Standard Nominal Ledger

Powerful Accounting System for Mac OS X

Preface

Standard Nominal Ledger is a powerful accounting system for Mac OS X.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

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Contents

Introduction and Installation

Standard Nominal Ledger is a powerful accounts tool for Mac OS X.

In this manual, we will first describe the steps you need to follow to get started with Standard Nominal Ledger. Topics covered include installation and the creation of a new database. We will then cover the working environment in Standard Nominal Ledger, its structure and the way information is handled, and starting work. The remainder of the manual describes the settings, used to define preferences and look-up information, the individual registers in detail, printing documents and reports and, finally, exporting and importing.

For more information and support, please visit http://support.hansaworld.com/, where you will find an FAQ page and a support forum.

System Requirements

Standard Nominal Ledger requires Mac OS X 10.6 or later.

Make sure you have at least 100 Mb available for the Standard Nominal Ledger application, the associated files and for the data file that will be created the first time you launch the application.

Installation

To install Standard Nominal Ledger, follow these steps—

1. Locate and purchase Standard Nominal Ledger in the Mac App Store.

2. Standard Nominal Ledger 6.3 UK will be downloaded and installed in your 'Applications' folder automatically.

3. After installation, Standard Nominal Ledger will be launched automatically, and the 'Welcome' window will be opened—
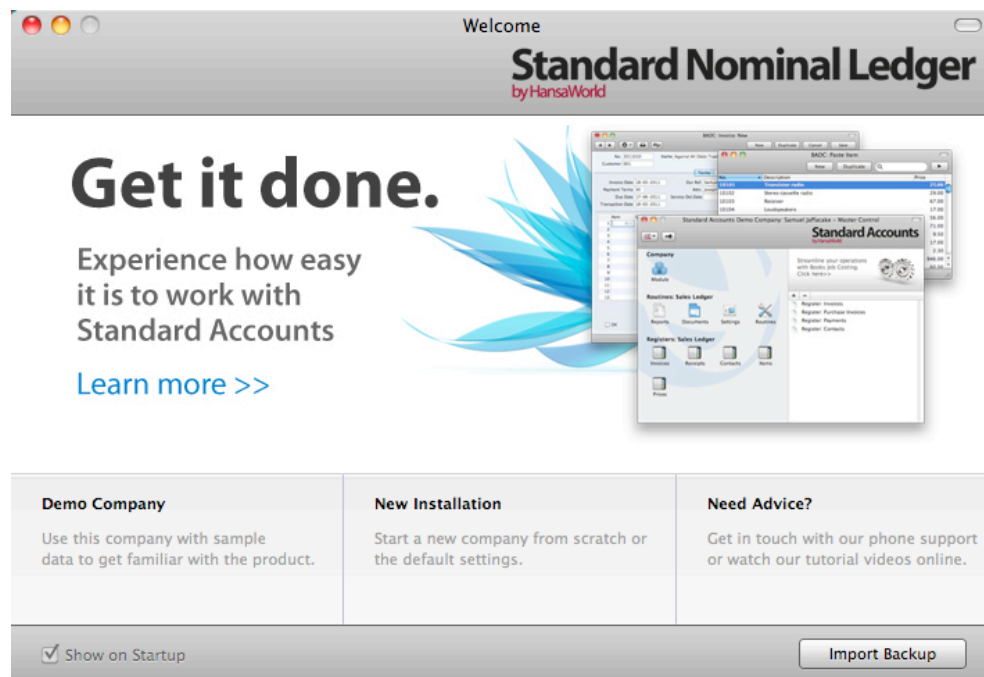
Where to go now?

Please click for more details about—

Starting Standard Nominal Ledger – Demo Company

1. Start Standard Nominal Ledger by double-clicking the application icon. The first window to appear will ask how you want to use the application—

2. Click one of the buttons as follows—

Demo Company Click this button if you are new to Standard Nominal Ledger and would like to explore the application to see how closely it will satisfy your requirements. This is described in the remainder of this section.
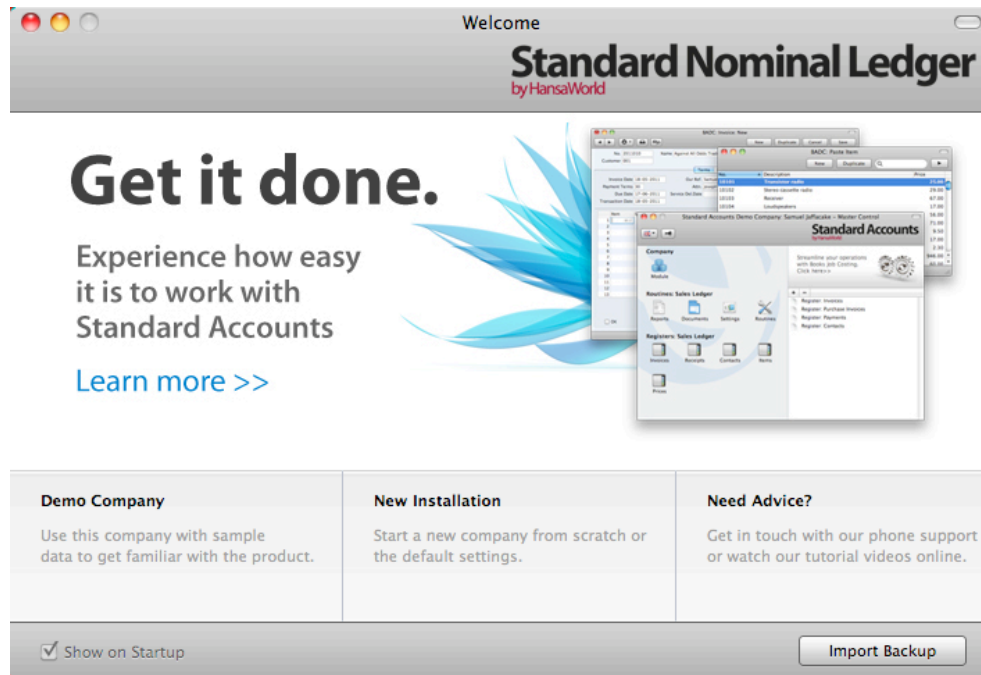
New Installation Click this button if you are starting Standard Nominal Ledger for the first time and you want to create a new database for your own data. This is described in the 'Starting Standard Nominal Ledger - New Installation' section below on page 10.

Import backup Click this button if you have already been using Standard Nominal Ledger and you need to import a back-up file to a new database. This is described in the 'Restoring from a Back-up' section below on page 99.

3. Click the [Demo Company] button. Demonstration data will be imported, and you will be logged in to the demo installation automatically.

    The Master Control panel will appear, as illustrated below on page 12.

Where to go now?

Please click for more details about—

Starting Standard Nominal Ledger – New Installation

1. Start Standard Nominal Ledger by double-clicking the application icon. When the 'Welcome' window appears, click the [New Installation] button.

2. The 'Create a new Company' window will appear—

Enter your company details in the upper section. You must enter a Company Name, an e-mail address and a company registration number. The other information is optional.

It is strongly recommended that you choose the 'Start with standard chart of accounts' option. This will import our standard settings to your new database. This way you can avoid having to set up report definitions, a chart of accounts and other settings on your own.

The information in the lower section will be used to create a User Account for yourself. You must enter your Name and a Signature before you can progress to the next step, but the other information is optional. The Signature is the ID code that you will use to log in to Standard Nominal Ledger.

When the window is complete, click the [Create] button in the bottom right-hand corner of the window.

3. The 'Login' window appears—
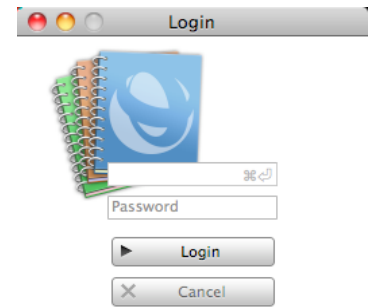
Enter your Signature (i.e. your log-in ID) and your Password if you specified one and click [Login] (or press the Enter key).

4. If you specified a Password in step 2, you will be asked if you want Standard Nominal Ledger to remember your Signature and Password, so that you do not have to enter them yourself each time you log in.

As the Password is a security feature, you should only click the [Yes] button if you are absolutely sure no-one other than yourself has access to your computer. Whichever option you choose, you will be able to change it later.

5. The Master Control panel will appear, as illustrated below on page 12.

6. The 'Welcome' window will continue to appear each time you start Standard Nominal Ledger. You can click [Existing Installation] or [Demo Company], depending on whether you want to work in your own database or try something new in the demo database. When you no longer need the demo database, remove the tick from 'Show on Startup' in the 'Welcome' window. From now on, the 'Welcome' window will no longer appear on start-up.

Where to go now?

Please click for more details about—

Master Control Panel

The Master Control panel is the main tool palette in Standard Nominal Ledger—
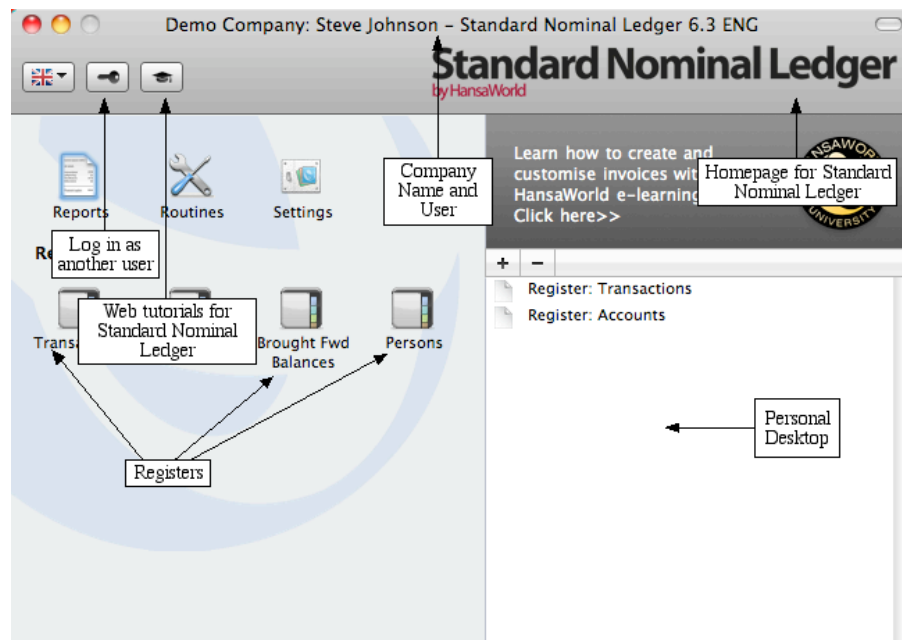
You can open the Master Control panel or bring it to the front at any time using the ⌘-M keyboard shortcut.

The tools in the Master Control panel are described in the relevant sections in this manual.

Where to go now?

Please click for more details about—

Configuring a New Database

Configuring a new database includes the following tasks—

Entering Your Company Details

You should already have entered your company name and other details (step 2 in the 'Starting Standard Nominal Ledger - New Installation' section above on page 10). If the information you entered was incomplete, or you made a mistake, you can update it at any time. You should always ensure this information is complete and up to date. Follow these steps—

1. Click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut to open the list of Settings.
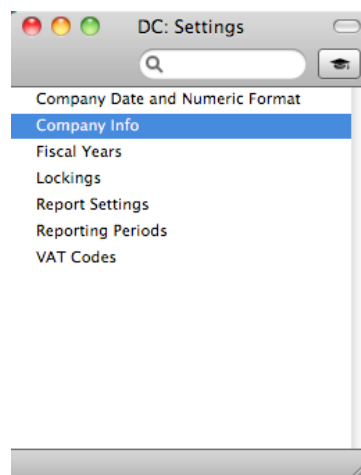
2. Double-click 'Company Info' in the list. The 'Company Info: Inspect' window will appear—

3. Enter your company address and other information as appropriate.

4. Click the button marked "Reg. No." towards the top centre of the window to see the other important fields in this setting.
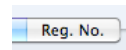
Here you can enter your company and VAT registration numbers—

5. Save the details in the Company Info setting by clicking the [Save] button in the top right-hand corner of the window. The window will be closed.

Where to go now?

Please click for more details about—

Working with Records

Registers

Standard Nominal Ledger contains a number of registers in which information of a particular type is stored. For example, your Chart of Accounts is stored in an Account register, while journal entries are stored in a Transaction register.

You can open a register using the buttons in the Master Control panel, or using a keyboard shortcut. For example, use ⌘-1 to open the first register (Transactions), ⌘-2 for the second register (Accounts), and so on.

Browse Windows

When you open a register, a browse window will open, listing all the existing records in the register.

For example, if you click the [Transactions] button in the Master Control panel or use the ⌘-1 keyboard shortcut, the window that opens is a browse window, entitled 'Transactions: Browse'. This window lists all the Transactions in the register—
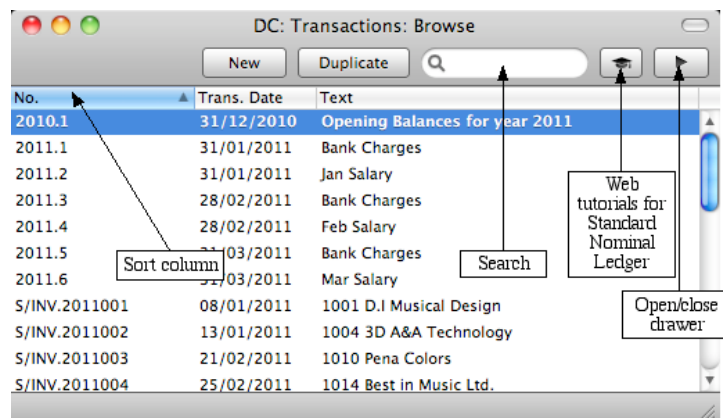
Browse windows offer the following features—

Sorting   Click a column heading to sort the list. Click again to reverse the sort. The sort column has a blue heading, and an arrow indicates the sort direction.

Adjusting Columns

Drag the column headings to change the order of the columns.

To remove a column from a browse window, open the drawer by clicking the [►] button in the top right-hand corner of the window—
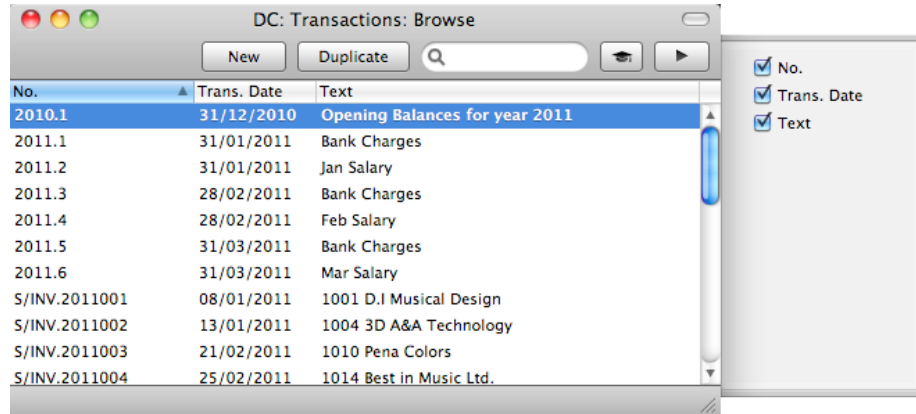
Remove the tick from a check box to remove the corresponding column from the browse window.

Saving Window Configurations

If you move or resize a window or change the sort order and you want the change to be remembered, choose 'Save Position' from the Window menu (you can also use the ⌘-Shift-S keyboard shortcut). Use 'Restore Position' to return the window configuration to standard.

Searching

To find a particular record in the list, first sort the list by the column that you want to use for the search. In the illustration above, for example, the list is sorted by No. allowing you to search for a Transaction with a certain Number. Then, type a letter, word, number, or date in the Search field (there is no need to click in the field before typing). Then press the Enter key.

The 'Persons: Browse' window includes an Operations drop-down menu. Highlight a record in the list, then click the button with the image shown on the left to open the menu. When you choose a function from this menu, it will be applied to the highlighted record.

Opening a record

Open a record by double-clicking, or by selecting the line and pressing the Enter key. The record will be opened in a record window.

Duplicating a record

Find the record that you want to duplicate, highlight it and click the [Duplicate] button above the list (or use the ⌘-Y keyboard shortcut). A record window will open, containing the new duplicate record. In many cases, the new record will contain the current date, not the date of the duplicated record.

Creating a new record

> Click the [New] button above the list, or use the ⌘-N keyboard shortcut. A record window will open, containing a blank new record.

Record Windows

> You will use record windows to enter, view and edit individual records. All data entry will be made in windows of this type. Shown below is a Transaction in a record window—

> Use the Return, Tab or arrow keys to move from field to field. You can also use the mouse to click directly in a field. Some record windows, such as the one in the illustration, are divided into two sections: the top half shows details of the parent record (in this case, a Transaction) and the lower half contains the individual journal postings (or rows) that are listed in that Transaction.
>
> The window title will contain the name of the register and will also show the status of the record, as follows—

> **New**   The window contains a new record that has not yet been saved.
>
> **Inspect**   The window contains a record that has been saved.
>
> **Update**   The window contains a saved record, and a change has been made to that record that has not yet been saved.
>
> **Deleting**   The window contains a record that is in the process of being deleted.

Record windows offer the following features—

◀ ▶	Keyboard shortcuts: ⌘-- and ⌘-+

These are the [Previous Record] (on the left) and [Next Record] buttons.

Use these buttons to move from record to record. Everything you may have changed in the record you are leaving will be saved.

🖶	Keyboard shortcut: ⌘-P

Click this Printer icon to print the current record.

🖶ρ	Keyboard shortcut: ⌘-Shift-P

Clicking the Preview icon will cause the current record to be printed to screen in a new window. This will allow you to see what it will look like when you print it on a printer by clicking the Printer icon immediately to the left.

⚙▾	Many record windows have an Operations drop-down menu, marked with this icon. This contains various functions that you can apply to the record currently shown in the window. For example, when looking at a Transaction, use the Operations menu to correct a mistake.

[New]   Keyboard shortcut: ⌘-N

Click this button to save the current record and to close it. A new blank record will then be opened for data entry.

[Duplicate]   Keyboard shortcut: ⌘-Y

Click this button to save the current record and to create a copy of it. The original record will be closed and the new copy opened. In many cases, the new record will contain the current date, not the date of the copied record.

[Cancel]   If you have not saved the current record (i.e. the window title is 'New'), click this button to cancel the data entry process and to close the record window. The record will not be saved. If you have previously saved the current record (i.e. the window title is 'Update'), click this button to discard all changes made since it was last saved. In this case, the record window will not be closed.

[Save]   Keyboard shortcut: Shift-Enter

This button saves all changes to the current record but does not close it.

|	
🎓	Click this button to connect to the Standard Nominal Ledger website, where you can see a short tutorial demonstrating how to use the register you are looking at.

Paste Special

You can use the 'Paste Special' feature in many fields to bring information in to a record from another register or setting. For example, when you enter a Transaction, you can use 'Paste Special' to choose an Account. The following example shows pasting an Account Number into a Transaction—
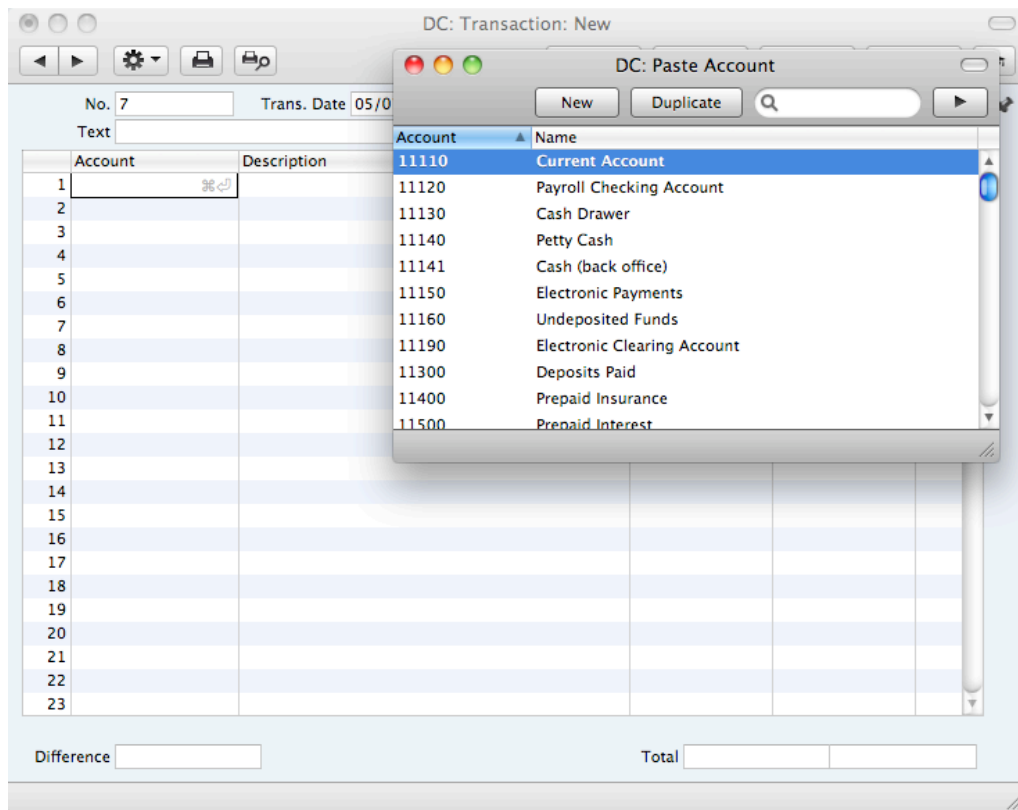
Place the insertion point in the Account field and press the ⌘-Enter key combination. A new window will open, showing the contents of the register or setting from which you can select a record (in this case, the window will list Accounts in the Account register). This window is similar to a browse window in its behaviour, so you can sort and search as previously described. Select the Account you want by double-clicking or by highlighting and pressing Enter. The Account Number and other details are transferred to the Transaction.

When you move the insertion point into an empty field where you can use the 'Paste Special' feature, you will see the following image in the field—
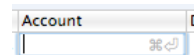
You can make the 'Paste Special' feature more powerful by saving the sort order of the 'Paste Special' list. For example, whenever you need to choose an Account, you will probably know its Name but not its Number. The first time you use the 'Paste Special' feature to choose an Account, sort the list by Name and then select 'Save Position' from the Window menu. From now on, the list will be sorted by Name when it opens. Now you can type the first few characters of the Account Name in an Account field and then press ⌘-Enter. When the 'Paste Special' list opens, the highlighted Account will be the first one to match the typed characters. If this is the correct one, all you need do is press the Enter key and carry on typing without interruption. In the example shown below, we typed "office" into the Account field in a Transaction and then pressed ⌘-Enter. The

'Paste Special' list opens, with the first Account whose name begins with "office" highlighted—
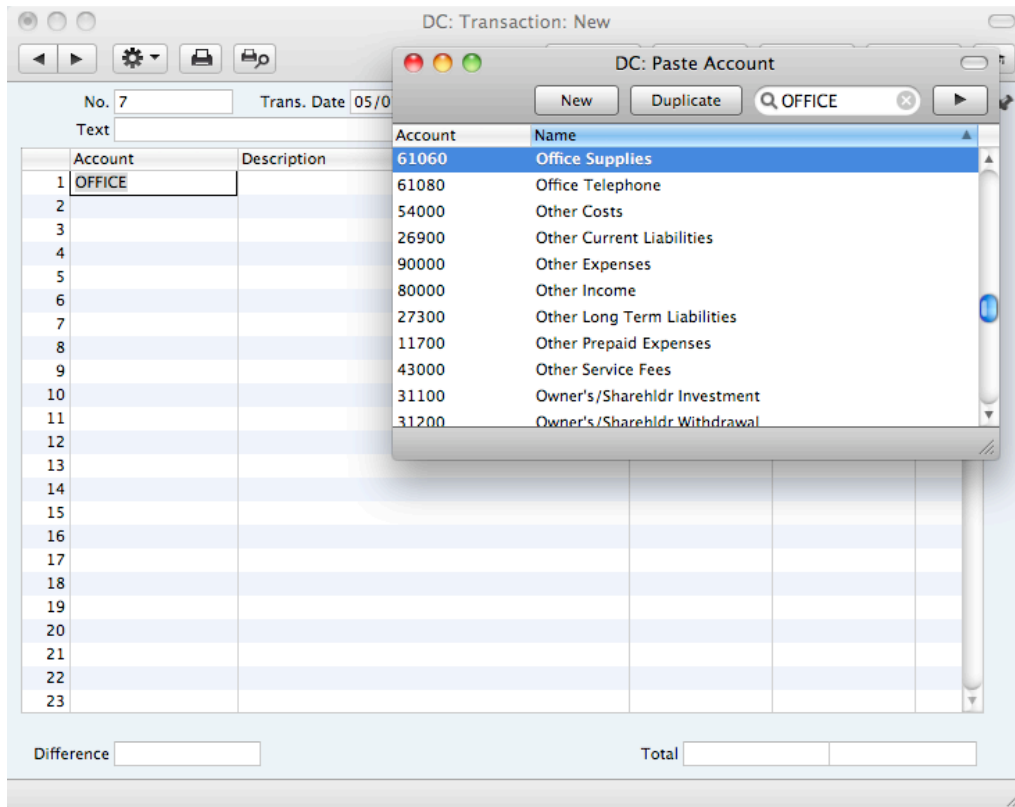
If the record you are looking for does not exist and so is not shown in the 'Paste Special' list, you can often enter it on the fly. In the 'Paste Special' window, press ⌘-N, or click the [New] or [Duplicate] buttons as appropriate (or use the relevant keyboard shortcuts, ⌘-N and ⌘-Y respectively). A new Account screen (in this example) is shown. Enter the new Account, click [Save] and the new record is saved. At the same time, the Account Number is entered in the Transaction.

If you realise that your information about the linked record (in this case, the Account) is out of date or contains a mistake, highlight the Account in the 'Paste Special' window and press ⌘-Shift-V. The Account record will be opened, allowing you to make the necessary changes. You can also do this if you have already entered the Account Number in the Transaction. With the insertion point in the Account Number field, press ⌘-Shift-V. This feature is available from most fields with a 'Paste Special' link.

You can also drag and drop records from a browse window or 'Paste Special' list onto a record window. For example, you can drag an Account Number from the 'Accounts: Browse' or the 'Paste Account' window into a Transaction. When a record contains a list (e.g. the list of Accounts in a Transaction), you can open the 'Accounts: Browse' or the 'Paste Account' window and select a range of Items by clicking while holding down the Shift key. Then, drag them to the Account field in the first empty row in the list. All selected Accounts will be added to the list.

You can also use 'Paste Special' when you are in a date field to choose a date from a calendar.

Deleting Records

To delete a record, open it in a record window and select 'Delete' from the Record menu.

You cannot delete Transactions, and you cannot delete an Account once you have used it in a Transaction.

! ***You cannot undo the deletion of a record.***

Attachments and Personal Desktop

Attachments

You can connect files, notes or other records to any record in Standard Nominal Ledger. These connected objects are known as "Attachments".

All record windows contain an [Attachments] button in the top right-hand corner—

If a record has at least one Attachment, the button has a different icon—

Click this button to work with Attachments. A list of objects currently attached to the record is opened—
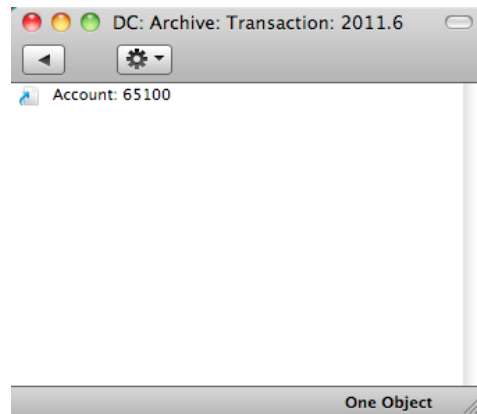
This list has its own Operations drop-down menu, which contains the functions necessary to attach, view and remove Attachments—
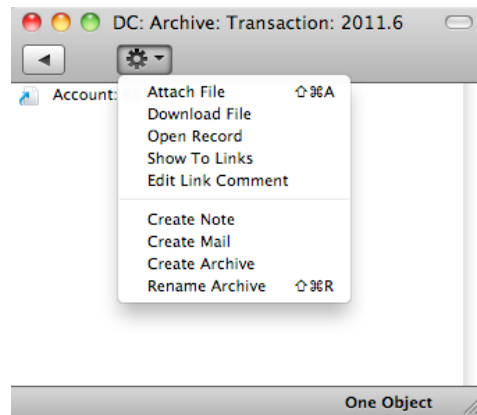
You must save a record at least once before you can add any Attachments.

You can attach the following items to records of all kinds—

Files
Open the list of attachments and choose 'Attach File' from the Operations menu. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Notes
Open the list of attachments and choose 'Create Note' from the Operations menu. A window will open, where you can type in your note and enter a Comment (the text that will identify the note in the list of Attachments).

Records
You can attach a record to another record by dragging it from its browse window onto the [Attachments] button of the other record. If the record is already open, drag its [Attachments] button onto the [Attachments] button of the other record.

Reports
To attach a report to a record, first print the report to screen. The Button Bar of the report window contains an [Attachments] button: drag this to the [Attachments] button of the record.

To open or read an Attachment, double-click it in the list of Attachments or select 'Open Record' from the Operations menu. If the Attachment is a file, double-clicking it to save it to your hard disk or use 'Open Record' to open it in the relevant application.

If a record has many Attachments, you can organise them using Archives. Open the list of Attachments and select 'Create Archive' from the Operations menu. The 'Create Archive' window opens, where you can give the new Archive a name. When you click the [Save] button, the new Archive will appear at the top of the list of Attachments: move the Attachments into the Archive by dragging and dropping onto it. To open the Archive, double-click it. To go back to the top-level list of Attachments, click the button with the arrow icon—

<div align="right">◄</div>

To remove an Attachment of any kind from a record or Archive, highlight it in the list of Attachments and then either select 'Clear' from the Edit menu or press the Backspace key on your keyboard.

Personal Desktop

As well as being able to connect files, notes or records to any record in Standard Nominal Ledger (as described immediately above), you can also attach them to your Master Control panel. They will be listed in the area on the right of the Master Control panel, known as the "Personal Desktop". You can also place important reports, documents, settings and registers in the Personal Desktop. You can therefore configure your Personal Desktop so that it gives you immediate access to the areas of Standard Nominal Ledger that are most important to you (i.e. removing the need to find reports, documents and settings in list windows and records in browse windows). The Personal Desktop is therefore similar to a list of Bookmarks in a browser.
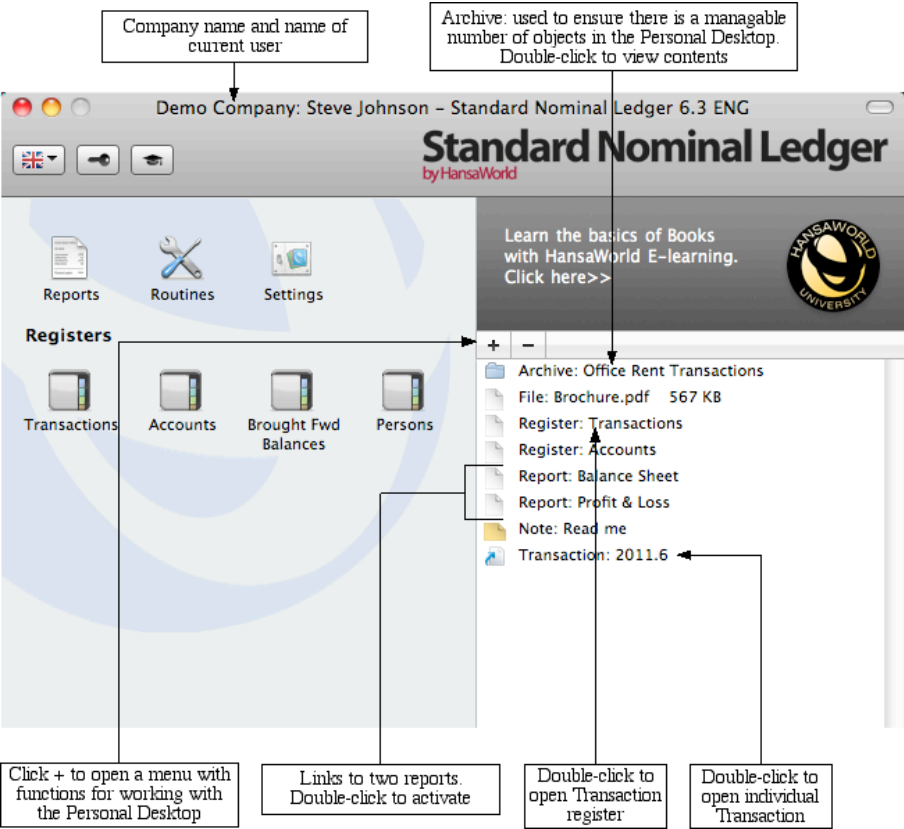
When you click the [+] button immediately above the Personal Desktop, a drop-down menu will appear, containing various functions that you can use when working with the Personal Desktop, as illustrated below—
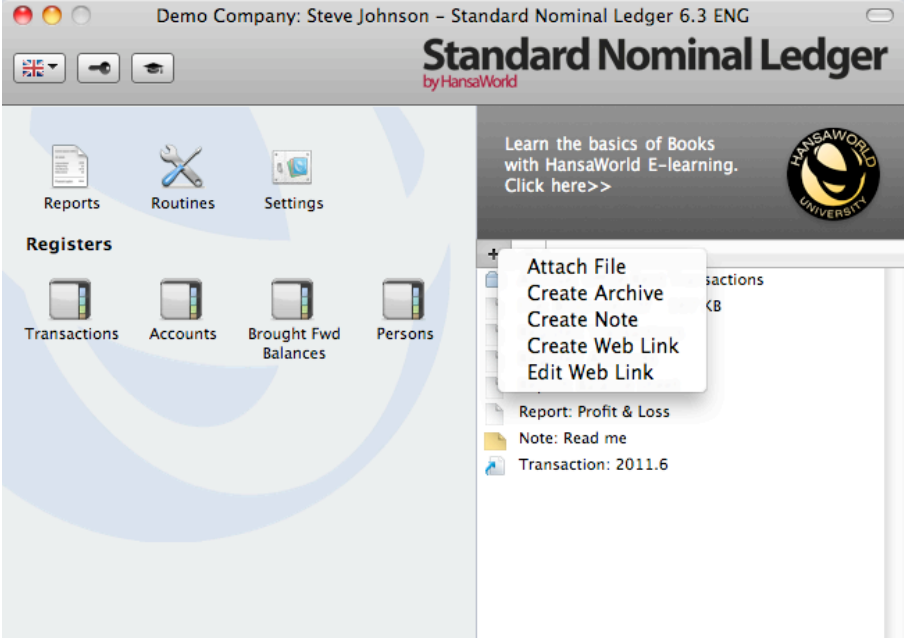
You can place the following items in your Personal Desktop—

Registers
Drag registers from the Master Control panel to the Personal Desktop.

Settings, reports, documents, import and export functions

Open the appropriate list window (e.g. the 'Reports' list or the 'Documents' list) and then drag an item from the list to the Personal Desktop.

Files
Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Attach File'. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Web Links
You can place links to web pages in your Personal Desktop. Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Web Link'. A window will open where you can specify a name for the link and the URL (web address). You should also choose "Inline" or "External" in the Open field, using 'Paste Special'. If you choose "Inline", the web page will be opened in a new window inside Standard Nominal Ledger when you double-click the web link. If you enter "External", the web page will be opened in your default browser.

To remove an item from your Personal Desktop, click on it and click the [-] button above the Personal Desktop. You can also choose 'Clear' from the Edit menu, or press the Backspace key on your keyboard.

The contents of your Personal Desktop cannot be viewed by another user. So, if someone else logs in to your Standard Nominal Ledger database using the [Login] button in the Master Control panel, your Personal Desktop will disappear, to be replaced with theirs.

When you create the first User Account in a new database, the Personal Desktop will be activated for that User automatically. If you add extra Users to the Person register, you will need to activate the Personal Desktop for those Users yourself. Use the 'Activate Personal Desktop' function on the Operations menu of the 'Persons: Browse' window.

Chart of Accounts

The Account register contains your Chart of Accounts.

Standard Nominal Ledger does not require or use any hard-coded Accounts. You must therefore define your own Chart of Accounts or import an existing one before you can begin posting transactions. The simplest method is to use the standard Chart of Accounts supplied with Standard Nominal Ledger. This will have been imported to your database if you chose the option to start with standard settings when you created it (as described above on page 10).

! ***If you use your own Chart of Accounts, or modify the one supplied with Standard Nominal Ledger, you must ensure that every Account used in the settings and report definitions is a valid Account that exists in your Chart of Accounts.***

In Standard Nominal Ledger you always have access to the Chart of Accounts through the 'Paste Special' feature. You can use this feature when you enter a transaction of any kind and cannot remember an Account Number.

Working in the Account Register

To open the Account register, click the [Accounts] button in the Master Control panel or use the ⌘-2 keyboard shortcut. The 'Accounts: Browse' window is opened, showing the Accounts that you have already entered.
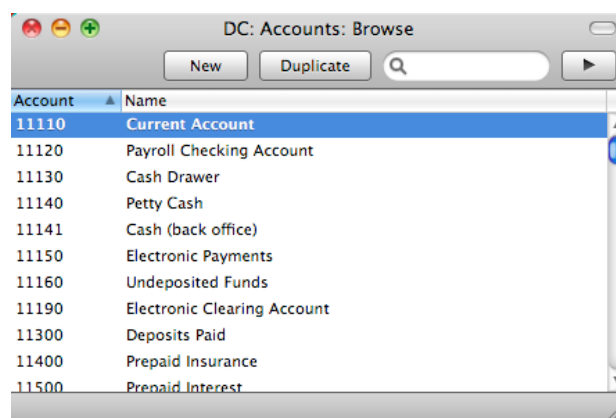
The list contains two columns: Account Number and Account Name. By default, the Accounts are listed in Number order: change the sort order by clicking on one of the column headings: the blue heading shows the current sort order. Click the column heading again to reverse the sort order.

To search for a particular Account, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field

in the top right-hand corner of the window and press Enter or Return. For example, to search for a particular Account Name, sort by Name before entering an Account Name (or its first few characters) in the Search field.

If you want to look at the details of an Account, double-click its name in the 'Accounts: Browse' window to open the Account record. To create a new Account, click the [New] button above the list or use the ⌘-N keyboard shortcut. Alternatively, highlight an Account similar to the one you want to enter and click [Duplicate] (or use ⌘-Y).

The 'Account' window will open, with the title 'Inspect' if you opened an existing Account, or 'New' if you are creating a new one. Complete the Account record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The 'Account' window contains the following information—

Account	The unique number of the Account. You can use up to ten characters, with a minimum of two.
	Once you have saved the record, you cannot change the Account Number.
Name	The name or description of the Account.
VAT Code	**Paste Special** VAT Codes setting
	You can assign a VAT Code to each Account.
	When you specify the Account in a Transaction row, this VAT Code will be brought in automatically. No calculation will ensue: the VAT Code is for reporting purposes only. It will affect the accuracy of the figures for Net Sales and Net Purchases in the VAT Report. This report is described below on page 86.
Account Type	An Account can belong to one of five types: Assets, Liabilities, Equity, Revenues or Expenses. This information is used to control how the balance of this Account will be stored, as a negative or a positive figure. Assets and costs are treated as positive values, while accounts for liabilities, equity, and incomes are treated as negative.
Normal Amount	Click one or both of the check boxes to indicate what type of posting is the usual for the Account. If you use this option, and try to debit an Account usually used for credit or vice versa, Standard Nominal Ledger will alert you to the possible error.

Closed   Check this box if you want to close the Account for further Transactions. You will no longer be able to use it, and it will not appear in the 'Paste Special' selection window. If you want to open the Account again later, simply click in the box again to remove the check mark.

Deleting Accounts

You can delete an Account from the Chart of Accounts, as long as it has not been used in any Transactions.

In the 'Accounts: Browse' window, double-click the Account you want to delete. This opens the 'Account: Inspect' window.

Select 'Delete' from the Record menu. The Account will be deleted and the previous Account in the list will be shown.

!   ***You cannot undo the deletion of an Account. You cannot delete Accounts that you have used.***

Printing the Chart of Accounts

You can print the Chart of Accounts using the 'Chart of Accounts' report, fully described below on page 78.
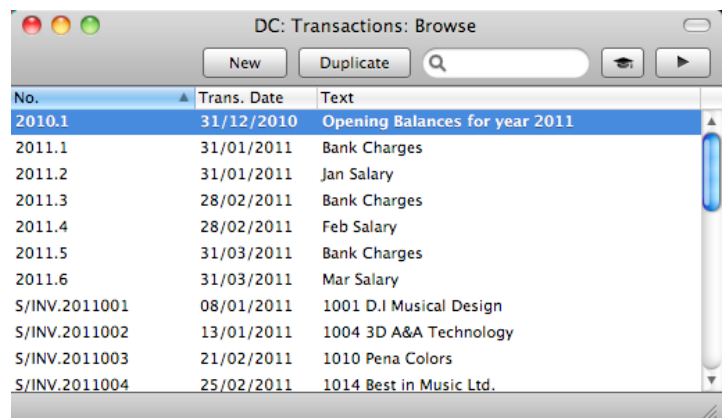
Transactions (Journal Entries)

Introduction

You should record every accounting event as a separate Transaction in the Transaction register.

Before working with Transactions, you should also look at the following settings and registers—

Accounts	page 26
Fiscal Years	page 59
VAT Codes	page 62

To open the Transaction register, click the [Transactions] button in the Master Control panel or use the ⌘-1 keyboard shortcut. The 'Transactions: Browse' window is opened, showing a list of Transactions already entered.

All Transactions are shown with their Transaction Numbers preceded by the fiscal year: the Transactions numbered 2011.1 to 2011.6 in the illustration are examples of this. The characters representing the fiscal year are taken from the Fiscal Years setting.

In the Text column you can see the short explanatory text that was entered for each Transaction.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. The current sort column is shown with its heading coloured blue. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. When you press the Return or Enter key, the first record with a match for the keyword in the current sort column will be highlighted. If you need to search for a particular Transaction Number, include the prefix in your keyword e.g. search for "2011.3" not "3". You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Entering a Transaction

To enter a Transaction, first open the Transaction register by clicking the [Transactions] button in the Master Control panel or using the ⌘-1 keyboard shortcut.

Then, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, select a Transaction similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Transaction: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Transaction.

Complete the Transaction record as described below, then save it using the [Save] button and close the window by clicking the close box.

Header

No.   The Transaction Number of a new Transaction is provided automatically by Standard Nominal Ledger. You may change this number, but not to one that has already been used.

The Transaction Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Transaction Number of a Transaction before saving it. Standard Nominal Ledger will then continue the sequence from there.

At the beginning of a new fiscal year, you can continue with the existing sequence, or you can restart the sequence from 1 by changing the Transaction Number of the first Transaction in the new year before saving it.

Trans. Date	Paste Special	Choose date

The date when the Transaction took place. The last used Transaction Date is offered as a default.

Text	A short description of the Transaction.

Footer

Difference	Any difference between the sums of Debited and Credited amounts is shown here: the two sums must be the same before you can save the Transaction. A balancing entry shows a zero difference in this field.

Total	These two fields show the sums of Debits and Credits for the Transaction.

The remainder of the screen contains the rows of the Transaction, where you should list the postings to the individual Accounts. These must balance (the debits must equal the credits) before you can save the Transaction.

To add rows to a Transaction, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

Account	Paste Special	Account register

Specify here the Account used by the Transaction row.

Description	The Account Name will be entered here automatically when you specify the Account above. You can change it in a particular Transaction row if necessary.

Debit, Credit	For each row, enter a debit or credit amount. The debits total must equal the credits total before you can save the Transaction: each Transaction must therefore have at least two rows.

V-Cd	Paste Special	VAT Codes setting
	Default taken from	Account

You can mark each row in a Transaction with a VAT Code. The VAT Code may be brought in automatically when you enter an Account number, or you can enter it yourself. No calculation ensues: the field is for reporting purposes only. Nevertheless, take care to ensure you enter the correct VAT Code (if any), since it will affect the accuracy of the figures for Net Sales and Net Purchases in the VAT Report. This report is described below on page 86.

Entering a Transaction - Example

As described above, there are several shortcuts that you can use to simplify your work when entering Transactions. You can bring a date into a date field using the ⌘-Enter key combination.

1. To enter a Transaction, open the Transactions register by clicking the [Transactions] button in the Master Control panel or using the ⌘-1 keyboard shortcut. Then, click [New] or press ⌘-N, or highlight a Transaction similar to the one you want to enter and click [Duplicate] in the Button Bar.

The 'Transaction: New' window is opened, containing an empty Transaction or a duplicate of the highlighted one. The suggested Transaction Date will be the date from the most recently entered Transaction.

2. Enter and edit the data in the normal way. We will show how to enter the various items with the help of a few examples.

    We assume that you have bought some office material from the local stationery store.

    You have purchased two boxes of copy paper for 12.50 each, a box of pencils for 6.00, and a box of adhesive tape for 3.20. The VAT was 5.84, and the total 40.04. You paid by check from the company's current account.

    The Transaction will look like this—

3. Click [Save] to enter the Transaction in the Nominal Ledger.

4. The next Transaction records the purchasing of a new desk. Start by clicking [New]. The stationery Transaction is closed and replaced with an empty record ready for data entry.

    The desk cost 247.00 excluding VAT. You are charged 20.00 for transport, and then VAT.

5. Here you can try the automatic balancing function, since all crediting is done to the same Account. Enter the three debit postings and continue with row 4 until you are going to enter the amount. The Transaction will look like this—

5. With the insertion point in the Credit column, press the Return or Enter key. The correct credit amount to balance the entry will be brought in for you. If you press Return or Enter again, the Transaction will be saved, closed and committed the Transaction to the Nominal Ledger, and a new, empty, Transaction will be opened. You can use this feature when you need to enter several Transactions quickly in one sitting.

Correcting Transactions

In the program you can easily correct Transactions in a legal manner.

!

You may not alter an entry in your Ledger just any way you want to. A correction of a Transaction means that you create a new Transaction, which also cancels the old one. The altered Transaction should be marked that it has been cancelled.

When a Transaction is open for data entry, the Operations menu is available in the Button Bar, allowing you to make several types of corrections after the Transaction has been entered.

Assume that you have entered the wrong VAT amount, and that you find out only after entering the Transaction.

1. Highlight the Transaction containing the error in the 'Transactions: Browse' window and click [Duplicate].

    This creates a copy of the faulty Transaction. First you want to remove the error.

2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.

3. Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error. Note: do not save the Transaction before selecting 'Correction Mark'.

4. Enter the journal number of the transaction to be corrected, including the fiscal year prefix, and then make new, correct, entries in the following rows as shown in the illustration below.

	Account	Description	Debit	Credit	V-Cd
		DC: Transaction: New			
	No. 10	Trans. Date 05/07/2011			
	Text Purchase of Office Material				
1	61060	Office Supplies		25.00	1
2	61060	Office Supplies		6.00	1
3	61060	Office Supplies		3.20	1
4	23300	VAT Receivable		5.84	
5	11110	Current Account	40.04		
6		Correction to Transaction 2011.8			
7	61060	Office Supplies	34.20		1
8	23300	VAT Receivable	6.84		
9	11110	Current Account		41.04	
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference 0.00   Total 81.08 81.08

5. Click [Save] when you have finished. The new Transaction will be saved, and the old Transaction will be marked as corrected, as shown in the following picture—

A second method that you can use to correct mistakes emulates that used in manual ledgers, where errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. The accountant will sign the correction, and create a new, corrected entry with the next unused journal number.

1. In the 'Transactions: Browse' window, find and double-click the old Transaction you want to change. Select 'Update Mark' from the Operations menu. A new line is added in the Transaction, containing your Signature and the original date of the Transaction.

2. You will now want to cancel - draw a (red) line across - the faulty row. Highlight the row by clicking the number to the left of the row. Press the Backspace key to draw the correction line across the row. Then you can enter the correct information. Save in the normal way.

3. If the error is in the header area of the Transaction (i.e. the Transaction Date is wrong), you can again use the 'Update Mark' function to correct it. Select the function and change the date as appropriate. There is no need to use the 'Update Mark' function to change the Text in the header or the Description in any of the rows.

If you discover an error in a Transaction that falls within a closed month, you cannot correct it using 'Update Mark'. This is because 'Update Mark' modifies the Transaction and attempts to save it using the original Transaction Date. This falls in a period when modifications are not permitted. Therefore, the only way you can correct such Transactions is by using the 'Correction Mark' function to create a new, correcting, Transaction whose Transaction Date must fall within an open month. To close a month, use the Locking setting: please refer to page 60 below for full details.

Operations Menu

When a Transaction is open in a record window, the Operations menu is available. The menu has four commands.
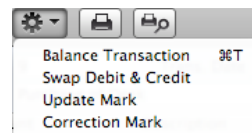
Balance Transaction

If the insertion point is in one of the Transaction rows, selecting this command changes the Debit or Credit value in that row, so that the Transaction balances. This is particularly practical when you have made an error in the amount in just one line.

An alternative to selecting this function is to place the insertion point in the Credit field of the last row and press the Return or Enter key.

Swap Debit & Credit

This command swaps the entries of a Transaction, transferring all Debit values to the Credit column and all Credit values to the Debit column.

This is useful when you wish to cancel a Transaction with an opposing correction Transaction. To do this, find the erroneous Transaction in the 'Transactions: Browse' window, highlight it and click [Duplicate]. A copy of the Transaction is opened. Select this function and save by clicking [Run]. The erroneous Transaction is now cancelled. Full details are contained in the 'Correcting Transactions' section above on page 33.

Update Mark

In the case of a Transaction that contains an error, use this command to insert a special update mark allowing you to record a signature before entering the correct posting on the Transaction. Full details are contained in the 'Correcting Transactions' section above on page 33.

Correction Mark

When you use a correction Transaction to correct a Transaction, use this command to enter the number of the cancelled Transaction. The cancelled Transaction will also gain a cross-reference to the correction Transaction. Full details are contained in the 'Correcting Transactions' section above on page 33.

Opening Balances

Introduction

Unless you are starting a new business and intend to use Standard Nominal Ledger to administer your accounts from the first day, you will need to enter some opening balances. If you are starting to use Standard Nominal Ledger at the beginning of the fiscal year, these opening balances will take the form of the closing balances for each Account for the end of the previous year. If you are starting to use Standard Nominal Ledger in the middle of the fiscal year, there will be two components to opening balance figures: the closing balances for each Account for the end of the previous year and Account balances for the current year to date.

To carry out this task, you should equip yourself with as much information as you can in the form of transaction data and reports produced by the old system, in order to make this task as easy as possible.

We recommend that you change during a current fiscal year. You should enter Account balances for the previous year and then enter individually all current year transactions registered so far. This will a) make you familiar with Standard Nominal Ledger, and b) automatically give you a check of the old transactions.

Before you can enter any opening balances, you should have specified the current and, if appropriate, previous fiscal years using the Fiscal Years setting (described on page 59 below) and entered the Chart of Accounts (page 26) and VAT Codes (page 62) you wish to use. If you created your database using the 'Start with standard chart of accounts' option as described above on page 10, it will contain the sample Chart of Accounts supplied with Standard Nominal Ledger. If this is not suitable, you can import your own chart from a text file or enter it manually.

Once you have entered your Fiscal Year, Chart of Accounts and VAT Codes, it's a good idea to enter all the opening balances at once. Ideally, this process should be completed before you start to enter new Transactions, but it is possible to change the opening balances at any time during the fiscal year.

When entering opening balances, the level of detail is up to you. Factors influencing this decision may be the number of Transactions, the time available to enter these Transactions and the level of detail required in your reports. It might be that you enter all Transactions individually or it might be that you enter a single opening balance for each Account. Full details covering the necessary data entry processes follow in the next sections.

Once you have entered your opening balances in their chosen form, print the reports you usually use and compare them with the reports from your old system. These reports should include the Trial Balance, Profit & Loss and Balance Sheet.

Opening Balances

The task of entering opening balances can have two stages—

i.   You should enter balances for each Account as they stood at the end of the previous fiscal year. You can use the Brought Forward Balance register or

the Transaction register for this task. This information should be available in the Trial Balance report obtained from your old system.

You can enter a single opening balance figure for each Account, or you can divide the opening balance figure into individual postings. This decision may depend on the Account itself.

The advantages of using the Brought Forward Balance register for this purpose are that you can save unbalanced Brought Forward Balance records, and you can return to a Brought Forward Balance record to change it. This allows you to enter opening balances as a gradual process, saving frequently.

If you want to use the Brought Forward Balance register, refer to steps 1-6 below. If you want to use the Transaction register, please refer to the description above on page 29.

ii.   If appropriate, enter the Transactions for the current year to date, using the Transaction register. Please refer to steps 7-12 below.

Once you have entered all balances and Transactions, print out a Trial Balance and compare it with that obtained from your old system. Any discrepancies should be investigated immediately: any delay will make this more difficult.

The following sections assume you have already defined a Chart of Accounts and a set of VAT Codes.

To enter Account balances as they stood at the end of the previous fiscal year to the Nominal Ledger using the Brought Forward Balance register, follow these steps—

1.   Click the [Brought Fwd Balances] button in the Master Control panel or use the ⌘-3 keyboard shortcut to open the Brought Forward Balance register.

2.   When the 'Brought Forward Balances: Browse' window opens, click [New] on the Button Bar to open a new record.

3.   Enter the information as shown in the following illustration. It is recommended that you choose a Transaction Date that is at the end of the previous fiscal year and that is, in any case, prior to the date when you will be starting work with Standard Nominal Ledger.

If you are entering a single opening balance figure for each Account, use each row in the grid to enter these balances, taking the figures from the Trial Balance report produced by your old system. If you are entering opening balances as individual postings, enter each posting on a separate row. You can enter single opening balance figures for some Accounts, and individual postings for others.

4.   The Brought Forward Balance screen has 500 rows, allowing you to enter opening balances for up to 500 Accounts in a single record. If you need to enter a significant number of opening balances, it is recommended that you save the Brought Forward Balances record periodically, by clicking the [Save] button in the top right-hand corner. The record does not have to balance for you to save it. Account balances will be updated as soon as you save the record. However, if you discover a mistake at a later date, you will be able to correct the record without difficulty.

5.   If you run out of rows, click the [New] button (or use the ⌘-N keyboard shortcut). The Brought Forward Balances record will be saved and closed, and a new empty record will be opened, allowing you to enter more opening balances.

6.   Finish with [Save] when you have entered the last balance, and close the window by clicking the close box.

If you are starting to use Standard Nominal Ledger in the middle of a fiscal year, you should now enter the Transactions for the current year so far. You should enter these from the original documentation, not copy them from Transaction Journal reports produced from your old system. These will be entered later. Follow these steps—

7.   Click the [Transactions] button in the Master Control panel or use the ⌘-1 keyboard shortcut to open the Transaction register.

8. When the 'Transactions: Browse' window opens, click [New] in the Button Bar to open a new record.

9. Enter the information as shown in the following illustration. Full details about the fields are to be found in the description of the Transaction register above on page 29. Ensure you use the same Transaction Date that was used when entering the Transaction to your previous system.

10. The Transaction screen does not have an OK check box, so Account Balances will be updated as soon as you save the Transaction. Therefore, before saving the Transaction, make sure that no mistakes have been made. One check is that the Debit and Credit totals are the same. Once you have saved the Transaction, you will only be able to change it by using one of the correction features described above on page 33.

11. Click the [Save] button (or use the Shift-Enter keyboard shortcut) to save the Transaction. Alternatively, if you click the [New] button (or use the ⌘-N keyboard shortcut), the Transaction will be saved and closed, and a new empty record will be opened, allowing you to enter another Transaction.

    You can use another feature when you need to enter several Transactions quickly in one sitting and don't want to interrupt your typing by reaching for the mouse. Enter the debits in a Transaction first and then, with the cursor in the Credit field in the final credit row, press the Return or Enter key twice. The first pressing causes the correct credit amount to be entered for you, balancing the entry. The second saves, closes and commits the Transaction to the Nominal Ledger and opens a new, empty, Transaction.

12. Finish with [Save] when you have entered the last Transaction, and close the window by clicking the close box.

Printing Reports

You can produce many different reports from Standard Nominal Ledger. Detailed descriptions of each report can be found below, beginning on page 65. You should, however, always print a Transaction Journal for the Transactions entered during one work session.

Having completed the process of entering your opening balances, you should now print a Trial Balance and compare it with a Trial Balance produced from your old system.

To print a Trial Balance, follow these steps—

1. Click the [Reports] button in the Master Control panel. You can also use the ⌘-R keyboard shortcut.

2. The 'Reports' list opens, showing the reports that you can produce from Standard Nominal Ledger—
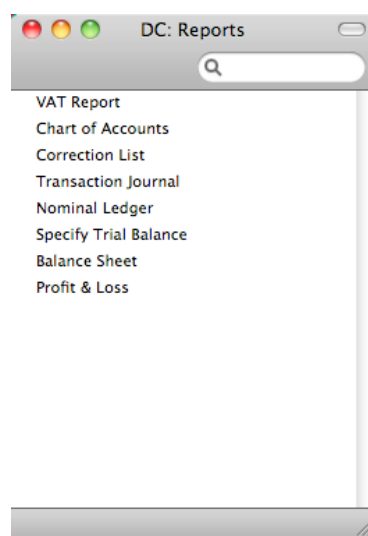
3. Choose 'Trial Balance' by double-clicking. You can also type the first few characters of the name of the report ("trial" for example) and then press the Enter or Return key. The 'Specify Trial Balance' window appears.
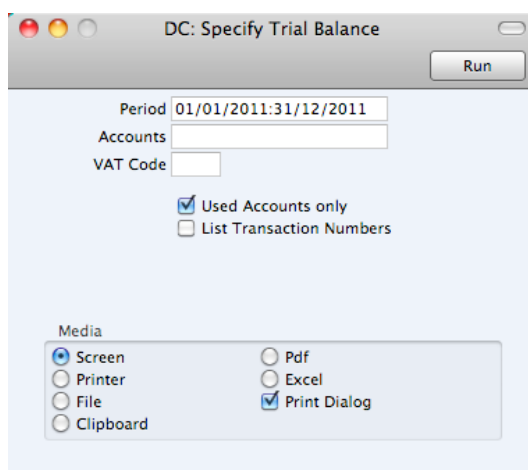
4. To report on your opening balances, you should enter in the Period field a period from the beginning of the current fiscal year to the current date. Separate the start and end dates of this period using a colon (:), as shown

in the illustration. You can leave all the other fields blank, ensuring that all Accounts etc will be included in the report.

5.   Use the Media options at the bottom of the window to choose a print destination (for example, 'Printer' or 'Screen'), and click the [Run] button to produce the report.

6.   If you printed to screen and now wish to print on a printer, simply click the Printer icon in the Button Bar of the report window.

The End of a Financial Year

At the end of the financial year, the books are closed and a new year is started. The final accounts are produced, the auditors will produce their report, and management will produce their report to the owners' annual meeting. After approval, in the case of limited companies, the annual report is filed with the relevant authority.

To end a financial year and start a new one in Standard Nominal Ledger, follow these steps. Companies will have their own methods for recording profit/loss at the end of a financial year. A typical method is described in steps 4-9 below: this method may not be suitable for every company in every country. Please refer to your financial adviser for more advice on this subject.

1. If you are registered for VAT, the first step should be to print a VAT Report for the final quarter of the year (and separately for earlier quarters if this has not already been done).

2. For each quarter, you should then enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (if you are using the sample Chart of Accounts supplied with Standard Nominal Ledger, you can use Account 25020). This Transaction would debit the VAT Outputs Payable Account (23000) and credit the VAT Inputs Receivable Account (23300), with a balancing posting to the VAT Payments Account. You must enter this Transaction in the quarter to which it belongs, preferably as the last Transaction of the period.

You can transfer the amount payable/receivable from/to your bank account using a further Transaction when payment is made/received.

3. Print out the following Nominal Ledger reports, using the whole year as the report period in each case. These will provide both a hard copy record of the year's business and the basis for the end-of-year work that will now be carried out by your auditors.

Nominal Ledger The Nominal Ledger report is an important part of the final accounts of a business. It is a list of every Transaction, classified by Account and listed in the order in which they were entered.

Transaction Journal

The Transaction Journal is a list of every Transaction, in transaction number order.

Profit & Loss The Profit and Loss report summarises the income and expenditure (and therefore the operating profit or loss) of the business during the fiscal year. The result shown on the Profit & Loss report should agree with ('balance') the result on the Balance Sheet.

Balance Sheet The Balance Sheet shows the financial status - at a particular point in time - of the company showing Assets, Liabilities and Equity capital.

Chart of Accounts

Printing the Chart of Accounts allows an outsider to understand how you have arrived at the final accounts.

4. Ensure your Chart of Accounts (i.e. Account register) includes Accounts defined as shown in the illustration—

5.   The Accounts defined in step 4 above should not appear in the Definitions for your Profit & Loss report, but should be part of the profit calculation in the Balance Sheet. In the sample Chart of Accounts supplied with Standard Nominal Ledger, these are lines 4000, 4010 and 4020 of the Balance Sheet Definition. To check this, click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The following window opens—

Double-click in turn on lines 4000, 4010 and 4020 (or the equivalents if you are not using the sample Chart of Accounts and/or Balance Sheet report definition supplied with Standard Nominal Ledger) and ensure they are defined as shown—

Line 4000 in the sample Balance Sheet Definition is the equity calculation. It causes a total figure for equity to be printed in the report.

Line 4010 in the sample Balance Sheet Definition is the profit calculation. This line does not have any Text and therefore it will not be printed in the report.

In line 4020 the Type is "Sum" and so it will print the result of the calculation in line 4010.

6. Once your auditors have concluded their work and any consequent Transactions have been entered, refer to step 3 above and print out the reports again, as final records of the year just ended. These will be the basis for the end-of-year accounts presented to the owners or directors. The Net Profit in the Profit & Loss Report should be the same as the Profit/Loss this YTD shown in the Balance Sheet (in the Balance Sheet, a profit will be shown as a negative figure). Make a note of this figure.

DC: Profit & Loss

		Standard Nominal Ledger by HansaWorld, Print date: 31/12/2010 16:32		
Profit & Loss				
Standard Demo Ltd		Period 1/10/2010 : 31/12/2010		
Last Reg Date 31/12/2010		Acc Period 1/1/2010 : 31/12/2010		
		Exact Notation		
		in %		
		Only used accounts		
45000	Freight Collected	220.00	400.00
Total Income		26,106.24	41,328.18
Cost Of Sales			
51000	Purchases - Group 1	10,249.38	10,249.38
54000	Other Costs	187.23	187.23
54100	Discounts Given	24.23	37.73
Total Cost Of Sales		10,460.84	10,474.34
Gross Profit		15,645.40	30,853.84
Expenses			
61050	Postage	89.00	89.00
61060	Office Supplies	68.00	68.00
61079	Telephone	456.00	456.00
61081	Mobile Phone	954.00	954.00
61160	Round Off	-2.19	-2.19
61700	Freight Paid	154.00	154.00
65110	Wages	3,516.00	3,516.00
66010	Rent	3,000.00	3,000.00
Total Expenses		8,239.19	8,239.19
Net Profit/(Loss)		7,406.21	22,614.65

Balance Sheet
Standard Demo Ltd
Last Reg Date 31/12/2010

TOTAL ASSETS

LIABILITIES

Creditors
21000   Creditors
Total Creditors

Tax Payable
25020   Tax Payable 1
Total Tax Payable

TOTAL CURRENT LIABILITIES

TOTAL LIABILITIES

TOTAL LIABILITY & EQUITY	-2,663.85	-19,222.96	-21,886.81
Profit/Loss this YTD	-15,208.44	-7,406.21	-22,614.65

7. You should now post the profit or loss for the year just ended to the Result of Current Fiscal Year Account (Account 39000 in the sample Chart of Accounts and in step 4 above). Do this by entering a new record to the Transaction register dated the last day of the year just ended. If your company made a profit, this Transaction should debit the Special Account for Y/E profit Postings (Account 39999 in step 4 above) and credit the Result of Current Fiscal Year Account with the value noted in step 6. If your company made a loss, the debits and credits should be reversed.

		DC: Transaction: Inspect					
			New	Duplicate	Cancel	Save	

No. 34   Trans. Date 31/12/2010

Text Posting of Profit for 2010
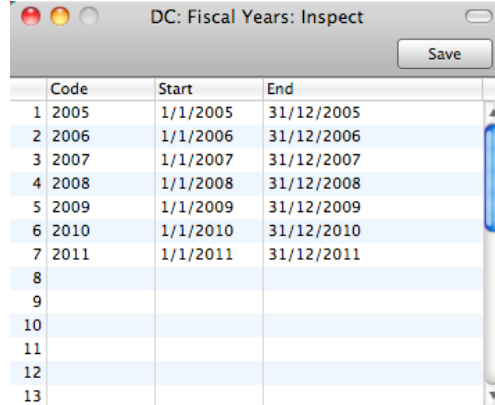
	Account	Description	Debit	Credit	V-Cd
1	39999	Historical Balancing	22,614.65		
2	39000	Current Year Earnings		22,614.65	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

Difference   0.00   Total   22,614.65   22,614.65

8. Save the Transaction and print the Balance Sheet and Trial Balance to screen. You should now find that the YTD Profit figure on the Balance Sheet is zero, and the Balance Sheet should balance. Finally, check that your Trial Balance report for the last year still balances.

9. You should now bring the profit/loss figure forward to the next year. Do this by entering a new record to the Transaction register dated the first day of the new year. You will need to update the Fiscal Years setting as described in steps 10 below before you can do this. If your company made a profit, this Transaction should debit the Result of Current Fiscal Year Account and credit the Retained Earnings Account (Account 38000 in step 4 above) with the value noted in step 6. If your company made a loss, the debits and credits should be reversed.

The result of the two Transactions in steps 7 and 9 is that the forward balance for Account 39000 will be the result of the previous year in the Balance Sheet for the next year. The final balance for Account 38000 will be the accumulated results of all previous years in the Balance Sheet for the next year.

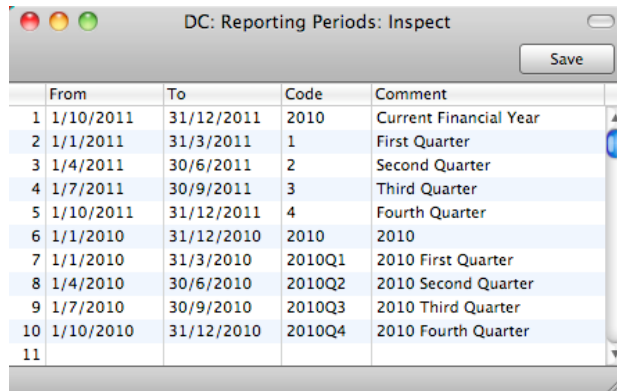You should now ensure you are ready for the new year. Follow these steps—

10. Using the Fiscal Years setting, register the new financial year on the first blank line. Do not insert the new year at the top of the list because Fiscal Years must be listed in chronological order. Do not remove past Fiscal Years. It is recommended that you only add Fiscal Years one at a time as you need them. This will help prevent accidentally saving transactions in future years. Click [Save] to save.

	Code	Start	End
1	2005	1/1/2005	31/12/2005
2	2006	1/1/2006	31/12/2006
3	2007	1/1/2007	31/12/2007
4	2008	1/1/2008	31/12/2008
5	2009	1/1/2009	31/12/2009
6	2010	1/1/2010	31/12/2010
7	2011	1/1/2011	31/12/2011
8			
9			
10			
11			
12			
13			

11. You should now define the periods that you will commonly use when producing reports. This is done using the Reporting Periods setting. In this case, you should insert the new periods at the top of the list because the first period in the list is offered as a default whenever you produce a report. To insert a new period at the top of the list, click on row number 1 and press the Enter or Return key. Enter the Reporting Periods that you need and click [Save] to save.

|	From	To	Code	Comment
1	1/10/2011	31/12/2011	2010	Current Financial Year
2	1/1/2011	31/3/2011	1	First Quarter
3	1/4/2011	30/6/2011	2	Second Quarter
4	1/7/2011	30/9/2011	3	Third Quarter
5	1/10/2011	31/12/2011	4	Fourth Quarter
6	1/1/2010	31/12/2010	2010	2010
7	1/1/2010	31/3/2010	2010Q1	2010 First Quarter
8	1/4/2010	30/6/2010	2010Q2	2010 Second Quarter
9	1/7/2010	30/9/2010	2010Q3	2010 Third Quarter
10	1/10/2010	31/12/2010	2010Q4	2010 Fourth Quarter
11				

12. Finally, you can use the Locking setting to "lock" the previous year, preventing the accidental posting of transactions to that year.

Persons

The Person register holds information about Persons, i.e. users, employees, sales persons etc. You can use it as part of your Standard Nominal Ledger security system: each Person can be given their own password. Once you have entered at least one record to the register, the password dialogue box will appear each time you start Standard Nominal Ledger, requiring you to enter your Signature (i.e. log-in ID) and password.

Entering a Person Record

To open the Person register, click the [Persons] button in the Master Control panel or use the ⌘-4 keyboard shortcut. The 'Persons: Browse' window is opened, showing Persons that have already been entered.
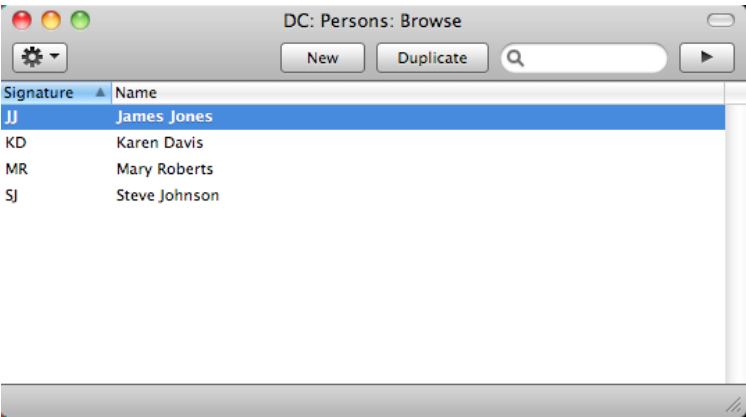
To create a new Person record, click the [New] button in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight a Person similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Person: New' window will be opened, empty if you clicked [New] or containing a duplicate of the highlighted Person.
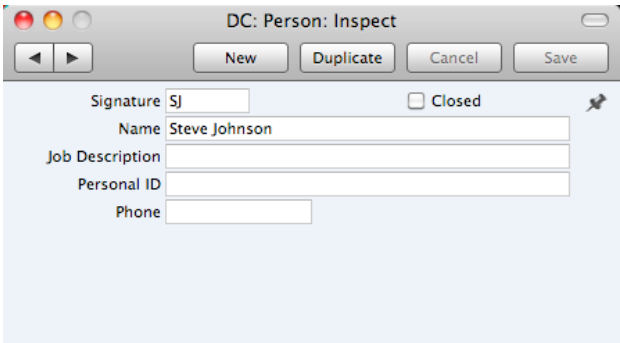
|	
Signature	The Signature is the Person's log-in ID.
Closed	Check this box if the Person is no longer to be used. A closed Person cannot log in to your Standard Nominal Ledger database, but can be re-opened at any time.
Name	The name of the Person.

Job Description	A short job description or title.
Personal ID	In countries where personal identity cards are carried, enter the Person's ID number from their card here.
Phone	Any telephone number for the Person.

When the Person record is complete, save it using the [Save] button and close the window by clicking the close box. Remember to give the Person a password and, if the Person will need to use it, to activate the Personal Desktop for them, using the functions on the Operations menu described immediately below.

Operations Menu
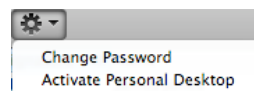
The Operations menu for Persons is shown above. It is available for the 'Persons: Browse' window: highlight a Person in the list before selecting the function.

Change Password

Once you have recorded a user or employee in the Person register, they will be able to log in to and use your Standard Nominal Ledger database. For security reasons, therefore, it is recommended that all Persons have their own passwords and that these are changed from time to time.

You can assign Passwords to Persons as you add them to the Person register. If you do not do this, each Person will be asked to set a password the first time they log in. To set a password for a Person as you add them to the Person register (or to change a password at any other time, for example if a Person leaves the company), highlight their name in the 'Persons: Browse' window and select 'Change Password' from the Operations menu. The following window will be opened—

Type in the new password twice to ensure that it is correct. Click [Save] to close the window and save, or click [Cancel] if you do not want to save changes. The password is case-sensitive.

Activate Personal Desktop

To activate the Personal Desktop for a Person, first click on the Person in the 'Persons: Browse' window and then select 'Activate Personal Desktop' from the Operations menu.

Please refer to page 23 for more details about the Personal Desktop.

Settings

Introduction

Settings allow you to tailor the operation of Standard Nominal Ledger to your requirements, and to supply information to be used throughout the program. Many settings take the form of preferences: examples include Company Date and Numeric Format and Locking. Other settings require a number of records to be entered: this information tends to be used in 'look-up' tables (i.e. 'Paste Special' windows) from the main registers.

To edit or add to a setting, click the [Settings] button in the Master Control panel. You can also use the ⌘-S keyboard shortcut. The 'Settings' list window will open, listing all the Settings in Standard Nominal Ledger.
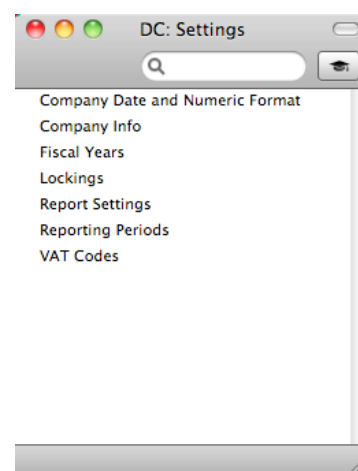

Choose an entry in the list by double-clicking it, or by selecting it and pressing the Enter key. Each setting is described in detail below.
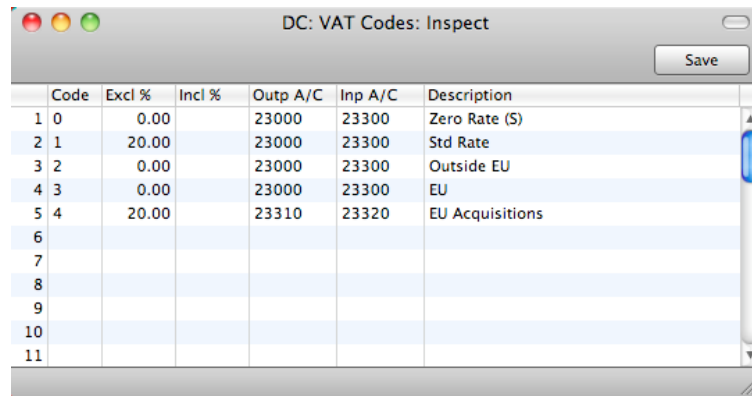
Types of Setting

The settings in Standard Nominal Ledger can be divided into two groups—

1. Settings of the first type take the form of a single screen where you can set preferences to determine exactly how Standard Nominal Ledger is to operate in a certain situation. Examples of such settings include Company Date and Numeric Format, Company Info and Locking.
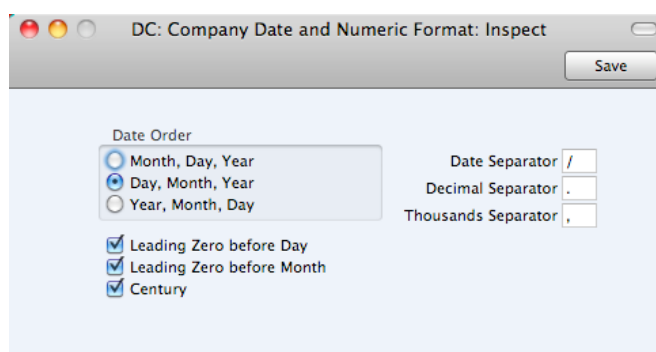
When you open one of these settings from the 'Settings' list, you can change any of the fields as required. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

2. Settings of the second type contain a number of records that are displayed in a grid. Each row in the grid represents a separate record. Examples of this type of setting include Reporting Periods and VAT Codes.
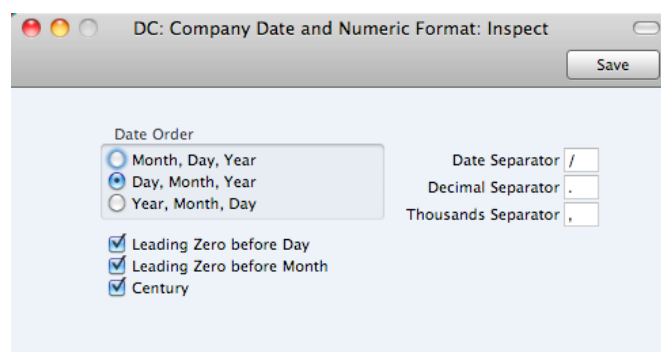
When you open one of these settings from the 'Settings' list, you can change any of the fields in the existing records as required. To add new records to the list, click in any field in the first blank row and enter appropriate text. To remove a record, click on the row number on the left of the row containing the record and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return. To save changes to all records in the grid and close the window, click the [Save] button. To close the window without saving changes, click the close box.

When working in one of the main registers, you may need to refer to a particular record in a setting of this type: the 'Paste Special' look-up function is provided to make this task as easy as possible. For example, when entering a Transaction row, you can use 'Paste Special' to choose the relevant VAT Code. To help you choose the correct record using 'Paste Special', it is recommended that you keep the rows in the alphabetical order of the Codes. An exception is the Fiscal Years setting which should never be re-arranged (rows should not be inserted or removed, you can only add new ones).

Company Date and Numeric Format

Use this setting to ensure your Standard Nominal Ledger installation displays, prints and exports dates and numbers using your preferred formats.

Internally, all dates are stored with four-digit years (e.g. "2011"). If you switch on the Century check box, Standard Nomimal Ledger will display the century digits in all dates. However, you do not have to type the extra two century digits: they will be added automatically. If you enter "100411" in a date field, it will be changed to "10-04-2011" when you leave the field, assuming "-" is the Date Separator.

To open this setting, click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut. Then, double-click 'Company Date and Numeric Format' in the 'Settings' list. Choose the date and number format options that you need. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Whenever you make a change in this setting, its effect will be immediate and universal.

Company Info

Use this setting to record your company's name and address, and other particulars such as phone and fax numbers, and the bank and bank account number. This information will be printed as appropriate on all documents.

To open the Company Info setting, first click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut. Double-click 'Company Info' in the 'Settings' list. The 'Company Info: Inspect' window is opened.

When you start using Standard Nominal Ledger and create a new database, you will be asked to provide your Company name and address in the 'Create a New Company' window. This information will be copied to the Company Info setting as shown above.

Apart from the Company Name, Address etc, you should enter the following information in this setting, on the 'Reg. No.' card—

Reg. No.	Enter your company registration number here. This information can then be printed on any appropriate documentation.

VAT No. — Enter your VAT Registration Number here. This information can then be printed on any appropriate documentation.

Bank 1, Bank 2 — You should enter your company's main bank account number(s) here. This information can then be printed on any appropriate documentation.

Bank Customer ID This is an ID number used for electronic communication with certain banks and other credit institutions in some countries. Please contact your local Standard Nominal Ledger representative for details.

Edit Font, Report Font, Report Font Size

> **Paste Special**   Fonts in your system
>
> These fields allow you to select different fonts for use on screen and in reports respectively. If you leave these fields empty, the default fonts in Standard Nominal Ledger will be used. These fonts are selected for maximum readability, and you should only change them if you have good reasons to do so. In non-English versions of Standard Nominal Ledger, use these fields to select fonts with special character sets.

Commercial Reg. No.

> This field is used in Portugal. Enter the commercial registration number of your company. This information is required for SAF-T reporting.

Home Community This field is used in Portugal. Enter the region or district in which your company is located. This information is required for SAF-T reporting.

Confirm the entry by clicking [Save], or cancel it by closing the window using the close box.
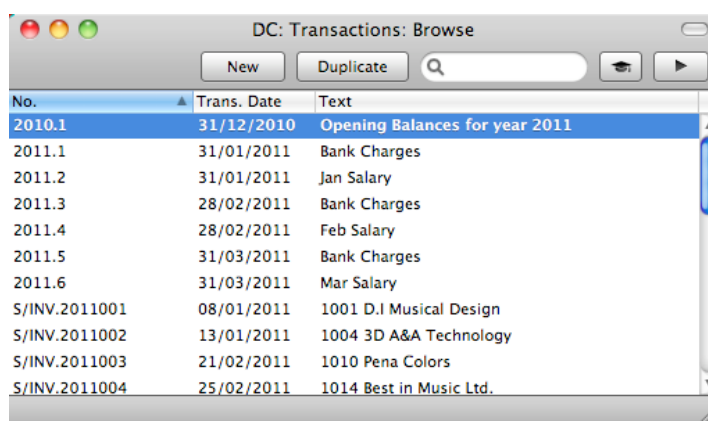
Fiscal Years

Standard Nominal Ledger has a multi-year database: it can contain accounting transactions from more than one Fiscal Year. You must define a Fiscal Year using this setting before you can post transactions to it. Each year must have a Code, and can be between 6 and 18 months in duration.

To open this setting, first click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut. Then, double-click 'Fiscal Years' in the 'Settings' list. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You should always list your Fiscal Years in chronological order as shown in the illustration below. You should not attempt to insert a new Fiscal Year at the top of the list, and you should not remove past Fiscal Years. You should not make any changes to a Fiscal Year once a transaction has been posted.
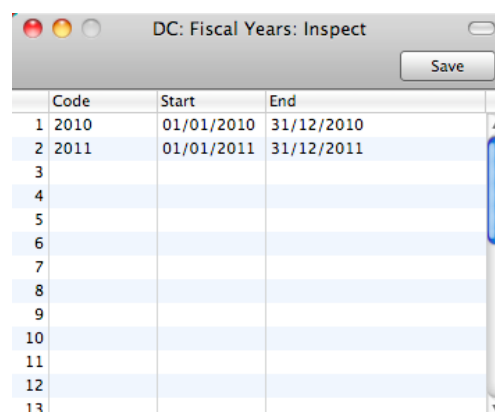
The Code will be used as a prefix for the Transaction Numbers of each Transaction. For example, referring to the illustration below, Transaction 1 dated during 2011 appears as "2011.1" in the 'Transactions: Browse' window—

If you need to produce a report in which you want to report on a range of Transactions, you should include the Fiscal Year prefix in the range. For example and referring to the illustration above, reporting on the range "2011:1:2011.4" would result in a list of the Transactions from January and February 2011.

As you cannot post a transaction whose date does not fall in a Fiscal Year as defined in this setting, it is recommended that you only add Fiscal Years one at a time as you need them. This will help prevent accidentally saving transactions in future years.

Locking

This setting allows you to close an accounting period to prevent the further entry of new or corrected transactions. You will do this by specifying a cut-off date: no transactions whose Transaction Date is on or before this cut-off date will be permitted. Because Locking is carried out by specifying a single date, months or periods must be locked chronologically.

You are not forced to close months or periods, but this setting allows you to do so if necessary. It is recommended that you do so: after you have printed the final reports for a particular month (e.g. Balance Sheet, Profit & Loss), you should prevent the posting of further transactions to that month to ensure the reports remain accurate. This is especially true at the end of a fiscal year, after you have brought the profit/loss figure forward to the new year.

To open the Locking setting, first click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut. The 'Settings' list opens: double-click 'Locking'. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.
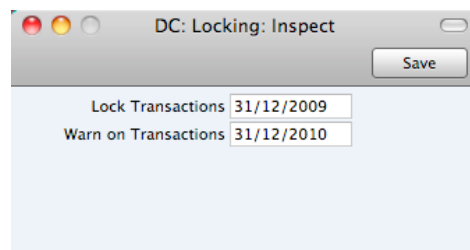
Lock Transactions If you enter a date in this field, you will not be able to enter any Transaction whose Transaction Date is on or before this date.

If you discover that a Transaction that falls within a closed month contains an error, you can only correct it using the 'Correction Mark' function. Please refer to the 'Correcting Transactions' section above on page 33 for full details.

If you try to save a Transaction whose Transaction Date is on or before the Lock Transactions date, the following warning will appear—
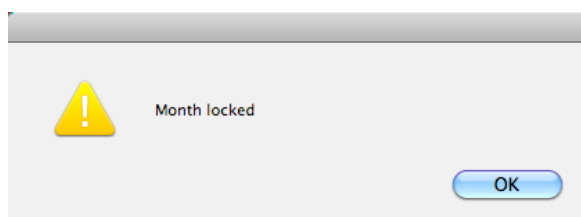
**!** ***After locking the Transaction register at a certain date, you will not be able to enter any Transaction with an earlier date, and you will not be able to change or correct an existing Transaction from before that date.***

Warn on Transactions

If you enter a date in this field, a warning will be displayed when you enter a Transaction whose Transaction Date is on or before this date. You will be able to save the Transaction.

If you try to enter a Transaction whose Transaction Date is on or before the Warn on Transactions date, the following warning will appear—
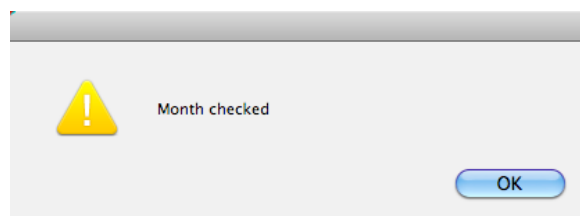
Once you have entered a date in any of the fields in this setting, you will only be able to change that date to a later one. You will not be able to change it to an earlier date.

Report Settings

You can change the appearance and format of some Nominal Ledger reports to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, Profit & Loss Report and VAT Report.

To change a report definition, first click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut. Then, double-click 'Report Settings' in the subsequent list. Highlight a report name in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The subsequent definitions windows are described in the sections covering the particular reports later in this manual (pages 70, 81 and 86 respectively).
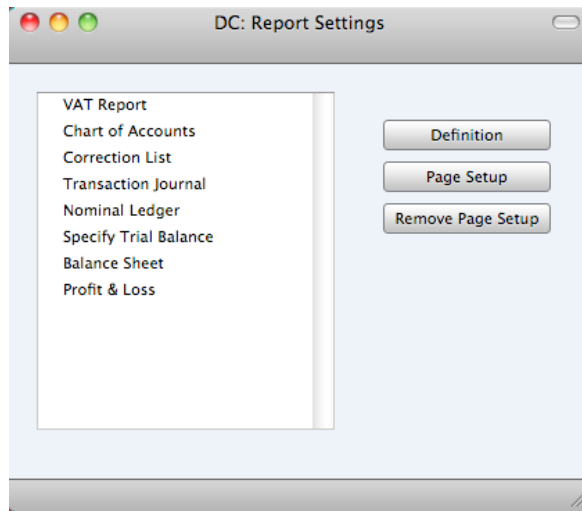
You can only use the [Definition] button with the three reports named above. You can use the remaining two buttons with every report. Highlight a report in the list and then click a button, as described below.

When you have finished working with the 'Report Settings' window, close it by clicking the close box.

Page Setup, Remove Page Setup

The [Page Setup] button allows you to set the page size, number of copies and other printer options for the highlighted report.
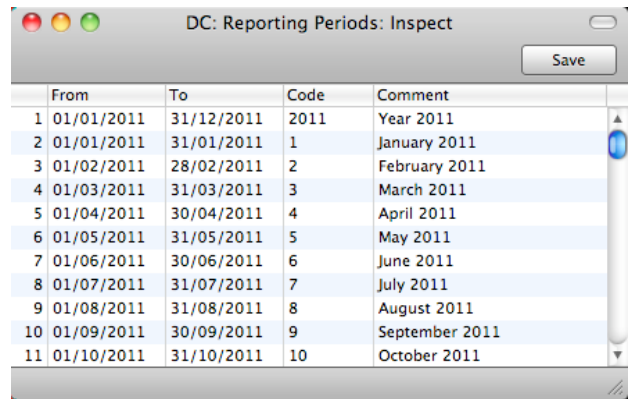
You can also specify the Page Setup of a report by highlighting it in the 'Reports' list and selecting 'Page Setup' from the File menu.

These settings will be used whenever the report is printed. Click the [Remove Page Setup] button to revert to standard.

Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when you produce reports. If you open the 'Paste Special' list from the Period field of a report specification window, that list will consist of the Reporting Periods entered in this setting. For example, if you often produce monthly reports you should define each month as a separate period in this setting.

To open the Reporting Periods setting, first click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut. The 'Settings' list opens: double-click 'Reporting Periods'. When the 'Reporting Periods: Inspect' window opens, you can enter a new Reporting Period simply by clicking in the first blank line and entering details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.
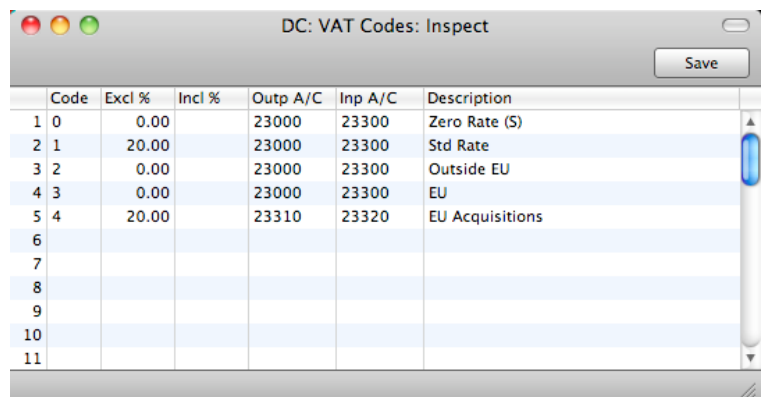
It is a good idea to assign a Code that is easy to remember to each Reporting Period. You can use Codes as a quick way to choose a Reporting Period. For example, using the Reporting Periods illustrated above, type "1" in the Period field of a report specification window when you want the report to cover January in the current year. When the current year comes to an end, you should update your Reporting Periods so that they remain current. For example, you should change the From and To dates for the Code 1 to ensure that typing "1" in a report specification window will now produce a report for January in the new year.

The Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful Period is always offered as a default. You can simply change the dates and, if necessary, the Code in the first row, but if you want to delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

VAT Codes

In order to comply with VAT regulations in various countries, you may need to charge or pay VAT at different rates, depending on the Item in question. To address these issues, you should use the VAT Codes setting to define as many VAT Codes as you need, with different accounting specifications.

To work with VAT Codes, first click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut to open the 'Settings' list. Double-click 'VAT Codes' in this list to open the following window—

To edit a VAT Code record, simply click in the field to be changed and overtype the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows—

Code   You should assign a unique Code to each VAT Code record, with a maximum of two characters.

Excl %   Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount.

                            You must specify an Input or Output Account if the percentage is zero, as shown in the illustration above.

Incl %   Specify the percentage to be applied to a figure that includes VAT in order to calculate the VAT amount.

Outp A/C   **Paste Special**   Account register

                            Specify here the VAT Outputs Account associated with the VAT Code.

Inp A/C   **Paste Special**   Account register

                            Specify here the VAT Inputs Account associated with the VAT Code.

Description   The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen.
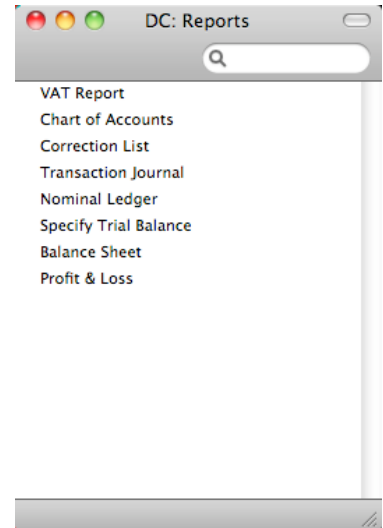
To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.
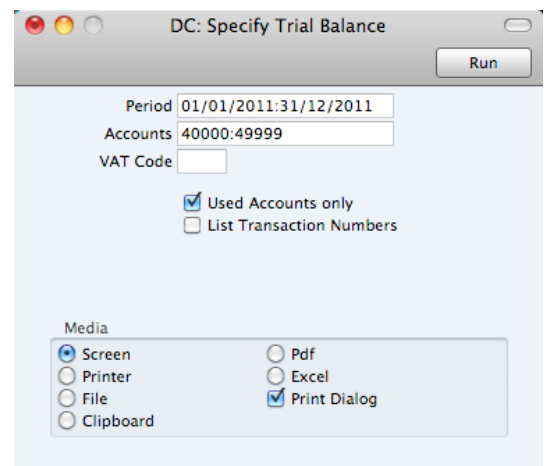
Reports

Introduction

To print a report, follow these steps—

1. Use the [Reports] button in the Master Control panel or the ⌘-R keyboard shortcut to open the list of reports.

2. Choose a report by clicking an item in the list once. If you need to set the page size, number of copies and other printer options for the report, choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the report is to be printed. These settings will be used whenever you print the particular report until you choose 'Page Setup' once again.

3. Double-click the report that you want to print. A dialogue box (or "specification window") will open, where you should specify what you want to be included in the report, and where you want the report to be printed. Illustrated below is the specification window for the Trial Balance report—

4. Leave all the fields in a specification window blank if the report is to include all the records in the database. If you need to restrict the coverage of the report, use the fields as described individually for each report.

You can often report on a selection range selection range, such as a range of Accounts, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, if a specification window includes an Account field, you will be able to report on Accounts 40000 to 49999 by entering "40000:49999" in that field, as illustrated above. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

You can often use 'Paste Special' (⌘-Enter) to enter values in fields in specification windows. In the example illustrated above, you can use 'Paste Special' to choose a Period, an Account or range of Accounts, and a VAT Code. In a field where you can enter a range (the Account field in the example), type the colon before opening the 'Paste Special' list for the second time. This will cause the second Account to be added to the one already entered. Otherwise, the previous Account will be overwritten.

The specification window also allows you to choose the destination of the printout. To do this, select one of the Media options at the bottom of the window. If you print to file, the contents of the report will be saved as a text file that you can then open in most word processors and spreadsheets. If you print to screen (the default setting), you will subsequently be able send the report to a printer by clicking the Printer icon at the top of the window containing the report or by selecting 'Print' from the File menu.

If you want a print dialogue to appear when you send the report to a printer, check the Print Dialogue box. You might do this if you want to print several copies of a report.

5. Once you have entered the reporting criteria and have chosen a print destination, click the [Run] button to produce the report.

The Report Window

If you print a report to screen, it will be shown in its own window, known as a "Report Window". You can print several reports to screen at the same time, totally independently. You can for example show two versions of the Balance Sheet simultaneously, in two different windows. Since windows in Standard Nominal Ledger are completely independent, you can have report windows, record and browse windows and lists all open at the same time.
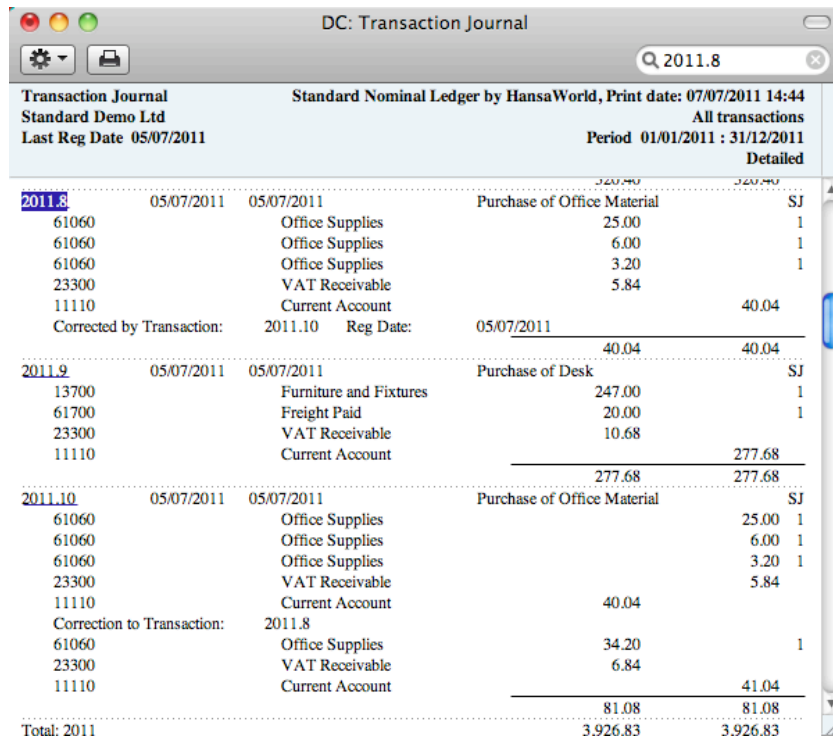
Below is shown an example Transaction Journal—

You can scroll up and down through the report using the scroll bar, the trackpad or the PgDn, PgUp, Home and End keys on the keyboard.

Searching in Reports

A useful function built in to every report in Standard Nominal Ledger when you print to screen is the ability to search for a text string in a report. The search string can contain any sequence of letters and digits occurring in the report.

In this example you might want to search for the Nominal Ledger Transaction 2011.8. Enter "2011.8" into the Search field on the right of the Button Bar and press the Return or Enter key. The first text string in the report that matches the search string will be highlighted. Press the Enter key again to find the next match.

Updating Reports

While a report is on screen, it may be that you change one or more of the records that contribute to the calculations. If any of these changes will affect the contents of the report, you can easily update the report without closing and recreating it. Simply bring the report window to the front and select 'Recalculate' from the Operations drop-down menu (or use the ⌘-Shift-R keyboard shortcut) to update the report. If you want to change the report criteria before recreating the report (e.g. you want to change the report period), choose 'Reopen Report Specification' from the Operations menu instead (or use the ⌘-Shift-E keyboard shortcut).

Drill-down

Many reports include a drill-down feature when you print them to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any Account Number in the report. The Nominal Ledger report for the same Account and period will be opened in a separate window, listing the Transactions that contribute to the Account balance on the P&L statement. If you then click on one of the Transaction Numbers in the Nominal Ledger report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated below—

Text with the drill-down feature is shown underlined in a screen report.

Printouts

If you print a report to screen, you can then print it to paper by clicking the Printer icon in the Button Bar of the window containing the report. The page format is set in advance for each report so that the report will fit in a portrait or landscape page.

Definition of Reports

You can change the appearance and format of some reports to suit your specific requirements. This is known as changing the report's definition. The reports for which this facility is available are the Balance Sheet, the Profit & Loss Report and the VAT Report. To do this, use the Report Settings setting, described above on page 61.

Balance Sheet

The Balance Sheet shows the assets, liabilities and capital of the company at a given point in time. You can use the Balance Sheet model supplied with Standard Nominal Ledger, or you can define your own, possibly editing the standard definition to suit your needs.

Defining the Balance Sheet

You can define the structure of the Balance Sheet to suit your requirements. The following example illustrates the set-up process.

To change the report definition of the Balance Sheet, first click the [Settings] button in the Master Control panel, then double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'Balance Sheet Report Definition: Browse' window is opened.

The window shows the Balance Sheet row by row, as it has been presented up to now. Each row is sometimes known as a "Line Definition". To insert new Line Definitions, click the [New Line] button, or double-click a row to edit it. In both cases, the following window opens, entitled 'Line Definition: New' if you clicked

[New Line] or 'Line Definition: Inspect' if you are editing an existing Line Definition—

The example Line Definition illustrated above will cause the Account Number, Name and balance of a range of Accounts to be printed in the Balance Sheet, as follows—

No.   As well as acting as the unique identifying code for each row in the Balance Sheet, the No. determines the order in which the rows will be printed in the report. When entering rows, it is recommended that you leave gaps in the numbering sequence, so there is room to insert new rows later.

Text   This Text will be printed in the report as a heading.

Accounts   **Paste Special**   Account register

Enter an Account or a range of Account numbers separated by a colon (:). The Account Number, Name and balance of every Account in this range will be printed in the Balance Sheet, under the heading specified in the Text field.

The Accounts field consists of three rows, with room for a definition 300 characters long. As well as specifying a single Account or a range of Accounts, you can also specify a number of individual Accounts, or ranges of Accounts, separated by commas. If you enter a range of Accounts with the highest number first, the Accounts in that range will be presented in reverse order. An example sequence is illustrated below—

This sequence will appear as follows in the printed report—

In this example, the "Reverse Order Example" heading was taken from the Text field in the Line Definition.
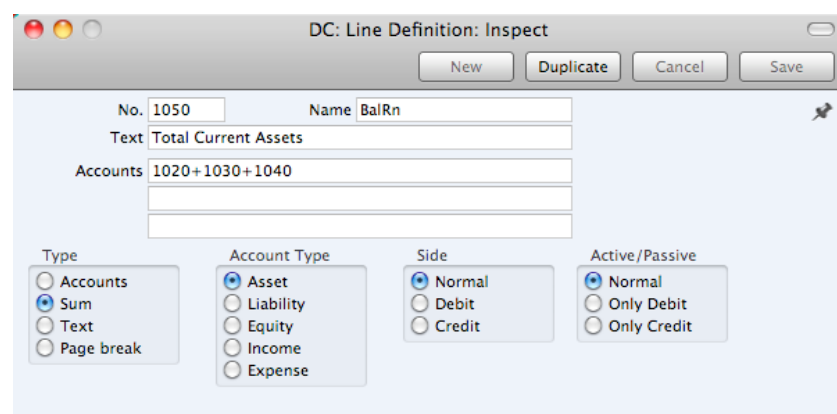
Type

Choose the "Accounts" option to signify that each of the Accounts in the range will be printed individually in the report. After the last Account in the range, a total for the group will be printed.

Account Type

Choose the Account Type. This controls the presentation of the Account balances in the report. Assets and Expenses will be printed as positive values, while liabilities, equity and incomes will be negative.

Side, Active/Passive

These options are described in the 'Special Features of the Balance Sheet' section below on page 76.

The next example Line Definition will add the results of previous Line Definitions together and print the result—

Type

Choose the "Sum" option to signify that the line in the report will add the total values from previous lines in the report together and print the result on a separate line. In this case, the result will be printed under the heading "Total Current Assets" (from the Text field).

Accounts   Since the Type is "Sum", use the Accounts field to specify the line numbers (1020+1030+1040) whose total values are to be added together. Do not enter Account Numbers in the three Accounts fields if the Type is "Sum".

Account Type   Again these options control the presentation of the total figure when printed in the report (positive or negative).

The Text field in the example Line Definition illustrated below is empty. As the Type is "Accounts", this means that the line will not be printed in the report. If this line had some Text, it would cause the balances of every Account between 41000 and 99999 to be listed in the report, followed by the total balance for that range of Accounts. As there is no Text, the processing will still take place (i.e. the total balance for that range of Accounts will still be calculated), but this processing will effectively be hidden as nothing will be printed.

The total balance could then used in line 4020—

Taken together, rows 4010 and 4020 will print the total balance for Accounts 41000:99999 without listing those Accounts individually. Since these are the Income and Expense Accounts, this is appropriate for the Balance Sheet.

If the Type in a Line is "Text", then you can leave the Text field empty. This will cause a blank line to be printed in the report. This can be useful if you want to insert spaces between sections in the report.

When you have finished with the last row, if you want to save your changes, click [Save], or else close the window with the close box. Then, close the list of definitions using the close box once again.

The new Balance Sheet report is now ready to print.

! ***Standard Nominal Ledger is supplied with a standard Chart of Accounts and a set of Report Definitions. This is a well-structured Chart, with systematic groupings of Accounts. It is suitable without any changes for most small or medium companies, but it is also easily modified by you or your financial adviser.***

If you stay within the structure of the Chart (e.g. avoid putting Liability Accounts among the Assets!), there is no need to alter the definitions. But remember, it is a good idea to print a test Balance Sheet to see if your definitions produce exactly what you expect.

To delete a line from the Balance Sheet, follow these steps—

1. Click the [Settings] button in the Master Control panel and double-click 'Report Settings' in the subsequent list. Then, highlight 'Balance Sheet' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button.

    The 'Balance Sheet Report Definition: Browse' window is opened.

2. Double-click the row you want to remove, to open its definition window.

3. Select 'Delete' from the Record menu.

    The line will be deleted from the Balance Sheet and you will be returned to the 'Balance Sheet Report Definition: Browse' window.

! ***You cannot undo the deletion of a row in the Balance Sheet.***

Printing a Balance Sheet

To print the Balance Sheet, first click the [Reports] button in the Master Control panel and then double-click 'Balance Sheet' in the 'Reports' list. The 'Specify Balance Sheet' window is opened.

Period	**Paste Special**	Reporting Periods setting
		Enter the period for the Balance Sheet you want to print. The first period in the Reporting Periods setting will be offered as a default.

Header	Specify a title for the report here.

Accounts	Use these options to choose how you want the Accounts to be printed in the report.

With Balance	This option will only list Accounts that have an opening balance and/or a closing balance.
	An Account with no opening balance that has been used in the period in such a way that it also has no closing balance will not be shown in the report. If you want such an Account to be included in the report, use the Used Only option below.

Groups only	This option does not print balances for individual Accounts. Instead, it simply prints an overall balance for each line in the Balance Sheet definition.

Used Groups only	This option only prints balances for lines as entered in the Balance Sheet definition that have been used.

Used only	This option will only list Accounts that have been used. This includes Accounts that have balances brought forward from a previous period that have not been used during the report period.

This option is similar to With Balance above, with the exception that it also includes Accounts with no opening balances that have been used during the period in such a way that they also have no closing balances.

Comparison   Choose to compare with Net Change or the same period the previous Year.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Notation   Select the printing format for the values in the Balance Sheet.

    Exact   Shows the balances as stored in the Transactions.

    No Decimals   Rounds the balances up or down to the nearest whole number.

    Thousands, Millions

        Divide the balances by 1,000 or 1,000,000.

When you click [Run], the Balance Sheet will be printed as you have specified.

When printed to screen, the Balance Sheet has the Standard Nominal Ledger Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

This section describes the Side and Active/Passive options in the Balance Sheet definition.

You can use these options to satisfy certain accounting and reporting requirements in various countries. The easiest way to explain the usefulness of these facilities is with the help of an example. In most companies, there are a number of reconciliation or suspense accounts, either assets or liabilities, which can hold either debit or credit balances. The accounting conventions of some countries only allow "pure" debit or credit accounts, and when a balance sheet is produced, it becomes necessary to move individual accounts back and forth between the active or the passive groups, depending on the current positive or negative balance.

To complicate things even further, in some countries it is customary to distinguish between four different "states" of a book entry: Debit+, Debit-, Credit+ and Credit-. In modern western accounting systems, a book entry is either debit or credit, regardless of the class of the account, i.e. there is a simple arithmetic definition of balances.

In those environments where all these special rules are used, the preparation of balance reports tends to become complicated and labour consuming. These

special functions in Standard Nominal Ledger allow the far-reaching automation of many of these routine tasks. This is how it works.

Let us start with the following Nominal Ledger report, showing the actual debit and credit balances for two Accounts.

Account 11115 - Current Account 2—

Trans No	Trans. Date	Text	Debit	Credit	Balance
		ACCOUNT 11115 Current Account 2			
		Fwd balance			0.00
2011.12	07/07/2011	Current Account		125.00	-125.00
2011.12	07/07/2011	Current Account		-110.00	-15.00
2011.13	07/07/2011	Current Account	1,000.00		985.00
2011.13	07/07/2011	Current Account	5,000.00		5,985.00
		Total	6,000.00	15.00	
		Fwd balance			0.00
		Net Change	5,985.00		
	Transaction Count:				
	4	Balance			5,985.00

Account 11116 - Current Account 3—

Trans No	Trans. Date	Text	Debit	Credit	Balance
		ACCOUNT 11116 Current Account 3			
		Fwd balance			0.00
2011.12	07/07/2011	Current Account	125.00		125.00
2011.12	07/07/2011	Current Account	-110.00		15.00
2011.13	07/07/2011	Current Account		1,000.00	-985.00
		Total	15.00	1,000.00	
		Fwd balance			0.00
		Net Change		985.00	
	Transaction Count:				
	3	Balance			-985.00

Account 11116 is defined as an asset, and currently has a balance in credit. Total Debits during the period is 15, and total Credits 1000. Account 11115 has a normal debit balance, but on this Account one negative value has been entered on the credit side. If the Accounts are used in a report definition in the normal way, with the buttons Side:Normal and Active/Passive:Normal selected, the balance of Account 11116 will be shown as a negative asset value.

With the buttons Side:Debit and Active/Passive:Only Debit options selected, the debit column total for Account 11115 will be shown, because the Account balance is in debit—

Special Features example		Debit	Credit	Balance
11115	Current Account 2	0.00	6,000.00	6,000.00
11116	Current Account 3	0.00	15.00	15.00
Total Special Features example		0.00	6,015.00	6,015.00

With Side:Credit and Active/Passive:Only Credit selected, the balances from both the Accounts' credit columns will be shown—

Special Features example				
11115	Current Account 2	0.00	-15.00	-15.00
11116	Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

With Side:Credit and Active/Passive:Only Debit selected, nothing will be shown, because the credit column of Account 11115 has a positive value, and 11116 has an overall debit balance.

With Side:Debit and Active/Passive:Only Credit selected, once again nothing will be shown.

The combination Side:Credit and Active/Passive:Normal shows the credit column balances for both Accounts—

Special Features example				
11115	Current Account 2	0.00	-15.00	-15.00
11116	Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

Chart of Accounts

Use this report to print your Chart of Accounts (i.e. to print a list of the Accounts in the Account register).
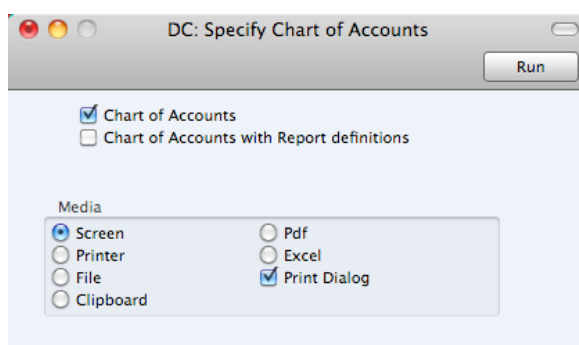

Chart of Accounts This option prints a list of the Accounts in the Account register, in Account Number order. It shows the Account Number and Name, VAT Code and Type.

Chart of Accounts with Report definitions

This option adds an extra column to the report showing any Report Definitions that each Account appears in.

For example, if Account 11110 appears in row 1020 in the Balance Sheet, the extra column in this report will show "B1020", with "B" signifying the Balance Sheet and "1020" signifying the row number.

Correction List

The Correction List is a list of the corrections and updates made to Transactions from a specified period. You can make corrections to Transactions using the 'Correction Mark' function on the Operations menu of the Transaction window, while you can make updates using the 'Update Mark' function on the same menu. You cannot change the definition of this report.

When printed to screen, the Correction List has the Standard Nominal Ledger Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

Double-clicking 'Correction List' in the 'Reports' list opens the following window—

Period	**Paste Special**	Reporting Periods setting

Enter the report period in the format 1/1/11:31/12/11. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is used as a default value.

The report will list corrections and updates made to Transactions whose Transaction Date falls in the period specified here. It can therefore include corrections and updates made later than this period.

From Reg. Date	**Paste Special**	Choose date

Enter a date to list updates and corrections made on or after that date.

All Transactions By default, this report only lists Transactions that have been corrected or updated. It shows the Transaction Number, the Transaction Date, the action (i.e. correction or update) and date of the action. If you check this box, every Transaction, including those that have not been updated or corrected, will be listed in the report, together with their registration dates. You might use this option to gain an impression of the proportion of Transactions that have been changed, or to get an idea of how long it takes for updates and corrections to be made.

Click [Run] to print the Correction List.

Nominal Ledger

The Nominal Ledger report is a list of the Transaction rows entered during the report period (i.e. it is a list of the amounts posted to each Account in that period).

When printed to screen, the Nominal Ledger report has the Standard Nominal Ledger Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

Double-clicking 'Nominal Ledger' in the 'Reports' list opens the following window—

Period	**Paste Special**	Reporting Periods setting

Specify a report period, in the format "1/1/11:31/12/11". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Accounts	**Paste Special**	Account register
	Range Reporting	Alpha

Limit the report to a single or range of Accounts.

Only with Text Enter a search string in this field to list Transaction rows with certain Descriptions. Thus, assuming you have used the default entries in the Description field of each Transaction row, you can enter an Account Name here to report on all postings to that Account. Note that you do not have to enter the complete text string: "Sales" finds "Sales Type 1", "Sales Type 2", etc.

VAT Code	**Paste Special**	VAT Codes setting

Enter a VAT Code here to list Transaction rows with a particular VAT Code.

Used Accounts Only

Check this box to exclude Accounts that were not used during the report period. Accounts not used but with a balance brought forward will be shown.

With Corrections Check this box if you want all corrections in the Transactions to be shown.

Subtotal VAT Codes

Check this box if you want the total debit and credit amounts for each VAT Code to be shown at the bottom of the report.

Balances only   Use this option if you only need to show a balance for each Account, instead of having every Transaction row listed.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Long Lines   Three options are available for dealing with long descriptions.

If you use a landscape Page Setup and/or reduce the page magnification, the space available for long descriptions (i.e. the width of the description column) is increased.

Don't Break   The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line.

Break   The full length of the description is printed, spread over several lines if necessary.

Cut   The final characters of the description are not printed, so that it fits onto one line in the allocated column.

Click [Run] to print the Nominal Ledger report as you have specified it.

Profit & Loss

The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

When printed to screen, the Profit & Loss report has the Standard Nominal Ledger Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

Definition

The content of the Profit & Loss report is defined in the same way as the Balance Sheet. Please refer to the 'Balance Sheet' section above on page 70 for full details.

Printing a Profit & Loss Report

To print a Profit & Loss report, click the [Reports] button in the Master Control panel and then double-click 'Profit & Loss' in the 'Reports' list. The 'Specify Profit & Loss Report' window is opened.

Period	Paste Special	Reporting Periods setting

The report period: enter the start and end dates separated by a colon (:). The first period in the Reporting Periods setting is the default.

Accounts   Use these options to choose how you want the Accounts to be printed in the report.

All   This option will list all the Accounts that have been included in the Profit & Loss report definition.

Used only   When you use this option together with the Net Change Comparison, the report will only list Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period, and Accounts that have been used in the period in such a way that they have no closing balances.

When you use this option together with the Previous Year or Previous Result Comparisons, the report will list Accounts that have a closing balance either in the report period or in the same period last year.

Groups only   This option does not print balances for individual Accounts. Instead, it simply prints an overall balance for each line in the Profit & Loss report definition.

Used Groups only   This option only prints balances for lines in the Profit & Loss report definition that have been used.

Comparison   Select one option for the comparison column in the report.

      Net Change   This option compares the report period with the Year To Date.

      Previous Year   This compares the report period with the same period last year, showing the difference between the two periods as a percentage.

      Previous Result   This compares the report period with the same period last year, but does not show the difference between the two periods.

List Transaction Nos

      With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Notation   Use these options to control the presentation of amounts in the report.

      Exact   Shows the balances as stored in the Transactions.

      No Decimals   Rounds the balances up or down to the nearest whole number.

      Thousands, Millions

      Divide the balances by 1,000 or 1,000,000.

      Comparison in %   This option is only valid if you use Previous Year as the Comparison option (above). It causes comparison values to be expressed as percentages rather than as absolute amounts.

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of the entries made in the Transaction register. You cannot change the definition of this report.

When printed to screen, the Transaction Journal has the Standard Nominal Ledger Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

To produce this report, first click the [Reports] button in the Master Control panel or use the ⌘-R keyboard shortcut. Then double-click 'Transaction Journal' in the 'Reports' list. The 'Specify Transaction Journal' window will be opened.

Period	**Paste Special**	Reporting Periods setting

Enter the period to be covered by the report.

Transaction No.	**Range Reporting**	Numeric

If you only want to print a certain range of Transactions, you can select this range using the Transaction No. field. Enter the first and the last Transaction Number, separated by a colon (:). If you leave the field blank, all records in the Transaction register from the selected period will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. For example, enter "2011.1003" or, for a range, "2011.1003:2011.1010".

Only VAT Code	**Paste Special**	VAT Codes setting, Nominal Ledger

Use this field to limit the report to Transactions in which there is at least one row with a particular VAT Code.

Report Header   Specify the report title here. If you do not specify a title, "Transaction Journal" will be used.

Fwd Turnover   If you enter an amount in this field, this amount will be added to the total turnover at the bottom of the report.

List Transactions   With this box checked, each Transaction used by the report, together with debit and credit totals, will be listed at the bottom of the report. If you have restricted the scope of the report using any of the fields above, only those Transactions included in the report will be listed.

List Accounts   With this box checked, each Account used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If you have restricted the scope of the report using any of the fields above, only those Accounts affected by the Transactions shown will be listed.

List VAT Codes   With this box checked, each VAT Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If you have restricted the scope of the report using any of the fields above, only those VAT Codes affected by the Transactions shown will be listed.

Don't print Transaction Prefix

Transaction Numbers are usually printed in the report together with their prefixes as shown in the 'Transactions: Browse' window. For example, a Transaction will be printed as "2011.1003". If you do not want these prefixes to be shown in the report (i.e. in the example, to omit "2011."), check this box.

Sorting   The report can be sorted by Transaction Number or Transaction Date.

Click [Run] in the Button Bar. The Transaction Journal is printed.

Trial Balance

The Trial Balance is a report showing all individual Account balances. It is mostly used for reconciliation. You cannot alter the definition of the Trial Balance report, but you can determine the Transactions that are to be included.

When printed to screen, the Trial Balance has the Standard Nominal Ledger Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can click on any Transaction Number to open an individual Transaction record.

The totals of the three columns in the report should each be zero, signifying that in your accounts the total debits and the total credits are equal. If this is not the case, there may be an error in one or more of your Transactions that should be corrected immediately.

To print the Trial Balance, first click the [Reports] button in the Master Control panel or use the ⌘-R keyboard shortcut. Then double-click 'Trial Balance' in the 'Reports' list. The 'Specify Trial Balance' window is opened.

Period	**Paste Special**	Reporting Periods setting
	Enter the period for which you want to produce the Trial Balance. The first period in the Reporting Periods setting is the default value.	
Accounts	**Paste Special**	Account register
	Range Reporting	Alpha
	Limit the report to a certain Account, or a range of Accounts.	
VAT Code	**Paste Special**	VAT Codes setting
	Enter a VAT Code here to restrict the report to Transaction rows with a certain VAT Code.	

Used Accounts Only

> With this box checked, the report will only show Accounts with Transactions registered during the report period, and/or with balances brought forward from a previous period.

List Transaction Nos

> With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of any restrictions in the scope of the report specified in the fields above.

VAT Report

Whenever a VAT Return is due you should print a VAT Report. This report will act both as a transaction document for the ledger and as the basis for payment.

The report summarises the postings made to the Input and Output VAT Accounts during the specified period, and also shows the total Inputs (purchases) and Outputs (sales).

Defining the VAT Report

You can define the VAT Report to determine the Accounts that should be included.

To change the report definition of the VAT Report, first click the [Settings] button in the Master Control panel, then double-click 'Report Settings' in the subsequent list. Then highlight 'VAT Report' in the list on the left-hand side of the 'Report Settings' window and click the [Definition] button. The 'VAT Report Definition: Browse' window is opened.

The definition above is a standard UK VAT report, using the Chart of Accounts and definitions supplied with Standard Nominal Ledger. You can alter it to suit your specific requirements: you will need to change it if you have modified the standard Chart of Accounts or imported your own.

Each row in the definitions list represents a line in the VAT Report. You can add, insert or delete rows as necessary. To insert a row, highlight the row above which the new one is to be inserted (by clicking the row number) and press the Return key. To delete a row, highlight it and press the Backspace key.

Row — Each line of the report is defined on its own numbered row.

Code — A code identifying a row that you can use in the definitions of other rows.

Comment — A descriptive text that identifies the line in the finished report.

Definition — The definition of the row in the report, i.e. the Accounts that should be used in calculating the figure to be shown, and the formula of that calculation.

Several commands are available for use by formulae in the Definition field. They are not case sensitive.

RESULT("Account Code")

This command returns the net change during the period for the Account specified in the brackets. Some examples of the use of this command are as follows—

RESULT("100") — Returns the net change in Account 100 for the specified period.

RESULT("100:1999")

> Returns the sum of the net changes in Accounts 100 to 1999 for the specified period. The Accounts used are determined using an alpha sort, rather than a numeric one. Thus Account 1000001 will be included in the example range, while Account 200 will not.

-RESULT("100:1999")

> As the previous example, but the sign of the final figure is changed. This is useful when displaying figures for sales, which are stored as negative figures in Standard Nominal Ledger. Prefixing the RESULT command with a minus sign will cause sales to be displayed as positive figures.

RESULT("100+120:1999")

> Takes the net change in Account 100 and adds it to the sum of the net changes in Accounts 120 to 1999.

CREDRESULT("Account Code")

> This command returns the total credit posting during the report period to the Account specified.

DEBRESULT("Account Code")

> This command returns the total debit posting during the report period to the Account specified.

BALANCE("Account Code")

> This command returns the closing balance for the Account specified. It therefore differs from the RESULT command in that balances brought forward from previous periods are taken into account.

> The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

CREDBALANCE("Account Code")

> This command returns the closing credit balance for the Account specified. It therefore differs from the CREDRESULT command in that balances brought forward from previous periods are taken into account.

DEBBALANCE("Account Code")

> This command returns the closing debit balance for the Account specified. It therefore differs from the DEBRESULT command in that balances brought forward from previous periods are taken into account.

KEY("Code") Use the KEY command to include the value of another VAT Report row in the calculation. You must already have defined the VAT Report row that you are referring to. If not, a zero value will be used. Therefore, in the example illustration, the BOX1 line must appear below the SEXCL and BOX4 lines.

Note that although the KEY command itself is not case sensitive, the reference to another VAT Report row is. Thus, in the example illustration, you can use key("SEXCL") and KEY("SEXCL"), but not key("sexcl").

VATRESULT("Account Code","VAT Code")

This command is similar to RESULT, but in calculating the net change during the period for the Account specified, only Transactions with the specified VAT Code are taken in account.

The reference to the VAT Code is not case sensitive.

The command can return the sum of the balances of specified Accounts in the same manner as the RESULT command: please refer to the description of the RESULT command above for examples.

VATBALANCE("Account Code","VAT Code")

This command returns the closing balance for the Account specified, with only Transactions with the specified VAT Code taken into account. It therefore differs from the VATRESULT command in that balances brought forward from previous periods are taken into account.

VATCREDRESULT("Account Code","VAT Code")

This command returns the total credit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

VATDEBRESULT("Account Code","VAT Code")

This command returns the total debit posting to the Account specified during the period, taking only transactions with the specified VAT Code into account.

The illustration of the VAT Report definition shows examples of the various commands. There are a few things to remember.

When you define your VAT Report, remember that all calculations will use figures as stored inside the Standard Nominal Ledger. This means that credit balances (e.g. those for Sales Accounts) will be negative. If you want to print these balances as positive figures, place a minus sign in front of the formula.

The value of a well-structured Chart of Accounts can easily be seen here. For example, if you have grouped your Income Accounts together in a consecutive series, totaling them becomes simple.

When you have finished defining the VAT Report, click [Save].

Printing the VAT Report

To print the VAT Report, first click the [Reports] button in the Master Control panel and then double-click 'VAT Report' in the 'Reports' list. The 'Specify VAT Report' window is opened.

Period	**Paste Special**	Reporting Periods setting

Enter the period for which you want to print the report in the format "1/1/11:31/12/11". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. The first period in the Reporting Periods setting is the default value.

List Transactions   With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

Click [Run] to print the report.

Exports

Introduction

The 'Exports' function allows you to export certain information from your Standard Nominal Ledger database to tab-delimited text files from where you can incorporate it in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. In many cases, you can also import the information into other Standard Nominal Ledger databases using the 'Automatic' and 'Manual file search' import functions. Remember that you can also print reports to disk, so most of the information that is stored in Standard Nominal Ledger is available to other applications via the medium of the text file.

Click the [Routines] button in the Master Control panel. A list of routines appears—

Click the [Exports] button in the list of routines to open the list of Export functions. You can also use the ⌘-E keyboard shortcut to open this list.
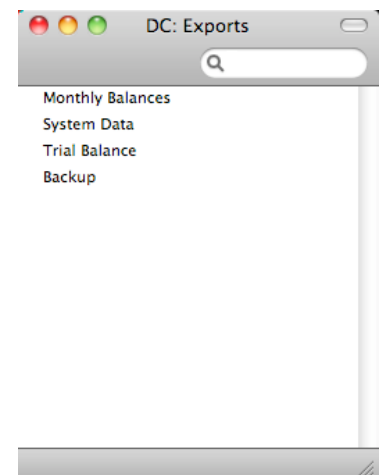
Double-click the item in the list that you need. A specification window will then appear, where you can decide the contents of the export file. Click [Run] again and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.

Text files exported from a Standard Nominal Ledger database will contain Unicode characters.

As well as exporting information to text files, you can also use the Exports routine to back up your Standard Nominal Ledger database. For full details about how to do this, please refer to the 'Backing Up' section below on page 97. For security reasons, the 'Backup' export does not produce plain text files as mentioned above but encrypted files that can only be read by another copy of Standard Nominal Ledger.

Be careful when opening a Standard Nominal Ledger Export file with Microsoft Excel with the intention of editing it before importing it to a new database. Under certain circumstances, Excel will, when opening a text file, convert some variables that it interprets as dates into its own internal date format. Where you are expecting a date to appear in the spreadsheet you may see a number such as "35475". When you save the spreadsheet again as a text file these variables will not be converted back to date format. So, if you import this text file to Standard Nominal Ledger, the dates will not be correct. To avoid this problem, make sure you use the third step of Excel's Import Wizard to set all imported columns to 'text' format (highlight all the columns in the Data Preview area using the Shift key and select 'Text' as the Column Data Format). You cannot open files created using the 'Database Text Backup' and 'Company Text Backup' functions in Excel as they are encrypted.

Backup

Please refer to the 'Backing Up' section below on page 97 for details about this function.

Monthly Balances

Select this command to export monthly Account balances for all Accounts or a selection. The resulting export file can be read directly by most word processors or spreadsheet programs, for further processing. You can restrict the export to a certain time period or to certain Accounts.

To export monthly balances, first open the 'Exports' list by clicking the [Routines] button in the Master Control panel and the [Exports] button in the subsequent 'Routines' window. Then double-click 'Monthly Balances' to open the 'Specify Monthly Balances Export' window.
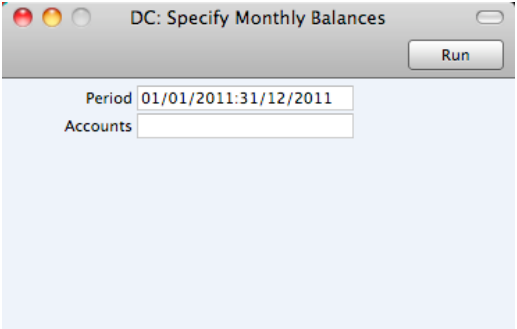
Period	Paste Special	Reporting Periods setting

Enter the period for the balances you wish to export. For each month that is included in the period, a separate column will be created in the export file.

Account	Paste Special	Account register
	Range Reporting	Alpha

Fill out this field if you only want to export the balances for certain Accounts.

Confirm by clicking [Run] (or cancel using the close box). A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

A message window informs you about the progress of the back-up process. You can interrupt the process at any time by pressing ⌘-Full Stop.

System Data

You can use this function to export basic information from a database (Accounts, Report Definitions and/or VAT Codes). This is a practical tool for when you want to create a new database that will use the same basic accounts structure as your existing ones.

This function creates a file with the correct format that you can import to a new database using the 'Automatic' or 'Manual file search' Import functions (described below on pages 95 and 96 respectively). As the exported file is a text file, you can edit it as necessary using a text editor before importing it into a new database, or of course you can make the necessary changes after importing.

To use this function, click the [Routines] button in the Master Control panel and then click the [Exports] button. Double-click 'System Data' in the 'Exports' list. The 'Specify System Data' window is opened—
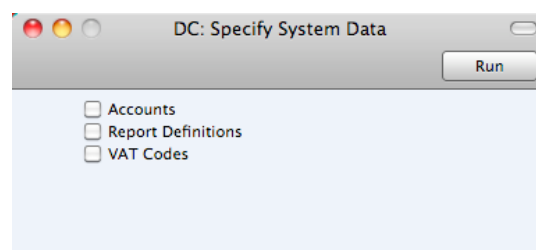
Check the boxes to choose what is to be exported. Click [Run] to proceed. A dialogue box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file and click [Save] or press the Enter key.

A message window informs you about the progress of the export. You can interrupt the process at any time by pressing ⌘-Full Stop.

Trial Balance

The Trial Balance is a form of combined Balance Sheet and Profit & Loss report, showing balances for each Account but not debit and credit subtotals. You can export to a tab-separated text file the Trial Balance for the whole year or for an arbitrary part of the year, and you can then import this information for example to an Annual Report generating program for further processing.

To export the Trial Balance, open the 'Exports' list by clicking the [Routines] button in the Master Control panel and the [Exports] button in the subsequent 'Routines' window. Then double-click 'Trial Balance' in the 'Exports' list to open the 'Specify Trial Balance Export' window.
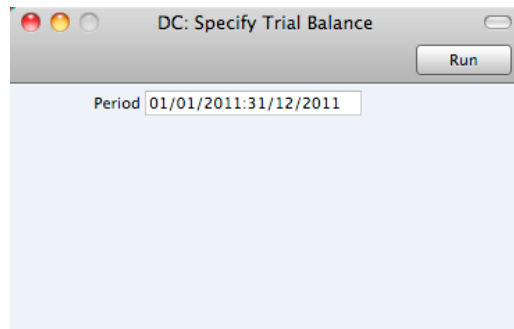
Period	Paste Special	Reporting Periods setting

Enter the start and end dates for the period to be covered by the export, separated by a colon (:).

Confirm by clicking the [Run] button (or cancel by clicking the close box). A dialog box will open where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. You can interrupt the process at any time by pressing ⌘-Full Stop.

Imports

The 'Imports' function allows you to import information from tab-delimited text files exported from other Standard Nominal Ledger databases, or from other applications such as spreadsheets. You can also use it to import the encrypted back-up files created by the 'Backup' Export function.

To import a file, first click the [Routines] button in the Master Control panel. Then click the [Imports] button in the subsequent window. An 'Imports' list window appears. You can also use the ⌘-Shift-I keyboard shortcut to open the 'Imports' list.
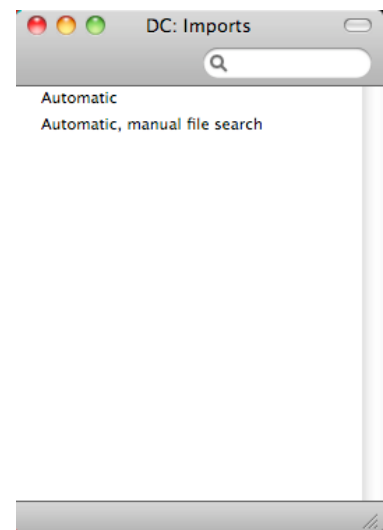
There are two import options in Standard Nominal Ledger: double-click one to activate it.

Automatic

You can use the 'Automatic' function to import text and encrypted files created by any of the export functions in Standard Nominal Ledger. It determines from information contained in the first line of such files what the file contains and thus in which register the information is to be saved.

You can use this function when you need to restore from a back-up.

A further use will be to import set-up information such as a Chart of Accounts, thus ensuring that the task of accurately entering this information need only be undertaken once.

Finally, you can also use this function to import data exported from other systems, after appropriate formatting.

To use the 'Automatic' import, follow the steps described below.

1. Click the [Routines] button in the Master Control panel and then click [Imports]. Alternatively, use the ⌘-Shift-I keyboard shortcut.

2. Double-click 'Automatic', or click once and press the Enter key. The 'Import files available' window opens, listing importable files (with .txt extension) in

the "Backup" folder inside the "Standard Nominal Ledger.hdf" file and in the "Setup" folder inside the Standard Nominal Ledger application—

The left-hand column contains any Backup Comment that you may have inserted in a file if you created it by exporting from another database. These Backup Comments are followed by the date the files were created and the file name. You can make the window wider if the file name is very long.

3. Double-click an item in the list to import it.

    The file will be imported. A message window informs you about the progress of the import.

When the import is finished, repeat the process if you need to import another file.

Manual file search

This function is similar to the 'Automatic' import described above in that you can use it to import from files created by any of the export functions in Standard Nominal Ledger. The only differences are—

*   It allows you to import files from anywhere on your hard disk or on your network, while files imported by the 'Automatic' function have to be located in the "Backup" folder inside the "Standard Nominal Ledger.hdf" file and in the "Setup" folder inside the Standard Nominal Ledger application.

*   It allows you to import files with any filename. The 'Automatic' function is restricted to files whose names have .txt extensions.

*   Comments inserted in the back-up files are not visible when you use the 'Manual file search' function, so be certain that you are selecting the correct file to be imported. You can read these comments when you use the 'Automatic' import.

When you select this function from the 'Imports' list window, a standard 'Open File' system dialogue will open, allowing you to locate the file that you want to import.

Shutting Down and Backing Up

Remember to make a back-up before shutting Standard Nominal Ledger down.

To shut Standard Nominal Ledger down, select 'Quit' from the Standard Nominal Ledger menu. You can also use the ⌘-Q keyboard shortcut. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been saved.

Backing Up

When the day's work with Standard Nominal Ledger is done, we advise you to make a back-up. It is a good idea to save a copy of the file on a separate hard disk or CD-ROM and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Standard Nominal Ledger database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all Nominal Ledger information etc. Make sure you make a back-up each time you have been working with your accounts. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

The method of backing up that is built in to Standard Nominal Ledger is fast and economical. The data will be saved in a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This means that restoring from a back-up file will be successful, even if you have updated the version of your Standard Nominal Ledger application since making the back-up. This is known as the "text back-up" method of backing up.

! ***Use the back-up feature built in to Standard Nominal Ledger to guarantee a successful restoration.***

You can also copy the database file as it appears on your hard disk. While copying the database file can play an important part in your back-up strategy, note that restoring from a copied database will not be successful if you have updated the version of your Standard Nominal Ledger application since making the back-up.

You must also carry out regular checks to make sure you can restore your database from the resulting back-up files or database copies.

!   ***Regularly check that you can restore from your back-up files.***

To create a text back-up, follow these steps—

1. Click the [Routines] button in the Master Control panel and then [Exports]. Alternatively, use the ⌘-E keyboard shortcut. The 'Exports' window will be opened—
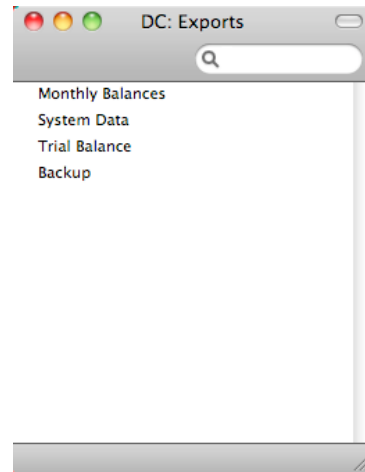
2. Double-click 'Backup'.

3. The 'Specify Text Backup' window appears. Here you can enter a description of the back-up file that you are about to create. You can use up to 40 characters. If you later need to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.
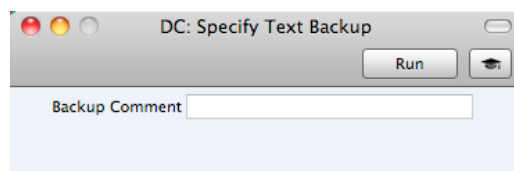
    Enter an appropriate description and click [Run].

4. A dialogue box will open, allowing you to name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate folder or directory in the usual way. The name of the back-up should include the date the back-up was made. For ease of importing later, it is recommended that you give the file name a .txt extension. Then, click [Save].

    A message window informs you about the progress of the export.

When the export is finished, you are brought back to the 'Exports' list. Close it using the close box.

!   ***Under no circumstances should you edit or change a back-up file with another program.***

Restoring from a Back-up

Restoring from a back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Follow these steps—

1. Locate the "Standard Nominal Ledger.hdf" file on your hard disk. It will be stored in Home/Library/Application Support/Standard Nominal Ledger 6.3 UK.

2. Hold down the Ctrl key on your keyboard and click on this file. When the menu appears, choose 'Show Package Contents'. A window will open, listing the contents of the "Standard Nominal Ledger.hdf" file. Move the "HANSA.HDB" file out of the package. If you need to restore your database using a text back-up file stored in the "Backup" folder in the package, move this text back-up file out of the package as well.

    Leave the "Attach" folder and its contents in place, otherwise all attachment links will be lost after restoring.

3. Double-click the Standard Nominal Ledger application. As there is no "HANSA.HDB" file in place, a new database will be created.

! ***It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.***

4. When the 'Welcome' window appears, click the [Import backup] button—
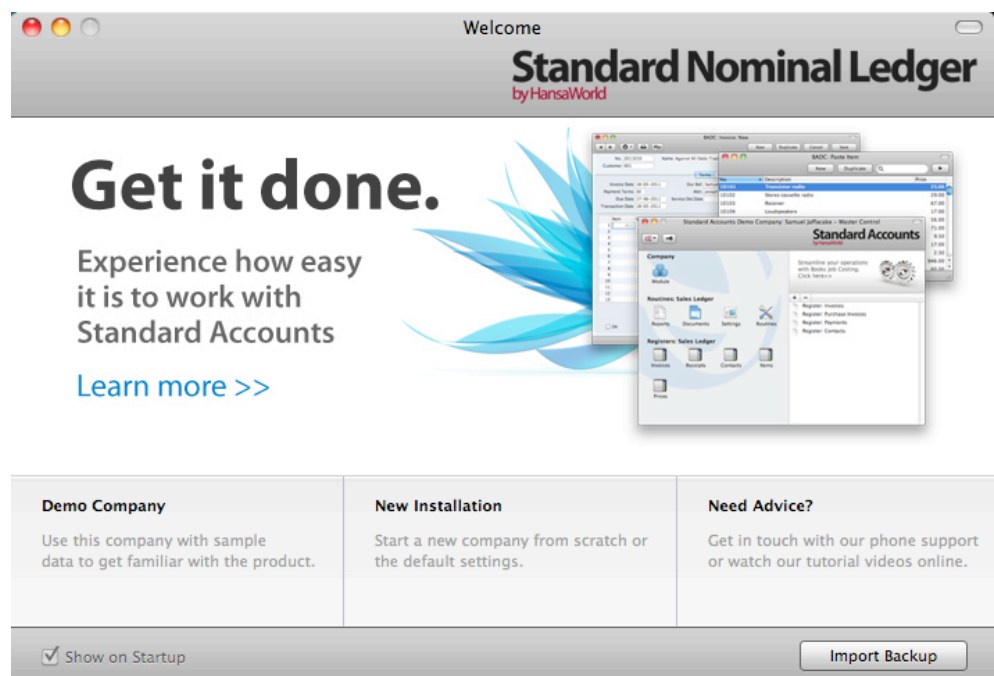
5. When the 'Open File' dialogue box opens, locate and open the back-up file in the normal way. The back-up data will be imported.

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