



procedure contabili per le piccole e medie imprese [axel]

Sei qui: [Home](#) ▶ Typical records

UK Menu

- UK Project
  - Commercial use
  - Domestic use
- UK FREE download
- Home - IT

ACB 2.0

- Introduction
- Master
- Resident
- Expenses & Income
- Funds
- Typical records
- Daily
- Statement
- Group area
- Activation

Sheet 06 : \ TYPICAL Record /



This sheet is meant as a **tool to encode events** of your typical running management of the house.

In consideration of its **double** and **repeating** nature, which bookkeeping is always subject, this table is used to configure your own typical events, so to regulate later your daily bookkeeping and simplify it into a single line. Here is what you find.  
**40 lines** available for your needs.

	Description	Releted FLOW of your found	Give a value to
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
40			

You will find inside suggestions you will change to better suit your needs. Let' see now a couple of that, which I' ve used for our example (no matter for blank lines).

This is the basic meaning of the tool:  
Enter here a description for any ordinary event  
it may occur in your accounting management.  
No matter for blank lines.

Dropdown menu  
allows only right  
possibilities.

Description	Releted FLOW of your found	Give a value to
1 Expenses paid by CASH	PETTY CASH OUT	EXPENSES
2 Expenses paid by BANK	PETTY CASH OUT	EXPENSES
3	BANK 1 - Ordinary IN	
4	BANK 1 - Ordinary OUT	
5	BANK 2 - Reserve IN	
6 Expenses paid by RESIDENT	Petty cash - Resident BOB OUT	EXPENSES
7		
8 REVENUE received by CASH	PETTY CASH IN	INCOME
9		
10		
11 RENT received by CASH	PETTY CASH IN	RESIDENT
12 RENT received by BACS	BANK 2 - Reserve IN	RESIDENT
13		
14		
40		

Here the system recognizes  
your previous settings, which are  
included on \FUNDS\ sheet.  
For each of them the System  
offers the relative **FLOW IN** or  
**FLOW OUT**. Chose the right one  
accordingly with you description.

Once you will enter any personal data, the  
system will suggest you, by a dropdown  
menu, items included on the right plan you  
have setted here for that specific description.  
Anyway you will also be able to enter a value  
for an item **NOT INCLUDED** in this **first  
choice** plan (INCOME in this case).  
This possibility will be called **OVER RECORD**  
by the System (see further).

We raccomend to use properly only item  
suggested as first choice by your System to  
avoid logic errors.

After 40 lines for your needs, we find down **4 default lines** to use only at any beginning of a new file.  
You can not change this area.

To transfer the debit / credit **BALANCES** of the house, or the surplus funds available, use these typical records.

I	Opening Balance Funds	Opening Value Balance IN	FUNDS
II	Opening Balance Resident	Opening Value Balance IN	RESIDENT
III	Opening Balance Landlord	Opening Value Balance IN	MY LANDLORD
IV	Opening Balance PROFIT	Opening Value Balance IN	INCOME

There is a third section in this sheet.  
It is meant for movements between **2 of your FUNDS**. Also in this case the System allows to enter it once.  
Automatically will be entered the opposite record as you here properly configure.

In our example we see, as typical record, **a deposit from petty cash to our ordinary bank account**.  
Normally you should enter 2 lines (out of the cash / into the bank) but the second one will be this way automatically entered by your System.

Let's see how the System sets this operation automatically.

Transfer  
FROM ---> TO

Whenever a financial movement occurs within two of your FUNDS (for example making a deposit from petty cash) the System automatically generates the same opposite movement to accounts balanced. Here these situations are listed and dealt with.

1	TRANSFER from PETTY CASH TO	ANY FUNDS IN	FUNDS
2	TRANSFER from BANK 1 - Ordinary TO	ANY FUNDS IN	FUNDS
3	TRANSFER from BANK 2 - Reserve TO	ANY FUNDS IN	FUNDS
4	TRANSFER from POST TO	ANY FUNDS IN	FUNDS
5	TRANSFER from Petty cash - Resident BOB TO	ANY FUNDS IN	FUNDS
6	TRANSFER from Petty cash - Extraordinary Mary TO	ANY FUNDS IN	FUNDS
7			
8			
9			
10			

Here the system **recognizes** your previous settings, which are included on \FUNDS / sheet. All are **LOCKED CELLS**.

Skip to seventh sheet

BACK

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