

ASTRA Desk Top Accounting™ Premier typical procedures

VAT QUARTER ROUTINE IF PURCHASES ARE CLOSED LATER THAN SALES

- 1 Check that Bank Statements have been received and all relevant Sales Invoices, Purchase Invoices and Journal Entries have been entered.
- 2 Ensure that all outstanding Open Item and Tele-Sales Invoices have been printed and filed.
- 3 Do a **Stock** valuation of the relevant categories and journal the required monthly values.
- 4 Evaluate the **Work in Progress** and journal the relevant monthly values.
- 5 Perform any statutory VAT scale charge journal entries (credit VAT n/a and debit scale charge expense n/a with the scale charge amount)
- 6 **Backup the Accounts data file.**
- 7 If you are printing your Reports to PDF format, create an archive folder called 'Accounts 2006-7'. In this folder, create sub folders for each VAT Return, eg VQ1-Apr-May-Jun, and then save all of your PDF reports into the relevant sub folder.
- 8 All of the following Reports are to be sent to the printer or Adobe Acrobat PDF writer and all must be readable, ready for archiving as part of your company books....

This section should be done on the last day of the VAT Quarter Month.

- 1 **Sales | Reports |**
 - a Aged Debtors **PRINT AS PDF**
 - b Customers' Ledgers **PRINT AS PDF**
 - c Agents' Summary Analysis **PRINT AS PDF (for the 3 month period)**
 - d Job Report by Job Number **PRINT AS PDF**
 - e Sales Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
- 2 **Point of Sale | Reports |**
 - a POS Stock Transactions **PRINT AS PDF AND CLEAR IT**
 - b Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
- 3 **Stock | Reports |**
 - a Detailed List/Stock Valuation Only **PRINT AS PDF (Do not include any 'Price Lookup Only' Categories)**
 - b Transaction Journal **PRINT AS PDF CLEAR IT**
- 4 **Nominal | Reports |**
 - a EEC Sales Listing **PRINT AS PDF AND CLEAR IT**
 - b Nominal Ledger **PRINT AS PDF (Nominal Accounts 1-999)**
 - c Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
- 5 **Nominal | VAT | End of VAT Quarter |**
 - a End of Quarter for Point of Sale
 - b End of Quarter for Sales Ledger **Note: NOT for Purchase Ledger just yet**

You can now do a Period End to remove all completed Sales and Stock Transactions. This has nothing to do with VAT and is done now simply for convenience as all required reports for the Period End have been printed.

- 6 **Backup the Accounts data file**
- 7 **Period End for Sales Ledger, Point of Sale & Stock Control**
 - Select Sales **REMOVE completed Sales Transactions to the required date**
 - Select Stock **REMOVE completed Stock Orders to the required date**

You continue to enter accounts as normal but any Purchase Ledger bills dated within the next VAT Quarter must be held and entered later, after the VAT Return has been fully completed and closed.

This next section must be done around the 14th of the next month to allow you to have entered any late Purchase Ledger bills which were in the post and on their way to you.

- 8 **Purchase | Reports |**
 - a Aged Creditors **PRINT AS PDF**
 - b Suppliers' Ledgers **PRINT AS PDF**
 - c Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
 - 9 **Nominal | Reports |**
 - a Nominal Ledger **PRINT AS PDF (Nominal Accounts 1-999)**
 - b Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
 - 10 **Nominal | VAT | End of VAT Quarter |**
 - End of VAT for Purchase Ledger
- You can now do a Period End to remove all completed Purchase Transactions. This has nothing to do with VAT and is done now simply for convenience as all required reports for the Period End have been printed.
- 11 **Backup the Accounts data file**
 - 12 **Period End for Purchase Ledger**
 - Select Purchases **REMOVE completed Purchase Transactions to the required date**
 - 13 **Nominal | VAT |**
 - a VAT Return **PRINT AS PDF**
 - b Pay VAT as shown on the VAT Return **YOU MUST USE THE 'PAY VAT' WINDOW NOT A JOURNAL ENTRY**
 - 14 **Nominal | Reports |**
 - a Print Trail Balance **PRINT AS PDF AND TO PRINTER (for the next month after the VAT Return)**

NOTE: any VAT now shown will be the VAT applicable to any sales you have done since closing the Sales VAT Quarter.

Give all printouts or PDF files to your supervisor ready for archiving as part of the company's books

PLEASE NOTE: Macros can be created to automate the whole procedure. Contact S&S or your dealer if you require this facility together with any additional sections or additional users added to **ASTRA**.

ASTRA Desk Top Accounting™ Premier typical procedures

VAT QUARTER ROUTINE IF PURCHASES & SALES ARE CLOSED TOGETHER OR A YEAR END IS BEING PERFORMED

- 1 Check that Bank Statements have been received and all relevant Sales Invoices, Purchase Invoices and Journal Entries have been entered.
- 2 Ensure that all outstanding Open Item and Tele-Sales Invoices have been printed and filed.
- 3 Do a **Stock** valuation of the relevant categories and journal the required monthly values.
- 4 Evaluate the **Work in Progress** and journal the relevant monthly values.
- 5 Perform any statutory VAT scale charge journal entries (credit VAT n/a, debit scale charge expense n/a with the scale charge amount)
- 6 **Backup the Accounts data file.**
- 7 If you are printing your Reports to PDF format, create an archive folder called 'Accounts 2006-7'. In this folder, create sub folders for each VAT Return, eg VQ1-Apr-May-Jun, and then save all of your PDF reports into the relevant sub folder.
- 8 All of the following Reports are to be sent to the printer or Adobe Acrobat PDF writer and all must be readable, ready for archiving as part of your company books....

This should be done on the last day of the VAT Quarter Month.

- 1 **Sales | Reports |**
 - a Aged Debtors **PRINT AS PDF**
 - b Customers' Ledgers **PRINT AS PDF**
 - c Agents' Summary Analysis **PRINT AS PDF (for the 3 month period)**
 - d Job Report by Job Number **PRINT AS PDF**
 - e Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
- 2 **Point of Sale | Reports |**
 - a POS Stock Transactions **PRINT AS PDF AND CLEAR IT**
 - b Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
- 3 **Purchase | Reports |**
 - a Aged Creditors **PRINT AS PDF**
 - b Suppliers' Ledgers **PRINT AS PDF**
 - c Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
- 4 **Stock | Reports |**
 - a Detailed List/Stock Valuation Only **PRINT AS PDF (Do not include any 'Price Lookup Only' Categories)**
 - b Transaction Journal **PRINT AS PDF AND CLEAR IT**
- 5 **Nominal | Reports |**
 - a EEC Sales Listing **PRINT AS PDF AND CLEAR IT**
 - b Nominal Ledger **PRINT AS PDF (Nominal Accounts 1 - 999)**
 - c Transaction Journal **PRINT AS PDF AND CLEAR IT to transfer the VAT**
 - d Trial Balance, Profit & Loss, Balance Sheet **PRINT AS PDF AND TO PRINTER**
- 6 **Nominal | VAT | End of VAT Quarter |**
End of Quarter for Point of Sale
End of Quarter for Sales Ledger
End of Quarter for Purchase Ledger and Nominal Ledgers
- 7 **Backup the Accounts data file**
- 8 **Period End for Sales & Purchase Ledgers, Point of Sale & Stock Control**
Select Sales **REMOVE completed Sales Transactions to the required date**
Select Purchases **REMOVE completed Purchase Transactions to the required date**
Select Stock **REMOVE completed Stock Orders to the required date**

IF A YEAR END also select:
Year End together with Transfer Sales, Purchases, Expenses, Agents, Cost Centre and Balance Sheet Amounts to Budgets.
- 9 **Nominal | VAT |**
 - a VAT Return **PRINT TO PRINTER**
 - b Pay VAT as shown on the VAT Return **YOU MUST USE THE 'PAY VAT' WINDOW NOT A JOURNAL ENTRY**
- 10 **Nominal | Reports |**
 - a Print Trial Balance **PRINT AS PDF AND TO PRINTER (for the next month after the VAT Return)**

NOTE: no VAT should appear in the VAT Control Account on the Trial Balance

Give all printouts or PDF files to your supervisor ready for archiving as part of the company's books

PLEASE NOTE: Macros can be created to automate the whole procedure. Contact S&S or your dealer if you require this facility together with any additional sections or additional users added to **ASTRA**.