Semper

New Accounting Best Practice

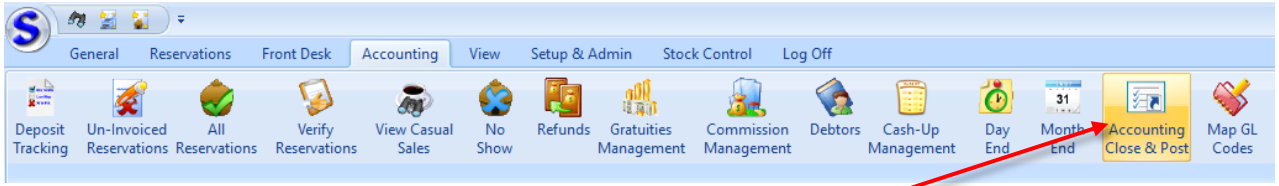
Semper

New Accounting Best Practice

In this presentation

- Close your business and balance to your Semper age analysis.
- Balance a selected debtor to your Semper age analysis.
- Compare a debtor on the age analysis with a debtor in the debtors system to determine the detail of the age analysis figure.

Close your business and balance to your Semper age analysis



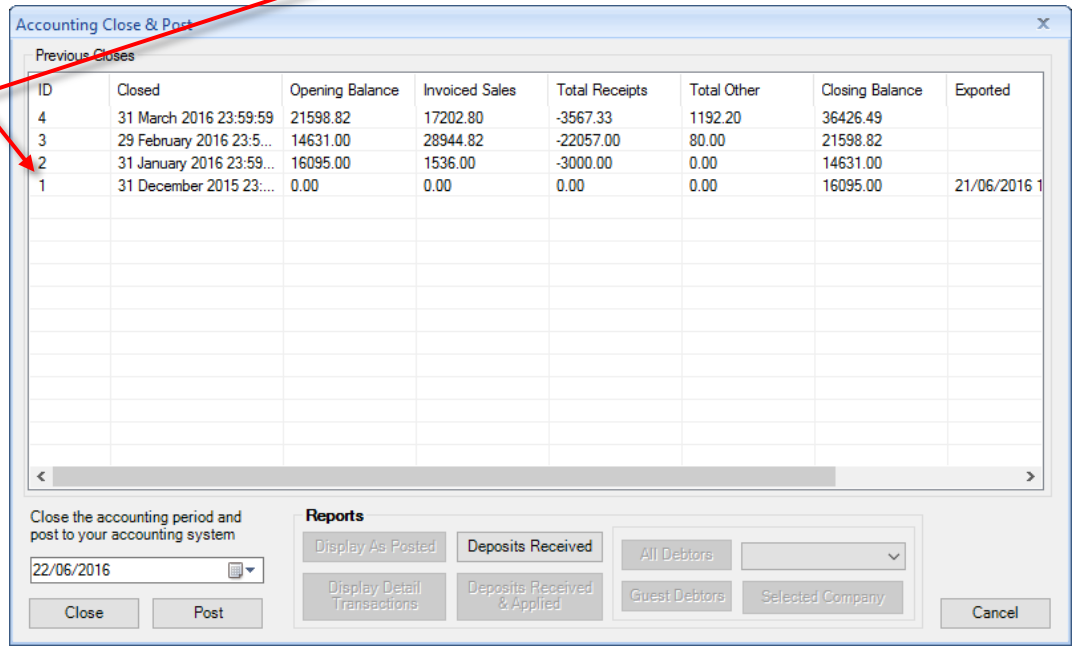
The Close & Post function closes the business for a selected period (normally monthly).

This feature is designed to close your business on a selected date.

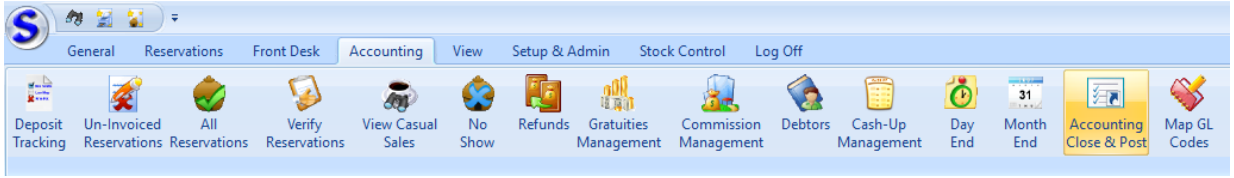
It includes only invoiced transactions recorded between the date selected and the previous close date.

Receipts and other transactions are also selected for the period.

Transactions and invoices selected will be locked and cannot be altered after the close has been executed.

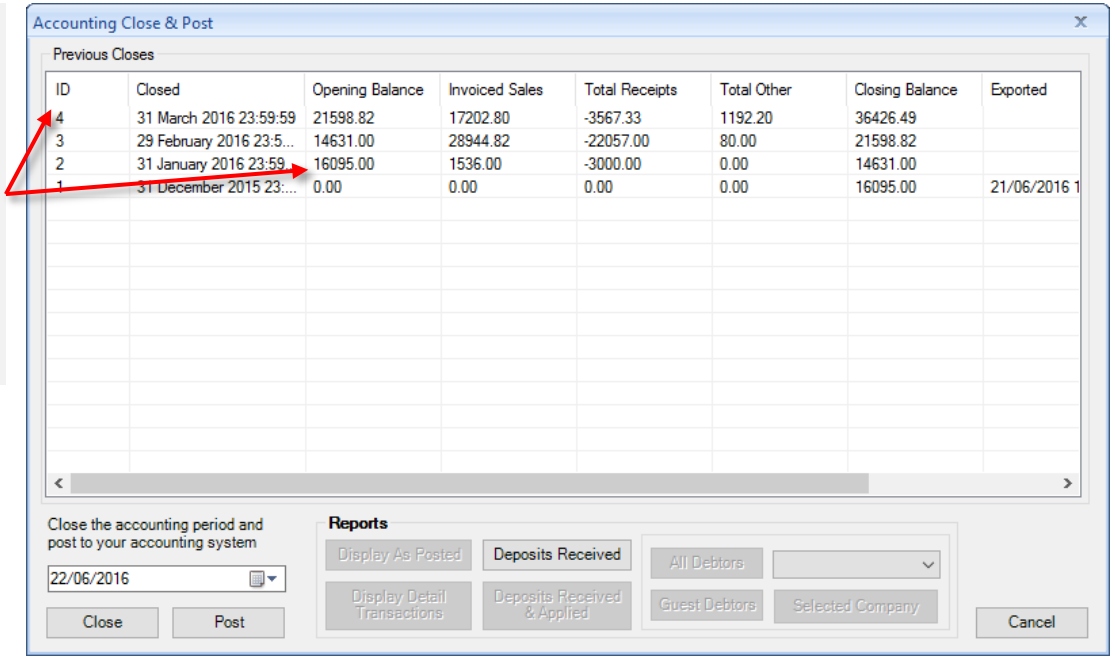


Close your business and balance to your Semper age analysis

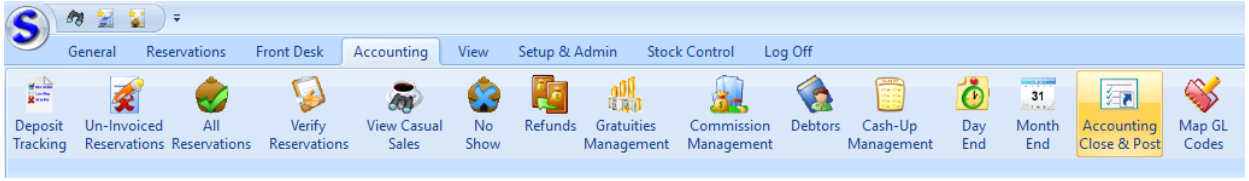


The first entry creates opening balances which balances with your accounting system.

Each Close entry thereafter contains an opening balance, movement for the period and a closing balance.



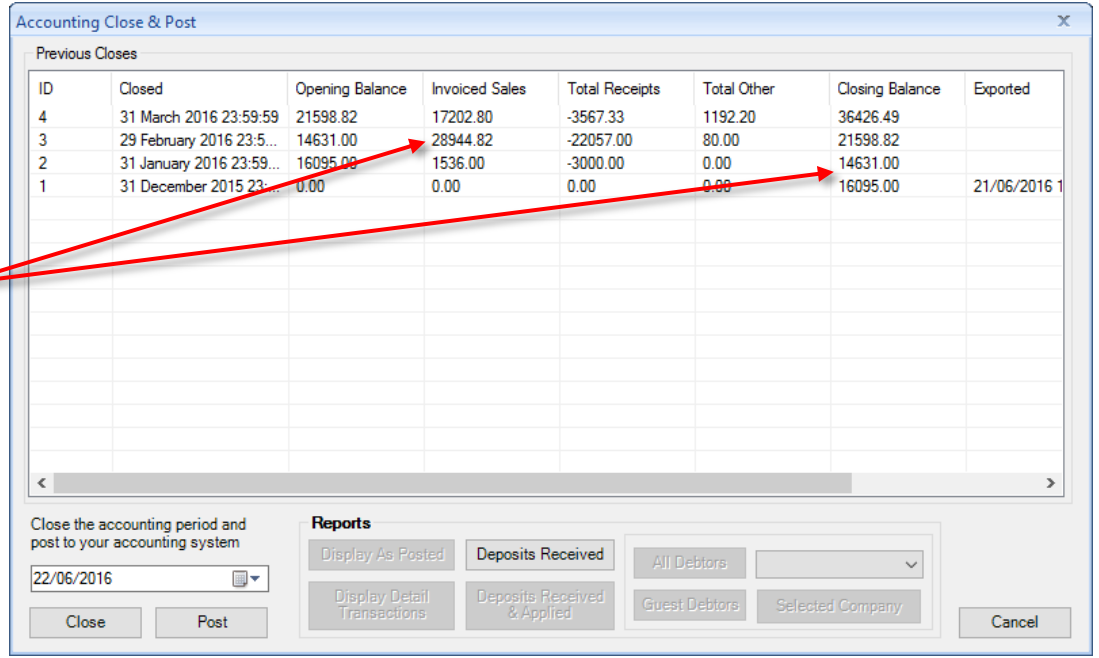
Close your business and balance to your Semper age analysis



The closing balance gets calculated by adding Sales, deducting Receipts and Expenses to the opening balance.

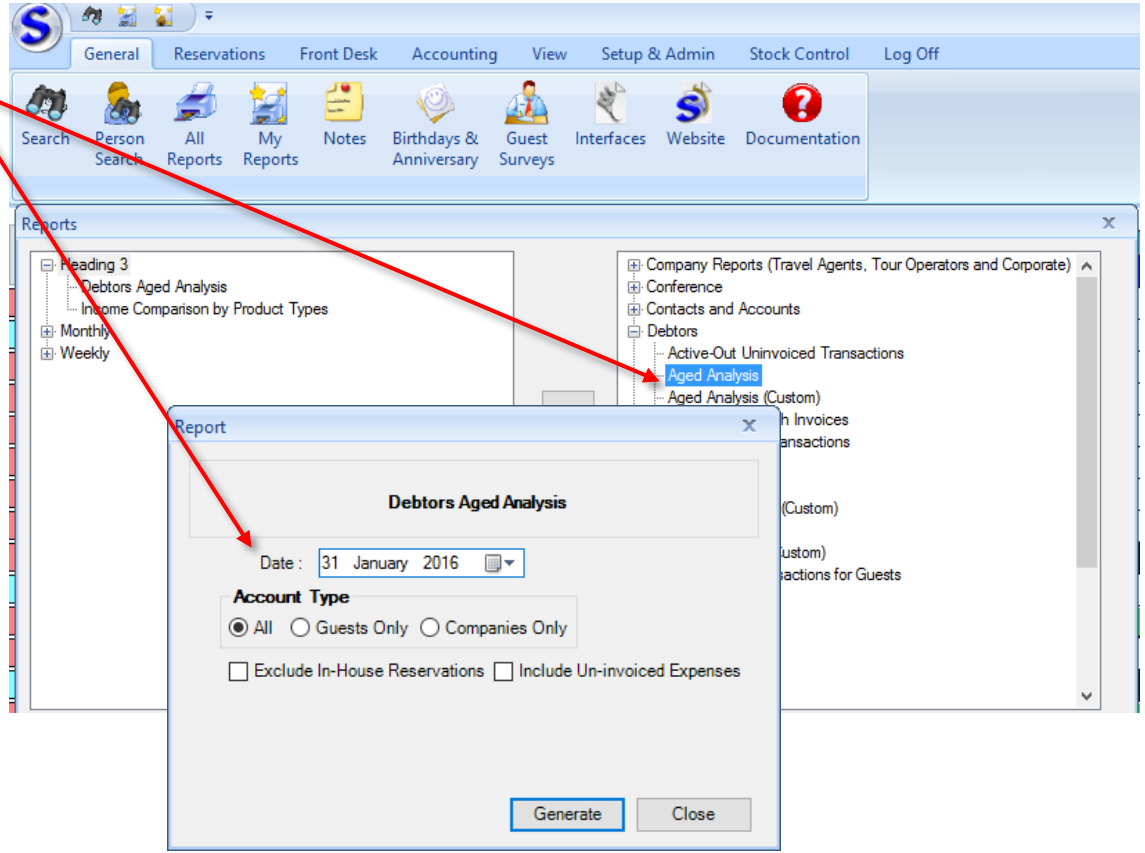
Your Semper Age Analysis must balance with the closing balance for a selected period.

The next slides show you how this is done.



Balance your age analysis with you close

Execute your Age Analysis using the same selected close date e.g. 31 January 2016.

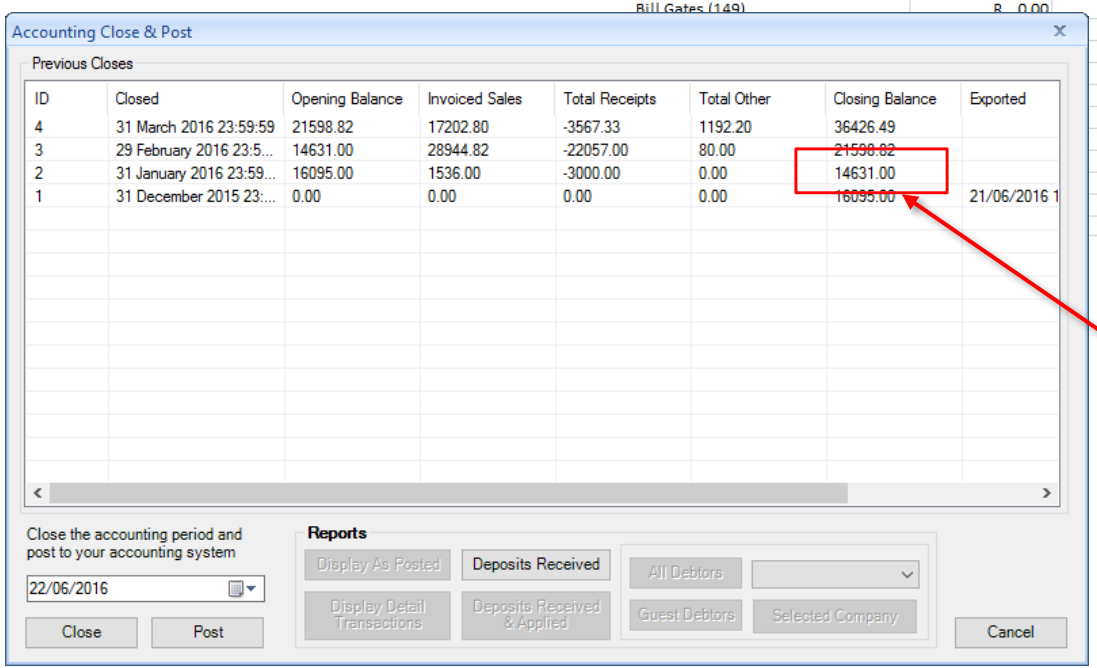


Balance your age analysis with you close

In this example we used 31 January and the closing balance is R14 631.00.

Age Analysis

Debtor Name	Current	30 Days	60 Days	90 Days	120 Days	Total Due
Afrox	R - 1 438.00	R 1 440.00	R - 3 086.00	R 0.00	R 0.00	R - 3 084.00
Ben Blatter (152)	R 0.00	R 0.00	R 1 000.00	R 0.00	R 0.00	R 1 000.00
Ben Brand (131)	R 0.00	R 4 215.00	R 0.00	R 0.00	R 0.00	R 4 215.00
Ben Patterson (155)	R 0.00	R 1 000.00	R 0.00	R 0.00	R 0.00	R 1 000.00
Betty Swart (138)	R 0.00	R 80.00	R 0.00	R 0.00	R 0.00	R 80.00
Bill Gates (149)	R 0.00	R 0.00	R 110.00	R 0.00	R 0.00	R 110.00
		R 1 000.00	R 0.00	R 0.00	R 0.00	R 1 000.00
		R 0.00	R 0.00	R 500.00	R 0.00	R 500.00
		R 0.00	R 0.00	R 8 500.00	R 0.00	R 8 500.00
		R 0.00	R 200.00	R 0.00	R 0.00	R 200.00
		R 0.00	R 700.00	R 0.00	R 0.00	R 700.00
		R 0.00	R 0.00	R 320.00	R 0.00	R 320.00
		R 0.00	R 30.00	R 0.00	R 0.00	R 30.00
		R 0.00	R 60.00	R 0.00	R 0.00	R 60.00
		R 7 735.00	**R - 986.00**	**R 9 320.00**	**R 0.00**	**R 14 631.00**



The closing balance on your Close balances with your age analysis for the same date.

Balance a selected debtor to your Semper age analysis

To balance a selected debtor, execute your Age Analysis for the same selected closing date e.g. 31 January 2016.

Select the debtor you are interested in e.g. Afrox with a credit balance of R3084.

Age Analysis

Debtor Name	Current	30 Days	60 Days	90 Days	120 Days	Total Due
Afrox	R - 1 438.00	R 1 440.00	R - 3 086.00	R 0.00	R 0.00	R - 3 084.00
Ben Blatter (132)	R 0.00	R 0.00	R 1 000.00	R 0.00	R 0.00	R 1 000.00
Ben Brand (131)	R 0.00	R 4 215.00	R 0.00	R 0.00	R 0.00	R 4 215.00
Ben Patterson (155)	R 0.00	R 1 000.00	R 0.00	R 0.00	R 0.00	R 1 000.00
Betty Swart (138)	R 0.00	R 80.00	R 0.00	R 0.00	R 0.00	R 80.00
Bill Gates (149)	R 0.00	R 0.00	R 110.00	R 0.00	R 0.00	R 110.00
harry potter (140)	R 0.00	R 1 000.00	R 0.00	R 0.00	R 0.00	R 1 000.00
Henry Travel (127)	R 0.00	R 0.00	R 0.00	R 500.00	R 0.00	R 500.00
Ilna (120)	R 0.00	R 0.00	R 0.00	R 8 500.00	R 0.00	R 8 500.00
Jan Koekemoer (163)	R 0.00	R 0.00	R 200.00	R 0.00	R 0.00	R 200.00
Monies travel (147)	R 0.00	R 0.00	R 700.00	R 0.00	R 0.00	R 700.00
Safarinow (116)	R 0.00	R 0.00	R 0.00	R 320.00	R 0.00	R 320.00
Sally Benjamin (146)	R 0.00	R 0.00	R 30.00	R 0.00	R 0.00	R 30.00
Sammy Sneed (163)	R 0.00	R 0.00	R 60.00	R 0.00	R 0.00	R 60.00
	R - 1 438.00	**R 7 735.00**	**R - 986.00**	**R 9 320.00**	**R 0.00**	**R 14 631.00**

Balance a selected debtor to your Semper age analysis

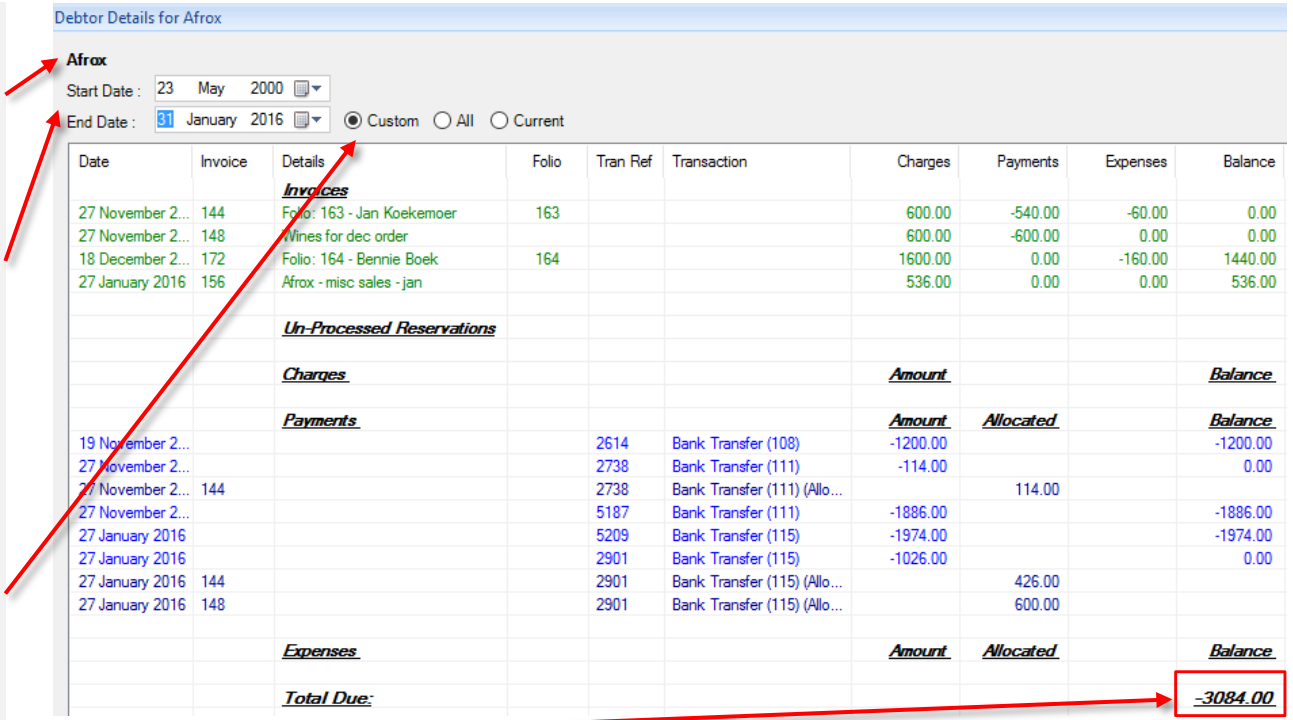
Open your Debtors system and locate the debtor in question e.g. Afrox.

Select a Start date far enough in history to pick up all transactions for that debtor.

Select the End date (use the same date as your age analysis) In this example 31 January.

Make sure you selected the custom search.

A credit balance of R3084.00 is displayed which is the same as on the age analysis.



Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Balance
		Invoices							
27 November 2...	144	Folio: 163 - Jan Koekemoer	163			600.00	-540.00	-60.00	0.00
27 November 2...	148	Wines for dec order				600.00	-600.00	0.00	0.00
18 December 2...	172	Folio: 164 - Bennie Boek	164			1600.00	0.00	-160.00	1440.00
27 January 2016	156	Afrox - misc sales - jan				536.00	0.00	0.00	536.00
		Un-Processed Reservations							
		Charges				***Amount***			***Balance***
		Payments				***Amount***	***Allocated***		***Balance***
19 November 2...				2614	Bank Transfer (108)	-1200.00			-1200.00
27 November 2...				2738	Bank Transfer (111)	-114.00			0.00
27 November 2...	144			2738	Bank Transfer (111) (Allo...		114.00		
27 November 2...				5187	Bank Transfer (111)	-1886.00			-1886.00
27 January 2016				5209	Bank Transfer (115)	-1974.00			-1974.00
27 January 2016				2901	Bank Transfer (115)	-1026.00			0.00
27 January 2016	144			2901	Bank Transfer (115) (Allo...		426.00		
27 January 2016	148			2901	Bank Transfer (115) (Allo...		600.00		
		Expenses				***Amount***	***Allocated***		***Balance***
		Total Due:							***-3084.00***

Balance a selected debtor to your Semper age analysis

The Balance column totals are added together to determine the debtors balance.

In this case we have some outstanding invoices plus some payments received of which some have not been allocated.

Debtor Details for Afrox

Afrox

Start Date : 23 May 2000

End Date : 31 January 2016 ◉ Custom ○ All ○ Current

Date	Invoice	Details	Folio	Tran Ref	Transaction	Charges	Payments	Expenses	Balance
		Invoices							
27 November 2...	144	Folio: 163 - Jan Koekemoer	163			600.00	-540.00	-60.00	0.00
27 November 2...	148	Wines for dec order				600.00	-600.00	0.00	0.00
18 December 2...	172	Folio: 164 - Bennie Boek	164			1600.00	0.00	-160.00	1440.00
27 January 2016	156	Afrox - misc sales - jan				536.00	0.00	0.00	536.00
		Un-Processed Reservations							
		Charges				***Amount***			***Balance***
		Payments				***Amount***	***Allocated***		***Balance***
19 November 2...				2614	Bank Transfer (108)	-1200.00			-1200.00
27 November 2...				2738	Bank Transfer (111)	-114.00			0.00
27 November 2...	144			2738	Bank Transfer (111) (Allo...		114.00		
27 November 2...				5187	Bank Transfer (111)	-1886.00			-1886.00
27 January 2016				5209	Bank Transfer (115)	-1974.00			-1974.00
27 January 2016				2901	Bank Transfer (115)	-1026.00			0.00
27 January 2016	144			2901	Bank Transfer (115) (Allo...		426.00		
27 January 2016	148			2901	Bank Transfer (115) (Allo...		600.00		
		Expenses				***Amount***	***Allocated***		***Balance***
		Total Due:							***-3084.00***

Semper

Your World in One Place

Thank You!