

# Debit Accounts

## Overview

This document is divided into four main sections, intended for different users.

The **Introduction** is intended for all users, and describes some basic concepts and how to get started.

The **Administration** section is intended for administrative users, and describes how to set things up and manage businesses, users and contacts.

The **Data Entry** section is intended for users who will be entering transactions.

The **Data Viewing** section is intended for users who need to view and extract information about transactions, and describes how to search the accounts and generate reports.

These are followed by a **Troubleshooting** section, providing solutions to common problems, and an **Introduction to Double Entry Bookkeeping**.

## Introduction

Debit Accounts is a multi-user accounting system, where the accounting information is stored centrally on a server. Users can view and update the information using a browser on a PC that accesses the server via a local network or the Internet. The user interface has the look and feel of a traditional desktop application, with multiple windows that interact with each other.






Debit implements Double Entry Bookkeeping. See the appendix for an explanation of this method of bookkeeping.

The system is designed to allow multiple users to have simultaneous access. Locking mechanisms prevent conflicting updates being made.

The transaction information stored on the server is strongly encrypted (using 256 bit AES). All encryption and decryption takes place on the user's PC, so no unencrypted information is transmitted over the network or Internet. Therefore there is no requirement for a secure connection between the user's PC and the server (though this would add an additional layer of security).

## General Conventions

The following icons are used throughout to perform particular functions:

-  View an item;
-  Edit an item;
-  Create a new item based on an existing item, or create a report;
-  Include an item, or indicate completion;
-  Delete or exclude an item.

An “OK” button saves the contents of a form and closes the window.

A “Save” button saves the contents of a form and leaves the window open.

An “Undo” button resets the form to the state following the last save or to its original state.

A “Cancel” button closes the window without saving any changes, after prompting the user.

You can resize windows that contain scrollable lists, to increase the height available to display more rows. If you attempt to resize other windows they will snap back to their original size.

Currency values can be entered with or without the currency symbol, thousands separator and decimal part.

Dates can be entered with 2 or 4 digit years. 2 digit years are interpreted as lying between 1950 and 2049. Dates can be adjusted by 1 day/month/year by clicking the up/down arrows to the right of the displayed date.

Accounting years are designated by the year in which they end. If your financial year runs from April to March then the year that runs from April 2017 to March 2018 is designated “2018”.

When selecting dates for reports etc., the last accounting year to be started is always referred to as “This Year”, even when the current date is after the end of this year. In that case the accounting year including the current date is referred to as “Next Year”, and “Last Year” always refers to the accounting year before “This Year”.

Say your financial year runs from April to March, and the first year you record in Debut is 2017/18. This will be referred to as “This Year” initially, When you reach 1<sup>st</sup> April 2018, 2017/18 remains as “This Year”, and the new financial year 2018/19 is “Next Year”. At some later date, when you have entered and reconciled all transactions for 2017/18 you will start a new year (as described in the section on “Starting a New Year” below.) Then 2018/19 becomes “This Year” and 2017/18 is now “Last Year”.

## Getting Started

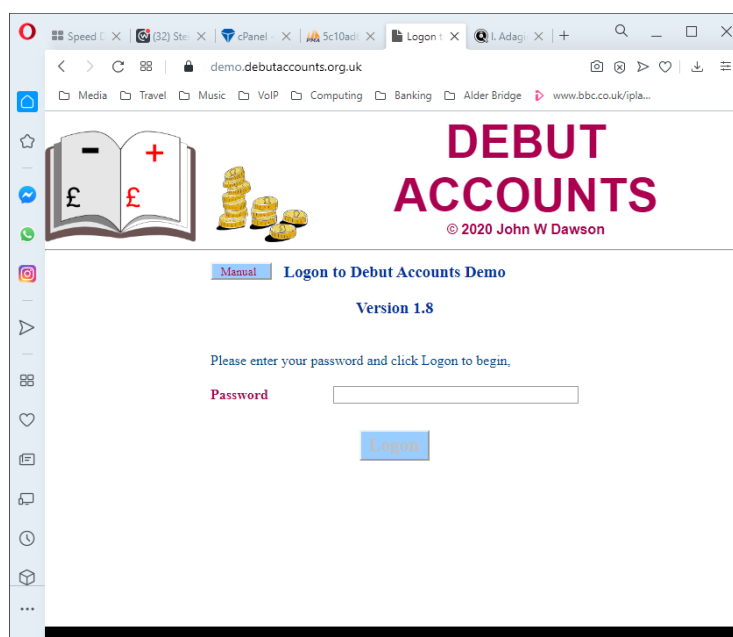
Before Debut can be used it must be installed on the server and the database set up. See separate Installation Guide.

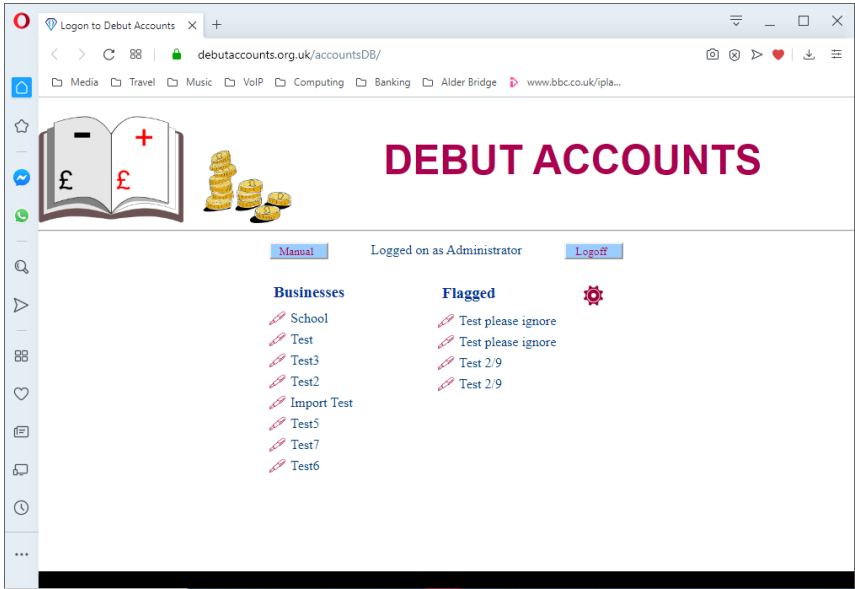
JavaScript must be enabled in your browser, and pop-up windows allowed for the Debut server’s address.

If you are intending to use the scanning facility see separate section on Setup for Scanning.

Type the address of the Debut server into the browser. The correct address to use is described in the Installation Guide; if you did not do the installation yourself then the Administrator should provide the address to you. The logon screen (see above) should now be displayed.


Enter your password and click Logon.





Your dashboard will now be displayed; this lists all the businesses and report templates you have access to, any transactions which have been flagged for your attention, and an icon for opening the Administration panel if you have administration rights.

# Administration

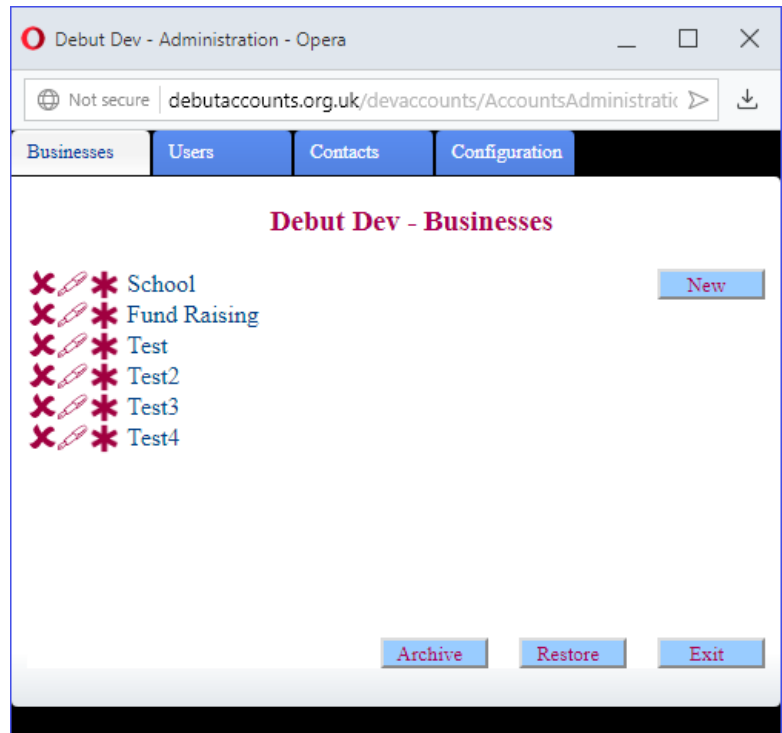
To open the Administration Panel click the  icon on your dashboard. This panel is made up of 4 tabs.

The **Businesses** tab allows you to create and manage sets of accounts for individual businesses.

The **Users** tab allows you to create and manage additional users of your Debut installation.

The **Contacts** tab allows you to manage the Address Book for your Debut installation.

The **Configuration** tab allows you to set the default formats for currency and dates.



The first time you log on to Administration the Configuration tab is selected, allowing you to select the default currency and date formats for the installation. Otherwise the Businesses tab is displayed.

## Creating a Business

On the **Businesses** tab click the **New** button, to display a blank **Business Form**.

You need to enter the following information:

- The name of the business;
- The currency format: select one of the predefined formats or a new format that has been defined on the Configuration tab (see the Installation Manual);
- The date format: select either British (dd/mm/yyyy) or US (mm/dd/yyyy) style dates.
- The initial accounting year for which you wish to start entering transactions for. If the accounting period for the business spans 2 calendar years

then you should enter the second year; e.g. if the accounting period runs from April 2016 to March 2017 enter 2017.

- The month the accounting period starts.
- The number of months in the initial accounting period. Normally this would be 12, unless you are starting to enter transactions part way through the first year. Subsequent years will all have the full 12 months.

You also need to define the chart of accounts for the business. You can select one of the pre-defined charts to act as a starting point. The following charts are provided:

- **UK Business:** suitable for a typical UK business;
- **Basic:** a minimal chart.


Alternatively you can import an existing chart of accounts, e.g. exported from another accounting package, by clicking the Import button and selecting the file. This must be in the form of a tab delimited text file, with headings in the first line. The following table lists the headings that are required and what should appear in the corresponding columns.

AccountNumber	A unique number between 0 & 99999; this is used to order accounts on reports, etc.
AccountName	The name of the account; this is used to select accounts to be used in transactions.
AccountType	A 2 character abbreviation: <ul style="list-style-type: none"> <li>• As – Asset account</li> <li>• Li – Liability account</li> <li>• Ca – Capital account</li> <li>• In – Income account</li> <li>• CS – Cost of Sales account</li> <li>• Ex – Expense account</li> <li>• OI – Other Income account</li> <li>• OE – Other Expense account</li> </ul>
AccountUse	One of the following or blank: <ul style="list-style-type: none"> <li>• Header</li> <li>• Bank (must be an asset account)</li> <li>• Debtor (must be an asset account)</li> </ul>

	<ul style="list-style-type: none"> <li>• Creditor (must be a liability account)</li> <li>• Historic (must be a capital account)</li> </ul> <p>There must be one Historic account and at least one of each of Bank, Debtor and Creditor accounts.</p>
Balance	The initial balance on the account.
LastNumber	The last cheque number, invoice number or purchase number used for bank, debtor and creditor accounts.

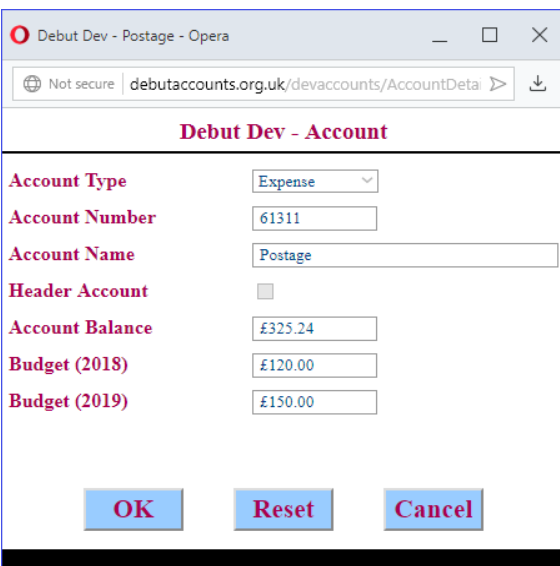
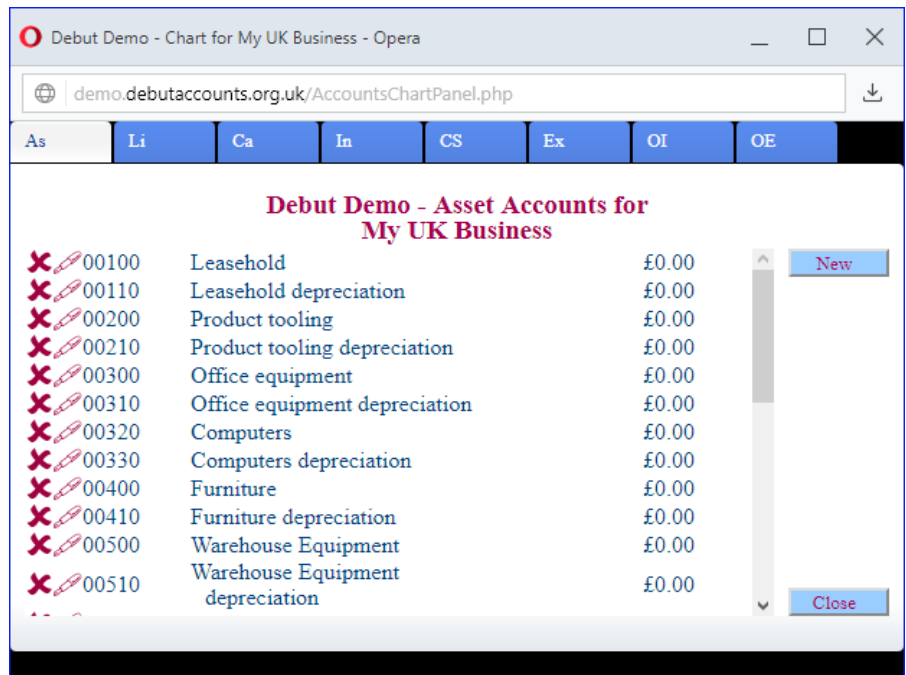
After you click the OK button the new business will be listed on the Businesses tab. You can delete a business (only if no transactions have been recorded), edit its chart of accounts or create a new business based on it by clicking the appropriate icon.

## Editing the Chart of Accounts

Click the  icon next to the business to display its form, and then click the Edit button to display the Chart of Accounts Panel.

There is a tab for each account type.

To create a new account click the New button on the appropriate tab, to display the Account Form.



You need to enter the following:

- **Account Number:** a number between 0 and 99999 which must not duplicate an existing account number in the chart;
- **Account Name:** which will be used to select the account for use in transactions.

To create a header account tick the Header Account box; no further input is required.

For other accounts you need to also enter:

- The initial **Account Balance**; if a non zero balance is entered the Historic Balancing account will be adjusted to keep the books in balance.
- The **Last Number** used as cheque, invoice or purchase number(for Bank, Debtor or Creditor accounts).

Use the check boxes to designate Bank, Debtor or Creditor accounts.

For income and expenditure accounts you can enter budgets for the ‘current’ year, and also for the following year if the current date is after the end of the ‘current’ year.

You can edit or delete existing accounts using the appropriate icons. Accounts cannot be deleted if they have been used in any transactions. If you modify the balance of an existing account the Historic Balancing account will be adjusted to keep the books in balance.

New accounts can also be created when entering transactions (see later sections).

## Archiving and Restoring Businesses

You can use the archive facility to create backups of some or all businesses. Click the Archive button on the Businesses tab to display the Archive Form:

You can select which businesses and which users to include in the archive. The Administrator user is always included. You can also select whether to include the entire address book, or just those contacts used in the selected businesses. For each business you select which accounting year is to be backed up. All transactions which fall within the selected year are included in the archive, and also all sales and purchases which are still ‘open’ at the start of the selected year.

When you click OK a file selector is displayed, enabling you select where the archive is to be saved.

Archives are ZIP files containing multiple files in XML format. All data is encrypted, in the same way as it is encrypted in the database. It cannot be read without the use of a valid password for one of the users.

There are two scenarios for restoring an archive:

- Restoring a complete system into an empty database; e.g. recovering from a server failure or moving a system onto a new server;
- Restoring a business to a previous state in a database that is in use.

You can only restore an archive into a database that is not empty if it’s the same database that the archive was originally made from (or a copy of that database).

The screenshot shows a web browser window titled "Debut Demo - Archive - Opera". The address bar shows "demo.debutaccounts.org.uk/AccountsArchiveForm.ph". The page content is titled "Debut Demo - Archive".

Under the "Businesses" section, there are two buttons: "All" and "None". Below them, there are two checked checkboxes: "My UK Business" and "My US Business". To the right of each checkbox is a dropdown menu showing "2018".

Under the "Users" section, there are two buttons: "All" and "None". Below them, there is one checked checkbox: "Fred Bloggs".

At the bottom of the form, there are two radio buttons: "Archive all contacts" (which is selected) and "Archive used contacts". Below these are two buttons: "OK" and "Cancel".

Click the Restore button to display the Restore Form:

Enter the password for the **archived** Administrator user (may not be the same as the administrator password of an empty database you are restoring into) or the password of an archived user with administrator access. Click the Select button and select the archive file you wish to restore from. Then select the businesses and/or users you wish to restore, and click OK.

The restore process can take some time, depending on the size of the archive, but progress messages with running counts are displayed. If a restore operation is interrupted the business(es) being restored may be left in an inconsistent state. However re-running the restore from the beginning should resolve this.

You can only restore users into an empty database. If you restore into an empty database the administrator password from the archive will supersede the administrator password set when the database was created.

If you restore a business into a database where it already exists then any transactions entered after the archive was made will be lost (even if they are dated before the archive was made). Any contacts that have been modified since the archive was made may be returned to their original state (depending on whether they were included in the archive). Any contacts that were added after the archive was made will not be deleted.

## Starting a New Year

When you have passed the end of an accounting year you can start a new year. Click the Start New Year button in the Business form to initiate the process; you will be prompted to confirm. The process involves calculating the balances of all the accounts at the start of the new year, and can take some time. If it's interrupted it can be safely restarted. The business is locked to prevent other users accessing it while the process is in progress. If a business has been left in a locked state it can be unlocked by unticking the Locked box on the Business form.

When a new year has been started you will be unable to enter new transactions or update existing transactions for the previous year. You cannot start a new year until all bank accounts have been reconciled up to or after the end of the old year.



## Managing Users

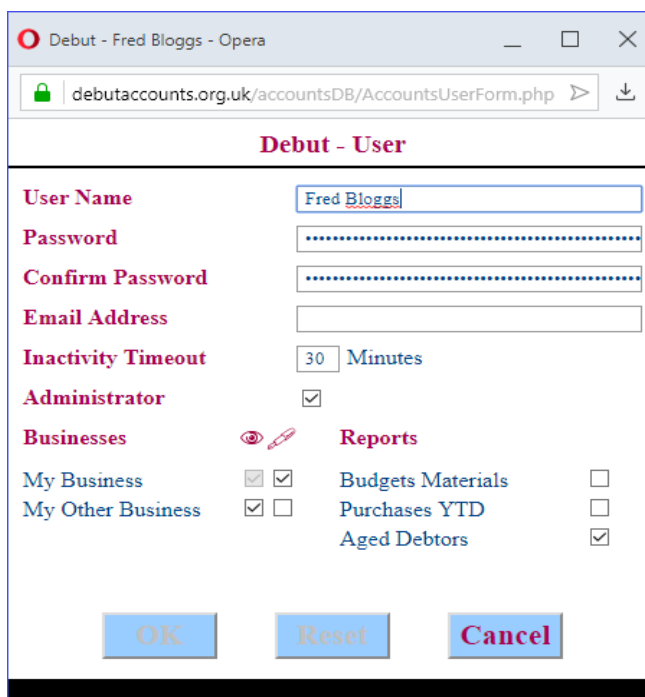
The Users tab enables you to create additional users and manage their access to businesses.

To create a new user click on the New button to display the User Form.





You need to enter the following information:

- A **User Name**; this is used to identify the user on the User tab and in email notifications;

- A **Password**, which must be at least 32 characters and unique;
- The user's **Email Address** (for flag notifications).
- The **Inactivity Timeout**: the number of minutes of inactivity after which the user is forced to re-enter their password to continue. Leave blank for no timeout.
- Tick the **Administrator** box if the user is to have access to the Administration Panel.
- Tick the box in the  column for each business for which the user is able to view transactions;
- Tick the box in the  column for each business for which the user is able to enter and modify transactions.
- Tick the box next to each report template which is to appear on the user's dashboard.



The screenshot shows a web browser window titled "Debut - Fred Bloggs - Opera". The address bar shows "debutaccounts.org.uk/accountsDB/AccountsUserForm.php". The page title is "Debut - User". The form contains the following fields and options:

- User Name:** Fred Bloggs
- Password:** [Redacted]
- Confirm Password:** [Redacted]
- Email Address:** [Empty]
- Inactivity Timeout:** 30 Minutes
- Administrator:**
- Businesses:**
  - My Business:   
  - My Other Business:   
- Reports:**
  - Budgets Materials:
  - Purchases YTD:
  - Aged Debtors:

Buttons at the bottom: OK, Reset, Cancel.

You can change the access rights for or delete existing users in the list, or create a new user with the same access rights by clicking the appropriate icon.

The Administrator user cannot be deleted nor have its administrator rights removed. The Administrator is automatically granted full access rights for each new business when they are created.

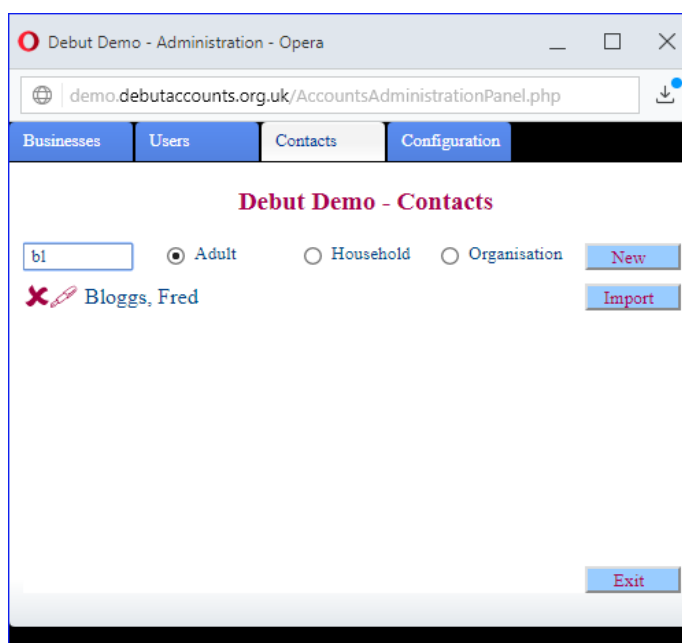
## Managing Contacts

The Contacts tab enables you to create, modify and import contacts. All contacts are in a single address book, which is shared between all businesses.

There are 3 types of contacts:

- Adults
- Households
- Organisations

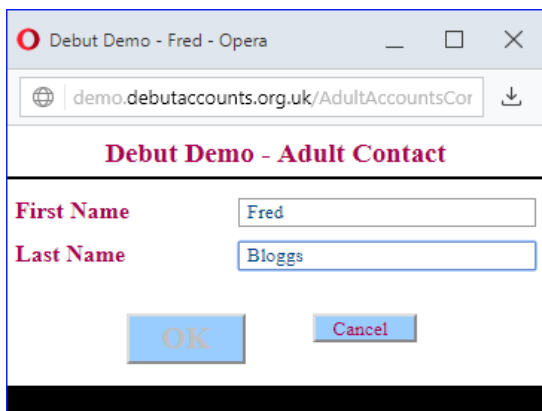
Households are 2 adults with whom you are having dealings as a single entity; e.g. parents paying school fees for their children. The two individuals in the household also have separate adult entries in the address book, so you can also have dealings with them as individuals, e.g. as an employee.



The screenshot shows a web browser window titled "Debut Demo - Administration - Opera". The address bar shows "demo.debutaccounts.org.uk/AccountsAdministrationPanel.php". The page title is "Debut Demo - Contacts". The interface includes a navigation bar with "Businesses", "Users", "Contacts", and "Configuration" tabs. The "Contacts" tab is active. Below the navigation bar, there is a search bar containing "bl". To the right of the search bar are radio buttons for "Adult" (selected), "Household", and "Organisation". There are also "New" and "Import" buttons. Below the search bar, there is a red 'X' icon and the text "Bloggs, Fred". At the bottom right, there is an "Exit" button.

Type characters into the filter box to display a filtered list of contacts whose names begin with those characters.

To create a new contact select the radio button for the required type and click the New button, to display the appropriate new contact form.

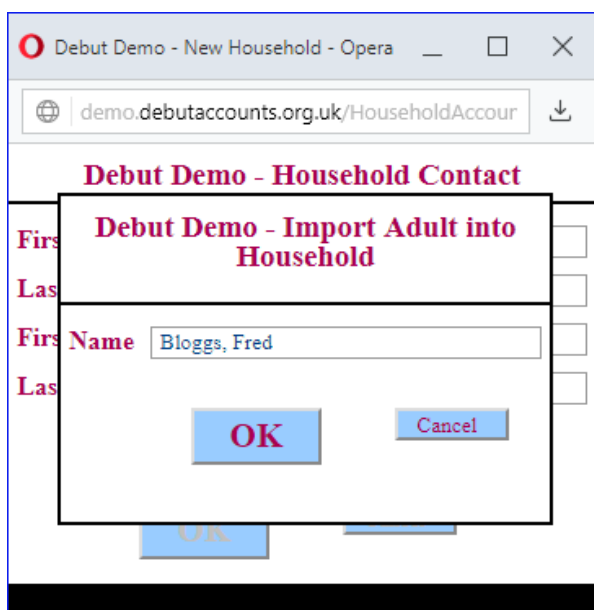
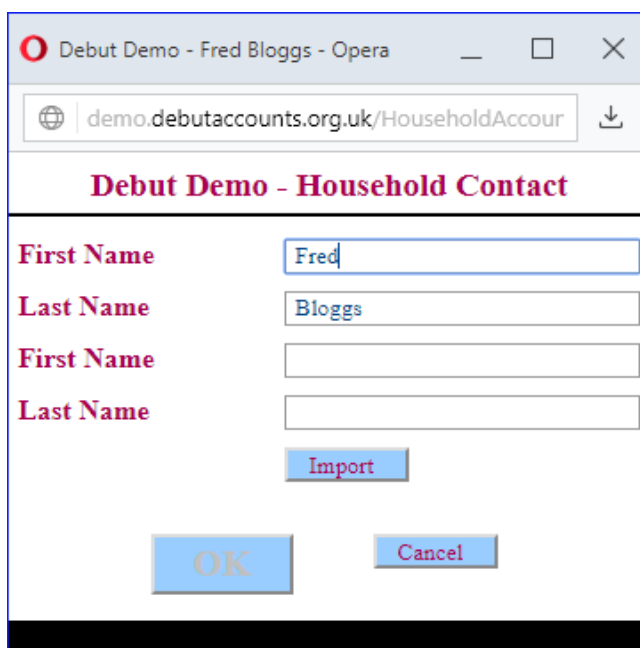


For adult contacts you need to enter:

- First Name;
- Last Name

For household contacts you need to enter for each individual:

- First Name;
- Last Name



You can import an existing adult contact into the household by clicking the Import button, then selecting the adult by typing the start of their surname.

For organisation contacts you need to enter:

- Organisation Name.

You can import contacts from a file by selecting the radio button for the contact type and clicking the Import button. A file selector will be displayed, enabling you to select the file. The file must be a tab delimited text file with the following headings in the first line:

For adult contacts:

- FirstName
- LastName

For household contacts:

- FirstName1
- LastName1
- FirstName2
- LastName2

For organisation contacts:

- OrganisationName

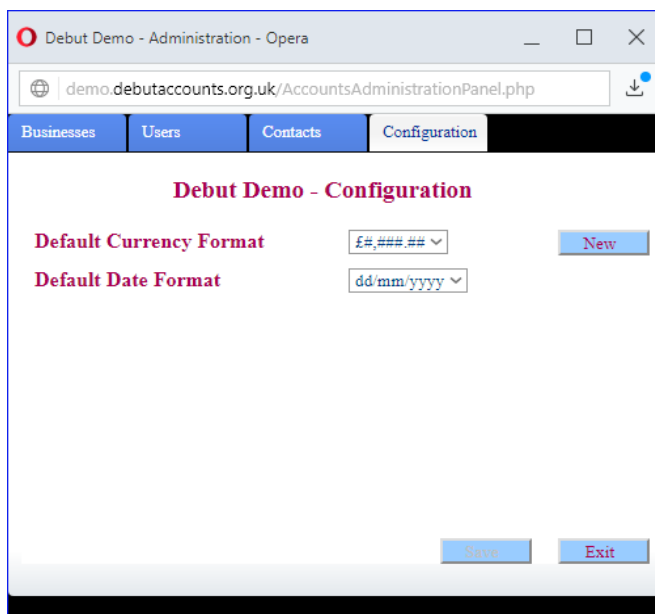
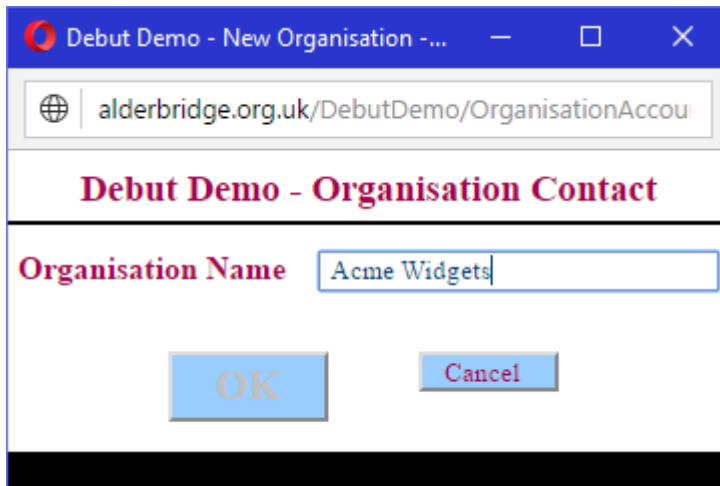
You cannot mix different types of contact in the same file

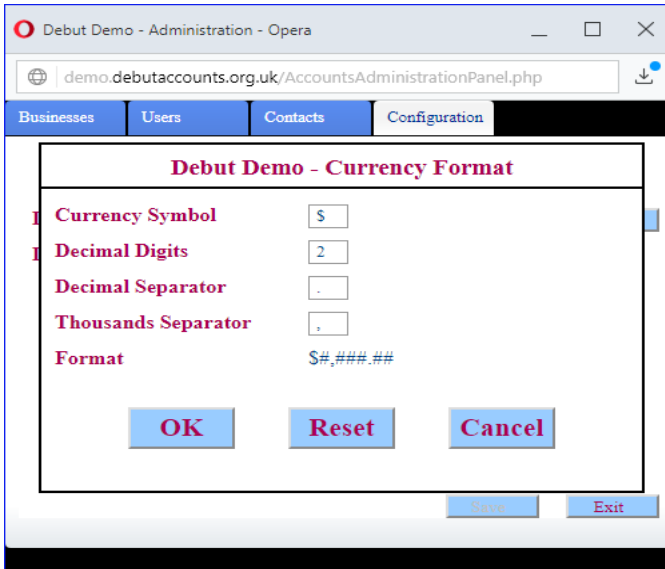
New contacts can also be created when entering transactions (see later sections).

## Managing Currency and Date Formats

You can use the Configuration tab to create new currency formats, and set the default currency and date formats for new businesses. The formats used by existing businesses are unaltered if you change the defaults.

You can define a new currency format by clicking the New button, to display the Currency Format form.







You need to specify the following for a new currency format:

- The currency symbol (can be multiple characters);
- The number of decimal digits (can be zero);
- The decimal separator character (if more than zero decimal digits);
- The thousands separator character.

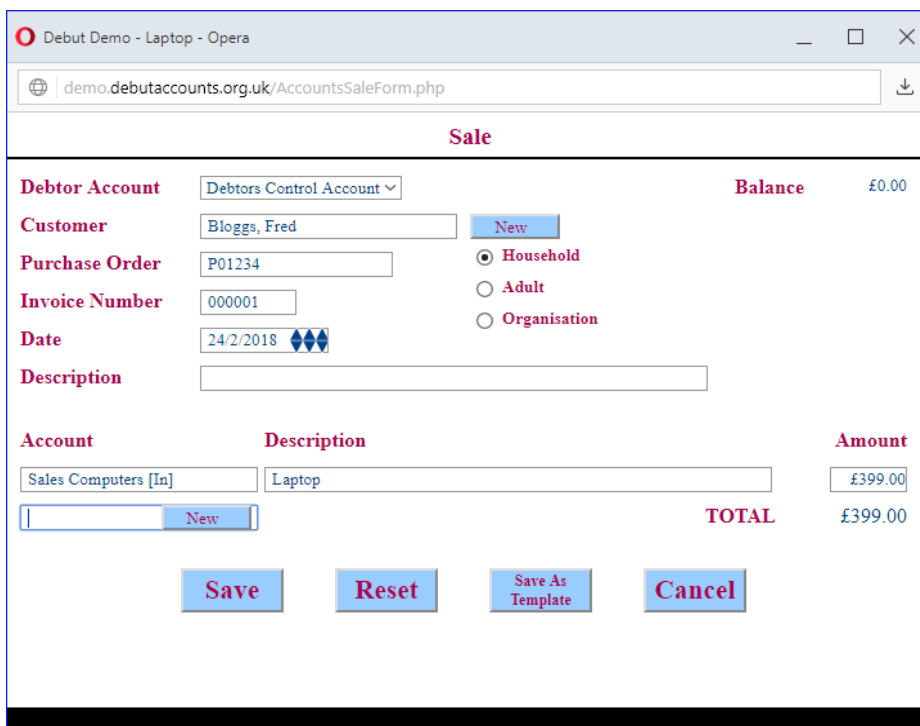
# Data Entry

Click on the  or  next to a business listed on your dashboard to display the control panel for that business. This has 5 tabs, to enable to you enter or view the 5 different types of transactions.

The Receipts tab is used to enter receipts which are not related to a sale, e.g. donations, grants. Payments received from customers in payment of sales invoices are entered using the Sales tab.

Similarly the Payments tab is used to enter payments which are not related to a purchase, e.g. salary payments, expense payments. Payments made to suppliers in payment for purchases are entered using the Purchases tab.

## Entering Sales



Account	Description	Amount
Sales Computers [In]	Laptop	£399.00
<b>TOTAL</b>		<b>£399.00</b>

When you send a customer an invoice for goods or services that you have supplied, you need to create a new **Sale** to represent this. Click the New button on the Sales tab to display the Sale form

The **Debtor Account** is the asset account to which the balancing entry will be posted. Typically there will be a single debtor account for a business, but if multiple debtor accounts have been defined you can select which one to use for this sale. The balance on the selected account is

shown; this represents how much you are owed by customers; i.e. the total value of sales which you have invoiced but not yet received payment for.

You can select an existing **Customer** from the address book by typing the start of their name in the box to display a filtered drop down list. You can create a new customer by selecting the radio button for the required type (adult, household or organisation) and clicking the New button to display the appropriate New Contact form.

The **Purchase Order** can be left blank if there is no customer PO associated with the sale.

The **Invoice Number** defaults to the number following the number entered for the last sale created. If you have multiple debtor accounts separate number series are maintained for each account.

The **Date** defaults to the current date.

The **Description** can be left blank, in which case the description from the first detail line will be used to represent the sale in search listings, reports, etc.

**Sale**

**Debtor Account** Debtors Control Account **Balance** £399.00

**Customer** Bloggs, Fred **Attachments** Attach Scan

**Purchase Order** PO1234  Household  Invoice.pdf

**Invoice Number** 000001  Adult

**Date** 24/2/2018  Organisation

**Description**  Receipt

Account	Description	Amount
Sales Computers [In]	Laptop	£399.00
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<b>Received</b>	£0.00
<input type="text"/>	<b>Outstanding</b>	£399.00
<input type="text"/>	<b>TOTAL</b>	£399.00

Save Reset Save As Template Cancel

You need to enter at least one detail line. Type the start of the required account name in the **Account** column to display a filtered drop down list.. Typically an income account [In] would be used on a sale form. You can create a new account by clicking the New button to display the New Account form.

Once an account has been selected for a detail line the **Description** and **Amount** boxes are displayed. Both fields must be entered for each detail line.

Detail lines can be removed by clearing the accounts field.

Once the sale has been saved additional buttons are displayed, enabling you to attach documents and enter payments received from the customer. Also the total payments received and amount outstanding is displayed; initially these are zero and the total value of the sale.

## Attaching Documents

You can attach documents (e.g. electronic copies of the purchase order, sales invoice, etc.) by clicking the Attach button. This will display a file selector allowing you to select the document. You can also scan paper documents direct from a TWAIN scanner (Windows only) by clicking the Scan button. This will display the Scan form enabling you to select the TWAIN source and enter a name to identify the document. After you click Scan the TWAIN dialogue for your scanner is normally displayed. "Scanning file" and then "Scan completed" will be displayed in the status line, and the

**Sale**

**Debtor Account** Debtors Control Account **Balance** £399.00

**Customer** Bloggs, Fred **Attachments** Attach Scan

**Purchase Order** PO **Scan File**

**Invoice Number** 00 **Source** EPSON BX305

**Date** 24 **File Name** Invoice.pdf



**Description**  Receipt

**Account** Sales Computers [In]

<input type="text"/>	<b>Received</b>	£0.00
<input type="text"/>	<b>Outstanding</b>	£399.00
<input type="text"/>	<b>TOTAL</b>	£399.00

Save Reset Save As Template Cancel

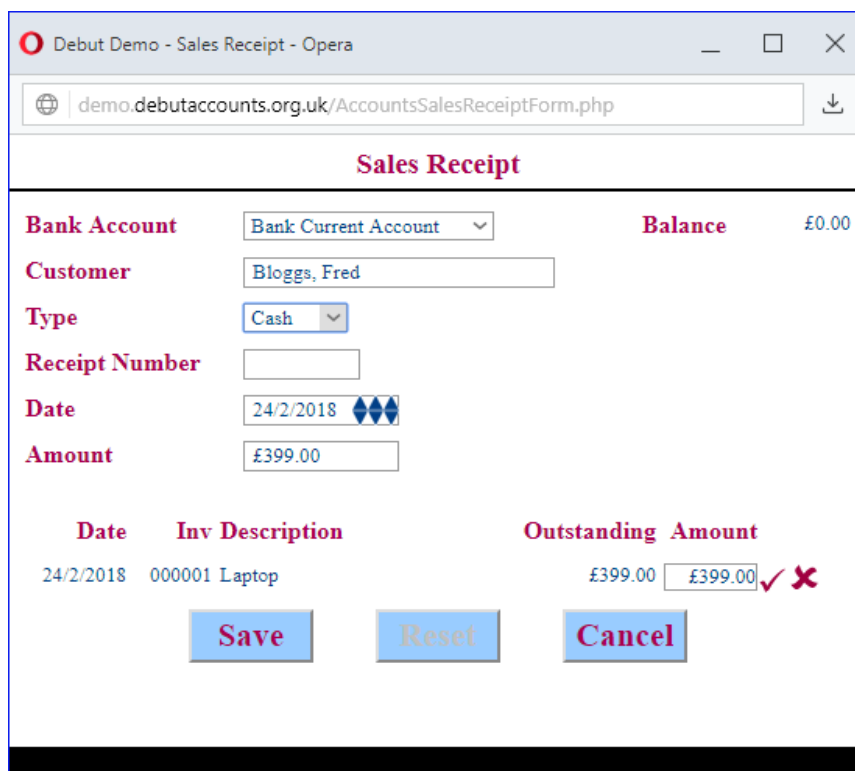
document will appear in the list of attachments. Clicking Cancel closes the Scan form without performing a scan.

All attachments are stored in the database in encrypted form. They are listed on the form underneath the Attachments label. Click the  icon to view the attachment in a pop-up window. Click the  icon to delete an attachment.

## Entering Customer Payments

When you receive a payment from the customer, in full or part payment of the invoice, you need to record this as a **Sales Receipt**. Click the Receipt button on the Sale form to display a Sales Receipt form, which is pre-filled to record full payment by the customer of that invoice.



You can change the **Bank Account** into which the payment was made; the current balance on the selected account is shown on the right. You can also change the payment **Type** (cash, cheque, etc.), the **Date** of the payment. You can reduce the amount received for a partial payment.. You can enter a **Receipt Number**.



The screenshot shows a web browser window titled "Debut Demo - Sales Receipt - Opera". The address bar shows "demo.debutaccounts.org.uk/AccountsSalesReceiptForm.php". The form is titled "Sales Receipt" and contains the following fields:

- Bank Account:** Bank Current Account (dropdown)
- Balance:** £0.00
- Customer:** Bloggs, Fred
- Type:** Cash (dropdown)
- Receipt Number:** (empty text box)
- Date:** 24/2/2018 (calendar icon)
- Amount:** £399.00

Below the form is a table with the following columns: **Date**, **Inv Description**, and **Outstanding Amount**.



Date	Inv Description	Outstanding Amount
24/2/2018	000001 Laptop	£399.00 <input type="text" value="£399.00"/>  

At the bottom of the form are three buttons: **Save**, **Reset**, and **Cancel**.

If you receive a payment that applies to more than one invoice for a customer, click the Receipt button on the Sales tab to display a blank Sales Receipt form.

Select the customer by typing the start of their name and then selecting them from the filtered drop-down list. A list of a sales to the selected customer for which full payment has not been received is displayed., showing the amounts outstanding for each.

You can change the **Bank Account**, **Type** of payment and **Date**, and enter a **Receipt Number**. You can enter the total amount received into the **Amount** box in the top part of the form. This will be allocated in turn to each sale, starting with the oldest. If the amount exceeds the total outstanding from the customer it will be reduced to that amount.

Alternatively you can click a  icon to include the corresponding sale in the receipt (the amount outstanding for that sale is entered into its Amount box.) Click on a  icon to exclude a sale from the receipt (the Amount box is cleared.) You can also enter an amount directly for each sale; if it exceeds the amount outstanding for the sale it will reduced to that amount. In all cases the total amount received is automatically updated.

After a Sales Receipt has been saved the outstanding amounts for each sale are updated, and any sales which have now been fully paid for are removed from the list. You can enter another receipt from the same customer, or select a different customer.

## Handling Sales Credits

You may need to issue a credit to a customer, e.g. for an item that has been returned. This is done by creating a **Sale** with a negative amount.

If you make a payment to the customer as a refund then you need to record this as **Sales Payment**. Click the Refund button, which is displayed in place of the Receipt button on a credit sale, to display a Sales Payment. Form, pre-filled to refund the customer in full.



You can change the **Bank Account**, **Type** of payment and **Date**. If you select Cheque as payment Type the Cheque Number will default to the next number for the selected bank account.

If you are offsetting the credit against other sales to the customer, rather than refunding it directly, then click the “Credits” button on the Sales tab to display the **Sales Credits** form.

When a customer has been selected a list of outstanding credits and a list of sales for which full payment has not been received are displayed.

Select a credit by clicking its radio button. The credit will then be applied to the sales in turn, starting with the oldest. If the amount of the credit exceeds the total outstanding from the customer then the total amount applied will be limited to this.


You can change the Debtor Account and Date.

Click a  icon to include the corresponding sale in the credit (the amount outstanding for that sale is entered into its Amount box.) Click on a  icon to exclude a sale from the credit (the Amount box is cleared.) You can

also enter an amount directly for each sale; if it exceeds the amount outstanding for the sale it will be reduced to that amount. If entering an amount applied to a sale results in the total amount applied exceeding the value of the credit then the entered amount will be reduced.

After a Sales Credit has been saved the outstanding amounts for the selected credit and each sale are updated. If the full amount of the credit was applied then it is removed from the list. Any sales which have now been fully paid for are removed from the list. You can apply another credit for the same customer, or select a different customer.

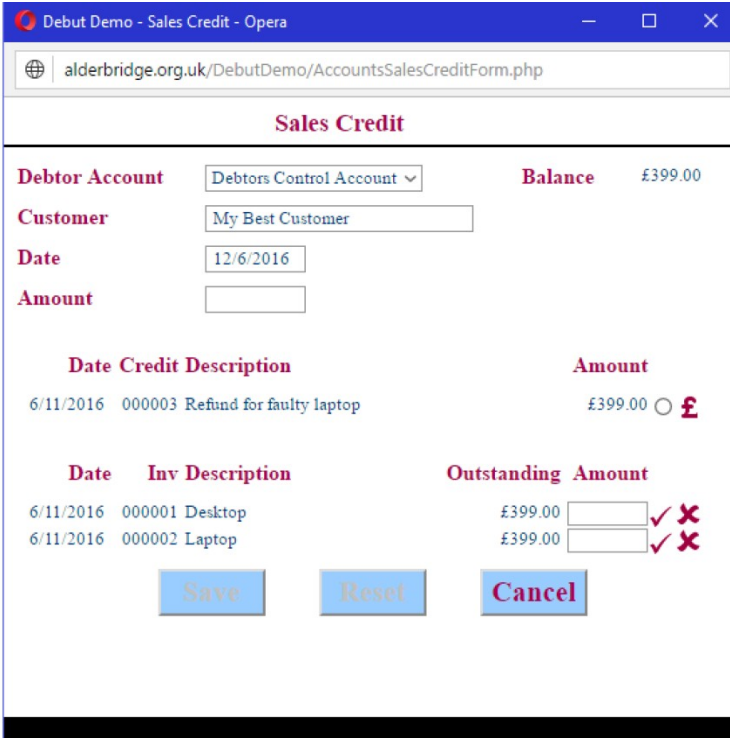
Note that when a Sales Credit is saved two transactions are actually created in the database. One debits the Debtor Account that was selected on the Sale form for the credit and credits the Debtor Account selected on the Sales Credit form. The other credits the Debtor Account for each sale to which the credit has been applied and debits the Debtor Account selected on the Sales Credit form. If as is commonly the case there is only a single Debtor Account defined then there is no change in its balance. This reflects the fact that this is in essence a 'tidying up' exercise that has no effect on the overall worth of the business.

You can also create a **Sales Payment** to refund a credit by clicking its  icon.

## Entering Purchases

If you have purchased goods or services from a supplier, when you receive the invoice you need to create a **Purchase** to represent this. Click the New button on the Purchases tab to display a **Purchase** form

The **Creditor Account** is the liability account to which the balancing entry will be posted. Typically there will be a single creditor account for a business, but if multiple creditor accounts have been defined you can select which one to use for this purchase. The balance on the selected account is shown; this represents how much you owe to suppliers; i.e. the total value of purchases for which you have been invoiced but not yet paid for.



Debtor Account	Debtors Control Account	Balance	£399.00
Customer	My Best Customer		
Date	12/6/2016		
Amount			
Date Credit Description		Amount	
6/11/2016	000003 Refund for faulty laptop	£399.00	<input type="radio"/>
Date	Inv Description	Outstanding Amount	
6/11/2016	000001 Desktop	£399.00	<input type="text"/> <input checked="" type="checkbox"/>
6/11/2016	000002 Laptop	£399.00	<input type="text"/> <input checked="" type="checkbox"/>

You can select an existing **Supplier** from the address book by typing the start of their name in the box to display a filtered drop down list. You can create a new supplier by selecting the radio button for the required type (adult, household or organisation) and clicking the New button to display the appropriate New Contact form.

The **Supplier Invoice** can be left blank if there is no supplier invoice number associated with the sale.

The screenshot shows a web browser window titled "Debut Demo - Assorted widgets - Opera" with the URL "demo.debutaccounts.org.uk/AccountsPurchaseForm.php". The form is titled "Purchase" and contains the following fields and sections:

- Creditor Account:** A dropdown menu showing "Creditors Control Account" with a balance of £123.00.
- Supplier:** A text box containing "Acme Widgets" and a "New" button. To the right are "Attachments", "Attach", and "Scan" buttons.
- Supplier Invoice:** A text box containing "4321".
- Purchase Number:** A text box containing "000001".
- Date:** A date picker showing "24/2/2018".
- Description:** A text box for the purchase description.
- Radio Buttons:** Three options: "Household", "Adult", and "Organisation" (which is selected).
- Account Table:**

Account	Description	Amount
Materials Purchased [CS]	Assorted widgets	£123.00
<b>Paid</b>		£0.00
<b>Outstanding</b>		£123.00
<b>TOTAL</b>		£123.00
- Buttons:** "Save", "Reset", "Save As Template", and "Cancel".

The **Purchase Number** defaults to the number following the number entered for the last purchase created. If you have multiple creditor accounts separate number series are maintained for each account.

The **Date** defaults to the current date.

The **Description** can be left blank, in which case the description from the first detail line will be used to represent the purchase in search listings, reports, etc.

You need to enter at least one detail line. Type the start of the required account name in the **Account** column to display a filtered drop down list.. Typically an expense [Ex] or Cost of Sales [CS] account would be used on a purchase form. You can create a new account by clicking the New button to display the New Account form.

Once an account has been selected for a detail line the **Description** and **Amount** boxes are displayed. Both fields must be entered for each detail line.

Detail lines can be removed by clearing the accounts field.

Once the purchase has been saved additional buttons are displayed, enabling you to attach documents and enter payments made to the supplier. Also the total payments made and amount outstanding is displayed; initially these are zero and the total value of the purchase.

## Entering Payments to Suppliers

**Purchases Payment**

**Bank Account** Bank Current Account **Balance** £120.00

**Supplier** Acme Widgets

**Type** Cash

**Cheque Number** 000001

**Date** 15/6/2016

**Amount** £123.00

Date	Pur Description	Outstanding Amount
6/15/2016	000001 Assorted Widgets	£123.00

£123.00 ✓ ✗

**Save** **Reset** **Cancel**

When you make a payment to the supplier for the invoice you need to record a Purchases Payment. Click the Payment button on the **Purchase** form to display a **Purchases Payment** form, which is pre-filled to record full payment to the supplier for the purchase.

You can change the **Bank Account** from which the payment was made; the current balance on the selected account is shown on the right. You can also change the payment **Type** (cash, cheque, etc.) and the **Date** of the payment. You can reduce the amount paid for a partial payment.. If you select Cheque as payment Type the **Cheque Number** will default to the next number for the selected bank account.

If you are making a payment to cover multiple invoices from the same supplier, click the Payment button on the Purchases tab to display a blank **Purchases Payment** form.

Select the supplier by typing the start of their name and then selecting them from the filtered drop-down list. A list of a purchases from the selected supplier for which full payment has not been made is displayed., showing the amounts outstanding for each.

You can change the **Bank Account**, **Type** of payment and **Date**. If you select Cheque as payment Type the Cheque Number will default to the next number for the selected bank account. You can enter the total amount paid into the **Amount** box in the top part of the form. This will be allocated in turn to each purchase, starting with the oldest. If the amount exceeds the total owed to the supplier it will be reduced to that amount.

**Purchases Payment**

**Bank Account** Bank Current Account **Balance** £120.00

**Supplier** Acme Widgets

**Type** Cash

**Cheque Number** 000001

**Date** 15/6/2016

**Amount**

Date	Pur Description	Outstanding Amount
6/15/2016	000001 Assorted Widgets	£123.00
6/15/2016	000002 More widgets	£65.00

✓ ✗ ✓ ✗

**Save** **Reset** **Cancel**

You can enter the total amount paid into the **Amount** box in the top part of the form. This will be allocated in turn to each purchase, starting with the oldest. If the amount exceeds the total owed to the supplier it will be reduced to that amount.

Alternatively you can click a ✓ icon to include the corresponding purchase in the payment (the amount outstanding for that purchase is entered into its Amount box.) Click on a ✗ icon to exclude a purchase from the payment (the Amount box is cleared.) You can also enter an amount directly for

each purchase; if it exceeds the amount outstanding for the purchase it will be reduced to that amount. In all cases the total amount paid is automatically updated.

After a **Purchases Payment** has been saved the outstanding amounts for each purchase are updated, and any purchases which have now been fully paid for are removed from the list. You can enter another payment to the same supplier, or select a different supplier.

## Handling Purchases Debits

A supplier may issue a credit to you, e.g. for an item that has been returned. (This is referred to as a debit since it debits, i.e. decreases in value, your creditor account, because you owe less to the supplier.) This is recorded by creating a **Purchase** with a negative amount.

If the supplier makes a payment to you as a refund you need to record this as a **Purchases Receipt**. Click the Refund button, which appears in place of the Payment button on a debit purchase, to display a **Purchases Receipt** form, pre-filled for receipt of a full refund.

The screenshot shows a web browser window titled "Debut Demo - Purchases Receipt - Opera". The address bar contains "alderbridge.org.uk/DebutDemo/AccountsPurchasesReceiptForm.php". The main content area is titled "Purchases Receipt" and contains the following form fields:

- Bank Account:** Bank Current Account (dropdown)
- Supplier:** Acme Widgets (text input)
- Type:** Cash (dropdown)
- Receipt Number:** (empty text input)
- Date:** 15/6/2016 (text input)
- Amount:** £23.00 (text input)

Below the form is a table with the following data:

Date	Pur Description	Outstanding Amount
6/15/2016	000003 Faulty widgets	£23.00 <input type="text" value="£23.00"/> ✓ ✗

At the bottom of the form are three buttons: Save, Reset, and Cancel.

You can change the **Bank Account**, **Type** of payment and **Date**. And enter a **Receipt Number**.

If you are offsetting the debit against other purchases from the supplier, rather than receiving a refund directly, then click the “Debits” button on the Purchases tab to display the **Purchases Debit** form.

When a supplier has been selected a list of outstanding debits and a list of purchases for which full payment has not been made are displayed.

Select a debit by clicking its radio button. The debit will then be applied to the purchases in turn, starting with the oldest. If the amount of the debit exceeds the total owed to the supplier then the total amount applied will be limited to this.

You can change the **Creditor**

**Account and Date.**

Click a ✓ icon to include the corresponding purchase in the debit (the amount outstanding for that purchase is entered into its Amount box.) Click on a ✗ icon to exclude a purchase from the debit (the Amount box is cleared.) You can also enter an amount directly for each purchase; if it exceeds the amount outstanding for the purchase it will be reduced to that amount. If entering an amount applied to a purchase results in the total amount applied exceeding the value of the debit then the entered amount will be reduced.

After a **Purchases Debit** has been saved the outstanding amounts for the selected debit and each purchase are updated. If the full amount of the debit was applied then it is removed from the list. Any purchases which have now been fully paid for are removed from the list. You can apply another debit for the same supplier, or select a different supplier.

Note that when a **Purchases Debit** is saved two transactions are actually created in the database. One credits the Creditor Account that was selected on the Purchase form for the debit and debits the Creditor Account selected on the Sales Credit form. The other debits the Creditor Account for each purchase to which the credit has been applied and credits the Creditor Account selected on the Purchases Debit form. If as is commonly the case there is only a single Creditor Account defined then there is no change in its balance. This reflects the fact that this is in essence a ‘tidying up’ exercise that has no effect on the overall worth of the business.

You can also create a **Purchases Receipt** to refund a debit by clicking its £ icon.

**Entering Receipts**

Payments received from your customers for sales are entered using the Sales tab (see above). The Receipts tab is used to enter other receipts that are not associated with a sale. Examples may include grants and donations.

To enter a receipt click the **New** button to display a blank **Receipt** form.

You can change the **Bank Account** into which the payment was made; the current balance on the selected account is shown on the right. You can also change the payment **Type** (cash, cheque, etc.) and the **Date** of the payment (which defaults to the current date).

You can select an existing **Payer** from the address book by typing the start of their

name in the box to display a filtered drop down list. You can create a new contact by selecting the radio button for the required type (adult, household or organisation) and clicking the **New** button to display the appropriate **New Contact** form.

You can enter a **Receipt Number**.

The **Description** can be left blank, in which case the description from the first detail line will be used to represent the receipt in search listings, reports, etc.

You need to enter at least one detail line. Type the start of the required account name in the **Account** column to display a filtered drop down list.. Typically an income account [In] would be used on a receipt form. You can create a new account by clicking the **New** button to display the **New Account** form.

Once an account has been selected for a detail line the **Description** and **Amount** boxes are displayed. Both fields must be entered for each detail line.

Detail lines can be removed by clearing the accounts field.

Once the receipt has been saved additional buttons are displayed, enabling you to attach or scan documents.

The screenshot shows a web browser window titled 'Alder Bridge - Donation - Opera' with the URL 'debutaccounts.org.uk/accountsDB/AccountsReceiptForm.php'. The page displays a 'Receipt' form. At the top, the 'Bank Account' is 'Current Account' with a balance of '£560.00'. The 'Payer' is 'Bloggs, Fred' with a 'New' button. The 'Type' is 'Cash'. The 'Receipt Number' is empty. The 'Date' is '15/3/2020'. The 'Description' is empty. Below this is a table with columns 'Account', 'Description', and 'Amount'. The table contains one row: 'Donations General fund [In]', 'Donation', '£100.00'. A 'New' button is next to the account name. A 'TOTAL' row shows '£100.00'. At the bottom are buttons for 'Save', 'Reset', 'Save As Template', and 'Cancel'.

## Entering Payments

The screenshot shows a web browser window titled 'Debut Demo - Salary - Opera'. The address bar contains 'alderbridge.org.uk/DebutDemo/AccountsPaymentForm.php'. The main content area is titled 'Payment' and contains the following form elements:

- Bank Account:** A dropdown menu showing 'Bank Current Account'. To the right, the **Balance** is £1,864.51.
- Payee:** A text box containing 'Bloggs, Fred'. To the right is a **New** button and the **Attachments** section with **Attach** and **Scan** buttons.
- Type:** A dropdown menu showing 'BP'. To the right are radio buttons for **Household**, **Adult** (selected), and **Organisation**.
- Cheque Number:** A text box containing '000001'.
- Date:** A text box containing '16/6/2016'.
- Description:** A text box containing 'Salary'.

Below these fields is a table with three columns: **Account**, **Description**, and **Amount**.

Account	Description	Amount
Gross Wages [Ex]	Basic pay	£789.89
PAYE & NIC [Li]	Tax	£-34.40
	<b>TOTAL</b>	£755.49

At the bottom of the form are four buttons: **Save**, **Reset**, **Save As Template**, and **Cancel**.

Payments made to your suppliers for purchases are entered using the Purchases tab (see above). The Payments tab is used to enter other payments that are not associated with a purchase. Examples may include wage and expenses payments.

To enter a payment click the **New** button to display a blank **Payment** form.

You can change the **Bank Account** from which the payment was made; the current balance on the selected

account is shown on the right. You can also change the payment **Type** (cash, cheque, etc.) and the **Date** of the payment (which defaults to the current date). If you select Cheque as payment Type the Cheque Number will default to the next number for the selected bank account.

You can select an existing **Payee** from the address book by typing the start of their name in the box to display a filtered drop down list. You can create a new contact by selecting the radio button for the required type (adult, household or organisation) and clicking the **New** button to display the appropriate **New Contact** form.

The **Description** can be left blank, in which case the description from the first detail line will be used to represent the payment in search listings, reports, etc.

You need to enter at least one detail line. Type the start of the required account name in the **Account** column to display a filtered drop down list.. Typically an expense [Ex] or Cost of Sales [CS] account would be used on a payment form. You can create a new account by clicking the **New** button to display the **New Account** form.

Once an account has been selected for a detail line the **Description** and **Amount** boxes are displayed. Both fields must be entered for each detail line.

Detail lines can be removed by clearing the accounts field.

Once the payment has been saved additional buttons are displayed, enabling you to attach or scan documents.

## Journal Entries

In a **Journal** entry you can explicitly specify both the debit and credit part of a transaction. Typically they are used for adjustments such as depreciation. Journal entries are created using the Journals tab.

To create a new journal click the “New” button on the Journals tab to display a blank **Journal** form.

You can change the **Date**, which defaults to the current date. You need to enter a **Description** for the journal. You need to enter at least two detail lines.

Type the start of the required account name in the **Account** column to display a filtered drop down list.. You can create a new account by clicking the New button to display the New Account form. Once an account has been selected for a detail line the **Debit** and **Credit** amount boxes are displayed. One, but not both, must be entered for each detail line.

Account	Debit	Credit
Leasehold depreciation [As]		£150.00
Depreciation [Ex]	£150.00	
	<b>Totals</b>	<b>Totals</b>
	£150.00	£150.00
	<b>Out of Balance</b>	

The total debit and credit amounts are displayed and the amount out of balance is displayed. The total debit and credit amounts for a journal must balance.

## Importing Transactions

You can import transactions, e.g. exported from other accounting software or generated by another application. The transactions must be in a tab delimited text file, and the first line must contain column headings. The columns which are required or optional for each type of transaction are shown in the tables below. Columns may appear in any order. Each detail line for a transaction must be in a separate line, and complete transactions must be separated by blank lines. The values for the main body of the transaction are read from the first line, though they may be repeated in subsequent lines. Different types of transactions must not be mixed in the same file.

Date values must be formatted according to the format defined for the business. Currency values may or may not contain currency symbols and thousands separators, but must use the decimal separator for the currency format defined for the business. Account numbers must match existing entries in the chart of accounts.

Contact names in imported transactions must match contacts already in the database. To match an existing adult contact the LastName column must contain the person’s last name and the FirstName column must contain the person’s first name. E.g. to match John Smith the file must contain the following entry:

LastName	FirstName
...	
Smith	John

To match an existing household contact where both members have the same last name the LastName column must contain the last name and the FirstName column must contain the first names of both members. E.g. to match Fred & Mary Brown the file must contain the following entry:

LastName	FirstName
...	
Brown	Fred & Mary

To match an existing household contact where the members have different last names the LastName column must contain the last name of the second member and the FirstName field must contain the first names of both members and the last name of the first member. E.g. to match Fred Brown & Mary White the file must contain the following entry:

LastName	FirstName
...	
White	Fred Brown & Mary

To match an existing organisation contact the LastName column must contain the organisation's name and the FirstName column must be empty. E.g. to match Acme Widgets the file must contain the following entry:

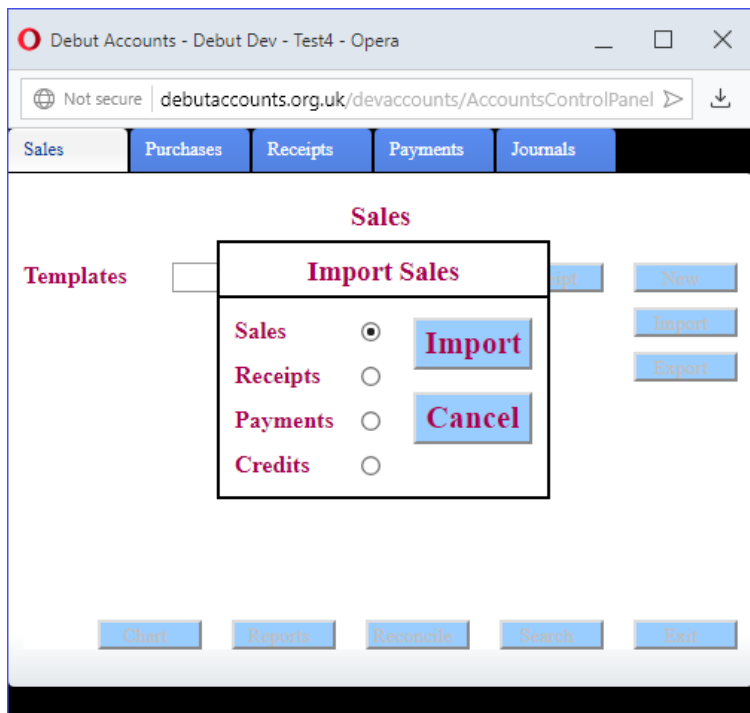
LastName	FirstName
...	
Acme Widgets	

Transactions which predate the current accounting year cannot normally be imported. However when the current year is the first accounting year in Debut it is possible to import historical transactions which predate this first accounting year. In particular this allows you to import sales and purchases which were still open at the start of this first accounting year, enabling you to enter receipts or payments which occur within this accounting year.

When transactions for the current year are imported the current balances on all accounts involved in the transaction are updated, just as if the transactions had been entered manually. However if you import historical transactions for the previous year it may or may not be appropriate to update the balances. Normally such imports would be done when you are switching from another accounting system. If the imported transactions had been entered in the old system before account balances were transferred into Debut then it would not be appropriate to update the balances, since the balances would already include these transactions. However if the transactions were entered in the old system after the transfer of balances then it would be appropriate to update the account balances to take account of the transactions. You can use the UpdateBalances column in the file to specify the required behaviour. If the column is set to 1 (and the date of the transaction is before the start of the current year) then both the current and year start balances of affected accounts are updated. If the column is not present or set to 0, and the date of the transaction is before the start of the current year, then no balances are updated. If the date of the transaction is after the start of the current year, then just the current balances are updated regardless of the value of the column.

To import transactions of a particular type click the Import button on the appropriate Control Panel tab. For receipts, payments and journals a file selector will then be displayed immediately. For sales and purchases a form is displayed to allow you to select the type of sales/purchases related

transactions to be imported. When you click the Import button a file selector is displayed; click the Cancel button to close the form without proceeding with the import.

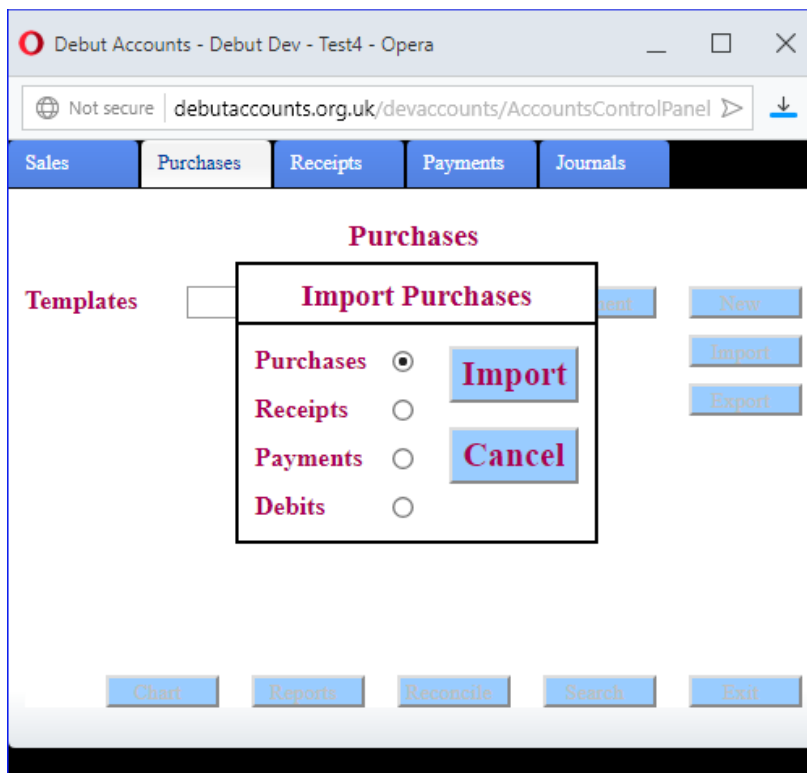


For sales the following choices are available:

- Sales: the actual sales invoices, including credit invoices;
- Receipts: sales receipts, receipts from customers in payment of invoices;
- Payments: sales payments; payments made to customers to refund credit invoices;
- Credits: the paired receipts/payments that are created when a credit invoice is applied to one or more sales invoices. **Note the actual credit invoices are imported as sales.**

For purchases the following choices are available:

- Purchases: the actual purchases invoices , including debit invoices;
- Receipts: purchases receipts, receipts from suppliers to refund debit invoices;
- Payments: purchases payments; payments made to suppliers in payment of invoices;
- Debits: the paired receipts/payments that are created when a debit invoice is applied to one or more purchases invoices. **Note the actual debit invoices are imported as purchases.**



Once you have selected the file the transactions are imported, with a running total of lines read displayed in the status line. If an error is detected in the file an alert is displayed with details about what is invalid. You can then either abort the input by clicking OK or continue reading the file by clicking Cancel. However no transactions are imported if any errors were detected in the file; this means that after correcting the errors you can redo the import without any risk of duplicate entries being created.

The required and optional columns for importing sales (invoices) are as follows:

LastName (Required)	Last name or organisation name for contact (see above)
FirstName (Required)	First name(s), and last name of first member in household if different (see above). Blank for an organisation.
Date (Required)	Transaction date
Description (Optional)	Description for entire transaction.
DebtorAccount (Optional)	Account number for debtor account. If not present the default debtor account (with lowest account number) is used. If present this must match the number of a debtor account in the chart of accounts.
InvoiceNumber (Optional)	Invoice number for sale. If not present the next number for the specified or default debtor account is used.
PurchaseOrder (Optional)	The customer's purchase order (can be alphanumeric).
AccountNumber (Required)	Account number for detail line. Must match the number of an account in the chart of accounts.
DetailDescription (Required)	Description for detail line.
Amount (Required)	Amount for detail line.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing sales receipts are as follows:

Date (Required)	Transaction date
BankAccount (Optional)	Account number for bank account. If not present the default bank account (with lowest account number) is used. If present must match a bank account in the chart of accounts.
ReceiptNumber (Optional)	Receipt number.
ReceiptType (Optional)	One of the following: Cash, Cheque, BP, SO, DD or Transfer. If not present. Cash is set.
InvoiceNumber (Required)	Invoice number for sales invoice to which this receipt is being applied. Must match an existing sales invoice.
Amount (Required)	Amount that is being applied to specified sales invoice. Must not exceed the amount still outstanding on invoice.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing sales payments are as follows:

Date (Required)	Transaction date
BankAccount (Optional)	Account number for bank account. If not present the default bank account (with lowest account number) is used. If present must match a bank account in the chart of accounts.
ChequeNumber (Optional)	Cheque number.
PaymentType (Optional)	One of the following: Cash, Cheque, BP, SO, DD or Transfer. If not present. Cash is set.
InvoiceNumber (Required)	Invoice number for credit invoice which is being refunded. Must match an existing credit invoice.
Amount (Required)	Amount that is being refunded against specified credit invoice. Must not exceed the amount still outstanding on invoice.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing sales credits are as follows:

Date (Required)	Transaction date
DebtorAccount (Optional)	Account number for debtor account. If not present the default debtor account (with lowest account number) is used. If present this must match the number of a debtor account in the chart of accounts.
CreditNumber (Required)	Invoice number for credit invoice which is being applied to invoices. The total amount being applied in this transaction must not exceed the amount outstanding on this credit invoice.
InvoiceNumber (Required)	Invoice number for sales invoice to which credit is being applied. Must match an existing sales invoice.
Amount (Required)	Amount that is being applied to specified sales invoice. Must not exceed the amount still outstanding on invoice.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing purchases are as follows:

LastName (Required)	Last name or organisation name for contact (see above)
FirstName (Required)	First name(s), and last name of first member in household if different (see above). Blank for an organisation.
Date (Required)	Transaction date
Description (Optional)	Description for entire transaction.
CreditorAccount (Optional)	Account number for creditor account. If not present the default creditor account (with lowest account number) is used. If present this must match the number of a creditor account in the chart of accounts.
PurchaseNumber (Optional)	Purchase number for purchase. If not present the next number for the specified or default creditor account is used.
SupplierInvoice (Optional)	The supplier invoice number (can be alphanumeric).

AccountNumber (Required)	Account number for detail line. Must match the number of an account in the chart of accounts.
DetailDescription (Required)	Description for detail line.
Amount (Required)	Amount for detail line.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing purchases receipts are as follows:

Date (Required)	Transaction date
BankAccount (Optional)	Account number for bank account. If not present the default bank account (with lowest account number) is used. If present must match a bank account in the chart of accounts.
ReceiptNumber (Optional)	Receipt number.
ReceiptType (Optional)	One of the following: Cash, Cheque, BP, SO, DD or Transfer. If not present. Cash is set.
InvoiceNumber (Required)	Invoice number for debit invoice which is being refunded. Must match an existing debit invoice.
Amount (Required)	Amount that is being refunded against specified debit invoice. Must not exceed the amount still outstanding on invoice.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing purchases payments are as follows:

Date (Required)	Transaction date
BankAccount (Optional)	Account number for bank account. If not present the default bank account (with lowest account number) is used. If present must match a bank account in the chart of accounts.
ChequeNumber (Optional)	Cheque number.
PaymentType (Optional)	One of the following: Cash, Cheque, BP, SO, DD or Transfer. If not present. Cash is set.
InvoiceNumber (Required)	Invoice number for purchases invoice to which payment is being applied. Must match an existing purchases invoice.
Amount (Required)	Amount that is being applied to specified purchases invoice. Must not exceed the amount still outstanding on invoice.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing purchases debits are as follows:

Date (Required)	Transaction date
DebtorAccount (Optional)	Account number for debtor account. If not present the default debtor account (with lowest account number) is used. If present this must match the number of a debtor account in the chart of accounts.

DebitNumber (Required)	Invoice number for debit invoice which is being applied to invoices. The total amount being applied in this transaction must not exceed the amount outstanding on this debit invoice.
InvoiceNumber (Required)	Invoice number for purchases invoice to which debit is being applied. Must match an existing purchases invoice.
Amount (Required)	Amount that is being applied to specified purchases invoice. Must not exceed the amount still outstanding on invoice.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing receipts are as follows:

LastName (Required)	Last name or organisation name for contact (see above)
FirstName (Required)	First name(s), and last name of first member in household if different (see above). Blank for an organisation.
Date (Required)	Transaction date
Description (Optional)	Description for entire transaction.
BankAccount (Optional)	Account number for bank account. If not present the default bank account (with lowest account number) is used. If present must match a bank account in the chart of accounts.
ReceiptNumber (Optional)	Receipt number.
ReceiptType (Optional)	One of the following: Cash, Cheque, BP, SO, DD or Transfer. If not present. Cash is set.
AccountNumber (Required)	Account number for detail line. Must match the number of an account in the chart of accounts.
DetailDescription (Required)	Description for detail line.
Amount (Required)	Amount for detail line.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing payments are as follows:

LastName (Required)	Last name or organisation name for contact (see above)
FirstName (Required)	First name(s), and last name of first member in household if different (see above). Blank for an organisation.
Date (Required)	Transaction date
Description (Optional)	Description for entire transaction.
BankAccount (Optional)	Account number for bank account. If not present the default bank account (with lowest account number) is used.
ChequeNumber (Optional)	Cheque number.
PaymentType (Optional)	One of the following: Cash, Cheque, BP, SO, DD or Transfer. If not present. Cash is set.
AccountNumber (Required)	Account number for detail line. Must match the number of an account in the chart of accounts.

DetailDescription (Required)	Description for detail line.
Amount (Required)	Amount for detail line.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

The required and optional columns for importing journals are as follows:

Date (Required)	Transaction date
Description (Required)	Description for entire transaction.
AccountNumber (Required)	Account number for detail line. Must match the number of an account in the chart of accounts.
DebitAmount (Required)	Debit amount for detail line.
CreditAmount (Required)	Credit amount for detail line.
UpdateBalances (Optional)	Flag (0 or 1) indicating if account balances are to be updated when importing historical transactions.

## Exporting Transactions

You can export transactions, e.g. to import into other accounting software or for processing by another application. The files generated are in the same format as files for import into Debut, i.e. tab delimited text files with headings in the first line. All required and optional fields are exported in the order shown in the tables above for each type of transaction, except that the “UpdateBalances” field is not included.

To export transactions of a particular type click the Export button on the appropriate Control Panel tab. An export form is then displayed, allowing you to select the transactions to be exported, by date etc. When you click the Export button the generation of the export file is started. When this is complete a file selector is displayed, enabling you to choose the name and location for the export file. Click the Cancel button to close the form without performing the export.

When exporting sales you can set the date range for the transactions to be exported, either directly using the Start and End Date fields, or by using the radio buttons to set particular years or standard ranges. You can export sales for a selected customer only, or for all customers. You can also choose which of the sales related transaction types to export, as described in the Import section above. When exporting sales (invoices) if the Closed Sales box is not ticked then only invoices which still have amounts outstanding at the end of the date range are exported. This would be useful when preparing to import transactions into another accounting package; it would enable you to select ‘historic’ sales which date from previous accounting years bit

The screenshot shows a web browser window titled "Debut Dev - Sales Export - Ope". The address bar shows "Not secure | debutaccounts.org.uk/dev". The page content is titled "Sales Export" in red. Below the title, there are several form elements:

- Start Date:** A text input field containing "1/12/2017" with a calendar icon to its right.
- End Date:** A text input field containing "3/12/2018" with a calendar icon to its right.
- Selected Customer:** A radio button followed by an empty text input field.
- All Customers:** A radio button.
- Sales:** A radio button.
- Last Year (2017):** A radio button.
- Receipts:** A radio button.
- This Year (2018):** A radio button.
- Payments:** A radio button.
- Next Year (2019):** A radio button.
- Credits:** A radio button.
- This Month:** A radio button.
- Last Month:** A radio button.
- Year to Date:** A radio button.
- Year to Last Month:** A radio button.
- Closed Sales:** A checked checkbox.

At the bottom right of the form, there are two buttons: a blue "Export" button and a blue "Cancel" button.

which are still open at the start of the first accounting year in the new package. You can then enter the receipts that close the sales in the new package.

When exporting purchases you can select the date range, a particular supplier or all suppliers, the type of purchases related transactions to export, and whether to export only purchases still open at the end of the date range (by unticking the Closed Purchases box).

When exporting receipts you can select the date range, and a particular payer or all payers.

When exporting payments you can select the date range, and a particular payee or all payees.

Debut Dev - Payments Export - Not secure | debutaccounts.org.uk/dev

### Payments Export

**Start Date** 1/12/2018

**End Date** 3/12/2018

**Selected Payee**

**All Payees**  **Export**

**Last Year (2017)**

**This Year (2018)**  **Cancel**

**Next Year (2019)**

**This Month**

**Last Month**

**Year to Date**

**Year to Last Month**

When exporting journals you can select the date range.

Debut Dev - Journals Export - Not secure | debutaccounts.org.uk/dev

### Journals Export

**Start Date** 1/12/2018

**End Date** 3/12/2018

**Last Year (2017)**

**This Year (2018)**  **Export**

**Next Year (2019)**  **Cancel**

**This Month**

**Last Month**


**Year to Date**


**Year to Last Month**

## Creating and Using Templates

If you frequently have to create transactions which are similar then you can facilitate this by creating a template with the constant fields already filled in. You can create a template from any transaction form by clicking the “Save As Template” button. You will be prompted for a name to identify the template, which defaults to the contents of the Description field, or if empty the description of the first detail line.


You can enter as much or as little information as is appropriate in a template.

Templates are listed on the corresponding tab for their transaction type. Type the start of a template name in the box to filter the list. Click the  icon to create a new transaction based on the template. The Date field is set to the date of the last transaction created from the template (if any), otherwise the current date, the Invoice Number, Purchase Number or Cheque Number, is always set to the next number, and the Receipt Number is always blank.

Click the  icon to edit a template. When editing a template the “Save As Template” button is replaced by a “Save As New Template” button. If you click this a new template is created and the existing template left unchanged. Also when editing a template the balance for the selected Bank, Debtor or Creditor account is not displayed, and no Attach, Scan, Receipt, Payment nor Refund buttons are displayed.

Modifying a template has no effect on existing transactions which have been created from the template.

On saving the template you will be prompted again for a name, with the existing name as default. If you change the name it will be listed under this new name, completely replacing the existing template.

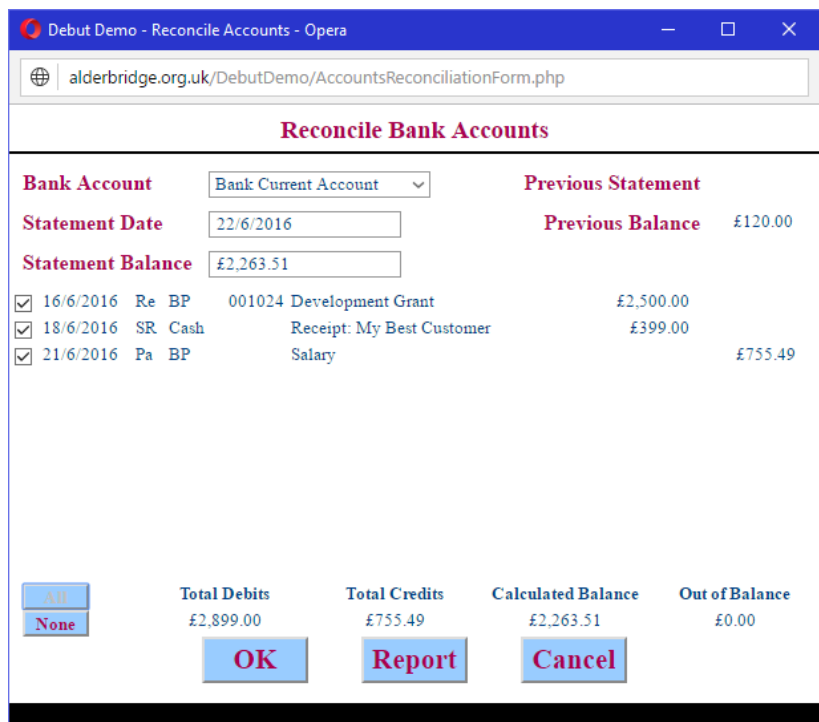
Click the  icon to delete a template; you will be prompted to confirm.

You can also use an existing transaction as a template; see section on Searches below.

## Reconciling Bank Accounts

You can reconcile bank accounts by clicking the Reconcile button on any Control Panel tab, to display the Reconciliation Form.

You can select a different **Bank Account**, change the **Statement Date** (which defaults to the current date) and change the **Statement Balance** (which defaults to what the balance would be if all transactions up to the statement date are reconciled.) Select the transactions which are included on the statement by ticking the boxes. Use the All and None buttons to



Bank Account		Previous Statement	
Bank Account	Bank Current Account	Previous Statement	
Statement Date	22/6/2016	Previous Balance	£120.00
Statement Balance	£2,263.51		
<input checked="" type="checkbox"/>	16/6/2016	Re BP	001024 Development Grant £2,500.00
<input checked="" type="checkbox"/>	18/6/2016	SR Cash	Receipt: My Best Customer £399.00
<input checked="" type="checkbox"/>	21/6/2016	Pa BP	Salary £755.49

<input type="button" value="All"/>	<b>Total Debits</b>	<b>Total Credits</b>	<b>Calculated Balance</b>	<b>Out of Balance</b>
<input type="button" value="None"/>	£2,899.00	£755.49	£2,263.51	£0.00

select or deselect all transactions. The total debits, total credits, the calculated balance including all selected transactions and the amount this out of balance with the statement balance are shown. The Report and OK buttons are only enabled if the amount out of balance is zero.



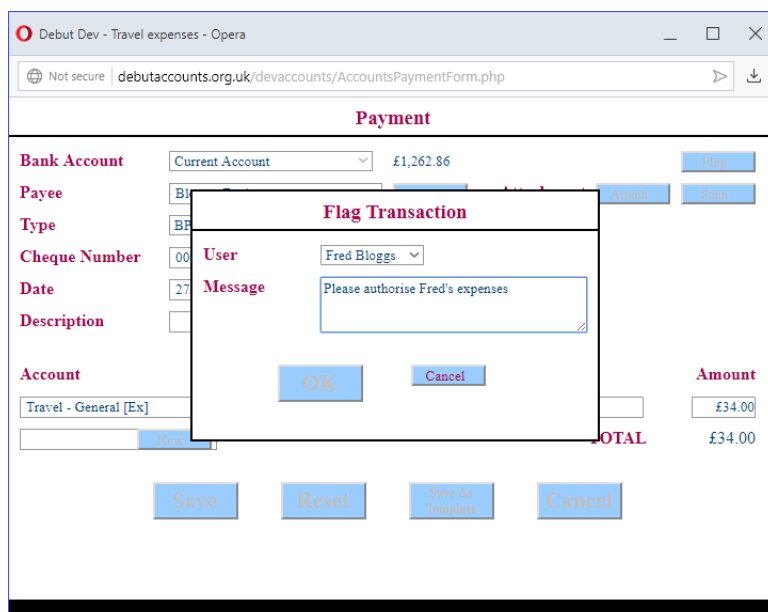
Click the Report button to display a Reconciliation Report in a separate window. This can be printed or saved as a PDF (using a PDF printer or the print to PDF facility built into some browsers.).

After you click OK the selected transactions are marked as reconciled and the previous statement date is updated for the bank account. You can now reconcile another statement for the same or a different bank account.

## Flagging Transactions

This is a mechanism that allows you to request another user to perform some action on a transaction (e.g. to authorise or make a payment), or to set a reminder for yourself.

To set a flag click the Flag button displayed to right in the transaction window. This displays the **Flag Form**, which enables you to select the user to be flagged (can be yourself), and the message for the flag (e.g. indicating the requested action). Click OK to set the flag, or Cancel to close the form without setting a flag. When you set a flag for another user an email is sent to them with the message as the subject and notification text with instructions for viewing flagged transactions.



The screenshot shows a web browser window titled "Debut Dev - Travel expenses - Opera" with the URL "debutaccounts.org.uk/devaccounts/AccountsPaymentForm.php". The main form is titled "Payment" and includes fields for "Bank Account" (Current Account, £1,262.86), "Payee", "Type", "Cheque Number" (00), "Date" (27), "Description", and "Account" (Travel - General [Ex]). A "Flag" button is visible next to the "Bank Account" field. A "Flag Transaction" dialog box is open, showing a "User" dropdown set to "Fred Bloggs" and a "Message" text area containing "Please authorise Fred's expenses". The dialog has "OK" and "Cancel" buttons. The main form also has "Save", "Reset", "Save As Template", and "Cancel" buttons at the bottom. A "TOTAL" of £34.00 is shown on the right.

If a transaction has been flagged for the current user then the flag message is displayed top right in the transaction window (it may be truncated). If a transaction has been flagged by the current user for another user then the name of the flagged user is displayed top right in the transaction window.

A ✘ icon (if the flag has been set by the current user) or a ✔ icon (if the flag has been set by a different user) is displayed to the right of the flag message or user name. This enables the user to clear the flag, e.g. because a reminder is no longer required or the requested action has been completed. Clicking the icon displays a confirmation dialogue, and if OK is clicked the flag is removed and the Flag button is re-displayed. If the flag was set by a different user then a notification email is sent to them with subject RE: plus the original flag message. The flag is displayed with a COMPLETED: prefix on the dashboard and search flagged windows for the user that set the flag. It can take up to 60 seconds from the time the flag is cleared until it appears as completed in the other user's session.

You can list all transactions which are currently flagged for you by selecting the Flagged tab in a search window.

Flags can be set on Sales, Purchases, Receipts and Payments. Only one flag can be set on a transaction at any one time. Flags can only be set for users who have access to the current business. Users who only have read access to the business can view flagged transactions and clear the flags, but cannot set new flags.

# Data Viewing

If you need to look up particular transactions click on the **Search** button on any of the Control Panel tabs to display the Search Panel.

The Search Panel has 4 tabs, enabling you to search for transactions for a particular **Contact**, including a particular **Account**, with specific text in their **Description**, or **Flagged** for you. You can select different periods to search in (the default period runs from the start of the current month to the current date). You can select transactions of a particular type, or display all types of transactions (default).

Results are displayed in date order, earliest first. Sales Receipts and Purchases Payments are listed with receipt and payment transactions respectively. However the transactions created for Sales Credits and Purchases Debits are listed with sales and purchases transactions; these always appear as pairs of debit and credit entries.

The left hand amount column shows debits and the right hand credits. On the Contacts tab, for sales, sales receipts and sales payments the total amount debited or credited from/to the debtors account is shown. For purchases, purchases payments and purchases receipts the total amount credited or debited to/from the creditors account

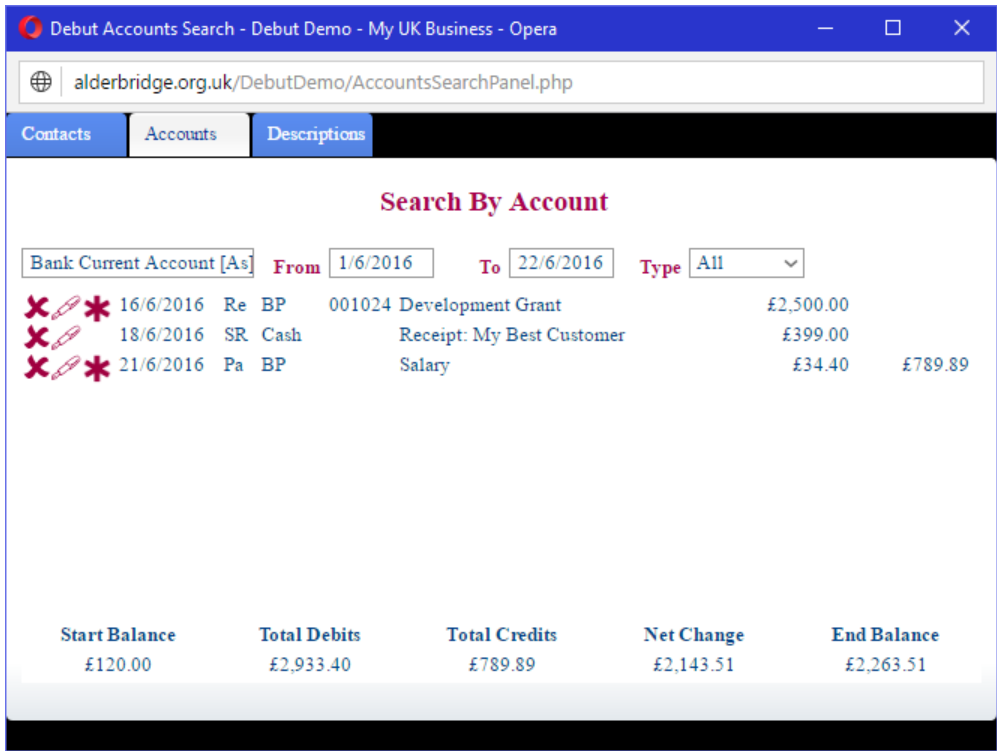
The screenshot shows a web browser window titled "Debut Accounts Search - Debut Demo - My UK Business - Opera". The address bar contains "alderbridge.org.uk/DebutDemo/AccountsSearchPanel.php". The interface has three tabs: "Contacts", "Accounts", and "Descriptions". The "Contacts" tab is selected, and the page title is "Search By Contact".

Search criteria: Contact: My Best Customer, From: 1/6/2016, To: 20/6/2016, Type: All.

Date	Type	Description	Amount
11/6/2016	Sa	000001 Desktop	£399.00
11/6/2016	Sa	000002 Laptop	£399.00
11/6/2016	Sa	000003 Refund for faulty laptop	£399.00
18/6/2016	SR Cash	Receipt: Laptop	£399.00
19/6/2016	SP	Payment: Refund for faulty laptop	£399.00
19/6/2016	SR	Receipt: Desktop	£399.00

Total Debits: £1,197.00  
Total Credits: £1,197.00

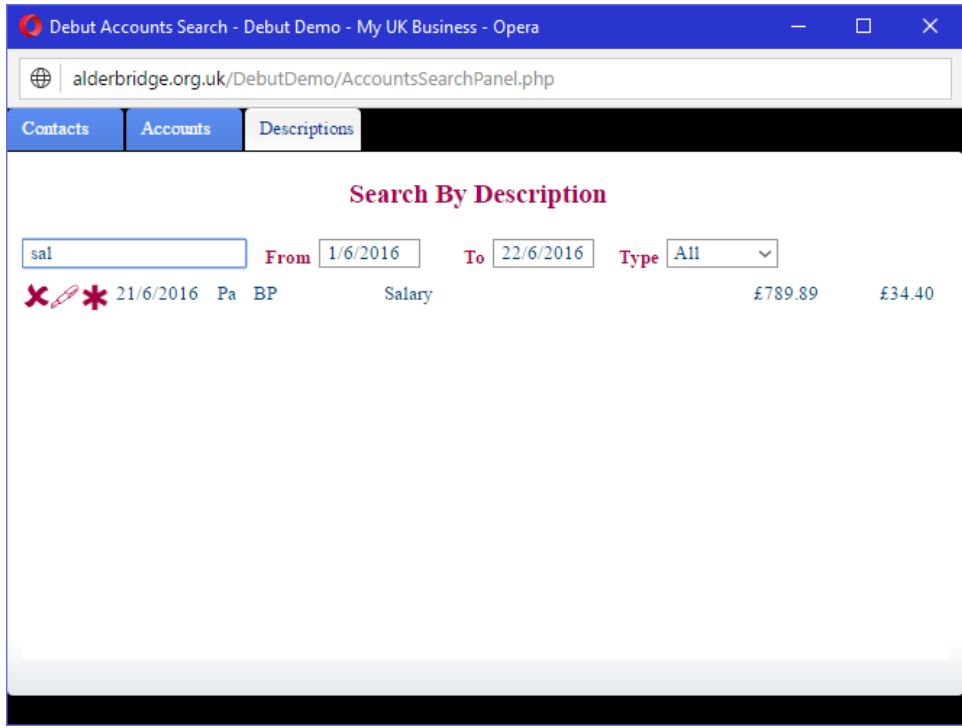
is shown. For receipts and payments the total amount debited or credited from/to the bank account is shown. The total amounts debited and credited are shown at the bottom.



On the Accounts tab each detail line which contains the specified account is listed, with the amount debited or credited from/to the account. If the specified account is a debtors, creditors or bank account then the total amounts debited or credited from/to the account for each matching transaction are shown. The total amounts debited and credited are shown at the bottom. Additionally if all transaction types is

selected and the date range falls entirely within the current accounting year then the balance on the account at the start and end dates plus the change is displayed.

On the Descriptions tab each detail line whose description contains the specified text is listed. Each transaction whose overall description contains the specified text is also listed, with the total debit and credit amounts from all the transaction's detail lines shown. This can result in multiple entries for the same transaction. No totals are shown at the bottom.



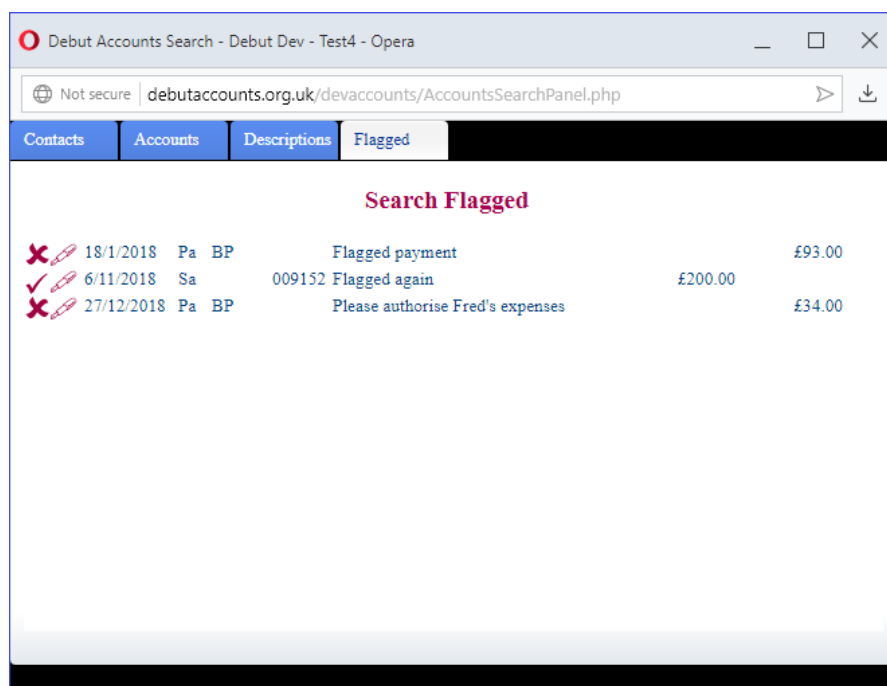
You can view a transaction by clicking on its or icon (

is displayed if you have only read access to the business or for transactions that cannot be modified, e.g. from previous accounting years.) Clicking on a also allows you to update the entry. Entries for sales credits or purchases debits cannot be edited.

You can create a new transaction using the existing transaction as a template by clicking on its icon. The new transaction has all its fields set to the values from the original transaction, except Date

is set to the current date, Cheque, Invoice or Purchase Number is set to the next number and Receipt Number is set blank. The original transaction is left unchanged.

You can delete a transaction by clicking its ✘ icon; you are prompted to confirm. ✘ icons are not displayed if you only have read access to the business or for transactions that cannot be modified, e.g. from previous accounting years. Sales or purchases which have had receipts or payments applied cannot be deleted.



The Flagged tab displays all transactions in the current business which have been flagged for action by the user, or were flagged by the user for a different user who has now cleared the flag. The flag message is displayed rather than the description text. No ✖ icon is displayed, and either a ✘ icon (if the flag has been set by the current user) or a ✓ icon (if the flag has been set by a different user) is displayed, which allows you to clear the flag (as described in the section on Flagging Transactions above).

## Reports

You can generate a number of different reports for your businesses. Click the “Reports” button on any of the transaction pages to display the Reports panel. This is divided into different tabs for different report types.

Click on the ✖ icon to create a new report; this will display a form for you to enter the parameters for the report (date ranges etc.). Click the “Display” button to generate the report, which will be displayed in a new window. You can then print the report using the browser’s print facility, or save it to disk by using the save as PDF option available in some browser print dialogues or by using a PDF printer. Click the “Export” button to export the report data as a tab delimited text file; you will be prompted for where to save the file. The text file can then be imported into a spreadsheet for analysis.

The following reports are available:

### Ledger Reports

Profit & Loss	Shows total credits to income accounts and debits to expenditure accounts, and calculates profit/loss.
Balance Sheet	Shows all your assets, liabilities and capital.
Trial Balance	Shows income and expenditure for selected month and for the year to

the end of selected month.

Accounts	Shows all transactions for selected account or all accounts, within selected period.
Budgets	Compares actual income and expenditure with budgets set for a financial year.
Chart of Accounts	Displays or exports the chart of accounts.

### Sales Reports

Aged Debtors	Shows outstanding customer invoices with amounts owing broken down by age of debt.
Debtors Reconciliation	Shows outstanding customer invoices with amounts owing broken down by age of debt, and reconciles total with debtor's account.
Invoices	Show all invoices for selected customer or all customers, within selected period, with associated receipts from customer..

### Purchases Reports

Aged Creditors	Shows outstanding supplier invoices with amounts owing broken down by age of debt.
Creditors Reconciliation	Shows outstanding supplier invoices with amounts owing broken down by age of debt, and reconciles total with creditors account.
Purchases	Show all purchases for selected supplier or all suppliers, within selected period, with associated payments to supplier.

### Profit & Loss Report

On the report form you must enter the start and end dates for the report. You can use the year radio buttons to select the accounting year for the report. "This Year" is always the accounting year that would be ended next time you start a new year in Debut; it may not necessarily be the current calendar year. "Last Year" is the preceding year, and "Next Year" the following year. An example may help to clarify this.

Say your accounting year runs from April to March, and you started using Debut in April 2015. Initially "This Year" is 2016 and there is no "Last Year" nor "Next Year". When the current date reaches April 2016 "This Year" continues to be 2016, but "Next Year" is now 2017. Then when you start a new year in Debut "This Year" becomes 2017, "Last Year" is 2016, and there is no "Next Year" until you reach April 2017 when the cycle starts again.

Debut - Debut - Profit & Loss R

debutaccounts.org.uk/accountsDB/1

### Profit and Loss Report

Start Date: 1/4/2019

End Date: 15/4/2019

Last Year (2017)

This Year (2018)

Next Year (2019)

This Month

Last Month

Year to Date

Year to Last Month

Zero Balances

Rounding

Display

Export

Save As Template

Cancel

Selecting “Last Year” (when available) sets the report period to the whole of that accounting year. Selecting “This Year” sets the period from the start of that accounting year to the current date, unless the current date is after the end of the accounting year, in which case the whole of the accounting year is set. Selecting “Next Year”(when available) sets the period from the start of the accounting year to the current date.

You can also select “This Month” (from the start of the current month to current date., “Last Month” (the whole of the previous month), “Year to Date” (from start of next or this year to current date) or “Year to Last Month” (from start of next or this year to end of the previous month).

If “Zero Balances” is ticked then all income and expenditure accounts are included in the report, otherwise only those which have been used in transactions within the selected period.

If “Rounding” is ticked then all amounts are rounded with no decimal part shown.

## Accounts Report

The date range for the report is set the same way as for the Profit & Loss report above.

You can select a single account for the report by typing the start of the account name in the box and selecting the entry in the drop down box. You can select a group of accounts by selecting the header account under which they are grouped; header accounts are prefixed by \*H\* in the list.

You can restrict the report to a specific type of transaction (Sale, Purchase, Receipt, Payment or Journal), or include All transactions using the Transactions selector.

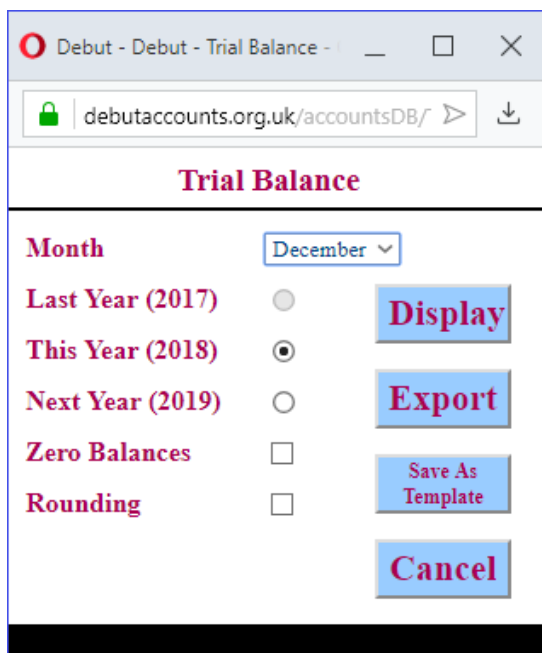
## Balance Sheet Report

On the report form you specify the date at which you want the balances to be calculated. Use the radio buttons to select the end of the current year or following year.

If “Zero Balances” is ticked then all asset, liability and capital accounts are included in the report, otherwise only those which have non-zero balances.

If “Rounding” is ticked then all amounts are rounded with no decimal part shown.

## Trial Balance Report



Use the “Month” selector and the year radio buttons to select the period for the report.

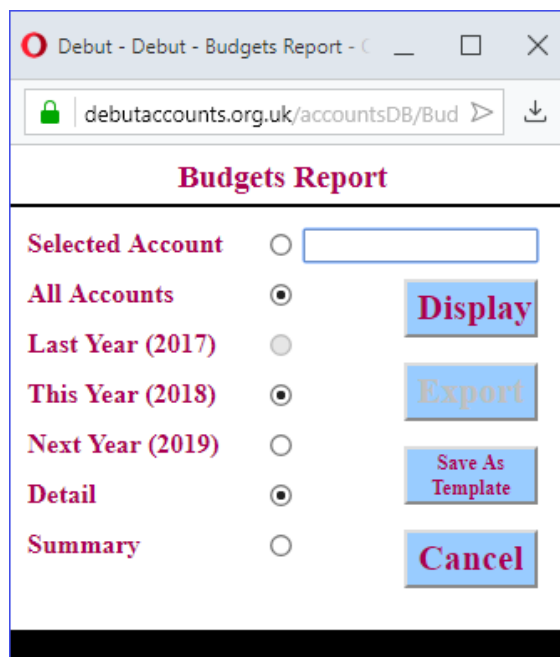
If “Zero Balances” is ticked then all income and expenditure accounts are included in the report, otherwise only those which have been used in transactions within the selected period.

If “Rounding” is ticked then all amounts are rounded with no decimal part shown.

## Budgets Report

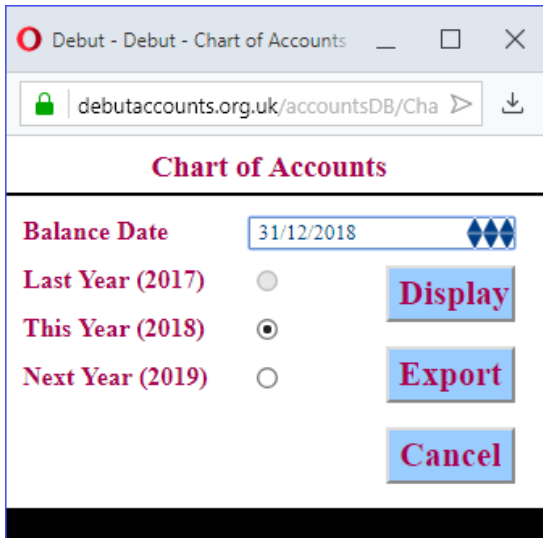
Only income and expenditure accounts which have budgets set are included in the report. Budgets are set on the Accounts form, see section on “Editing the Chart of Accounts” above. You can select a single account or a header account for the report by typing the start of the account name in the box and selecting the entry in the drop down box.

The detail report lists all the transactions for each account in the selected accounting period, as well as the totals for the actual and budgeted income or expenditure. The differences between the actual and budgeted values are also shown. If it’s only part of the way through the selected year then the “Budget YTD” shows how much of the total income and expenditure should have been raised or spent at this point in the year (assuming a constant rate through the year). In this case the “Variance” shows the difference between actual income or expenditure and the proportion of the budget for the year so far. For income accounts the variance is positive if the actual income exceeds the budget; for expenditure accounts the variance is positive if the actual expenditure is less than the budget. If the report covers a complete year then the variance is the difference between the actual income or expenditure and the budget for the full year.



The summary reports shows the totals only. Only the summary report can be exported; if you wish to export details of transactions for an account use the Accounts Report (see above).

## Chart of Accounts



The screenshot shows a web browser window titled "Debut - Debut - Chart of Accounts". The address bar shows "debutaccounts.org.uk/accountsDB/Cha". The page title is "Chart of Accounts". Below the title, there is a "Balance Date" field set to "31/12/2018". There are three radio buttons for selecting the accounting year: "Last Year (2017)", "This Year (2018)" (which is selected), and "Next Year (2019)". To the right of these options are three buttons: "Display", "Export", and "Cancel".

This report displays the chart of accounts, or exports it in a form which can be imported into another accounting package. The layout of the exported data is the same as required for import into Debut (see section on “Creating a Business” above.)

The “Balance Date” is the date for which the balances of each account are calculated. Use the radio buttons to select the end of an accounting year as the balance date. If you are intending to import the chart into a different accounting package then the balance date should be the end of the accounting year prior to the first accounting year in the new package.

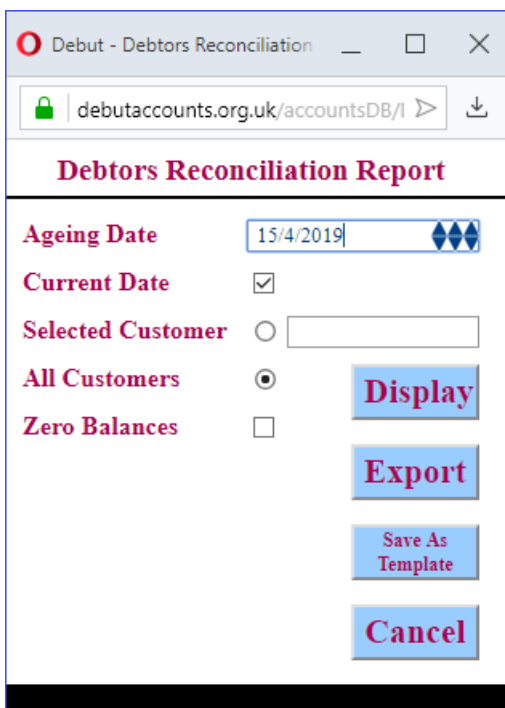
## Aged Debtors Report

You need to set the ageing date for the report (default is current date).

You can select a single customer for the report by typing the start of the customer name in the box and selecting the entry in the drop down box.

If “Zero Balances” is ticked then all invoices for the selected customer or the whole business are included in the report. Otherwise only invoices which the customer has not paid in full are included.

## Debtors Reconciliation Report

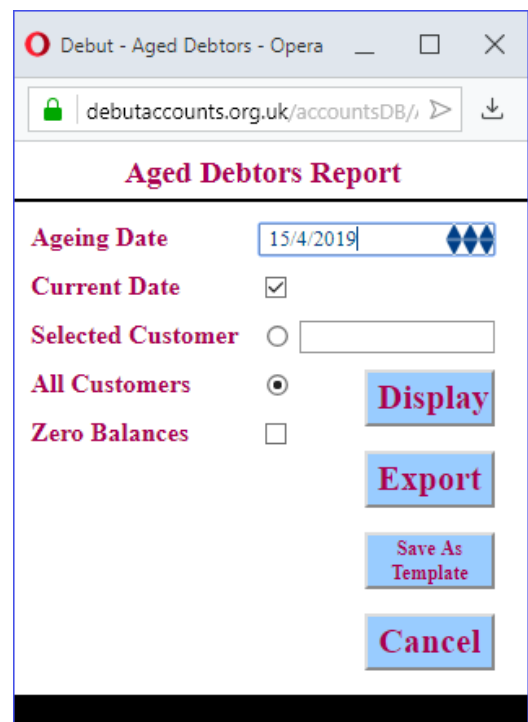


The screenshot shows a web browser window titled "Debut - Debtors Reconciliation". The address bar shows "debutaccounts.org.uk/accountsDB/I". The page title is "Debtors Reconciliation Report". Below the title, there is an "Ageing Date" field set to "15/4/2019". There are three radio buttons for selecting the customer: "Selected Customer" (empty), "All Customers" (selected), and "Zero Balances" (unchecked). To the right of these options are four buttons: "Display", "Export", "Save As Template", and "Cancel".

You need to set the ageing date for the report (default is current date).

You can select a single customer for the report by typing the start of the customer name in the box and selecting the entry in the drop down box.

If “Zero Balances” is ticked then all invoices for the selected customer or the whole business are included in the report. Otherwise only invoices which the customer has not paid in full are included.



The screenshot shows a web browser window titled "Debut - Aged Debtors - Opera". The address bar shows "debutaccounts.org.uk/accountsDB/". The page title is "Aged Debtors Report". Below the title, there is an "Ageing Date" field set to "15/4/2019". There are two radio buttons for selecting the customer: "Selected Customer" (empty) and "All Customers" (selected). There is a checkbox for "Current Date" which is checked. There is a checkbox for "Zero Balances" which is unchecked. To the right of these options are four buttons: "Display", "Export", "Save As Template", and "Cancel".

## Invoices Report

The date range for the report is set the same way as for the Profit & Loss report above.

You can select a single customer for the report by typing the start of the customer name in the box and selecting the entry in the drop down box.

## Aged Creditors Report

You need to set the ageing date for the report (default is current date).

You can select a single supplier for the report by typing the start of the supplier name in the box and selecting the entry in the drop down box.

If “Zero Balances” is ticked then all purchases for the selected supplier or the whole business are included in the report. Otherwise only purchases for which the supplier has not been paid in full are included.

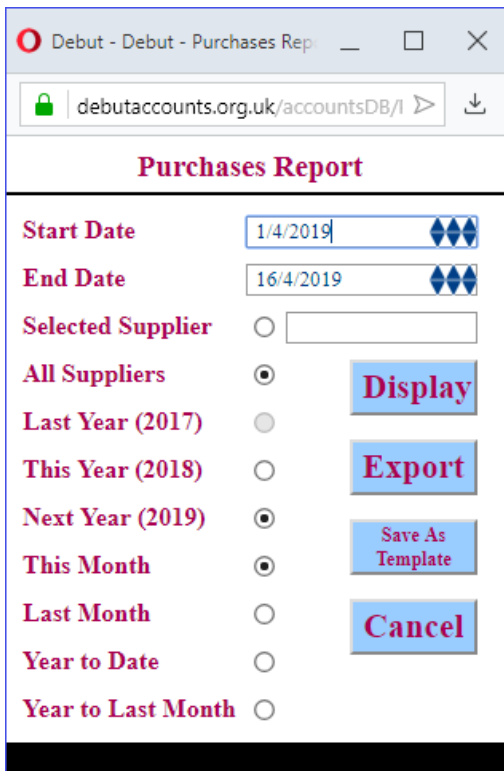
## Creditors Reconciliation Report

You need to set the ageing date for the report (default is current date).

You can select a single supplier for the report by typing the start of the supplier name in the box and selecting the entry in the drop down box.

If “Zero Balances” is ticked then all purchases for the selected supplier or the whole business are included in the report. Otherwise only purchases for which the supplier has not been paid in full are included.

## Purchases Report



Debut - Debut - Purchases Rep

debutaccounts.org.uk/accountsDB/1

### Purchases Report

Start Date: 1/4/2019

End Date: 16/4/2019

Selected Supplier:

All Suppliers:  **Display**

Last Year (2017):

This Year (2018):  **Export**

Next Year (2019):  **Save As Template**

This Month:

Last Month:  **Cancel**

Year to Date:

Year to Last Month:

The date range for the report is set the same way as for the Profit & Loss report above.

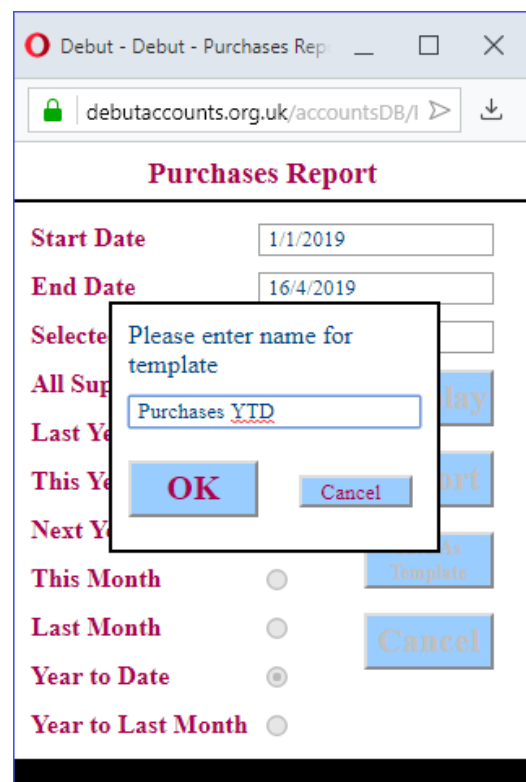
You can select a single supplier for the report by typing the start of the supplier name in the box and selecting the entry in the drop down box.

## Report Templates

If you frequently need to generate a report with the same settings, then you can define a template, which will enable you to generate the report with a single click. Report templates can be added to your dashboard, enabling you to generate the report without opening the control panel for the associated business.

To create a report template, open the form for the required report, as if you were going to run the report, by clicking the **\*** icon. After setting the required parameters click the “Save as Template” button. You will then be prompted for a name to give the template; the default is the report name. Click OK to save the template with the name entered, or click Cancel to close the dialogue.

If the dates for a report template are defined using a named range then the actual dates are calculated each time the report is run. For example if you create a template with the “Year to Date” radio button selected then the report will always be generated with end date set to the current calendar date and start date set to the start of the accounting year which includes the current date (this may either be This Year or Next Year). However if you save a template with the “This Year” radio button selected but no date range buttons selected, then the report will always be generated with start date set to the



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debutaccounts.org.uk/accountsDB/1

### Purchases Report

Start Date: 1/1/2019

End Date: 16/4/2019

Selecte

All Sup

Last Ye

This Ye

Next Y

This Month

Last Month

Year to Date

Year to Last Month

Please enter name for template

Purchases YTD


OK Cancel


Template


Cancel

start of the current accounting year in Debut, and the end date set to the end of the current accounting year or the current calendar date, whichever is earlier.

If a template is created with a header account as Selected Account, then the detail accounts used in the report are derived from the accounts that are grouped under the header at the time the report is run. So if any detail accounts have been added, removed or re-ordered after the template has been defined, the reports generated will always reflect this.

All templates defined for a business are listed on the Templates tab of the Reports panel. To run a report simply click the  icon; the report will be generated immediately with the saved settings, no form is displayed.

If you wish to change the settings for a template click the  icon to display the form for the report. After making the changes to the settings click the Save button; you will be prompted for the template name, with the default the name the template was previously saved with. You can create a new template based on the existing template by clicking the “Save as New Template” button; you will be prompted for the name for the new template. This will create a new template; the existing template is not changed. Click Cancel to close the form.

To delete a template click the  icon next to its name; you will be prompted to confirm the deletion.

Tick the box in the Dashboard column to display the template on your dashboard. Unticking the box removes the template from your dashboard. An Administrator can add or remove report templates on other users’ dashboards; see Managing Users in the Administration section above. Templates are specific to a business, and are available to all users who can access the business they are defined in.

# Troubleshooting

<b>Problem</b>	The login screen is not displayed.
<b>Possible Cause</b>	JavaScript may not be enabled.
<b>Solution</b>	Change your browser or security settings to allow JavaScript for the Debut address.
<b>Problem</b>	The browser does not respond and/or displays a blank window.
<b>Problem</b>	The Administration or Control Panel is not displayed.
<b>Possible Cause</b>	Your browser and/or security software may be blocking pop-up windows.
<b>Solution</b>	Change your browser or security settings to allow pop-ups for the address of your Debut installation.
<b>Problem</b>	The login screen is not displayed.
<b>Solution</b>	Close all browser windows and restart browser. In some cases it may be necessary to use the Windows Task Manager (activate with Ctrl-Alt-Del) to terminate all browser processes. If all else fails restart your computer.
<b>Problem</b>	The form does not refresh after I click on "Save".
<b>Solution</b>	This is the intended behaviour. The user interface works in a different way to 'traditional' web forms (which normally need to be re-displayed after data entered by the user has been saved.) It is based on AJAX (Asynchronous JavaScript and XML). The web browser sends a message to the server containing the data entered on the form, and receives an acknowledgement back from the server that the data has been successfully stored in the database. When the browser receives the acknowledgement it displays a confirmation message at the bottom of the window. If the browser does not receive a response from the server within a reasonable length of time, or the response is not in the expected form, then an error screen is displayed to the user.
<b>Problem</b>	An error message is displayed saying that there was no response from the server.
<b>Possible Cause</b>	Either there is a problem with your Internet connection or the server.
<b>Solution</b>	Wait for a few moments as the response may have been delayed. If there is still no confirmation that operation has completed then retry the operation that failed; there may have just been a temporary glitch. If it fails again then test your Internet connection by attempting to view a page on a different site. If this is successful then try viewing a page hosted on the same server as Debut is installed on. If this fails to display this may mean there is a problem with the web server.

## **Acknowledgements**

The user interface includes a number of open source and free modules written by third parties:

- A JavaScript implementation of the AES Rijndael encryption algorithm by Fritz Schneider.
- A JavaScript implementation of the MD5 Message Digest Algorithm by Paul Johnston.
- The Java iText PDF generation library written by Bruno Lowagie and Paulo Soares.

# Appendix A – Introduction to Double Entry Bookkeeping

In double entry bookkeeping two entries are created in the books for each transaction. The first credits an account, the second debits a different account by the same amount.

Let's look at a specific example. Say you pay an employee for some travel expenses. This would be recorded as a credit to the bank account and a debit to the "travel expenses" account.

Now at first sight this looks weird... Normally when you credit a bank account you would expect the balance to increase, but if you have paid somebody's expenses from the account the balance would have gone down!

In double entry bookkeeping the terms "credit" and "debit" have very specific definitions, which are often at odds with normal expectation. An account is either a **credit** or a **debit** account. **Credit** accounts **increase** in value when **credited** (and **decrease** when **debited**). **Debit** accounts **increase** in value when **debited** (and **decrease** when **credited**).

There are two basic types of debit account::

**Asset** accounts represent assets: things which increase the value of a business. These include tangible assets such as land buildings and plant, less tangible assets such as money in bank accounts, and intangible assets such as money owed to the business. The last could include money owed by customers for goods and services they have been invoiced for but not yet paid for.

**Expenditure** accounts represent all the different costs incurred in carrying out the business. These could include wages, heat and power, rates, maintenance costs, amongst many others

There are three basic types of credit account:

**Liability** accounts represent liabilities: things which decrease the value of a business. This includes money owed to suppliers for goods and services which the business has been invoiced for but yet paid for, but could also include tax & NI deducted from wages but not yet paid to HMRC, and any unpaid loans taken out by the business.

**Income** accounts represent all the sources of income for the business. These would typically include all the types of goods and services the business provides, but could also include other types of income such as grants, donations, etc.

**Capital** accounts represent the various funds within the business. For example you may receive a grant for a specific purpose, which you put in a particular fund, represented by a capital account. As you spend the grant the capital account is debited.

So a bank account is an asset, and hence a debit account. This means that when you make a payment the account is credited (as in the example above), and when you pay money in it's debited.

There are some other types of account that may be used:

**Cost of Sales** accounts are a special kind of expenditure account (hence debit accounts). They are typically used to represent the cost of buying items to be sold to customers.

**Other Income** and **Other Expenditure** accounts are similar to normal income and expenditure accounts, and can be used to record transactions that are outside the main line of business. For example a school might buy in books and equipment for pupils which are charged at cost price to parents.

In a balanced set of books the sum of all the credit account balances must equal the sum of all the debit account balances. To achieve this when the books are first set up a special capital account called the “historic balancing account” has its balance set so the books balance. Then providing the matching credit and debit entries are made correctly the books will remain in balance. You can prove this is the case by looking at the four different combinations of entries that can be made: the credit entry can be applied to either a credit or debit account, as can the debit entry.

**1: Credit applied to credit account, debit applied to credit account**

Total credits increase, total credits decrease.

**2: Credit applied to credit account, debit applied to debit account**

Total credits increase, total debits increase.

**3: Credit applied to debit account, debit applied to credit account**

Total debits decrease, total credits decrease.

**4: Credit applied to debit account, debit applied to debit account**

Total debits decrease, total debits increase.

Let’s look at another example: you invoice a customer for a service you have provided. This would be recorded as a credit to the appropriate income account for the service and a debit to a special asset account referred to as a “debtors account”. The debtors account (and hence the overall worth of the business) increases in value each time a sale is made, and its balance at any time represents the total amount of money owed by customers for unpaid invoices.

Then when the customer pays the bank account is debited (i.e. increases in value) and the debtors account is credited. In effect an intangible asset (the customer’s debt) has been converted into something more tangible (money in the bank), although there is no change in the overall assets (and hence the worth) of the business.

Now say you have to provide a refund to a customer, e.g. for a product that has been returned. This would be recorded as a debit to the income account corresponding to the product (which effectively cancels out the credit from when the original sale was recorded) and a credit to the debtors account (decreasing the total amount owed to the business and hence the total assets). Note that in Debut this is entered as a Sale with a negative amount.

If the refund is then paid directly to the customer this is recorded as a credit to the bank account and a debit to the debtors account. In effect the balance of the bank account decreases and the total amount owed to the business increases.

However instead of paying the customer directly you could apply the refund to another sale made to the customer. In this case **two** pairs of double entries have to be made in the books.

The first pair closes the refund invoice by crediting and debiting the debtors account. The second pair closes the sale invoice by also crediting and debiting the debtors account. So this has no effect at all on any account balances, it’s purely a tidying up exercise, so the books now show that the business no longer owes the customer a refund and the customer no longer owes the business for the new sale.

For simplicity in the example I have assumed that the value of the new sale matches the refund. In practice this is unlikely to be the case, so the refund may be applied to more than one sale invoice and/or a sale invoice may be left in a partially paid state.

Purchases made by the business from suppliers are recorded in an analogous fashion, with entries that mirror those for sales.

A purchase is recorded as a debit to an expenditure account and a credit to a special liability account referred to as the “creditors account”. The creditors account represents the total amount owed by the business to all its suppliers. A purchase increases the total liabilities of the business, and hence decreases its worth.

When the business pays for a purchase the bank account is credited and the creditors account is debited. In this case both the assets and the liabilities of the business are reduced, so there is no overall change in the worth of the business.

If a supplier provides a refund for a returned item this is recorded as credit to the corresponding expenditure account and a debit to the creditors account. Thus the total liabilities of the business are reduced, increasing its worth.

If the supplier repays the refund to the business this is recorded as a debit to the bank account and a credit to the creditors account. Both the assets and liabilities of the business increase, hence there is no change to its worth.

If the refund is applied to another purchase then two pairs of entries are created, both crediting and debiting the creditors account.

We started with an example of a payment that was not associated with a purchase. Its also possible to have receipts that are not associated with a sale, e.g. a donation. This would be recorded as a debit to the bank account and a credit to a “donation” income account..

In all the above examples at least one of the pair of credit/debit entries has been a bank account, the debtors account or the creditors account. However sometimes it is necessary to make an entry where neither the credit nor debit is made to these accounts. Such entries are referred to as journals. An example is the recording of depreciation of assets. This would be recorded as a credit to an asset account and a debit to a “depreciation” expenditure account. The value of the assets of the business, and hence its total worth, has decreased.

For simplicity all the above examples have a single credited account and a single debited account. However in practice there may be multiple accounts on one side of the transaction. For example in a payment there might be debits to several different accounts, but the total debits must equal the credit to the bank account.

Normally when entering a payment you would use an expenditure account in each detail line. However there are circumstances when you might use a different type of account. For example if recording a wage payment with a tax deduction you might enter 2 detail lines. The first line, for the gross wage, would use a “gross wages” expenditure account, since this is a cost to the business. The “gross wages” account is a debit account, and so it is debited to reflect the increase in cost to the business.

The 2<sup>nd</sup> line would use a “tax” liability account to record the tax deducted. It is not expenditure, as it is not a cost to the business. The only cost is the gross wage, part of which is paid to the employee, and part to HMRC. The tax is a liability because this is now owed to HMRC. Since the tax account is

a credit account it must be credited, to reflect the increased liability to the business. In Debit a negative amount is entered in the detail line, to indicate a credit rather than a debit.

The bank account (a debit account) must be credited with the amount actually paid to the employee: the gross wage less the tax deducted. The total credits (to the bank account & tax account) match the debit to the wages account; the books remain in balance.

When the tax is paid to HMRC this would be entered as a payment, with a debit to the tax account matched by a credit to the bank account. The amount in the detail line is positive this time because it's a credit.