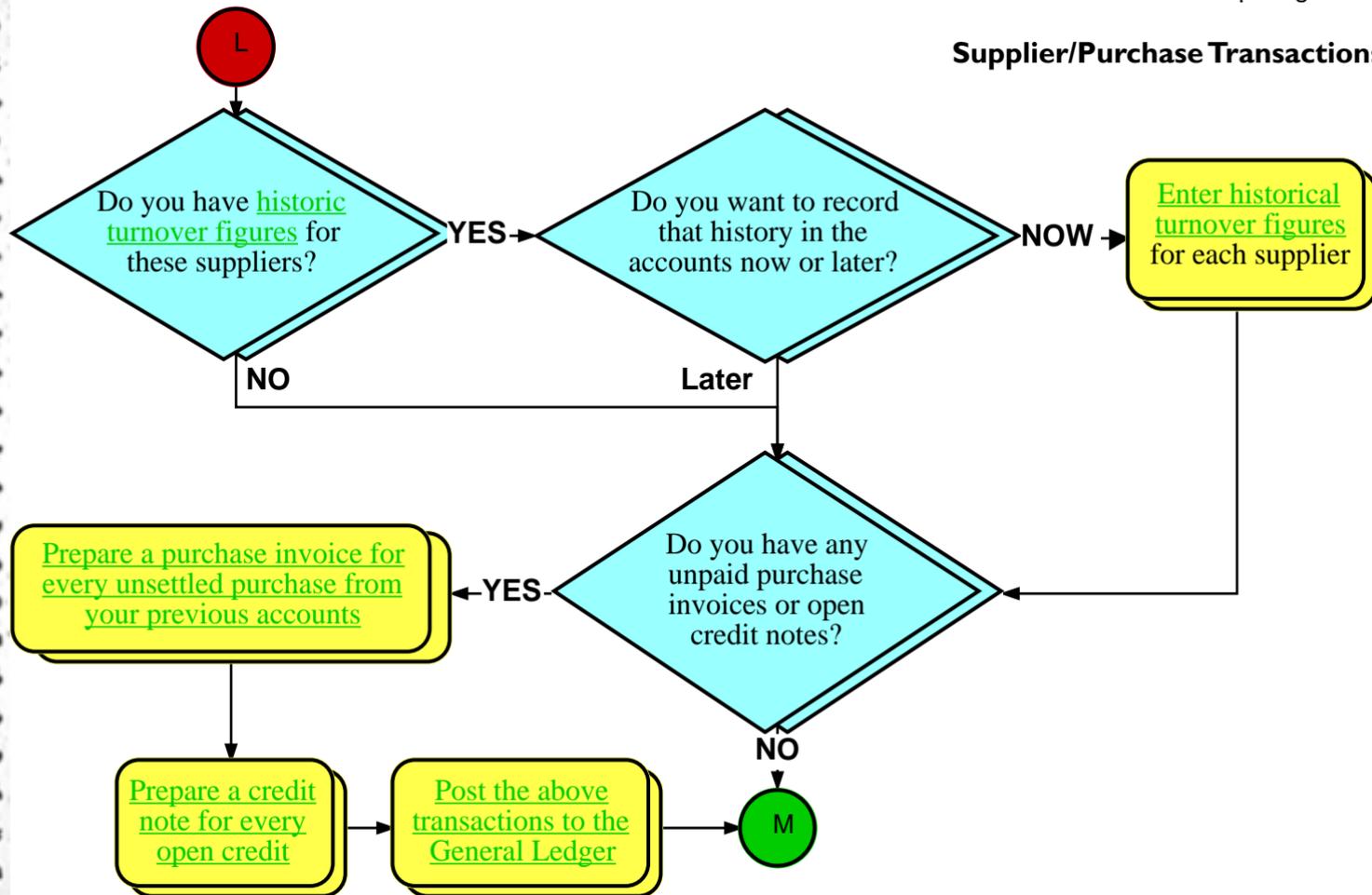
Details on Purchase Analysis



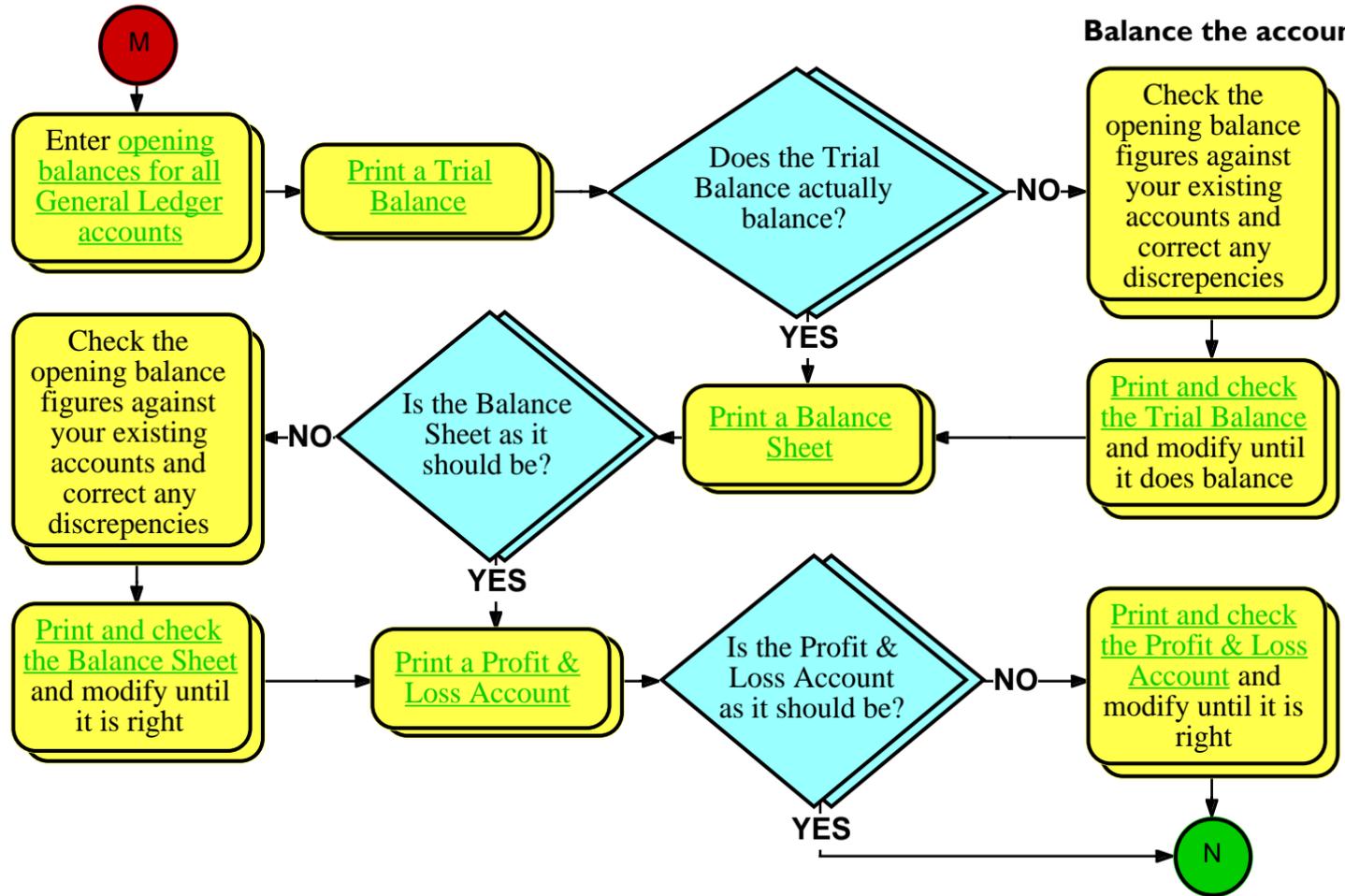
Enter Suppliers



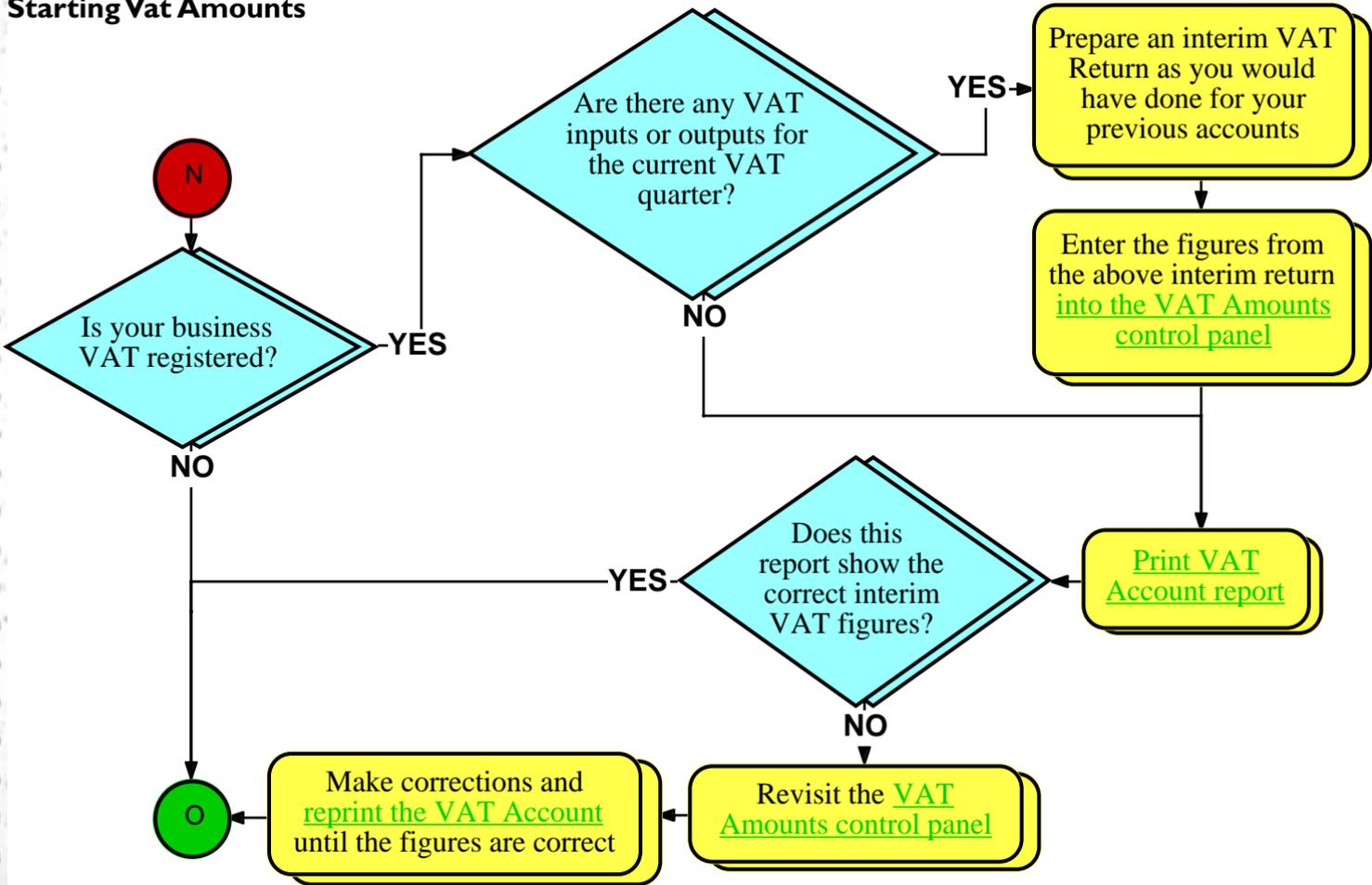
Supplier/Purchase Transactions



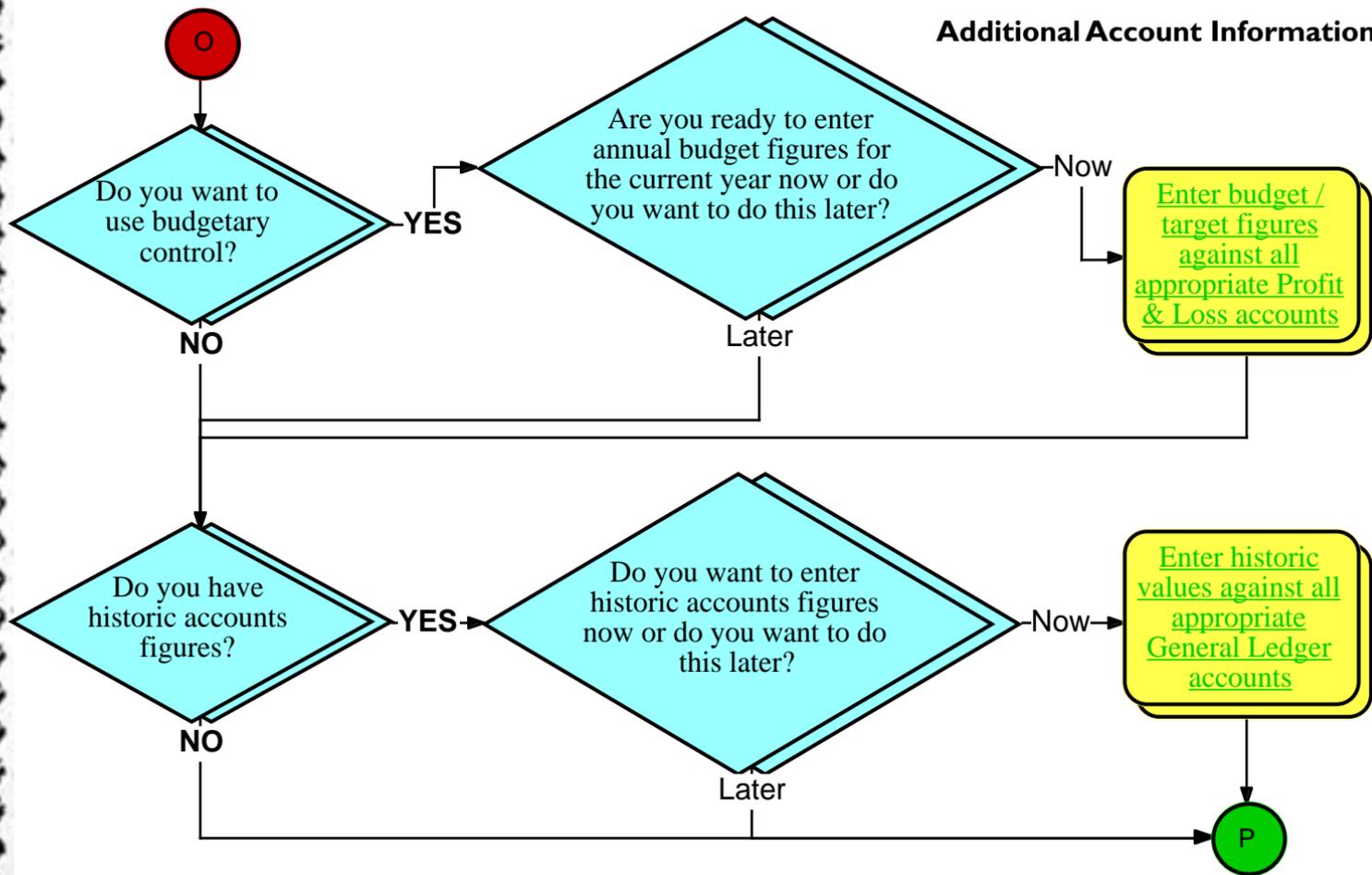
Balance the accounts



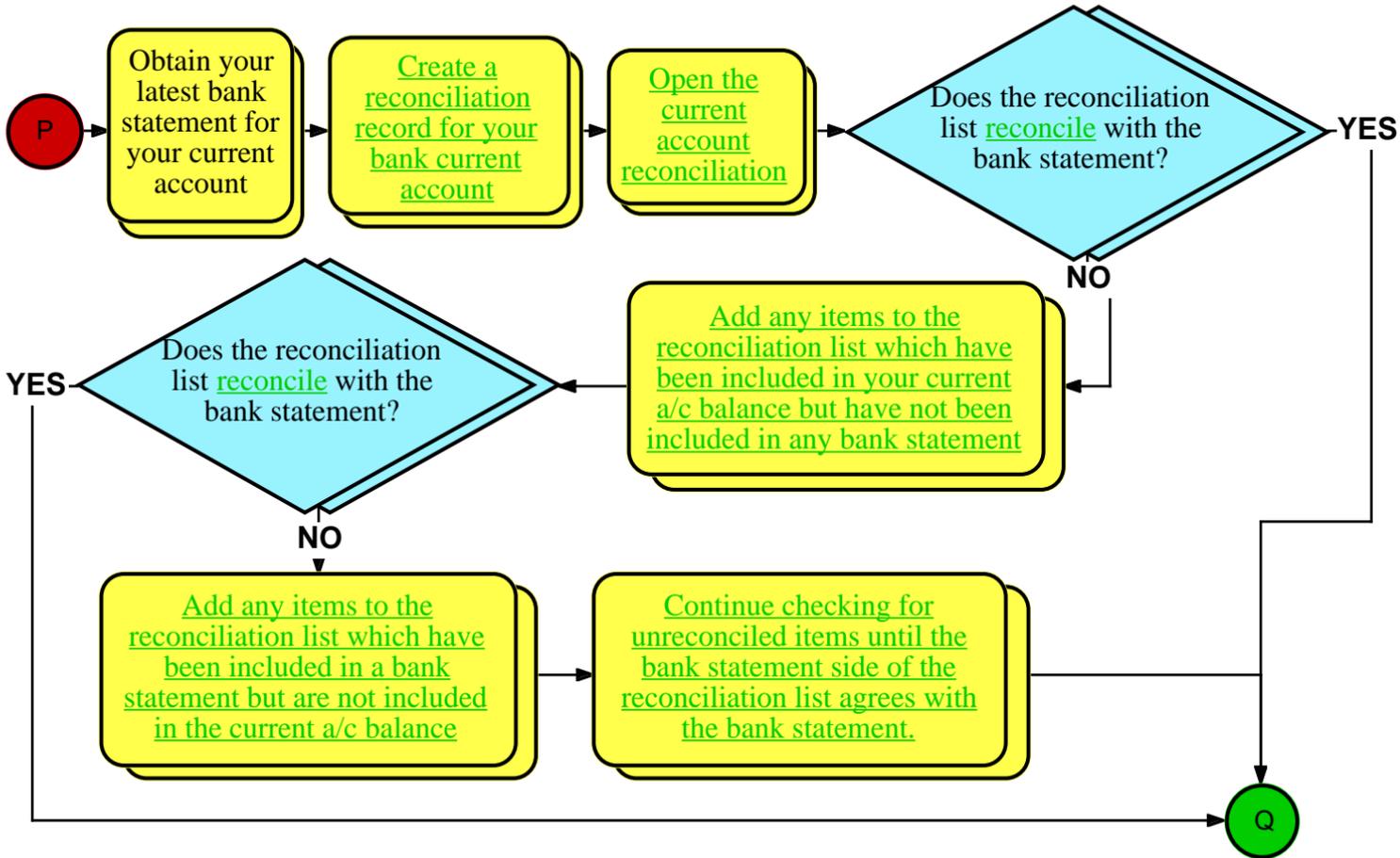
Starting Vat Amounts



Additional Account Information



Bank Reconciliation



Other Reconciliations
and Opening Stock