

IRIS ENTERPRISE ~ OPERATIONAL TIPS

1. FAILED POSTING RUNS:

You cannot use an Unpost by Run Number to fix a Trial Balance imbalance or failed posting run. This option is only for use when the daybook post has completed but needs to be undone – for example the user posted by mistake or they wish to edit a transaction without unposting the whole period.

2. TO RESOLVE VAT RECONCILIATION PROBLEMS:

When reconciling VAT input and VAT output General Ledger balances against the VAT Return Report “Box 5” Net VAT:

- Use the functionality of Excel to print VAT returns to a spreadsheet, and do sorts on the 'Accounting Period' to identify transactions that fall outside the scope of your reconciliation period. For example with VAT quarter 9/2005, the VAT return will consist of transactions dated from 1/06/2005 to 30/9/2005, (with the exception of 'out of period' transactions) so look for transactions with any accounting period that is not June, July or September.
- Print Sales and Purchases Daybook reports out to Excel for a 3-month period but this time analyse the invoice date column in order to identify dates that fall outside the scope of the reconciliation. Using the above example, for VAT quarter analysis of 9/2005, identify transaction dates that are before 1/6/2005 and after 30/9/2005 as these are potentially transactions that are reported onto other VAT quarters.
- Use Excel to analyse the two reports as described above, comparing invoice references, e.g. which invoices are on one report but not the other?

PEGASUS CAPITAL GOLD ~ OPERATIONAL TIPS

1. WHEN SHOULD THE “RE-ORGANISE DATA” AND “DATA INTEGRITY CHECKER” BE USED?

You should run the Re-organise Data and Data Integrity Checker regularly to check the integrity of your data. If you experience a crash on your computer we advise you to run Data Integrity Checker to identify any problems the crash may have caused. The Re-organise Data can then be run to try to repair any data problems.

2. WHAT HAPPENS WHEN RE-ORGANISE DATA IS RUN?

The process will compact and re-index the data files and the database structures.

Continued on next page...

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CAPITAL GOLD PAYROLL, INTEX EARNIE AND EXCHEQUER PAYROLL ~ OPERATIONAL TIPS

1. LICENCED USER LIMIT REACHED ON A SINGLE USER SYSTEM

This message is issued if you have not closed the payroll system correctly, and means that you will not be able to log on until you have cleared the Operator Locks.

To do this, carry out the following steps:

- At the login screen, enter the Admin System username/password (For Capital this is "PASSWORD", for Intex and Exchequer it is "SYSTEM" and "ADMIN")
- Select "Operator/Groups", then "Clear Operator Locks".
- A message will be issued, confirming that the locks have been cleared. Acknowledge this by clicking "OK".
- Select "File", then the option to return back to the normal payroll system.
- Enter the normal Username/password (or in Capital leave blank if no password is set up).

OPERA 16 ~ OPERATIONAL TIPS

1. HOW DO I POST SCALE CHARGES?

The easiest way to explain this is by example:

The VAT on petrol has been claimed back. However, the employee is not entitled to all of this VAT as some of the mileage was for private use. You need to post a scale charge to return some VAT to HMCE, to update box 1 on the VAT 100 form and update the VAT Nominal account. This is done as follows:

- Within the Nominal Ledger select 'Journals', 'Add', 'VAT Analysis'.
- Go to the first line of the journal - eg petrol account.
- Debit the relevant amount e.g. £100 and select the VAT exempt code.
- Go to the second line of the journal e.g. the VAT Control account.
- Credit £100 and select the standard VAT code.
- Change the system VAT calculation to £100 and post the journal.

STOP IT!

We hope that you find our e-mailed information sheets of direct help to you and your business. However, should you wish to remove your name from the mailing list or make changes regarding recipients, please contact John Stannard, Support Department.

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