

COMPAC

THE ACCOUNTANTS' ACCOUNTING SYSTEM

as at 1 January 2009

Compac Sales and Purchase Ledgers

These are designed for use either by accountants for clients or by clients themselves. Any number of systems may be set up. The maximum number of customers or suppliers on any one system is normally set at 2000. Program operation is both fast and straight forward. However, either the user or a person in control should have a basic knowledge of double entry book keeping.

Customer/Supplier references may be alpha-numeric up to four characters. They can be found automatically by entry of their name, or part of their name. Customer/Supplier ledger enquiries may be made at any time and may commence from any time since records first began, or just show the current entries.

Printouts. All information may be either viewed on screen or printed out. The system may be used to produce full manual records. This is especially useful for bureau work, audits, and VAT inspections.

Errors. As with most Compac programs, errors may be corrected. This feature saves much time and avoids problems on those occasions when a wrong invoice or statement/remittance advice cannot be sent out to a customer. Likewise a missing invoice will not hold up operation. Even disk errors can be recovered from by simple replacement of the section of lost data.

Sorting. Any month of sales/purchases or receipts/payments may be sorted into an appropriate order. This can save a lot of preparation work and form useful listings.

Matching. Receipts/Payments may be matched directly with invoices by ticking off those invoices or part payments to be balanced.

Integration. The sales/purchase ledger operates either as a stand-alone system, with the option to integrate later, or as a fully integrated system with Compac's main accounting systems for nominal ledger and accounts production. The nominal ledger has full access to all data. This allows the system to be used by a range of staff or clients and accountant.

Open-item or Balance-forward. Reports and statements/remittance advices may be produced at any time without processing. At month ends the system is processed by a single command on either an open-item or balance-forward basis. This does not remove any data - the user can even go back and correct any previous month's data. Debtor/Creditor lists may be in either customer/supplier or aged order. Aged debtor/creditor lists may also be produced for the open-item method showing the amounts owed within periods for each client.

Hardware Requirements:

- IBM PC or compatible.
- Windows operating system. Versions 95, 98, 2000, NT, XP or Vista

Software Costs:

| | |
|--|--|
| Purchase and first year Telephone support | Telephone support and updates after the first year. RPI linked |
| £375 | £172 |

VAT is applicable in the UK.

Compac SLDEMO Sales Ledger

SALES INVOICES 26 MARCH 2008

| Date | Acc | Total | VAT | Net Inv | Inv | Cust | Narrative |
|----------|-----|---------|-------|-----------|--------|------|----------------------|
| 01.03.08 | 1 | 1965.35 | 292.7 | 1672.64 | in2056 | 1010 | Adglow Ltd |
| 01.03.08 | 1 | 1592.75 | 237.2 | 1355.54 | in2057 | 1010 | 3558.10 |
| 05.03.08 | 2 | 562.20 | 83.73 | 478.47 | in2058 | 1088 | Henrys Design Group |
| 06.03.08 | 4 | 1420.25 | 211.5 | 1208.73 | in2059 | 1013 | Avanna Meat |
| 10.03.08 | 1 | 719.58 | 107.1 | 612.41 | in2060 | 1050 | Europa Manor |
| 10.03.08 | 2 | 1278.00 | 190.3 | 1087.66 | in2061 | 1123 | Lycyoplastics |
| 10.03.08 | 1 | 695.29 | 103.5 | 591.74 | in2062 | 1010 | Adglow Ltd |
| 10.03.08 | 6 | 1500.00 | 223.4 | 1276.60 | in2063 | 1010 | 2195.29 |
| 12.03.08 | 1 | 719.58 | 107.1 | 612.41 | in2064 | 1037 | Custom Marketing |
| 15.03.08 | 1 | 1768.75 | 263.4 | 1505.32 | in2065 | 1037 | 2488.33 |
| 15.03.08 | 4 | 125.25 | 18.65 | 106.60 | in2065 | 1037 | 2613.58 |
| 15.03.08 | 1 | 147.77 | 22.00 | 125.77 | in2066 | 1031 | Concept Graphics Ltd |
| | 599 | | \ | 1860.88 | | | Control total |
| | 580 | \ | | -12494.77 | | | Control total |

| Acc | Dr | Cr | Code name |
|-----|-------------------|-------------------|---------------|
| 1 | | 6475.83 | Sales type 1 |
| 2 | | 1566.13 | Sales type 2 |
| 4 | | 1315.33 | Sales type |
| 6 | | 1276.60 | Sales type |
| 580 | 12494.77 | | Trade debtors |
| 599 | | 1860.88 | Output VAT |
| | <u>£ 12494.77</u> | <u>£ 12494.77</u> | |

RECEIPTS 26 MARCH 2008

| Date | Acc | Total | VAT | Net Inv | Inv | Cust | Narrative |
|----------|-----|---------|-----|----------|--------|------|----------------------|
| 13.03.08 | 580 | 2199.12 | | 2199.12 | pd1930 | 1010 | Adglow Ltd |
| 13.03.08 | 580 | 800.88 | | 800.88 | pd1977 | 1010 | 3000.00 |
| 17.03.08 | 580 | 782.00 | | 782.00 | pd2005 | 1091 | IMI Cornelius UK Ltd |
| 17.03.08 | 580 | 64.40 | | 64.40 | pd2011 | 1041 | DCA Design Group |
| 20.03.08 | 580 | 150.00 | | 150.00 | pd1999 | 1024 | Chris Blockley |
| 20.03.08 | 580 | 100.00 | | 100.00 | pd1992 | 1081 | Herald Press |
| | 660 | \ | | -4096.40 | | | Control total |

| Acc | Dr | Cr | Code name |
|-----|------------------|------------------|---------------|
| 580 | | 4096.40 | Trade debtors |
| 660 | 4096.40 | | Bank |
| | <u>£ 4096.40</u> | <u>£ 4096.40</u> | |

DEBTORS: CUSTOMER SEQUENCE 26 MARCH 2008

| Date | Acc | Inv. | Detail | Amount | Allocated | Balance |
|--|-----|---------|--------|----------------|-------------|----------------|
| Account 1010 Adglow Ltd | | | | | | |
| 03 Jan 08 | 2 | 1930 | | 2199.12 | -2199.12 | |
| 14 Feb 08 | 1 | 1977 | | 2157.12 | -800.88 | 1356.24 |
| 01 Mar 08 | 1 | 2056 | | 1965.35 | | 1965.35 |
| 01 Mar 08 | 1 | 2057 | | 1592.75 | | 1592.75 |
| 10 Mar 08 | 1 | 2062 | | 695.29 | | 695.29 |
| 10 Mar 08 | 6 | 2063 | | 1500.00 | | 1500.00 |
| 13 Mar 08 | | SR 0000 | | -3000.00 | 3000.00 | |
| | | | | <u>7109.63</u> | <u>0.00</u> | <u>7109.63</u> |
| Account 1013 Avanna Meat | | | | | | |
| 06 Mar 08 | 4 | 2059 | | 1420.25 | | 1420.25 |
| | | | | <u>1420.25</u> | <u>0.00</u> | <u>1420.25</u> |
| Account 1031 Concept Graphics Ltd | | | | | | |
| 15 Mar 08 | 1 | 2066 | | 147.77 | | 147.77 |
| | | | | <u>147.77</u> | <u>0.00</u> | <u>147.77</u> |
| Account 1037 Custom Marketing | | | | | | |
| 06 Feb 08 | 1 | 1958 | | 277.15 | | 277.15 |
| 12 Mar 08 | 1 | 2064 | | 719.58 | | 719.58 |
| 15 Mar 08 | 1 | 2065 | | 1768.75 | | 1768.75 |
| 15 Mar 08 | 4 | 2065 | | 125.25 | | 125.25 |
| | | | | <u>2890.73</u> | <u>0.00</u> | <u>2890.73</u> |

DEBTORS: CUSTOMER SEQUENCE 26 MARCH 2008

| Date | Acc | Total | VAT | Net Inv. | Inv. | Balance |
|--|-----|----------|--------|----------|--------|----------|
| Account 1010 Adglow Ltd | | | | | | |
| 03.01.08 | 2 | 2199.12 | 327.52 | 1871.60 | In1930 | 2199.12 |
| 14.02.08 | 1 | 2157.12 | 321.27 | 1835.85 | In1977 | 4356.24 |
| 01.03.08 | 1 | 1965.35 | 292.71 | 1672.64 | In2056 | 6321.59 |
| 01.03.08 | 1 | 1592.75 | 237.21 | 1355.54 | In2057 | 7914.34 |
| 10.03.08 | 1 | 695.29 | 103.55 | 591.74 | In2062 | 8609.63 |
| 10.03.08 | 6 | 1500.00 | 223.40 | 1276.60 | In2063 | 10109.63 |
| 13.03.08 | 580 | -2199.12 | | -2199.12 | Pd1930 | 7910.51 |
| 13.03.08 | 580 | -800.88 | | -800.88 | Pd1977 | 7109.63 |
| Account 1013 Avanna Meat | | | | | | |
| 06.03.08 | 4 | 1420.25 | 211.52 | 1208.73 | In2059 | 1420.25 |
| Account 1031 Concept Graphics Ltd | | | | | | |
| 15.03.08 | 1 | 147.77 | 22.00 | 125.77 | In2066 | 147.77 |
| Account 1037 Custom Marketing | | | | | | |
| 06.02.08 | 1 | 277.15 | 41.27 | 235.88 | In1958 | 277.15 |
| 12.03.08 | 1 | 719.58 | 107.17 | 612.41 | In2064 | 996.73 |
| 15.03.08 | 1 | 1768.75 | 263.43 | 1505.32 | In2065 | 2765.48 |
| 15.03.08 | 4 | 125.25 | 18.65 | 106.60 | In2065 | 2890.73 |

Compac SLDEMO Sales Ledger

DEBTORS: AGED LISTING 26 MARCH 2008

| Cust | Name | Total | Current | 1 Month | 2 Month | Over |
|------|--------------------|-----------------|-----------------|----------------|---------------|---------------|
| 1010 | Adglow Ltd | | | | | |
| | | 7109.63 | 5753.39 | 1356.24 | | |
| 1013 | Avanna Meat | 1420.25 | 1420.25 | | | |
| 1031 | Concept Graphics | 147.77 | 147.77 | | | |
| 1037 | Custom Marketing | 2890.73 | 2613.58 | 277.15 | | |
| 1050 | Europa Manor | 1164.63 | 719.58 | | | 445.05 |
| 1081 | Herald Press | 124.25 | | 124.25 | | |
| 1088 | Henrys Design | 2413.06 | 562.20 | 1850.86 | | |
| 1090 | Impact Advertising | 579.60 | | 579.60 | | |
| 1092 | Inchbrook | 3608.42 | | 2972.46 | 635.96 | |
| 1121 | Lynester Products | 1011.42 | | 1011.42 | | |
| 1123 | Lycoplastics | 1440.72 | 1278.00 | 162.72 | | |
| 1129 | Linx Combex | 256.04 | | | | 256.04 |
| | | <u>22166.52</u> | <u>12494.77</u> | <u>8334.70</u> | <u>635.96</u> | <u>701.09</u> |

Compac Example
 Back Lane
 Mickleton
 Chipping Campden
 Glos. GL55 6SJ

Adglow Ltd
 23-2s Brook Lane
 Mill Industrial Estate
 Blockley
 Glos.
 GL52 2TY

Ref 1010

Statement

26 March 2008

| Date | Inv.No. | Invoice | Cash | Balance |
|----------|---------|---------|---------|----------|
| 03.01.08 | 1930 | 2199.12 | | 2199.12 |
| 14.02.08 | 1977 | 2157.12 | | 4356.24 |
| 01.03.08 | 2056 | 1965.35 | | 6321.59 |
| 01.03.08 | 2057 | 1592.75 | | 7914.34 |
| 10.03.08 | 2062 | 695.29 | | 8609.63 |
| 10.03.08 | 2063 | 1500.00 | | 10109.63 |
| 13.03.08 | 1930 | | 2199.12 | 7910.51 |
| 13.03.08 | 1977 | | 800.88 | 7109.63 |

Message Line 1

Message Line 2

Message Line 3

| Current | 1 Month | 2 Months | Over | Total |
|---------|---------|----------|------|---------|
| 5753.39 | 1356.24 | - | - | 7109.63 |