Cash book Purchases Viamed UK £ account.

We use the cash book to record al the purchases in , so we can balance it to Opera.

Use a fresh page and at the top of the right hand page write 'Cash Book Payments' and the month and year.

Fill in the column headers as per the previous month

Date in the first column then leave a space for the description, then put Total in box 1, Purchase Ledger in box 2, Sales Ledger in box 3, Cashbook VAT in box 4, Life HP + DD in box 5, Wages PAYE in box 6, Credit card in box 7, B/Chgs in box 8, Loan in box 9, Others in box 10, nom code in box 11 and Bal b/d (Balance brought down, this is the end total from last month) in box 12.

Once this is done fill in the cash book using the current month you are working on. This is usually the previous month.

Leave the top line empty of the main part so we can enter the previous months end balance.
Put the date from the bank statement into the first column, the description of the line in the large second column, the total amount as per the bank statement in box 1, if it is a purchase ledger item then put the same amount in box 2. Box 3 Sales ledger is for refunds that we have sent to customers. Any purchases that are not entered into Opera by means of an invoice need to be put in the correct columns and if there is a VAT element then this need to be put in the VAT column, some payments have parts in different columns. For example if we have paid someone's expenses and it is a hotel the VAT part goes in column 4 and the net (the amount without VAT) goes in the Others column 10 and the nominal code, which is, 3012 goes in the non code column 11, if known.

The full months figures will more than fill one page so a second one will be needed to carry on. Put the same heading on the next page and add the title. Leave the top line of the main part empty so we can carry forward the totals from the previous page.
Add the columns up on page one, then check they are correct by adding columns 4 to 10. The total should match the total of columns 1 and 2. This is a way to double check everything is entered correctly. Write these totals on the next page at the top in the right columns.

The end amount from the previous month should be entered into the first line of page one in Total - box 1 and also in the top line end column Bal b/d. If the figure is a negative we show this by putting it in brackets. This same figure goes into the bottom cell of the Bal b/d and on the second page the same amount again is added in the same places in the Bal b/d column. It is a way to continue the account over the months. Without this figure the accounts would not show the running total and not match to the bank.

Once this is filled in go to Opera, to make the purchases show on the trial balance you need to do a purchase ledger transfer.
Change the date to the month you are working on, go to the Nominal heading – Utilities – P/L Transfer – Transfer and Report. Then select the printer that will PDF, in Viamed Opera this is 'Generic' printer. Press printer and a printer window appear and print to PDF. At present these are saved in Helen's secure file but these can be saved in Helen's users folder Opera Reports for transfer later.
The name should be the date in the format year month day then the month and year you are working on e.g. 20160910 Sept 16. We do not use this report for anything but we have to save it as it is the only time this information is available.

Once done, print the trial balance – Nominal heading – Reports- Trial balance – Edit the range to 6001 in both fields. This is the UK £ bank statement in opera, it is the same nominal code as the £ bank in VST and Vandagraph. If you wanted the $ the number would be 6002 or Euro 6003. Viamed Opera is the only opera with different currencies, the VST and Vandagraph only have £ pounds. Tab down until the curser is no longer showing, the click the detail last period button and the Full details button. Then OK. To Print this use the generic printer and to view it on screen you need to select the MATRIX printer and press screen.
The trial balance will have the sales at the top and then the Journals (Jrnl) and purchasing (Purch) at the bottom. At the very top are the balances from the previous periods (months).

Using the Trial Balance go through the cash book and mark in red those purchase payments that are on Opera already. Note any that are on Opera and not the Cash Book, we will return to this later on.

Once you have done this we can then go back through the cash book and put on to Opera purchasing any other payments that should be on the purchase ledger and have a purchasing account but are not on yet, e.g. the Craven district council – council tax for both buildings, the Neopost top ups, Thomas Cook insurance etc.

The rest of the payments in the cashbook will be the ones that do not have an amount column 2 or 3. These need to be added by a journal.

Look aback at previous months to be a picture of what is done.

Open the spreadsheet for purchases this can be found in Helen secure file at the moment. It is a sheet showing the 12 months, pick the correct month, some of the items are already in, as they appear monthly. Tick these off in the cashbook and put an asterix next to the line in the spreadsheet. Then go through the cashbook and add the items that need to be added manually, by journal, into Opera. If an item has VAT put the total in column D and the VAT part in column F and Net into column G. Count the number of items on the spreadsheet and then check it matches to the number of items in the cash book that need to be entered by journal.

Now you will have to total up all the columns in the cash book so we can enter a figure in the 6001 UK £ account box in the spreadsheet. Add columns 4 to 10 not including column 7 this total should match the total in the spreadsheet. If it doesn't double check the figures entered. It should match. Columns 4 to 10 total should match the total of columns 1 and 2. This is a way to double check everything is entered correctly. I

Once done this spreadsheet is use to do the journal. Save as you go along.

Purchasing journal, change the Opera date to the one you are working on, in System – Date & Company (be careful with this if you leave it on this date any other work you do will be on this date). Go to Nominal – Journals – Add- in Description put CB Purchases and the month and year. Arrow down to the Vat Analysis tick box and tick it, arrow down and the journal page appears.

The Account is the nominal code the 4 digit code that all nominal accounts have. If you don't know it type the heading you want and Opera will give you a choice of accounts. So for Purchasing you will put the UK bank 6001 and then in Credit put the total amount of the purchase to be entered. Arrow down and it will auto fill in the ledger you want to enter the figure in to leave this alone, next it will ask what VAT code you want to use 1 is 20%, E is exempt and Z is zero VAT.

The VAT code 1 is all items that need the VAT to be processed. So not the figure that will go on the bank but the deferred duty or purchase of stock that has VAT on it. The E code is for things that are

Exempt from VAT like books and export costs - hotels etc. The Z is for items that are zero rated these are insurance, bank charges and interest.

Now arrow down to Comments this is where you describe what you are putting in on this line. It can be the month and year or a brief description. Arrow down again and it will add the line to the section below. Repeat this for all the lines you want to enter, In this case the remaining lines will go in the debits box. When you have done if the figures are entered right it will have a Difference in red, at the bottom, of 0:00 if it is not red and there is an amount different then you will need to check each line has been entered correctly. Once completed press F9 if this isn’t showing press escape once and it should appear. It will ask if you want to post the journal press yes then print to PDF using the generic printer. Save the journal to the correct folder, with a name that sums up what the journal is for. In this case CB Purchases and the month and year.