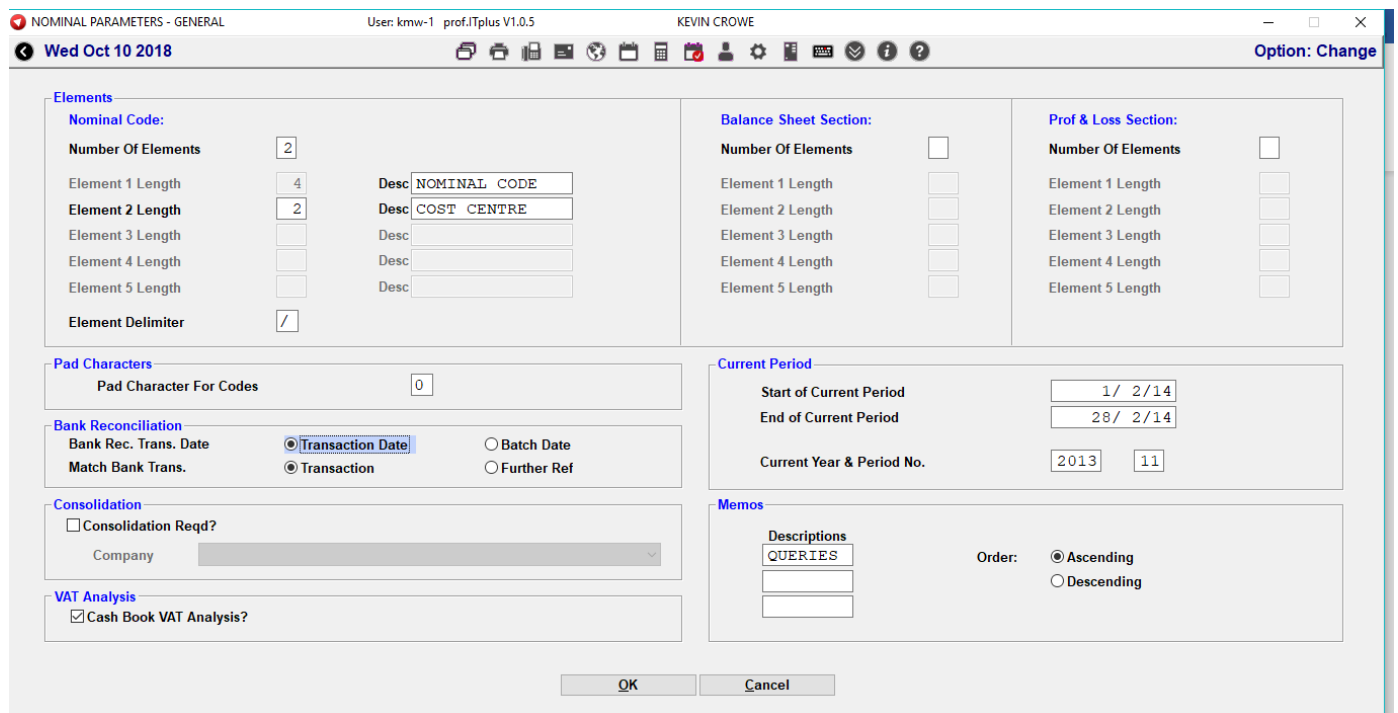


Training Guide – Nominal Ledger

Nominal Ledger Code Setup

Nominal Parameters

- ❖ **Elements** - the structure of the Nominal Codes needs to be set within the Nominal Parameters before the Nominal Codes can be added. The structure of these codes is down to user preference and can be split into a number of elements. Elements are the number in which your Nominal Codes are split down by e.g. if set to two elements the first element could represent the actual account number and the second element a cost centre/department, as shown below.



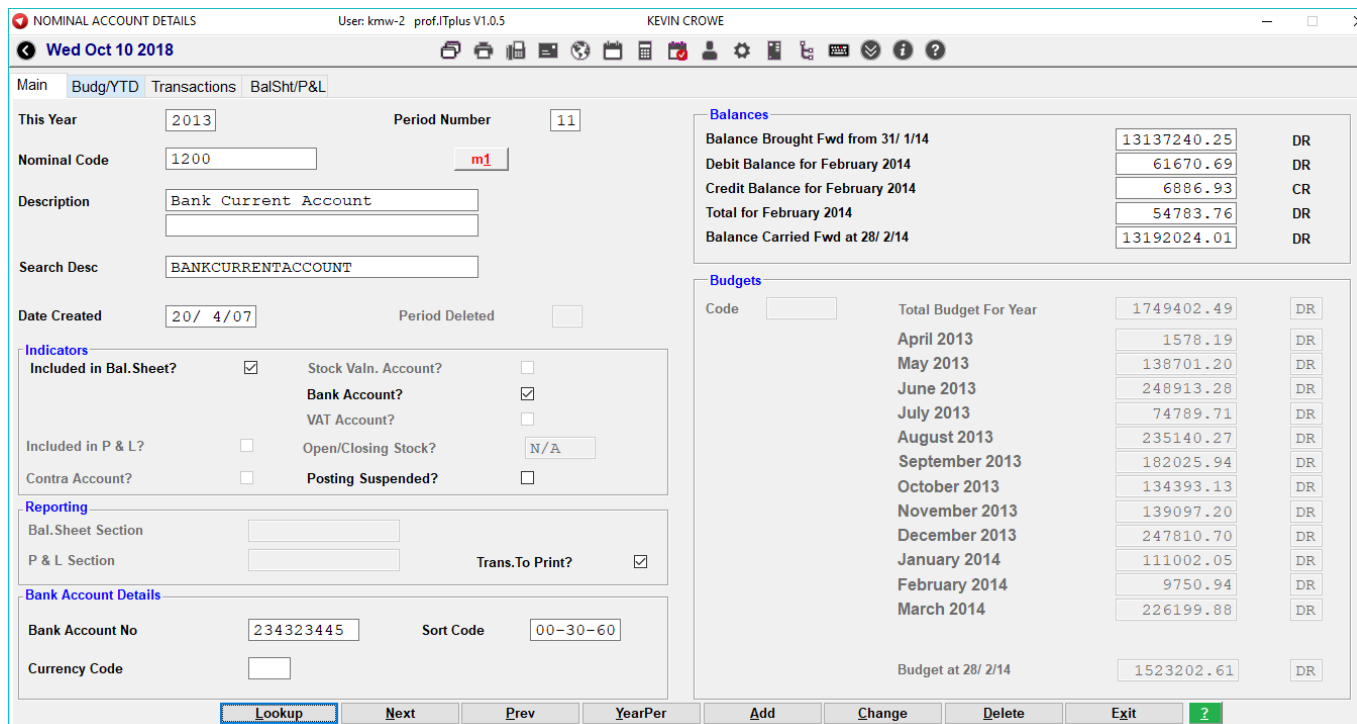
An element delimiter is a symbol that you wish to use to separate each element, / being the most common. This does not need to be typed as you enter a nominal code but will be printed on reports.

- ❖ **Pad Characters** – this allows nominal codes to be padded with Zero's to ensure the continuity of the coding structure e.g. in the example above, if adding an account and enter 4 the system will create account 4000/00. Field can be left blank if this is not required.
- ❖ **Bank Reconciliation – Bank Rec Transaction Date** defines which date is used within the Bank Reconciliation program i.e. the Transaction Date (date the individual transaction was posted in the Sales, Purchase or Nominal Ledger) or Batch Date (the date the batch of transactions was updated to the Nominal Ledger – every transaction within the batch will have the same date against it)
- ❖ **Bank Reconciliation – Match Bank Transactions** determines which sequence the transactions are displayed in the Match Bank Transactions screen.

- ❖ **Consolidation** – if there are multiple companies and a consolidated Nominal is required, this option can be ticked and the company that the data needs to be consolidated to can be selected.
- ❖ **VAT Analysis** – this option needs to be ticked to ensure that if there are any postings made through the Cashbook section of the Nominal that have a VAT value, these are updated to the VAT Analysis and VAT Return.
- ❖ **Balance Sheet Section** – this facility allows the user to setup a different structure to the main Nominal Codes to be printed on the Balance Sheet. Postings will still need to be made to the main Nominal Code.
- ❖ **Profit and Loss Section** - this facility allows the user to setup a different structure to the main Nominal Codes to be printed on the Profit & Loss. Postings will still need to be made to the main Nominal Code.
- ❖ **Current Period** – will display the start and end of the current period and the current Year/Period No.
- ❖ **Memos** – three memos can be linked to each Nominal Code, enabling users to enter additional information; these will only be enabled if a Memo description is entered within these parameters.
- ❖ **Memos** – Ascending/Descending options can be selected to either display the memo entries in ascending or descending order.

Nominal Account Details

The Nominal Account Details screen allows a user to Add, Change or Delete Nominal Ledger Codes. Select the Add Option at the bottom of the screen.



The screenshot shows the 'NOMINAL ACCOUNT DETAILS' window. The 'Main' tab is selected, showing fields for 'This Year' (2013), 'Period Number' (11), 'Nominal Code' (1200), 'Description' (Bank Current Account), and 'Search Desc' (BANKCURRENTACCOUNT). The 'Indicators' section has checkboxes for 'Included in Bal. Sheet?' (checked), 'Stock Valn. Account?' (unchecked), 'Bank Account?' (checked), 'VAT Account?' (unchecked), 'Included in P & L?' (unchecked), 'Open/Closing Stock?' (N/A), 'Contra Account?' (unchecked), and 'Posting Suspended?' (unchecked). The 'Reporting' section has 'Bal. Sheet Section' (empty), 'P & L Section' (empty), and 'Trans. To Print?' (checked). The 'Bank Account Details' section has 'Bank Account No' (234323445), 'Sort Code' (00-30-60), and 'Currency Code' (empty). On the right, the 'Balances' table shows: Balance Brought Fwd from 31/ 1/14 (13137240.25 DR), Debit Balance for February 2014 (61670.69 DR), Credit Balance for February 2014 (6886.93 CR), Total for February 2014 (54783.76 DR), and Balance Carried Fwd at 28/ 2/14 (13192024.01 DR). The 'Budgets' table shows: Total Budget For Year (1749402.49 DR), and monthly budgets from April 2013 to March 2014, with a total budget at 28/ 2/14 (1523202.61 DR). At the bottom, there are buttons for 'Lookup', 'Next', 'Prev', 'YearPer', 'Add', 'Change', 'Delete', 'Exit', and a green button with a question mark.

- ❖ **Nominal Code** – focus will move to the Nominal Code box for user to enter a unique code. The structure of the code will be dependent upon the parameters set.
- ❖ **Description** – two lines of 30 characters are available for the user to enter a full description of the Nominal Account as the user wishes it to appear on reports

- ✔ **Search Description** – the system will take the actual description and strip out any spaces to create the Search Description.
- ✔ **Date Created** – this field is automatically generated by the software and will pull through today's date.
- ✔ **Included in Balance Sheet?** – defines whether the account should be included on the Balance Sheet. If ticked three additional fields will be enabled:
 - Stock Valuation Account
 - Bank Account
 - VAT Account

If the code you are adding is not one of the above, then leave these tick boxes blank.

If Bank Account is ticked – Bank Account Details will need to be completed at the bottom of the screen.

- ✔ **Included in P&L?** – defines whether the account should be included on the Profit & Loss Report. If ticked, the field entitled Open/Closing Stock is enabled. If linking your stock valuation to the Nominal, the following options can be selected from the drop down list:
 - Open or Close – if setting up either an Opening or Closing Stock Account
 - Adjustment – if using an adjustment account rather than an opening and closing stock account

For all other accounts, leave the option as N/A

- ✔ **Contra Account** – prof.ITplus require two Contra Accounts (P&L Contra and a Stock Contra).
- ✔ **Posting Suspended** – this option should only be ticked if no postings are to be made to this account but details are still required on reports.
- ✔ **Reporting – Balance Sheet Section/P & L Section** – only be required if the actual Nominal coding needs to be changed at some point. Although the nominal code itself cannot be amended, a different nominal code can be linked to print on reports.
- ✔ **Bank Account Details** – if Bank Account? Is ticked within the indicators section, bank details will need to be entered including the currency if applicable. Please note that the currency field should be left BLANK if it is a Sterling bank account.
- ✔ **Balances** – will display balance brought forward and balances for the current period.
- ✔ **Budgets** – budgets can be set against any accounts that are included in the P&L by either entering a value against each period or by entering a budget factor and total value for the year. Budget Factors are setup within Setup Ref Tables/Report Headings..., Setup Nominal Budget Factors.