CONTENTS

About this handbook

1. The application at a glance

2. Signing in, people and security

3. Companies

4. The chart of accounts

5. Mapping

6. Financial years and periods

7. Journal entries

8. Opening balances

9. The general ledger and the trial balance

10. Exchange rates

11. VAT

12. Sales

13. Purchases

14. Management accounts

15. Backups

16. Bank

17. Still to come

What’s new

Accounting — Handbook

What the software does, module by module

Edition of 31 October 2026

About this handbook

This handbook describes **everything the accounting application does**: each module, what it is for, and the rules it follows. It is a reference. Look up a module to learn what it can do and why it behaves the way it does.

For step-by-step instructions ("how do I post a journal entry?") see the companion **User Manual**.

Both documents are kept up to date with the software. Every time a function is added or changed, the relevant section is updated in the same release, and the change is listed under **What's new** at the end.

1. The application at a glance

The application is K.P. Panagi & Co's accounting software for Cyprus companies: the firm keeps each client's books in it, and prepares their VAT returns, management accounts and financial statements from them. It runs in a web browser at **accounting.kppanagi.com** and keeps its data in one database, so everybody sees the same figures on every device.

Each client company's books are **kept in the application**. The management accounts and the financial statements will be prepared from those books. Nothing else is imported: the one exception is a company moving here from another system, which brings its trial balance **once**, as its opening balances (section 8).

1.1 The top bar and its menus

Every screen is reached from the bar along the top, much as in QuickBooks Desktop: a tab for each part of the work, each with a menu of its screens.

The modules run along the top of the screen. Every tab except **Dashboard** opens a drop-down menu of its screens, in the same way as the menu bar of QuickBooks Desktop. Click a tab to open its menu. While a menu is open, moving along the bar opens the next tab's menu. Click a line to go to that screen. **Escape**, or a click anywhere else, closes the menu. The arrow keys move up and down a menu and from one tab to the next. A menu longer than the screen scrolls inside itself.

Accounting holds the books themselves: the chart of accounts, journals, opening balances, the registers and the periods. **Reports** holds everything read out of them, starting with the general ledger and the trial balance.

Side menus. Entries, Fixed assets, Loans, Leases, and Prepayments and accruals are one line each on the Accounting menu, and Ledger, Financial reports, Receivables, Payables, Management reports and Group reports on the Reports menu, with an arrow (›). Pointing at one, or clicking it, opens a side menu of its screens beside it; the right arrow key opens it too, and the left arrow or Escape goes back. On a phone there is no room beside, so a tap opens the side menu inside the menu instead, indented under its line, and the lines below it move down; a second tap puts it away:

- **Entries** › Make journal entries…, Journal entries, Import entries, Repeating entries, Find and recode, Opening balances…, Bring in from payroll.
- **Fixed assets** › Fixed asset register, Add a fixed asset, Run depreciation, Month by month, Bring in a register, Classes and accounts.
- **Loans** › Loans, Add a loan, Run loan interest.
- **Leases** › Leases, Add a lease, Leases granted, Grant a lease, Run leases, IFRS 16 note.
- **Prepayments and accruals** › Schedule, Add a prepayment or accrual, Run prepayments and accruals, Settings.
- **Ledger** › General ledger, Trial balance.
- **Financial reports** › Profit and loss, Balance sheet, Statement of cash flows, Financial statements.
- **Receivables** › and **Payables** › the reports on customers and suppliers (section 14.9).
- **Management reports** › Management accounts, Budgets.
- **Group reports** › Consolidation, Intercompany balances.

Lines for screens that are not built yet are shown **greyed out**, so the shape of the whole application can be seen; none is at present. A line is greyed out, too, where the person's role does not allow the screen: for a viewer, the lines that record something. These are Make journal entries…, Import entries, Add a fixed asset, Bring in a register, Add a loan, Add a lease, Grant a lease, Add a prepayment or accrual, **Sales → Create invoices**, **Sales → Receive payments**, **Sales → Create credit notes**, **Purchases → Enter bills**, **Purchases → Read bills from files**, **Purchases → Pay bills**, **Purchases → Supplier credit notes**, **Bank → Import a bank statement**, **Bank → Transfer funds** and **Reports → Scheduled reports**. Lines marked *(administrators only)* in the table below are not shown at all to anybody but the owner and administrators. Somebody from outside the firm sees no tabs at all (section 1.7).

Tab	Menu
Dashboard	No menu: opens the company's dashboard (section 1.2)

Tab	Menu
Accounting	Chart of accounts · Mapping · Entries › (Make journal entries… · Journal entries · Import entries · Repeating entries · Find and recode · Opening balances… · Bring in from payroll) · Fixed assets · Loans · Leases · Prepayments and accruals · Properties · Month-end close · Year-end lead schedules · Audit pack · Documents inbox · Supporting documents · Client queries · Periods and closing · Exchange rates · Revalue foreign currency
Sales	Customer list · Create invoices · Receive payments · Customer deposits · Create credit notes · Repeating invoices · Bring in from invoicing · Sales documents · Payment reminders · Email statements · Interest on late payment · Opening invoices
Purchases	Supplier list · Enter bills · Read bills from files · Pay bills · Supplier credit notes · Repeating bills · Purchase documents · Reconcile a supplier statement · Where cash bills are paid from · Opening bills
Bank	Bank accounts · Import a bank statement · Match and reconcile · Cash coding · Transfer funds · Bank rules · Post-dated cheques · Petty cash count
VAT	VAT returns · VIES statement · VAT codes · Capital goods scheme · Suppliers and customers abroad · VAT settings

Tab	Menu
Reports	Ledger › (General ledger · Trial balance) · Financial reports › (Profit and loss · Balance sheet · Statement of cash flows · Financial statements) · Tax computation · Provisional tax · Deemed dividend distribution · Cash flow forecast · Receivables › (Ageing summary · Ageing detail · Customer balance summary · Customer balance detail · Open invoices · Collections report · Average days to pay summary · Average days to pay · Sales by customer · Sales by item · Customer statements) · Payables › (Ageing summary · Ageing detail · Supplier balance summary · Supplier balance detail · Unpaid bills detail · Payables graph · Transaction list by supplier · Purchases by supplier · Purchases by account · Supplier statements) · Management reports › (Management accounts · Budgets) · Group reports › (Consolidation · Intercompany balances) · Report centre · Scheduled reports
Settings	Company information · Group · Report groupings · Business lines · Invoicing link *(administrators only)* · Payroll link *(administrators only)* · Mail *(administrators only)* · Shared folders *(administrators only)* · Users and access… *(administrators only)* · My sign-in and security… · Appearance… · Audit trail *(administrators only)* · Security events *(administrators only)*

The right-hand end of the bar holds, in order, the **search** (section 1.1a), the **company switcher**, **Add a company** and **Users** (both for the owner and administrators only), the **Aa** text size (section 1.3a), the round **light or dark** button (section 1.3c), **Help**, your own name (which opens your **Security** screen) and **Sign out**. **Help** opens the Help page in a tab of its own: a card for the user manual and one for this handbook, each to open or to download as Word or PDF, a contents list down the left of each, a search across both, and **Back to the app**. Until a company is open, only **Dashboard** and the right-hand end work, the search excepted: the other tabs and the magnifier are greyed out.

On a phone there is no room for all of that: the bar keeps the search, the company switcher and a **person button**, and the person button opens a menu of the rest — **Add a company**, **Users**, **Text size**, the

light or dark line (**Screen: …**), **Help**, your name and **Sign out**. A tap elsewhere or Escape closes it. The bar is then two rows, the modules under the rest, each module shown by its small picture only.

Back. The ‹ button before the page title goes back to the screen before, as the invoicing app's does: from a bill to the list it was opened from, from there to the screen before that, and so on to the dashboard. The browser's own **Back** and **Forward** (and a Mac's two-finger swipe, or Alt+Left) do the same, instead of leaving the application. Every screen chosen from a menu or the dashboard, and every record opened from a list (an invoice or bill, a customer or supplier, a journal entry, an expense, a fixed asset, a loan, a lease, a lease granted, a prepayment or accrual, a VAT return, a VIES month), is a step. A bill or entry just saved from its form takes the form's place, so Back does not return to an empty form. Back asks first if something is unsaved (section 1.4), stays within the company that is open, and is not shown where there is nothing to go back to (the list of companies, the **Confirm it is you** page, the screen for setting up a second factor). A few screens keep a **Back** button of their own as well: a document's goes back to its list, and **Security**'s and **Appearance**'s go to the dashboard.

Favourites. As in the invoicing app, a column down the left holds your shortcuts to the screens you open every day. The ☆ beside a screen's title keeps it there, and the filled ★ takes it off again; so does the × that shows when you point at its line in the column. Each line names the tab it is on, small, above the screen's own name, and the screen on view is marked. One click opens it from anywhere, asking first if something is unsaved (section 1.4). Any menu line can be kept, side-menu lines too; a record opened from a list (a bill, a journal entry) and the dashboard have no star. Favourites are kept on the server for you and for the open company, so they follow you to another computer, and each company has its own list; nobody else sees them. Only the screens you can open are shown: a line for administrators kept while you were one comes back if you are one again. On a phone the column is a strip of chips under the top bar, each with the screen's name only. A viewer keeps favourites too, but a line greyed out for a viewer is not shown in the column. Up to 50 are kept for each company, those kept but not shown included; the star on a 51st says so in red at the top of the column (*You keep 50 favourites for this company, the most there can be. Take one off to keep another.*), and taking one off makes room. With none kept, the column says *Nothing yet. The ☆ beside a screen's title keeps it here.* Somebody from outside the firm has no favourites.

1.1a Search

Search is for the moment an accountant holds a figure or a number and wants the record behind it: a client rings about *€1,190*, or the bank shows a payment of *1,240.00* with no name.

The **magnifier** on the top bar, beside the company switcher, searches the company that is open, and only that one. Click it, press **Ctrl+K** (**⌘K** on a Mac) from anywhere, a box being typed in included, or press **/** anywhere a box is not being typed in, and type. The button shows its shortcut beside the magnifier, in the computer's own symbol, where the bar has room; at every width its tooltip says it. Results drop down under it as you type, grouped by kind: sales and purchase documents, journal entries, expenses, bank lines, customers and suppliers, accounts, fixed assets, loans, prepayments and accruals, and supporting documents by their file names. Click one, or move with the arrow keys and press **Enter**, to open its screen; **Enter** with none chosen opens the first. **Escape**, or a click elsewhere,

puts it away. The shortcuts do nothing while a window (a question, a confirmation) is open, and somebody from outside the firm has no search. Until something is typed, a line under the box says what may be typed; when what is typed reads as an amount, a line says so (*Read as the amount 1,240.00: the exact ones first, then those within a euro, then the words.*). Each result shows its number and name, its date and kind, and its amount, a foreign-currency document's in its own currency. What a result opens: a document, entry, expense, asset, loan or prepayment its own screen; a bank line **Bank → Match and reconcile** with its panel open; a customer or supplier their card; an account the general ledger for it from 1 January to today; a file the record it is kept with. With nothing found: *Nothing in this company matches "…".*

- **An amount** is read as the firm writes one: *1,240*, *1240*, *1,240.00*, *€1240.5* or *1.240,00*. Its sign does not matter. A record matches **exactly** when its total or any one of its lines is that amount to the cent. For example, 190 finds an invoice's VAT line, and 200 finds a journal where one line is 200. A record whose total or a line is **within €1** either way also matches, marked **within €1**, for rounding and bank charges. Exact matches come first, then those within a euro, then those found by their words, newest first within each.
- **A number or words** are looked for in document numbers and references, entry numbers, narratives and line descriptions, the names of customers, suppliers and payees, bank line descriptions, account names and numbers, VAT and tax numbers, asset and loan descriptions, and file names. Case does not matter; it takes at least two characters. What is typed as an amount is looked for as words too, so *2026* also finds a reference with 2026 in it.
- A journal entry that belongs to an invoice, bill, expense or bank line found by the same search is not listed again. An edited document or journal shows as it stands now. Voided and reversed ones are shown struck through.
- Up to 25 of each kind are shown; past that the group says *More found than shown. Type more to narrow it down.*

1.2 The dashboard

Dashboard, the first tab, opens the company's home page, on the model of the QuickBooks home screen. It is headed by the company's legal name, with its year end and the currency of its books under it (*Year end December · books in EUR*). Just after a company is added it also says *Company created.*, with anything **Worth checking** about it. In the first session of somebody with no second factor yet, a yellow notice, **Set up a second way to sign in**, sits above it all with **Set it up now** (section 2.3). Somebody from outside the firm has no dashboard: their company opens on its documents inbox (section 1.7).

- **The figures** somebody opening the company wants first, each a card that opens where it comes from: **Cash and bank** as at today (every account mapped to 1.F.1 or a category under it, as in the statement of cash flows, section 14.1), opening the general ledger; **Customers owe** and **Owed to suppliers**, each with how much is overdue (in red) or *nothing overdue*, opening the ageing summaries; **Profit this year** or **Loss this year**, *since* the first day of the financial year, opening the trial balance (a dash and *no financial year today* when today is in no year, opening **Accounting → Periods and closing**); and **Next VAT return to file**, the first period not filed that has ended (or else the present one), with its box 5 as the books stand, its period and due date (*box 5 for the period to 31 March 2026, due 10 May 2026*), in red once the due date has passed, or *not registered*. It opens **VAT → VAT returns**.
- **Setting up this company**, under the figures, while the company still has a step of setting up to do (section 3.4): its details, its chart of accounts, VAT, a bank account, the opening balances and the invoices open at the start (for a company moving here), its customers and its suppliers. Each step is ticked when the books show it done, says what is still missing (*Still to fill in: tax identification code, address.*), and has **Open**, which goes to its screen, and **Not needed**. The card goes once every step is done or marked not needed.
- **The day's work as a flow.** Customers → Create invoices → Receive payments → Aged receivables, with credit notes beside them; the same for suppliers; and the company's chart of accounts, journal entries, trial balance and VAT returns. Each step opens its screen. A viewer sees the steps that record something greyed out.

- **Needs attention**, the most pressing first: today in none of the company's financial years; VAT returns overdue, or the next coming due; VIES statements overdue, or the next due within 30 days; overdue invoices and bills; opening balances not yet imported (for a company moving from another system); the year end within 45 days with no next year added; accounts with no mapping category; amounts on the receivables or payables account against no customer or supplier; past months still open (which opens **Month-end close**, section 6.2); and, for a VAT-registered company, bill or invoice lines this year whose VAT code does not fit where the supplier or customer is, cards whose VAT number names another country, and business customers in the EU whose number has no valid answer from VIES (each opening **VAT → Suppliers and customers abroad**, section 11.8b); and, for the properties let (each opening **Accounting → Properties**, section 9.6), last month's rent not all recorded, rent recorded last month for a property whose tenancy had ended, leases ending in the next 60 days (amber within 30) and this month's rent invoices due and not recorded; and a provisional tax instalment due within 30 days or late, or no estimate for the year with its first instalment near (opening **Reports → Provisional tax**, section 14.13); customers owing more than the credit limit on their card (opening the customer list, section 12.1); accounts worse than their budget this year by more than the company's percentage (opening **Budgets**, section 14.2); customers' cheques in hand that can be presented now, and the company's own cheques to be presented within a week (opening **Bank → Post-dated cheques**, section 16.8); and customers due a payment reminder today, where reminders are set up and not sent by themselves (opening **Sales → Payment reminders**, section 12.11); and, for the owner only, accounts not signed in for 90 days (*1 account(s) not signed in for 90 days. Switch off any nobody needs any more, on Users.*, opening **Users**, section 2.1). Each line opens the screen where it is dealt with (the periods, the VAT returns, the VIES statement, the ageing summaries, the opening balances, the chart of accounts, the customer or supplier list, the month-end close); with none, *Nothing needs attention.*
- **Backups**, for the owner only, on every company's dashboard since a backup covers them all (section 15): a line when none has been taken, when the last is more than 35 days old, or when its supporting files were not all downloaded with it. It opens **Security**, at **Backups**.
- **Month-end runs not posted:** depreciation, loan interest, leases (held and granted, in the one run), and prepayments and accruals, each only for a company that uses it. A line shows when a run would post something to the last month end, or to the latest run's date if that is later, so a bill, loan or lease changed after a run shows too. It says how many assets, loans, leases or items are affected, and opens that run's screen.

How it looks. As the invoicing application's dashboard: the figures are white cards, each a small label over the amount; the flow, under **The day's work**, and **Needs attention** are cards beside them, on the page's own paper. Colour is kept for what needs it: an amount overdue and a loss in red, and each line under **Needs attention** with a stripe, red for what is overdue or pressing (a VAT return or VIES statement overdue, no financial year, no backup ever taken), amber for what is coming or waiting (a VAT return or VIES statement due within 30 days, the next year not added, opening balances not imported, overdue invoices and bills, a run not posted, accounts with no mapping category, a backup over 35 days old or its files not all downloaded) and grey for what is only worth knowing (a VAT return due later, amounts

against no customer or supplier, months still open). The steps' icons are in the application's accent colour.

Nothing on the dashboard is kept on its own: every figure is read from the books and the other modules each time it opens.

1.3 One company at a time

The application holds every client's books, but works on one client at a time, so that one client's figures are never on screen beside another's.

Almost everything belongs to **one company at a time**: the one open in the switcher. Opening a company is an act of its own, and you are asked to prove it is you each time (section 2.4). A session has one company open; switching to another opens that one instead. The open company locks after half an hour without use (section 2.5).

After signing in, the list **Which company are you working on?** shows the companies the person reaches, each with its legal name, registration number, tax identification code, VAT number and year end; nothing is chosen for them, and the switcher says *Choose a company…* until one is opened. **Add a company**, on that list and on the top bar, is shown only to the owner and administrators, who alone may add one (section 3.1). Somebody who reaches no company yet sees *No company has been given to you yet*, with what to do: ask an administrator to give them their companies (**Settings → Users and access…**), then sign out and in again. On an installation with no company at all, the owner and administrators see *Add the company whose books you keep* instead.

1.3a Text size

The **Aa** box in the top bar draws every screen larger or smaller: **90%**, **100%**, **110%**, **125%** or **150%**. It does what the browser's own zoom does, for anybody who cannot use that. The size is kept with the person, not the computer: it applies wherever they sign in, until they change it. Printouts and downloaded reports keep their own size. At the larger sizes on a narrow screen, the top bar scrolls sideways rather than wrapping.

On a phone or tablet the screens fit the width of the screen. A table wider than that slides sideways inside its own box (drag it with a finger, or use the scroll bar under it); the page itself does not move, and nothing is cut off. Forms put one box to a line. The lines of an invoice, a bill or a credit note are cards on a phone: the account across the top, the VAT code and the amount side by side under it, then the VAT and the spread over months, each box named, and **×** in the corner to take the line off.

1.3b Drop-down lists: search, and add

Every drop-down list in the application can be searched. Click it, or press Space, an arrow key, or simply start typing on it, and a search box opens over the same list, under the same headings (an account list is headed by type: Assets, Liabilities, Equity, Income, Expenses). Each word typed narrows the list, and a word can be any part of an entry, a number or a heading. The arrow keys move through it, **Enter**

chooses, and **Escape** closes the list and leaves the choice as it was (inside a window, it closes the list only, not the window); **Tab** closes it too. *Nothing matches.* when nothing does. A list that ticks several (the general ledger's accounts and kinds) opens the same way, but each click ticks or unticks and the list stays open; its first line (*All accounts*) clears the ticks, nothing ticked meaning all, and the choice is made when the list closes. The **Aa** text size box keeps the browser's own list.

Where the list is of things that can be made, its last line adds one, and the new one is then chosen in the list it was added from:

- **+ Add a new account…** on every list of accounts: the chart's own form (section 4) opens in a window over the screen, headed **Add an account**, with the name typed in the search already in it. **Save** saves it to the chart with the same checks as there, **Cancel** adds nothing, and whatever was on the screen stays as it was, unsaved changes included.
- **+ Add a new customer…** and **+ Add a new supplier…** on the lists of customers and suppliers (an invoice, a bill, a statement, a bank line): a box headed **Add a customer** or **Add a supplier** takes the **Name**, the **Country** (Cyprus to start with; an EU VAT number typed chooses its country, until the country is chosen by hand) and the **VAT number** if it is to hand, with **Add** and **Cancel**. The rest is added on its card whenever it suits (sections 12.1 and 13).
- **+ Add a new mapping category…** on the lists of mapping categories, as before (section 5); the owner and administrators only.

Other lists (VAT codes, currencies, countries, months, types) hold only what the law or the application defines, so they have nothing to add. A viewer searches but does not add.

1.3c Light or dark

The round button on the top bar, beside **Help**, draws the application light or dark, as the invoicing app's does. It has three states, and each press moves to the next:

The button shows	The screens are	A press gives
A half-filled circle	As this computer is set (light by day, dark at night if it changes)	The opposite of what is on screen now
A moon	Dark, whatever the computer says	Following the computer again
A sun	Light, whatever the computer says	Dark

The choice is kept in this browser, not with the person: an office computer in daylight and a laptop at night can each keep their own. It is applied before the screen is drawn, so a dark screen does not flash white first. The Help pages follow it. Printouts, PDFs, Word and Excel files are always ink on white paper.

On a phone it is a line of the person menu, saying which it is: **Screen: light**, **Screen: dark** or **Screen: as this machine**.

1.3d Appearance

Settings → Appearance… sets how the screens look for the person signed in, on any computer they sign in on; everybody can set their own, viewers too. Nothing on it changes what anybody else sees.

- **Colour theme: Paper and teal** (the standard look), **Slate**, **Forest**, **Burgundy**, **Graphite** and **High contrast**, for anybody who finds grey text hard to read. Each is drawn in small beside its name, and each has a light and a dark hand, so the light or dark button (section 1.3c) works with every one.
- **Accent colour:** the colour of the buttons, links, the chosen line and the dashboard's icons: the theme's own, or teal, blue, indigo, green, ochre, rust, plum or graphite.
- **Text colour: Standard**, **Softer** (the text a shade lighter) or **Stronger** (the grey text darker).
- **Text size:** the same choice as the **Aa** box (section 1.3a).

Each choice shows on the whole application the moment it is made. **Save the appearance** keeps it; **Discard the changes** puts back what was kept; leaving with a choice unsaved asks first, as every screen does. **Back to the standard look** puts the standard choices in the boxes, to be kept with Save. **Back**, at the top of the panel, goes to the dashboard (asking first if a choice is unsaved).

They are choices rather than a colour picker, and every one of them, in light and in dark, is measured for how well its text reads against its background. Red, amber and green mean the same in every theme: overdue, coming, done. Printouts, PDFs, Word and Excel files keep the standard look, ink on white paper. The choice is kept with the person, as the text size is; light or dark stays with the browser.

The typeface is Roboto, for every screen, title, box, list, button and Help page alike, served from the application's own server. It has the Greek letters too, so a client's Greek name sets in the same face as the rest of the line. It is the same for everybody, whatever the theme. The files the application makes are in it too:

- **PDFs** (the financial statements, every report, the manuals): Roboto is built into the file, so they print the same on any computer.
- **Word and Excel files** (the statements in Word, every Excel download, the manuals in Word) name Roboto as their font. Word and Excel show it on a computer where Roboto is installed, and a close font where it is not; it is free from Google Fonts.
- **Emails** are plain text, in whatever the reader's mail program uses.
- **Codes** such as VAT codes (*P-19*) keep a fixed-width face, so they line up. ## 1.3e The keyboard, and less motion

Skip to content is the first thing the **Tab** key reaches on every page. It is out of sight until then; **Enter** on it takes the keyboard past the top bar and the favourites straight to the screen itself, so a form is a few presses away rather than twenty.

A computer set to reduce motion (in its accessibility settings) gets none from the application: the few changes that fade or slide land at once. Nothing is hidden and nothing moves on the page because of it.

Amounts as typed. Every box for an amount reads the cents written either way, and refuses what could be meant two ways rather than guess. *1,250.40* and *1250.40* are 1,250.40 (commas grouping thousands, a full stop for the cents); *1250,40* and *1.250,40* are 1,250.40 too (a comma for the cents, as many Cyprus and Greek documents print it); *1,250* is 1,250.00, a comma followed by three digits grouping thousands; *12,5* is 12.50. Any other comma (*1,2345*, *12,34,5*) is refused as not an amount, and so is a third decimal (*10.005*). The rule is the same on the server and on the screen, for every box, the budgets grid and the split of a bank line included.

Today's date. A date box that starts on today (a journal, an invoice, a payment, a SEPA file's day to pay, the ends of a report's period) starts on today **in Cyprus**, whatever the computer's own clock says. Between midnight and two in the morning (three in summer) it is already the new day, as the server's own checks count it: a SEPA file made at half past midnight is not refused as *The day to pay on is gone*, and on 1 January the boxes start in the new year.

1.4 Nothing is lost by a mis-click

Record screens are **open for typing** the moment they appear: there is no Edit button. Nothing is stored until you press **Save** (or the screen's own word for it, **Record** or **Post**). A block with unsaved changes says so under its buttons (*Changes not saved yet. Press Save to keep them.*), and **Discard the changes** puts the boxes back to what is on file. A document or journal entry already posted is the exception: it is shown to be read, with **Edit** to open it as a form, since an edit posts a new version (sections 7.4 and 12.2).

Every way off a screen asks first if something is unsaved: choosing a menu line, a favourite or a dashboard step, switching company, **Add a company**, **Back** (the button or the browser's). The question, **You have unsaved changes**, offers **Save and continue**, **Discard the changes** or **Stay here** (Escape is **Stay here**). A save that is refused leaves the person on the screen with its message, nothing lost; Discard throws the changes away without asking again. Where a screen has more than one block of boxes (Settings → Company information has the company's details and its group), all of them are asked about. Closing the tab or window, or reloading the page, is asked about too, but by the browser in its own words, since no page can put its own buttons there.

Anything with consequences that is easy to press by accident asks for confirmation and says what will happen. Examples are posting an entry, reversing one, and closing a month. Such a box has the act's own button, its words carrying the names and figures (*Post the 3 entries*), and **Cancel**, which does nothing (Escape is **Cancel** too); the one that asks before leaving a new company half made has **Leave** and **Keep going** instead. A few questions use the browser's own small box, with **OK** and **Cancel**: removing the authenticator or a passkey (warning when it is the last second factor), issuing new recovery codes, signing out every other device, emailing somebody a link, making somebody an administrator, clearing somebody's second factor, and a restore under another key.

1.5 Viewers see the same screens

A person who may look but not change (a *viewer*) sees exactly the same boxes, locked, with no buttons. The screens never change shape depending on who is looking. What a viewer cannot do is greyed out where it is offered (the menu lines and the dashboard's steps that record something, sections 1.1 and 1.2), or left out (the adding lines of the drop-down lists, section 1.3b; attaching and removing files, section 1.6).

1.6 Supporting documents

This is the application's filing cabinet: the evidence for each entry, kept with the entry, so that an auditor's "show me the invoice for this" is one click.

A file can be kept with the record it supports: the supplier's invoice with a bill, the bank's advice with a statement line, the loan agreement with a loan. Each of these records has a **Supporting documents** box: sales and purchase documents (invoices, credit notes, receipts, bills, supplier credits, payments), journal entries, expenses (their receipts), fixed assets, loans, leases and leases granted, prepayments and accruals, bank lines (in the panel that opens beside a line), and the year-end lead schedules (section 6.3).

Bank statements are bank details. A file kept with a **bank line** carries the account's number and its payments, so it opens only for preparers, approvers and a viewer whose grant ticks **Sees bank details** (section 2.1). Any other viewer sees it listed by name, greyed, with *A bank statement: only those who see the bank details open it.*, and is refused it (*This is a bank statement, which only those who see the company's bank details may open…*). A period's zip leaves those files out for them and says so in its index (*Not included: 2 bank statement file(s)…*). The same holds for documents in the documents inbox's bank-account folders (section 1.7). Whoever sent a file always opens it.

- **Attach a file…** takes one or several files: a **PDF**, a **photo** (JPEG, PNG, WebP, HEIC), an **Excel** or **Word** file (.xlsx, .xls, .docx, .doc) or a **CSV**, up to 10 MB each and 20 to a record. A file is told by its own first bytes, not only by its name: one that is not what it claims is refused, by name, with the reason (*Not attached: fake.pdf: That is not a PDF, a photo (JPEG, PNG, WebP, HEIC), an Excel or Word file, or a CSV.*; *A record keeps at most 20 files.*; *That file is over 10 MB.*). Each file is listed with its size, who attached it and when; a box with none says *Nothing attached.*
- A PDF or a photo opens in the browser; the rest are downloaded. Nothing in a file can run in the browser. The files are kept on the server under names that say nothing, and are in every backup (section 15). A file whose stored copy has gone says *A file is missing from the server. Restore it from a backup, or attach it again.*
- **An edited invoice, bill or journal keeps its files**: they belong to the record, not to one version of it.
- **A journal entry's box** shows its own files and those of the record that posted it (the invoice, bill, expense or bank line), each saying where it is from. A file attached there goes with that record.

- A file attached by mistake is **removed** from the record, after a yes (*Take invoice.pdf off?*, **Remove**). The file stays on the server, and the audit trail says who removed it, as it says who attached every file: *File attached*, *File removed* and, for the zip below, *Files downloaded as a zip*, under **Supporting documents**.
- A **paperclip** with the number of files shows beside the entry number on the **general ledger** and the **journal entries** list, beside the number on the **sales and purchase documents** lists, and beside the name on a **bank account's lines**. Clicking it opens the files in a window (**Supporting documents · …**, with **Close**), where more can be attached, without leaving the list. It does not print.
- A viewer sees and opens the files, and does not attach or remove them.

Accounting → Supporting documents has two things for a period (last month to start with):

- **Download the period's files (.zip)**: every file kept with a record dated in the period, in a folder for each kind of record (Sales, Purchases, Journal entries, Expenses, Fixed assets, Loans, Leases, Leases granted, Prepayments and accruals, Bank, Lead schedules), each named by its record's date and number and the name it came with (*Purchases/2026-03-02 PB-2026-0004 - invoice.pdf*), with **Index.csv** listing each file, its record, date, number, amount, who attached it and when, and its SHA-256 fingerprint. A period's files over 250 MB are refused: download a shorter period. A period with nothing attached says so (*Nothing is attached to any record dated in that period.*). Viewers may download it too.
- **Bills and expenses with nothing attached**, from the **Amount at least** typed (every one, left empty): each bill that stands and each expense not voided in the period with no file, and their total (*4 with nothing attached, 1,250.00 in all.*, or *Every bill and expense in the period has a file.*). It shows as the screen opens, and again on **Show**. **Open** goes to the bill or expense; **Attach…** (not for a viewer) attaches its file there and then, in a window, and the line goes. *The period's start is after its end.* and *Type an amount, such as 100.00.* say what is wrong with the boxes.

1.7 The documents inbox

Accounting → Documents inbox is where a company's documents arrive: each company has its own. A client's director, the firm's own people, anybody who may send to it, drops in a bill, a till slip, a bank statement; the firm deals with each one **once**, however it came, and everybody can see where each one stands. Documents dropped on the screen (a phone's camera will do), emailed to the company's own address, or added to the client's shared Dropbox or Google Drive folder all come here, and the firm works from here.

Folders. Every company's inbox has the same folders, down the left of the screen: **All folders** at the top, then one folder for **each of the company's bank accounts** (by its name: *Bank of Cyprus current*), **Sales invoices**, **Expenses and bills**, and **Other**. A bank account added later has its folder at once. Each folder has its **years**, from 2026 to this year, and each year its **months** (in this year, January to this month). Click a folder to open its years, a year to open its months. Beside each is one number: how many documents in it still wait, in bold, or, where none waits, how many it holds. Choosing a folder, a year or a month shows what is in it, its name as a heading over the list; with more than one month shown, each

document says where it is (*Expenses and bills › March 2026*). The folders are fixed: they cannot be added to or renamed.

Who sends. Anybody above a viewer in the company, a viewer whose access ticks **Sends documents** (**Users**, the person, the company's line; section 2.1), and always somebody **from outside** the firm: a client's director sends documents and does nothing else (section 2.1). A viewer of the firm's not ticked sees the inbox and sends nothing.

Sending. First choose the **folder, year and month** the files belong to on the left (the box says *Drop files into Expenses and bills › September 2026, or click to choose them*; until a month is chosen, nothing can be dropped). Type a word if there is one to say (*September's receipts; the Visa statement*), then drop the files on the box, or click it and choose them; on a phone, choose the camera. Each goes in one after another, with the word. What a file may be: a **PDF**, a **photo** (JPEG, PNG, WebP, or an iPhone's HEIC), an **Excel** or **Word** file, a **CSV**, or an **email saved with its bill attached** (.eml, or Outlook's .msg). Up to 10 MB a file, and 60 files a minute for one person (past that: *Too many documents in a minute. Wait a minute, then send the rest.*). A file is told by its own first bytes, not only by its name: one that is not what it claims is refused, by name, marked **Not sent** with why. A folder, year or month that is not the company's, or a month after this one, is refused (*Choose one of the company's folders.*, *Choose a month from January 2026 to this month.*). The screen then says how many were sent (*2 sent.*, or *2 sent; 1 of them already here, and marked so.*).

The same file twice. Every file's fingerprint (SHA-256) is compared with what the company already has: the inbox, and every file kept with one of its records. The same file again is taken in, marked **Already here**, and says which one it is the same as — *The same file as one sent before: receipt.png*, or *The same file is already kept with a bill: invoice.pdf* — so a bill emailed and then dropped in from a shared folder is not dealt with twice. A file that is a different copy of the same bill (a scan of the PDF) has a different fingerprint and is not caught here: the bill it makes is, when it is saved, its supplier's number being used once per supplier (section 13).

What each person sees. The firm's own people see the whole inbox of a company they reach. Somebody **from outside** sees only what they sent: the documents the firm's people or another of the client's people sent are not theirs to read. **Show** chooses **Still to deal with** (new, asked about, already here) or **Everything**; newest first, the last 200. A line above the list counts what still waits (*3 still to deal with.*, or *Nothing waiting.*); an empty list says *Nothing here.* Each line has when it was sent, the document (click its name to open it, a PDF or photo in the browser, the rest downloaded), the word sent with it, who sent it, and where it stands (**New**, **Question asked**, **Done**, **Not needed**, **Already here**), with the question and answer, what it was done as, and who dealt with it and when. Somebody from outside the firm sees the screen headed **Documents inbox**, with no tabs, search or favourites: sending, and seeing what they sent, is all they do.

Dealing with a document (a preparer or an approver). What a document can be dealt with as follows its folder: in a **bank account's** folder, a statement; in **Expenses and bills**, a bill; in **Sales invoices**, an invoice; in **Other**, any of the three.

- **Read as a bill** (a PDF, a JPEG, PNG or WebP photo, or an email; not a HEIC photo) takes it to **Purchases → Read bills from files** (section 13.2) as if dropped there. When its bill is saved, the file is kept with the bill and the document here is **Done**, *Bill PB-…*, with who and when.
- **Import as a statement** (a CSV, an Excel file or a PDF) takes it to **Bank → Import a bank statement** (section 16.2), read, *From the documents inbox: …* above it. From a bank account's folder, a section of the statement that names no account the application knows goes to that folder's account (one the statement names is still taken). When it is imported, the document is **Done**, *Bank statement imported into …*.
- **Enter as an invoice** (Sales invoices, or Other; any kind of file) opens **Sales → Create invoices**, the file named above the form (*From the documents inbox: … Enter the invoice from it; when it is saved, the file is kept with it and the document is done.*; **Open the file** opens it in a new tab). When the invoice is recorded (**Record**), the file is kept with it as its supporting document, the invoice says *Marked done in the documents inbox.*, and the document is **Done**, *Invoice …*, with **Open the invoice**. **Cancel** on the form goes back to the inbox, the document still to deal with.
- **Done** marks it dealt with some other way (filed, entered as a journal), with a word if you like (**What was done with it (optional)**, then **Save**).
- **Ask a question** asks whoever sent it, in a box under its line (**Your question to** and their name; *Which card paid this?*; **Send**): the document stands at **Question asked** until they **Answer** here (**Your answer**, **Send**), when it comes back as **New** with the question and the answer under it. A question or an answer cannot be empty (*Type the question.*, *Type the answer.*). Only a person who signs in can answer here. On a document from a shared folder, or emailed from an address that is not the sign-in of anybody who may send to the company (an address only on the company's list included), the button is **Note a question** instead: the firm asks the client itself (by email or phone), notes the question here (**Save**; **Question asked**, *Ask … yourself: nobody can answer here.*), and when the reply comes a preparer or an approver clicks **Record the answer** (**The answer … gave**, **Save**) and types it; the document comes back as **New** with both under it. Somebody from outside cannot record an answer for a document they did not send, and the firm cannot answer for somebody who can answer here.
- **Not needed** puts it aside, with why if you like (**Why it is not needed (optional)**, then **Save**; *paid personally*).
- **Back to new** undoes Done or Not needed, if it was a mistake; what it was done as goes, the question and answer stay.
- **Move** puts it into another folder, year or month (three lists under its line, then **Move**). The firm's people move any document; whoever sent it moves their own while nobody has dealt with it. Each move is on the audit trail.

Each box under a line has **Cancel** as well. Two people at once cannot both deal with one: the second is told *Somebody has dealt with this document in the meantime. The list has been brought up to date.*

Taking one back. Whoever sent a document may **Take back** it while nobody has dealt with it (new, asked about, or already here), after a yes (*Take it back?*). It goes from everybody's list. Sent again later, it is not counted as a copy of the one taken back.

Kept safe. The files, emailed ones included, are kept on the server with the company's other files, and so are in its backups (section 15). They are reached only through the inbox and its rules: not through **Supporting documents**, and not found by **Search**. Each step is on the company's audit trail (**Settings → Audit trail**), under the part of the books **Supporting documents**: *Document received in the inbox*, *Inbox document moved* (where it stands changed: asked about, done, not needed, back to new), *Inbox document moved to another folder*, *Inbox document dealt with* (a bill, invoice or statement made from it), *Inbox document taken back*, *Question on an inbox document answered*, and for email *Inbox: an address to take email from added* (or *removed*), *Inbox: a new email address made* and *Email to the inbox refused: too many in a day*; and for shared folders *Shared folder linked to the company* and *Shared folder no longer read*. A document read in from a folder is *Document received in the inbox*, with the folder and where in it. Setting up the firm's Google Drive or Dropbox (*Shared folders: Google Drive set up* or *removed*, *Shared folders: Dropbox connected* or *disconnected*) belongs to no company: it is recorded in the trail, but not on any company's **Audit trail** screen (section 2.6).

By email. Each company has an email address of its own for its inbox, shown under **By email** to whoever may send to it, with **Copy**: the firm's inbox mailbox with the company's code after a plus, *inbox+k3v9q2m7xa@kppanagi.com*. The code is random, so the address cannot be guessed from the company's name. Every two minutes the server reads the mailbox, and each email sent to a company's address (To or Cc; one sent to two companies goes to both) comes into its inbox:

- each attachment that is a document comes in as one, with the email's **subject** and its first lines as the word; a small picture inside the message (a logo in a signature) is passed over; an attachment of another kind, or over 10 MB, is named in the word as *Not taken*;
- an email with nothing attached comes in **whole**, as an .eml named by its subject, so a message saying *Rent paid by transfer, no invoice this month* is in the inbox too;
- the same email read twice is taken once; the same file is caught as **Already here**, as one dropped on the screen is;
- a line says **Emailed from** its address, and it stands as from whoever sent it: the person, when it is the address somebody who may send to the company signs in with;
- it goes into **Other**, under the month it arrived, until somebody moves it.

Who it takes email from. Email from the address of anybody who may send documents to the company (by the email they sign in with), and from the addresses on the company's list, is from a **known sender**. Email from any other address is still taken in, but marked: *Not from an address the company takes email from, or the email did not prove it came from there: check it is genuine before dealing with it.* So is email from a known address that **the firm's own mail server** did not prove came from it: a From address can be forged, and this is how a forged one shows. Only the check line (*Authentication-Results*) that the firm's mail server signed with its own name is believed — the name under **Your mail server's name in its checks** in Settings → Mail (section 2.7) — and a sender is known only when that line shows a **pass** for the From address's domain: DMARC passed (for that domain, where the line names it), or, for a domain with no DMARC, DKIM signed for that domain or SPF passed for it. Each of these is read only as a result of its own on that line, between its semicolons: words such as *dmarc=pass* that a sender put inside the address it sent from, or inside a remark in brackets, are not a result and prove nothing. No check line,

one signed by another server or by the sender, a DMARC failure, or a pass for some other domain all leave the email marked. An email not proved is not put to anybody's account either: it shows the address it came from, and the person whose address it shows does not see it among what they sent. **Take email from this address** on a marked document adds its address to the list, and the documents from it still to deal with stop being marked. The firm's preparers and approvers keep the list under **By email**: **Another address to take email from**, then **Add** (a client's bookkeeper with no account, a supplier sending its bills straight in; *Type an email address.* when it is not one), and **Remove** beside one. An empty list says *No other addresses yet.* Somebody from outside does not see the list, and sees only the emailed documents that came from their own address. An email from an address that is on the list but is not the sign-in of anybody who may send belongs to no account here, so nobody can answer a question about it in the application (**Note a question**, above).

A new address. Make a new address (after a yes, *Make a new address?*) gives the company a new code and says *The new address is …*: the old address stops working at once, and email sent to it goes nowhere. For an address passed round further than it should be. The firm's preparers and approvers only.

Limits. An email over 25 MB is not opened. A company takes up to 300 documents a day by email; past that, the rest are refused, on the audit trail. An email for no company, over the limit or that cannot be read is moved to the mailbox's **Not delivered** folder; the others to **Processed**. Emails are opened in a process of their own, with a time and memory limit, as the bill reader opens them (section 13.2). Under **By email** the firm's preparers and approvers see when the mailbox was last read (*The mailbox was last read …*, or *The mailbox has not been read since the server started.*), or why it could not be (*The mailbox could not be read: …*). Email to the inbox is set up by the owner in **Settings → Mail** (section 2.7), once the mailbox is made at the email provider: until it is, the firm's preparers and approvers see *Email to the inbox is not set up yet (Settings → Mail): documents are sent on this screen.*, and a viewer or a client sees nothing of it.

From a shared folder. Many clients already keep their bills and receipts in a cloud folder; this lets the firm take them from there, without the client sending anything. A client who keeps their documents in a **Dropbox** or **Google Drive** folder shares it with the firm, and the owner or an administrator links it to the client's company (**Settings → Shared folders**, section 2.8). Every five minutes the server reads each linked folder, its subfolders too (in Google Drive, six levels deep), and each file added to it comes into the company's inbox as a document:

- into the inbox folder its **first subfolder** is named after: a bank account's name (*Bank of Cyprus current*), **Sales invoices** (or *Sales*, *Invoices*), **Expenses and bills** (or *Expenses*, *Bills*, *Receipts*), **Other**; capitals and punctuation do not matter. A file at the top of the folder, or in a subfolder named after none of them, goes into **Other**. Each under the month it arrived, until somebody moves it;
- it stands as from the folder (*Alpha receipts (Google Drive)*), and says where in the folder it was (*In the shared folder: Expenses and bills/till.pdf*);

- the client's folder is **only read**: nothing in it is moved, renamed or deleted. What was taken is remembered by the file itself, so a file the client renames or moves within the folder is not taken again; a file whose **content changes** is taken again, as a new document. The same file as one already here is caught as **Already here**, as any other is;
- **passed over**, and named under the folder on the inbox with why: a Google Docs, Sheets or Slides file (it has no file to take: save it as a PDF or an Excel file), a file over 10 MB, and a file that is not one the inbox takes (by its own first bytes). Files last changed **before the date the folder was linked from** were there already, and are left where they are, unnamed. A Google Drive shortcut, and a Dropbox file that cannot be downloaded, are not files and are left alone;
- up to 100 files a folder at each reading, and 300 a company in a day from its folders; the rest come at the next readings.

For example: Alpha Trading Ltd has bank accounts *Bank of Cyprus current* and *Eurobank EUR*. Its director's Google Drive folder *Alpha receipts* is linked from 01/10/2026. On 14 October she adds *Expenses and bills/Cyta October.pdf*, *Bank of Cyprus - current/Sept statement.csv*, *Notes/Budget 2027* (a Google Sheet) and *scan.jpg* at the top. Within five minutes the inbox of Alpha Trading Ltd has three new documents for October 2026: the Cyta bill in **Expenses and bills**, the statement in the folder **Bank of Cyprus current** (capitals and the dash do not matter), and *scan.jpg* in **Other**. *Budget 2027* is named as passed over, with *save it as a PDF or an Excel file*. A receipt she put in the folder in August and has not touched since is left out, and not named.

Under **From a shared folder** the firm's preparers and approvers see the company's folders: where each is, the date its files are taken from, how many it has brought in, when it was last read, why it could not be (*The user does not have sufficient permissions for this file*: the client stopped sharing it), and the files lately passed over. **Read the folders now** (once a folder is linked) reads them at once (*Read: 3 files taken in.*). With no folder linked, the block says *No shared folder is linked to this company.*, and a line says where one is linked (to the owner and administrators: *A client's folder is linked under Settings → Shared folders.*). A viewer of the firm's and somebody from outside do not see the folders, and somebody from outside does not see what came from them: it is not what they sent.

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2. Signing in, people and security

2.1 Roles

A role says what a person may do; for staff it is given company by company, so that a preparer on one client can be a viewer on another and see nothing at all of a third.

The same five roles as the invoicing and payroll applications (security review of 2 October 2026). Two belong to the whole installation; three are given company by company.

Role	Level	What it may do
Owner	Installation	One person. Everything, in every company, including ones added later; and what nobody else may do: **backups** and restoring one, the **keys** to the invoicing and payroll applications, the **mail** settings, setting up **Google Drive and Dropbox**, every **undo** — reopening a locked or closed month or a closed year, undoing a VAT return or VIES statement marked filed, withdrawing approved financial statements — the **four-eyes** switch, and **handing the ownership on**. No administrator can change, switch off or lock out the owner.
Administrator	Installation	People (**Users**), adding and deleting companies, groups, mapping categories, company links to the other applications, linking a client's shared folder to a company, the audit trail; sees the mail and shared-folder settings without changing them. Reaches **every company** when ticked to (as an approver in each), otherwise only the companies granted, in the role granted in each.

Role	Level	What it may do
Approver	Company	Everything a preparer does, and: approves the financial statements, locks and closes months, closes a year, adds financial years, marks VAT returns and VIES statements filed, posts and edits the opening balances, posts into a locked month (giving a reason), undoes a bank reconciliation.
Preparer	Company	Keeps the books: the chart of accounts, journal entries, invoices and bills, bank, registers, company details and VAT settings.
Viewer	Company	Reads and exports. Changes nothing. Sees an edited journal entry as it stands, not its earlier versions (section 2.6). Sees a bank account's number only as its last four digits, and does not open the bank statements (files kept with bank lines, and documents in the inbox's bank-account folders), unless the grant ticks **Sees bank details**; sends documents to the company's inbox (section 1.7) only when it ticks **Sends documents**.

Role	Level	What it may do
From outside	One company	Somebody who is not the firm's: a client's director or bookkeeper. **Sends documents to the one company's documents inbox, and nothing else** (section 1.7): sees what they sent and where it stands, answers the firm's questions on it, and takes one back or moves it while nobody has dealt with it. Sees none of the company's books, reports, lists, files or settings, whatever role is chosen for them, and nothing of the firm's: its people, its other companies, the group, the teams. Signing in, they go straight to the inbox, with no menus, search or favourites; their own sign-in and security stay theirs (their name, top right). Never in a team, never the owner. May be given a **last day** (**Access ends after**): after it they are signed out and refused, as if switched off.

Everybody else of the firm's is **Staff**, given a role company by company; people from outside are given their one company. A company with no access does not appear for that person at all. Nobody is ever deleted: an account is **switched off**, and its name stays on everything it did.

Teams. On the **Users** screen, the owner or an administrator can make a **team**: a name, the companies it works on, and its members, each with their own role — viewer, preparer or approver — in every company of the team (a viewer member may be granted the bank details). A person reaches their own companies and their teams' together; where both reach the same company the higher role holds. Moving a company from one team to another moves everybody's access to it in one step, and deleting a team takes away only what it gave. Whoever's access a change to a team moves is signed out everywhere, to sign in again with the new access. Teams are optional: a small firm can give companies to people one by one.

Who may do what, in full

Owner — everything, in every company, including companies added later. And only the owner:

- takes and restores **backups**;
- sets the **keys** to the invoicing and payroll applications, the **mail** (section 2.7), and how **Google Drive and Dropbox** are reached (section 2.8);
- **undoes**: unlocks or reopens a locked or closed month, reopens a closed year, undoes a VAT return or VIES statement marked filed, withdraws approved financial statements;
- switches **four-eyes** on or off;
- **hands the ownership on**.

Administrator

- **People:** adds them (by invitation link or temporary password), changes their role and companies, switches them off, clears a lost second factor, sends a link to set a new password — never the owner's account.
- **Teams:** makes, changes and deletes them.
- **Companies:** adds and deletes them, switches one off or on, looks one up on the Registrar; puts companies in **groups** and sets the group's accounts.
- Adds the firm's own **mapping categories**, asks the ECB for the latest rates, and chooses which company in the invoicing or payroll application a company is.
- Links a client's **shared folder** to a company's documents inbox, stops one being read, and has every linked folder read now (section 2.8).
- Sees the **audit trail**.
- **Reaches** every company as an approver when ticked to; otherwise only the companies given, in the role given there.

Approver (in a company) — everything a preparer does, and:

- approves the **financial statements** (not one who posted in the year, while four-eyes is on);
- locks and closes **months**, closes a **year**, adds the next financial year;
- marks **VAT returns** and **VIES statements** filed, and sets the VAT and VIES settings that go with filing (the day before VAT registration, the VIES activation);
- posts and edits the **opening balances**, opening invoices and opening bills;
- posts into a **locked month**, giving a reason;
- undoes a **bank reconciliation**.

Preparer (in a company) — keeps the books, day to day: the chart of accounts; journal entries, repeating entries and imports; invoices, bills, payments and credit notes; bank statements, coding, bank rules, transfers and reconciling; the fixed asset, loan, lease and prepayment registers; the month-end close checklist; the company's details and VAT settings; report groupings and business lines; scheduled reports; attaching and removing supporting documents (section 1.6); the documents inbox (section 1.7): reading a document into a bill, importing it as a statement, entering it as an invoice, asking

whoever sent it, marking it done or not needed, moving it, keeping the list of addresses it takes email from, giving it a new address, and having the company's shared folders read now.

Viewer (in a company) — reads and exports everything of the company, changes nothing, and sees a bank account's number only as its last four digits unless the access ticks **Sees bank details**. Sends documents to the company's **documents inbox** (section 1.7) only when the access ticks **Sends documents**: a client's director usually is. A preparer and an approver always may, and deal with what is sent.

From outside (one company) — sending documents to its documents inbox, and only that: what they sent, the firm's questions on it, taking one back or moving it. Nothing of the books, reports, lists, files or settings, whatever role is chosen; never the firm's people, its other companies, the group or the teams; in no team, never the owner; signed out and refused after their last day, if one is set. A schedule of reports one of them set up before stops, and they are told why. The same holds for anybody: a scheduled report whose owner may no longer keep it (moved down to viewer, or the company taken away) stops at its next run, and its owner is told by email.

Proved again with the second factor at the moment they are done (section 2.4, which lists every one): opening a company; changing one's own second factor; managing people and teams, handing the ownership on, changing four-eyes; backups and restores; marking a VAT return filed, undoing a filing, and amending a filed return; setting up a scheduled report or sending one to somebody new; the mail settings; and setting up Google Drive or Dropbox, linking a shared folder or stopping one.

What keeps the roles from being climbed:

- There is exactly **one owner**, made when the application is first set up. The owner hands the ownership on from **Users** (**Make them the owner**), with proof that it is them; they become an administrator who reaches every company.
- Nobody changes **their own** role, reach or companies, or switches themselves off.
- An administrator who does not reach every company grants only the companies they reach, never "every company", and sees only those companies on others' accounts; what a person holds elsewhere is left as it is.
- Nor do they set the password, clear the second factor, send a link to, sign out, switch off or back on, move the last day of, or change the role or reach of anybody who reaches a company they do not — directly or through a team, or as an administrator of every company — or who holds a **higher role** than they do in a company they share (an approver, for an administrator who views that company). Any of those would let them sign in as that person, or lock them out, and so reach or do what they were not given. They are refused (*This person reaches companies you do not, or holds a higher role than you in one you both reach. Only the owner, or an administrator who reaches every company, can…*), and the screen locks them; what that person may do in the companies they share can still be changed. The owner and an administrator who reaches every company are never refused this.

- In the companies they reach, such an administrator **gives no more than they hold** there: a viewer gives *Viewer* only, a preparer up to *Preparer*, and the bank numbers (or sending documents) to a viewer only if they have them there themselves. Nor do they change, lower or take away a role somebody holds above theirs in that company. A team's role holds in every company of the team, so a team member is given no role above the administrator's lowest in the team's companies, and a team whose members hold more is not theirs to change or delete. Refused with *You cannot give more than you hold yourself…* (or *A team role holds in every company of the team…*); the Users screen greys the roles they cannot give. Their own grants and teams are never theirs to change.
- **Four-eyes** (*Rules for everybody* on the **Users** screen, the owner's switch): whoever posted an entry dated in a financial year — a journal, an invoice, a bill, a bank line, an import, an edit or a reversal — cannot approve that year's financial statements. Until the owner chooses, it is on for a firm and off for a company keeping its own books, and the box says which (*Not chosen yet, so it is on: this installation is a firm.*). Switch it off when one person both keeps and approves the books. While it is on, a year whose preparers cannot be told (the year could not be found) is refused too, never let through.
- An administrator who does not reach every company changes only teams all of whose companies they reach, puts in them only those companies, and never changes a team they are in, or joins one.
- Switching a company off, or on again, is refused to anybody but the owner or an administrator (no screen offers it yet).

The Users screen

Users, at the top right (also **Settings → Users and access…**), is the owner's and the administrators' only; nobody else is shown it. It lists every account: **User** (name and email, with the labels *you*, *switched off*, *invited*, *invitation not used* or *temporary password*), **Role**, **Companies** (each with the role in it, the teams' companies as *team Limassol clients (Preparer)*, *All companies*, *None yet*, or *3 other companies* for those the administrator looking does not reach), **Second factor** (*Set up* or *Not yet*) and **Last signed in** (or *Never*, read from the sign-ins on the trail). An account not signed in for **90 days** (or never, 90 days after it was made) is labelled *Not used for 90 days*: switch it off if nobody needs it, so a password nobody watches no longer opens the books. The owner is never labelled, nor an account already switched off. The owner's dashboard says how many there are (*2 account(s) not signed in for 90 days…*) and its link opens **Users**. Under the list are **Rules for everybody** (four-eyes) and **Teams**.

Add a user and **Change** open one form, with these rules:

- The **Email** is the sign-in name, fixed once the account is made (*The email is the sign-in name and cannot be changed. Switch this account off and add a new one instead.*). Two accounts never share an email, a switched-off one included.
- Making somebody an administrator is asked first (*An administrator manages people, companies and settings. Make this person an administrator?*): it is the one change no company grant can narrow.

- Somebody from outside is given exactly one company (*Somebody from outside reaches exactly one company: choose one.*), as a viewer who sends documents and never sees the bank numbers; a team member must leave their teams before becoming one.
- A viewer's **Sees bank details** and **Sends documents** are ticked by choice; a preparer's and an approver's are always ticked and locked.
- Any change to what a person may reach (role, companies, reach, **Can sign in**, last day) or a temporary password signs them out everywhere at once. Switching an account off or setting a temporary password also withdraws a link still waiting in their email.
- **Clear their second factor** removes the person's authenticator, passkeys and recovery codes, signs them out, stops the scheduled reports set up in their name, and emails them; they set up a new factor at their next sign-in (section 2.3).
- **Sign them out everywhere** (a lost laptop or phone) ends every session of theirs and nothing else: the account, password and second factor stay. Their scheduled reports stop, as when they sign out everywhere themselves, and they are emailed who did it. Not for one's own account (that is **Security → Where you are signed in**), nor the owner's.
- **History** lists, newest first, what was done to the account and by whom: added, changed (with what: the role, *switched off*, *switched back on*, *temporary password set*, the number of companies), second factor cleared, link emailed, password chosen from a link, made the owner.
- On one's own account only the name may be changed; on the owner's account, nothing by anybody but the owner (*This is the owner's account. Only the owner changes it.*).

2.2 Passwords and sessions

How a person gets in. The owner or an administrator adds them under **Users** in one of two ways:

- **An emailed link** (the usual way). The person is emailed a link to choose their own password. It works **once**, for **72 hours**; sending another replaces it, and switching the account off withdraws it. Nobody but them ever knows the password. Until they use it the account has no password at all, and is listed as *invited*.
- **A temporary password**, typed by the administrator and given to the person in person or by phone, never by email. When they sign in with it they are asked to choose their own, and nothing else is answered until they have. An administrator who sets a new password for somebody later sets a temporary one in the same way, and the person is signed out everywhere.

The first owner. On a new installation, the application makes the owner's account itself, from the address and password whoever installed it put in the server's settings file (`ADMIN_EMAIL` and `ADMIN_PASSWORD` in its .env). That password sits in a file on the server, so it is temporary like any other: the owner's first sign-in asks for their own (*Choose your own password first.*), and nothing else is answered until they have. After that the password in the file no longer opens the account, and restarting the application does not bring it back.

A forgotten password. There is no box on the sign-in card to ask for one: a box that emails a link to any address typed into it tells a stranger which addresses have accounts. The person asks an administrator,

who opens them under **Users** and clicks **Email a link to set a new password**. That link works **once**, for **24 hours**; their present password keeps working until they use it, and using it signs them out everywhere. An administrator's own password is changed under Security, never from Users.

The emailed links need **outgoing email** set up (**Settings → Mail**, section 2.7, as for scheduled reports). Without it, only the temporary password is offered. Only a link's fingerprint is kept by the application, never the link itself, and the address after the # of the link is never sent to the server or written to its logs.

Emails about your own account. Each person is emailed when something changes about their account that they would want to know about: a sign-in from a browser the account has not used before; their password changed, or a temporary one set; an authenticator or passkey added or removed, new recovery codes, or their second factor cleared by an administrator; and their account locked after wrong passwords or codes (at most one email an hour); and when their recovery codes run low — one email when two are left, one more when none are. The emails say what happened, when, and from which browser and address.

The owner is emailed when somebody is given the keys: an account made an administrator, given every company (including ones added later), or handed the ownership (both the old and the new owner are emailed). The email names the person, who did it, when and from which address, and says to open **Users** and undo it if it was not expected. It goes whoever made the change, the owner included. Making a member, or a change to what a member may do, is not emailed. They never carry a password, a code or a link, except the invitation and reset emails themselves, and they never ask for a click. Without outgoing email set up they are not sent; the change is on the audit trail either way.

The wording of these emails and the rules of the links are the **shared security module**, kept the same in the accounting, invoicing and payroll applications.

- A password has **at least 12 characters**. Length is what matters: capitals and symbols are not required. Refused, each with its own sentence: one shorter than 12 characters; one that starts or ends with a space; one that is a single thing repeated; one containing a password people most often choose (*password*, *qwerty*…), the firm's name, *accounting*, or a Cyprus place name (*Cyprus*, *Nicosia*, *Limassol*, *Larnaca*, *Paphos*), even inside a longer phrase; and one containing the person's own name or email. *Olive press by the harbour* is fine; *Larnaca salt lake 2026* is not.
- Changing your password signs you out everywhere else, and a new password must differ from the present one (*Choose a password different from the one you have now.*).

- Repeated wrong attempts are slowed down, and the sign-in card says for how long (*Try again in 60 seconds.*, *Try again in 5 minutes.*): the fifth wrong password in a row makes an account wait a minute, the sixth five minutes, each one after that fifteen; after twenty wrong answers from one internet address, across any accounts, that address waits the same way. A right password clears the count of wrong passwords. Wrong codes at the second-factor step are counted the same way, on a count of their own that a right password does not clear, so the code cannot be guessed by signing in again and again; too many say *Too many wrong codes. Try again in ….* A wrong code also ends that attempt: the card goes back to the email and password, the email kept, saying *That code is not right. Sign in again with your password, then type the code your authenticator app shows now (or one of your recovery codes).*, and the person starts again. The code step lasts three minutes; after that it says *That sign-in took too long: the code step lasts three minutes. Sign in again.* The waits hold through a restart of the application. **Changing your password** counts its wrong current passwords in the same way, and an account waiting at the sign-in waits here too; so does a wrong authenticator code while setting one up.
- A session ends after **a day without use**, and **fourteen days** after it started however busy it has been.
- **When the application will not start**, its diagnostics page (the address /api/diagnostics) tells anybody only the fault's code and what to change. The full message is in the server's log, and on that page for an administrator who is signed in. The Node version and the environment are shown to administrators only.

The Security screen

Each person's own sign-in is on **Security** (their name at the top right, or **Settings → My sign-in and security…**), for everybody, viewers and people from outside included. It holds **Change password**, **Second factor** (the authenticator and the recovery codes left), **Passkeys**, **Where you are signed in** and, for the owner only, **Backups** (section 15).

- **Change password** asks for the present password, counted against wrong guesses as at the sign-in (*Too many attempts* once it waits).
- **Where you are signed in** lists each session: **This device** or **Another device**, its **Browser** (*Safari on iPhone*) and **From address**, when it **Started**, its **Idle timeout** and when it **Ends at the latest**. A session from before 11 October 2026 says *Not recorded…* for its browser. **Sign out** beside another session ends that one alone, after *Sign out this session? Whoever is using it will be asked to sign in again.* (*That session is signed out.*; on the trail as *Signed out one session*). **Sign out everywhere else** (after *Sign out every other device? This one stays signed in.*) ends every session but this one and says how many (*Other sessions signed out: 2*).
- **Recent sign-ins** lists the person's own last ten sign-ins and any wrong password or code given for their account (in amber), newest first, with **When**, **What** and **From address**, read from the trail. Nobody sees anybody else's here; the owner and administrators who reach every company see everybody's on **Settings → Security events** (section 2.10).

- Changing the password and signing out everywhere else both **stop the scheduled reports set up in that person's name** (*Scheduled reports in your name stopped: 2. Start again the ones that were yours under Reports → Scheduled reports.*), so that a report nobody is watching cannot go on being sent from a session the person did not know about; so does an administrator clearing their second factor. They are started again by hand (section 14.10).
- Changes to one's own second factor are proved again (section 2.4) and emailed.

2.3 The second factor

Everybody sets up a second way to prove it is them. This can be an **authenticator app** (a six-digit code) or a **passkey** (this device's fingerprint, face or PIN), or both.

- **The first sign-in** of a new account can work with the password alone. That session is for setting everything up, the second factor included.
- **From the second sign-in on**, an account with no second factor can do nothing but set one up.
- The authenticator is added by typing a **setup key** (32 letters and digits, shown in groups of four) into the app; there is no QR code. When it is confirmed with its first code, ten **recovery codes** are shown once. Each works once, in place of a code, if the phone is lost. A new set cancels the old one. An authenticator already set up cannot be set up again over itself: to change phones, remove it and add the new one.
- A passkey belongs to the device it was made on (a fingerprint reader, a phone, a security key); a person adds one on each device. The full-screen **Set up a second way to sign in**, shown from the second sign-in on, offers the authenticator; passkeys are added under **Security** once the account has its authenticator, or in the first session.
- **Signing in with a passkey alone** needs the device to check it is you (fingerprint, face or PIN). A passkey that only signs is one factor: the account is asked for its authenticator code if it has one, and otherwise told to sign in with its password and then the passkey.
- An administrator can **clear** somebody's second factor (never their own, and never the owner's). They are signed out, emailed, and their scheduled reports stop; their next sign-in counts as a first session again (password alone, to set up a new factor), and only that one: if they sign out without setting one up, the sign-in after shows **Set up a second way to sign in** and nothing else.
- **Recovery codes left** on **Security** counts the unused ones. **Issue new recovery codes** (after *Issue a new set of recovery codes? The ones you have now stop working.*) shows ten new ones once, under *Write these down now…*. Removing the last factor is warned first (*This is the only second factor on the account. Removing it leaves the password on its own.*).

2.4 Proving it is you, again

Some acts ask for proof at the moment they are done, even in a session already signed in:

- **Opening a company**. This needs a passkey or an authenticator code (in an account's very first session, before it has either, the password — five wrong passwords lock it for a while, and the sign-in with it, exactly as five at the sign-in form do). One proof opens one company, the first one after signing in included: signing in is not itself a proof. An authenticator code is used once, so the code you signed in with will not open the company; wait for the next one, or use your passkey.
- **One's own second factor.** Adding one: **Set up an authenticator app** (both when it starts and when its first code is confirmed) and **Add a passkey**. Removing or replacing one: **Remove the authenticator**, **Remove** beside a passkey, and **Issue new recovery codes**.
- **People and teams** (**Users**): adding a user; saving any change to one (name, role, companies, **Can sign in**, a temporary password); **Clear their second factor**; **Sign them out everywhere**; **Send the invitation again** and **Email a link to set a new password**; **Make them the owner**; ticking or unticking **Four-eyes**; and adding, changing or deleting a team.
- **Backups** (section 15): **Download backup** (the books file and each part of the supporting files), **Restore**, and **Restore the files**.
- **VAT returns** (section 11.5): **Mark as filed**; undoing a filing; **Amend the return** (starting an amendment of a return already filed); and **Mark the amendment filed**. (**Stop amending** does not ask.)
- **Scheduled reports** (section 14.10): setting one up; saving a change that adds an address it did not go to before; and **Start again** on a stopped one.
- **Mail** (section 2.7): **Try and save**, for outgoing mail and for the inbox's mailbox, and **Use the server's settings instead** for either. (**Send me a test email**, **Try the mailbox** and **Read the mailbox now** do not ask.)
- **Shared folders** (section 2.8): **Try and save** and **Remove** for Google Drive; **Connect** and **Disconnect** for Dropbox; **Link it**, and **Stop reading** on a linked folder. (**Read all folders now** does not ask.)
- **The links to the other applications** (sections 8.1 and 12.8): **Save and test** and **Remove the link**, under **Settings → Payroll link** and **Settings → Invoicing link**. Each key reads the firm's payrolls or invoices there, so pointing a link somewhere else is as serious as pointing the mail somewhere else.
- **Deleting a company** (section 3.3): **Delete this company**, after its name is typed and *Delete the company?* is answered.

Each box names the act, in one of these words: *Confirm it is you before you … add another way of signing in*; *remove or replace a way of signing in*; *create an account, or change what one may do* (everything on the **Users** screen); *download a complete copy of every company's books*; *replace everything in this installation with a backup*; *put the supporting files from a backup back on this server*; *mark a VAT return as filed, or undo a filing* (the amendments too); *send reports by email on a schedule, or change who they go to*; *change the server the application sends mail through, or the mailbox it reads*; *connect Google Drive or Dropbox, or link a shared folder to a company*; *set, change or remove the link to the payroll or invoicing application*; *delete a company and everything kept with it*.

Signing in is not itself a proof: the first act after it that asks, opening the first company included, asks for the second factor again. A proof lasts five minutes: a second act within them does not ask again (opening a company always does, since one proof opens one company). For an account with a second factor the proof is always that factor (its code, a recovery code, or its passkey); the password is not

accepted. An account with no second factor yet proves it with its password, and the only one of these acts it may do is add its first: the rest are refused (*This needs a second way to prove it is you, and this account has not set one up yet. Set one up in Settings first — it takes two minutes.*), and the screen to set one up opens. What was asked for goes ahead by itself once the proof is given; **Cancel** leaves it undone, and the screen says so where its messages show (*Not done: the box asking you to confirm it is you was closed. Nothing was changed. Try again and give your code (or password) when it asks.*), on every screen alike, the VAT return, Users, Settings and backups among them.

The box is headed **Confirm it is you**, says which act it is for, and has one box: **Code from your authenticator app, or a recovery code** (with *A code is used once: if you have just used one, wait for the next.*), or **Password** for an account with no factor yet. Its buttons are **Continue**, **Use your passkey** (where the browser has passkeys) and **Cancel**. A wrong code says *That code is not right.*; a wrong password *That is not your password.*; both count against the account as wrong guesses at the sign-in do. Proofs are spent: the code you signed in with, or used for the last proof, is not taken again.

2.5 The company locks when left

The session stays signed in for up to a day without use (section 2.2), which is right for staying signed in and wrong for a client's books left on an empty desk. So the **open company locks after 30 minutes** in which nothing was done in it.

- **What counts as use**: anything done in the company, and typing, clicking or moving the mouse on the page. A tab merely left open does not keep it unlocked.
- **When it locks**, the whole screen is covered and nothing on it can be read. The server refuses the company's screens and figures until it is unlocked, whatever the page does; the lock is enforced there, not only in the browser.
- **To carry on**, give the same proof as opening a company takes (section 2.4): a passkey or an authenticator code (the password, in an account's first session before it has either), then **Carry on**. You return to the screen as you left it, anything half-typed included, and a request refused by the lock (a Save, say) goes ahead once it is unlocked. The page looks once a minute, so the cover can come up to a minute after the half-hour.
- **Sign out instead** leaves; anything unsaved is lost.
- The rest of the session is unaffected: you stay signed in.

2.6 The audit trail

Every act that changes a company's books is recorded as it is done: who did it, when, from which address, and what, with the numbers, dates, amounts and reasons involved. This covers posting, editing, reversing or importing an entry; recording, editing or voiding an invoice, bill or expense; allocations; bank imports, lines and reconciliations; VAT and VIES filings; locking, closing and reopening months and years; the month-end checklist; fixed asset, loan and prepayment runs; files attached or removed; and changes to the chart, the company and its links. Nothing on the trail can be changed or deleted from the application.

Settings → Audit trail, for the owner and administrators only, shows the open company's trail, newest first. It is where an accountant answers "who changed this, and when?": a bill whose amount moved, a month reopened, a VAT return marked filed. It can be narrowed down by:

- **From** and **To** (whole days, Cyprus time);
- **Person**;
- **Part of the books**: Entries, Sales, Purchases, Expenses, Bank, VAT, Periods and closing, Fixed assets, Loans, Leases, Prepayments and accruals, Currencies, Supporting documents (files attached and removed, and the documents inbox), Reports (scheduled reports, the cash flow forecast, the audit pack, the year-end lead schedules, the deemed distribution), Chart and set-up, The company (with the client queries), or Access (the company being opened);
- **Words**, looked for in what was done, who did it, and everything recorded about it (a number, an amount as recorded in cents, a reason).

Person (*Everyone*, or one of the addresses on the trail) and **Part of the books** (*All*, or any one of the parts) apply as soon as one is chosen; the dates and the words apply on **Show**. A line above the table counts what is shown (*2 of 2 events.*); *Nothing is recorded for these filters.* when nothing matches.

Each row says **When** (*6 October 2026 21:15*, Cyprus time), **Who** (the email of the person), the **Part of the books**, **What** (*Journal posted*, *Bill voided*, *Month status changed*…), its **Details** (*No. J-2026-0004 · Total 800.00 · Reason Late invoice*), and the **Address** it came from. **As recorded** shows everything the trail kept for that event. **Open** goes to the journal, invoice, bill, expense, asset, loan or prepayment it was about. Two hundred rows are shown at a time; **Show the next…** adds more. **Excel** downloads the rows the filters find, newest first, up to 20,000 (narrow the dates for more), with each event as recorded in a last column. The download is itself recorded on the trail.

Recorded, or not done. The acts that ask you to confirm it is you (section 2.4) are written to the trail or not done at all (security review of 2 October 2026, §8.5): before one is done, the application checks the trail can be written, and refuses the act if not (*Not done: this needs to be written to the audit trail, and the trail cannot be written just now. Nothing was changed…*); and if the trail fails while the act is being done, the act and its line are undone together — they are saved in one step — and the screen says the same instead of reporting success. For example, an account made while the trail breaks is not made, and four-eyes switched off while it breaks stays on. Restoring a backup is one step with its own line in the same way. Taking a backup writes its line before the file is sent, so a trail that cannot record it stops the download; putting supporting files back on the server cannot be undone, and is refused before it starts instead. The emails these acts send (to the person, or to the owner) go only once the act is saved. Everything else is recorded as before and is never stopped by the trail: a full disk must not stop the firm posting entries. Setting up or removing one's own second factor is not stopped either, since the account holder is emailed about it anyway and it is how somebody secures their account.

How long it is kept. What was done in a company's books is kept for **seven years**, as long as the books themselves. Sign-ins and other events not tied to a company are kept for two years.

Events of the whole installation. Some acts belong to no company: signing in, the users and teams and their changes (each account's own **History** on the **Users** screen shows those, section 2.1), backups (section 15), the mail settings (section 2.7) and setting up Google Drive or Dropbox (section 2.8). They are written to the trail, with who, when and what, but the screen shows one company's events, so they are not on it. The sign-ins, failed attempts and locks of the whole firm are on **Settings → Security events** (section 2.10).

An edited entry's earlier versions (its history, section 7.4) are shown to those who prepare or approve the company's entries and to administrators, not to a viewer. A viewer sees the entry as it stands, with the line *This entry was edited. Its earlier versions are shown to those who prepare or approve the company's entries, not to viewers.*, and is refused an earlier version opened by its own number (security review 2, item 15, the owner's decision).

2.7 Mail

The application sends email (invitations, password links, scheduled reports) and receives it (documents emailed to a company's inbox). Both need the firm's mail server, set up once by the owner.

Settings → Mail holds the application's two pieces of mail, so whoever installs it sets them up on the screen, not in the server's files:

- **Outgoing mail**: the server the application sends its emails through (its SMTP server): invitations, links to set a new password (section 2.2), the emails about each person's account, and scheduled reports (section 14.10).
- **The documents inbox's mailbox**: the one mailbox the inbox reads every two minutes (its IMAP server), for email sent to each company's inbox (section 1.7).

Administrators see the screen, its boxes greyed and without buttons, under *Only the owner changes these.*; **only the owner** changes it, tries it or reads the mailbox from it, and saving asks for proof it is them (section 2.4). Each half has its boxes: the **Server**, the **Security** (TLS or STARTTLS; choosing one puts in its usual port), the **Port**, the **User name** and the **Password**, and **Emails come from** for outgoing mail, or **The mailbox's address** for the inbox (*inbox@yourfirm.com*). The hosting company or email provider gives these.

Tried before it is kept. Try and save connects to the mail server and signs in (nothing is sent; the mailbox's emails are only counted). Settings the server refuses are not saved, and its reason is shown (*Invalid login*, a server that does not answer). Then:

- **Send me a test email** sends one to the owner's own address, through the server as it is set (subject *Test email from the accounting application*); greyed until outgoing mail is set. A refusal at this point reads *The email server did not accept the email.* and the server's words;
- **Try the mailbox** opens the mailbox and says how many emails wait in it;
- **Read the mailbox now** reads it at once rather than in two minutes, and says how many emails went into companies' inboxes and how many were not delivered.

Your mail server's name in its checks (the inbox's mailbox, optional): the name the firm's mail server writes first in the *Authentication-Results* line it adds to every email it receives — usually its own host name. Only that line is believed about who sent an email (section 1.7). Left empty, the mailbox's **Server** name is used. Under the box, once emails have been read, *Seen in the emails read lately: reseller22.grserver.gr, relay.example.com.* lists the names found on the top line of each: the firm's server is the one on every email. A wrong name leaves every email marked as from an unknown sender, never the other way round.

The last two are greyed until the mailbox is set; a line under them says when it was last read (*The mailbox was last read …*) or why it could not be (*The mailbox could not be read: …*), as the firm also sees under **By email** on each inbox. A refusal reads *The outgoing mail server refused these settings:* or *The mailbox could not be opened:*, followed by the server's words; *Check the boxes: a server name, a port from 1 to 65535, and email addresses.* when something is missing; *Type the password.* when a user name has no password typed or kept (the mailbox always needs one); *The mailbox's own address, without a plus: each company's is made from it.* for an address typed with a plus; *The mailbox is being read already: try again in a moment.* when **Read the mailbox now** meets the two-minute reading under way. While a button is trying, it says **Trying…**.

The mailbox's address is the mailbox's own, without a plus: each company's address is made from it with the company's code after a plus (*inbox+k3v9q2m7xa@yourfirm.com*), so the mail server must deliver *inbox+anything@* to that mailbox (plus addressing). The mailbox itself is made at the email provider, not here.

Passwords are kept encrypted (with the server's CREDENTIALS_KEY; without it, nothing can be saved) and never shown again: the box says *Kept: leave empty*, and left empty the one kept stays. The kept password goes only to the server it was given for: change the **Server**, the **Port** or the **User name** and it must be typed again (*The server, port or user name has changed: type the password again…*), so a mistyped or changed server name never receives it.

Never in the clear. Every connection to a mail server is encrypted: **SSL/TLS** from the start, or **STARTTLS**, which must then happen. A server that does not offer STARTTLS (or a connection stripped of it on the way) is refused, and the password is not sent; the refusal reads *The outgoing mail server refused these settings:* or *The mailbox could not be opened:* with the reason. TLS 1.2 or later, with the server's certificate checked. The same holds for settings taken from the server's .env file.

Set here, or on the server. Each half set here is used whole. A half not set here is taken from the server's .env file, as before this screen; the screen says which (*Set here.*, or *Set on the server (its .env file). Saving here takes over from it.*, or *Not set up: nothing goes out or comes in this way yet.*). **Use the server's settings instead**, shown only for a half set here, clears it after *Use the server's settings?* (*Cleared: the server's own settings are used.*); with nothing in the .env, that mail stops. Each change is recorded on the audit trail (*Outgoing mail settings changed* or *cleared*, *Inbox mailbox settings changed* or *cleared*, *Test email sent*), with what was set but never the password. These belong to no company, so they are not on a company's **Audit trail** screen (section 2.6).

For example, a firm whose mail is on its own Plesk server: outgoing, **Server** *mail.kppanagi.com*, **Security** *STARTTLS (usually port 587)*, **User name** and **Emails come from** *accounts@kppanagi.com*; the inbox's mailbox *inbox@kppanagi.com*, **Server** *mail.kppanagi.com*, *SSL/TLS (usually port 993)*. Alpha Trading Ltd's inbox address is then *inbox+k3v9q2m7xa@kppanagi.com*, and a bill emailed there is in its inbox within two minutes.

2.8 Shared folders

What it is for. A client who keeps their bills and receipts in a Google Drive or Dropbox folder shares that folder with the firm once; from then on each file they add comes into their company's documents inbox (section 1.7) by itself, within five minutes, and is dealt with there like any other document. The client's folder is only read: the application never moves, renames, deletes or adds anything in it.

Settings → Shared folders is where this is set up, in three blocks:

- **Google Drive** and **Dropbox**: how the application reaches each. Set up **once for the whole firm**, and **only by the owner**.
- **Folders linked to companies**: which shared folder feeds which company's inbox. Done for each client, by the owner or an administrator.

Administrators see the whole screen; in the first two blocks the boxes are greyed and the buttons (and the link to Dropbox) are not shown, with *Only the owner sets up Google Drive and Dropbox. The owner and administrators link folders to companies.* Every change on the screen (setting up, removing, linking, stopping) asks for proof that it is you (section 2.4), so the owner needs a second factor set up first. The keys are kept encrypted with the server's CREDENTIALS_KEY; without it the screen says *Passwords cannot be kept until the server has its CREDENTIALS_KEY* and nothing can be saved.

Google Drive

How it works. The application reads Google Drive as a **service account** of the firm's own Google Cloud project: a Google account for a program rather than a person, with an address of its own (*documents@kp-panagi-documents.iam.gserviceaccount.com*). Clients share their folders with that address, as they would with a colleague. Nobody signs in as it: the application proves it is the service account with a **key**, a small JSON file Google gives once, and asks Google Drive only for read-only access. Nothing expires.

Made once, at console.cloud.google.com, signed in as the firm's Google account (the user manual, under Shared folders, has every click):

1. **A project.** The project picker at the top, **New project**, a name (*KP Panagi documents*), **Create**; then choose the new project in the picker, so that the next steps are done inside it.
2. **The Google Drive API switched on.** ☰, **APIs & Services**, **Library**, search *Google Drive API*, **Enable**. Without it the key is refused (below).

3. **The service account.** ☰, **IAM & Admin**, **Service Accounts**, **+ Create service account**, a name (*documents*), **Create and continue**; it needs no role and no users, so the two optional steps are skipped (**Continue**, **Done**). The same can be reached from **APIs & Services**, **Credentials**, **Create credentials**, **Service account**.
4. **Its key.** Click the service account's email, the **Keys** tab, **Add key**, **Create new key**, **JSON**, **Create**. A .json file downloads. It is a password for the service account: kept safe, and deleted from the Downloads folder once the application has it.

A Google Workspace may forbid keys, and Google forbids them by default in Workspace organisations made since 2024: Google then says *Service account key creation is disabled*. Either the project is made instead with an ordinary Gmail account of the firm's, which belongs to no organisation and so has no such rule; or the Workspace administrator overrides the organisation policy **Disable service account key creation** (*iam.disableServiceAccountKeyCreation*) for this project only (**IAM & Admin**, **Organization Policies**, the policy, **Manage policy**, **Override parent's policy**, enforcement **Off**, **Set policy**; it needs the role Organization Policy Administrator, which a Workspace administrator gives themselves first), and the key is made again.

Here. Under **Google Drive**, the key is pasted into **The service account's key (JSON)**, or the file is chosen under **Or choose the key file** (which puts its contents in the box), and **Try and save** clicked. It is tried before it is kept: the application signs in as the service account and asks Google for the folders shared with it. Then:

- *Google Drive is set up. Clients share their folder with documents@….iam.gserviceaccount.com. Folders shared with it now: 0.* The block shows **Clients share their folder with:** and the address, with **Copy**.
- *That is not a service account's key: paste the whole JSON file Google gave.* The text is not a service account's JSON key: part of one, or another file (an OAuth client's file is not a key). Only the key's address and private key are used; it is checked to be of type *service_account*, with an address ending *iam.gserviceaccount.com*.
- *Google did not take the key:* followed by Google's own words. Most often *Google Drive API has not been used in project … or it is disabled*: step 2 was missed, or done in another project. Enabled, it takes a minute or two to work.

Copy, beside the address, puts it on the clipboard (*Copied.*) to send to clients. The key is kept encrypted and never shown again: the box says *Kept: paste a new key only to change it*. **Remove** (after *Stop using it?*; *Done: it is no longer used.*) stops Google Drive being used: its folders stay linked but are not read (each says *Google Drive is not set up*), and what they brought stays in the inboxes.

The client's side. In Google Drive: the folder, **Share**, the firm's address, the role **Viewer** (the firm only reads), **Notify people** unticked (the address has no mailbox), **Share**. A client whose own Google Workspace limits sharing outside it is warned, and shares anyway.

Dropbox

How it works. The application reads Dropbox as an **app** of the firm's, made in Dropbox's App Console and allowed once into the **firm's own Dropbox account**. A client shares their folder with the firm's Dropbox account, as with any person; the application reads, through the app, the folders shared with that account. The app asks only to read.

Made once, at dropbox.com/developers/apps, signed in as the firm's Dropbox account (the same account the app is then allowed into: while an app is in development, only the account that made it can allow it). The user manual, under Shared folders, has every click:

1. **Create app**: **Scoped access**; **Full Dropbox** (an *App folder* app cannot see folders shared with the firm); a name, which must be unique across Dropbox and may not contain the word *Dropbox* (*KP Panagi documents 2026*); **Create app**.
2. On the app's **Permissions** tab, tick **files.metadata.read**, **files.content.read**, **sharing.read** and **account_info.read**, and **Submit**. This comes before the app is allowed in step 4: Dropbox fixes the permissions at that moment, and a permission ticked later needs the app allowed again.
3. On the app's **Settings** tab: the **App key**, and the **App secret** behind **Show**. Nothing else there is used: in particular no access token is generated on that tab, as the application gets its own lasting access in step 4.
4. **Here**, under **Dropbox**: type the **App key** and **App secret**, click **Open Dropbox to allow it, and get the code** (a new tab; signed in to Dropbox as the firm), click **Continue** past Dropbox's note that the app is in development, then **Allow**. Dropbox shows a page **Access code generated** with a code: it is pasted into **The code Dropbox shows**, and **Connect** clicked.

The code is exchanged there and then for lasting access, and the screen names the Dropbox it is connected to (*Dropbox is connected: office@kppanagi.com.*; the block then shows **Connected to the firm's Dropbox:** *KP Panagi & Co, office@kppanagi.com*). Whoever was signed in to Dropbox in that browser is the account connected, so the name is checked. A code works once and for a few minutes: to connect again, the link is opened again for a new one. The link does nothing until an App key is typed (*Type the Dropbox app's App key and App secret first.*).

When it goes wrong, the screen says *Dropbox did not connect:* with Dropbox's own words: the code expired or was used (*Dropbox refused the code: …*; a new one is needed), or the App key or App secret is wrong. *Type the Dropbox app's App key and App secret first.*: a box is empty. *Paste the code Dropbox showed after you allowed the app.*: the code is missing or cut short. A permission missing from step 2 shows later, in red under **Link a folder** (*Dropbox could not be asked for its folders: Dropbox: missing_scope…*) or under a folder's **Last read**. Access removed from the firm's Dropbox (its connected apps) shows under **Last read** as *Dropbox refused the connection: …*; connecting again mends it.

The secret and the access are kept encrypted, and never shown again: the **App secret** box says *Kept: leave empty*, and connecting again with the same App key and the box left empty uses the secret kept. **Disconnect** (after *Stop using it?*) stops Dropbox being used. The app stays only the firm's: it needs no review by Dropbox, as nobody else connects to it.

The client's side. In Dropbox: the folder, **Share**, the firm's Dropbox email address, **Can view**, **Share**. In the firm's Dropbox the invitation is accepted (**Shared**, then **Add to Dropbox**); accepting is best, though the application reads it either way. The firm's own folders are never offered for linking, only those shared with it.

Folders linked to companies

The list. Each linked folder: **Folder** (its name), **In** (Google Drive or Dropbox), **Company** (whose inbox it feeds), **Files from** (the date its files are taken from), **Last read** (when, or *not yet*; and in red why it could not be), and **Files taken** (how many it has brought in). *No folders linked yet.* when there are none.

Stop reading (after *Stop reading this folder?*) unlinks one: files added to it no longer come in, and what it brought stays in the inbox. The folder is offered again to link. Linked again, it is read afresh from the new date: what it brought before comes in again, caught as **Already here** (section 1.7). That is also how its date is changed.

Link a folder.

- **A folder shared with the firm** offers the folders shared with the service account or the firm's Dropbox that are not linked already, under **Google Drive** and **Dropbox**; a Google Drive folder with who shared it (*Alpha receipts (director@alphatrading.com.cy)*). The list is read from Google and Dropbox when the screen opens: a folder shared since is seen by opening the screen again. Above it, a note for each provider that is not set up (*Dropbox is not set up.*), could not be asked (*Google Drive could not be asked for its folders: …*), or has nothing new (*Google Drive: no folders shared with the firm that are not linked already.*). The whole form is hidden until one provider is set up.
- **Or a Google Drive folder's link** (shown when Google Drive is set up): a folder can be given by its link (*https://drive.google.com/drive/folders/…*), or its id. A folder chosen in the list is used before a link.
- **Into the inbox of**: the company. The list holds the companies the person reaches.
- **Take files changed from**: the first of this month unless changed; not after today. A file is taken only if it was last changed (as Google Drive or Dropbox records it) on or after this date: files last changed before it were there already, and are left, without being named as passed over. For example, a folder linked on 15/10/2026 from 01/10/2026 takes a receipt added on 3 October and leaves a statement last changed in August; from 01/01/2026 it would take both.
- **Link it**. The folder must open (*The folder could not be opened: is it shared with the firm?*), and one folder feeds **one company**: a second company is refused (*That folder is linked to a company already.*). Linked: *Alpha receipts is linked to Alpha Trading Ltd. It is read within five minutes.*

Linking is the owner's or an administrator's, never a preparer's, as a folder linked to the wrong company would put one client's documents in front of another's people.

An administrator limited to some companies sees, links, stops and reads only the folders of the companies they reach: the list shows those companies' folders alone, a folder linked to a company they do not reach is not there for them (*Not found*), and **Read all folders now** reads their companies' folders only. Linking to a company they do not reach is refused (*You can link a folder only to a company you*

reach…); the **Into the inbox of** list offers only their companies anyway. A folder already linked to any company, theirs or not, is not offered again.

Read all folders now (beside **Link it**, greyed until a folder is linked; not a step-up act) reads every linked folder at once rather than in five minutes, and says how many files came in and how many folders could not be read (*Read 4 folders: 12 files taken into the inboxes. Folders that could not be read: 0.*); while a reading is going on, *The folders are being read already: try again in a moment.* A company's own folders are read now from its inbox (**Read the folders now**), by its preparers and approvers.

Linking and stopping are on the company's audit trail, under **Supporting documents** (section 1.7); setting up Google Drive and Dropbox is recorded, but belongs to no company (section 2.6).

2.9 The encryption key and the files on the server

What must not be readable by anybody who gets hold of the server's disk or database is kept encrypted (AES-256-GCM) with one key, **CREDENTIALS_KEY**, set by whoever runs the server in its .env:

- the authenticator apps' secrets, the other applications' link keys (sections 8.1, 12.8), and the mail and shared-folder passwords (sections 2.7, 2.8), in the database;
- **every supporting file** on the server: the bills, receipts and statements kept with records (section 1.6) and everything in the documents inbox (section 1.7). A file is encrypted the moment it is kept. Opening it, downloading it, the zip of a period's files and reading a bill from it work exactly as before: the application opens it for whoever may see it.

The key is required, and it must be a real key. No server runs without one, whatever its other settings say: every screen answers *CREDENTIALS_KEY is not set, or is too short to use…* until it is put back. Nor does a server run on a typed phrase in place of a key (32 random bytes, as *npm run key:new* prints): every screen answers *CREDENTIALS_KEY is a typed phrase, not a key of 32 random bytes…*, with what to do, until whoever runs the server replaces it (below). Either way nobody can sign in meanwhile, and nothing is lost: the data is all there, waiting for its key. The same holds for the secret that signs the sign-in cookie (SESSION_SECRET): a server without one of its own answers *SESSION_SECRET is not set….*

Security → Backups (owner) shows how it stands:

- **Encryption key fingerprint**: which key the server holds, for checking the copy kept off the server (section 15).
- **Encryption key**: *A generated key*, the only one a server now runs on (since 9 October 2026 a typed phrase stops the server, above).
- **Supporting files encrypted**: *12 of 12* is right. Files kept before files were encrypted (before 8 October 2026) are encrypted where they lie at the first start of the application after that update, by itself; meanwhile they still open, and the screen says *Some supporting files kept before files were encrypted are still to be encrypted….*

Replacing the key (a typed phrase, or a key that may have leaked). Whoever runs the server generates a new key (*npm run key:new*), moves the present one to a setting **CREDENTIALS_KEY_PREVIOUS**, puts

the new one in CREDENTIALS_KEY and restarts the application. Everything under the old key is still read, and the application writes it all again under the new one, by itself. Meanwhile Security → Backups says *A key is being replaced: 4 stored values and 37 files are still under CREDENTIALS_KEY_PREVIOUS…*; when it says *Everything is under the new key…*, the old setting can go. The steps are in DEPLOYMENT.md. Nobody has to set up their authenticator again.

Backups. The application's own backup carries the supporting files as they were sent, under the backup's passphrase (section 15), so a backup restores onto a server with any key; restored files are encrypted under that server's key as they go into place. A copy of the server's disk alone (a Plesk backup of storage/) holds only encrypted files, and is no use without the key: keep the key's copy apart from the backups, in the password manager.

2.10 Security events

Settings → Security events shows, for the whole firm and not one company, every sign-in and sign-out, every failed attempt, every lock, and every change to how somebody signs in. It is for the owner and the administrators who reach every company. An administrator limited to some companies is shown the screen with *Only the owner and administrators who reach every company see the firm's security events: they include accounts wider than yours.* above it, because the list includes accounts wider than theirs. Nobody else sees the menu line.

Locked now, at the top, lists the locks in force: an **Account** (at its **Password**, its **Authenticator code** or a **Recovery code**) or an **Address** (a connection that gave too many wrong answers, whatever account was typed), with **Until** when and how many **Wrong answers**. *Nothing is locked now.* when there is none. A lock ends by itself at its time (section 2.2); nobody needs to lift it. A lock on an address typed at the sign-in that is nobody's account is listed as *An address with no account here*: what a stranger typed is never shown, as it could be somebody's password typed into the wrong box.

What happened lists the events, newest first: **When** (Cyprus time), **Who**, **What**, the **From address**, and a **Detail** in words. The kinds are:

- **Sign-ins and sign-outs**: *Signed in*, *Signed out*, *Signed out everywhere*, and *Confirmed it was them* (section 2.4), by password, code or passkey;
- **Failed attempts** (in amber): *Sign-in failed* (*Wrong password.*, *Wrong address or password.* for an address with no account, or *Right password, but the account may not sign in*), *Second factor wrong at sign-in*, *Wrong answer when confirming it was them*, *Wrong code setting up an authenticator*, *Wrong current password when changing it*, and a passkey refused;
- **Locks** (in red): *Locked*, e.g. *Locked for 1 minute after too many wrong answers at the password.*; a lock on the address says so;
- **Ways of signing in changed**: *Password changed*, an authenticator set up or removed, a passkey added or removed, *New recovery codes issued*, *Second factor cleared by an administrator*, an invitation or password link sent, and a password chosen from one.

Excel, beside **Show**, downloads the events the filters find (up to 20,000, newest first) as *Security events.xlsx*: when, who, kind, what, from address and detail. The download is itself recorded on the trail.

It can be narrowed down by **From** and **To** (whole days), **Person** and **Kind**; **Person** and **Kind** apply as soon as one is chosen, the dates on **Show**. A line above the list counts what is shown (*7 of 7 events.*); two hundred are shown at a time, and **Show the next…** adds more. The events are kept two years.

A wrong password at the sign-in is written to the trail only once it has been checked, so the sign-in's own limits (four free tries an account, then a lock) bound how many there can be; a try refused because the account is already locked writes nothing.

Is the trail as it was written? At the top of the screen, **Check the trail** reads every line of the audit trail, every company's, and says whether any was changed or removed afterwards. A few seconds after each line is written it is **sealed**: numbered, and given a fingerprint made from the line and the fingerprint of the line before, under a key kept in the server's settings (SESSION_SECRET) rather than in the database. A line changed in the database afterwards no longer matches its fingerprint; a line removed leaves the next one pointing at nothing.

- *Intact: all 4,812 lines sealed here match, the newest is number 4812, written 9 October 2026 16:40.* — nothing was touched. Note the number now and then: lines removed from the very end would leave the rest intact, and a newest number lower than one you noted is the sign.
- *Not intact: 2 line(s) below do not match what was sealed…*, with each named: *Line 1203 (Account changed, 3 October 2026 11:02) was changed after it was written.* or *The line before number 1207 (…) was removed.* Somebody changed the database outside the application. Take a backup at once, keep it, and tell whoever runs the server.
- Lines removed by the keeping rule below (two years, seven for a company's books) are not a break: *3 gap(s) are lines removed by the two- and seven-year keeping rule….*
- *… sealed under another key …*: lines restored from another installation's backup, or sealed before the server's SESSION_SECRET was changed, which cannot be checked here. Only the oldest lines can be so; one among this server's is reported as changed.
- *… waited more than five minutes to be sealed …*: the sealing is not running; restart the application.

Lines written before 9 October 2026 were sealed the first time the application started after it; a change made to them before then cannot be seen.

Lines taken off the end. The chain cannot show lines removed from the very end: what is left is still a perfect chain. So once an hour the newest seal is also written to a file on the server's disk, outside the database (*storage/audit-anchors/*), and **Check the trail** asks that every seal written there is still on the trail: *The lines up to number 4900, on the trail at 10 October 2026 09:00, are no longer there: lines were taken off the end.* Restoring a backup puts another trail in place, and the file starts again.

The weekly summary. Once a week the application checks the trail by itself and emails the owner a short **security summary**: the trail (intact, with the newest line's number, or what does not hold), the days since the last backup, the wrong passwords and codes and the locks of the week, the accounts not used for 90 days, and the accounts with no second factor yet. Its subject says *Weekly security*

summary: all well, *…: needs attention* (a backup overdue, an unused account, or one with no second factor; wrong passwords alone do not count, the sign-in limits deal with them) or *…: audit trail NOT intact*. Keep these emails: they are a copy of the newest number outside both the database and the server. The first week starts the day this version is installed; nothing is sent without outgoing email set up (Settings → Mail).

2.11 Too many requests

The server answers each person, and each connection with nobody signed in, only so fast (security review 2, item 12, the same as the payroll application). Nobody working by hand comes near it: the limits are set for scripts. They exist for a screen stuck in a loop, a script left running, or a stolen session pulling everything as fast as it can. What reaches them is refused for a moment with a sentence saying when to try again:

- *This account is making requests faster than the server will take them. Try again in about 5 seconds. If you did not do this yourself, something on one of your machines is doing it in a loop.*
- for the heavier answers (backups, workbooks, PDF and Word copies, zips, imports, the audit trail, security events): *That is one of the heavier things this application builds, and it has been asked for a lot in a short time…*;
- with nobody signed in: *Too many requests have come from this connection without anybody signed in….* Somebody already signed in on that connection is not affected.

Each person has their own allowance, so one person's loop never slows anybody else. The allowance for a connection with nobody signed in is 120 requests a minute unless whoever runs the server sets it (ANON_PER_MINUTE).

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3. Companies

A company is the client whose books are kept. Everything else (the chart of accounts, the years, every entry, document and report) belongs to one company, so a company is the first thing set up for a new client.

3.1 Adding a company

What it is for. Adding a company creates, in one go, the company itself, its first financial year cut into months, its starting chart of accounts and, for a registered company, its three VAT accounts. The answers given here decide how the first year is cut and what the chart looks like, so they are asked one at a time and checked as they are given.

Only the owner or an administrator adds a company, through **Add a company** in the top bar (or on the **Which company are you working on?** screen, or, on an installation with no company yet, the first screen, **Add the company whose books you keep**). Nobody else is shown these buttons; somebody else who has no company yet sees *No company has been given to you yet*, which says to ask an administrator

(who gives companies under **Settings → Users and access…**, section 2.1) and then to sign out and sign in again; until then every tab is greyed. An administrator who does not reach every company becomes the approver of the one they add. It is done in short steps, one question each, on the model of the QuickBooks interview. The steps are listed down the left (they show where you are, and are not clicked), and ‹ **Back** and **Next** › move between them; each **Next** › checks that step's answers with the server before moving on. Nothing is saved until **Create the company** on the last step. **Leave…** asks before throwing away what was typed (*Leave without creating the company?*, **Leave** or **Keep going**), and every other way off the screen asks the unsaved-changes question, whose **Save and continue** tries to create the company. If creating is refused, the screen goes back to the step whose answer was refused.

Step	What it asks
1. Company information	Legal name (the only required field), trading name, the **Group** it joins (if any), registration number, Tax Identification Code, date of incorporation, address (street and number, second line, town, district for an address in Cyprus, postcode, country), telephone, email, website
2. Legal form	How the company is organised (the list below). Nothing is chosen for you, unless the company was found on the Registrar (below). A box under the list says what the choice means for the books.
3. Activity and chart of accounts	Whether to start with a ready-made chart of accounts or an empty one, and what the company does, which picks the ready-made chart (section 4.3). The chart is shown before anything is created.
4. Financial year	The month the year ends, the day the books start here, and what **The company is**: **A new company** or **Moving from another system**. The first financial year is shown as it will be.
5. VAT	Whether it is registered, and if so its VAT number, the date registered from, and the return periods
6. Currency	The currency of the books (euro unless changed) and any other currencies it deals in

Step	What it asks
7. Review and create	Everything exactly as it will be saved, with anything *Worth checking*

What each step refuses before it moves on: a missing legal name; a Tax Identification Code another company already has; a date of incorporation after today; a district for an address outside Cyprus; no legal form; no answer on the ready-made chart, or a ready-made chart with the activity **Other**; no activity; no start date, or one before incorporation, or, for a company moving part way through a year, one that is not the first of a month; no answer on new or moving; for a registered company, no registration date or return periods; **Yes — also in other currencies** with none ticked. On creation the company opens on its dashboard with *Company created.*, and the audit trail records it.

Find on the Registrar of Companies. At the top of step 1, the start of a name or a registration number, at least three letters or digits, is searched on the Registrar's public search (eFiling), which lists the names beginning with what was typed. The companies found are listed with their number, type and status (and, where the name listed is not the current one, which name it is): every page of the Registrar's results, up to ten pages (a hundred lines), in one list. Past a hundred it says so, and more of the name narrows it. Name applications (a name asked for, with no company and no number yet) are left out, and the list says how many. Choosing one fills in the legal name, the registration number, the date of incorporation, the address of the registered office (street, second line, town, district, postcode, country) and, on step 2, the legal form. The address goes in as the Registrar holds it, in Greek or in English; it can be left, or changed, before going on. The Registrar writes the "HE" in Greek letters; it is stored in Latin letters, as every registration number here is. Nothing is saved until the company is created, and the Tax Identification Code and VAT details are not on the Registrar's public pages, so they are still typed. The search is for whoever may add companies: the owner and administrators.

The application reads the Registrar's own pages, as a person would; the Registrar offers nothing made for programs. Its site can be slow, so the search counts the seconds while it waits, and gives up after 45. If it does not answer, or its pages change, the search says so, with a line saying what happened on the Registrar's site (worth passing on if it keeps happening), and the boxes are typed as before. The search is kept for ten minutes, so that choosing a company from the list asks the Registrar for that company alone rather than searching again; if the Registrar's list changed in between, it says *Search again*. Nothing from the Registrar is kept apart from what is saved in the boxes.

Identifiers are cleaned, not refused. The registration number is stored as "HE 123456", the Tax Identification Code as eight digits and a letter, and the VAT number as "CY12345678X". So *he 412345*, *HE412345* (typed on a Greek keyboard) and *412345* are all stored as *HE 412345*, and *10123456X* as *CY10123456X*. Something that does not have the usual shape is kept exactly as typed and flagged under *Worth checking*: the certificate is the authority, not the software. A Cyprus postcode that is not four digits, an email address that looks incomplete and a website with a space in it are flagged the same way. Two companies cannot share a Tax Identification Code.

Legal forms:

Legal form	What it means for the books
Private company limited by shares	Share capital, share premium and retained earnings; statements under the Companies Law, Cap. 113
Public company limited by shares	As a private company
Company limited by guarantee	Accumulated surplus or deficit (and share capital if any); Cap. 113
Branch of an overseas company	Head office account, with the branch's results
General partnership	Each partner's capital and current account
Limited partnership	As a general partnership
Sole trader	The owner's capital and drawings; the profit is taxed on the owner's own return
Association, foundation or other non-profit	Accumulated surplus or deficit, restricted funds shown separately
Other	The equity accounts are set up by hand

The choice decides how the equity section is set up, and whether the company prepares statements under the Companies Law, Cap. 113.

The first financial year runs from the day the books start to a year end, and is never longer than eighteen months. A **new company** whose books start within eighteen months of the year end after the nearest one chooses which of the two ends its first year, under **The first financial year ends on** (nothing is chosen for it: *Choose where the first financial year ends.*); otherwise there is one year end within the limit, and it is taken without asking. A company **moving** here keeps its own financial year, so its first year ends on the nearest year end. The year is cut into months; a year that starts part way through a month has a first month that does too. A new company's books usually start on its date of incorporation, and step 4 offers that date as a shortcut (*From the date of incorporation, 15 March 2018*) when step 1 has it.

Example. A company incorporated on 15 November 2025 with a December year end may end its first year on 31 December 2025 (six weeks, two months on the periods screen: *15–30 November 2025* and *December 2025*) or on 31 December 2026 (fourteen months, one first period for its first statutory statements). From 1 June 2025, 31 December 2026 would be more than eighteen months away, so only 31 December 2025 is offered. The financial statements are prepared for each financial year as it stands (section 14.11): for a first year that is not twelve months, *For the period from 15 November 2025 to 31 December 2026*. Every later year is twelve months.

A company added through the application's interface by a script, without the question answered, takes the nearest year end, as does **Set up the first financial year** on the periods screen (section 6).

A company moving from another system starts on the first day of a financial year, or on the first day of any month part way through one; the shortcut is not offered, since its books start where its trial balance ends, not at incorporation. Part way through, the first year here is the company's **own financial year** (from the day after the last year end, or from incorporation if that is later), and the months before the books start are **closed**: they were kept in the other system. So a company with a December year end whose books start here on 1 September 2026 has the year 1 January – 31 December 2026, with January to August closed. The step shows this under the first year (*The months up to 31 August 2026 are kept elsewhere: they are closed here, and the opening balances go on 31 August 2026*). Its trial balance is brought in at 31 August (section 8), and the year to date and every month from September read right.

	A new company	Moving from another system
The books start on	Usually the date of incorporation; any day	The day after the trial balance brought over; the first of a month if part way through a year
The first year	Start to a year end, at most eighteen months: where two fall within that, chosen	Its own financial year; the months before the start closed
Opening balances	None, normally: its first entries are its first transactions	The trial balance at the day before the start, imported once (section 8)

Neither answer can be changed afterwards (section 3.2).

The group. A company can join an existing group on step 1, in the **Group** box, which lists the firm's groups. It is not asked first, as joining from Settings is (section 4.5): the company has no accounts yet, so its ready-made chart simply takes the group's numbers wherever the group already has an account of that name. A new group is not made here; it is made from an existing company's **Group** box under Settings.

A registered company gets its three VAT accounts in the chart straight away (section 11.1), whether its chart is ready-made or empty.

3.2 Company information (Settings)

What it is for. Keeping the company's details up to date once it exists: a new address, a Tax Identification Code that has arrived, a change of name.

Settings → Company information (the screen is headed **The company**) shows the same boxes as the creation steps, apart from the VAT and the group, which have their own places. Anybody who may edit the company (a preparer or an approver) changes them, with **Save**; **Discard the changes** puts them back. A viewer sees the same boxes, locked. Below the boxes come, in order, the **Group** box, **Delete this company** (the owner, and administrators who are approvers of the company) and **Security**, a button to the person's own sign-in settings (section 2.2), which belongs to the person, not the company. A save is checked as on creation: the legal name is required, the date of incorporation cannot be after today, two companies cannot share a Tax Identification Code. Some things are fixed once the books depend on them:

- the **year end**, once the company has a financial year (every company added through the steps has one from the start);
- **where the books start** and **new or moving**, as set up;
- the **currency of the books**, once anything is posted;
- **another currency** stays on the list once an entry has used it.

The **legal form** can be changed but not emptied. The **activity** can be changed at any time, but not emptied once given. It describes the company and leaves the chart of accounts as it is. The **district** box is shown here whatever the country, but is still only for an address in Cyprus: a district with another country is refused (*A district is only for an address in Cyprus.*). **Discard the changes** is greyed until a box has been changed, and *Changes not saved yet. Press Save to keep them.* shows while a change is unsaved.

The VAT registration is under **VAT → VAT settings** (section 11.1).

Above the boxes, the owner or an administrator has **Find on the Registrar of Companies**: the same search as step 1, ready with the company's registration number. Choosing the company fills the boxes from the Registrar again and says which of them changed (*Changed: Street and number, Postcode.*), or that they already match, for example after the registered office has moved. The changes are kept only when **Save** is pressed; **Discard the changes** puts the boxes back.

Below the company's boxes is the **Group** box: the group the company is in, if any. The owner or an administrator can put the company in a group, make a new group, or take it out of one (section 4.5); anybody else sees it locked. Somebody from outside the firm does not see it. The **Group** box has its own **Save**, apart from the company's details above it.

3.3 Deleting a company

What it is for. Removing a company set up by mistake, or twice, before anything has been entered in it.

The owner or an administrator (who must be an approver of the company: an administrator set to reach every company is one in each) deletes it from the bottom of **Settings → Company information**, under **Delete this company**. Nobody else sees that part of the screen.

Only a company with nothing in its books can be deleted. A posted entry is never deleted (section 7.5), and neither is what stands behind one, so the company is refused if it has any of these: journal entries (an opening balance entry counts), sales invoices or credit notes, bills or supplier credit notes, VAT returns, VIES statements, foreign currency revaluations, imported bank statements or their lines, or bank reconciliations. The box says which of them the company has, and the button stays locked.

What goes with the company is its set-up: the chart of accounts, the financial years and their months, the customers and suppliers, the bank accounts and bank rules, repeating entries never posted, repeating invoices and bills, the VAT figures from before the books started, the capital goods register, properties and their tenancies, the provisional tax, the lead schedules' sign-offs, supplier reconciliations kept, the cheques in the register, petty cash counts, client queries, deemed distribution workings, report groupings, budgets, business lines, and which users were given it. A group the company was in stays, with its list of accounts. Another company's account that named it as its counterparty keeps the account.

To confirm, the company's legal name is typed in full in **Type the company's legal name to confirm** (capitals and extra spaces do not matter), **Delete this company** is pressed, and the question *Delete the company?* is answered **Delete it** (**Cancel** keeps it). Then the box **Confirm it is you** asks for the second factor (section 2.4), unless one was given in the last five minutes; an account with no second factor yet is refused and shown the screen to set one up. Typing the name guards against a slip, the second factor against somebody at a desk left signed in. The name is checked after that: one that does not match is refused (*The name typed is not the company's legal name.*) and nothing is deleted. The books are checked again at that moment, in the same step as the delete: a company something was posted to meanwhile is refused (*This company has something in its books, so it cannot be deleted.*) and the box then lists what it has. The audit trail records the deletion, with the company's name and who deleted it. The list of companies comes back saying the company was deleted. Anyone who had the company open is left with no company open and chooses another.

3.4 Setting up a new client: the list on the dashboard

What it is for. A new client's books need a few things before the first invoice: the company's details, a chart of accounts, VAT, a bank account, and, for a company moving here from another system, its opening balances and the invoices and bills open on the day it moved. **Setting up this company**, on the dashboard (section 1.2), lists them in the order they are best done, and ticks each one as the books show it done. Nothing is ticked by hand, so the list cannot say a thing is done that is not.

Step	Done when	Open goes to
The company's details	the tax identification code, the address (first line and town) and, for a company under the Companies Law, the registration number and date of incorporation are filled in	**Settings → Company information** (section 3.2)
The chart of accounts	the chart has accounts and every one is on a reporting line (section 5)	**Accounting → Chart of accounts** (section 4), where **Bring in from a file…** brings in a client's own list (section 4.7) and **Copy from another company…** copies another client's chart (section 4.8)
VAT (a registered company only)	the VAT number is filled in and the three VAT accounts are set	**VAT → VAT settings** (section 11.1)
A bank account	there is at least one	**Bank → Bank accounts** (section 16.1)
Opening balances (a company moving here only)	the opening entry is posted	**Accounting → Entries › Opening balances…** (section 8)
Invoices and bills open at the start (a company moving here only)	the opening entry is posted and nothing on the receivables or payables account is left against no customer or supplier	**Sales → Opening invoices** (section 12.7), or **Purchases → Opening bills** when only the suppliers' side is left
Customers	there is at least one	**Sales → Customer list** (section 12.1)
Suppliers	there is at least one	**Purchases → Supplier list** (section 13)

The line under each step says what it needs, or, for the company's details, what is still missing: *Still to fill in: registration number, tax identification code, date of incorporation, address, town.* Over the list: *2 of 7 done.*

Not needed. A step a client does not need (a holding company with no suppliers, a company whose bank account is kept elsewhere) is marked **Not needed**; it shows a dashed circle and *Marked not needed.*, and counts as dealt with. **Needed after all** puts it back. A step marked not needed that is later

done shows as done. Both are written to the audit trail (*A setting-up step marked not needed*). A viewer sees the list without these buttons.

When it goes. Once every step is done or marked not needed, the card is no longer shown. It comes back if a step stops being done (an account added without a reporting line, say), so it also serves as a check on a client set up earlier.

An example. Coming Over Ltd, moving from QuickBooks on 1 January 2026, with an empty chart. Its dashboard shows seven steps, none done. **Open** on *The chart of accounts* goes to the chart, where **Bring in from a file…** brings in its QuickBooks account list (section 4.7); back on the dashboard, the chart is ticked: *1 of 7 done.* It has no suppliers of its own (its costs are recharged by its parent), so *Suppliers* is marked **Not needed**: *2 of 7 done.*

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4. The chart of accounts

What it is for. The chart is the company's list of accounts. Each account carries three things the reports read: its **type** (which decides its number and where it sits), its **mapping category** (where it goes in the statements and management accounts) and, for income and expenses, its **tax classification** (where it goes in the tax computation). The client's own names can be kept, because the reports read the category, not the name.

Accounting → Chart of accounts lists every account of the company, grouped by its eleven types in number order, with sub-accounts indented under their parents. Each row shows the number, the account (tagged **Inactive**, or *Output VAT*, *Input VAT* or *VAT settlement* for the company's VAT accounts), its mapping category and its tax classification (with its usual VAT code). Above it, **Find an account** (a word of the name, a number, or the start of a mapping code), **Type**, **Show inactive accounts** and **Only accounts without a category** narrow the list. **Add an account** opens an empty form above the chart; clicking an account opens it filled in. The same form also opens in a window from **+ Add a new account…** at the foot of any list of accounts on another screen (section 1.3b). Anybody who may edit the company adds and changes accounts; a viewer sees the same form locked.

4.1 What an account is

Box	Rule
Name	Required, and asked first. No colon: the colon is how a sub-account is written, as in "Computer equipment:Cost". Two accounts under the same parent cannot share a name. In a group, typing it offers the group's accounts (section 4.5).

Box	Rule
Account number	Given by the application when the account is saved, never typed: six digits, the next number for the account's type (section 4.4).
Type	One of eleven (the table in section 4.4): non-current or current assets, non-current or current liabilities, equity, income, and for expenses cost of sales, administration, selling and distribution, finance costs or tax. A sub-account is its parent's type.
Sub-account of	Optional. Only accounts of the same type are offered. An account cannot sit under itself or under one of its own sub-accounts.
Mapping category	**Required.** Where the account goes in the statements (section 5). Only categories of the account's own statement are offered: the balance sheet for assets, liabilities and equity, the income statement for income and expenses. A heading cannot be chosen.
Group company	Only in a group, on an account mapped to a related-party category: the company of the group on the other side (section 4.5).
Tax classification	Required for income and expense accounts, and chosen by a person, never assumed: the line of the company income tax return, form T.D.4, Part 3, its figures go to (the table below). For *Partly allowable* and *Partly taxable*, a percentage more than 0 and less than 100. Not asked of assets, liabilities or equity.

Box	Rule
For VAT	Optional, for a VAT-registered company, on income, expense and asset accounts: what the account's lines are for VAT (the second table below). Once set, a line on the account is offered only the matching VAT codes, and a code of another kind is refused, wherever the line is entered: a journal, a bill, an invoice, a bank line or a bank rule. Left at *Not set: any code*, any code that fits the type may be used.
VAT code for its lines	Optional, for a VAT-registered company, on income, expense and asset accounts: the code a line on the account takes on a bill, an invoice, a journal entry or a bank line coded to it (split parts included), e.g. *P-5* on food supplies, *P-DRC-19* on computer equipment. A purchase code goes on an expense, a sale code on income, either on an asset; import VAT on none. It must be one of the codes its **For VAT** choice allows. It is shown beside the tax classification on the chart, and is each company's own in a group.
Input VAT used for	Only for a company under partial exemption, on expense and asset accounts: whether the input VAT on purchases coded here is for taxable supplies only, exempt supplies only, or both or not known (residual) (section 11.8).
In the partial exemption percentage	Only for a company under partial exemption, on income accounts: whether sales coded here count in the recovery percentage, or are left out as incidental property or financial transactions (section 11.8).

Box	Rule
Each line names a property	On income and expense accounts: *Yes* makes every line on the account name one of the company's properties (section 9.6) — rental income, a property's costs — wherever the line is entered: a journal, an invoice, a bill, a bank line, a repeating entry. A line without one is refused (*This account asks for the property each line is for…*). *No* (the default): a line may name one or not.
Currency	Only for a company with other currencies (section 3.2): the currency the account is kept in, one of the company's other currencies; *the books' own* is none. Every line on it is then in that currency, its balance is shown in that currency beside the books' (section 9), and an asset or liability kept in one is revalued at a month end (section 10.1). Not the receivables, payables or VAT accounts; a bank account's own account takes its bank account's currency (section 16.1). Shown as a tag (*USD*) beside the name on the chart. Section 4.6 has the rules.
Description	Optional.
Active	Shown on an existing account. An inactive account keeps everything in it but is not offered for new entries.

Tax classifications (section 14.12 says how the computation uses them; the law is the Income Tax Law 118(I)/2002, as Law 244(I)/2025 amends it from 2026). The form groups them as on the table: for an expense, **Deducted as it is** and **Added back in the tax computation**; for income, **Taxed as it is** and **Taken off in the tax computation**, each with its T.D.4 line.

For	Classification	T.D.4 line	In the computation
Expenses	Allowable	—	Deducted as it is
	Partly allowable	40	Only the percentage given is deducted; the rest added back

For	Classification	T.D.4 line	In the computation
	Entertainment (limited)	31	Allowed up to 1% of the gross income, at most €17,086 a year (€30,000 from 2026); the rest added back (article 11(12)). Staff entertaining is *Allowable*
	Private motor vehicle expenses	33	Added back
	Gifts and donations not allowable	29	Added back (donations to approved charities are *Allowable*)
	Fines and direct taxes	32	Added back: fines, interest on late contributions, the annual levy
	Legal and capital raising costs	30	Added back
	Depreciation and amortisation	5	Added back; capital allowances from the register deducted instead
	Loss on disposal of fixed assets	2	Added back; the register's balancing statement instead (line 4)
	Revaluation and impairment losses	3	Added back
	Loss on shares and other titles	19	Added back
	Exchange losses	21	Added back

For	Classification	T.D.4 line	In the computation
	Expenses of exempt income	20	Added back
	General provision for bad debts / for stock	23 / 24	Added back (a specific debt written off is *Allowable*)
	Interest to the government / interest disallowed	25 / 26	Added back
	Contributions to funds not approved	28	Added back
	Expenses with no documents / payroll cost with contributions unpaid	34 / 35	Added back
	Other expense not allowable	40	Added back
Income	Taxable	—	Taxed as it is
	Partly taxable	40	Only the percentage given is taxed; the rest taken off
	Dividends	13	Taken off (article 8(20))
	Interest not from the trade	14	Taken off to 2025 (article 8(19)); taxed from 2026. A lender's loan interest is *Taxable*
	Profit on shares and other titles	19	Taken off (article 8(22))

For	Classification	T.D.4 line	In the computation
	Profit on disposal of fixed assets	2	Taken off; the register's balancing statement instead (line 4)
	Revaluation gains	3	Taken off
	Exchange gains	21	Taken off
	Extraordinary items not taxable	15	Taken off
	Other income not taxable	40	Taken off

A worked example. A company with gross income of €400,000 in 2026 has €6,000 on *Entertaining* (classified *Entertainment (limited)*) and €2,400 on *Mobile telephones* (classified *Partly allowable*, 50%). The computation allows entertainment up to 1% of €400,000, which is €4,000, so €2,000 is added back on line 31. Of the telephones, half (€1,200) is deducted and €1,200 added back on line 40. The profit in the books is not changed; only the computation is.

An account the application makes itself (a fixed asset's depreciation account, say) and one without a classification is read with the one its mapping category suggests, and the computation names it so it can be set. When the classifications became T.D.4 lines, every account was moved over by its category: *Restricted by law* became *Entertainment*, and *Not allowable* or *Not taxable* went to its own line where the category said which.

For VAT:

For	Choice on screen	The codes its lines may take
Expenses and assets bought	Input VAT deductible	Purchase codes whose VAT is reclaimed: P-19 to P-3, P-0, goods from the EU (P-EUG), services from the EU or abroad (P-EUS, P-NEU), the domestic reverse charge (P-DRC), triangulation (P-TRI)
	Input VAT not deductible (blocked)	P-BL codes only (P-BL-19 to P-BL-3): entertaining people other than staff, a saloon car

For	Choice on screen	The codes its lines may take
	Exempt	P-EX only: insurance, bank charges
	No VAT	None: salaries, social insurance, depreciation
Income	Taxable (any rate, zero-rated, EU or abroad)	Any sales code but exempt: S-19 to S-3, S-0, to the EU, outside the scope, triangulation, the domestic reverse charge
	Exempt	S-EX only
	No VAT	None: dividends, interest, exchange differences, grants

Selling an asset is coded by the sale, whatever the asset account's choice. The account's own usual VAT code must be one of its choice's: an account set *Input VAT not deductible (blocked)* with the usual code *P-19* is refused (*Its usual VAT code does not match what the account is for VAT.*).

A worked example. Entertaining is set **Input VAT not deductible (blocked)**, with the usual code *P-BL-19*. A restaurant bill of €119.00 entered on it takes *P-BL-19* by itself: €100.00 net and €19.00 VAT, all of it staying on *Entertaining* and none reclaimed. If somebody changes the line to *P-19*, it is refused: *This account is set as Input VAT not deductible: use a P-BL code.*

4.2 What can change, and what cannot

- **The type** can change between the kinds of one heading (administration to selling and distribution, say) at any time. The account then gets the next number of its new type, and the screen says so (*Advertising saved. Its type changed, so it has a new number: 700002.*). It cannot change to another heading (an expense to a liability) once anything is posted to the account or to one under it, and no type can change while the account has sub-accounts.
- **The number** is never typed, so it cannot be changed by hand.
- **The currency** can be given, changed or taken off while nothing is posted to the account in another currency. Once entries in its currency are posted it keeps it (*Entries have been posted to this account in another currency, so its currency stays as it is. Make a new account for the other currency.*), and an account with entries in the books' own currency cannot be given another (section 4.6).

- **In a group**, the name, type and mapping of an account are the group's. Only the owner or an administrator can change them (for anybody else those boxes are locked), is asked first (*Change it across the group?*), and the change reaches every company of the group that has the account (*… saved, here and in Harbour Shipping Ltd.*). A shared account stays under the parent it is under. The tax classification, **For VAT**, the usual VAT code, description and **Active** stay each company's own.
- **Mapped out of cash.** An account mapped to cash at bank and in hand (**1.F.1** or a category under it) and changed to a category outside it is asked about first, naming it and saying whether it is a bank account: its balance would leave the cash of the statement of cash flows, the management accounts and the dashboard's **Cash and bank**, and money moved in or out of it would become a cash flow of its own. Moving it within 1.F.1 (a current account to a deposit, say) is not asked. Confirmed with **Map it out of cash**, the change is on the audit trail as having left cash.
- **Deleting** is only for an account with no sub-accounts and nothing posted to it, and that nothing else uses: not a VAT account, not the receivables, payables or exchange differences account Sales and Purchases post to, not an account of an asset in the fixed asset register, of a loan, or of a prepayment or accrual. Those are made inactive instead. The **Delete the account** button is not offered on an account with sub-accounts.
- **The company's VAT accounts** (marked *Output VAT*, *Input VAT*, *VAT settlement* on the chart) cannot be deleted, have their type changed or be made inactive while they are VAT accounts. Another account is chosen under **VAT → VAT settings** first. The receivables, payables and exchange differences accounts of Sales and Purchases are held the same way.

Above the chart, a notice counts the active accounts that have **no mapping category yet**, which can only be accounts made before the mapping list existed. **Only accounts without a category** lists just those.

4.3 The chart a new company starts with

What it is for. A company whose accounts are prepared here for the first time needs a chart before its first entry. Rather than building one by hand, it starts with one for what it does, already mapped and classified, which is then changed as the client needs.

Step 3 of adding a company asks two things, with nothing chosen for you:

- **Start with a ready-made chart of accounts? Yes, a ready-made chart** suits a company whose accounts are prepared here for the first time. **No, start with an empty chart** suits a company that already has a chart of accounts: its accounts come in with its opening trial balance (section 8), each mapped as it comes in, or are added by hand. Nothing else is created, apart from the three VAT accounts of a registered company (step 5).
- **What does the company do?** It describes the company either way, and with a ready-made chart it picks which one. **Other** has no ready-made chart, so it goes with an empty one; choosing it with **Yes, a ready-made chart** is refused.

With a ready-made chart, the step shows the chart, account by account, before the company is created: number, name, type, mapping category and tax classification (with the usual VAT code). The numbers are the ones the accounts will really get: counted from the start of each type's range, or, for a company

joining a group, the group's own numbers for every account the group already has. A private company limited by shares in services, for example, starts with 71 accounts, from *100000 Furniture and office equipment at cost* to *900001 Defence contribution*, with *300002 Retained earnings* and *400000 Fees for services*.

Activity	Its own accounts, besides the common ones
Services	Fees for services, commissions receivable, subcontracted work, accrued income, advances from clients
Trading	Sales of goods, purchases (in Cyprus, from the EU and from outside it), opening and closing stock, stock of goods for resale, carriage and clearing, packing materials, discounts allowed and received, card charges
Holding and investment	Investments in subsidiaries and at fair value, loans to related parties and from shareholders and related parties, dividend income, loan interest receivable, gains and fair value movements on investments, custody and management fees
Property	Investment property at cost and its fair value adjustment, tenants' deposits, bank loans, rental income, service charges recovered, building repairs, common expenses, municipality taxes, fair value movements
Other	None: there is no ready-made chart for it, so the company starts with an empty chart.

What every chart has. Bank and cash, receivables and payables, deposits and prepayments, accruals, social insurance and PAYE payable, fixed assets (furniture and office equipment, computer hardware, motor vehicles) at cost with their depreciation, staff salaries and the social insurance, GHS and social cohesion fund contributions, the usual running costs, bank charges, loan interest, exchange differences, bank interest and sundry income.

What the legal form adds:

Legal form	Equity section	Also
Company limited by shares	Share capital, share premium, retained earnings, dividends paid	Directors' and shareholders' current accounts, directors' remuneration, audit and secretarial fees, annual levy, corporation tax and defence contribution
Company limited by guarantee	Accumulated surplus	As a company limited by shares
Branch of an overseas company	Head office account, retained earnings	Corporation tax and defence contribution
Partnership	Two partners' capital and current accounts	—
Sole trader	Proprietor's capital and drawings	—
Non-profit	Accumulated surplus	—
Other	None: the equity accounts are set up by hand	—

The rules:

- Every account is mapped to one of the firm's categories, and every income and expense account carries the tax classification the firm usually gives it. For example, entertaining is *Entertainment (limited)*, depreciation *Depreciation and amortisation*, fines and the annual levy *Fines and direct taxes*, dividends *Dividends*, bank interest *Interest not from the trade* and exchange gains *Exchange gains*. The classifications are shown on step 3 before the company is made, and each can be changed. So is what each is for VAT where it is one thing: salaries, social insurance, depreciation, dividends and interest *No VAT*; an account with a usual code, what that code is (*P-BL-19* blocked, another purchase code deductible, a sales code taxable).
- Where a supply is one VAT rate as a rule, the account carries its usual **VAT code** too (section 4.1): office supplies, professional fees, repairs, electricity and telephone *P-19*; a saloon car, private motoring and entertaining *P-BL-19* (VAT not deductible); purchases from the EU *P-EUG-19*; fees and sales *S-19*. Where it is exempt, mixed or no supply at all (rent, insurance, water and cleaning, travel, training, bank charges, salaries, taxes), none, and the line is coded when it is entered. The codes are used once the company is VAT-registered, are shown on step 3 beside the treatments, and each can be changed in the chart.

- The accounts are ordinary accounts. Any of them can be renamed, re-mapped, made inactive or deleted (if nothing is posted to it), and more can be added.
- The VAT accounts are not part of the template. A registered company gets them from step 5 (section 11.1).
- The activity is kept with the company and can be changed under Settings. Changing it describes the company differently. It does not change the chart.

4.4 Account numbers

Every account number is **six digits**, given by the application, never typed. Each type has its own range, non-current before current, as the firm's statements are laid out:

Type	Numbers
Non-current assets	100000–149999
Current assets	150000–199999
Non-current liabilities	200000–249999
Current liabilities	250000–299999
Equity	300000–399999
Income	400000–499999
Cost of sales	500000–599999
Administration	600000–699999
Selling and distribution	700000–799999
Finance costs	800000–899999
Tax	900000–999999

- **The next number** is the highest already used in that range, plus one. The first account of a type gets the start of its range. So with administration accounts up to *600032*, a new administration account is *600033*. When a range is full the account is refused (*Every number for this type of account is used.*).
- **For a company in a group**, "already used" means anywhere in the group, so a number is one account in every company of the group.
- **The accounts the application makes itself** (the starter chart, the VAT accounts, the receivables and payables accounts, and accounts added from an imported trial balance) are numbered the same way.

- **Charts from before this** were renumbered into the ranges when this came in, in the order of the numbers they had. The type of each account came from its mapping category: for example, 1.A and 1.B.1 are non-current assets, 2.I.2, 2.J, 2.K and 2.M non-current liabilities, 4.R cost of sales, 5.T.1 selling and distribution, 6.T finance costs and 7.T tax. An account with no category took the commoner kind (current, or administration), and can be changed. Posted entries were not touched: they point at the account, not at its number.

4.5 Groups of companies

What it is for. A client group (a holding company and its subsidiaries, say) is easier to keep and to consolidate when an account means the same thing, under the same number, in every company. Putting the companies in a group does that.

Companies can be put in a **group**. Companies in one group:

- share **one list of accounts**, in which one number is one account. Motor vehicles has the same number in every company of the group that has it;
- are **consolidated** together (section 14.5), taking out the accounts marked to be eliminated.

Making, naming and joining groups is for the owner and administrators: joining renumbers a company's chart, and a group's list names accounts of companies a preparer may not have been given. Anybody else sees the **Group** box locked, with *Only an administrator can put a company in a group or take it out.*

The group's list. Every account of every company in the group is an account of the group's list. Its **number, name, type and mapping category** are the same in every company that has it; its **tax classification** (and **For VAT**, usual VAT code, description and **Active**) stays each company's own. **Settings → Group** shows the group's name, its consolidation currency, its companies and its list, with the companies that use each account. Companies the person has not been given are counted, not named (*and 2 more you have not been given*). Somebody from outside the firm does not see it.

Adding an account in a group. Typing the name offers the group's accounts that this company does not have yet. Choosing one gives the company that account, with the group's number, type and mapping (held, not changeable there); its tax classification is still chosen for this company. A name the group does not have is a new account of the group, numbered next in its range across the whole group, and offered to the other companies from then on.

Putting a company in a group (the **Group** box on **Settings → Company information**, or on the first step of adding a company, section 3.1). Under Settings, the box offers the firm's groups, **A new group…** (with **Name of the new group**) and **— Not in a group —**; **Save** asks first (*Join this group?*, **Join and renumber**). Each of the company's accounts then:

- **becomes the group's account of the same name** (under the same parent), taking its number, type and mapping; or
- **becomes a new account of the group**, keeping its own number where that number is free in the group, else taking the next free one.

Numbers are changed **automatically**, and the screen then lists every number that changed and every mapping that became the group's. Posted entries are not touched. Joining is refused, with nothing changed, if one of the company's accounts has the name of a group account of another heading (an asset here, a liability there): one of the two has to be renamed first. A new group's name must not be one the firm already uses (*There is already a group of that name.*), nor empty (*Give the group a name.*). Choosing another group moves the company from its old group to the new one in one go.

A worked example. Harbour Group has one company so far, *Harbour Trading Ltd*, whose accounts include *600005 Rent* and *400000 Fees for services*, with the highest income number *400004*. *Harbour Shipping Ltd* joins. Its *Rent*, numbered *600005* too, becomes the group's *Rent*: same number, and the group's mapping if it had another. Its *Charter income*, numbered *400000*, finds that number taken by another account of the group, so it becomes a new group account numbered *400005*. Its *Port dues*, numbered *600040* and free in the group, keeps it. The screen then lists *400000 → 400005 Charter income* under **Numbers changed:**. Every entry already posted to *Charter income* stays on it.

Taking a company out (**— Not in a group —**, then **Take it out**) leaves its accounts with the numbers they have, as its own (*… is no longer in a group.*).

Eliminated on consolidation. The last column of Settings → Group marks an account of the group to be taken out when the group is consolidated: intercompany sales and fees, dividends from a subsidiary, balances between the companies. Only the owner or an administrator can change it; the tick saves at once (*600010 Management fees: eliminated on consolidation.*, or *…: kept on consolidation.*).

The group company on the other side. An account mapped to a **related-party category** has a **Group company** box in the account form, listing the other companies of the group set up in the application. Name the account (for example *Due from Harbour USA*) and choose the company. The related-party categories are loans to related parties (1.B.1.6), trade receivables from related parties (1.D.1.10), receivables from related parties (1.E.2), trade payables to related parties (2.G.1.10), payables to related parties (2.H.3, which includes directors' and shareholders' current accounts), loans from related parties (2.J), and interest on loans to and from related parties (3.Q.4.2.1.1 and 3.Q.4.2.2.1). The company must be another of the same group. The box is each company's own, not the group's: the same group account can name a different company in each company. An account mapped away from a related-party category loses its company. **Reports → Group reports › Intercompany balances** reads it (section 14.6).

Consolidation currency. Settings → Group also sets the currency the group's consolidation is shown in (**Shown in**; euro unless changed; an administrator's choice, from the currencies the ECB publishes a rate for: *Choose a currency the ECB publishes a rate for.*). A company keeping its books in another currency is translated into it (section 14.5). The group's name is changed on the same screen (**Name of the group**), under the same rules as a new group's name. Both boxes, and the **Eliminated on consolidation** ticks, are locked for anybody else, and for every company that is not in a group (*This company is not in a group.*).

4.6 Accounts kept in another currency

What it is for. Some balances are really in another currency: a deposit or a loan in US dollars, an amount owed to or by a director in sterling, rent received in dollars. Kept in that currency, the account holds its balance in it as well as in the books', as a dollar bank account does, and the month-end revaluation keeps its euro value right.

The rules (services/account-currency.ts):

- The **Currency** is one of the company's other currencies (*Choose one of the company's other currencies, or leave it empty for the books' own…*); the books' own written out is none.
- **Every line on it is in that currency**, whatever puts it there: a journal, an invoice, a bill, a bank line, an import (section 7.6), a repeating entry. A line in the books' currency or another is refused, on its Currency: *That account is kept in USD: give this line's amount in USD (its Currency box).* On the journal form the line's **Currency** is set to the account's and locked as soon as the account is chosen. So a dollar income account can be on a dollar invoice, not on a euro one.
- Entries the application makes itself (a revaluation, an interest run, a year-end closing) are not checked so: a revaluation's line moves the euro value only.
- **Not** the receivables or payables account (each document is in its own currency already) nor a VAT account (VAT is in the books' currency): *The receivables and payables accounts, and the VAT accounts, are kept in the books' own currency.*
- **A bank account's own account** takes the bank account's currency, set on **Bank → Bank accounts** (section 16.1), and its **Currency** box on the chart is locked (*Set by its bank account*). Bank accounts added before 7 October 2026 in another currency had their accounts given it then.
- **A loan's** principal and interest accounts (section 9.2) are in the loan's currency or in none; a loan's accounts are revalued by its interest runs, not by the month-end revaluation.
- **Its balance in that currency** counts its lines in that currency only. It is shown on the trial balance (its closing balance) and the general ledger (its opening, each entry and its total), section 9; on the screen only, not in their Excel and PDF copies.
- **Revalued**, at a month end, if it is an asset or a liability (section 10.1). Income, expenses and equity are not: under IAS 21 they stay at the rate of each entry's date.
- **The opening balances** give such an account's balance in its currency too, in a column **Amount in currency** (section 8).

A worked example. Dollar deposit, a current asset kept in USD. On 10 March USD 1,100.00 is put in from the euro bank at the ECB's 1.10 (1,000.00), and USD 550.00 of rent received in dollars is credited to *Rent income USD*, also kept in USD (500.00). The trial balance at 31 March shows the deposit at 1,500.00 with *USD 1,650.00* under it, and the rent income at 500.00 credit with *USD 550.00*. Revalued at 31 March at 1.05, the deposit is worth 1,571.43: 71.43 is posted to it and to the exchange gains account, and taken back on 1 April. The rent income is not revalued.

4.7 A chart from a file

What it is for. A client coming from QuickBooks, Xero or another system already has a chart of accounts, with names its people know. On **Accounting → Chart of accounts**, **Bring in from a file…** (the button beside **Add an account**) brings that list in: each of its accounts is **paired** with an account already here, **added** as a new one, or **left out**. Whatever it was called in the old system is kept on the account it goes to, so the opening balances (section 8) and imported entries (section 7.6) exported from that system find it by that name or number. Preparers and approvers bring a chart in; a viewer has no button.

The file. An Excel (.xlsx) or CSV file:

- **QuickBooks Desktop**: Reports → Lists → Account Listing, exported to Excel as it comes (its *Account*, *Type*, *Description* and *Accnt. #* columns are read; a sub-account is written *Computer equipment:Cost*, and an account number in the name, *1200 · Bank of Cyprus*, is read as its number).
- **QuickBooks Online**: the chart of accounts exported to Excel (*Account*, *Type*, *Description*).
- **Xero**: the chart of accounts exported to CSV (**Code*, **Name*, **Type*, *Description*).
- **The firm's template**, from **Download the template** on the panel: an *Accounts* sheet with the headings **Number**, **Account name ***, **Type** and **Description**, and a second sheet saying what each takes, with an example and the eleven types.

The heading row is looked for in the first fifteen rows; it needs an account name column and a number or type column. A *TOTAL* line is left out. Columns not used are named (*Columns not used: Balance Total.*). Up to 1,000 accounts at a time.

What the screen suggests. Each account of the file is shown on a row (**Row**, **In the file**, **Goes to**, **Type here**, **Reporting line**, **Tax treatment**), with a first suggestion, said under **Goes to**:

- *paired before*: the same name and number were brought in before (the file read again);
- *same name*: one account here has the same name;
- *this chart's control account*: their *Accounts Receivable* or *Accounts Payable* goes to the receivables or payables account here;
- otherwise **A new account**: its type here from theirs (*Bank*, *Other Current Asset*: Current assets; *Fixed Asset*: Non-current assets; *Expense*: Administration; *Cost of Goods Sold*, *Direct Costs*: Cost of sales; *Long Term Liability*: Non-current liabilities; *Income*, *Revenue*: Income; and the eleven types by their own names). Where the firm's starting charts (section 4.3) have an account of the same name and type, its reporting line, tax treatment and usual VAT code are filled in too, marked *as in the firm's starting charts*. Otherwise the reporting line and treatment are left for a person to choose: the software does not take a tax position for anybody.

Choosing. Goes to offers *A new account*, *Leave out*, and every account here by type. For a new account, **Type here** (one of the eleven), **Reporting line** (a searchable list, as on the account form) and, for income and expenses, **Tax treatment**. A partly allowable or partly taxable treatment needs its percentage, which is set on the account afterwards: the panel offers the others. **Tax treatment for every new income or expense account without one**, over the table, fills one treatment into every new expense (or income) account that has none, with **Apply**. A sub-account in the file (*Computer equipment:Cost*) is added under

its parent where the parent comes here too and is of the same type; otherwise on its own (said under **Goes to**: *under Computer equipment*).

Bring them in. Bring them in asks first: *Bring these accounts in? 3 accounts are added and 1 paired with accounts already here; 1 are left out. Each keeps its name in the old system.* Everything is checked as one account typed in is (section 4.1), and the accounts are added and paired **all together or not at all**: a row without its reporting line or tax treatment is marked in red with what it needs (*Choose the mapping category.*), over the table *Nothing was changed: some rows need a choice.*, and nothing is changed. Done: *3 accounts added, 1 paired with accounts already here, 1 left out.* The new accounts are numbered here (section 4.4). The import and each account added are written to the audit trail (*Chart of accounts brought in from a file*).

The old name, kept. The account form shows it under **Description**: *In the previous system: 6100 Office rent.* An account here may carry several (two old accounts paired with one). The opening balances then match a line of the old trial balance by it (*by its name in the previous system*), by the whole name or by the old number, and the entries import (section 7.6) finds an **Account** cell written as the old name, the old number, or both.

A worked example. Coming Over Ltd, an empty chart, brings in its QuickBooks Account Listing: *1200 · Bank of Cyprus* (Bank), *Audit fees* (Expense), *6100 · Office rent* (Expense) and *1999 · Old suspense* (Other Current Asset). All four are suggested as new; *Audit fees* comes with the starting charts' line *5.T.2.53.1 Auditors' remuneration for the statutory audit of annual accounts* and *Allowable*. The bank is given its reporting line, the rent a line and *Allowable*, and the suspense account is left out. **Bring them in**: three accounts added (*150000 Bank of Cyprus*, two expenses numbered from 600000). The opening balances' *1200 · BOC current account* line is then matched to *Bank of Cyprus* by its old number.

4.8 Copying the chart of another company

What it is for. A new client in a trade the firm already keeps books for (a second restaurant, another holding company) can start from that client's chart rather than from the starting chart or from nothing. On **Accounting → Chart of accounts**, **Copy from another company…** (beside **Bring in from a file…**) opens **Copy the chart of another company**. Preparers and approvers copy; a viewer has no button. The companies offered are those the person may see, not the one open.

What comes. Every account of the other company that is in use, with its name, type, reporting line, tax treatment (and percentage), usual VAT code, VAT classification, description and whether it must name a property; each numbered here (section 4.4), a sub-account under its parent. What belongs to the other company alone is **not copied**, each said on its row:

On its row	Why
Not copied: a bank account's own account	it is that company's bank account (section 16.1)
Not copied: this company has its own receivables or payables account	each company has its own control accounts

On its row	Why
Not copied: VAT settings give this company its own	the three VAT accounts come from **VAT → VAT settings** (section 11.1)
Not copied: kept in another currency	a currency account is that company's (section 4.6)
Not copied: no longer used	an inactive account
Here already: left as it is	this chart has an account of that whole name

The old names an account carries (section 4.7) and its report grouping stay with the other company.

Doing it. Choose the company under **Copy from**: the table lists each of its accounts (**Account**, **Type**, **Reporting line**, **What happens**), and over it, e.g. *71 accounts to add, 0 here already, 0 not copied.* Nothing is changed yet. **Copy them** asks first (*Copy these accounts? 71 accounts of First Taverna Ltd are added to this chart…*) and adds them **all together or not at all**: *71 accounts copied, 0 here already, 0 not copied.* Copying again adds nothing new (*0 accounts copied, 71 here already…*). The copy and each account added are written to the audit trail (*Chart of accounts copied from another company*). In a group, an account of a name the group has is linked to the group's account as one typed in is (section 4.5).

4.9 Changing many accounts at once

What it is for. After a chart is brought in or copied, several accounts often need the same change: the same tax treatment for a dozen expenses, the same reporting line for three bank accounts. A preparer or approver ticks them in the chart and changes them together.

- **Ticking.** Each row of **Accounting → Chart of accounts** has a box before its number; the box in the **Number** heading ticks every account shown (with the search and filters applied). Ticking does not open the account. Accounts stay ticked while the filters change. A viewer has no boxes.
- **The bar** over the chart says how many are ticked (*2 accounts ticked.*) and offers what can be set for all of them: **Reporting line**, when they are all on one statement (the balance sheet, or income and expenses); **Tax treatment**, when they are all income or all expenses (the treatments without a percentage: a partly allowable one is set on each account); and, for a VAT-registered company, **Usual VAT code**, when they are all of one type (*None* clears it). Each is *Leave as it is* until chosen. Where the ticked accounts are of different kinds the bar says why a box is missing (*The accounts ticked are of different statements…*).

- **Change them** asks first (*Change these accounts? 2 accounts are changed: Tax treatment Other expense not allowable.*), then checks each account as the account form does and changes them **all together or none**: a refusal names each account and why (*Nothing was changed: Rent: That category is on the balance sheet…*). Done: *2 accounts changed, 0 already as chosen.*, and the ticks are cleared. Taking accounts out of cash (1.F.1) asks first, naming them, as the form does for one. In a group the reporting line is the group's, and only an administrator changes it. Each account changed is written to the audit trail.
- **Untick all** clears the ticks.

4.10 The chart in Excel and PDF

Excel and **PDF**, at the top of **Accounting → Chart of accounts**, download the chart as it stands (*Kyrenia Bakery Ltd chart of accounts.xlsx*): the company, *Chart of accounts*, *As at* today's date, then the accounts by type in the chart's order, each with **Number**, **Account**, **Reporting line**, **Tax treatment**, **Usual VAT code**, **Kept in** (its currency, where it has one) and **In the previous system** (section 4.7). With **Show inactive accounts** ticked, the inactive accounts are included, marked *(inactive)*. The PDF is printed from the same rows. Everyone who may see the company may download it, to send to a client for checking or to keep on file.

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5. Mapping

What it is for. The statements and management accounts are built from categories, not from account names. Mapping each account to a category is what puts it on the right line of the balance sheet or income statement, however the client names it.

Every account is mapped to one category of the firm's **mapping list**. The management accounts and the financial statements are built from the categories, not from account names, so a client's chart can be named however the client likes.

- The list is the firm's own workbook: **956 categories in seven sections**. The sections are Assets, Equity and liabilities, Equity, Income, Expenses, Other P&L income and expenditure, and Taxation.
- The first three levels of a code (for example *1.A* and *1.A.1*) are **headings**. An account is mapped to a category from the fourth level down (for example *1.A.1.3 Computer software*).
- **Balance sheet or income statement.** Codes starting 1 or 2 belong to the balance sheet, and asset, liability and equity accounts go there. All other codes belong to the income statement, for income and expense accounts. A category of the other statement is refused. Within that the choice is the preparer's: an accumulated depreciation account goes in a depreciation category, and a director's current account in the debit or the credit category as its balance usually runs.

- **Accounting → Mapping** shows the list in its own order, under its sections, with the accounts mapped to each category and, at the end, the accounts not mapped yet (**Not mapped yet**). It only shows: a mapping is changed on the account itself. **Only categories with accounts** (ticked when the screen opens) keeps it short, and the search box (**Find a category or an account**) looks through categories and accounts together.
- **Choosing a category is a search.** Wherever a category is chosen (an account, a new account in the opening balances), the box takes typing: words of the name, or the start of a code, or the heading's name, in any order. The list shows what matches under its headings. The arrow keys move through it and Enter chooses.
- **Adding a category of the firm's own.** When none fits, the owner or an administrator chooses **+ Add a new mapping category…** at the foot of the list (nobody else sees it). The window **Add a mapping category** asks for the heading or category it goes **Under** (from the third level down, for example *5.T.2 Administrative expenses*) and the **Name of the new category** (2 to 120 characters). **Add the category** gives it the next number there (after *5.T.2.87 Depreciation*, the last under 5.T.2, comes *5.T.2.88*), chooses it for the account at once, and puts it in every company's list from then on. Because the statements and management accounts read a category by the start of its code, a new one is read exactly as its heading is: *5.T.2.88* is an administrative expense. A name already used under the same heading is refused. The audit trail records who added it.
- The workbook's own list still changes only when the firm's workbook changes and is loaded again (a technical step, described in the repository's `docs/MAPPING.md`). The categories added here are kept beside it and are not lost when it is.

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6. Financial years and periods

What it is for. The months of a year are how the books are protected once they are done. A month that has been reviewed is locked, so only an approver can still post into it, with a reason; a month that is final is closed, so nobody can. At the year end, the year itself is closed, which moves its result into retained earnings.

Accounting → Periods and closing shows each financial year month by month, newest year first. Every month is **open**, **locked** or **closed**:

Status	Who may post into it
Open	Anyone who may edit the company (preparers and approvers)
Locked	Approvers only, and they must say why. The reason is kept on the entry.
Closed	Nobody

- Only approvers lock or close a month, and only the owner opens a locked or closed one again; every change asks for a reason. The reason is shown beside the month with who changed it and when, and is on the audit trail. An approver here is the owner, an administrator set to reach every company, or anybody given the company as an approver (an administrator given particular companies is whatever role they were given in each; section 2.1). Anybody else sees the months without buttons.
- **Posting into a locked month.** An approver's entry dated in a locked month asks for the reason in a box **Why post into a locked month** (*That month is locked: say why you are posting into it.*); the reason is kept on the entry (*Posted into a locked month: …*). Every screen that posts has the box: journals, invoices, credit notes and bills, Pay bills, refunds and write-offs (sections 12.9 and 13.3), Bring in from invoicing (section 12.8), the bank, with the reversal, import and repeating entries wording it to match. Anybody else is refused (*That month is locked. Only an approver can post to it, with a reason.*), and a closed month refuses everybody (*That month is closed. Nothing can be posted to it until it is reopened.*). An entry in a month that is not open cannot be edited; it is reversed in an open month instead (section 7.4).
- An open month can be **locked** or **closed**. A locked month can be **unlocked** (the owner) or **closed**. A closed month is **reopened** (the owner) to locked, not to open.
- **Months close in order** (every earlier month first) and **reopen in reverse**. Locking and unlocking are free of order: they only decide who may post.
- Each change opens a window naming the month (*Lock · March 2026*) and saying what it does (*Only approvers will be able to post to this month, with a reason. Only the owner can open it again.*), with the **Reason** box; **Cancel** changes nothing. Locking or closing an open month whose month-end checklist has steps still to do lists them first and asks whether to go ahead (section 6.2); the question says "Lock the month anyway?" and **Lock anyway** for a close too.
- **The reason box elsewhere.** The same request for a reason (**Why post into a locked month**) comes up on every screen that posts: journal entries, invoices, credit notes and bills, paying bills, bank statement lines, the ticked suggestions and transfers, reversals, imports and repeating entries. Only an approver's reason is accepted.
- **Add the next financial year** (approvers) adds twelve more months after the last year, all open, once **Add the next financial year?** is answered (**Cancel** adds nothing). The year before need not be closed first.
- A company that moved here part way through a year has the months **before its books** closed from the start, each with the reason *Before the books start in this application: brought in with the opening balances.* Only the opening balances and the opening invoices and bills go into the last of them (sections 8 and 12.7).
- A company added before the creation steps asked for its year has none. Its periods screen shows **Set up the first financial year** to an approver: the day the books start and whether the company is new or moving, from which the first year is worked out as in section 3.1. Anybody else is told an approver sets it up.

A worked example. At the end of April 2026 a preparer has posted March's bills, and the March VAT quarter is filed. An approver locks March with the reason *March reviewed*. In May the preparer finds a

March bill entered twice; reversing it in March is refused (*That month is locked. Only an approver can post to it, with a reason.*). The approver posts the reversal into March, giving the reason *Duplicate bill PB-2026-0041*, which is kept on the entry. Once the 2026 statements are signed, every month is closed in order and nothing more can be posted to them.

6.1 Closing a year

What it is for. Closing a year moves its result into retained earnings, so the next year's balance sheet starts with it, and closes every month of the year at once. It is done when the year's figures are final, for example once the statements are approved.

Under each year's heading the screen says whether the year is **open** (*Open year.*) or **closed** (**Year closed**, with who closed it, when and why). An approver's **Close the year…** closes it; the owner's **Reopen the year…** reopens it.

Close the year… shows the year's result (and the statutory adjustments' result, if they have one) and the account it goes to: the chart's **retained earnings** account, the lowest-numbered active equity account mapped to 2.P.8.1, unless another active equity account is chosen. A reason is required. Closing:

- posts **one entry per book** (the books, and the statutory adjustments if they have results) on the **year's last day**, in series **YE**: every income and expense account is brought to nothing, and the result is credited to retained earnings (a loss is debited). The entry is posted even if the last month is already closed, as it usually is by then;
- **closes every month** of the year, with the reason.

The screen then says *… is closed. Entries posted: YE-2025-0001.*

A worked example. The year to 31 December 2025 has income of €120,000 (all on *Fees for services*) and expenses of €71,750 (spread over the expense accounts): a profit of €48,250. Closing posts *YE-2025-0001* on 31 December 2025: *Fees for services* debited €120,000, each expense account credited with its own balance (€71,750 in all), and *Retained earnings* credited €48,250. Had the expenses been €130,000, the €10,000 loss would be debited to *Retained earnings*.

The rules:

- **Years close in order**: not while the year before is open (*The year before is still open. Years close in order: close that one first.*). What stops a year closing or reopening is said as the window opens, with its button greyed.
- Without an account mapped to retained earnings, the box shows *Choose the equity account…* and one is chosen by hand; it must be an active equity account of the company (*Choose the equity account the results go to. The chart has no account mapped to retained earnings (2.P.8.1).*).
- A closed year's months cannot be changed one at a time: the Periods screen shows no buttons on them, and a month's status change is refused.

- The closing entry is taken back only by **Reopen the year…** (the owner, with a reason), never from the journal. Reopening reverses the closing entries on the same day and leaves every month of the year **locked**, so an approver can post a correction (with a reason) and close the year again. It is refused while the year after is closed, or while any month after the year is closed.

Reports read a year as if it were still open. The trial balance, the management accounts, the dashboard, the budgets' last-year figures and the consolidation show a year's income and expenses on its last day, not the noughts the closing left; the closing entry counts only in the years after it. So the trial balance at the year end is the one the statements are drawn from, and the next year's shows the result in retained earnings, with no *Results of earlier years, not yet closed* line.

6.2 Month-end close

What it is for. Closing a month means a list of jobs: reconcile the bank, run depreciation, file the VAT return and so on. This screen is that list for one month of one company, and most of it ticks itself as the work is done, so what is left is plain before the month is locked.

Accounting → Month-end close is a checklist for one month of one company: every step of closing the month, each with where it stands. It opens on the **first month that has ended and is not yet locked**, the one being closed; the **Month** box picks any other, up to this month (a month not yet over shows its steps as they stand today). Nothing on it posts anything: each step's **Open** button goes to the screen where the work is done, with the month end already in its date box where it has one. Anybody who sees the company sees the checklist.

The steps, and what ticks them. Most are ticked by the books themselves, as soon as the work is done:

Step	Done when
Bank accounts reconciled to the month end	Every active bank account in use by the month end is reconciled to it or a later date (section 16.4). The detail names any that are not.
Payroll brought in	A payroll from the payroll application is posted in the month (section 8.1). Otherwise it is ticked by hand.
Depreciation run	A depreciation run stands to the month end or later, or one to it would post nothing (section 9.1).
Loan interest run	The same, for loan interest (section 9.2).
Prepayments and accruals run	The same, for the schedule (section 9.3).

Step	Done when
Foreign currency revalued at the month end	A revaluation stands on the month end (section 10.1).
Customers and suppliers checked	Ticked by hand. Beside it: what customers owe and suppliers are owed at the month end, how many receipts, payments and credit notes are not allocated, and any difference between a control account and its documents.
VAT return filed	The return of the VAT period that ends with the month is marked filed (section 11.5).
VIES statement submitted	The month's statement is marked submitted (section 11.6).

Each step shows one of **Done** (by the books), **Ticked done**, **Not needed**, **To do** or **Nothing to do**. A step with nothing to do that month shows greyed as **Nothing to do**, with the reason (*No fixed assets*, *No VAT period ends this month*, *The company keeps no other currencies*), and does not count. The count at the top says how many of the rest are done (*5 of 8 done. 3 step(s) still to do.*).

Ticking by hand. Whoever may post (not a viewer, who sees only the **Open** buttons) can:

- **Mark done** the payroll, customers and suppliers, and the company's own steps;
- mark **any** step still to do **Not needed…** for the month, with a reason (a bank statement that is not in yet, a revaluation the company does not make monthly). The reason is kept with the tick;
- **Undo** a tick.

Each tick shows who made it and when. A step the books tick needs no tick, and one the books tick later counts as done whatever was ticked before.

Locking the month. Under the list, **The month** says whether it is open, locked or closed, and who last changed it (*The month is open. Last changed by … on …*). While it is open, an approver's **Lock the month** asks for the reason, as the periods screen does; anybody else is told only an approver locks a month. If any step is still **To do**, it first lists them and asks **Lock anyway**: the checklist warns, and never stops a month being locked. The same warning comes up when an open month is locked or closed from **Periods and closing**.

The steps this company uses. At the foot of the screen, each step is set to **Every month**, **At the year end only** or **Not used**. The usual setting is marked: every month for all of them except the revaluation, which is at the year end only; the payroll is not used unless the company is linked to the payroll application. A step at the year end only is on the list only in the month the financial year ends. **The company's own steps** are added here with **Add a step** (*Rent accrual checked*, *Stock count*), each every month or at the year end only, and are ticked by hand. A step removed from the list keeps the ticks it had. **Save the**

steps saves the whole set (*The steps are saved.*); an own step with no name is refused (*Give each of the company's own steps a name.*). Anybody who may post can change it; a viewer sees the settings locked.

The dashboard's reminder of past months still open (section 1.2) opens this screen.

6.3 Year-end lead schedules

Accounting → Year-end lead schedules is the audit file's lead schedules, kept where the figures are: a financial year's balance sheet cut into its headings, each with its accounts, its supporting files and who prepared and reviewed it.

- **Financial year**: the latest that has ended, to start with (the first, while none has). The figures are the books and the statutory adjustments together, as the financial statements have them (section 14.11), at the year end and at the end of the year before (*No year before* for the first).
- **The headings**: each account on the balance sheet goes under its mapping category three levels down — **1.A.2 Property, plant and equipment**, **1.F.1 Cash at bank and in hand**, **2.H.2 Other payables and accruals** — and an account with no category under *Assets with no mapping category* (or *Liabilities …*). Assets are shown as debits, liabilities and equity as credits, each plus. The year's result (*Profit (loss) for the year*) and *Results of earlier years not yet closed* are lines of the first equity heading, so the headings balance: the line under the table says *The headings balance: assets less liabilities is equity.*, or by how much they do not. Each heading shows this year, the year before, the **Movement**, its **State** and how many **Files**.
- **A heading opened** (click it): its accounts with the same three figures and a total; **State**, **Prepared** and **Reviewed** (who and when), and **Files**.
  - **Mark prepared** (preparers and approvers): signed for at its total today.
  - **Mark reviewed** (approvers only, *Only an approver of this company reviews a lead schedule.*): after it is prepared (*Mark it prepared before it is reviewed.*), and while four-eyes is on (section 2.1), by somebody other than who prepared it (*Four-eyes is on: a schedule is reviewed by somebody other than who prepared it.*).
  - A posting since that moves its total makes it **Changed since prepared** (in red, with **Total when prepared**): it is not reviewed until **Prepare it again**.
  - **Take back the preparation** (which takes back the review too) and **Take back the review**.
  - **Notes** and **Save the notes**; **Supporting files** keeps files with the heading for the year (the supporting documents window, section 1.6): a bank letter, a supplier statement, a loan confirmation.
- Above the table: *{reviewed} of {total} headings reviewed; {prepared} prepared; {changed} changed since they were prepared.* **Excel** downloads a **Summary** sheet (each heading, its figures, state, sign-offs, files and notes) and an **Accounts** sheet (every heading's accounts); **Print or PDF** prints the table.

Signing, taking back and exporting are on the audit trail (**Lead schedule prepared**, **… reviewed**, **… preparation taken back**, **… review taken back**, **Lead schedules exported**). Everybody given the company sees the schedules.

Example. At 31 December 2026: **1.F.1 Cash at bank and in hand** 1,700.00 (Bank); **2.H.2 Other payables and accruals** 200.00; **2.P.7 Share capital** 1,500.00 (capital 1,000.00, profit for the year 500.00). Maria prepares cash; Andreas, an approver, reviews it. A bank charge of 5.00 posted in January dated 31 December changes cash to 1,695.00: it shows *Changed since prepared*, Maria prepares it again, Andreas reviews it again.

Not built: a heading's own lines below the account (each invoice of a receivables balance); the year before's sign-offs carried forward; materiality and tick marks.

6.4 Audit pack

Accounting → Audit pack puts a financial year's papers for the auditor in one zip, the person choosing which from a list.

- **Financial year**: the latest that has ended, to start with.
- The list, every paper ticked to start with (**Tick all**, **Untick all**), each with **What it is** and its **Folder in the zip**: **Financial statements (PDF)** and **(Word)** (as approved, or marked DRAFT; section 14.11), **Trial balance** and **General ledger** (the year, the books and the statutory adjustments), **Profit and loss** and **Balance sheet**, **Lead schedules** (section 6.3), **Aged receivables** and **Aged payables** at the year end, **Fixed asset register**, **Prepayments and accruals** at the year end, **Tax computation** (the year ending in it), **Audit trail** (the year; the owner and administrators only) and **Supporting documents** (every file kept with the year's records, as **Accounting → Supporting documents** zips them, with its index).
- Under the list, *2 of 14 papers ticked.*; **Download the pack** downloads *Audit pack {company} {year end}.zip* (*Putting the pack together…*, then *The pack is downloaded…*).

Each paper is the very file its own screen downloads, asked for on the person's own session: a paper they may not download, or one with nothing for the year, is left out. The zip holds **Contents.csv** (each paper ticked, its file in the zip, and *Included* or *Left out:* and why) and a folder for each kind: *1 Financial statements*, *2 Ledgers*, *3 Reports*, *4 Lead schedules*, *5 Receivables and payables*, *6 Registers*, *7 Tax*, *8 Audit trail*, *9 Supporting documents*. A pack over 300 MB leaves out the papers past it (said in the contents); none of those ticked available: *None of the papers ticked could be put in the pack….* On the audit trail: **Audit pack downloaded**, with the papers. Everybody given the company may download one.

Not built: the VAT returns of the year (each is downloaded on its own, section 11.5); the bank reconciliations; sending the pack to the auditor from the application.

6.5 Client queries

Accounting → Client queries keeps the firm's questions for the client in one list — a bank line nobody can place, a bill with nothing behind it, an entry that needs the client's word — sends the open ones to

the client by email, and records their answers. It is Xero's *Ask client* and QuickBooks' *Ask the client* list. The client does not sign in: they answer by email, and the answer is typed in here.

Asking. A question is asked in one of two ways:

- **From the thing itself. Ask the client…** sits beside a bank line being dealt with (**Bank → Match and reconcile**, section 16.3) and on a sales or purchase document (section 12.2). It opens this screen with **About:** saying what the question is about, read from the line or document as it stands — *Bank of Cyprus: CARD 4421 AMAZON EU*, its date and amount; *Invoice INV-4, Alpha Trading Ltd* and its total — and the **Question** box ready.
- **Typed here**, about anything: **About** (such as *Fuel receipts*), a **Date** and an **Amount** if there are any, and the **Question**.

Add to the list keeps it as **Open**. A question is required (*Type the question.*).

The list. Show narrows it to **Open**, **Answered**, **Closed** or **All**; the line above says how many of each (*2 open, 0 answered, 1 closed.*). Each row: **About** (date · what it is), **Amount**, **Question**, **The client's answer** (a box while it is not closed), **State** (with *sent 2×* once sent), and its buttons: **Save the answer** (an answer makes it **Answered**), **Close**, **Open again**, and **Delete** for one never sent (asking first). One that has been sent cannot be deleted (*This query has been sent to the client: close it instead.*). An answer is needed to mark it answered (*Type the client's answer first.*).

Sending. Send the open queries to the client: **To** (the company's email address, from **Settings → Company information**, to start), **A note to go with it** (optional), **Send** (asking first: *The 3 open queries are emailed to … as a numbered list…*). The email, *Sales Extras Ltd: 3 questions about your books*, numbers the open questions oldest first, each with what it is about, its date and amount, and asks for an answer to each by its number; the same list is attached as an Excel file with a column **Your answer**. Its **Reply-To** is the person who sent it. Each query sent counts it (*sent 1×*). Mail must be set up (**Settings → Mail**, section 2.7): until it is, the screen says so and **Send** is greyed.

Everybody given the company sees the list; those who may record entries ask, answer, close and send. The audit trail records each query asked, answered or changed, deleted and sent (under **Company**).

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7. Journal entries

A journal entry is the basic record of the books: every figure in the ledger, however it got there, is a line of one. The entries typed by hand (accruals, corrections, reclassifications) are made here; invoices, bills, bank lines, payrolls and the registers make their own, and each is listed here too.

Accounting → Entries › Journal entries lists every entry posted, newest first (the latest 1,000), with its number, date, narrative, amount (the sum of its debits) and who posted it, marked *Edited*, *Reversed*, *Reversal* or *Statutory adjustment* where it is one. A paperclip beside a number shows how many files it has (section 1.6). **Make journal entries…**, or **New journal entry** on the screen, opens a new entry. Clicking an entry opens it above the list. Preparers and approvers post, edit, copy and reverse entries; a

viewer sees the same screens without the buttons, and the menu lines **Make journal entries…** and **Import entries** are greyed for them (section 2.1). Into a locked month only approvers post.

7.1 The rules of an entry

- An entry has a **date**, a **narrative** (up to 1,000 characters) and at least **two lines**, at most 500. The debits must equal the credits exactly. A line is a debit or a credit, never both, and never nothing: a positive amount with at most two decimals. A line with nothing typed in it is ignored.
- Every line is on an **active account** of the company. A line may carry a **description** of its own, up to 500 characters.
- **Name.** A line may name a customer or supplier of the company (the list says which each is). On the **receivables** account it must be a customer, and on the **payables** account a supplier: there the line is part of that customer's or supplier's balance, on account, allocated to nothing. On any other account it says who the line was with and changes no one's balance: rent naming the landlord, a sale by journal naming its customer. The name shows in the entry's own **Name** column, in the general ledger's **Name** column (and its search), in the VAT workings' *Customer or supplier*, and gives the VIES statement its customer for a sale coded S-EUG, S-EUS or S-TRI. An edit, a copy and a repeating entry keep it.
- **Property.** Once the company has a property (section 9.6), a line may name the property it is for, in the **Property** column of a journal, an invoice, a bill or a repeating entry, and on a bank line coded to an account (each part of a split line too). On an account marked **Each line names a property** it must. An inactive property is not offered. A reversal, an edit and a voided document keep it, so the property's figures stay right.
- The date must fall in one of the company's financial years, in a month that takes entries (section 6): an open month from a preparer or an approver; a locked month only from an approver, who says why in the box **Why post into a locked month** that appears (the reason is kept on the entry and shown on it); a closed month from nobody.
- **The book.** An entry belongs either to *the books* or is a *statutory adjustment*. A statutory adjustment appears in the statutory financial statements always, and in the management accounts only when asked. The trial balance and the general ledger include them only when *Include statutory adjustments* is ticked. A statutory adjustment carries no VAT codes: it never reaches a VAT return.
- Entries are numbered without gaps within each financial year: **J-2026-0001**, **J-2026-0002**. The year in the number is the calendar year the financial year ends in: an entry in the year ended 30 June 2027 is **J-2027-…**. Each kind of entry has its own series, the letters in front, so the number says what made it (the table below). A reversal takes the series of the entry it reverses. An edited entry keeps its number (section 7.4).
- The screen shows the totals and the difference as you type (**Balanced**, or **Out of balance by 10.00 EUR**). **Post** checks everything again, marks every box that needs attention and lists every reason at once, then asks **Post this entry?** before posting. A month closed by somebody else while the entry was being typed refuses it at that moment; nothing is half-written. **Cancel** closes the form unposted; leaving the screen with a form half filled in asks first (section 1.4), and saving there posts.

The series. The letters in front of a number say what made the entry:

Series	Made by
J	A journal entry: typed on the journal screen, imported from a file (section 7.6), or posted by a repeating entry (section 7.7)
OB	The opening balances (section 8)
OI	An opening invoice or bill (section 12.7)
SI, SC, SR	Sales: invoices, credit notes, receipts (section 12)
PB, PC, PP	Purchases: bills, supplier credits, payments (section 13)
RF, WO, PR	Money paid back to a customer, a debt written off, money a supplier paid back (sections 12.9 and 13.3)
BK, TR	Bank: a statement line coded to an account, a transfer between the company's accounts (section 16)
V, VA	A filed VAT return's settlement (section 11.5), an adjustment carried in a return (section 11.7)
PY	A payroll from the payroll application (section 8.1)
DP, AD	Fixed assets: a depreciation run, a disposal (section 9.1)
LI, LA	Loans: an interest run, a payment split between principal and interest (section 9.2)
PA	A run of prepayments and accruals (section 9.3)
LE	A leases run (sections 9.4 and 9.5)
FX, FR	Exchange differences: realised on an allocation (section 12.5), a revaluation of what is still open (section 10.1)

Series	Made by
YE	A year's closing (section 6.1)
EX	An expense entered on the former Expense form (section 13.1)
SD, **DA**	Sales → Customer deposits: a deposit received, part of one applied to an invoice (section 12.14)

7.2 Other currencies

For a company that deals in other currencies (set on the company, section 3.2), each line can be in one of them: the **Currency** and **Rate** columns appear on the form. The line keeps the foreign amount, the rate, and its value in the currency of the books. The rate is the **European Central Bank's** for the date unless a rate is typed on the line, as units of the currency per one of the books'. The ECB's rate is the last one published on or before the date; where that is more than ten days old there is none, and the line asks for a rate to be typed.

An example. A receipt of USD 1,000.00 into the dollar account on 15 March 2026, at the ECB's 1.0850, is worth 1,000.00 ÷ 1.0850 = 921.66 EUR. The line keeps USD 1,000.00, the rate 1.0850 and 921.66; the other side, in euros, is 921.66. The form shows *= 921.66 EUR* under the dollar amount as it is typed.

Entries must balance in the currency of the books. Each line is converted and rounded once, on its own. A mix of currencies that rounds a cent out of balance is refused, not quietly evened up: somebody decides which line takes the cent. A line whose amount comes to nothing in the books' currency is refused too.

Sales and Purchases documents can be in another currency too (section 12.5).

7.3 VAT on a line

A registered company's entry shows two more columns, **VAT code** and **VAT**. The net amount is typed on the income or expense line with its code, and the VAT is posted automatically from the code, on its own line, on Input VAT or Output VAT (or, for a code whose VAT may not be claimed, on the expense itself). Choosing an account fills in its own VAT code, where it has one, and the list offers only the codes its **For VAT** setting allows (section 4.1). The **VAT** box is for a supplier's VAT that differs from the one worked out by up to 5 cents, and, for import VAT (P-IMP), the customs value. A line on Output VAT or Input VAT without a code is refused. The codes, and what each posts, are in section 11.3.

7.4 Editing an entry

Editing is how a mistake is put right while its month is still open, without a reversal showing in the list. A journal entry typed on the journal screen can be **edited while its month is open**. Open it and click **Edit this entry**: the form comes back, titled **Editing J-2026-0001**, filled in as the entry was typed, with its

lines, VAT codes, currencies and typed rates (a rate that was the ECB's is looked up again). Change what needs changing, say briefly **What was changed** if useful, and click **Save the changes**, which asks first.

- **It keeps its number.** The entry is listed once, as it now stands, marked *Edited*.
- **Nothing is overwritten.** Behind the scenes the version that stood is cancelled on its own date (its lines the other way round) and the edited version is posted. Both are kept; the screens show only the entry as it stands, and every total, the ledger and the VAT return count the edited version once.
- **Its history shows every version:** who posted it first and when, who edited it each time and when, what each version said, its lines, and the note given with each edit. The entry itself says who first posted it and who last edited it.
- **The audit trail** records every edit, with who made it, when, and the entry before and after.
- **A month that is locked or closed cannot be edited, and an entry cannot be edited into one.** Reverse the entry with a date in a month that is open, and post the correct entry there. For example, an entry dated in September, once September is locked, is reversed in October and posted again in October.
- An entry with VAT codes in a period whose VAT return is filed cannot be edited.
- **Manual journal entries and the opening balances are edited here.** Journals posted by a file (section 7.6) and by a repeating entry (section 7.7) are manual journals too. VAT settlements, year-end and exchange entries, payrolls, the registers' runs, and entries made by Sales, Purchases or Bank are changed where they were made (an invoice or bill edited on its form, a run undone and run again); they show no **Edit this entry** and no line saying why. A transfer posted under **Bank → Transfer funds** is not edited anywhere: it is reversed (section 7.5) and posted again. A reversal, and an entry already reversed, cannot be edited.
- **Who.** A preparer or an approver edits a manual journal; only an approver edits the opening balances. Nobody edits an entry into a month that is not open, an approver included: an approver posts into a locked month, but does not edit there.
- **The opening balances** (series OB) are edited by an **approver**, in the same form, **until the financial year they are in is closed**, whatever the status of its months: they may be dated in a month closed before the books began, so the month rule cannot apply to them. They keep their date and book (both boxes locked), carry no VAT codes and no balance on Output VAT or Input VAT, and, where the books start on the first day of a financial year, hold no income or expense accounts (earlier years' results are in equity). Once the year is closed, they are corrected with an entry in a month that is open.
- An entry a bank statement line is matched to is edited after the line is put back to open under **Bank → Match and reconcile**.
- Saving with nothing changed is refused (**Nothing was changed.**). A changed amount has its VAT worked out again; a VAT typed over the one worked out comes back in the VAT box.
- Where the entry cannot be edited, the line under its buttons says why: **This entry cannot be edited:** and the reason.

What is written, by example. J-2026-0004, dated 31 March, accrues an audit fee of 1,500.00 (debit Audit fees, credit Accruals). It is edited to 1,650.00. Two entries are written in one go: the cancellation of version 1, dated 31 March (debit Accruals 1,500.00, credit Audit fees 1,500.00), and version 2, dated 31 March (debit Audit fees 1,650.00, credit Accruals 1,650.00). The list shows J-2026-0004 once, *Edited*, for 1,650.00; the audit fees account shows 1,650.00 for the month; the history shows both versions, to everybody but a viewer (section 2.6).

7.5 Reversing an entry

Reversing is how an entry is taken back once editing is no longer possible (its month is locked), or when it should not be there at all. Nothing posted is ever deleted, and no posted line is ever changed: the database itself refuses it. Besides editing (section 7.4), a mistake is corrected by **reversing** the entry. Reversing posts a new entry with every line the other way round, on a date you choose, narrated *Reversal of J-2026-0004:* and the original narrative, and the original is marked *Reversed*. Each points to the other.

- **Reverse this entry** opens a window with three boxes: **Date of the reversal** (today, or the entry's own date if that is later), **Why**, and **Why post into a locked month (only if the date is in one)**.
- A reversal needs a reason. It cannot be dated before the entry (the refusal names the entry's date), and it is subject to the same month rules as any posting: a preparer or an approver into an open month, an approver only into a locked one (with the reason), nobody into a closed one.
- An entry can be reversed once. A reversal cannot itself be reversed: to undo one, post the original entry again (**Copy to a new entry** on the original, section 7.7).
- VAT codes are reversed with the lines, so the transaction comes back out of the VAT return for the period the reversal falls in. A reversal with VAT codes cannot be dated in a period whose return is filed.
- **Entries made elsewhere are taken back where they were made**, and have no **Reverse this entry** button. Most say where in a note on the entry; a bank line's entry, a customer deposit's (SD) and the runs of Loans, Leases and Prepayments and accruals carry no such note. A VAT settlement entry (series V) by undoing the filing (section 11.5); a return's adjustment (VA) on the return (section 11.7); a Sales or Purchases document, a refund and a debt written off by voiding it there (an opening invoice or bill, OI, too); a bank statement line's entry (BK) by putting the line back to open (section 16.3); a payroll (series PY) only from Accounting → Entries › Bring in from payroll (section 8.1); a depreciation run, a loan's interest run, a lease run or a run of prepayments and accruals by undoing the run, a disposal and a loan payment's split where they were made; an exchange difference by removing the allocation or undoing the revaluation; a year's closing by reopening the year; an expense of the former Expense form (EX) by voiding it (section 13.1); a customer deposit (SD) by voiding it under **Sales → Customer deposits** (section 12.14).
- **A transfer between the company's own accounts (TR)** posted under **Bank → Transfer funds** is the exception: it has **Reverse this entry** and is reversed here like a journal (once a statement line is matched to it, the line is put back to open first). A transfer made from a statement line is taken back from the line.

- An entry a bank statement line is matched to is reversed after the line is put back to open under **Bank → Match and reconcile** (section 16.3).
- **The opening balances** are reversed like a manual journal, to import them again (section 8). On their own date, where that is before the books (in the closed month), only an approver may.

7.6 Importing entries: journals, invoices and bills

Importing is for many entries prepared in Excel at once: a year-end's adjustments from the working papers, or a pile of bills typed into a sheet. **Accounting → Entries** › **Import entries** posts many entries at once from the firm's Excel template, or from a CSV with the same headings. Each entry is posted as a **journal**, or, where it is really one, as a **sales invoice, credit note, bill or supplier credit**. One file carries both kinds. Preparers and approvers import; for a viewer the menu line is greyed.

The template. Download the template gives an Excel file for the open company, named after it (*Andreou Trading Ltd entries template.xlsx*). Its lists are that company's, as they stand when it is downloaded, so each company has its own. It has three sheets:

- **Entries**, where the entries are typed. There is one row for each line of an entry, its debit or its credit side.
- **How to fill it in**, which explains each column and shows an example of two journals and a bill.
- A hidden sheet, *Lists*, of the company's accounts (active ones), VAT codes, currencies, customers and suppliers, and the two layers. These are the choices in the drop-downs on the first sheet.

Only the first sheet of the file chosen is read, so **Entries** stays first. The columns are:

Column	What goes in it
Entry	Any label, the same on every line of one entry (1, 2, 3… or JV-01). A row with no label belongs to the entry above it.
Date	The entry's date, on its first line (day first, 31/03/2026, or an Excel date).
Narrative	What the entry is for, on its first line. For a document it is kept as its reference, and may be left empty.
Document number	For an entry that is an invoice or a bill: the supplier's number for a bill, the company's own for an invoice.

Column	What goes in it
Account	From the list; the number alone is enough, or the name. An account brought in with a chart from a file (section 4.7) is also found by its name or number in the old system.
Description	The line's own words.
Debit, **Credit**	The line's amount on its side: one or the other, without a minus.
VAT code, **VAT**	As on the journal screen: the VAT is worked out and posted with the line (section 7.3); the VAT box only to change it, or for import VAT's customs value.
Currency, **Rate**	A line in another of the company's currencies, with the amount in that currency; the rate as units of it to one of the books', or left empty for the ECB's on the entry's date (section 7.2). Empty, or the books' own currency written out (*EUR* in euro books), is the books' own currency: such a line does not stop an entry being posted as an invoice or bill.
Customer or supplier	The line's Name (section 7.1): a customer on the receivables account, a supplier on the payables one; on any other account, whoever the line was with.
Layer	**Books**, or **Statutory adjustments**. Left empty, the books.

A journal or a document. An entry is posted as a document when it has **one line on the receivables or payables account naming its customer or supplier**, no line on a bank account, is in the books' own currency and in the books:

The receivables or payables line	Posted as
Credit payables, naming a supplier	a **bill** (series PB), the other lines its lines
Debit payables, naming a supplier	a **supplier credit**

The receivables or payables line	Posted as
Debit receivables, naming a customer	a **sales invoice**
Credit receivables, naming a customer	a **credit note**

The other lines become the document's lines: account, description, amount, VAT code. A line on the receivables or payables line's own side is taken off as a discount. The **Document number** is required, and must not already be used (per supplier for bills, in the company for invoices, and once within the file). The due date comes from the customer's or supplier's payment terms. Such a document is the same as one entered on its form. It shows in Sales or Purchases, on the aged balances and statements, can be allocated and matched to the bank, and a bill line on a fixed-asset account puts the asset in the register.

An example. Entry 3 has two rows: *Trade payables*, credit 1,190.00, naming *Nicosia Office Supplies Ltd*, document number *NOS-1187*; and *Office expenses*, debit 1,000.00, code P-19. It is posted as a bill from Nicosia Office Supplies Ltd numbered NOS-1187, for 1,000.00 + 190.00 VAT, due by the supplier's terms: Office expenses debited 1,000.00, Input VAT 190.00, the payables account credited 1,190.00 against the supplier. Had the credit been on the bank account instead, it would have been a journal. The payables line carries the total with VAT: had it said 1,000.00, the entry would be refused (it would not balance once the VAT is added).

Everything else is posted as a **journal**: money paid or received through a bank account, an entry with no customer or supplier named, two of them, another currency, or the statutory adjustments.

Checking. Choosing the file reads it at once and lists every entry, with its rows (*Rows 5–7*), what it will be posted as (Journal, Bill · NOS-1187 · Nicosia Office Supplies Ltd…), its date, narrative, number of lines and total debited (the VAT worked out included), and *Checks out* or its problems. A summary above says how many entries, journals and documents, lines and debits there are. Each entry is checked by the journal's rules (section 7.1), and a document by its form's rules too: a purchase VAT code on a bill, its number not used before, its total the same as the payables or receivables line, its customer or supplier not switched off. Each problem is shown on its spreadsheet row, such as *Row 14: "6199" is not an account of this company*. A row that gives an entry a different date, narrative, document number or layer from its first line is a problem, and so are an entry's rows split up by other entries. The heading row is found wherever it is in the first thirty rows: the first row naming **Entry**, **Account** and **Debit** or **Credit**. A file can have up to 5,000 rows.

Posting. Post the N entries stays greyed until every entry in the file checks out (and, for a file posted before, until **Post it again anyway** is ticked). It asks first (**Post N entries?**, saying how many as journals and how many as documents), then posts them all together in the order of the file, and lists the numbers posted (*Posted: J-2026-0012, J-2026-0013, PB-2026-0004 (bill NOS-1187).*). If one is refused at the last moment (a month locked in between, say), none is posted.

- An approver posting into a **locked** month gives the reason once, in the box **Why, for entries in a locked month** that appears, and it is kept on each of those entries; the file is checked again with it. For anybody else, such an entry is a problem on its row.
- The same file **posted before** is recognised by its contents. The screen says when, by whom and which entries, and posts it again only if **Post it again anyway** is ticked.
- Once posted, each journal is an ordinary manual journal, edited or reversed as any other (sections 7.4 and 7.5), and each document is edited or voided in Sales or Purchases. The audit trail records the import with the file's name, the entries' numbers and the documents'.

7.7 Copying an entry, and repeating entries

Copying saves retyping an entry like an earlier one; a repeating entry keeps one that comes round every month, quarter or year.

Copy to a new entry, on a manual journal (Accounting → Entries › Journal entries, open the entry), opens a new entry with its narrative, book, lines and names, dated today, to change and post. Nothing is posted until **Post**; leaving it asks first. Only a manual journal (series J) is offered for copying: an entry made by Sales, Purchases, Bank, a payroll or a run, and the opening balances, are not. A reversed journal can still be copied: that is how it is posted again. A typed rate is copied; a line that used the ECB's rate takes the ECB's rate for the new date.

Accounting → Entries › Repeating entries keeps the entries posted the same way every month, quarter or year: salaries, rent, a director's fee, an accrual. Nothing posts by itself. The screen shows what is due up to a date (today unless another is chosen under **Due up to**), and a person posts it.

Box	Rule
Name	Required, up to 100 characters: what the list calls it
Every	Month, Quarter or Year
First date	Required: the date of its first entry
Last date	Optional: no entry after it. Blank, until stopped.
Book	**The books** (the default) or **Statutory adjustment**: the book every entry it posts goes to (section 7.1). One in the statutory adjustments is marked **Statutory adjustment** beside its name in the list and under **Due**, and takes no VAT codes (refused on **Save**). Repeating entries made before 7 October 2026 are in the books.

Box	Rule
In use	Shown on one already made. Switched off (*Switched off* on the list), nothing of it is due and nothing posts (*This repeating entry is switched off.*).
Narrative of each entry	Required, up to 1,000 characters. “{month}” is replaced by each entry’s month (“Salaries {month}” → “Salaries September 2026”), “{year}” by its year.
Its lines	As on a journal (section 7.1): account, description, name, **Currency** (companies with other currencies), VAT code and VAT (registered companies), debit or credit; at least two, at most 100.

The dates. From the first date, every 1, 3 or 12 months, on the same day of the month; a day the month does not have (the 30th in February) falls on its last day. Where the first date is the last day of its month, every date is a month end: 31 January, 28 February, 31 March. **Next date** on the list is the next one not yet dealt with, *Ended* once its last date is dealt with, or — while it is switched off; **Due** counts those up to the date shown, at most 36 at once. The list also shows **Until** (the last date, or *Until stopped*), the **Amount** (what one entry comes to: the debits typed, before any VAT a code adds) and whether it is **In use** (*Yes* or *Switched off*).

A line in another currency. A company that deals in other currencies (**Other currencies** on **Settings → Company information**) sees a **Currency** column, the books’ own currency to start. A line in another currency is typed in that currency, and each entry converts it at the ECB’s rate for its own date, as a journal line with no rate typed: there is no **Rate** box, since a rate typed once would be wrong a month later. The list’s **Amount** shows each currency on its own (*USD 1,000.00*, or *250.00 · USD 1,000.00* where the lines are in two). For example, rent of USD 1,000 a month from the dollar account, both lines in USD: at the ECB’s 1.25 on 30 September the entry is 800.00 in euros, at 1.20 on 31 October 833.33. Lines in two currencies must still balance in the books’ currency on each date, so they can be refused on a date whose rate leaves them a cent or more apart; keep the lines of such an entry in one currency where you can. A date with no ECB rate yet is not checked for a rate when saving, only when that date is posted.

Saving checks the boxes, and the lines as a journal is checked (they balance, the accounts are the company’s and active, a VAT code fits its account), on the date it next falls on. Whether that month is open is checked when it is posted, not before. A problem with a line is said with its number (*Line 2: …*). Until saved, the form says it has unsaved changes and **Discard the changes** puts it back.

Posting. Under **Due**, each date of each repeating entry is a line with the narrative it will carry and what it comes to. Tick the dates (or all) and **Post the ticked dates**, then confirm. Each date is posted as its own

manual journal, in date order, and checked as any journal is: a date in a closed month, or in a locked one without an approver's reason, is refused and said why, the others still posted. When an approver's date is refused for want of a reason, the box **Why an approver is posting into a locked month** appears; the reason typed there is kept on each entry of the next **Post** that falls in a locked month. A preparer's date in a locked month is refused outright. Each entry says on its page which repeating entry posted it, and is edited or reversed like any manual journal (sections 7.4 and 7.5). A VAT code is worked out on each entry's own date, so its VAT is in that date's return.

An example. *Director's fee*, every month from 31 January 2026, narrative *Director's fee {month}*, debit Directors' fees 2,000.00, credit Director current account 2,000.00. On 5 April with nothing posted yet, **Due** shows 31 January, 28 February and 31 March. Ticking all three posts three journals, *Director's fee January 2026* dated 31 January, and so on; **Next date** becomes 30 April.

- Dates go in turn: a date is posted, or skipped, only when it is the next one due, and each only once. Ticking a later date without the one before is refused (*That is not the date it is next due…*).
- **Skip**, on the next date due, passes it over without an entry (a month with no rent): it counts as dealt with, and the date after becomes due.
- Changing a repeating entry changes the entries still to come, never those posted. **Delete the repeating entry** asks first; its entries stay in the books.
- **Dates dealt with**, under its boxes, lists its last twelve dates, each with the entry posted (click it to open it) or *Skipped*.
- **Make it repeat**, on a manual journal, opens a new repeating entry filled with its narrative (as its name, too) and lines (accounts, descriptions, names, currencies, VAT codes and amounts), every month, with no first date; give it its name and first date (the next one after that entry) and save. Nothing is kept until it is saved: the form counts as unsaved. A line in another currency keeps its currency and its amount in it (USD 1,000.00 stays USD 1,000.00). A rate typed on the journal is not kept: each entry takes the ECB's rate for its date, and the note on the form says so. The book is kept: made from a statutory adjustment, the repeating entry posts statutory adjustments, so extra IFRS depreciation repeated every month stays out of the management accounts.

Approvers and preparers keep repeating entries and post them; a viewer sees the same screen, the boxes locked and no buttons. The audit trail records each one added, changed, deleted, posted and skipped.

7.8 Find and recode

Accounting → Entries › Find and recode moves lines posted to the wrong account onto the right one: a repair coded to office expenses, a year's software subscriptions on computer equipment. It is Xero's *Find and recode* and QuickBooks' *Reclassify transactions*, with one difference: a posted line is never changed here (section 7.5), so the move is a **journal**.

Finding the lines. Choose the account under **Lines on account**, and narrow them if wanted: **From** and **To** dates, a **Customer or supplier**, and **Words** (found in a line's description, the entry's narrative, its number or the customer's or supplier's name). **Find** lists every line on the account that stands — not a reversed

entry or its reversal, not the earlier version of an edited one — oldest first, at most 500 at once (*There are more: narrow the dates or words*). Each shows its date, entry, description, customer or supplier, property and amount (a debit plus, a credit minus). A line already recoded is left off the list; **Show lines already recoded** shows it, unticked, with *By J-… to …*. Viewers see the list.

Recoding. Tick the lines (or all of them with the box at the top), choose **Move them to**, and, for a company with properties, a **Property** for the lines' new home (*Keep each line's own* to start). **Recode** checks it all first, says what was wrong, or asks (*{n} lines, {total}, move from … to …: {journals} journals are posted*), and posts:

- one manual journal (series J) for each date among the lines, dated as the lines are; or, given a **Date the journals**, one journal on that date (for lines in months closed since);
- each line taken off its account (the same amount the other way) and put on the new one, with its own description after *Recode PB-2026-0012:* (the moved line's own entry) and the same customer or supplier; the narrative names both accounts and the entries moved (*Recoded from 600011 Repairs and maintenance to 600021 Motor vehicle running costs: PB-2026-0012, PB-2026-0015*);
- in the same book as the line (the books or the statutory adjustments);
- **without a VAT code**: the VAT stays where it was, in the return it was in. Recoding moves the cost or the income between accounts, not its VAT.

The journals are checked as any journal (section 7.1): a closed month is refused (give a **Date the journals** in an open one), a locked month asks an approver why, and an account that asks for a property refuses a line without one. All of them post, or none. Two people recoding the same lines at once: the second is told they were recoded meanwhile, and nothing of theirs posts.

Not recoded here, because each is kept by its own screen: the receivables and payables accounts (a customer's or supplier's balance moves by a credit note or a payment), Output and Input VAT (the VAT return), a bank account's own account (the reconciliation) and an account kept in another currency. They are not offered.

Undoing a recode is reversing its journal (section 7.5): the lines show as not recoded again. If an invoice or bill whose line was recoded is voided or edited afterwards, its recode journal still stands; the screen says so above the list (*Recode journals whose lines have since been voided, reversed or edited: J-…*), to be reversed too.

An example. Three bills from Petrolina in March and April were coded to *600011 Repairs and maintenance* instead of *600021 Motor vehicle running costs*: 50.00 on 3 March, 45.00 on 20 March, 60.00 on 2 April. Find on 600011 with **Words** *Petrolina*, tick the three, **Move them to** 600021, **Recode**: three journals post, one on each bill's date, each crediting 600011 and debiting 600021 with the bill's amount. The VAT return for the quarter is unchanged; the profit and loss shows the 155.00 under motor costs.

The audit trail records each recode (**Lines recoded to another account**), with both accounts, the lines and the journals.

8. Opening balances

Opening balances are where a company's books here begin: what it had and owed on the day before they start, brought from the system it kept them in before. A company **moving from another system** brings its trial balance at the day before its books start here, **once**, as one opening entry. Everything after that is kept in this application. **Accounting → Entries › Opening balances…** does it. The screen says the day: *The books start on 1 January 2026, so the trial balance should be at 31 December 2025.* Preparers read the file, map it and add accounts; **only an approver posts**. A viewer sees the screen without the file box. A company set up as new is told it normally has none (*This company was set up as a new company…*); a company with no financial year yet is told to set one up first, since the opening entry needs a year to go in.

The order of work for a company moving here: the trial balance (this section), then the invoices and bills still open that day (sections 12.7 and 13), then the new year's transactions.

An account kept in another currency (section 4.6), a dollar bank account say, takes its balance in that currency too, from a column headed **Amount in currency** (also read as *Currency amount*, *In currency* or *Foreign amount*): e.g. 10,000.00 for USD 10,000, on the side of its balance, while **Debit** and **Credit** stay in the books' currency as the trial balance has them. Its opening line is then in that currency, worth exactly the trial balance's figure. Without it: *Dollar account is kept in USD: give its balance in USD too, in a column headed Amount in currency.*; on the other side from its balance: *The balance of … in its currency is not on the same side as its balance in the books.*

- **The file** is the trial balance exported from QuickBooks Desktop to Excel, as it comes. Any Excel or CSV sheet also works if it has an Account column (*Account*, *Account name*, *Name* or *Description*), Debit and Credit columns (or one *Balance*, *Amount* or *Net* column), and an account number column if there is one. The first sheet of a workbook is read; the header row is looked for in its first forty rows. A *TOTAL* line is left out, and so are accounts with nothing on them. Where every figure in the Credit column is a minus figure, they are read as credits. Amounts in brackets or with a trailing minus are minus figures; an amount with more than two decimals is refused on its row. The file's date is read from QuickBooks' *As of December 31, 2025* line, or from a date on a line of its own above the header.

- **Matching** (or mapping: saying which account here each line of the old trial balance goes to). Each line is matched to an account by its full name, then by the last part of the name when only one account has it and it is under a parent of the same name ("Accruals:Audit fees" is not the expense *Audit fees*). The screen says how each was matched: *by name*, *by the last part of the name*, *by its name in the previous system*, *from the template* or *chosen*. **Never by this chart's numbers**: the file comes from another system, whose numbers are its own ("1200 · Bank of Cyprus" there is not account 1200 here). An account brought in with the client's own chart (section 4.7) keeps its old name and number, and a line is matched to it by either: *1200 · BOC current account* goes to the account that was *1200 Bank of Cyprus*. Anything else is left for a person to choose, or to add as a new account. Several lines may go to one account; they are added together. A new account needs its type (one of the eleven), mapping category and, for income and expenses, its tax classification (*Tax treatment* on this screen, with a percentage for a partly allowable or partly taxable one), and may be given the VAT code its lines take. It is numbered by this application (section 4.4); the other system's number is not kept. Parents are added too, where missing, with the same type, category and treatment. The accounts are added all together or not at all, with **Add the new accounts**. Choices made on the screen last only while it is open; accounts added stay, and match by name when the file is read again.
- **Mapping in Excel instead: the template. Download the Excel template** beside the file gives the firm's template: a *Trial balance* sheet with the columns *Account*, *Debit*, *Credit*, and, in yellow, *Account here*, *Type*, *Mapping category*, *Tax treatment*, *Tax %*, *VAT code* and *Amount in currency*. The yellow columns, apart from *Tax %* and *Amount in currency*, which are typed, are drop-down lists: the company's own accounts, the eleven types, every mapping category an account can take (with the firm's added ones), the tax treatments and the VAT codes (a new account's code for its lines, section 4.1). A *Mapping* sheet lists the whole mapping under its headings, and *How to fill in* says what goes where. Once a trial balance has been read, the same button downloads **that** trial balance as the template, each line carrying what has been chosen for it on the screen so far. Filled in and uploaded as the trial balance file, the template's answers are read into the screen: a line naming an account goes to it (marked *from the template*); a line with a type becomes *Add as a new account* with its type, category and treatment already chosen. Nothing is added or posted until **Add the new accounts** and **Post** are pressed, and anything changed on the screen stands over the template. What cannot be read (a type not in the list, a category of the other statement for the type, a treatment or VAT code for the wrong type) is said on its line, *In the template: …*, to be put right there or in the file. The template is also how a preparer hands a mapped trial balance to an approver.

- **Last year's results.** When the books start on the first day of a financial year, the income and expense lines are last year's result. They are added together and posted to the equity account chosen under **Last year's income and expenses go to** (usually retained earnings), not to this year's income and expenses. When the books start part way through a year, they stay as income and expenses: they are this year's, to date. The list offers the company's active equity accounts; the box appears only when the trial balance has income or expense lines to fold.

  An example. Books start on 1 January 2026. The trial balance at 31 December 2025 has retained earnings of 30,000.00 credit, sales of 120,000.00 credit and expenses of 75,000.00 debit. The last two make a profit of 45,000.00, so the opening entry credits retained earnings with 75,000.00 (30,000.00 + 45,000.00), described *Including earlier years' results*, and has no income or expense lines. The screen says *Earlier years' results folded into Retained earnings: -45,000.00*, the minus marking a credit. Had the books started on 1 September 2026, the sales and expenses to 31 August would have gone to their own accounts.

- The trial balance must balance. If the file's own date differs from the day before the books start, the screen says so.

- **A balance on the unusual side** for the account it goes to (income with a debit, an expense with a credit) is marked *Check*: it is how a line matched by its name to the wrong account shows (the firm's own *Accounting fees* earned, and an expense account of the same name). It is not refused.

- **What will be posted** shows the entry as it will be: one line per account, with the totals. It is checked by every rule of a journal (section 7.1). Every problem is listed above the table, each with its row where it has one (*Row 12: choose the account it goes to, or add it as a new account.*), and **Post the opening balances** stays greyed while any remains, or while a line waits for **Add the new accounts**.

- **Only an approver posts** the opening balances, as **OB-** series, narrated *Opening balances at* and the day. Where the company's first financial year here begins on the day the books start, the entry is dated that day (1 January 2026). Where the books start part way through it, it is dated **the day before** (31 August for books starting 1 September), in the last month before the books, which is closed to everything else.

- **Once.** A second set is refused while the first stands; the screen then says *Opening balances are posted as OB-…* with a link to it. To correct them, an approver **edits** the OB entry under Journal entries (section 7.4) until its financial year is closed; or the entry is reversed on its own date (where that is before the books, in the closed month, only an approver may) and the corrected trial balance imported again.

- **What customers and suppliers owe** comes in as one total on the receivables and payables accounts, against nobody. The invoices and bills behind it are brought in next, one by one (section 12.7). Reversing the opening balances leaves those as they are.

- Opening balances go nowhere near **Output VAT** or **Input VAT**: those start empty, for the returns this application prepares. An unpaid VAT balance at the start goes on the VAT settlement account. A line mapped to either is refused (*Output VAT and Input VAT start empty here…*).

8.1 Payrolls from the payroll application

The firm runs its clients' payrolls in its own payroll application, and this screen brings each month's payroll into the books without retyping it. **Accounting → Entries › Bring in from payroll** reads each payroll **approved** there for a company and posts it here as one journal entry, in its own series (**PY-2026-0001**), dated the last day of the payroll's period and narrated *Payroll* and the payroll's name. Nothing is posted until somebody looks at the list and presses **Post**. A draft or calculated payroll is never sent.

The journal comes from the payroll application already balanced, built from its payslips' own figures. Each line is named by a **key** rather than an account:

Key	Line	Side
pay:*CODE*	Each earning on the payslips, by its code (basic salary, bonus, overtime)	Debit
cost:si, cost:ghs, cost:redundancy, cost:hrd, cost:cohesion, cost:holiday	The employer's contributions: Social Insurance, GHS, Redundancy Fund, Human Resource Development levy, Social Cohesion Fund, Central Holiday Fund	Debit
owed:net	Net pay, to the employees	Credit
owed:paye	PAYE, to the Tax Department	Credit
owed:si-employee, owed:ghs-employee	The employees' Social Insurance and GHS	Credit
owed:si … owed:holiday	The employer's contributions, as above	Credit
owed:deduction:*CODE*	Each other deduction: a provident fund, a union, a loan instalment the company keeps	Credit

An example (simplified). September 2026: basic salaries of 10,000.00 (pay:BASIC), employer's Social Insurance 880.00 (cost:si) and GHS 290.00 (cost:ghs) are debits, 11,170.00 in all. The credits are net pay 8,400.00 (owed:net), PAYE 455.00 (owed:paye), the employees' Social Insurance 880.00 and GHS 265.00, and the employer's Social Insurance 880.00 and GHS 290.00 owed, 11,170.00 in all. With owed:si-employee and owed:si both mapped to *Social Insurance payable*, that account is credited on two lines, 880.00 each, each with the payroll's own words: two lines on one account stay two.

The link is set once, for the whole installation, by the owner:

1. On the payroll server, `LEDGER_INTEGRATION_KEY` is set (its deployment notes say how). It is a key of its own: it reads the approved payrolls' journals and nothing else there, and the practice app's key cannot read them.
2. Here, **Settings → Payroll link**: the **Address of the payroll application** (starting *https://*) and that **Key**, then **Save and test**. The link is kept only if the payroll application answers with the key, and the screen says how many employers it answered with. The key is kept encrypted and only its last four characters are shown; this server must have `CREDENTIALS_KEY` set in its .env to keep it. Leaving the key box empty keeps the key already saved, for the same address only (with no key saved yet, it is refused). With a new address the key is asked for again — *The address has changed: paste the key again. The key kept is only ever sent to the address it was given for.* — so a key is never sent to an address it was not typed for. Saving or removing the link asks the owner to confirm it is them (section 2.4). Administrators see the menu line, but only the owner sets the link: they see *Only the owner sets the link.* and the boxes locked. The key is sent only to the address typed: an answer that sends the request on somewhere else (a redirect) is not followed, and the screen says *The payroll application's address sends the request on somewhere else, so the key was not sent there…*: type the address as it is now and save again.
3. **Remove the link** stops every company bringing payrolls in. Nothing already posted changes.

Each company, once, on the Bring in from payroll screen:

- **Employer in the payroll application**: which employer there this company is. The one with this company's registration number or TIC is suggested. **Only the owner or an administrator chooses or changes it**, since it decides whose payroll is read: anybody else sees only the employer linked, the box locked, marked *Chosen by an administrator*; a company not linked yet tells them an administrator chooses it. A preparer may still choose and save the accounts below.
- **Where each line posts**: an account for each key, each line shown with its name, its key, and its side (*Cost: earnings*, *Cost: employer's contributions*, *Owed*). Every fixed key has its box from the start; the earnings and deductions a payroll names are added as payrolls are listed. The same account may take several keys (all of Social Insurance owed on one account, for example). A payroll with a line that has no account cannot be posted until one is chosen. An account must be active, and may not be a VAT account or a customer or supplier control account.
- **Save the employer and accounts.**

The payrolls: choose the dates their periods end between (**Periods ending from** … **to**; 1 January to the end of this month on opening) and **Look for them**. Once the employer is saved, the list fills in by itself when the screen opens. Each payroll shows its period's last day, people, gross and net, and what it is:

Status	Meaning
Ready to post	Approved there, not posted here. Tick it.

Status	Meaning
Not ready	A line has no account, the lines do not balance, or the payroll application says its payslips do not add up. Said under it.
Posted as PY-…	Posted. Click the number to open the entry.
Reversed in payroll; PY-… still stands here	Reversed in the payroll application after it was posted here. Give the date (the period's last day unless changed) and **Reverse here**: the entry is reversed on that date. The replacement payroll, once approved there, is brought in like any other.
Reversed: PY-… taken back by PY-…	Done.
Reversed in payroll before it was posted: nothing to do	Nothing to do.

Click a payroll to see its lines, each with its account, description, debit and credit. **Post the ticked payrolls** asks first, then posts each on its own: one refused (a closed month, say) is listed with its reason, and the others are posted.

The rules:

- A payroll is posted **once**: posting it again is refused.
- Its entry cannot be reversed from the journal (section 7.5): it is taken back only from this screen, and only when the payroll is reversed in the payroll application.
- Posting follows the month rules of section 6: a closed month refuses it, a locked month only an approver can post to (the reason is recorded for them: *Payroll approved in the payroll application.*). **Reverse here** follows the same rules on the date given; the reason recorded is *Reversed in the payroll application* and, where the payroll application gives one, its reason.
- Without the link, or without the company's employer, the screen says so (*The payroll link is not set…*, *Choose which employer in the payroll application this company is, and save.*); an employer the payroll application no longer knows is said too.
- Only an approver or a preparer brings payrolls in. A viewer sees the same screen, with nothing to tick and no buttons.
- The audit trail records the link set or removed, each company's employer and accounts saved, and each payroll posted or reversed.

9. The general ledger and the trial balance

These two reports show what the books hold. The trial balance is the one-page check: every account's balance, and proof that debits equal credits. The general ledger is the detail behind it: every entry on every account. An accountant meets them at each month end, at the year end, and whenever a balance needs explaining.

The trial balance

Reports → Ledger › Trial balance shows every account from one date to another, in one financial year: its **Account number** and **Account** name, then three pairs of columns, each a **Debit** and a **Credit**:

- **Opening balance** (debit or credit): the balance the day before the period.
- **Movement** (debit and credit): everything posted in the period, the debits and the credits each added up on their own rather than netted.
- **Closing balance** (debit or credit): the opening plus the debits less the credits, which is the balance at the **To** date.

For example, a bank account with 5,000.00 debit on 28 February, receipts of 3,000.00 and payments of 1,200.00 in March shows, for March: opening debit 5,000.00, debits 3,000.00, credits 1,200.00, closing debit 6,800.00.

An account kept in another currency (section 4.6) has its currency beside its name and its closing balance in that currency under the closing figure (*USD 1,650.00*), counting its lines in that currency; income and expenses from the start of the financial year, as their euro figures are. On the screen only.

How it works:

- **It opens** on this financial year to date: **From** empty is the first day of the financial year the **To** date is in, and **To** empty is today. The line under **To** names the financial year.
- **Period** fills in both dates and draws the table at once: *This month*, *Last month*, *This quarter*, *Last quarter*, *This financial year to date* or *Last financial year*. Typing a date instead sets Period to *The dates below*, and **Show** draws it. With no **From** date, the period starts on the first day of the financial year, so the closing columns are exactly the trial balance at the **To** date.
- Both dates must be in one financial year; a period that crosses a year end is refused (*Both dates must be in one financial year…*). A **To** date in no financial year is refused too (*That date is not in any of this company's financial years.*), and so is a **From** later than the **To** (*That is not a date.*).
- Income and expenses count from the start of the financial year, so their opening is what was posted in the year before the period. What earlier years made or lost shows on one line, *Results of earlier years, not yet closed*, the same at the opening and the closing, until the year-end closing entry is posted. That line cannot be clicked.
- An edited entry's replaced version and its cancellation are left out of the movement, as they are from the journal; they net to nothing, so the balances are unaffected.

- The totals under each pair of columns must agree. The line under the table says so (*The opening balances, the movement and the closing balances each balance.*), or names the pair that does not (*Does not balance: … This should be impossible — report it.*), which should never happen and should be reported.
- With nothing posted to the **To** date, the table says *No account has a balance at this date.*
- **Who:** anyone who can see the company, viewers included. The same holds for the general ledger.
- **Include statutory adjustments** adds the statutory layer's entries, and **Show accounts with no balance** lists every account. Each redraws the table as soon as it is ticked.
- **Excel**, **PDF** and **CSV** download it, with the same dates, ticks and columns (the file is named, for example, *Trial balance Ledger Specimen Ltd 2026-03-01 to 2026-03-31.xlsx*).
- Clicking an account opens its general ledger for the same dates, on that account alone, with the statutory tick carried over.
- **In the report centre:** the trial balance and the general ledger are both in **Reports → Report centre** for any period, and can be sent by email on a schedule (**Reports → Scheduled reports**).

The general ledger

Reports → Ledger › **General ledger** shows the movement of every account between two dates, laid out as QuickBooks Desktop's General Ledger report. It opens on **All accounts**, this financial year to date. Unlike the trial balance, its two dates may span more than one financial year; with no **From** date it starts on the first day of the financial year the **To** date is in. A **From** later than the **To** is refused (*That is not a date.*).

- **Account by account**, in the chart's order. Each opens with its balance the day before the period, lists its entries in date order with the balance running, and closes with a **Total** line: the period's movement and the balance at its end. A balance-sheet account's balance counts from the beginning of the books; an income or expense account's from the start of the financial year the period begins in.
- **Sub-accounts** sit under their parent, one step in. The parent opens with its balance and theirs together, shows each of them, then its own entries as *… - Other* (where it has any), and totals the lot.
- **Each entry line: Type**, **Date**, **Num** (the document's own number for an invoice or bill, else the entry's number), **Name** (the customer or supplier, or the party on a bank line), **Memo** (the line's description, else the entry's narrative; for a line in another currency, its amount in that currency in brackets), **Split** (the account on the other side; *-SPLIT-* where there are several), **Amount** (a debit positive, a credit negative) and **Balance**. A paperclip beside the number means files are kept with the entry or its document.
- **An account kept in another currency** (section 4.6) has its currency beside its name and its balance in that currency under each **Balance**: its opening, after each entry and its total, counting only its lines in that currency (a revaluation moves the books' balance alone). On the screen only.

- **The types of entry** are: Journal, Opening balances, VAT settlement, VAT adjustment, Payroll, Invoice, Credit note, Receipt, Bill, Supplier credit, Bill payment, Year end, Exchange difference, Revaluation, Opening document, Bank, Transfer, Expense, Depreciation, Asset disposal, Loan interest, Loan payment split, Prepayments and accruals, Leases, Refund, Debt written off, Refund received, Customer deposit and Deposit applied.
- **TOTAL** at the foot is the movement of everything shown: nought when every account is shown, since every entry balances.
- **Accounts** chooses which to show: click it, search, and tick as many as wanted; the list stays open while ticking and the ledger is redrawn when it closes. The box then says the account's name, or how many are ticked (*3 accounts*). An account ticked brings its sub-accounts with it. **All accounts**, at the top of the list, clears the ticks. Clicking an account in the trial balance, or a figure in a report, opens the general ledger on that account alone.
- **Leave out accounts with nothing on them** hides every account with no balance and no entries in the period. **Include statutory adjustments** adds that layer's entries.
- **Types of entry** shows only the lines of the types ticked (for example Invoice and Receipt), and **Name or word** only the lines that contain the word in the name, the memo, the number or the split, capitals or not. Either one filters the lines, so an account's balance is no longer the whole of it: the balances are left blank, only the accounts with a line kept are shown, and a notice says so. The totals are the totals of the lines shown.
- Clicking a number opens the entry, on **Accounting → Entries › Journal entries**. The paperclip opens the entry's files. **Print** prints the report as it is on screen (choose *Save as PDF* as the printer for a PDF).
- **Refused:** a **From** later than the **To**, or a date that is not whole (*That is not a date.*); an account no longer in the chart (*Choose an account.*).

Export… opens the choices for a file of the report as it stands, with the same accounts, dates and filters:

- **File: Excel**, **PDF** or **CSV**. The CSV has one row per entry line with the account's number and name on every row, for another program.
- **Amounts: One Amount column** (a debit positive, a credit negative), or **Debit and Credit columns**.
- **Layout:** *Opening, movement and closing as lines of their own* puts each account's opening balance, its movement (debits and credits) and its closing balance on lines of their own. *Each account on its own sheet (Excel) or page (PDF)* gives each top-level account (with its sub-accounts) its own sheet or page; the Excel file then starts with an *All accounts* sheet of each account's opening balance, debits, credits and closing balance.
- **Columns:** tick the columns wanted, from Type, Date, Num, Name, Memo, Split, **VAT code**, Amount and Balance. All but VAT code are ticked to start with. Date and Amount are always included.

The registers, and who may use them

Sections 9.1 to 9.5 are the registers: fixed assets, loans, prepayments and accruals, and leases held and granted. Each keeps its own records and posts its own entries through a **run** to a month end. They share these rules:

	What happens
A run	Posts, to a month end, what each item should stand at then, less what earlier runs posted. A month missed, or a record corrected after a run, is caught up by the next run.
The run's date	The last day of a month, and not before the latest run. Each run screen opens on last month end.
A run missed	The dashboard says so, for each register: *Depreciation to … is not all posted: … asset(s). Run it.*, and likewise for loan interest, prepayments and accruals, and leases.
Before posting	The screen shows what will be posted, item by item. Posting asks first.
Undoing	Only the latest run, with a reason. Its entry is reversed on its own date.
From the journal	The entries a register posts cannot be reversed from the journal (section 7.5): they are undone on the register's own screen.
A closed month	Refuses the entry (*That month is closed. Nothing can be posted to it until it is reopened.*), and refuses the reversal that undoes one.
A locked month	Takes it, or its undoing, only from an approver (*That month is locked. Only an approver can post to it, with a reason.*). Posting, the approver is not asked for a reason: the register records its own (*Depreciation run from the fixed asset register.*, *Disposal from the fixed asset register.*, *Interest run from Loans.*, *Payment split on a loan.*, *Run from Prepayments and accruals.*, *Lease run from Leases.*). The same holds for a revaluation of foreign currency. Undoing, the reason typed in **Why** is the reason recorded.
A preparer or an approver	Adds and corrects records, and posts and undoes runs, disposals, splits and changes.

	What happens
A viewer	Sees every screen and figure, including each run's preview, and downloads them, with the boxes locked and no buttons that change anything (no **Post the depreciation**, **Post the interest** or **Post the run**, no undo, no disposal, split, change or void). The side-menu lines that add a record (**Add a fixed asset**, **Bring in a register**, **Add a loan**, **Add a lease**, **Grant a lease**, **Add a prepayment or accrual**) are greyed.
Files	An asset, a loan, a prepayment or accrual, a lease and a lease granted each keep files under **Supporting documents** (section 1.6). A voided lease's or lease granted's files can be seen but not added to.
A record voided	Kept, with who voided it and the reason. A voided asset, loan or prepayment or accrual leaves its list; a voided lease or lease granted stays on its list with the status *Void*.
The report centre	**Reports → Report centre** lists, for a period, the fixed asset register, the fixed assets month by month, each loan's interest working, the IFRS 16 note, each lease's and lease granted's schedule, and the prepayments and accruals schedule (when the company uses it). Each can be sent by email on a schedule (**Reports → Scheduled reports**).

The number series are: **DP** depreciation, **AD** asset disposals, **LI** loan interest, **LA** loan payment splits, **PA** prepayments and accruals, **LE** leases, **FR** revaluations of foreign currency. A number reads, for example, *DP-2026-0001*.

9.1 The fixed asset register

Accounting → Fixed assets keeps every fixed asset the company owns: what it cost, what it has been depreciated by in the books, and the capital allowances (wear and tear) it earns for tax. It is laid out as the firm's own register workbook, and none of the workbook's figures are carried over. An accountant uses it to post the monthly or yearly depreciation, to prepare the capital allowance schedule for the tax computation, and to work out the gain or loss and the balancing statement when an asset is sold.

A worked example

A computer bought on 15 March 2026 for 1,200.00 (plus VAT, reclaimed), in the class *Computer hardware at cost*, at 20% straight line, monthly basis; tax class *Computer hardware*, 20%.

When	Books	Tax
March 2026	Charge 20.00 (240.00 a year ÷ 12; March counts in full). Run DP: debit *Depreciation* 20.00, credit *Computer hardware depreciation* 20.00.	—
Year 2026	Charge 200.00 (March to December, 10 months). Net book value 1,200.00 − 200.00 = 1,000.00.	Allowance 240.00, a full year whatever the date. Written-down value 960.00.
Year 2027	Charge 240.00. Net book value 760.00.	Allowance 240.00. Written-down value 720.00.
Sold 10 June 2028 for 500.00, runs posted to 30 April 2028	Depreciation to May (the month before the sale): 27 months, 540.00. Runs posted 520.00, so 20.00 is caught up. Net book value 660.00; loss 160.00. Entry AD: debit *Computer hardware depreciation* 520.00, *Depreciation* 20.00, the bank 500.00, the loss account 160.00; credit *Computer hardware at cost* 1,200.00.	No allowance in the year of sale. Proceeds 500.00 below the written-down value of 720.00: a balancing allowance of 220.00.

Layout. Assets are listed under their **class**, and each class has a total. A class is one of the company's fixed-asset accounts at cost (Motor vehicles, Furniture and office equipment, Computer hardware…). Each asset's row shows:

- **The asset:** Date, Invoice no., Supplier, Description.
- **Cost:** Opening balance, Additions, Disposals, Closing balance.
- **Accumulated depreciation:** Rate, Opening balance, Charge, Disposals, Closing balance.
- **Net book value.**
- **Capital allowances:** Claimed to the year before, Rate, Allowance for the year, Balancing allowance (charge), Claimed to the year, Tax written-down value.

A sold asset's row is marked. A line under the subtitle says the company's depreciation basis, monthly or yearly.

How it works:

- **Period:** a From and To date, or a preset (this financial year to date, this calendar year, last calendar year, this month, last month). It opens on this calendar year. A preset redraws at once; typed dates need **Show**. On this screen *This financial year to date* is 1 January of this year to today, whatever the company's financial year. Depreciation is by whole months.
- **Tax year:** the capital allowance columns are for the tax year of the To date. A Cyprus tax year is a calendar year.
- **Checked against the books:** under each class, the balances in the books of its cost account and its accumulated depreciation account at the To date. The register says whether they agree (*Agrees with the books: cost and accumulated depreciation.*), or by how much they differ. They differ when an asset was paid for by a journal, or was bought before the books began and added by hand without its cost in the opening balances, or while depreciation is not yet run.
- **Depreciation not yet posted:** the depreciation the schedule has to the To date that no run has posted yet is shown above the table (*240.00 of depreciation to 31 December 2026 is not posted yet.*), with a **Run depreciation** link for anyone but a viewer.
- **Two tabs,** so the register is not too wide to read:
  - **Cost and depreciation:** the asset, its cost, accumulated depreciation and net book value, and the check against the books.
  - **Capital allowances:** the asset and its allowances for the tax year.
- **Files:**
  - **Excel:** two sheets, one for each tab, laid out as the workbook with a row of blocks over the columns.
  - **PDF:** landscape, two tables, one for each tab. The invoice number and supplier are left out to fit.
  - **CSV:** everything on one row per asset, each heading naming its block.
  - **Print.**
- Clicking an asset opens it.

How depreciation is worked out

- **Method:** straight line on cost less residual value, at the asset's annual rate.

- **Basis:** set for each company under **Accounting → Fixed assets › Classes and accounts**:
  - **Monthly** (the default): a full month's charge from the month the asset is bought, and none from the month it is sold.
  - **Yearly:** a full year's charge in the **financial year** the asset is bought, whatever the month, and none in the financial year it is sold. The company's own financial years decide what a year is.
    - A month in the year carries a twelfth of the year's charge, for monthly management accounts. An asset bought during the year catches up the earlier months in the month it is bought, so a month's run posts twelfths and a year-end run posts the whole year. The computer above, on the yearly basis with a calendar financial year, would take 60.00 in March (January to March) and 20.00 in each month after: 240.00 in 2026.
    - Sold in a year whose months were already posted, the disposal takes that year's depreciation back.
  - **Changing the basis:** only while no depreciation is posted and nothing has been disposed of (*Depreciation has been posted, or an asset disposed of, on the basis the company has now. Undo those first to change it.*).
- **Rounding:** the figure is the accumulated depreciation to each month end, rounded once, so the months add up to the year exactly.
- **End of life:** depreciation stops at cost less residual value.
- **33⅓%** is taken as exactly one third, so a three-year asset is written off in three years.
- **Brought in from another system:** depreciation goes on from the month after the date its figures are at, on top of the accumulated depreciation given.

How capital allowances are worked out

- **Rate:** on cost, at the rate of the asset's **tax class**.
- **Year bought:** a full year's allowance in the tax year the asset is bought, whatever the date, and never more than is left to claim.
- **Year sold:** no allowance. The year has a **balancing statement** instead:
  - a *balancing allowance* where the proceeds are below the tax written-down value;
  - a *balancing charge* where they are above it, never more than the allowances claimed.
- **Month by month** (for management accounts): the tax year's allowance is spread by twelfths from January. An asset bought in a later month catches up the earlier months in the month it is bought, and the balancing statement falls in the month of sale.

- **Tax classes:** the rates are those of the Tax Department's table of wear and tear allowances under the Income Tax Law 118(I)/2002. The tax class list on an asset holds:

Tax class	Rate
Plant and machinery	10% (20% for those acquired 2012 to 2018)
Furniture and fittings	10%
Industrial carpets	10%
Agricultural and livestock farming machinery and tools	15% (25% for those acquired from 2026)
Commercial motor vehicles (other than saloon cars), trucks, motorcycles, buses and minibuses	20%
Saloon cars	no allowance
New electric motor vehicles and charging stations	33⅓%
Excavators, tractors, bulldozers, cranes, lifts, self-propelled loaders and forklifts	25%
Computer hardware and operating software	20%
Application software (over €1,709)	33⅓%
Application software (up to €1,709)	100%
Tools	33⅓%
Photovoltaic systems and wind generators (cost less any grant)	10%
Technical systems for energy efficiency and renewable energy	20%
Commercial buildings and flats	3%
Industrial, agricultural and hotel buildings	4% (7% for those acquired 2012 to 2018)
Improving the energy efficiency of buildings	7%
Metallic greenhouse structures	10%

Tax class	Rate
Wooden greenhouse structures	33⅓%
New aircraft and helicopters	8%
Intangible assets (over their useful life, at most 20 years)	5% to start with; set the asset's own rate
No allowance (land, goodwill, assets not used in the business)	none
Other (the rate given on the asset)	the asset's own rate

- **Changing a rate:** an asset takes its class's rate when it is added (the higher rate where its date falls in the years given), and its own rate can be changed, as rates and schemes change. A rate is typed as a percentage (*20*, *12.5*); *33*, *33.33* or *33⅓* is taken as exactly a third.
- **A saloon car** earns no allowance, so its tax written-down value stays at cost. Sold above cost, it has no balancing charge (nothing was claimed). Sold below cost, the register shows a balancing allowance of cost less proceeds: check it against the law before it goes into the tax computation.
- **Brought in from another system:** the allowances claimed up to the end of the tax year given are taken as claimed, and allowances go on from the tax year after.

Where assets come from:

- **A bill** (Purchases → Enter bills) with a line on a fixed-asset account puts the asset in the register by itself:
  - the bill's date, number and supplier;
  - the line's description;
  - the line's net amount as cost, plus any VAT the law does not let be reclaimed that was posted onto the same account;
  - the class's depreciation rate and tax class. A bill entered as **Cash (paid now)** does the same (section 13.1), and so did an expense entered on the former Expense form.
- **When the bill or expense changes:**
  - *Edited:* its assets follow, keeping the description, rates and tax class set in the register.
  - *Voided:* its assets go with it.
  - *Blocked:* neither can be done while one of its assets has depreciation posted or has been sold; those are undone in the register first (*This document made an asset in the fixed asset register that has depreciation posted on it or has been sold. Undo those in the register first.*).
  - *Fixed by the document:* an asset's class, date and cost are the document's, and are changed by editing the document.

- **Add a fixed asset** (on the side menu, or a button on the register) adds one by hand (one paid for by a journal, say). It posts nothing: its cost is in the books from whatever paid for it.
    - Choosing the **Class** fills in its depreciation rate, tax class and capital allowance rate; each can be changed.
    - The **Brought in from another system, with its figures to a date** tick takes an asset already held when the books began. It takes the asset's accumulated depreciation at a date (**Figures at**), and the capital allowances claimed up to the end of a tax year (**Claimed to the end of tax year**: the tax year before the date, or that year itself).
    - Depreciation then goes on from the month after that date, and allowances from the tax year after.

- **Bring in a register** (on the side menu) brings a whole existing register in at once, for a company moving here. It takes the firm's own register workbook as it stands, or the app's template.

  The firm's own register workbook (a sheet a year):

  1. Upload the workbook. The sheets are offered, with the latest year's chosen, and the figures are taken at that year's end.
  2. The sheet is read by its blocks and headings:
     - under **Cost** and **Accumulated Depreciation**, each asset's **Closing Balance**;
     - its **Depreciation rate %**;
     - under **Capital allowances**, the rate (%) and the allowances claimed up to the latest year a heading names (**CA UP TO 2025**). That year becomes the tax year claimed to.
  3. Each category heading (**Motor Vehicle**, **Kitchen equipment**…) is matched to a class by its words. A heading that matches none, or more than one, is chosen on the screen, and nothing is brought in until every heading has its class.

  - **Left out or read specially:**
    - rows with nothing left at cost (sold or written off before) are left out, and the number left out is said;
    - total rows are skipped;
    - an asset with no description takes its supplier's name, or its heading's;
    - figures from the workbook's formulas are rounded to the cent;
    - a rate written as 33, 33.33 or 0.33 is read as 33⅓%;
    - a capital allowance rate of nothing makes a motor vehicle a saloon car, and any other asset one with no allowance.
  - **Checking:** the preview shows the totals of cost, accumulated depreciation and allowances claimed, to check against the workbook's own totals.
  - **Older sheets:** a sheet with no capital allowance columns (the specimen's before 2024. is refused, with the reason.

  The template:

  1. Download the template.
  2. Fill in one asset a row: class, date bought, invoice number, supplier, description, cost, residual value, depreciation rate, accumulated depreciation, tax class, capital allowance rate, capital allowances claimed. A rate or tax class left empty takes the class's own. A rate may be typed as 20, 20% or Excel's 0.2. A date is read day first.
  3. Upload the file (Excel or CSV).

  - Every row is checked and each problem is shown on its row. Nothing is brought in until no problem is left. An asset bought after the date the figures are at is refused: it is added from its bill instead.

- Assets brought in before are counted, and the screen warns so the same ones are not brought in twice.
- Nothing is posted: the figures should already be in the opening balances.

One asset:

- **Its boxes:** always open for typing (a viewer sees them locked), with **Save** and **Discard the changes**, its **Supporting documents**, and a **Year by year** schedule of depreciation and allowances beneath (Year, Charge, Accumulated, Net book value, Allowance, Balancing allowance (charge), Claimed to date, Tax written-down value; by financial year on the yearly basis; allowances by the tax year of each year's end). A notice at the top says where it came from (*From bill …*, *From expense …*, *Brought in with its figures at …*, *Added by hand.*), and whether it has been disposed of or voided.
- **What can change, and when:** the description, invoice number, supplier and tax figures can always be corrected. The class, date, cost, residual value and depreciation rate (and, for an asset brought in, the date its figures are at and its accumulated depreciation) stay as they are once depreciation is posted on the asset, or once it is sold (*Depreciation has been posted on this asset, so its class, date, cost, residual value and depreciation rate stay as they are. Undo the depreciation runs back to before it first, or dispose of it.*).
- **Dispose of it**, with the date sold or scrapped, the proceeds and the account they were received in. That account is a bank account, or the account a sales invoice for the sale was coded to, and not a fixed-asset class. The screen shows, from the server, as the boxes are filled:
  - the net book value when sold;
  - any depreciation to catch up;
  - the gain or loss;
  - the tax written-down value;
  - the balancing allowance or charge.

  Disposing posts one entry, **series AD**, on the date sold:
  - the cost comes off the cost account, and the depreciation held for the asset comes off the accumulated depreciation account;
  - depreciation for the months up to the month before the sale that no run posted is charged (or, posted beyond it, taken back);
  - the proceeds go to the account chosen;
  - the rest goes to the gain or the loss account (set under **Classes and accounts**).
- **Disposal refused:** a date not after the date bought (or brought in at) (*An asset is disposed of after the date it was bought (and after the date it was brought in at).*); proceeds with no account received in, or that account a fixed-asset class; no gain or loss account set; a class missing its depreciation accounts; a locked month from anyone but an approver, or a closed month.
- **Undo the disposal** (with a reason) reverses that entry on its own date.
- **Void it** takes an asset added in error out of the register. It is kept with the reason, and only while no depreciation is posted on it and it is not disposed of. Nothing is posted.

Run depreciation (on the side menu):

- **What a run posts:** each asset's depreciation to a month end, less what earlier runs posted, as one entry, **series DP**, dated that day. For each class the charge goes to its depreciation expense account, and the same amount to its accumulated depreciation account.
- **How often:** every month for management accounts, or once at the year end. An asset added later with an earlier date is caught up by the next run.
- **Before posting:** the screen opens on last month end and lists the charge asset by asset (Class, Date, Description, Charge), with the total; **Show what it posts** draws it again for a typed date. A problem that would stop the run (a class missing an account) is said above it before anything is posted. Posting asks first (*Post depreciation to 31 March 2026?*).
- **Dates:** a run is to a month end, and not before the latest run.
- **In a locked month:** a run needs an approver.
- **Undoing:** only the latest run can be undone (with a reason), and not while an asset it charged has since been sold (*This run charged …, which has been disposed of since. Undo that disposal first.*).
- **Runs posted:** each run with its month end, entry, number of assets, charge, who posted it, and its state (*The latest*, *Posted*, or *Undone* with the reversal's number).
- **Journal entries:** runs and disposals cannot be reversed from the journal.

Month by month (on the side menu) shows a calendar year month by month for each class: depreciation in one table, capital allowances in the other, with the year's totals. It downloads to Excel.

Classes and accounts (on the side menu) sets up each class:

- **The company's basis:** monthly or yearly (see *How depreciation is worked out* above).
- **What each class has:** its accumulated depreciation account, the expense account its depreciation is charged to, and the depreciation rate and tax class a new asset in it starts with.
- **Where they come from:**
  - *Classes:* found from the mapping categories. Every account in a property, plant and equipment or intangible category at cost is a class.
  - *Accumulated depreciation:* the account in the paired depreciation category.
  - *Depreciation charge:* the company's Depreciation account.
  - *Gain and loss on disposal:* the accounts in those two categories.
- **Adding a class:** another asset account can be made a class. Its row starts at 10% and the tax class Plant and machinery, with the first class's depreciation expense account, until changed and saved.
- **Rules on the accounts:** the accumulated depreciation account is an asset account and not one of the classes; the charge goes to an expense account; the gain and the loss go to income or expense accounts.
- **Deleting an account:** an account holding assets in the register cannot be deleted from the chart, only made inactive.

9.2 Loans and their interest

Accounting → Loans works out the interest on each interest-bearing loan the company has taken or given: loans to or from related parties, loans to third parties, and any other loan payable or receivable. It follows the firm's own loan interest working (the loan agreement, then the interest calculation analysis). None of the working's figures are carried over. An accountant uses it to accrue interest each month end, to prepare the interest working for the file, and to split a repayment between principal and interest.

A worked example

A loan payable of 50,000.00 at 5%, Actual/365, drawn on 1 March 2026.

	Worked out	Posted
Drawdown, 1 March	Principal 50,000.00 from 1 March, that day included.	By the bank line: debit bank, credit the principal account, 50,000.00.
Run to 31 March	50,000.00 × 5% × 31 ÷ 365 = 212.33.	Series LI: debit the interest expense, credit the unpaid interest account, 212.33.
Run to 30 April	Interest to 30 April, 61 days: 417.81. Less 212.33 posted: 205.48.	Series LI: 205.48 the same way.
5,000.00 paid on 30 June, coded to the principal; 1,000.00 was interest	Principal 46,000.00 from 30 June, once the split is made.	Series LA: debit the unpaid interest account, credit the principal account, 1,000.00.

A loan has:

- **The agreement:** borrowed (a loan payable) or lent (a loan receivable), its name, the other party, the agreement's reference and date, the amount, the maturity date, the currency (the books' own, or one of the company's other currencies) and comments.
- **The rate:** the annual rate per the agreement and the date it applies from. A change of rate is another line with its own date (**Add a rate**; **Remove** takes a line off). Rates are kept to four decimals (4.125%). The first rate must apply from the date interest runs from, or before, and two lines cannot share a date.
- **The amount** agreed is for the record and the working's heading; the interest is worked on what the ledger holds on the principal account.
- **Days in a year:** Actual/365 (the working's, even in a leap year), Actual/360, or Actual/actual (each calendar year's own days), as the agreement says.
- **Interest runs from:** interest earns from this day, and not before.

- **Three accounts:**
  - *Principal account:* the loan itself.
  - *Unpaid interest account:* the interest owed or due, kept apart from the principal so the trial balance shows the two separately.
  - *Interest expense* (loan payable) or *interest income* (loan receivable) account.

  A loan payable uses liability accounts and an expense account; a loan receivable uses asset accounts and an income account. Neither may be a VAT or control account, and each loan has accounts of its own.

How the interest is worked out:

- **Simple interest** on the principal outstanding: principal × rate × days ÷ the year's days.
- **A day counts on the balance at its end:** money drawn on a day earns interest that day; money repaid on a day earns none from it. So 14 August to 31 December is 140 days.
- **Exact, and rounded once:** the interest to a date is worked out exactly and rounded to the cent once. A month's interest is the difference between two such figures, so the months always add up to the year.
- **The principal comes from the ledger:** the drawdown, additions and repayments are whatever is posted to the principal account, from the bank lines or a journal. Nothing is typed twice.

The list (**Loans** on the side menu) shows each loan at the date in **Figures at** (today to start with): the other party, borrowed or lent, the currency, the rate now, the principal, the interest unpaid in the books, and the interest not yet run. A loan with a problem (an entry not in its currency, say) shows it when the pointer rests on its row, and in the notice at the top of the loan.

The analysis shows, for a period (this calendar year, a row a month, to start with), a row for each month or each year (and a new row wherever the principal or the rate changes): From, To, Opening principal, Additions (repayments), Closing principal, Days, Rate, Interest charge, Interest paid, Accrued interest. Under it, the total outstanding loan capital and interest at the end of the period. It downloads to Excel laid out as the working, with the agreement above, and prints.

Movements in the ledger lists every entry on the loan's two accounts other than the interest runs, in the loan's currency: Date, Entry, Narrative, Principal: additions (repayments), and Interest: (paid) or moved.

A payment that was partly interest. When a payment to or from the other party was posted wholly to the principal account but part of it was interest, the user says how much was interest. A journal of its own (series LA) moves it from the principal account to the interest account, on the payment's date. It works the other way too, for a payment posted to the interest account that was partly principal. Making one asks first (*Move part of a payment?*). The splits are listed under **Payments split**. A split can be undone, with a reason (**Reason for undoing a split**). It is reversed on its own date.

Run loan interest (on the side menu; the screen is headed **Run interest**) posts every loan's interest to the end of a month, in one journal entry (series LI):

- **Loan payable:** debit the interest expense, credit the unpaid interest account.

- **Loan receivable:** debit the unpaid interest account, credit the interest income.
- **Only what is not yet posted:** a run posts the interest to its date less what earlier runs posted. A corrected rate or a late repayment is caught up by the next run.
- **Before posting:** the screen opens on last month end and shows, loan by loan, the interest in the loan's currency, the ECB rate, the interest in the books and any revaluation gain (loss), with the totals. Posting asks first (*Post the interest?*).
- **Order:** a run is to a month end no earlier than the latest run.
- **Undoing:** only the latest run can be undone, with a reason.
- **Journal entries:** runs and splits cannot be reversed from the journal.

A loan in another currency is kept in its own currency. Its interest is worked out in that currency and posted in the books' currency at the ECB's rate on the run's date. At the same run, the principal and unpaid interest accounts are revalued at that rate, and the difference goes to exchange gains or losses. Entries on the loan's accounts must carry the amount in the loan's currency; one that does not is left out of its figures and flagged. A loan in another currency is therefore not part of **Revalue foreign currency** (section 10.1).

What can change:

- The name, parties, dates, rates, day count and comments can always be corrected. The next run posts the difference.
- The direction, currency and accounts are fixed once interest is posted on the loan.
- A loan entered by mistake can be voided, with a reason, while no run or split is posted on it (*Interest has been posted on this loan. Undo its runs and splits before voiding it.*). It is kept, marked void, and left out of the list, the runs and the report centre; nothing in the ledger changes.
- An account a loan uses cannot be deleted from the chart.

9.3 Prepayments and accruals

Optional, company by company. Most clients have their prepayments and accruals done by journal, and nothing changes for them. **Accounting → Prepayments and accruals › Settings** switches the schedule on for a company (a preparer or an approver may). Until then every screen here opens the settings, and no bill, expense or invoice line offers to be spread (the **Spread** column is not there). Switching it on opens the schedule. Switching it off later (it asks first: *Switch Prepayments and accruals off?*) keeps the schedule and everything already posted as it is; switching it on again picks up where it left off.

The settings hold four accounts: the **prepayments** account (used for a bill or expense line spread), the **deferred income** account (for an invoice line spread), and the **accruals** and **accrued income** accounts (offered when one is typed in). The first two are needed before a line can be spread.

A worked example

A year's insurance, 1,200.00, billed on 15 January 2026 for January to December, spread over 12 months from January:

Month end	Should stand at	Earlier runs	This run posts
31 January	1,100.00 (11 months to come)	—	Debit prepayments 1,100.00, credit *Insurance* 1,100.00
28 February	1,000.00	1,100.00	Debit *Insurance* 100.00, credit prepayments 100.00
31 December	nothing	100.00	Debit *Insurance* 100.00, credit prepayments 100.00

If February's run is missed, March's posts 200.00. If the bill is edited to 1,320.00, the next run brings the balance to what 1,320.00 says, and nothing drifts.

Four kinds of item:

- **Prepayment:** an expense paid for months ahead (insurance, a licence, rent in advance). The months not yet used are an asset.
- **Deferred income:** income billed for months ahead (a year's support contract). The months not yet earned are a liability.
- **Accrual:** an expense for months already used that is not billed yet (the audit fee). The months used are a liability until the bill comes.
- **Accrued income:** income for months already earned that is not invoiced yet (work done in the quarter, invoiced after it). The months earned are an asset until the invoice goes out. Accrued income is always typed in.

How an amount is spread: in whole months, equally, from its first month. 12,000 from March over 12 months is 1,000 a month. The share to a month end is worked out over all the months and rounded once, so the months always add up to the whole. An item is from 1 to 600 months.

Where items come from:

- **A line on a bill, an expense or a sales invoice,** ticked **Spread** with the number of months (12 to start with) and, if it is not the document's own month, the first month. The line posts to its expense or income account as usual, and must be on one. It goes on the schedule with the prepayments account (bills and expenses) or the deferred income account (invoices) chosen in the settings. A credit note cannot be spread.

- **Typed in** (**Add a prepayment or accrual**, on the side menu or a button on the schedule): the kind, description, reference, amount, first month, months, the balance-sheet account and the expense or income account. For a prepayment or deferred income, also where the amount is now:
  - *posted to the expense or income, as billed* (with the date it was posted, **Posted on**, if not the first month);
  - or *already on the balance sheet* (an opening balance, or a journal posted to the prepayments or deferred income account).

Run prepayments and accruals (on the side menu) posts to a month end, in one journal entry (series PA):

- **What it posts:** for each item, the difference between what its balance should be at the month end and what earlier runs have posted for it. The preview shows each item's kind, its two accounts, what this run posts and where it leaves it.
  - A bill posted to the expense: the months not yet used move to prepayments, and come back out a month at a time.
  - Already on the balance sheet: the months used are released to the expense or income.
  - An accrual: each month's share is charged to the expense and added to the accruals account. An audit fee of 3,000.00 over 12 months is 250.00 a month: debit the audit fee, credit accruals.
  - Accrued income: each month's share is earned as income and added to the accrued income account.
- **Put right on its own:** a bill edited, a start month changed, an invoice voided or a run missed is caught up by the next run, and nothing drifts. A document voided takes its items with it, and the next run takes back what was posted for them.
- **Order:** a run is to a month end no earlier than the latest run.
- **Undoing:** only the latest run can be undone, with a reason.
- **Journal entries:** runs cannot be reversed from the journal.
- **Runs posted:** each run with its month end, entry, number of items, who posted it and its state.

An accrual's bill. Post the bill to the accruals account as usual. Then, on the accrual, choose it from the bills on that account (or type its date, amount and reference) and **Record the bill**. From the bill's month the accrual is the bill, so the next run releases what was over- or under-accrued to the expense: the audit fee accrued at 3,000.00 and billed at 3,200.00 has 200.00 more charged. **Remove the bill** puts the accrual back to its months.

Accrued income's invoice. Post the invoice with its line on the accrued income account. Then, on the accrued income, choose it from the invoices on that account (or type its date and amount) and **Record the invoice**. From the invoice's month the accrued income is the invoice, so the next run releases the difference to income. **Remove the invoice** undoes it.

The schedule at a month end (**At the month end of**: any day of the month is taken as its month end; this month to start with) shows each item under its kind, with Description, Reference (the document's number for an item spread from one), Charged to (or earned on), From, To, Months, Amount, This

month, Charged to date, Balance and Not yet run, and each kind's total. A notice says how many items are not run to that date. **Against the books** sets each balance-sheet account's total on the schedule beside what the books hold on it. The two differ while a run is outstanding, or when something else is posted to the account. The schedule downloads to Excel and prints.

One item shows its boxes, its months (charged or earned in each, and the balance at each month end), and what each run posted for it.

What can change:

- **Typed in:** the description, reference, amount, months and first month always, and the next run posts the difference. The kind, accounts and where it starts stay once a run has posted for it. It can be voided, with a reason, even after runs; it leaves the schedule, and the next run takes back what was posted for it.
- **Spread from a document:** its amount and accounts follow the document; edit or void the document instead. Its description, reference, months and first month can be changed.
- **Deleting an account:** an account an item uses cannot be deleted from the chart.

9.4 Leases (IFRS 16)

Accounting → Leases keeps the company's leases as lessee under IFRS 16 *Leases*: an office or a shop, a car, a machine. Each has a **right-of-use asset** and a **lease liability** from its commencement date. The landlord's bills and the bank post the payments, to the lease's own liability account; **Run leases** posts the rest at each month end. The code quotes the standard's paragraphs where it does what they say. An accountant meets it when a client signs a lease of more than a year, and at each month end and year end, for the entries and the note.

A worked example

An office leased from 1 January 2026 to 31 December 2028, 1,000.00 a month on the 1st (in advance), discount rate 5%, no other costs.

	Worked out	Posted
Commencement	Liability: the 36 payments discounted by the day at 5%, the first at full value: 33,559.81. Asset cost: the same.	By the first run.
January bill	Settles the payment due on 1 January.	Debit the lease liability 1,000.00, credit the landlord.

	Worked out	Posted
Run to 31 January	Interest 135.20 (what the liability grows by in January, the payment aside). Depreciation 33,559.81 × 31 ÷ 1,096 days = 949.23.	Series LE: debit right-of-use asset 33,559.81, credit lease liability 33,559.81; debit interest 135.20, credit lease liability 135.20; debit depreciation 949.23, credit right-of-use depreciation 949.23.
Run to 28 February	Interest 118.85; depreciation 857.37.	Series LE, the same accounts.

The liability at 31 January is 33,559.81 + 135.20 − 1,000.00 = 32,695.01. It reaches nothing, to the cent, at the last payment.

Not added here: a short-term lease (a term of twelve months or less, with no purchase option) and a lease of a low-value asset, where the company chooses not to bring them onto the balance sheet (IFRS 16.5–8; short-term by class of asset, low-value lease by lease). Their payments are an expense: post them to accounts mapped to **5.T.2.14.1** (short-term) or **5.T.2.14.2** (low-value), and the note reads them from there. So too variable payments that do not depend on an index or a rate (a turnover rent): **5.T.2.14.3**. A lease added with a term of twelve months or less and no purchase option says, once saved, that it **may be a short-term lease**, which the company may choose not to bring onto the balance sheet; if it does, void the lease and expense the payments instead.

A lease has:

- **The lease:** its name, the lessor, the agreement's reference, what is leased, the **commencement date**, the **end of the lease term** (the non-cancellable period, with any extension the company is reasonably certain to take, or less a break it is reasonably certain to use, 16.18), and the **discount rate**: the rate implicit in the lease, or, if that cannot be readily determined, the company's incremental borrowing rate (16.26).
- **The payments (16.27):** rows of one amount every month, quarter, six months or year, from the date of the first; a row from a later date (a rent step) takes over from then. The first date says whether they are in advance or in arrears. And payments on their own: a residual value guarantee expected to be paid, a purchase option the company is reasonably certain to take, a termination penalty the term assumes (or another fixed payment). VAT, service charges and variable payments outside 16.27 are left out. Every payment falls within the term; none is negative (a rent-free stretch is a row of nothing).

- **The asset's cost (16.24):** the liability, plus what was paid at or before commencement and the initial direct costs, less the lease incentives received, plus the estimate of dismantling and restoring. Those payments, costs and incentives are posted to the right-of-use asset account through their own bills; the lease records their amounts, so its depreciation is on the whole cost. The restoration estimate is provided for by the runs, on the lease's restoration provision account.
- **Its depreciation (16.31–32):** straight, by the day, from the commencement to the end of the lease term, or to the end of the asset's useful life if that comes first, or if ownership passes (or a purchase option is reasonably certain): then to the end of the useful life, which must be given.
- **Its accounts:** the **class of asset** (land and buildings, plant and machinery, motor vehicles, furniture, fixtures and office equipment) picks the right-of-use accounts, mapped to the class's categories in **1.A.5** and its depreciation's; they are found in the chart, or made. The liability has an **account of its own**, made for the lease (mapped to **2.K.2.1**, lease liabilities) unless one is chosen: no other lease's, no loan's. The interest, depreciation, gains and losses (and, if needed, impairment and restoration provision) accounts are chosen from the chart, since an income or expense account's tax classification is a person's choice.

How the figures are worked out:

- **The liability** is the present value of the payments not yet made, discounted by the day at the annual rate, as Excel's XNPV does: a payment *n* days away is worth amount ÷ (1 + rate)^(*n*/365). A payment due on the commencement date is in it at its full amount, and the landlord's bill for it settles it.
- **Interest** is what the liability grows by, the payments aside (16.36): each day of a month counts. The interest to a date and the depreciation to a date are each worked out exactly and rounded once, so the months add up to the year and the liability ends at nothing, to the cent.
- **Checked against IFRS 16's Illustrative Example 17** (a decrease in scope): its figures come out within half a per cent (the liability at the change 421,279 against the example's 421,236; the gain 26,708 against 26,616), the difference being the example's whole years against real days, leap years included.

The list (**Leases** on the side menu) shows each lease at the date in **As at** (today to start with): lessor, class, commencement, end, discount rate, right-of-use asset, lease liability, and its status (*Running*, *Ended*, *Not started* or *Void*), with totals.

Where it stands (under the lease, at the end of the period shown): the asset's cost, depreciation and carrying amount; the liability by the schedule, and its current part (what the next twelve months take off it) and non-current part; the restoration provision; the payments due by the schedule against those posted to the liability account; the liability in the books and the difference (a payment not yet posted, or a run not yet made); what the runs have still to post; the payments to come by when they fall due.

The schedule, a row a month or a year for the period chosen (this calendar year, a row a month, to start with; no further than a year either side of the lease, since beyond it every row is nothing; a period needing more than 1,200 rows is refused, and a row a year is the answer): the liability (opening, recognised, interest, payments, changes, closing), the asset's carrying amount (opening, recognised,

changes, depreciation, closing), and the gains and losses. **Excel** and **PDF** download it with the lease's terms and its changes, and it prints.

Changes during the lease each take effect from their date, after the commencement and before the lease has ended. The liability is remeasured and the asset adjusted by the difference, as the standard says for each kind; a reduction that would take the asset below nothing takes it to nothing and the rest is a gain (16.39). The screen asks only for what the kind needs, and starts the payments as they stand:

Change	What it does	Asks for
Lease term reassessed	An option now reasonably certain, or no longer (16.40–41): the payments from the date and the new end, at a revised discount rate.	New end, revised rate, payments, useful life
Payments changed by an index or rate	A CPI rent review, or a residual value guarantee's expected cost (16.42–43): the payments from the date, at the unchanged rate.	Payments
Lease modified	A change agreed with the lessor that is not a separate lease and does not reduce the scope (16.45, 46(b)): the payments, the end, a revised rate.	New end, revised rate, payments, useful life
Scope of the lease decreased	Part of the asset given up (16.46(a)): that share of the asset and the liability goes, the difference a gain or a loss; what is left is remeasured at a revised rate.	Share given up (more than 0, less than 100%), new end, revised rate, payments, useful life
Lease ended early	The whole lease given up: the asset and the liability go, what is paid to end it is what is left owed, the difference a gain or a loss.	Paid to end the lease
Restoration estimate changed	IFRIC 1: the change goes to the asset and the provision.	New restoration estimate

Change	What it does	Asks for
Right-of-use asset impaired	IAS 36: the asset is reduced and depreciated on what is left. Needs an impairment account on the lease.	Impairment loss
Sublet (finance sublease)	Not added by hand: a finance sublease of the lease (section 9.5) makes it, on the sublease's commencement. The share sublet of the asset's cost and depreciation goes, the carrying amount given up a loss (the sublease's net investment the other side of it); the liability stays, and its interest and payments run on.	—

A modification that adds the right to use another asset at its stand-alone price is a separate lease (16.44): add it as a lease of its own. A change can be **taken off**, with a reason; it stays on the list, marked, and the next run posts the difference.

Run leases (on the side menu) brings every lease to a month end in one entry (series **LE**): the recognition at the commencement, the interest, the depreciation and each change, as the lease's schedule says they stand then, **less what earlier runs posted**. The lines go to the right-of-use asset and its depreciation account, the liability, the interest, depreciation and gains and losses accounts, and the impairment and provision accounts where used. So a lease corrected, or a change added, after a run is put right by the next run. A run is to the last day of a month, on or after the books start and not before the latest run; it opens on last month end (or the books' first month end); only the latest can be undone, with a reason, its entry reversed on its own date. The dashboard says when leases to last month end are not all posted. Two people posting a run at the same moment post it once: the second waits for the first and finds nothing left to post. A run posts nothing while any lease's schedule has a change it cannot apply (one dated after the lease has ended, say): the preview names the lease and the problem, and the runs go on once the change is taken off or the lease corrected. Each run also checks every lease's accounts again, as they stand in the chart that day: one deactivated, re-typed or mapped elsewhere since the lease was saved (a right-of-use account moved out of 1.A.5, say) stops the run, and the preview names the lease, the account and what is wrong with it. Put the account right in the chart, or, while nothing is posted for the lease, choose another on it. **Post the run** posts what the preview showed, or nothing: if a lease, a change or an account is altered between the two, so that the figures would differ, it is refused (*The figures have changed since the preview…*) and the preview is drawn again with the figures as they now are.

A lease that began before the books start in the application is added with its original terms. Its figures the day before the books start are taken to be in the opening balances; the lease shows them beside what the opening balances hold on its liability account, and the runs go on from there.

What can change: the terms always (the next run posts the difference they make), except that once a run has posted for the lease its **commencement** cannot be moved to the other side of the start of the books, nor across the latest lease run: either would count it twice, drop it, or leave what was posted behind (*Runs have posted for this lease: its commencement cannot be moved…*). Undo the runs first, or void it and enter it again. The class of asset and the right-of-use, liability, interest, depreciation and gains and losses accounts only while no run standing has posted for the lease. The impairment and restoration provision accounts can be chosen later, for a change that needs them. A lease no run has posted for can be voided, with a reason, unless a lease granted is a sublease of it: void the sublease first. A voided lease is kept, marked void, and left out of the runs and the note; its changes stay as they were, and none can be taken off it. Files can be kept with it (the agreement, say).

The IFRS 16 note (on the side menu, and in the report centre, where it can be scheduled) for a period (this year to date, to start with): the right-of-use assets by class, cost and depreciation, opening to closing (53(a), (h), (j)); the lease liabilities, their movement, current and non-current, and beside them the books' balance and any difference; the maturity of the undiscounted payments within one year, one to two, two to five and after five years, less the future finance charges (58, IFRS 7.39); the amounts in profit or loss (depreciation by class, interest, impairment, gains and losses, short-term, low-value and variable lease expense, income from subleasing, 53(a)–(f)); and the total cash outflow for leases (53(g)): the payments posted to the liabilities, and the short-term, low-value and variable expense as expensed. It downloads to Excel and PDF, a sheet or page a part, and prints.

For the cash flow statement (16.50): the payments reduce the liability, mapped to 2.K.2.1, so they fall under financing activities as the mapping places them.

Not yet: a lease in a currency other than the books' own. A lease the company grants is in section 9.5.

9.5 Leases granted (IFRS 16 as lessor)

Accounting → Leases › Leases granted keeps the leases the company grants, as lessor: a building let, a machine leased to a customer, a floor of an office it rents sublet. Each is **classified** an operating or a finance lease at its commencement (IFRS 16.61–66). The invoices to the lessee post the lease payments; **Run leases** (section 9.4) posts the rest at each month end, in the same entry as the leases held. **Grant a lease** adds one. Most of the firm's clients that let property have operating leases: the income is spread evenly over the term, whatever the invoices say month by month.

A worked example: an operating lease

A shop let for two years from 1 January 2026 at 1,100.00 a month, the first two months rent-free: 24,200.00 in all. The income is 24,200.00 spread straight by the day over the 730 days, about 1,008.33 a month on average.

- **The payments:** one row, from 1 March 2026, 1,100.00 every month; the rent-free months have no row.
- **January and February:** no invoice. Each run posts the month's straight-line income: debit the lease's balance account (accrued income), credit the lease income account: 1,027.67 for January (31 days), 928.22 for February (28 days).
- **From March:** the invoices post 1,100.00 a month to the lease income account. Each run posts the difference between the straight line and the invoices: debit lease income, credit the balance account (72.33 for March: 1,100.00 less 1,027.67).
- **At the end:** the balance account is back at nothing, to the cent, and the income account holds 24,200.00 over the two years.

Classification is the company's judgement: a finance lease transfers substantially all the risks and rewards of owning the asset, an operating lease does not (16.62). It is chosen at the top of the form (**Classification**: **Operating lease** or **Finance lease**), and a lease is not saved without it (*Choose operating or finance lease.*); it can be changed until anything has been posted for the lease. Under **Classification (IFRS 16.61–66)** the screen holds the standard's examples and indicators as ticks (63(a), (b), (e) and 64(a)–(c)) and, given the **Fair value of the asset** and the **End of the asset's economic life**, works out the two it can measure: the lease term's share of the economic life (63(c)) and the present value of the lease payments' share of the fair value (63(d)). They are worked out when the lease is saved and shown under those boxes, to check the choice against, not made into it. The ticks, the boxes and both figures are kept with the lease, and print on the **Terms** sheet of its schedule (Excel and PDF), each tick said as ticked or not. The present value is taken at the rate implicit in the lease: a finance lease's own rate, and for an operating lease the rate given under **Rate implicit in the lease, for 63(d) (%)**, which is used for nothing else. With no rate the payments are added up undiscounted, which makes the share larger than it is, and the screen says so beside it.

A lease granted has its name, the lessee, the reference, what is leased, the commencement and the end of the lease term, and its **lease payments (16.70)**, as for a lease held: rows of one amount every so many months from the date of the first, a row from a later date taking over, and payments on their own (a residual value guarantee by the lessee, a purchase option, a termination penalty). Without VAT. Rent-free months are months with no row. And the **initial direct costs** (commissions, legal fees) and the **incentives given to the lessee** (a contribution to fitting out, say).

An operating lease (16.81–88). The asset stays the company's, in the fixed asset register and depreciated there. The lease income is spread **straight, by the day, over the lease term**: the lease payments in total, the incentives off them and the rent-free months in them, a day's share each day. The invoices post each rent to the **lease income account** as it falls due; the run posts the difference between the straight line and the payments due to the **lease's own balance account** (accrued income, mapped to **1.E.3.6**: chosen, or, left on *A new account for this lease*, made for the lease when it is saved). The bills for the initial direct costs and the incentive are posted to that balance account too, and the runs expense them over the term on the same basis (16.83), to the **direct costs expense account**. At the end of the lease the balance account is back at nothing, to the cent.

A finance lease (16.67–80). At commencement the company recognises a **net investment in the lease**: the lease payments not yet received and the **unguaranteed residual value**, discounted at the **rate implicit in the lease**. Left empty, the rate is worked out: the rate at which the payments and the residual equal the fair value plus the initial direct costs (16.68, Appendix A); with no fair value either, the lease is refused (*Give the rate implicit in the lease, or the asset's fair value to have it worked out.*). The net investment has an account of its own (mapped to **1.B.4.1**: chosen, or, left empty, made for the lease when it is saved). The invoices to the lessee post the lease payments to it; the bills for the direct costs and any incentive paid go to it too, so they are in the net investment and not expensed. The asset itself is given up on its own (a disposal in the fixed asset register, to the account chosen for what is recognised at commencement, say). The runs post:

- **At commencement:** the net investment, against the **recognised at commencement** account (the proceeds, against which the asset given up is set).
- **A manufacturer or dealer (16.71–74):** the lease payments' present value is revenue, on that account, and the unguaranteed residual's present value goes off the cost of sale, on the **cost of sales** account. That account is optional: left empty, the residual's present value goes to the recognised-at-commencement account instead. The dealer's costs of getting the lease are an expense when the profit is recognised: post their bill to an expense, not the net investment.
- **Finance income** (16.75–76): what the net investment grows by, the payments aside, at the constant rate, by the day, rounded once to the date so the months add up.
- **At the end:** the unguaranteed residual, handed back with the asset, from the net investment to the account chosen for it (**Where the asset handed back goes**: the asset back in the register, or inventory).

Changes during the lease, each from its date:

Change	Operating	Finance
Payments changed by an index or rate	The new payments are income as they fall due, not spread; the payments to be received change.	Not a change: invoice the new amounts, and the IFRS 9 remeasurement is a modification if it must be.
Lease modified	A new lease from its date (16.87): the payments from then and the new end, what was accrued under the old lease part of it, spread straight again over what is left.	Not a separate lease (16.80): the net investment is remeasured with the new payments at the original rate (IFRS 9 5.4.3), the difference a gain or a loss.

Change	Operating	Finance
Lease ended early	Asks only for the date. What was accrued under the straight line goes against income, and the direct costs not yet expensed are expensed. Invoice any fee as income.	Asks for what is received to end it and what the asset handed back is worth. The net investment goes, against those two; the difference is a gain or a loss. Needs the account for the asset handed back on the lease.
Unguaranteed residual value reduced	—	Recognised at once, as a loss, and income runs on at the original rate (16.77). An increase is refused.
Loss allowance	—	IFRS 9's allowance on the net investment from the date, in total: the change is an impairment loss or a reversal, on the loss allowance account. Finance income runs on on the gross amount. Released, back through the same accounts, when the lease ends, early or at its end. Needs a loss allowance account and an impairment loss account on the lease.

A modification that adds the right to use another asset at its stand-alone price is a separate lease (16.79): grant it as a lease of its own. A change can be taken off, with a reason; the next run posts the difference.

A sublease (16.B58). Choose, under **A sublease of**, the lease the company holds, and the share of it sublet (all of it, or a floor of the building). A sublease begins after its head lease does, and ends no later. Each share is of the whole lease, and the finance subleases of one lease add up to at most 100%: two halves give up all of its asset, and a share beyond what is left is refused. A sublease cannot outlive the lease it is carved from: it is checked against the end the head lease now has (an early end or a new term counted), and the head lease cannot be ended early, have its term cut short, or lose a change that lengthened it, while a sublease runs past the new end. A sublease is classified by reference to the **right-of-use asset** of the head lease, not the building or the machine: its economic life is what is left of the head lease. Nothing fills that in: give the head lease's end as the **End of the asset's economic life**, so 63(c) is worked out against it. A **finance sublease** gives that share of the right-of-use asset up, so

saving it adds a **Sublet (finance sublease)** change to the head lease on the sublease's commencement (section 9.4): the share of the asset goes, and the head lease's liability stays and runs on. It moves with the sublease: changed when the sublease's date or share changes, taken off when the sublease is voided or made an operating lease, and it cannot be taken off by hand. An **operating sublease** leaves the head lease as it is; map its lease income account to **5.T.4.30.1** to have its income in the note's income from subleasing (53(f)). The head lease and the classification are fixed once a run has posted for the sublease.

The list (**Leases granted** on the side menu) shows each lease granted at the date in **As at**: lessee, classification, commencement, end, net investment, income to date, and its status.

Where it stands, at the end of the period shown: for an operating lease, the lease income to date by the straight line, what the balance account should hold, what it holds in the books, and the income not yet posted by a run; for a finance lease, the net investment by the schedule, the finance income, the lease payments due against those invoiced to the net investment account, the net investment in the books and the difference, the loss allowance, the residual's present value; and the payments to be received year by year. Under it, the entries on the lease's own account other than the runs.

The schedule, a row a month or a year: for an operating lease, the lease income, the payments due and the direct costs expensed; for a finance lease, the net investment (opening, recognised, finance income, payments, changes, the asset handed back, closing). **Excel** and **PDF** download it with the lease's terms and its changes; it prints, and it is in the report centre, where it can be scheduled.

In the run (section 9.4), the leases granted have a table of their own in the preview: the movement on the net investment or the balance account, the income, what is recognised at commencement, and any gain or loss.

What can change: as for a lease held, the terms always (the commencement within the same limits); the accounts, the classification and the head lease only while no run standing has posted for the lease (so a loss allowance's two accounts are best chosen before the first run). A lease no run has posted for can be voided, with a reason; a finance sublease voided takes its **Sublet (finance sublease)** change off the head lease. A voided lease granted keeps its changes as they were. Files can be kept with it.

The IFRS 16 note (section 9.4) adds the lessor's disclosures when there are leases granted: for **finance leases** (90(a), 93, 94), the amount recognised at commencement (for a manufacturer or dealer, the revenue, the residual's part included: gross, not the selling profit or loss, whose cost of sales is on its own account), the finance income on the net investment, the gains and losses on changes and the loss allowance charged; the net investment at the end of the period, and beside it the books' balance; the undiscounted lease payments to be received in each of the next five years and after, reconciled to the net investment by the unearned finance income and the discounted unguaranteed residual. For **operating leases** (90(b), 97): the lease income, split into what comes from payments changed by an index or a rate and what does not, the income from variable payments not depending on either (from accounts mapped to **5.T.4.30.2**), and the undiscounted lease payments to be received in each of the next five years and after. The assets let under operating leases are disclosed with property, plant and

equipment (95), from the fixed asset register. The Excel and the PDF of the note carry these as sheets of their own.

Not yet: a lease granted in a currency other than the books' own; an investment property let (IAS 40), which is added as an operating lease and kept in the register.

9.6 Properties

Accounting → Properties is the register of the company's land and buildings, and what each earned and cost. It serves two purposes:

1. **Rental income by property.** A line of a journal, invoice, bill, repeating entry or coded bank line can name the property it is for (section 7.1, **Property**). Mark the rental income account (and any account of property costs) **Each line names a property** (section 4.1), and every line on it must say which property: the rent is then reported property by property, as the rental income schedule of a tax return needs it.
2. **VAT on selling or buying a building.** From **1 September 2026** the sale of a building carries VAT **before its first occupation**, and is exempt after it, whatever its age (the VAT Law N.95(I)/2000, Eighth Schedule, para 1(b)(i)–(ii), as **Κ.Δ.Π. 103/2026** amended it; the five-year rule went). First occupation is the first use after delivery or construction — living in it, using it, letting it — that continues systematically, and use counts once it has gone on for **18 months** (para 3). So first occupation is 18 months after systematic use began. A building whose planning application was filed before 1 May 2004 is outside these rules: its sale is exempt (para 4).

The register. The table lists each property with its **Kind**, **Use**, **First occupation** (18 months after **Systematic use began on**), **A sale today** (*VAT (before first occupation)*, *Exempt*, *Land: not checked*), and its **Income**, **Costs** and **Net** between the two dates above it (this year to today unless changed; **Show** draws them again). Income is the lines naming it on income accounts (rent as plus), costs those on expense accounts. A last row, **On accounts that ask for a property, with none named**, shows lines posted on such an account before it asked, so that nothing is lost. Click a property to open its boxes and its lines.

Box	What to type
Property	How it is known on the lines: *Flat 3, 12 Makarios Avenue*. Unique in the company.
Address, **Title deed number**, **Sheet/plan and plot**	As on the title deed.
Kind	Residential, Commercial, Land or Other.
Use	Let, Own use, For sale or Vacant.
Bought on, **Building completed on**, **Sold on**	The dates, where known.

Box	What to type
Systematic use began on	The day it was first lived in, used or let and went on being used. Empty while it has not been used. Not before the building was completed.
Planning application before 1 May 2004	Yes for an old building outside the VAT rules for buildings.
Notes	Anything else.
Active	No keeps a property sold for its history, and stops it being offered on new lines.

Under the boxes, a sentence says where the property stands for VAT today, e.g. *A sale of Flat 3, 12 Makarios Avenue today is exempt (S-EX): first occupation was reached on 1 September 2026 (or its planning application was filed before 1 May 2004).* **Its lines** lists every line naming it in the period: date, entry, account, description, VAT code and amount.

The VAT check. On a line that names a property and is on an **asset** account — the sale or purchase of the building itself — the VAT code is checked against the rule for the line's date, and a yellow note above the lines says so where they disagree:

The property on the date	The code agrees	Said when the code is
Before first occupation (no use recorded, or less than 18 months of it)	S-19, S-9, S-5, S-3 (or the P-codes)	S-EX, P-EX or none
After first occupation, or planned before 1 May 2004	S-EX, P-EX	a rated code, or none

It never stops the posting: the person decides, as with any code (the buyer may not qualify for the 5% rate, the seller may not be acting as a business).

The 5% rate on a home. A purchase of a building coded **P-5** is always said: *the 5% rate on a home is for an individual buying it as their main residence, with the Tax Commissioner's approval (the first 130 m² of a home of up to 190 m², worth up to €350,000 in a deal of up to €475,000; Law 42(I)/2023). A company buying a building … pays 19% (P-19).* A sale at S-5 to such an individual is right, and is not said.

On the capital goods scheme by itself. A building or land bought with VAT — a line on an **asset** account naming the property, coded **P-19**, **P-9**, **P-5**, **P-3** or **P-DRC**, by a company registered on that day — goes on **VAT → Capital goods scheme** (section 11.8a) as it is posted, from a bill, a journal or a bank line: the property's name, **Property (ten intervals)**, its first day the entry's date, its value the line's net and its VAT

the input VAT the line made, its adjustments to the irrecoverable VAT account of **VAT → VAT settings** (or, with none there, to the asset account). Editing the bill or journal puts it there again at the new figures; voiding or reversing it takes it off — unless an adjustment is already posted for it, when it stays to be seen to on the register. A repair (an expense), blocked VAT (P-BL) or a company not registered makes none. Not checked: a date before 1 September 2026 (the five-year rule), land (building land has rules of its own, para 1(b)(iii)), and a code that is about something else (a reverse charge).

Example. Flat 3 was first let on 1 March 2025, so first occupation was on 1 September 2026. Its sale on 15 October 2026, posted with S-19 on the buildings account, is said: *Flat 3, 12 Makarios Avenue: first occupation was on 1 September 2026, so on 15 October 2026 its sale is exempt (S-EX…)*. A shop finished in 2018 and never used is before first occupation: its sale carries VAT, and S-EX on it is said.

Excel downloads the register with the period's figures and every line, a sheet each; **Print or PDF** prints the table. **Remove the property** takes one off the register only while no line names it; one that has been used is set to **Active: No** instead (*Entries name this property, so it stays on the register…*). Adding, changing and removing are in the audit trail (**Property added**, **Property changed**, **Property removed**).

Tenancies and the rent roll. Under a property's boxes, **Tenancies** lists who rents it: **Tenant**, **From**, **To** (*Running on* while empty), **Rent a month** (excluding VAT), **Due on day** (1 to 28) and **Deposit held**; click one to change it, **New tenancy** for another, **Remove the tenancy** (after a yes) to take one typed by mistake off. **The tenant as a customer** links it to a customer, optional. A building of several flats has a tenancy for each.

Rent roll, under the register (and printed with it), sets for each month of the period and each property with a tenancy: **Rent due** — a whole month's rent for each tenancy running in any part of the month, no apportioning by days — against **Recorded**, the income posted against the property that month however it was posted (an invoice, a bank line, a journal), and **Not recorded**, the difference (more than nothing in red). A **Total for the period** line closes each property. Several tenants of one property are added up: the income is not split between them. **Excel** has a **Rent roll** sheet with the rows and every tenancy. The dashboard says when last month's rent is not all recorded: *Rent for the month from 1 September 2026 is not all recorded: 2 propert(ies), 1,750.00 not recorded. Look at the rent roll.*, opening this screen. Adding, changing and removing a tenancy are on the audit trail (**Tenancy added**, **… changed**, **… removed**). A property removed takes its tenancies with it.

Rent invoices. Under the tenancies, **Rent invoices** lists, for the **Month** chosen (this month to start with; **Show** after changing it), each tenancy running in it: **Tenant**, **Property**, **Invoice date** (the due day that month, but not before the tenancy starts nor after it ends), **Rent**, **VAT code** and **State** — *To invoice*; *Invoiced, 850.00* when an invoice to that customer naming that property is already dated in the month (however it was recorded); or *Not a customer: choose one on the tenancy* when the tenancy has no customer. Above the list: the **Income account** (the tenant's usual account, else one named for rent), and the **First number** (*RENT-2026-05-1*, the first not used). The VAT code starts as the customer's usual code, else **S-EX** for a residential property or land, else the income account's code; none for a company not registered. Tick those to record and **Record the ticked invoices**; after a yes (*1 rent invoice(s) for May 2026, 850.00 before VAT, are posted to the books as sales invoices…*), each becomes a sales invoice to

the tenant's customer: one line on the income account, *Rent May 2026 — Flat 3*, naming the property, due on its date, numbered on from the first number (the last digits counted on, keeping their width; numbers already used stepped over). All are recorded or none: a problem with one names its tenant. Each is on **Sales → Sales documents** like any other, is voided or edited there, and is on the audit trail as **Invoice recorded**. The rent roll then counts it as recorded.

Rent by tenant. Under the rent roll, for each tenancy running in the period: **Rent due**, **Invoiced** (the rent on the tenant's invoices naming the property, dated in the period, credit notes taken off, excluding VAT), **Not invoiced** (red when more than nothing), **Unpaid today** (what is left on those invoices, VAT included, after the receipts and credits allocated to them) and **Unpaid since** (the earliest due date among them). A tenant who is not a customer has only its rent due. An invoice naming two properties counts whole against each; an invoice in another currency is left out of Unpaid today.

Rent changes. Under a chosen tenancy's boxes, **Rent changes** lists the rent it started at (*From the start*) and each change: **From** a day, the **Rent a month** from then. **Add the change** adds one (*The rent change is added.*): it must be after the tenancy starts and not after it ends, one a day (*The rent already changes on that day…*); **Remove** takes one off. Each month is due the rent on its invoice day (the due day, but not before the lease starts nor after it ends): a rise from 1 March 2027 makes March due the new rent when the rent is due on the 1st; from 15 March, April is the first month at it. The tenancies list, the Excel copy and the tenant statement show the rent today. Added and removed changes are on the audit trail (**Tenancy rent change added**, **… removed**).

Part months. A tenancy's **Part months** is *A whole month* (the default: any month it runs in is due a whole month's rent) or *By days*: a first or last month it covers only in part is due the month's rent × its days ÷ the month's days, to the cent. A lease from 16 September at 900.00 is due 450.00 for September (15 of 30 days). The rent roll, rent by tenant and rent invoices follow it; a part month's rent invoice says *16 September 2026 · 15 of 30 days* in the list and *Rent September 2026 (15 of 30 days) — Flat 3* on its line.

Tenant statement. Tenant statement, beside a chosen tenancy's buttons, opens its statement for **From** and **To** (the period above to start with; **Show** after changing them): the tenancy's boxes (rent today and each change, part months, deposit, customer); month by month **Rent due**, **Invoiced** and **Not invoiced** with a total; and **The tenant's account as a customer**: every invoice, credit note and receipt of its customer in the books' currency between the dates, with the balance brought forward, running and at the end, as on **Reports → Receivables › Customer statements** (section 12.6). A tenant who is not a customer has only its rent due (*The tenant is not a customer…*). **Excel** downloads it (on the audit trail as **Tenant statement exported**); **Print or PDF** prints it; **Close the statement** puts it away.

Deposits held. For the last day of the period: each tenancy running that day with a deposit, **Held under the tenancies** (their total), **In the books** (the balance of the deposits account that day, a credit as plus) and the **Difference** (red when not nothing; *They agree.* when nothing). A tenancy with a deposit that ended in the period is listed in amber: *Ended in the period with a deposit of 1,700.00: … Returned, or still owed?* The **Deposits account** is any liability account, chosen under the table and kept with **Save the account** (on the audit trail as **Deposits account chosen**); left at *— Found by its name*, the first active

liability account whose name has *deposit* in it is taken, and with none, *In the books: no deposits account. Choose one below.*

The **Excel** copy's **Rent roll** sheet has rent by tenant and the deposits too.

Who may do it: preparers and approvers keep the register and the tenancies; everybody given the company sees them and the figures.

Not built: rent invoices sent to tenants (they are recorded in the books only); a rent change part way through a month charged by days (the month takes the rent on its invoice day); rent indexation worked out from an index; the five-year rule for sales before 1 September 2026; the rules for building land; a property's share in a jointly owned building; linking a property to the fixed asset register.

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10. Exchange rates

Accounting → Exchange rates shows the European Central Bank's reference rates for the company's currencies against the currency of its books, on any date. These are the rates every document, bank line and entry in another currency is converted at, unless a rate is typed in.

- **The screen: Rates on** (today to start with; a new date redraws at once) and, for each of the company's other currencies, **Units per 1** of the books' currency (for example USD 1.0850 per EUR, so USD 1,190.00 is EUR 1,096.77: 1,190.00 ÷ 1.0850) and the **Value of 1 unit in** the books' currency (0.921659). The line under the date names the ECB day the rates come from (*The ECB's rates of …, the last published before this day.* on a weekend or holiday), or why there are none (*No ECB rates have been downloaded yet.*, *The ECB published no rates on or before this day.*, or the ten-day rule below). A currency the ECB has no rate for that day shows *No ECB rate*. The line under the table says when the ECB was last asked and the newest rates held (*The ECB has not been asked yet.* before the first check), in Cyprus time, and a failed check is shown in red with the reason, the newest rates held being used meanwhile. A company whose books are in one currency only is told where other currencies are chosen (**Settings → Company information**), and the table shows one row of dashes.
- **Who:** anyone given the company, viewers included, sees the rates.
- The ECB publishes once each working day, around 16:00 Central European time. A weekend or a holiday takes the last rates before it.
- The application asks the ECB when it starts, every hour, and whenever someone opens the screen and the last check is more than an hour old. The whole history (from 1999) is fetched the first time. An ECB correction to a rate already held is taken in.
- A rate more than **ten days** older than the date is not used. The screen says so, and an entry on that date needs a typed rate.
- Rates between two non-euro currencies are worked out exactly from the ECB's two euro rates.
- The owner or an administrator can press **Check the ECB now** (it says *Checking…* meanwhile); nobody else sees it. The rates belong to the installation, so the check serves every company.

10.1 Revaluing foreign currency

At a month end, a balance sheet should show what is still owed in other currencies at that day's rate, not at the rate of the day each document was recorded. **Accounting → Revalue foreign currency** restates, at a date, at that day's ECB rate (the usual month end), and posts the difference:

- the Sales and Purchases documents in other currencies still open then;
- the **bank accounts kept in other currencies** (section 16.1): each one's balance in its currency on that day, against what the books hold for it in theirs;
- the **other assets and liabilities kept in another currency** (section 4.6), listed as *Account*, each restated the same way, the difference on the account itself. Not a loan's accounts (its interest runs revalue them, section 9.2), and never income, expenses or equity.

A worked example

An invoice of USD 1,190.00 dated 10 March 2026, at that day's rate of 1.0800, is EUR 1,101.85 in the books. Still unpaid on 31 March, when the rate is 1.0900, it is worth EUR 1,091.74.

Date	Entry	Lines
31 March 2026	FR	Credit the receivables account (the customer) 10.11; debit the exchange losses account 10.11.
1 April 2026	FR, the reversal	The same lines the other way. The invoice is back at 1,101.85 until it is paid.

When the customer pays in April at, say, 1.0950 (EUR 1,086.76), the realised loss of 15.09 against the invoice's own rate is posted on the allocation (section 12.5). The revaluation has no part in it, having been reversed.

How:

- **The screen** opens on last month end in **Revalue at** and shows at once what it would post. **Show what it posts** shows it for another date: the change by customer, supplier and bank account (with the account's balance in its currency, *Dollar account (balance USD 881.00)*), the number of open documents and bank accounts, the ECB day of the rates, and the total gain or loss on exchange, before anything is posted.

- **Post the revaluation** (it asks first) posts one entry on the date, in series **FR**: each customer's (or supplier's) change on the receivables (or payables) account, each bank account's change on its own account, and the total the other way on the exchange gains or the exchange losses account (section 12.5), whichever the net total is. The **same entry is reversed the next day**, so each document goes back to its own rate until it is paid, and each bank account to the amounts as posted. The next day must be in a financial year (*The day after is in no financial year…*).
- **A bank account's balance in its own currency never changes.** Its line in the entry is in its currency with nothing in it (USD 0.00): only the value in the books' currency moves. So its statement still agrees, and the line is not among those **Match and reconcile** offers to match.
- What is open counts documents dated by then, not voided, and allocations from the later of their two documents' dates.
- One standing revaluation per date: while one stands, the screen says so (*A revaluation at this date is posted already; undo it below to post it again.*) and **Post the revaluation** is greyed. It is greyed too while there is nothing to post or a rate is missing. **Undo** (with a reason, asked in a box headed *Undo · (the date)*; an empty reason is refused with *Give a reason — it is kept with the change.*) reverses both entries on their own dates; the date can then be revalued again. **Revaluations posted** lists each with its date, entry, who posted it and, once undone, by whom and why (struck through). The entries are taken back only this way, never from the journal (*This entry revalues the open foreign-currency documents. It is taken back by undoing the revaluation, not by reversing it here.*).
- Refused, with nothing posted, if a currency has no ECB rate within ten days of the date (*There is no ECB rate for the date for: …*), or if nothing is open in another currency (the preview says *Nothing to revalue at …: no document in another currency is open, no bank account or other account kept in one has a balance, or the rates have not moved.*; a post regardless, *Nothing to revalue at that date.*).
- **Who:** a preparer or an approver posts and undoes a revaluation. In a locked month only an approver can (*That month is locked. Only an approver can post to it, with a reason.*); a closed month refuses it (*That month is closed. Nothing can be posted to it until it is reopened.*). A viewer sees the screen, without **Post the revaluation** or **Undo**.
- A loan in another currency is revalued by its own monthly interest run instead (section 9.2).

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11. VAT

The VAT module prepares each company's **VAT 4 return** straight from its own posted books, so that every box can be traced to the entries behind it. Nothing is typed into a box by hand. The boxes and their rules come from the Tax Department's guide to completing the return.

In practice: the books are kept with a VAT code on every line that has VAT (or belongs in the return's value boxes). At the end of each period the return is already there, box by box; the accountant checks it, submits it on TAX FOR ALL as before, and then marks it filed here, which posts the settlement entry and locks the period. The monthly **VIES statement** is built the same way from the sales coded for it.

Screen	Menu	Who may change it
The company's VAT registration and accounts	**VAT → VAT settings**	Preparers and approvers
Each period's return, its adjustments and workings	**VAT → VAT returns**	Adjustments: preparers and approvers. Filing, amending and the figures before the books: approvers. Undoing a filing: the owner
The monthly VIES statement	**VAT → VIES statement**	Activation and marking submitted: approvers. Undoing a submission: the owner
The list of codes	**VAT → VAT codes**	Nobody: the list is fixed
The register of capital goods and their percentages	**VAT → Capital goods scheme**	Preparers and approvers
Bills and invoices whose VAT code does not fit where the supplier or customer is	**VAT → Suppliers and customers abroad**	Nobody: it only looks. Setting cards' countries from their VAT numbers, and checking every number on VIES: preparers and approvers

Everybody given the company, viewers included, may see every VAT screen and download its Excel and printed copies. Marking a return filed, undoing a filing, opening a return for amending and marking the amendment filed each ask for proof that it is you (section 2.4); nothing else in VAT does. Each question asked first (*Mark this return as filed?*, *Post this adjustment?* and the like) offers **Cancel** to go back without doing it.

11.1 VAT settings

This is where a company is registered for VAT here, as its registration certificate says, and where its three VAT accounts are chosen. It is filled in once, when the company is set up (the VAT step of adding a company asks the same questions), and changed only when the registration changes or partial exemption is taken up.

VAT → VAT settings holds every VAT setting of the company, in one place. A preparer or an approver may change it; a viewer sees the same boxes, locked.

Box	Rule
Is the company registered for VAT?	No: no VAT codes and no returns.
VAT number	CY, eight digits and a letter (*CY12345678X*). Typed without the CY, or with spaces, dots, dashes or slashes, it is put in that form. Anything else is kept exactly as typed. When the company is added, the review warns that it does not look like CY12345678X; saved here, no warning is shown, so check the box after saving.
Registered from	The date on the registration certificate. No VAT code may be used on an entry dated before it.
Registration cancelled on	Only when the registration is cancelled (VAT 204). No code may be used after it.
Return periods	Quarterly on one of the three patterns the certificate names (ending March/June/September/December, January/April/July/October, or February/May/August/November), or monthly
Output VAT account	A liability account: the VAT charged
Input VAT account	An asset account: the VAT reclaimed
VAT settlement account	A liability account: what is owed to or due from the Tax Department
Partial exemption (a special scheme, off unless chosen)	**No** unless chosen: a normal company deducts all its input VAT. Yes only for a company that makes exempt supplies as well as taxable ones (section 11.8); saving Yes asks first (**Put this company under partial exemption?**, **Yes, opt in**). The three boxes below stay closed until it is Yes
Recovery percentage approved by the Tax Department (regulation 65; blank: each period's own)	Only a percentage the Tax Department approved or directed (regulation 65), a whole number from 0 to 100. Blank: each period's own

Box	Rule
Tax year for partial exemption ends	As the return periods set it (regulation 62): March, April or May. Another month only when the Tax Department approved it; it must be a month a return period ends in, and only those are offered
Irrecoverable VAT charged to	The expense account the input VAT that may not be deducted goes to

Leave an account on **— add one for me —** and it is created when **Save** is clicked: *Output VAT*, *Input VAT* and *VAT payable to the Tax Department*, mapped to 2.H.7.9, 2.H.7.2 and 2.H.7.12. If the chart already has a top-level account of that name and type that is not a VAT account, that one is used instead. The three must be different accounts, active, and of the type in the table.

The boxes are saved together with **Save**; **Discard the changes** puts them back as they were. What is refused is said above the boxes, for example *Enter the date the company was registered for VAT from.*, *Choose the return periods on the registration certificate.*, *Each VAT account must be a different account.*, *Output VAT must be a liability account.*, *The irrecoverable VAT is charged to an expense account.* or *Enter the percentage the Tax Department approved as a whole number from 0 to 100, or leave it blank.*

A VAT account keeps its type and stays active while it is one: to change it, choose another account here first. Output VAT and Input VAT start empty when the books start here: an opening VAT balance is mapped to the VAT settlement account instead.

Once VAT codes are posted, the registration dates cannot move past them, the company cannot be made unregistered, and Output VAT and Input VAT stay on the accounts they are on (the settlement account may still be changed). The screen says so above the boxes (*VAT codes have been posted, so the registration dates cannot move past them and Output VAT and Input VAT stay the accounts they are.*).

Once a return is marked filed, the periods up to it are fixed. The registration date, the cancellation date and the return periods can change only in ways that leave every filed period exactly as it was. The company cannot be made unregistered: enter the cancellation date instead. The periods are drawn with one pattern from the registration date, so a company that changes from quarterly to monthly returns part-way through cannot yet be shown.

11.2 The rates

Rate	Law	Held from
19%	Article 17	13 January 2014

Rate	Law	Held from
9%	Article 18A, Twelfth Schedule	13 January 2014
5%	Article 18, Fifth Schedule	13 January 2014
3%	Article 18B, Fifteenth Schedule	21 July 2023
0%	Article 25	13 January 2014

A coded line dated before a rate is held is refused (*No VAT rate is held for that code on that date.*). Books that start here before 13 January 2014 cannot use VAT codes for those dates.

11.3 VAT codes, and what they post

A VAT code is the one thing that decides where a line goes on the return. The person entering an invoice, a bill, a bank line or a journal chooses the code; the application works out the VAT, posts it to the right VAT account and puts the figures in the right boxes.

The code alone decides which boxes of the return a line reaches. You type the **net amount** and choose the code; the VAT is worked out half-up to the cent, and posted on its own line automatically. The list is fixed in the software, and **VAT → VAT codes** shows it.

Code	Meaning	VAT goes to	Value goes to
S-19 / S-9 / S-5 / S-3	Taxable sale in Cyprus	Box 1 (Output VAT)	Box 6
S-0	Zero-rated sale, exports included	—	Boxes 6, 9
S-EX	Exempt sale (Article 26)	—	Box 6
S-EUG	Goods to a customer registered in another EU country	—	Boxes 6, 8A
S-EUS	Services to an EU customer who accounts for the VAT	—	Boxes 6, 8B

Code	Meaning	VAT goes to	Value goes to
S-OS	Outside the scope with the right to deduct (Article 21(2)), e.g. services to a customer outside the EU	—	Boxes 6, 10
S-TRI	Triangulation as intermediary: the sale	—	Boxes 6, 10
S-DRC	Sale where the Cyprus customer accounts for the VAT	—	Box 6
P-19 / P-9 / P-5 / P-3	Taxable purchase in Cyprus, VAT deductible	Box 4 (Input VAT)	Box 7
P-0	Zero-rated purchase	—	Box 7
P-EX	Exempt purchase	—	Box 7
P-BL-19 / 9 / 5 / 3	Purchase whose VAT may not be deducted	Stays on the expense	Box 7
P-IMP	Import VAT paid at customs	Box 4	Box 7 (the customs value)
P-EUG-19 / 9 / 5 / 3 / 0	Goods acquired from an EU supplier	Boxes 2 and 4 (none for P-EUG-0)	Boxes 7, 11A
P-EUS-19 / 9 / 5 / 3	Services from an EU supplier (reverse charge)	Boxes 1 and 4	Boxes 6, 7, 11B
P-NEU-19 / 9 / 5 / 3	Services from outside the EU (reverse charge)	Boxes 1 and 4	Boxes 6, 7

Code	Meaning	VAT goes to	Value goes to
P-DRC-19 / 9 / 5 / 3	Reverse charge in Cyprus: construction services, scrap and waste, and Article 11E (phones, laptops, tablets, game consoles, processors); the supplier charges no VAT and this company accounts for it	Boxes 1 and 4	Boxes 6, 7
P-TRI	Triangulation as intermediary: the purchase	—	Box 7

The return's own adjustment codes (ADJ-OUT, ADJ-IN, S-DS-rate, PE-RES, PE-ANN, CGS) are in section 11.7.

What three ordinary lines post. A sale of 1,000.00 + 19%, a purchase of office supplies of 500.00 + 19%, and a client lunch of 200.00 + 19% whose VAT may not be deducted:

Line	Code	Posts	Reaches
Sales, credit 1,000.00	S-19	Sales Cr 1,000.00; Output VAT Cr 190.00; customer Dr 1,190.00	Box 6 +1,000.00, box 1 +190.00
Office supplies, debit 500.00	P-19	Office supplies Dr 500.00; Input VAT Dr 95.00; supplier Cr 595.00	Box 7 +500.00, box 4 +95.00
Entertainment, debit 200.00	P-BL-19	Entertainment Dr 200.00, and Dr 38.00 more on the same account; supplier Cr 238.00	Box 7 +200.00; the 38.00 is in no box

The return: box 1 190.00, box 4 95.00, box 5 95.00 payable, box 6 1,000, box 7 700.

A reverse charge, for comparison: a software subscription of 300.00 from an Irish supplier coded P-EUS-19 posts the expense Dr 300.00 and the supplier Cr 300.00, and beside them Input VAT Dr 57.00 and Output VAT Cr 57.00. Box 1 and box 4 each rise by 57.00, so box 5 does not move; boxes 6, 7 and 11B each rise by 300.

The rules:

- **A reverse charge or an EU acquisition** posts two VAT lines of equal size, Input VAT and Output VAT, so it costs nothing and still reaches the boxes the form requires.
- **Adjusting the VAT.** You may type a VAT figure up to **5 cents** away from the one worked out, to match a supplier's document that rounded on its total. Anything more is refused (*The VAT typed is more than 5 cents from the VAT worked out.*). A code that carries no VAT takes no figure.
- **Import VAT** is typed on the Input VAT account itself, with code P-IMP and the customs value in the VAT box. It is entered as a journal (the expense screens do not take it).
- **A credit note** uses the same code the other way round and reduces the same boxes.
- **Where codes may go.** A sale code goes on an income account or an asset being sold; a purchase code on an expense or an asset bought. The one exception is the advances account a customer deposit is held on, which takes a sale code: the deposit is a tax point (section 12.14). No code goes on the VAT accounts themselves (except P-IMP), and none on equity.
- **An account's For VAT box** (section 4.1), when set, narrows this further: an account set *Input VAT deductible* takes only purchase codes whose VAT is reclaimed, *Input VAT not deductible (blocked)* only P-BL codes, *Exempt* only the exempt code, *No VAT* no code at all, and an income account set *Taxable (any rate, zero-rated, EU or abroad)* any sale code but S-EX. The other codes are hidden on its lines, and refused if sent. Selling an asset is coded by the sale, whatever the asset account's setting.
- **The VAT accounts.** A line on Output VAT or Input VAT without a code is refused, so the accounts always agree with the return. The settlement account takes ordinary lines, such as the payment to the Tax Department.
- **Which book, which date, which currency.** Codes are for *the books* only (never a statutory adjustment), and only for books kept in euro. The period a line belongs to is decided by the entry's date.
- **Choosing a code.** Every list of codes is grouped by what the codes are (*Taxable purchase in Cyprus, VAT deductible*, *Services received from a supplier in another EU country (reverse charge)* …), each code with its rate. An invoice offers sales codes, a bill purchase codes, a bank line sales codes on money in and purchase codes on money out; a journal offers both, each group's name starting *Sales and other outputs:* or *Purchases and other inputs:*. The return's own adjustment codes are never offered. The code chosen shows its meaning and the boxes it reaches when the pointer rests on it (*Taxable purchase in Cyprus, VAT deductible · VAT to box 4 · value to box 7*); on a bank line it is written under the box. A customer's or supplier's usual VAT code is listed with its meaning too.

- **Set once, used everywhere.** An account's **VAT code for its lines** (section 4.1) is put on a line as soon as the account is chosen: on a journal, an invoice, a bill and a bank line, each part of a split included. Change it on the line where that one differs. On an invoice or bill, a line with no account code takes the customer's or supplier's usual code.

11.4 VAT returns

This is the return itself: one row per period, each opening to the thirteen boxes of VAT 4, the checks that must pass before filing, and the entries behind every figure. An accountant meets it at each period end, and at any time to see how the period is going.

VAT → VAT returns lists the company's periods, newest first, each with its due date, box 5 and its status. The periods run from the later of the registration date and the day the books start here. A period cut short by either, or by a cancellation, is marked *part period*.

Status	Meaning
Running	The period has not ended yet (a period's last day is still running).
To file	The period has ended and the return is not marked filed. Its due date has not passed.
Overdue	The due date has passed and the return is not marked filed.
Filed *(date)*	Marked filed, with the date it was submitted. Box 5 is the figure filed. · **amended** when the filing standing is an amendment (section 11.5).
Being amended	A filed return opened again for amending (section 11.5).

- **Due date:** the 10th day after the end of the month following the period. A quarter ending 31 March is due 10 May; one ending 30 June, 10 August.
- Opening a period shows the **thirteen boxes** in the form's order. Beside each is the figure **as it is typed into TAX FOR ALL** (**Form figure**: boxes 1–5 in euro and cents with a comma, *190,00*; boxes 6–11B in whole euro, *1000*, rounded half away from zero) and the **exact** figure (**Exact**, *1,000.00*). Box 3 is boxes 1 + 2; box 5 is box 3 − box 4: positive is payable, negative refundable.
- Clicking a box lists **the entries behind it**, with what each puts in the box (box 3 lists boxes 1 and 2; box 5 lists boxes 1, 2 and 4, box 4 taken off).
- The **heading** is laid out as VAT 4: taxable person, VAT registration number, tax identification code, tax period, due date, status.

- **Checks** shown above the boxes, each ✓ or, in red, ×:
  - box 6 is at least boxes 8A + 8B + 9 + 10 + 11B, and box 7 at least boxes 11A + 11B, as the form requires;
  - Output VAT in the books agrees with boxes 1 + 2;
  - Input VAT in the books agrees with box 4;
  - when the return carries corrections, they are within the limit (section 11.7);
  - when the company is under partial exemption, the restriction posted is the one the figures make, and in the first return after a longer period, when there is an annual adjustment, so is that (section 11.8);
  - when a capital goods scheme adjustment falls in the return, every one is posted at the figure the register makes (section 11.8a);
  - only when there are some: the bill and invoice lines in the period whose VAT code does not fit where their supplier or customer is (section 11.8b). This one only asks to be looked at: it shows in yellow with **!**, *2 bill or invoice lines in the period have a VAT code that does not fit … This does not stop the filing.*, and the return can still be marked filed.

  A failed agreement check gives both figures: *The books show 190.00; the boxes 180.00.* The usual cause is a line put on Output VAT or Input VAT some other way than through a code, or an entry from before the VAT accounts were chosen; the **Workings** tab shows the same difference account by account (section 11.9).

Until the return is marked filed, its figures follow every entry posted into the period. A filed return shows the boxes **as filed** (section 11.5).

A first period that starts before the books. When a company's books start here part way through a return period (books from 1 September, a quarter July–September), the first period listed starts with the books, but the return filed covers the whole quarter. Opening it shows **Before the books started here**, with the dates of the part before and a box for each of boxes 1, 2, 4, 6, 7, 8A, 8B, 9, 10, 11A and 11B. An approver types that part's figures from the records kept then, and **Save** (the cents after a full stop or a comma: *1250,40*, as an old return may print it, is 1,250.40, section 1.3e; a figure that is not money is refused with *A figure that is not money.*). They are added to the books' own; boxes 3 and 5, the whole-euro figures and the form's own checks follow. Empty boxes count as nought, and emptying them all removes the figures. The checks against Output VAT and Input VAT, and the settlement entry when the return is filed (section 11.5), read **only the books' part**: the part before was accounted for in the other system, and what was unpaid of it came in with the trial balance on the VAT settlement account. Once the return is filed, the figures before the books are fixed; undoing the filing, or amending the return, opens them again. The VIES check against boxes 8A and 8B (section 11.6) reads the books' part only too.

Example. Books start 1 September 2026; the July–September quarter's records for July and August show Output VAT 1,250.40 and values of sales 6,581.00. Typed into boxes 1 and 6 of **Before the books started here**, they are added to September's own figures from the books. If September's books make

box 1 600.00, the return shows box 1 1,850.40; the check compares Output VAT in the books with 600.00 only.

The return's three tabs. An open return has three tabs, and two buttons just under them on the right, on every tab:

- **Return** — laid out as VAT 4: the heading, the thirteen boxes, the checks and the filing.
- **Adjustments** — what the return carries besides the period's own entries (section 11.7), and partial exemption (section 11.8).
- **Workings** — the summary by VAT code, the VAT accounts reconciled to the return, each line's VAT checked, income and expenses with no code, and every line behind every box (section 11.9).
- **Excel** and **Print or save as PDF** — the return and its workings (section 11.9).

The **Report centre** offers the same return, with its workings, for the latest return period ending in the period chosen there.

Not built: bad-debt relief (left out by decision: it is not recorded in the application), and submitting to TAX FOR ALL from the application.

11.5 Filing a return

Marking a return filed is the step that turns the working figures into the record of what was submitted: the figures are frozen, the VAT accounts are cleared to the settlement account, and nothing with a VAT code can then be dated in the period.

The return itself is submitted on **TAX FOR ALL**, as before. When it has been, an approver marks it filed in the application (**Mark the return as filed**: **Submitted on**, optionally the **TAX FOR ALL reference**, then **Mark as filed**). This does four things at once:

1. **The figures are kept** as they stand, box by box, with the date it was submitted, the TAX FOR ALL reference if one is given, and who marked it.
2. **The settlement entry is posted**, dated the last day of the period, in its own series (**V-2026-0001**). It debits Output VAT with boxes 1 + 2, credits Input VAT with box 4, and puts the difference, box 5, on the VAT settlement account: a credit when VAT is payable, a debit when it is refundable. The payment to the Tax Department (or the refund) is then posted against the settlement account as an ordinary entry. A return with nothing in it posts no entry (*There was nothing to settle, so no settlement entry was posted.*).
3. **The period is locked for VAT.** No entry with a VAT code can be dated in a filed period, and no coded entry can be reversed into one. A late invoice or a correction is dated in the period open now and reaches that period's return, unless the filed return is amended (below). Entries without a VAT code are not affected: the month rules of section 6 still decide those.
4. **The return is compared with the books.** A filed return shows the boxes as filed. If the books ever come to differ from them, the differences are listed box by box: filed, the books now, and the difference.

Worked example. The return of section 11.3 (box 1 190.00, box 4 95.00, box 5 95.00) posts on the period's last day:

Account	Debit	Credit
Output VAT	190.00	
Input VAT		95.00
VAT payable to the Tax Department		95.00

Output VAT and Input VAT are then nil for the period, and the settlement account owes 95.00. Paying it on 8 August posts, as any entry: VAT payable to the Tax Department Dr 95.00, Bank Cr 95.00. Had box 5 been a refund of 120.00, the settlement account would be debited 120.00, and the refund received credited to it.

The rules:

- Only an **approver** can mark a return filed, and it asks for proof that it is you (section 2.4): an authenticator code, a recovery code or a passkey, never the password. The prompt reads *Confirm it is you before you mark a VAT return as filed, or undo a filing.* for each of the four VAT acts that ask, amending included.
- Returns are filed **in order**. A period can be marked filed from the day after it ends, and once the period before it is filed.
- Every **check** must pass first. Until then the reasons are listed above the checks and the form is not shown.
- The submission date must be after the last day of the period, and not in the future.
- The month the period ends in must not be **closed**, since the settlement entry is dated in it. A locked month takes it, and the entry records why. The last day of the period must be in one of the company's financial years.
- The two checks of the books against the boxes leave the settlement entries out, as they clear the VAT accounts rather than add to them.
- The settlement entry cannot be reversed from the journal (*This entry settles a VAT return marked filed…*): it is taken back by undoing the filing, or replaced by amending the return.

Undoing a filing is for a return marked filed by mistake. Only the **last** return filed can be undone, by the owner, with proof that it is you and a reason (**Why is the filing being undone?**, **Undo filing**). The settlement entry is reversed on its own date, and the period takes VAT entries again. The month that date falls in must not be closed (*The month the settlement entry is dated in is closed, so it cannot be reversed. Reopen the month first.*). A reason is required (*Say why the filing is being undone.*). The return as it was filed is kept, marked undone, and nothing is deleted; it is listed under **Filings of this return**, as *undone*, once the period is marked filed again, with a new settlement entry. A return being amended, or

one that is an amendment, is not undone: it is amended again. The box and the button are shown only to the owner, and only on a return that can be undone.

Amending a filed return. For an error found after a return was filed, as TAX FOR ALL allows (the Tax Department's announcement of 17 September 2023). Any filed return may be amended, not only the last:

1. **Amend the return** (an approver, with a reason in **Why it is being amended**, which is required, and proof that it is you). The period takes VAT entries again; every other filed period stays locked. The return stands as filed meanwhile, shown **Being amended**, with the boxes as the books now make them and the differences from the return as filed. Its adjustments (section 11.7), and the figures before the books (section 11.4), may change too.
2. The entries are put right in the period, and the amended return submitted on TAX FOR ALL.
3. **Mark the amendment filed** (an approver, with proof that it is you): **Submitted on TAX FOR ALL on** (not before the filing it amends, nor in the future) and its reference. The checks must pass, and something must have changed.

The rule of TAX FOR ALL: submitted **by the return's due date**, any box may be amended; **after it**, only the values, boxes 6 to 11B. A change of tax after the due date is a correction in the current return (section 11.7, up to €1,708.60), or, beyond that or more than three years back, written to the Tax Department, which makes the amendment itself: tick **Made by the Tax Department, on our written request**, and the tax may change.

Marked filed, the figures the books now make are kept as a new filing of the period; the one it replaces is kept, as filed, in **Filings of this return**. Where boxes 1, 2 or 4 changed, the settlement entry is reversed on its own date and posted again; where only values changed, it stays. The period is locked again, and the return and the list show it **amended** (the note ends *(Amended.)*, or *(Amended by the Tax Department.)*), the list with the date the amendment was submitted. An amended return may be amended again. **Filings of this return**, shown once a period has more than one filing, lists every filing of the period (*Filed*, *Amendment* or *Amendment by the Tax Department*), each with its date, reference, box 5, who marked it and whether it is *standing*, *replaced by an amendment* or *undone*. **Stop amending** (an approver; no proof asked, no question) locks the period again without an amendment, only while the books still make the return as filed (otherwise *The books no longer make the return as filed: mark the amendment filed, or put the entries back as they were first.*). On the audit trail: *VAT return opened for amending*, *VAT return amendment marked filed*, *VAT return amending stopped*.

Example. The April–June 2026 return (due 10 August) was filed on 5 August with box 4 95.00. On 7 August a bill of 100.00 + 19% dated 14 May turns up. The return is amended, the bill entered with its own date, and box 4 becomes 114.00 and box 5 76.00. The amended return is submitted on TAX FOR ALL on 8 August, before the due date, so the tax may change: marking the amendment filed reverses the settlement entry and posts it again at 114.00 and 76.00. Had the bill turned up on 20 August, after the due date, the firm could not amend the tax itself: the amending is stopped (before the bill is posted), and the bill is entered in the July–September period instead, or a correction is carried there (section 11.7).

11.6 VIES statements

The VIES statement (the recapitulative statement) tells the Tax Department, month by month, what was sold free of VAT to businesses in other EU countries. The application builds it from the sales coded S-EUG, S-TRI and S-EUS, so it agrees with boxes 8A and 8B of the VAT return.

VAT → VIES statement gives the **recapitulative statement** (Ανακεφαλαιωτικός Πίνακας) filed on TAX FOR ALL each month. It is built from the Tax Department's own guide, *Information Leaflet 17 — VIES, a guide for traders* (June 2023), and its Annex 4 (the statement filled in), which the tests reproduce exactly.

What goes on it (3.2): for each buyer registered for VAT in another member state, **one line** (5.2) with the country prefix, the VAT number, and the month's total value of:

Column (as on TAX FOR ALL)	From sales coded
Intra-Community supplies of goods	S-EUG
Triangular transactions	S-TRI
Intra-Community supplies of services	S-EUS

Example. In March a German customer, VAT number *DE123456789*, is invoiced 4,200.40 of goods (S-EUG) and, later in the month, given a credit note of 300.00. The statement has one line: **DE - Germany**, *123456789*, goods *3900*, the other two columns empty.

The rules it follows:

- **Whole euros**, rounded to the nearest euro (5.4). The value is the amount invoiced, excluding VAT, in euro (a document in another currency at its own rate).
- A **credit note** reduces the buyer's value in the month it is issued, and stands alone as a minus where nothing else was supplied to that buyer that month (5.11). A column used but netting to nothing shows **0**; a column not used is left empty.
- A document **voided** in the month it was recorded is left off. One voided later is a minus in the month of the void, like a credit note.
- **The month** is the date of the document as recorded, taken as its tax point (3.5, 3.6).
- **The VAT number** comes from the customer: split into prefix and number, without dots, dashes or spaces (8.2). A number typed without its prefix takes the customer's country's; Greece is **EL** (2.3).
- Kept off the statement, and said why above it: a sale posted by a journal naming no customer, a customer with no VAT number, a number that is not another member state's, and services or triangular transactions to **Northern Ireland (XI)**, which is in the EU VAT area for goods only (2.5). A statement with any of these cannot be marked submitted until they are put right; the month shows — *needs attention* in the list.
- A number not in the form the guide gives for its state (7.6) stays on the statement, with a warning: TAX FOR ALL checks the form and will refuse it.

- **The last check on VIES** (section 11.8b) of each buyer's number as it goes on the statement: a number VIES found **not valid** is said in red (*… was found NOT valid on VIES …*), and one never checked, changed since its check, or with no answer, in amber (*… has no valid answer from VIES …*). Both stay on the statement — the supply was made — and neither stops it being marked submitted; the zero rate is what rests on the number.
- **The VAT return** (8.3): boxes 8A and 8B must agree exactly with the statements of the months of the return's period. The screen sets them side by side and says if they do not; a buyer kept off, or the rounding of each line, is the usual reason.

The months. The list runs from the month the company was **activated for VIES** on TAX FOR ALL (form TFA 01), or its first month with something to report, to this one, newest first, and never from before the registration. Each shows its due date (the **15th of the following month**, 3.12), the number of buyers and where it stands: *Submitted*, *To submit*, *Overdue*, *This month*, or *Nothing to report* (a month with nothing in it while the company is not activated). An approver enters the activation day (**Activated for VIES on TAX FOR ALL on (TFA 01)**), and the day it stopped (**Stopped on (TFA 02)**), above the list; others see them locked. From the activation day **every month is owed**, empty or not (5.10): an empty statement is submitted on TAX FOR ALL with nothing in it. An overdue statement, or the next one due within 30 days, is on the dashboard. A late statement costs €50 (3.14).

The statement shows the lines in TAX FOR ALL's columns and order, for keying in. Clicking a line shows the documents behind it under it (clicking again hides them). Opening the screen shows the latest month that has ended. A company not registered for VAT is told *The company is not registered for VAT, so it has no VIES statements.* **Excel** downloads the statement and a second sheet of the documents (the working paper, *VIES (company) (month).xlsx*); **Print or PDF** prints the statement table, headed with the company's name and VAT number (the month is not printed on it, so write it on the copy or keep the Excel file).

Marking it submitted (approvers; undoing it, the owner): **Submitted on TAX FOR ALL on**, a day after the month ended and not in the future, and a **Reference** if there is one, then **Mark submitted**. The month must have ended. The statement is kept as it stands. If the books change afterwards, the screen lists what changed, buyer by buyer (**Submitted** and **Now**), the month shows — *changed since*, and a note gives the date the **correction** must be made on TAX FOR ALL by: the end of the following month (6). A late correction costs €15. **Undo the submission** (the owner), with a reason asked in a box (an empty one is refused: *Give a reason — it is kept with the change.*), un-marks a month marked by mistake; the record is kept. Neither asks for proof that it is you. Refusals: *The month has not ended yet.*, *Some sales of the month cannot go on the statement yet. Put right what is listed first.*, *Give the day it was submitted on TAX FOR ALL.*, *It can only have been submitted after the month ended.*, *That day is still to come.*, *That month is marked submitted already.*

Not built: the Call-off Stocks table (Leaflet 17A), and submitting to TAX FOR ALL from the application. The statement is keyed in on TAX FOR ALL.

11.7 Adjustments carried in a return

Some figures in a return come from no invoice or bill: a correction of an earlier return found too late to amend it, or a deemed supply (goods the owner took, a gift, private use). They are entered on the return's **Adjustments** tab, and each is **posted as an entry of its own** in series **VA** (VA-2026-0001), dated the last day of the period: one line on Output VAT or Input VAT carrying one of the return's own codes, the other on the account chosen. So the VAT accounts still agree with the boxes, and nothing is typed into a box by hand.

Kind	Code	What it does
Correction of Output VAT in an earlier return	ADJ-OUT	Box 1, plus or minus
Correction of Input VAT in an earlier return	ADJ-IN	Box 4, plus or minus
Deemed supply: goods taken out of the business	S-DS-rate	VAT to box 1, value to box 6
Deemed supply: business gift over €17	S-DS-rate	VAT to box 1, value to box 6
Deemed supply: business goods put to private use	S-DS-rate	VAT to box 1, value to box 6
Partial exemption: the period's restriction	PE-RES	Box 4, down (section 11.8)
Partial exemption: the annual adjustment	PE-ANN	Box 4, up or down (section 11.8)
Capital goods scheme adjustment	CGS	Box 4, up or down (section 11.8a)

The codes are listed under **VAT → VAT codes**, apart from the others (**The return's own adjustments**). No line of an invoice, bill or journal can take one.

What each posts:

Kind	VAT line	Other side
Output VAT correction, plus (declared too little)	Output VAT Cr	Account chosen Dr

Kind	VAT line	Other side
Input VAT correction, plus (claimed too little)	Input VAT Dr	Account chosen Cr
Deemed supply	Output VAT Cr	Account chosen Dr
Partial exemption restriction	Input VAT Cr	Irrecoverable VAT expense Dr
Annual adjustment, plus (more deductible)	Input VAT Dr	Irrecoverable VAT expense Cr

A minus figure posts the other way round.

Examples. In the July–September 2026 return:

- A sale of 1,190.00 in the April–June return, already filed and past its due date, was coded S-EX by mistake, so its 190.00 of VAT was never declared. A **Correction of Output VAT in an earlier return**, **Return the error was in** *1 April 2026 – 30 June 2026*, **VAT** *190.00*, **Other side** *Sales*: Sales Dr 190.00, Output VAT Cr 190.00. Box 1 rises by 190.00; sales are left at the 1,000.00 net.
- The director took stock that cost 250.00 for his own use. A **Deemed supply: goods taken out of the business**, rate *19%*, value *250.00*, other side *Director's current account*: the VAT, 47.50, is worked out; Director's current account Dr 47.50, Output VAT Cr 47.50; box 1 up 47.50 and box 6 up 250.

Corrections (VAT General Regulations 2001, regulations 24–25, as Information Leaflet 9 sets them out):

- Each names the earlier return the error was in (**Return the error was in**), which must be marked filed and come before this period, and the **VAT**: **plus** raises the box (Output VAT declared too little, Input VAT claimed too little), **minus** lowers it.
- The return adds them up as the regulations do: errors that made the earlier returns too small (Output VAT too little, Input VAT too much) against those that made them too large. The difference may be carried in the current return only if it is no more than **€1,708.60** (£1,000, circular EE 122) and no return corrected ended more than **three years** before this period ends. A note under the table gives the two sums and the difference, and names any return too old (*A correction is for a return more than three years old (…): that too must be disclosed in writing.*; the red note then says *is over €1,708.60* whatever the difference, the age being the reason). Otherwise the check fails, the return cannot be marked filed, and the errors are disclosed to the Tax Department in writing; the corrections are removed here, and when the Tax Department has amended the earlier return, it is amended here too (section 11.5, **Made by the Tax Department**).

Example of the limit. Output VAT 1,500.00 too little in one return, Input VAT 400.00 claimed too little in another: too small 1,500.00, too large 400.00, difference 1,100.00, within €1,708.60. Add another 700.00 of Output VAT too little and the difference is 1,800.00: over the limit, so none of them may be carried.

Deemed supplies (VAT Law, Second Schedule, paragraph 4): goods the business took out of the business, gave away, or put to private use. Enter the **Value excluding VAT** (what the goods cost, or the cost of the use) and the **Rate** (19%, 9%, 5% or 3%); the VAT is worked out at the rate in force on the period's last day. A business gift costing **€17 or less** is not a supply and is refused (*A business gift costing €17 or less is not a supply…*). A sample is not a supply either; the application cannot tell one, so it is simply not entered. The other side is usually drawings or the director's current account, or the gifts expense.

The rules:

- Only a preparer or an approver adds or removes an adjustment, and only while the return is not marked filed (or while it is being amended).
- The other side must be an active account that is not a VAT account or a control account.
- The period's last month must not be closed (*That month is closed. Nothing can be posted to it until it is reopened.*); if it is locked, only an approver may post or remove one (*That month is locked. Only an approver can post to it, with a reason.*).
- Figures are typed as everywhere (section 1.3e): the cents after a full stop or a comma, *190.00* or *190,00*.
- An adjustment refused says why: *Say what the adjustment is for.*, *Choose the account for the other side: an active account that is not a VAT account.*, *Enter the VAT to correct, plus to raise the box, minus to lower it.*, *Choose the earlier return the error was in: a return marked filed, before this period.*, *Enter the value of the supply, excluding VAT.*, *Choose the VAT rate the goods or services would be sold at.*, or *A business gift costing €17 or less is not a supply, so there is no VAT to account for.*
- **Remove** (asking *Remove adjustment VA-2026-0001?* first) reverses the adjustment's entry on the same day and keeps the row, struck through and marked **Removed**; who removed it is recorded. An adjustment's entry cannot be reversed from the journal: it says to remove it on the Adjustments tab.

11.8 Partial exemption

Partial exemption is **not the normal VAT calculation**. A company is on it only when it is opted in: every company starts on **No**, and on No all its input VAT is deducted, nothing of the scheme shows on its returns, and its accounts are not asked what their VAT is used for.

For a company that makes **exempt supplies** as well as taxable ones (letting a flat, financial services), only the input VAT that goes to its taxable supplies is deductible. Opt it in under **VAT → VAT settings** (section 11.1): set **Partial exemption** to Yes, which opens its boxes, choose the **irrecoverable VAT** expense account, and **Save**; the application asks first. Setting it back to No takes the company off the scheme for the returns not yet filed.

The method is the one in the **VAT Regulations, ΚΔΠ 314/2001, Part VIII, regulations 62 to 70** (the copy is in the firm's library, *CY-Circulars and Laws/laws*), with the Tax Department's circulars EE 92 and EE 122:

1. **Attribution (regulation 64(2)).** Each expense or asset account says what the input VAT on its purchases is used for (**Input VAT used for**, on the account's form, shown only for a company under partial exemption): **Taxable supplies only** (deducted in full), **Exempt supplies only** (not deducted), or **Both, or not known (residual)** (the default). Import VAT (P-IMP) is residual. Blocked VAT (P-BL) never reaches box 4 and takes no part.
2. **The recovery percentage (regulation 64(2)(δ) and (4)).** Each period, the residual is deductible at that period's taxable supplies over all its supplies, excluding VAT, **rounded up** to the next whole percent. Taxable supplies are every sale code but S-EX, zero-rated, EU and outside-the-scope-with-deduction included. Left out (regulation 64(3)):
   - a sale coded on an **asset account** (the business's own capital goods sold);
   - sales on an income account marked **Left out: incidental property or financial transactions** (**In the partial exemption percentage**, on the account's form, for an income account): deposit interest, an occasional letting, when incidental to the business;
   - deemed supplies (self-supplies).

   A period with no supplies at all has no percentage: then only the input VAT on exempt supplies is restricted.
3. **A percentage the Tax Department approved (regulation 65).** Typed under **VAT → VAT settings**, it is used instead of each period's own, and in the annual adjustment too. Leave it blank unless the Tax Department approved or directed it in writing.
4. **De minimis (regulation 68).** When a period's **exempt input VAT** (all the input VAT on exempt supplies, and the residual beyond the percentage) is no more than **€170.86 a month** on average (€512.58 a quarter, EE 122) **and** no more than **half of all its input VAT**, all of it is deductible and nothing is restricted.
5. **Each period's restriction.** Otherwise the exempt input VAT is **not deductible**. **Post the restriction** posts it (PE-RES): Input VAT credited, box 4 down, the irrecoverable VAT account debited.
6. **The longer period (regulation 62).** The **tax year** is the twelve months from 1 April, 1 May or 1 June, as the return periods fall: to **31 March** for quarters ending March, June, September and December (and for monthly returns), to **30 April** for quarters ending January, April, July and October, to **31 May** for quarters ending February, May, August and November. A tax year the Tax Department approved is set under **VAT → VAT settings**. Before the first tax year comes the **registration period**. A company with no exempt input VAT in the year before starts its longer period at the first period that has some; if that is the year's last period, there is no longer period that year.
7. **The annual adjustment (regulations 69 and 70).** In the **first return after the longer period**, the deduction is worked out again on the whole longer period's figures by the same method, the periods' de minimis set aside. If the whole longer period is within de minimis (€170.86 a month over its months, and half its input VAT), everything the periods restricted is given back; otherwise the difference between what the periods restricted and what the longer period's figures say is the adjustment. **Post the annual adjustment** posts it (PE-ANN): plus gives back to box 4, minus takes more off.

A worked example. A company letting flats (exempt) and selling furniture (taxable), quarters ending March, June, September and December. In April–June 2026:

Input VAT on purchases for the furniture business (account set *Taxable supplies only*)	1,000.00
Input VAT on repairs to the flats (*Exempt supplies only*)	300.00
Input VAT on the office, accountant and phones (*Both, or not known*)	2,000.00
Input VAT in box 4 before the restriction	3,300.00
Taxable supplies (furniture sales), excluding VAT	61,000.00
Exempt supplies (rents)	41,000.00
Recovery percentage: 61,000 ÷ 102,000 = 59.8%, rounded up	60%
Residual deductible: 2,000.00 × 60%	1,200.00
Exempt input VAT: 300.00 + (2,000.00 − 1,200.00)	1,100.00
De minimis: 1,100.00 is over €512.58 for 3 months	Not within
Input VAT not deductible	1,100.00

Post the restriction posts PE-RES: Irrecoverable VAT Dr 1,100.00, Input VAT Cr 1,100.00. Box 4 falls from 3,300.00 to 2,200.00. Had the exempt input VAT been 450.00, it would be within de minimis (no more than 512.58, and no more than half of 3,300.00), and nothing would be posted.

At the end of the tax year (31 March 2027) the four quarters are worked again as one. If the year's own figures make 4,000.00 not deductible but the four restrictions took 4,250.00 off, the April–June 2027 return carries an annual adjustment of plus 250.00: Input VAT Dr 250.00, Irrecoverable VAT Cr 250.00, box 4 up 250.00.

The Adjustments tab shows the period's figures (**This period**) and, in the first return after a longer period, that longer period's beside them (**Longer period … to …**): the input VAT by use, the supplies with what is left out, the percentage and where it came from (*this period's own supplies*, *the longer period's own supplies* or *approved by the Tax Department*), the exempt input VAT, whether it is within de minimis, what is not deductible, what the longer period's returns took off (**Taken off in the longer**

period's returns), what to post and what is posted. The buttons appear only while there is something to post and nothing is posted yet.

The check on the return fails until the restriction posted is the one the figures make, so an entry posted afterwards into the period is noticed. Remove the restriction on the Adjustments tab and post it again. A restriction cannot be posted without the **Irrecoverable VAT charged to** account (*Choose the expense account the irrecoverable VAT is charged to, under VAT → VAT settings.*), nor twice in one return (*…has already been posted. Remove it first to post it again.*), nor for a company taken off the scheme (*Partial exemption is not switched on for this company. Switch it on under VAT → VAT settings.*), nor when there is nothing to restrict (*There is nothing to restrict: no Input VAT falls to exempt or residual supplies this period.*). Each button asks first (**Post the partial exemption adjustment?**). Like any adjustment, the posting is removed with **Remove** on its row of the adjustments table.

Not built: a longer period ended by cancelling the registration (regulation 62(6)); input VAT on supplies made outside Cyprus attributed by use (regulation 66); goods under regulation 20(7) left out of the percentage. The capital goods scheme is section 11.8a.

11.8a The capital goods scheme

The input VAT on a large item bought for the business is not settled once and for all when it is bought. For five years (ten for property) the part deducted follows the part of the item's use that goes to taxable supplies, and each change is adjusted in a later return. This matters to a **partly exempt company** (section 11.8), or one whose use of an item changes between taxable and exempt; a company making only taxable supplies all along has nothing to adjust.

The rules are the **VAT Regulations, ΚΔΠ 314/2001, Part IX, regulations 75 to 79**, as amended in 2004 and explained by the Tax Department's circular **EE 107** (2 May 2006), whose five worked examples the application is tested against:

1. **The items.** Goods the business owns and uses (machinery, computers, vehicles; repairs and upkeep not counted), and rights to use a patent, design, trade mark or the like, goodwill included, each worth **at least €17,086.01** excluding VAT (£10,000, EE 122): **five intervals**. Land and buildings (the Eighth Schedule of the VAT Law, paragraph 1(β) to 4), and a building put up on land that is not the company's own, whatever their value: **ten intervals**. Not stock for resale, nor an item used outside the business.
2. **The intervals (regulation 77(4)–(5)).** The first runs from the day the item is bought, imported or first used to the end of the **tax year** it falls in (the partial exemption year, section 11.8: to 31 March for quarters ending March, and so on); each later interval is a tax year.
3. **The amount (regulation 78(1)–(2)).** In each later interval: the VAT on the item ÷ the number of intervals × (that interval's percentage − the first interval's). Plus is deducted, minus paid back. The **percentage** is the item's taxable use in the interval (regulation 79(1)): for a partly exempt company the tax year's recovery percentage, 100% for an item used only for taxable supplies, 0% only for exempt ones.

4. **When (regulation 78(8)).** In the return for the **second period after the interval ends**: an interval ending 31 March is adjusted in the return for July to September.
5. **Sold in any interval but the last (regulation 78(3)).** That interval is adjusted as if the item had been used to its end. Each remaining whole interval is taken as 100% taxable for a sale with VAT, 0% for an exempt sale, and added to that interval's adjustment. For a sale with VAT, what is added is never more than the **output VAT charged on the sale**.
6. **Lost, stolen or destroyed (regulation 78(6)).** Its interval is adjusted; none after it.

VAT → Capital goods scheme is the register. It lists the items (**Item**, **Kind**, **First day**, **VAT on it**, **First interval** percentage, **Adjusted so far**, **Next adjustment** and the return it goes in, **Sold or lost**). Below are the chosen item's boxes, or an empty set under **Add an item**:

Box	What to type
Item	What it is: *Computer system*, *Offices at 12 Makarios Avenue*.
Kind	**Goods (five intervals)**, **A right (five intervals)** or **Property (ten intervals)**.
First day	The day it was bought, imported or first used. Not before the company's VAT registration (an item held before registering is not built).
Value excluding VAT	Goods and rights: at least €17,086.01, or it is refused.
VAT charged on it	All the VAT on the purchase or import, deducted or not.
Adjustments go to	The account the VAT not deducted was charged to: the irrecoverable VAT account (the default, from **VAT → VAT settings**), or the asset itself. Not a VAT or control account.
Sold or lost	**Still held**, **Sold with VAT**, **Sold exempt**, or **Lost, stolen or destroyed**, and **On** the day.
Output VAT on the sale	A sale with VAT only: the cap on what the remaining intervals add.

Save the item keeps it; **New item** clears the boxes for another; **Remove the item** (after a yes) takes one typed by mistake off the register, only while nothing has been posted for it.

Excel downloads the register (**Register**: each item, its kind, first day, value and VAT, where its adjustments go, its first interval's percentage, what is adjusted so far, its sale) and every item's intervals (**Intervals**: from, to, percentage, adjustment, sale, to post, the return it is due in, and what is posted where), named *Capital goods scheme (company) (date).xlsx*. **Print or save as PDF** prints the register and each item's intervals, one table each.

Buildings go on by themselves (section 9.6): a building or land bought with VAT on the property register is added as it is posted, and **sold** as its sale is posted — a credit on its asset account naming the property, at **S-EX** (*Sold exempt*) or at a rate (*Sold with VAT*, its output VAT the cap) — on the sale's date, unless an adjustment already posted rests on the item. Reversing or editing the sale holds it again. Purchases posted before this was built are offered at the top of the register: *2 purchases of buildings or land with VAT, posted before they went on this register by themselves, are not on it.* **Show them** lists each (date, entry, property, value, VAT), ticked; **Add the ticked ones to the register** adds them as a purchase now would be (preparers and approvers), each on the audit trail.

Its intervals lists the chosen item's intervals: **From**, **To**, **Taxable use %** to type, the **Adjustment** it makes, what a **Sale** adds, **To post**, **In the return for** and what is **Posted**. Type each interval's percentage as it becomes known, to two decimals at most (**40**, **81.92**), and **Save the percentages**. A grey figure in an empty box is what the year's own figures make (the tax year's recovery percentage, or the one the Tax Department approved; 100% for a company not under partial exemption); it is a suggestion, kept only when typed. **Percentage needed** shows on an interval that is over and has none.

In the return. The return for the period an adjustment falls in shows, on its **Adjustments** tab under **Capital goods scheme**, each item's interval due: the percentages, the **Adjustment**, the **Sale**, **To post** and **Posted**. **Post the capital goods adjustments** (after a yes) posts each as an entry of its own in series VA on the period's last day, code **CGS**: plus debits Input VAT (box 4 up) and credits the item's account; minus the other way. The return's check *Every capital goods scheme adjustment due in this return is posted…* fails until every one is posted at its figure, so a return cannot be filed with one missing or a percentage not typed (*No percentage typed yet for: Computer system. Type it under VAT → Capital goods scheme.*). **Open the register** goes to the register. The return's Excel copy has a **Capital goods scheme** sheet, and its printed copy the same table (section 11.9).

What a posted adjustment rests on cannot change. Once an interval's adjustment is posted, its percentage, the first interval's, the VAT on the item, and anything else that would change that figure or move it to another return are refused (*An adjustment already posted for this item rests on what you changed…*). Remove the adjustment from its return first, while the return is open (**Remove** on its row), then change the item. The item's name and account may change at any time.

A worked example (EE 107, examples 1 and 2, in euros). A partly exempt company, tax year to 31 March, buys a computer system on 1 July 2023 for 100,000.00 + 15,000.00 VAT.

Interval	Year to	Taxable use	Adjustment	Return
1	31 March 2024	40%	— (6,000.00 deducted when bought)	—
2	31 March 2025	44%	15,000 ÷ 5 × 4% = **+120.00**	July–September 2025
3	31 March 2026	43%	15,000 ÷ 5 × 3% = **+90.00**	July–September 2026
4	31 March 2027	32%	15,000 ÷ 5 × −8% = **−240.00**	July–September 2027
5	31 March 2028	40%	nothing	—

Sold instead on 1 February 2026 for 10,000.00 + 1,500.00 VAT: interval 3 is adjusted at 43% (+90.00), and the two whole intervals left are taken at 100%: 15,000 ÷ 5 × 60% × 2 = 3,600.00, capped at the sale's 1,500.00. Interval 3 posts **1,590.00**; nothing after it. Sold exempt instead (offices no longer new, example 5), each remaining interval is taken at 0%, and paid back with no cap.

Who may do it: preparers and approvers keep the register and post the adjustments; viewers see both. Adding, changing and removing an item and typing its percentages are in the audit trail (**Capital goods scheme: item added**, **…: item changed**, **…: percentages typed**, **…: item removed**), and so is each adjustment posted (**VAT adjustment posted**).

Not built: an interval ended early by joining or leaving a VAT group, or by the transfer of a going concern (regulation 77(6) and (8)); the first two intervals joined when use does not change and they make no more than twelve months (77(7)); a method agreed with the Commissioner where the deductions would pass the output VAT on a sale (78(4)–(5), 79(2)– (3)); an item deemed supplied on cancelling the registration; an item held before the company registered (77(4)(γ)).

11.8b Suppliers and customers abroad

Where a supplier or customer is (the **Country** on its card, sections 12.1 and 13) says what VAT its bills and invoices usually carry. The application says so when a line's VAT code does not fit; it never refuses one, since there are exceptions only the person can judge (a service tied to a building in Cyprus, a hotel or a ticket abroad, foreign VAT charged that cannot be claimed here, a private customer abroad).

Where	A bill from them	An invoice to them
Cyprus	Cyprus VAT (P-19, P-9, P-5, P-3, P-0, P-EX), or the domestic reverse charge (P-DRC). Not P-EUS, P-EUG or P-NEU.	Cyprus VAT, or S-DRC. Not S-EUS, S-EUG or S-OS.
Another EU state	Services: reverse charged (**P-EUS** at the rate the service has in Cyprus). Goods brought from there: an acquisition (**P-EUG**). Cyprus VAT only if it charged Cyprus VAT under a Cyprus VAT number.	With its VAT number: services **S-EUS**, goods sent there **S-EUG** (both on the VIES statement). With no VAT number (a private person): Cyprus VAT.
Outside the EU	Services: reverse charged (**P-NEU**). Goods come in through customs, where the import VAT is paid (**P-IMP**, on the customs entry). Not P-EUS or P-EUG.	Services to a business: outside the scope (**S-OS**). Goods exported: zero-rated (**S-0**), with the proof of export. Not Cyprus VAT, S-EUS or S-EUG.

A card left on Cyprus (the country every card starts with) whose VAT number names another EU state (*DE…*, *IE…*) is taken to be in that state for these notes, until its country is set (it is listed under **Cards to check**, below).

On a bill or an invoice, as it is typed, a yellow note under the lines says what does not fit, once for each kind of note, naming the supplier or customer and its country. For example, a bill from *Google Ireland Ltd* (Ireland) coded **P-19**: *Google Ireland Ltd is in Ireland, in the EU: services bought from it are usually reverse charged here (P-EUS-19, or the rate the service has in Cyprus), and goods brought from there are an acquisition (P-EUG-19). Cyprus VAT (P-19) only if it charged Cyprus VAT under a Cyprus VAT number.…* A line with no VAT code on a bill from abroad gets the same note.

A company not registered for VAT has no codes to choose; a bill from a supplier abroad gets one note instead: a company must register once the services it receives from abroad pass **€15,600 in twelve months**, or the goods it brings from other EU states pass **€10,251.61 in a calendar year**, and then reverse charge them.

A new supplier or customer abroad added with no usual VAT code, for a registered company, starts with the usual one: **P-EUS-19** for a supplier in the EU, **P-NEU-19** for one outside it; **S-EUS** for an EU customer with a VAT number, **S-OS** for one outside the EU. Goods are the exception to change it for (P-EUG-19). On the documents of a supplier or customer abroad, its usual code comes before the account's own: a line starts with it, and choosing the supplier puts it on the lines with no amount yet. (In Cyprus, the account's own code still comes first.)

Journals and the bank. The same note shows on a journal line that names a supplier or customer abroad in its **Name** column (section 7), its side read from the VAT code or, with none, from the account (income a sale, expenses a purchase). On a bank line coded to accounts (section 16), it shows when the line's name is one supplier's or customer's: the same name once *Ltd*, *Limited*, *GmbH* and the like and the punctuation are left off (*GOOGLE IRELAND LIMITED* is *Google Ireland Ltd*), or the whole of one name inside the other, of at least five letters. A name that fits two, or none, says nothing.

Checking a VAT number on VIES. A supplier's or customer's card with a VAT number has **Check the VAT number on VIES**, under its last check if there is one (*Last checked on VIES on 13 October 2026: Valid.*, or *… as IE…: the number has changed since. Check it again.*). The application asks the European Commission's VIES service, which asks the country that issued the number, and says:

- *IE6388047V is valid on 13 October 2026. Registered to: GOOGLE IRELAND LIMITED, … Consultation number: …* — the name and address as that country gives them (some do not disclose them: *not disclosed by that country*);
- *… is not valid on …* — do not invoice it without VAT until the number is settled;
- *VIES did not answer …* — the country's service is down or busy: try later;
- *VIES cannot be asked about …* — the number as typed is not one it can check.

The company's own VAT number is sent as the requester, so a valid answer carries a **consultation number** the Tax Department can trace. Every check, with its answer and that number, is kept on the audit trail (**Contact: VAT number checked on VIES**): the proof that the number was valid on the day an invoice went out without VAT. VIES checks the EU's numbers (and XI, Northern Ireland). A card with no VAT number has no check button; one with a number from outside the EU is told so and nothing is asked.

VAT → Suppliers and customers abroad looks over what is already posted, between two dates (this year to today to start with; **Show** after changing them):

- **Lines to check**: each posted line of a bill, supplier credit note, invoice or credit note whose VAT code does not fit where its supplier or customer is — **Date**, **Document**, **Supplier or customer**, **Country**, **Account**, **VAT code** (*none* for an uncoded line on an income or expense account), **Amount** (net) and **What to check** (the note above). Clicking a line opens its document, to edit it there.
- **Cards to check**: the active suppliers and customers whose VAT number's prefix names another country than the one on their card (*DE…* on a card still on Cyprus), so the notes above would be wrong. Clicking one opens its card. **Set each country from its VAT number** (preparers and approvers), after a yes in *Set the countries from the VAT numbers?*, gives each listed card the country its number names; documents already posted do not change, and each card changed is on the audit trail.
- For a company **not registered**, a note above both: what it bought from suppliers in the EU and outside it in the twelve months to the second date, against the two amounts; when they pass one, *These purchases pass a threshold: check what they were, and whether the company should now register.* The application cannot tell services from goods on an uncoded bill: the person checks.

VAT numbers on VIES (preparers and approvers): **Check every VAT number on VIES** asks VIES about every active supplier's and customer's number it answers for (the EU's, Cyprus's own included), three at a time, at most 150 per click (*… more to check: click the button again.*), and lists each answer — **VIES says** *Valid*, *Not valid*, *No answer* or *Cannot be asked*, **Registered to**, **Consultation number** — under a count (*12 numbers checked: 10 valid, 1 not valid, 1 with no answer*). Each answer is kept on the card and on the audit trail, as a single check is.

The monthly re-check. The server itself asks VIES again, once a month, about every VAT-registered company's business customers in another EU state (their card's country, or the one their number names) whose number was last checked more than 30 days ago, or never: a few at a time, every six hours. Each answer is kept on the card and on the audit trail as the server's own. A number that has stopped being valid then shows on the dashboard and on the VIES statement. It needs no setting; `VIES_RECHECK=off` in the server's settings stops it.

Excel downloads both lists, a sheet each (*Lines to check*, *Cards to check*), named *Suppliers and customers abroad (company) (from) to (to).xlsx*, to work through with the client. **Print or save as PDF** prints the two lists. Nothing on the screen changes anything but **Set each country from its VAT number**.

11.9 Workings, Excel and print

The workings are the working paper behind the return: they let a reviewer, or the Tax Department on a visit, follow any figure down to the entry it came from, and they catch the two commonest errors before filing (a VAT figure that is not what its rate gives, and a sale or purchase left without a code).

The **Workings** tab, the Excel copy and the printed copy show the same figures:

- **By VAT code:** each code used in the period with its lines, value, Output VAT, Input VAT and what it puts in every box; the totals are the return (with the part before the books, when there is one). Boxes 3 and 5 are shown worked out.
- **The VAT accounts against the return:** Output VAT, Input VAT and the settlement account, each with its balance on the first day of the period, its movement split into coded lines, the return's adjustments, settlement entries and anything else, and its balance at the end. Output VAT's coded, adjustment and other movement is set against boxes 1 + 2 of the books, Input VAT's against box 4, and any difference shown in red. The settlement account carries box 5 of each return filed, less what is paid.

- **Each line's VAT checked:** every coded line's VAT worked again from its value at its code's rate on the line's date, half-up to the cent, and set against the VAT posted with it. A sentence above says how many lines were checked and how many differ. By code: the lines, the value, **Value × rate** (the code's total value at its rate, the figure a calculator gives), the VAT at the rate line by line, the VAT posted and the difference. Below it, **The lines whose VAT differs**, each one click away from its entry. A difference is not always a mistake: VAT typed to match a supplier's document may be up to 5 cents away (section 11.3), and a bank line split into net and VAT keeps the amount paid, so its VAT may be a cent away. A line that should carry VAT and has none shows its whole VAT as the difference. Import VAT (P-IMP) is as the customs document says and is not worked again; its customs value and VAT are listed. The return's own adjustments are left out (they are typed as VAT).
- **Income and expenses with no VAT code:** every line on an income or expense account in the period with no code, so in no box, by account with its total (income accounts first); click an account to see its lines, and a line to open its entry. Many are right as they are (salaries, insurance, bank interest); a sale or a purchase among them is missing from box 6 or 7. Entries that never carry a code are left out: depreciation, payroll, loan interest, prepayments and accruals, leases, exchange differences, the year-end closing, the opening balances, debts written off and the VAT entries.
- **Every line behind every box:** date, entry, customer or supplier, document number, account, description, code and what it puts in the box, box by box with a total. Click a line to open its entry.

Example of a line that differs. A bill of 1,234.56 coded P-19 works out at 234.57; the supplier's invoice printed 234.55, which was typed. The line is listed with a difference of −0.02, within the 5 cents allowed: right as it is.

Excel downloads one workbook: **VAT return** (the form, its heading and checks), **Workings**, **Lines**, **VAT check** (each line's VAT checked, by code and then every coded line, and the income and expenses with no VAT code, line by line), **Adjustments**, for a company under partial exemption **Partial exemption**, and, when the return carries one, **Capital goods scheme** (each interval due: the item, the interval and its dates, the percentage against the first interval's, the adjustment, what a sale adds, what to post and what is posted); it is named *VAT return (company) (start) to (end).xlsx*, and a return with figures before the books says so on its **VAT return** sheet. **Print or save as PDF** prints the return, its checks, its adjustments (with the partial exemption and capital goods scheme tables, when there are any) and its workings, every account's uncoded lines opened; choose *Save as PDF* as the printer for the PDF. A filed return prints and exports the figures as filed. (While a return is being amended, the screen and the printed copy show the boxes as the books now make them, but the Excel **VAT return** sheet still shows them as filed.)

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12. Sales

Sales is where a client's sales are entered in its books. It keeps each company's **customers**, and the **invoices**, **credit notes** and **receipts** recorded from the client's own documents. The firm records what the client has issued: the application does not issue invoices or produce them as PDFs. An accountant

meets it every month, when the client's sales invoices come in (typed in, or brought in from the invoicing application, section 12.8), and again whenever money from a customer is matched on the bank statement (section 16.3).

Every document posts its own journal entry the moment it is recorded, so what a customer owes is always what the receivables account says. The menu: **Sales → Customer list**, **Create invoices**, **Receive payments**, **Customer deposits**, **Create credit notes**, **Repeating invoices**, **Bring in from invoicing**, **Sales documents**, **Payment reminders**, **Email statements**, **Interest on late payment**, **Opening invoices**. The reports on what customers owe are under **Reports → Receivables** ›.

12.1 Customers

A customer is a contact of one company. Its card holds the details the documents and reports need, and the defaults that save typing on every invoice.

Sales → Customer list lists the active customers, each with its **VAT number**, **Country**, **Terms**, **Balance** and what is **Overdue**; **Show inactive customers** adds the others. The balance is read from the receivables account itself (section 12.3). Clicking a customer opens its card: the boxes, open for typing and kept by **Save** (section 1.4), and under them every document recorded for it, with **Record an invoice**, **Record a receipt**, **Record a credit note** and **Statement**.

Box	Rule
Name	Required, and used once in the company (capitals aside)
Reference	Optional: letters, digits, dots and dashes, up to 20, starting with a letter or digit; used once
VAT number	Kept in capitals with spaces, dots and dashes taken out, as the VIES statement will want it (*CY 1012 3456X* is kept as *CY10123456X*)
Tax Identification Code, **Country**, **Street and number**, **Second line**, **Town**, **Postcode**, **E-mail**, **Telephone**	As known. The country starts as Cyprus (added from a list with an EU VAT number and no country, the number's country). The country decides the VAT notes on its invoices (section 11.8b)
Payment terms (days)	0 to 365. An invoice falls due that many days after its date, unless another due date is entered. Empty: due on the day.

Box	Rule
Credit limit (empty: none)	Customers only: an amount, such as *5000.00*. An invoice that takes what the customer owes past it is warned of as it is typed, never refused (below); the dashboard lists the customers owing more than theirs.
Never send payment reminders	Customers only: ticked, the customer is never sent a payment reminder (section 12.11); listed there as *Marked never to be sent reminders*.
IBAN, **BIC (if the bank asks for it)**	The bank account the contact is paid to, for the SEPA payment file of Pay bills (section 13.5). The IBAN is checked as banks check it (its two check digits) and kept in capitals without spaces; *CY17 0020 0128 0000 0012 0052 7600* is kept as *CY17002001280000001200527600*. A BIC is 8 or 11 letters and digits. Both optional. A viewer not granted **Sees bank details** sees the IBAN's last four digits only, as with a bank account (section 2.1).
Usual income account, **Usual VAT code**	What a new invoice's lines start with. The account must be an active income account, and the code a sales code. Added with no usual VAT code, for a registered company, a customer in another EU state with a VAT number starts with **S-EUS**, and one outside the EU with **S-OS** (section 11.8b).
Related party	Its sales, net of VAT, are listed in the financial statements' related party note (section 14.11)
Notes	Free text

Box	Rule
Active	On a customer already saved. An inactive customer takes no new documents (its card has none of its four buttons, **Record …** and **Statement**; the forms do not offer it, and a document for it is refused), but keeps its history, can still be chosen on **Reports → Receivables › Customer statements**, and is left off the list unless asked for. A customer is never deleted: one added by mistake is made inactive

The credit limit on an invoice. What a customer owes is its open invoices less its credit notes and receipts not yet allocated, in the books' currency. While an invoice is typed, a yellow note under it says when the invoice takes that past the limit (*Kyrenia Trading Ltd owes 800.00; this invoice takes it to 1,100.00, over its credit limit of 1,000.00.*). The invoice can still be recorded: the limit is a warning. An invoice being edited is not counted twice.

A customer can also be added from the foot of the **Customer** list on any Sales form, a statement or a bank line, with its name and VAT number (section 1.3b); the rest is filled in on its card later. Adding a customer with the name of one of the company's suppliers makes that supplier a customer too (section 13): the details typed on the new card are not used, the supplier's are.

A list from a file. Bring in a list from a file… on the customer list (and on the supplier list, for suppliers) adds many at once from a spreadsheet (.xlsx) or a CSV: the firm's template (**Download the template**: the card's boxes as headings, *Name* * the only one required, and a second sheet saying what each column takes, with an example and the company's accounts and VAT codes), or a list exported from QuickBooks, Xero or another system. The heading row is the first of the first ten rows with a **Name** column (or *Customer*, *Supplier*, *Vendor*, *Display Name*, *Company*…) and at least one other the screen knows — *Email*, *Phone*, *Billing Address Line 1*, *City*, *Postal Code*, *Country*, *Terms*, *Tax ID* or *VAT number*, *IBAN* and so on; a heading it does not know is said (*Columns not used: Open Balance.*) and left out. **Country** takes the two letters or the country's English name (*Greece*, *United Kingdom*; *UK* and *EL* too); **Payment terms** takes *30*, *30 days*, *Net 30* or *Due on receipt* (0); **Usual account** takes the account's number, its name or both. With no country, an EU VAT number names it; with no usual VAT code, a registered company's card gets the one its country suggests, as when it is added by hand.

Dropping the file checks every row as the card's own form would, and lists each with what happens: **To add**; **On the list already: left as it is** (the same name); **A contact of the other list: to be marked as this list's too** (a supplier who is now a customer, the same card, its usual account and VAT code for this side set from the file); or **Problem**, with the card's own message (*Payment terms are a whole number of days, from 0 to 365.*; a name used twice in the file is the second's problem). The line above says how many of each. **Add them** is offered only when no row has a problem, and asks first; then every one is

added, or none. Up to 2,000 rows. The audit trail records it (**Customers brought in from a file**, **Suppliers brought in from a file**), with the file's name and how many. Only preparers and approvers see the button.

Who may do what in Sales. Everybody given the company sees its customers, documents, ageing and statements. Preparers and approvers add and change customers and record, edit, allocate, void, refund and write off; a viewer sees the same screens locked, with the recording lines of the menu greyed out, and no **Statement** button on a customer's card (a viewer opens statements from the Reports menu). Only approvers post into a locked month (with a reason) and bring in opening invoices (section 12.7).

Recording, saving an edit, voiding, refunding, writing off, posting what is brought in and taking an allocation off each ask first, in a box that names what will happen; its other button is **Cancel**, which does nothing. **Allocate** on a document does not ask.

12.2 Invoices, credit notes and receipts

These are the three documents a customer's account is made of. An invoice adds to what the customer owes, a credit note and a receipt take from it.

Document	Menu	What it asks	What it posts	Series
Invoice	**Sales → Create invoices**	Customer, the invoice's own number and date, due date, reference, a **description** for the whole invoice (kept on every line of its entry), and its lines: account, VAT code and **net** amount	Each line's net amount credited to its account with its VAT code, the VAT added by the engine as in a journal (section 11.3), and the total debited to the receivables account against the customer	SI
Credit note	**Sales → Create credit notes**	The same, with the credit note's own number and no due date, and what it is allocated to	The same the other way round	SC

Document	Menu	What it asks	What it posts	Series
Receipt	**Sales → Receive payments**	Customer, date, reference, amount received, the bank or cash account it went into, and what it is allocated to	The bank debited, the receivables account credited against the customer	SR

Each entry is numbered in its series, the year its financial year ends, and a running number: *SI-2026-0001*.

Worked example. Invoice *INV-0001* to Andreou Trading Ltd, one line of *1,000.00* on *400000 Fees for services* at **S-19**, posts as entry *SI-2026-0001*:

Account	Debit	Credit
150000 Trade receivables (Andreou Trading Ltd)	1,190.00	
400000 Fees for services (S-19, net)		1,000.00
Output VAT (S-19, VAT)		190.00

The receipt of *1,190.00* into *150004 Bank current account*, allocated to it, posts *SR-2026-0001*: the bank debited *1,190.00*, the receivables account credited *1,190.00* against the customer. The invoice is then paid off; the customer's balance is nil.

The form. It opens dated today, with two empty lines; choosing the customer puts its usual account and VAT code on the empty lines. Choosing an account puts the account's own VAT code on the line (section 4.1), where it has one. The **Due** box, left empty, shows the date the customer's terms give. The **VAT** box of a line is left empty for the VAT worked out (shown under it), or takes the VAT printed on the document, within 5 cents. Under the lines are the **Net**, **VAT** and **Total**, and the **VAT by rate** table (section 13). For a company that uses Prepayments and accruals, an invoice line can be spread over months (**Spread**, section 9.3). **Record** asks first (*Record this invoice?*, with **Record** and **Cancel**) and opens the document posted, with its entry's number. **Cancel** on the form puts it away with nothing recorded.

The rules:

- The totals are worked out as the lines are typed, by the same engine that posts them. A VAT figure up to 5 cents away from the one worked out may be typed, as in a journal.
- A line with a minus amount (a discount) goes the other way and reduces the total.

- Only **sales** VAT codes may be used. A line cannot be put on the receivables account itself. A line with no amount is ignored; a document needs at least one line, and a total above nothing. The customer must be active.
- An invoice or credit note number is required, at most 40 characters, and used **once** for each kind in a company, while the document stands. A due date cannot be before the document's date.
- Every rule of an entry applies: the month must take entries (a closed month takes none), a locked month takes one only from an approver, with a reason, and no entry with a VAT code can be dated in a period whose VAT return is filed (section 11.5).
- **Editing an invoice or credit note.** While its month is open, **Edit** on the document opens the same form, filled in as it was recorded: its customer, number, dates, reference, currency and lines, with a box **What was changed (optional)**. **Save the changes** (after a confirmation) keeps the document's number and its entry's number: the entry as it stood is cancelled on its own date and the edited one posted as its next version, as a journal edit is (section 7.4), and the entry's history lists every version with who made it. A recorded row is itself never changed: the row as it was is kept, marked replaced, and the edited one takes its place in every list, statement and total. The document says who first recorded it and who last edited it, and the lists mark it **Edited**; the audit trail keeps each edit before and after, with the note of what was changed. A link made before the edit opens the row as it was, marked "This is the document as it was before an edit…", with **Open the document as it stands**.
- **What cannot be edited:** a document in a locked or closed month, by anybody, an approver included, or one with a VAT code in a period whose VAT return is filed (record a credit note in an open period, and the correct document there); a document with anything allocated to or from it (take the allocations off first); and a receipt or payment, a refund or a debt written off, or one brought in with the opening balances, which are voided and recorded (or brought in) again. A voided document is recorded again. A bill paid in cash whose payment a bank statement line is matched to waits for the match to be undone (section 13.1). Where a document that stands cannot be edited, it says why in place of **Edit** ("Not editable: …"), refunds and debts written off included; a receipt or payment, a voided document and an opening one simply have no **Edit**. A bill whose fixed asset has depreciation posted, or has been sold, shows **Edit**, but the edit is refused as it is saved (section 13).
- **Voiding.** A document recorded by mistake is **voided**, with a reason (**Why is it being voided?**): its entry is reversed (on its own date unless another is given in **Reversal dated**, never before the entry itself), and the document stays in the list marked voided. Its number can then be used again. A document with allocations is voided only after they are taken off (a refund, a debt written off and a bill paid in cash take theirs off by themselves). The reversal is an entry like any other: not in a closed month, nor with a VAT code in a filed period; in a locked month only by an approver, and the reason for the void is then the reason for posting there. A voided document cannot be brought back: it is recorded again.
- A receipt or payment made from a bank statement line is taken back from the line (**Put back to open**, section 16.3), not voided here.
- A Sales entry cannot be reversed from the journal. The journal entry says which Sales document it belongs to, and links to it.

- **The list.** **Sales documents** (and **Purchase documents**) shows the latest 200, newest first, and says so; **Show older documents** at its foot brings the next 200. **Document** narrows it to one kind (invoice, credit note, receipt, refund, debt written off, deposit applied, section 12.14). A document with no number of its own (a receipt, a payment, a refund, a debt written off) shows its reference in the **Number** column. A customer's card lists every one of theirs. **Pay bills** and the **Allocate to** lists read only what is still open.

12.3 The receivables account, and allocations

What customers owe is kept on one account of the chart, the **receivables account**. The first time Sales needs it, the application marks the chart's own trade receivables account (an active asset account in category 1.D.1.1, the lowest numbered: *150000 Trade receivables* on the starter chart), or creates **Trade receivables** if there is none. The receivables account cannot be deleted, have its type changed or be made inactive.

Every line a Sales document posts there names its customer. A customer's balance is therefore read straight from the books. A line posted there some other way (an opening balance or a journal) names no customer. Its amount is in the account but in no customer's balance: the customer list and the ageing summary say so in a note ("… is on the receivables account against no customer: an opening balance, or a journal."), and the other receivables reports show it on a line **Not assigned to a customer**.

Allocations say which invoices a receipt or credit note pays off, and how much of each. They decide what shows as still owed on each invoice, and so the ageing and the statements; they post nothing. They can be made when the receipt or credit note is recorded (**What it pays off**, with **All of it** for the whole of an invoice), or later from the document (**Allocate to**, an amount, **Allocate**). Both must be the same customer's, in the same currency, neither voided, and neither can be allocated beyond what is left on it. Whatever is not allocated stays on the customer's account as a credit. An allocation made against the wrong invoice is **taken off** (**Take off**, after a yes). Nothing posted changes, except in another currency, where the exchange difference an allocation posted is reversed with it (section 12.5).

Example. Invoices *INV-0001* (1,190.00) and *INV-0002* (595.00) are open. A receipt of 1,500.00 is allocated 1,190.00 to the first and 310.00 to the second. INV-0001 is paid; INV-0002 shows 285.00 still owed; the receipt has nothing left to allocate. The customer's balance is 285.00 whichever way it was allocated: the allocation only says which invoice is late.

12.4 Aged receivables

Reports → Receivables › Ageing summary shows what each customer owed at the end of a date (today unless another is chosen in **As at**), by how many days past its due date: **Not yet due**, **1–30 days**, **31–60 days**, **61–90 days** and **Over 90 days**. Invoices count what is still owed on them, aged from their due date (their own date where they have none). Receipts and credit notes not allocated count as a minus, by their age. Underneath, the total is compared with the receivables account at the same date.

At an earlier date:

- **Documents:** only those dated by then count.
- **Voided documents:** a document voided later still counts, until the date of its reversal.
- **Edited documents:** an invoice edited later counts as it now stands.
- **Allocations:** a receipt allocated to an invoice counts once both are dated by then, whenever the allocation was made.

So a year end's aged receivables can be had at any time afterwards, for the audit file.

Files: Excel, **PDF** and **CSV**, as on the screen, and **Print**. **Reports → Payables › Ageing summary** works the same way. The other receivables and payables reports (ageing detail, balances, open invoices, collections, days to pay) are on the same side menus (section 14.9).

12.5 Documents in another currency

For a client that invoices or is paid in a currency other than the books' (dollars, sterling). A company with other currencies (Settings → Company information, **Other currencies**) has a **Currency** box on the invoice, credit note and receipt forms, and, once another currency is chosen, a **Rate** box for a rate typed instead of the ECB's for the date (so many of the currency per one of the books'). A currency the company does not keep is refused.

- **Every line is in that currency.** The engine converts each line at the rate, and works out the VAT on the value in the books' currency, as the return needs it. The document's total in its currency is the net as typed plus that VAT converted back at the rate. The receivables (or payables) line takes **exactly** what the other lines came to in the books' currency, so a cent of rounding never unbalances the entry.
- The totals on the form are shown in the document's currency, with what they come to in the books and at what rate underneath ("In the books: …"). The document shows both, and the **VAT by rate** table is in the books' currency.
- A receipt or payment in another currency posts the bank and the control account at the same rate.
- **A bank account kept in another currency** (section 16.1) takes money in that currency only: a dollar account pays and receives dollars. A receipt, a payment, Pay bills or a bill paid on the spot through it in any other currency is refused, and the forms offer it, marked with its currency, only where the money is in its currency. Its statement and its balance are in dollars, and a euro amount through it would have been counted as dollars. The other way round is allowed: a dollar bill is paid from a euro account, and posts the euros it cost at the payment's rate.
- **Allocations are only between documents in the same currency**, in that currency.

- **The exchange difference realised.** The part of an invoice a receipt pays is worth one thing at the invoice's rate and another at the receipt's. Allocating it posts the gap there and then, in series **FX**, dated the later of the two documents: the control account against the customer (or supplier), and the other way on the **exchange gains** account (a credit) or the **exchange losses** account (a debit). The allocation shows the difference and its entry. Taking the allocation off reverses it. The part that finishes a document takes exactly what is left of its value, so a document paid in full leaves nothing on the control account.

  Worked example. An invoice of 1,100.00 USD on 31 March at 1.1000 is 1,000.00 EUR in the books. The customer pays 1,100.00 USD on 30 April, when the rate is 1.1500: 956.52 EUR. The receipt debits the bank 956.52 and credits receivables 956.52. When it is allocated to the invoice, 43.48 EUR is left on receivables against the customer, and the allocation posts *FX-2026-0001*, dated 30 April: exchange losses debited 43.48, receivables credited 43.48 against the customer. The customer's balance is nil in both currencies.

- **Two accounts, one for gains and one for losses**, each made the first time it is needed:

	The chart's own, lowest numbered, if it has one	Otherwise a new account	Tax classification of a new one
Gains: finance income	An income account mapped to 3.Q.4.6.1 (exchange profit), or 3.Q.4.6	**Exchange gains**, 3.Q.4.6.1	**Exchange gains**: taken off the taxable income (T.D.4 line 21)
Losses: finance costs	An account of type *Finance costs* mapped to 6.T.3.4 (realised foreign exchange loss), or 6.T.3.5	**Exchange losses**, 6.T.3.4, type *Finance costs*	**Exchange losses**: added back (T.D.4 line 21)

  The management accounts show gains under **Finance income**, below operating profit, and losses under **Finance costs** (section 14).

  On the starter chart these are 400003 Exchange gains and 800002 Exchange losses realised. A revaluation's gain or loss goes to the same two. The treatment can be changed, as on any account. Like the control accounts, neither can be deleted, have its type changed or be made inactive. An account a company already had as its one exchange differences account keeps its postings and becomes the gains account (if income) or the losses account (if an expense).

- Lists and the customer's documents show amounts in the document's own currency, with its code. The customer's balance and the aged receivables are in the books' currency, each document at its own rate.

- What is still open at a month end is restated by **Revalue foreign currency** (section 10.1).
- Refunds and debts written off are in the books' currency only (section 12.9).

12.6 Customer statements

A customer statement is the customer's account between two dates, as it would be sent to the customer or checked against the customer's own records.

Reports → Receivables › Customer statements (or **Statement** on a customer's card) shows one customer's account between two dates (**From** the first of this month and **To** today, unless others are chosen):

- the **balance brought forward** at the start, then every invoice (**Invoiced**), credit note and receipt (**Paid or credited**) dated in between, with the balance running, and the **balance at the end**;
- the end balance **by age**, as it stood at the end date: an allocation counts from the later of its two documents' dates;
- in **one currency**: the books' unless another is chosen in **Currency** (shown for a company with other currencies). A customer with documents in another currency has a statement in each, in the amounts on its documents;
- voided documents are left off; an inactive customer can still be chosen.

Choosing the customer shows the statement at once; **Show** shows it again after the dates are changed. Clicking a line opens the document. **Excel** downloads it, **PDF file** downloads it as the PDF a payment reminder or an emailed statement attaches (sections 12.11, 12.12), and **Print or PDF** prints the statement alone, headed with the company's name and the customer's name and address. The statement's boxes and columns show before a customer is chosen.

12.7 Opening invoices

A company moving here brings what customers owed as one total on the receivables account, in its trial balance (section 8). **Sales → Opening invoices** (posted by approvers) brings in the invoices and credits still open at that day, one by one, so that a receipt in the first month can be allocated to the invoice it pays, and the aged receivables, statements and customer balances show them.

- **The file** is QuickBooks Desktop's **Open Invoices** report exported to Excel, as it comes, or any Excel or CSV sheet with a header row naming the customer and the open amount, and usually the number, date and due date. Header names QuickBooks uses (*Name*, *Num*, *Date*, *Due Date*, *Open Balance*, *Type*) are read, and their usual alternatives; the open balance is taken over the original amount. QuickBooks' report has no name column: the customer's name is on a row of its own above its documents, and is read as theirs. A job (*Customer:Job*) is its customer's. Total rows are left out. Dates are read as Excel dates, as YYYY-MM-DD, or day first (15/07/2026).
- **Credits.** A credit memo, a payment not yet applied, a refund, or any minus amount is brought in as a **credit note** and takes off the customer's balance.

- **Customers** are found by name; one not on the list is added. A supplier of the same name becomes a customer too (section 13).
- **Checks, before anything is posted:** each document must be dated on or before the day of the opening balances; an invoice needs a number not already used; a document in another currency must be in one of the company's currencies and give its value in euros in a column headed *Value*. The screen shows each row with what is wrong under it, and whether the documents come to what the receivables account holds not yet named against a customer (a tick, or a cross). They should; a cross does not stop the posting, but the customers' balances will not then add up to the account. Only approvers see the file box and **Bring the invoices in**, which is greyed while any row has a problem; everybody else sees what has been brought in.
- **Bring the invoices in** posts, for each document, an entry in series **OI** dated on the day of the opening balances: the receivables account debited against the customer and credited against nobody (a credit the other way round). It nets to nothing: the account's balance does not change, only whose it is. It carries no VAT: the VAT was in the trial balance. All the documents are brought in together or none.
- Each becomes an ordinary document marked **Brought in**, dated with its own date, allocated and voided like any other (not edited). Its entry, though, is dated on the day of the opening balances, and a reversal is never dated before its entry. Voided from the screen, **Reversal dated** starts on the entry's date, the day of the opening balances (not the document's own, earlier date), and the calendar offers no earlier day; a later day in an open month may be chosen. Reversed on the day of the opening balances, which is before the books start here, only an approver can void it. A date before the entry, typed in, is refused, naming the entry's date ("A reversal cannot be dated before the entry it reverses, which is dated 31 August 2026. Choose that day or a later one.").
- Invoices already brought in are listed below the file. Bringing in a second file is allowed; a number already used is refused.

Example. The trial balance at 31 December 2025 has 3,570.00 on 150000 Trade receivables, named against no customer. The QuickBooks report lists three open invoices coming to 3,570.00. Bringing them in posts three OI entries that move the 3,570.00 from "no customer" to the three customers; the account still holds 3,570.00.

Customer refunds and debts written off are in section 12.9; a journal line naming a customer, in section 7.1.

12.8 Invoices from the invoicing application

The firm raises its invoices in its own invoicing application (invoicing.kppanagi.com). **Sales → Bring in from invoicing** reads the invoices and credit notes a company has issued there and posts them here as Sales documents, exactly as if they had been typed in section 12.2. Nothing is posted until somebody looks at the list and presses **Post the ticked ones**. Receipts are not brought in: the money received is taken from the bank statement (section 16), and allocated to the invoice there.

The link is set once, for the whole installation, by the owner:

1. In the invoicing application, its super admin makes a key under **Settings → Linked applications**. The key is shown there once.
2. Here, **Settings → Invoicing link**: the **Address of the invoicing application** and the **Key**, then **Save and test**. The link is kept only if the invoicing application answers with the key, and the screen says how many companies it has; otherwise the screen says why (the address, the key refused, no answer). The key is kept encrypted and only its last four characters are shown. Left empty on a later save, the key already kept stays, while the address is the same; a new address asks for the key again (*The address has changed: paste the key again…*). Saving or removing the link asks the owner to confirm it is them (section 2.4). It reads invoices; it cannot change anything there. Keeping it needs `CREDENTIALS_KEY` set on the server. As for the payroll link, a redirect is never followed, so the key goes to no other address (*The invoicing application's address sends the request on somewhere else…*).
3. **Remove the link** (after a yes, *Remove the invoicing link?*) stops every company bringing invoices in. Nothing already brought in changes.

An administrator who is not the owner sees **Settings → Invoicing link** with its boxes locked and "Only the owner sets the link."

Each company, once, on the Bring in from invoicing screen:

- **Company there** — which company in the invoicing application this one is. The one with this company's VAT number is suggested (with or without the *CY* in front). **Only the owner or an administrator chooses or changes it**, since it decides whose invoices are read: anybody else sees only the company linked, the box locked, and a company not yet linked waits for an administrator.
- **Where each service posts** — each service on that company's list there is given an account here: usually an income account, but any account in the chart can be chosen except the receivables account and the VAT accounts, which Sales posts to itself. A mapping to an account the VAT code does not fit (a sales code on an expense account) shows as **Not ready** with the reason. A line is matched to a service by its wording, the way the invoicing application's own dashboard matches it. Three more lines take what is not a service: **Other services** (a line that names no service on the list), **Reimbursed expenses** (costs recharged to the client, posted without VAT), and **Goods** (product lines).
- **Save the company and accounts** keeps both. Leaving with them unsaved asks first (section 1.4).

The documents. Choose the dates they were issued between (**Issued from**, **To**) and **Look for them**. Each issued invoice and credit note is listed, drafts never, with its customer and total, and one of:

- **Ready to post** — it can be ticked.
- **Not ready** — the reason is under it: a line with no income account, a currency the company does not deal in (add it under **Settings → Company information** first), a VAT figure too far from the one printed, a discount that cannot be spread over its rates as printed, a total that would not come to the one printed, a month that is closed, or locked for somebody who is not an approver, and the like. A service with no account is not refused when the accounts are saved; its documents wait as Not ready.

- **A locked month.** For an approver, a document dated in a locked month is **Ready to post**, with *Its date is in a locked month: type why in Why post into a locked month, under the list, before posting it.* under it, and the box **Why post into a locked month** shows between the list and **Post the ticked ones**. The reason typed there is kept on the entry of each ticked document dated in a locked month. Posted with the box empty, such a document is refused (*That month is locked: say why you are posting into it.*) and the others are posted. For anybody else it is **Not ready** (*That month is locked. Only an approver can post to it, with a reason.*).
- **Already here** — posted before; its entry's number opens it in Sales.
- **Brought in before, and voided here** — not offered again. To bring it in again, record it by hand.

More than a thousand in the dates chosen is refused: choose a shorter period. Click a document to see its lines as they will be posted: each fee on its service's account with its VAT code, the discount as a minus line on the rate it was taken off, a recharged cost on its own with no VAT.

How each is posted:

- **The customer** is the one brought in before for the same client there; else the customer with its VAT number; else the one with its name (a supplier of that name becomes a customer too); else a new customer, added with the name, VAT number and country of the client there.
- **The VAT code** follows the rate on the line and why it was charged: 19% → **S-19**, 5% → **S-5**, a domestic zero rate → **S-0**, the reverse charge on an EU customer → **S-EUS** (services) or **S-EUG** (goods), outside the scope → **S-OS**. A company not registered here takes none. On a document ready to post, a line's code can be changed on the screen to another code at the **same rate** (for example S-0 to S-EX), so the total cannot change.
- **The VAT figure.** The invoicing application charges VAT on each rate's total after the discount; the books work it out line by line. Where the two differ by a cent or two, the printed figure is typed on the rate's largest line, as a supplier's VAT is on a bill (section 7.3). More than 5 cents apart, the document is not ready and is entered by hand. In another currency the VAT is worked out here, in that currency.
- **The total** posted must be the total printed, to the cent, or the document is refused.
- **Posting.** The invoices go first, then the credit notes, each on its own: one refused (a number already used here, a closed month) leaves the others posted. Each gets an entry in the Sales series (**SI**, **SC**) on its own date, keeps its number from the invoicing application, and carries a due date where the invoice had one. A credit note is **allocated** to the invoice it credits when that invoice is here and still open. Each is checked again as it is posted, against what the invoicing application holds then, so one shown ready can still be refused (a number typed in by hand meanwhile). The screen says what was posted ("Posted 12: …"), what was allocated, and in red what was not ("Not posted: …"), and why.
- Each document here remembers which one it was there, so bringing the same month in again offers only what is not here yet. An imported document can be edited or voided like any other (sections 12.2 and 12.3); an edited one is still the one brought in.

Who may do what: the owner sets the link; the owner or an administrator chooses **Company there**; preparers and approvers choose the accounts and post; a viewer sees the same screen with the boxes

locked and nothing to tick. Each document posted is in the audit trail as imported.

12.9 Refunds and debts written off

Two things done to a customer's account from a document's own page: paying back money the customer is owed, and giving up a debt that will not be paid. Each is a document of Sales of its own, with its own entry, and allocated as it is recorded.

A refund is money paid back to a customer who is owed it: a receipt they paid twice or paid too much on, a credit note for goods returned. On a receipt or credit note with something not allocated, **Pay it back** takes **Paid on** (today, to start), the **Amount** (to start, all that is left), **Paid from** (to start, the bank the receipt came into) and a **Reference**. Its entry (series **RF**) debits receivables against the customer and credits the bank; the receipt or credit note is allocated to the refund, so both are used up and the customer is owed nothing. A refund plays the part of an invoice: on the customer's statement it is a charge, and in the ageing, a refund not covered is owed. Its line on the bank statement is then **Already in the books** (section 16.3).

Example. A customer paid INV-0001 (1,190.00) twice. The second receipt, SR-2026-0007, has 1,190.00 not allocated. **Pay it back** for 1,190.00 from 150004 Bank current account posts *RF-2026-0001*: receivables debited 1,190.00 against the customer, the bank credited 1,190.00. SR-2026-0007 is allocated to the refund, and the customer's balance is nil.

A debt written off is what is left owing on an invoice the customer will not pay. On an invoice with something owed, **Write it off** takes **Written off on** (today, to start), the **Amount** (to start, all that is owed), **Written off to** and **Why** (optional; it becomes the entry's words). Its entry (series **WO**) debits the account and credits receivables against the customer, and it is allocated to the invoice, which is then paid off (or, written off in part, owes the rest). The account is to start **Bad debts written off**, mapped to 5.T.1.17 under selling and distribution expenses and allowable for tax: the chart's own account in that category (*700001 Bad debts written off* on the starter chart), or one made the first time; either way it is marked so it is found again. Until the first write-off the list shows it as *Bad debts written off (made now)*. Any other expense account can be chosen. No VAT is taken off: the relief for the VAT on a bad debt, where the VAT law allows it, is claimed on the VAT return as an adjustment, not here. A write-off plays the part of a credit note.

Paid from starts at the bank the receipt came into; on a credit note it starts empty. The **Reference** of a refund, and the **Why** of a write-off, stand in the lists where a number would. Dated in a locked month, an approver's refund or write-off is refused the first time ("That month is locked: say why you are posting into it.") and the box **Why post into a locked month** appears under the form's boxes; with the reason typed it is recorded, the reason kept on its entry. Anybody else is refused ("That month is locked. Only an approver can post to it, with a reason."), and a closed month refuses everybody.

Both ask first (*Record the refund?*, *Write off this debt?*), and both are in the books' own currency only: a document in another currency is not paid back or written off here. Neither is edited (the page says "Not editable: A refund or a debt written off is not edited. Void it and record it again."), and neither entry is reversed from the journal: **Void**, with a reason, takes its allocations off by itself, reverses its entry on its

own date, and the receipt, credit note or invoice is open again. The documents list shows them as **Refund** and **Debt written off**, and can show those only.

12.10 Repeating invoices and bills

Sales → Repeating invoices and **Purchases → Repeating bills** keep an invoice or a bill that is the same every month, quarter or year — a retainer, a service contract, rent charged; the office rent paid, a lease, a software subscription — once, and record it on each date from a list of what is due. As with repeating entries (section 7.7), nothing is recorded by itself: a person records the dates due. Xero calls them *repeating invoices and bills*, QuickBooks *recurring transactions*.

Box	Rule
Name	Required, up to 100 characters: what the list calls it
Customer / Supplier	Required: an active customer (Sales) or supplier (Purchases)
Every	Month, Quarter or Year
First date, Last date (empty: until stopped)	The date of the first one; no date after the last. The dates fall as a repeating entry's do: the same day each time, a month end kept a month end.
Due after (days)	0 to 365: each one is due so many days after its date. Empty: the customer's or supplier's payment terms (section 12.1).
Number pattern	Required, up to 30 characters: each one's number, with **{year}** (2026), **{mm}** (10), **{month}** (Oct) and **{n}** (1 for the first date, 2 for the second…) put in. It must give each date a number of its own: **{n}**, or **{year}** with **{mm}** or **{month}** (**{year}** alone for a yearly one). *INV-{year}-{mm}* gives INV-2026-10. For a bill it is the number the bill is kept under (the supplier's own, where it is known in advance, or one of the company's).
Reference ({month} puts in the month)	Optional; "{month}" becomes the month, *October 2026*.
Running	Unticked, nothing of it is due and nothing is recorded (*This repeating entry is switched off.*).

Box	Rule
Lines	Each with its **Account** (an income account for an invoice; an expense or asset account for a bill), **Description** ("{month}" becomes *October 2026*), **Amount before VAT**, **VAT code** and, for a company with properties, the **Property**. At least one, at most 50. In the books' currency.

Saving checks the boxes, and the lines and the customer or supplier as the invoice or bill itself is checked (an active account of the right kind, a VAT code that fits it, a property where the account asks for one), on the date it next falls on. A problem with a line is said with its number (*Line 2: …*).

Due to record lists each date due up to today, of every one running, with the number it will carry and what its lines come to before VAT. Tick the dates (all are ticked to start) and **Record the ticked**, then confirm: each is recorded as an ordinary invoice or bill, in date order, numbered from its pattern, dated as listed, due as set, and posted as any is (series SI or PB). Each is checked as it is recorded: a date in a closed month, a number already used (*The number INV-2026-10 is already used…*) or a customer since made inactive is refused and said why, the others still recorded. **Skip**, on the next date of one, passes it over (a month with nothing to charge): the date after becomes due. Dates go in turn: a date is recorded or skipped only when it is the next one due.

All of them lists each with its customer or supplier, how often, its **Next** date (— while switched off, *Ended* once its last date is dealt with), the **Last** date dealt with and its number (or *skipped*), and its lines' total before VAT. Clicking one opens it; **Dates dealt with** under its boxes lists its last twelve, each with the invoice or bill recorded and its total. Changing one changes the ones still to come, never those recorded. **Delete** asks first; the invoices or bills it recorded stay.

Once recorded, an invoice or bill is like any other: edited, voided, allocated and paid as sections 12.2 and 13 say. The dates still to record count in the cash flow forecast (section 14.14). Preparers and approvers keep and record them; a viewer sees the lists and opens each with its boxes locked. The audit trail records each one added, changed, deleted and skipped, and each invoice or bill recorded (*from: repeating*).

An example. *Bookkeeping retainer*, customer *Kyrenia Trading Ltd*, every month from 31 October 2026, number pattern *RET-{year}-{mm}*, due after 15 days, one line *400000 Fees for services* "Monthly bookkeeping {month}" 500.00 at S-19. On 31 October **Due to record** shows it; recording it makes invoice *RET-2026-10* dated 31 October, due 15 November, "Monthly bookkeeping October 2026", 500.00 plus 95.00 VAT. **Next** becomes 30 November.

12.11 Payment reminders

Sales → Payment reminders emails customers whose invoices are overdue, so many days after the due date, as Xero's and QuickBooks' invoice reminders do. One email to each customer lists every invoice of

theirs overdue, with their statement as a PDF attached.

When reminders go. Days after the due date: up to five, separated by commas, such as *7, 14, 30* (whole days, 1 to 365); empty, no reminders. **Your own words, added to each reminder** (optional): how to pay, or whom to call. **Send them by themselves each morning**: ticked, the reminders due go each hour from 8 in the morning, Cyprus time, with no one pressing anything; unticked, a person sends them from this screen, and the dashboard says when some are due. **Save** keeps them.

Due today lists each customer with an invoice at a step it has not been reminded at: its email, the invoices and steps (*INV-1 (30 days)*) and what is overdue. An invoice is reminded once at each step. One that has passed several steps unreminded (when reminders are first set up) is reminded once, at the latest it has reached, not once for each. A customer with no email on its card, or ticked **Never send payment reminders**, is listed with the reason and cannot be ticked.

Send the reminders asks first (*An email goes to each of the 2 customers ticked…*), then sends each customer's email: subject *Mail Ltd: 2 invoices overdue*; each invoice with its date, due date, days late and what is left to pay; the total; your words; and *Your statement is attached. If you have paid already, thank you, and please ignore this reminder.* The statement runs from the start of the month of the oldest invoice overdue to today. An invoice's step is recorded only once its email has gone: one the mail server refused is sent again the next time. The screen says *Sent to: …*, and any not sent and why.

Every invoice overdue lists them all, with the days late and the **Last reminder** (*15 October 2026, at 30 days*).

Mail goes through the server's outgoing mail (section 2.7); until it is set up the screen says so and nothing is sent. Preparers and approvers set up and send; a viewer sees the screen. The audit trail records each reminder sent (**Payment reminder sent**, with the invoices and the address) and each change of the days (**Payment reminders set up**).

An example. Days *7, 14, 30*. INV-1 of 800.00 was due on 31 August and INV-2 of 300.00 on 5 October; on 15 October Kyrenia Trading Ltd is due one email: INV-1 at 30 days and INV-2 at 7. Sent, nothing more is due until INV-2 is 14 days late, on 19 October, when the next email lists both again.

12.12 Email statements

Sales → Email statements sends each customer their statement for a period as a PDF, in one go: the month-end statements. **From** and **To** start as last month; **Show** lists every active customer with something on a statement for those dates (a line, or a balance), each with its email, its lines and its balance at the end, ticked where it has an email. **Your own words, added to each email (optional)**. **Email the statements** asks first, then sends each: *Mail Ltd: your statement to 30 September 2026*, *Your statement from 1 September 2026 to 30 September 2026 is attached. The balance on 30 September 2026 is EUR 1,100.00.* The screen says how many went, and any not sent and why. The statement is the one under **Reports → Receivables › Customer statements** (section 12.6), whose **PDF file** button now downloads the same PDF. The audit trail records each sending.

12.13 Interest on late payment

Sales → Interest on late payment charges customers interest on what they still owe past the due date, on an invoice of its own.

The rate. Rate a year (%), such as *8* (more than nothing, at most 50); **Days of grace**: an invoice is charged only once it is more than so many days late; **Income account**: the active income account the interest goes to (*Interest charged*); **Least worth charging an invoice** (optional). **Save** keeps them.

The interest. Interest up to (today to start) shows each customer with interest due, each invoice with what is left, the days and its interest (*INV-1: 800.00 for 45 days, 7.89*). The interest is simple, day by day: what is left × the rate × the days ÷ 365, rounded to the cent. The days run from the day after the due date, or after the last day already charged on it, to the date chosen. Only what is unpaid now is charged: an invoice paid late, but paid, is not. Invoices in another currency are left out, and counted.

Raise the interest invoices (all ticked to start) asks first, then records one invoice for each customer, dated the **Interest up to** day and due that day, numbered on from **First invoice number** (*INT-2026-001*; numbers used are stepped over), a line for each invoice late on the income account: *Interest at 8% a year on INV-1 (800.00 overdue), 1 September 2026 to 15 October 2026, 45 days*. Its lines carry **no VAT code**: interest for late payment is not a supply, so it is outside the scope of VAT. They are recorded all or none, and posted like any invoice.

The same days are never charged twice: **Interest charged** lists what was charged, by invoice. Voiding an interest invoice gives its days back (*voided: its days can be charged again*). The audit trail records each interest invoice raised and each change of the rate.

Before charging interest, check the contract or terms of business allow it, and at what rate; Cyprus's late payment law (implementing EU Directive 2011/7/EU) sets a statutory rate for business-to-business payments where nothing was agreed.

12.14 Customer deposits

Sales → Customer deposits records money a customer pays **before** the invoice — a deposit on an order, an advance on work not yet done — and applies it to the invoice when the invoice comes. (A payment received *after* an invoice, or more than it, is a receipt, section 12.2: what is not allocated stays on the customer's account as a credit.)

The VAT. A payment received before the supply is itself a tax point for the amount it covers (VAT Law, article 9(4)): the VAT in a deposit is due on the return of the period it was received in, not the invoice's. So the deposit carries the VAT code the invoice will carry, and the invoice, when it comes, gets its full VAT while the deposit's is taken back: the VAT is counted once, at the deposit's tax point for its part and the invoice's for the rest.

Recording one. Record a deposit…: **Customer**, **Date received**, **Received into** (a bank or cash account), **Amount received** (VAT included), **VAT code** (a sales code; *S-19* to start; **No VAT** for a customer abroad or a supply outside VAT; not shown for a company not registered), **Reference**, **What it is for**. Under

them, *Posted as 1,000.00 to the advances account and 190.00 VAT.* **Record the deposit** asks first, then posts (series **SD**):

Account	Debit	Credit
The bank	1,190.00	
Advances from clients (2.H.6.1), S-19, net		1,000.00
Output VAT (S-19)		190.00

The advances account is the chart's own active liability account in category 2.H.6.1, or **Advances from clients**, made the first time. It is the one account other than an income account or an asset that takes a sales VAT code. The 1,000.00 goes to box 6 and the 190.00 to box 1 of the month received.

The list shows each deposit with **Received**, **Customer**, **Reference**, **Amount received**, **VAT in it**, **Left to apply** and its **State**: *Held*, *Part applied*, *All applied* or *Voided*; **Customer** narrows it; the line above says what is held, not yet applied. Clicking one shows its figures, its entry, and **Applied to invoices**.

Applying it. On a deposit with something left: **Apply to an invoice** lists the customer's invoices still owed (in euros), *INV-4 · 5 April 2026 · 2,380.00 owed*; **Amount to apply** is the smaller of what is left and what is owed; **Dated** is the invoice's date, or the deposit's if that is later (never before it was received). **Apply** asks first, then posts (series **DA**) and records a document of kind **Deposit applied**, allocated to the invoice:

Account	Debit	Credit
Advances from clients, S-19, net	1,000.00	
Output VAT (S-19)	190.00	
Trade receivables (the customer)		1,190.00

The invoice is then owed 1,190.00 less. In parts, each part takes its share of the deposit's VAT (half up to the cent) and the last part what is left, so the parts add back to the deposit. Refused: another customer's invoice or one in another currency, more than is left (*More than is left of the deposit.*), more than the invoice is owed, a date before the deposit.

On the invoice. An invoice still owed whose customer has deposits held says so (*The customer has 595.00 in deposits not yet applied.*), with **Apply a deposit to this invoice…**, which opens the deposit with the invoice chosen.

Voiding. Void with **Why is it being voided?** voids each part applied first (each comes off its invoice, which is owed again, and its entry is reversed), then reverses the deposit's own entry on the day it was received. Neither entry can be reversed from the journal (*This entry belongs to a customer deposit…*). A part applied is voided on its own from **Sales documents** like a debt written off.

Not in it: Sales by customer (section 14.15), which counts invoices and credit notes: a deposit is not a sale until its invoice. **Not built:** deposits in another currency; a receipt for the customer to print.

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13. Purchases

Purchases is Sales the other way round (section 12): the company's **suppliers**, and the **bills**, **supplier credit notes** and **payments** entered from the suppliers' documents, on the **payables account**. The screens, the rules and the way a document is voided or allocated are the same, in Purchases' own words. An accountant meets it for every supplier invoice, till slip and card receipt the client hands over: everything bought is entered as a bill, owed or paid on the spot (section 13.1), and can be read from the supplier's PDF (section 13.2).

The menu: **Purchases → Supplier list**, **Enter bills**, **Read bills from files**, **Pay bills**, **Supplier credit notes**, **Repeating bills** (section 12.10), **Purchase documents**, **Reconcile a supplier statement**, **Where cash bills are paid from**, **Opening bills**.

Document	What it posts	Series
Bill	Each line's net amount debited to its account (an expense, or an asset bought) with its VAT code, the VAT added by the engine, and the total credited to the payables account against the supplier	PB
Supplier credit note	The same the other way round	PC
Payment	The payables account debited against the supplier, the bank or cash account credited	PP
Refund received	The bank debited, the payables account credited against the supplier (section 13.3)	PR

Worked example. A fuel bill from Petrolina of 59.50 including VAT, entered with **Amounts include VAT** ticked on *600021 Motor vehicle running costs* at **P-19**, and **Paid** *Cash (paid now)* from the company card, posts a bill *PB-2026-0001* (600021 debited 50.00, Input VAT debited 9.50, payables credited 59.50 against Petrolina) and, with it, a payment *PP-2026-0001* (payables debited 59.50 against Petrolina, the card's liability account credited 59.50). Nothing is left owed to Petrolina; the card account shows 59.50 owed on the card.

What differs from Sales:

- Only **purchase** VAT codes may be used. A reverse charge or an EU acquisition adds its Input VAT and Output VAT (section 11.3), so the bill's total is the net amount: that is what is owed to the supplier.
- A bill's number is the **supplier's own**, so it is used once **per supplier**: two suppliers may send bills with the same number.
- **A bill entered twice.** While a bill is typed (or opened from **Read bills from files**), a yellow note says when it looks like one of the same supplier's bills already entered: its number written differently (*INV-0012* and *inv 12*: the same letters and digits, leading zeros aside), or the same total within seven days (*A bill of the same amount from this supplier is already entered: INV-0031 of 3 September 2026 (250.00).*). Never refused: the same rent each month, or two deliveries in a week, are right. The same number exactly is refused, as before. A bill being edited is not compared with itself.
- A bill line on a **fixed-asset account** (a class of the register) puts the asset in the fixed asset register by itself (section 9.1). A bill whose asset has depreciation posted, or has been sold, cannot be edited or voided until those are undone there: it still shows **Edit**, and the edit or the void is refused as it is saved ("This document made an asset in the fixed asset register that has depreciation posted on it or has been sold. Undo those in the register first."). A supplier credit note on such an account changes nothing in the register: the asset is corrected there by hand.
- A supplier's usual account is an **expense or asset** account, and its usual VAT code a purchase code. (The refusals for a supplier's name and reference are worded for a customer on screen, "Give the customer's name." and the like; they mean the supplier.)
- **A supplier's country** (on its card, or in the small **Add a supplier** box) says whether its bills are reverse charged: a supplier in another EU state, **P-EUS** for services or **P-EUG** for goods; one outside the EU, **P-NEU** (section 11.8b). Added with no usual VAT code, for a registered company, one abroad starts with P-EUS-19 or P-NEU-19. On its bills that usual code comes **before** the account's own (an *Advertising* account carrying P-19 still gets P-EUS-19 on a bill from Google Ireland), since the supplier's country decides the VAT. A bill line whose code does not fit gets a yellow note as it is typed.
- Only a **bill** has the **Paid** box and **Amounts include VAT**; a supplier credit note and a payment have neither, and a credit note is typed at its net amounts.
- **Which VAT code a line takes.** Choosing the account puts **the account's own VAT code** on the line (section 4.1); an account without one takes the supplier's usual code. Either can be changed on the line. So one bill carries each line at its own rate: a Cyprus supplier's invoice with goods at 19%, food at 5%, zero-rated items and a laptop under the reverse charge of Article 11E is entered as four lines, P-19, P-5, P-0 and P-DRC-19.

- **Article 11E** (mobile phones, laptops, tablets, game consoles, processors): the supplier's invoice shows no VAT and says *Reverse charge Article 11E*. That is not a 0% purchase: the company accounts for the VAT itself, at 19%, with code **P-DRC-19** (section 11.3). The bill's total is the net amount. A laptop of 1,200.00 posts the asset or expense at 1,200.00, 228.00 to Input VAT and 228.00 to Output VAT, and 1,200.00 owed to the supplier.
- **Editing a bill or supplier credit note** works as editing an invoice does (section 12.2): while its month is open and nothing is allocated to it (a cash bill's own payment apart, section 13.1), it keeps its number and its entry's history keeps every version.
- **VAT by rate.** Under the lines, the bill is set out code by code as the supplier's invoice is: the net and the VAT of each code, and, for a reverse charge or goods from the EU, the **VAT you account for**, which is posted to Output VAT and Input VAT and is in no total. Check it against the invoice before recording. Sales invoices show the same table.
- The payables account is the chart's own trade payables account (an active liability account in category 2.G.1.1, the lowest numbered: *250000 Trade payables* on the starter chart), or **Trade payables** if there is none. Like the receivables account, it cannot be deleted, have its type changed or be made inactive.
- **Aged payables** shows what is owed to each supplier by age, at any date, against the payables account, and downloads as Excel, PDF or CSV (section 12.4).
- **Pay bills** (Purchases → Pay bills) lists every open bill of the company, oldest due first (an overdue due date in red), filtered if wanted by the due date (**Show bills due on or before**) and the **Supplier**; bills ticked stay ticked while the filters change. The bills ticked are paid together: one **payment** (PP) for each supplier and currency among them, from the account in **Paid from** (any active asset account that is not a VAT or control account, such as a bank or petty cash, or a director or employee or the card set up under Where cash bills are paid from), on the **Payment date**, allocated to each bill for the **Amount to pay** against it (what is left, unless changed; no more). The line under the list says how many bills are ticked, how many payments that makes and their total, and marks a ticked bill that cannot be paid as typed. At most 300 bills at a time. A payment date in a locked month opens the box **Why post into a locked month** for an approver. A bank account kept in another currency is offered only while every bill ticked is in its currency (section 12.5). All the payments are recorded, or none are. Two people paying the same bills at the same moment are taken one after the other: the first pays them, and the second is told they were paid meanwhile, records nothing, and is shown the list again as it stands. A payment on account, with no bill, is recorded on the single payment form, **Pay a supplier on account instead…**, which takes the supplier chosen in the filter. Once recorded, the payments in euro can go to the bank as one SEPA file (section 13.5).
- **Supplier statements** (Reports → Payables › Supplier statements) are the customer statement the other way round, to check against the statement a supplier sends: bills (**Billed**) add to the balance, payments and credit notes take off it.
- **Bills in another currency** work as invoices do (section 12.5).

- **Opening bills** (Purchases → Opening bills, posted by approvers) bring in the bills unpaid when the books start, from QuickBooks' **Unpaid Bills** report or any sheet, as opening invoices do (section 12.7). A bill's number need only be unused for that supplier.

A customer that is also a supplier. Adding a supplier with the name of an existing customer (or the other way round) makes that same contact a supplier too, with the details already on file; the details typed on the new card are not used, except its usual account and VAT code. Its one set of details (name, address, VAT number, payment terms, notes) serves both, but each side has its own **usual account** and **usual VAT code**: an income account and a sales code on the customer card, used by its invoices; an expense or asset account and a purchase code on the supplier card, used by its bills and by reading its bills from files (section 13.2). Saving one card leaves the other side's two boxes as they are. Usual accounts and codes saved before 7 October 2026, when one pair served both, were moved to the side they belong to: an expense or asset account and a purchase (P-) code to the supplier's, an income account and a sales code staying the customer's.

Who may do what in Purchases is as in Sales (section 12.1): everybody given the company sees; preparers and approvers enter, pay, allocate, void, keep the paying accounts and read bills from files; approvers alone post into a locked month and bring in opening bills. For a viewer **Enter bills**, **Read bills from files**, **Pay bills** and **Supplier credit notes** are greyed on the menu. **Purchase documents** is the Sales documents list for Purchases, its **Document** filter offering Bill, Supplier credit note, Payment and Refund received; a bill paid in cash, and its payment, carry a **Cash** mark.

13.1 Bills paid in cash

Most small purchases are paid on the spot: a till slip, a card payment, petty cash. They are still bills, so the supplier's account shows everything bought from it and the VAT is claimed from the same form. Every purchase is entered as a **bill**, on **Purchases → Enter bills**, whether it is owed to the supplier or was paid on the spot. The box **Paid** says which:

Paid	What is posted	What is left
On credit (pay later)	The bill (series PB)	Owed to the supplier until **Pay bills** settles it
Cash (paid now)	The bill (PB) and, with it, its payment (PP) from the account in **Paid from**, allocated to it in full	Nothing: the bill is paid

So a supplier's account shows everything bought from it, cash or credit, and a cash bill is never left open in **Aged payables**. A cash bill is due on its own date: the **Due** box goes away. In the lists it carries a **Cash** mark, and its page says **Paid in cash from** and where.

Paid from is **petty cash** unless another is chosen: the petty cash marked **Cash pays from** under **Where cash bills are paid from**, or the only one there is. Where there is none (or several, none marked), the box starts empty, says so and asks for a choice. **Cash (paid now)** with **Paid from** left empty is refused, on that box, and nothing is saved (*Choose where the bill was paid from: … If it is not paid yet, set Paid to On credit (pay later).*): a bill marked paid is never quietly recorded as owed. It can be changed on the bill to a bank account, another petty cash, a director or employee who paid personally, or the company card. A bank account kept in another currency is in the list too, marked with its currency (*Dollar account (USD)*), and offered only for a bill in that currency: the payment is in the bill's own currency, as the account's statement shows it. Change the bill's currency and one that no longer fits is let go of.

Where cash bills are paid from (Purchases → Where cash bills are paid from):

Kind	Account	What its balance means
Bank account	The bank's own account (Bank → Bank accounts), in the books' currency	Money at the bank
Petty cash	An asset account	Cash held
Director or employee	A liability account	What the company owes them for what they paid personally
Company credit card	A liability account	What is owed on the card

The bank accounts are listed from Bank, with their balance now; the others are added here — the **Kind**, the **Account** and a **Name** (the account's name if left empty) — and **Save**. **Cash pays from** (a round button, on petty cash rows only) marks the one petty cash a bill marked Cash is paid from; only one, and only a petty cash in use. **In use** decides which are offered as **Paid from** on a bill and on Pay bills: one unticked is not offered, and a bill cannot be paid from it, while the bills already paid from it stay as they are; ticked again, it is offered again. An account can be listed once, never a bank, VAT or control account, and each kind takes accounts of its own type only (the **Account** list offers no other). The screen has no way to delete a row: one no longer used is unticked from **In use**, and kept, since bills may have been paid from it. A row saved with another **Account** is a new row: the old account stays, switched off. A bank account switched off under **Bank → Bank accounts** (**In use**, section 16.1) is listed here but not offered on a bill. The person is repaid, and the card cleared, by coding the bank payment to that account (section 16.3). **Pay bills** can also pay a supplier from a director or employee, or the card, set up here.

Example. The director pays a 119.00 courier bill personally. Entered as a cash bill from *Andreas Georgiou (director)* on *250005 Directors' current accounts*, it leaves 119.00 owed to him on 250005. When the company transfers him 119.00, the bank line is coded to 250005, and his account is back to nil.

Amounts include VAT. Ticked on a bill, each line is typed as a till slip prints it, VAT included (the column is headed **Amount incl. VAT**), and the VAT is taken out of it: the net is what is left once the VAT at the line's code is taken off, and net and VAT add back to the amount typed (59.50 at P-19 is 50.00 and 9.50). A VAT typed on the line (the slip's own) is kept, and the net is what is left. The bill is saved with its nets, and opens again that way when edited. For a company not registered for VAT on the bill's date nothing is taken out: the VAT is part of the cost.

A supplier not on the list can be added from the foot of the supplier list on the bill (section 1.3b). A bill read from a file whose supplier is not on the list offers it as **(new, added to the supplier list on save)**, and saving the bill adds it.

Editing a cash bill takes its payment off, edits the bill as any bill is edited (section 12.2), and pays it again as it now says: from where, how much, and whether it is still cash. Its old payment is voided, so the general ledger shows the reversal. A bill on credit with nothing paid against it can be edited into a cash bill, and a cash bill into one on credit.

Voiding a cash bill voids its payment with it, with the same reason and on the same date: the bill's own date, or the date chosen for the void. So a cash bill in a locked month voided into an open one leaves the locked month alone, and a preparer can do it. The payment itself cannot be voided, or taken off the bill, on its own: it goes with its bill. Its page says so (**Cash payment**: made as a bill was entered paid in cash), and **Void** or **Take off** there is refused: "This payment settled a bill entered as paid in cash. Void or edit the bill; its payment goes with it."

The audit trail names the payment on the bill's own line (section 2.6): for an edit, the payment taken off with its entry number, amount and the reversal that undid it, and the payment made for the new version; for a void, the payment voided with the bill and its reversal.

A cash bill whose payment is matched to a bank statement line cannot be edited or voided: the statement says that payment was made, and a reconciliation may stand on it. The bill says why in place of **Edit**. Undo the match first under **Bank → Match and reconcile** (undoing the reconciliation first if the line is reconciled), then edit or void the bill, and match the line again to the new payment.

A cash bill paid from the bank credits the bank through its payment. When the statement comes in, its line is matched to that payment (**Already in the books**), not coded again (section 16.3).

The former Expense form. Expenses were entered on a form of their own (series EX) until 27 September 2026. Those entered then are kept, and **Purchase documents** says how many there are, with **Show them**: the list between two dates, each expense with its entry, lines and receipts, and **Void** for one entered wrongly, and the list as an Excel file. No new expense is entered there, or anywhere else: the application refuses to post one, even when asked directly by a program or an old browser tab, and says to enter it as a bill paid in cash on **Purchases → Enter bills**.

13.2 Reading bills from files

Reading bills saves typing them. It is meant for the suppliers whose bills come as PDFs from their own systems (utilities, telephone, fuel cards, wholesalers), which look the same every month.

Purchases → Read bills from files reads a supplier's bill into the **Enter bills** form, for you to check and save. Nothing is posted until you save it. The bills are read on the application's own server, from the text inside the PDF, or from a photo or a scan by text recognition: nothing is sent anywhere else. The application keeps only the bills saved, their files, and each supplier's reading rule.

Each supplier's bills are read by its **reading rule**: the figures marked on its first bill, once. The application remembers the words printed next to each figure — "Invoice No:" to the left of the number, "Total EUR" to the left of the total, "Amount" over the column a figure heads — and finds those words again on the supplier's next bills, however far down the page they are printed. A figure with no words beside it is found by its place on the page instead, and said so.

Example. On the first PDF bill from the company's telephone supplier the person marks *Supplier's VAT number*, *Bill number*, *Date*, *Net amount*, *VAT* and *Total*, chooses *600008 Telephone and postage* on the line and saves it. The next month's PDF from that supplier, dropped on the box, shows **Ready to check**, and opens on the form with the new number, date and amounts, the supplier, and *600008* with the VAT code last month's bill was saved with.

- **What can be read:** a PDF made by the supplier's own system (one with its text in it), dropped as it is or attached to an email saved as **.eml** or **.msg** (up to five PDFs or photos of one email are looked at; the first with a known supplier's rule is the one read). Only the first twenty pages of a PDF are read. A **photo** (JPEG, PNG or WebP), or a **scanned PDF** with no text in it, is read by **text recognition**, English and Greek, its words then marked and read like a PDF's (below). An iPhone's HEIC photo, or a GIF, is refused: save it as JPEG, PNG or PDF. Up to 10 MB a file.
- **Drop the files** on the box, or click it and choose them. They are read one after another: each shows **Waiting** until its turn, then **Reading…**, then one of
  - **Ready to check**: the supplier has a reading rule, and the bill was read with it, with the supplier, number, date and the total as printed;
  - **Figures to mark**: a bill from a supplier with no reading rule yet;
  - **Type it in**: a photo or a scan whose words could not be read (too dark, blurred, or not a bill), or a PDF that would not open, with why;
  - **Not read**: a file of another kind, or an email that would not open, with why;
  - and, once saved, **Saved** with the entry's number.
- **Whose bill it is** is found from the bill itself: the VAT number printed on it, compared with your suppliers' (the company's own, printed as the buyer's, passed over); else the supplier's name as marked on its first bill; else its name on the supplier list. Where two suppliers fit equally, none is chosen and you choose.

- **Mark the figures** shows the bill word by word, as it is printed, with a box for each figure on the left: **Supplier's name**, **Supplier's VAT number**, **Bill number**, **Date**, **Due date**, **Net amount**, **VAT** and **Total**. Choose a box, then click its figure on the bill; the next empty box is chosen for you. A figure printed in two or three words (15 Sep 2026, or a name): click each word, one after another. Click a marked word again to take it off, or **Clear** a box. The **Total**, or the **Net amount**, must be marked; the rest helps. A bill of more than one page has **Page 1 of 2** and arrows to turn it. **Supplier** above the boxes is the supplier found, or **New supplier: the name marked on the bill**, added to the list when the bill is saved. Dates are read day first, as Cyprus prints them (15/09/2026, 15.9.26, 15 Sep 2026, 15 Σεπτεμβρίου 2026); amounts however they are printed (1,190.00, 1.190,00, 1 190,00, € apart or not). A mark that is not what its box needs is refused, when **Fill in the bill** is pressed, with why, named by its box (not an amount, not a date, not a VAT number, the company's own VAT number, words not next to each other on one line, no total or net marked, no supplier chosen). **Back to the files** leaves without marking.
- **Fill in the bill** opens the **Enter bills** form, filled in from the marks: the supplier, number, date, due date, and one line — at the net, with its VAT code to work out the VAT, or without a net marked, at the total with **Amounts include VAT** ticked (a company not registered for VAT: the total). The line's account and VAT code are the supplier's usual ones (section 13) until a bill has been saved with the rule; then they are what the last bill read so was saved with, as are the description, the currency, and whether it was paid at the time and from what. A bill with more than one VAT rate is split by rate (below); one with more than one kind of cost needs its line split on the form.
- **Check the bill** opens a bill read with its rule the same way. **Mark again** marks its figures afresh, for a supplier whose bills have changed.
- **Enter by hand** opens a blank **Enter bills** form for a photo or a scan, the reason above it; the file is kept with the bill when it is saved.
- **Above the form** is what the reading says besides: the total and VAT as the bill prints them, to check against the form's totals; a figure not found on the bill; one found only by its place on the page, the words beside it not being there (check it); a net and VAT that do not add up to the total; and a supplier known only by its name. **Open the file** shows it beside.
- **Check before saving.** The note above the form turns yellow, and the list shows **to check**, when the VAT number on the bill is not the one on file for the supplier it was taken to be from. Check that the bill is from that supplier before saving. A flag stops nothing: you decide, as with every box.
- **Check every box and save** as any bill (section 13). The file is kept with the bill as its supporting document (section 1.6): the PDF or photo as dropped, or the email's attachments. The list shows **Saved** with the entry's number, and **Open the bill**. A bill whose figures were marked keeps the supplier's reading rule as it is saved: "From now on, bills from … are read by the figures you marked." A bill read with a rule updates only what the form will start with next time. A bill typed in keeps no rule, and a rule is kept only from a bill, never from a supplier credit note.
- **Cancel** on the form goes back to the files, where the bill waits to be checked again. **Take off the list** (the **×**) removes a file from the list; a bill already saved is not touched. The list is kept while you work elsewhere and cleared when the page is reloaded.

Photos and scans. A photo of a bill, or a scanned PDF, has no text in it, only a picture of the text. The application reads the picture's words by text recognition (the Tesseract engine, on the application's own server, English and Greek) and then treats them as a PDF's: the figures are marked on the first bill from a supplier, and its next bills are read by the rule. The note above the form then says *Read by text recognition from a photo or a scan: check every figure against the bill before saving.* Recognition is less sure than a PDF's own text: a 1 read as a 7, a comma as a full stop, a word left out. Open the file beside the form and check each figure. A word the engine is unsure of is left out rather than guessed. A photo is read best taken straight on, flat, in good light, the whole bill in the picture. Up to five pages of a scan are read.

Example. A petrol station's receipt photographed on a phone and dropped on the box shows **Figures to mark**, its words laid out as printed. Mark *Total* on "38.50" and *Date* on "03/10/2026", fill in the bill, check the figures against the photo and save.

Several bills in one PDF. Some suppliers send a month of bills in one PDF, one bill after another. When the supplier has a reading rule whose **Bill number** was found by the words beside it, and the PDF has more than one page, each page is looked at for its own bill number: a page with a new number starts the next bill, and a page with no number of its own (or the same one) stays with the bill before it. Each bill then has its own line in the list, **Ready to check**, with its pages beside the file's name, *(pages 1 to 2)* or *(page 3)*, and the note above the form says *Bill 2 of 3 in … (page 3): the whole file is kept with each.* Check and save each in turn. A PDF of one bill over two pages stays one bill.

Example. The water board's PDF for September holds three bills for three meters, INV-9101 on pages 1 and 2, INV-9102 on page 3 and INV-9103 on page 4. Dropped on the box, it gives three lines, each **Ready to check** with its own number, date and amounts.

A bill with more than one VAT rate. A supermarket's or a wholesaler's bill may charge 19% on some things and 9% or 5% on others, and print a VAT analysis: each rate with its net and its VAT. When a bill read with a rule prints such lines — a rate (*19%*, *19 %*, *(9%)*), and beside it a net and the VAT at that rate on it, to the cent — and they add up to the total read (or to the net and VAT read), the form gets **one line for each rate**, at its net, highest rate first, each with the supplier's usual code moved to that rate (P-19 to P-9, P-BL-19 to P-BL-9; P-0 for 0%), and the account the bill would otherwise have. The note above the form says so: *The bill shows VAT at 19%, 9%: one line for each, at its net (100.00 at 19%, VAT 19.00; 50.00 at 9%, VAT 4.50). Check each line's account.* When a rate shows on several lines (each item's, then the analysis at the foot), the last is taken, or they are added up, whichever adds up to the bill. Anything that does not add up, a single rate, a supplier whose usual code is not a plain or blocked purchase code (a reverse charge), or a rate whose code the company cannot use, leaves the bill as one line.

Example. Alphamega's bill: coffee 50.00 at 9% (VAT 4.50) and paper 100.00 at 19% (VAT 19.00), total 173.50. The form opens with two lines, 100.00 at P-19 and 50.00 at P-9, both on *600033 Office expenses*; change the coffee's account to *600034 Staff welfare* and save.

A supplier's reading rule is shown on its record (**Purchases → Supplier list**, the supplier), under **Reading its bills from files**: which figures it reads, from which file it was marked, by whom and when, whether its

bills are known by its VAT number or its name, and any figure found only by its place on the page. **Clear the reading rule** (after a yes) makes the supplier's next bill be marked afresh; bills already saved are not changed. Marking a rule and clearing one are in the audit trail (**Supplier's reading rule marked**, **Supplier's reading rule cleared**), and so is each file read (**Bill read from a file**).

Who may do it: preparers and approvers, as for entering a bill. A viewer sees a supplier's rule but reads no files.

Safety and limits. A PDF's text, and an email, are opened apart from the rest of the application, with 10 seconds and 256 MB to open in, and the whole reading — the email and every PDF in it — 55 seconds at most: one that runs over, or cannot be taken apart, is typed in or refused, and slows nobody else down. A PDF's own scripts are never run. No more than four files are opened at once on the server, by everyone together; a fifth is told to drop it again in a moment. Text recognition has 30 seconds and 512 MB a file, within the 55, and runs for no more than **two files at once** on the server. Each person may have **two files read at a time** and **30 in a minute**; one over is told to wait, and for how long.

A file of several bills with no rule to split it. A PDF of two pages or more whose bills the supplier's rule cannot tell apart — a supplier with no rule yet, or one whose bill number is read only by its place — has **Split into bills** on its line. It opens a box: *This file has 3 pages. Type each bill's pages, in order, for example 1-2, 3, 4-5.*, filled with where it seems to be cut — a page saying *Page 1 of …* (or *Σελίδα 1 από …*) starts a bill, failing that a page whose *Invoice No* (or *Τιμολόγιο αρ.*) differs from the page before — and *It looks like 2 bills.* **Split** makes each bill a line of its own, its pages after the file's name: read by the supplier's rule, or **Figures to mark**. Marked on one of them, the others of the file still to mark are read with the same marks. Pages not given in order, each once (*Type each bill's pages in order, every page of the 3 once…*), are refused. The whole file is kept with each bill. On the audit trail: **File of bills split**.

Several slips in one photo. A photo of several till slips or small bills laid out together, read by text recognition, has **Split into 3 slips** on its line when its words fall into groups set apart from each other — each with an amount and a few words, a word joined to its neighbours across gaps of less than about two letters' height sideways and a line's height down. Clicked, each slip becomes a line of its own, *photo.jpg (slip 2)*, left to right in rows from the top: read by the rule of the supplier it names when it has one, else **Figures to mark**. The photo is kept with each bill. Slips touching or overlapping are read as one: lay them apart before the photo.

Not built: a VAT analysis printed without the % sign, or with each rate's net and VAT on different lines; a bill's lines split by kind of cost. A bill emailed to a company's own address (the documents inbox) is read from there with **Read as a bill**.

13.3 Refunds received from suppliers

Money a supplier pays back: a supplier credit note for goods returned, a bill paid twice or paid too much on. On a payment or supplier credit note with something not allocated, **Paid back by the supplier** takes **Received on**, the **Amount** (to start, all that is left), **Paid into** (to start, the account the payment came out of) and a **Reference**. Its entry (series **PR**) debits the bank and credits payables against the supplier; the payment or credit note is allocated to the refund, as a payment is to a bill, so both are used up and the

supplier owes nothing. A refund received plays the part of a bill in the ageing and on the supplier's statement, and its line on the bank statement is **Already in the books** (section 16.3). As in Sales (section 12.9): asked first, in the books' own currency only, not edited, dated in a locked month by an approver alone with a reason (**Why post into a locked month**), never in a closed one, and voided with its allocations. **Paid into** starts empty on a supplier credit note, or on a payment made by a person or on a card. Its refusals are worded as Sales' ("That is more than is left of the receipt or credit note."). The documents list shows it as **Refund received**.

Example. A supplier credit note PC-2026-0003 of 238.00 for goods returned is left on the supplier's account. The supplier transfers the 238.00. **Paid back by the supplier** into 150004 Bank current account posts *PR-2026-0001*: the bank debited 238.00, payables credited 238.00 against the supplier, and the credit note is allocated to it.

13.4 Reconciling a supplier statement

A supplier's monthly statement is its record of the company's account: its invoices, the payments it has received, its credit notes, and the balance it says is owed. **Purchases → Reconcile a supplier statement** sets it against the supplier's account in the books, so that a bill not entered, a credit note not received, a payment the supplier has not had, or a bill entered at the wrong amount is found. Nothing is posted or kept: what it finds is put right in the usual way (enter the bill, the credit note), and the statement reconciled again.

1. **Choose the supplier** the statement is from. Until one is chosen the box says *Choose the supplier above first* and takes no file.
2. **Drop the statement** on the box, or click it and choose it: a **PDF** from the supplier's system, a **scan** or **photo** of a paper one (read by text recognition, section 13.2), an **Excel** file (.xlsx, .xls) or a **CSV**, or an email (.eml, .msg) with one attached. Up to 10 MB.
3. **Reading.** The columns are found by their headings, in English or Greek: the date (*Date*, *Ημερομηνία*), the reference (*Reference*, *Doc No*, *Invoice No*, *Παραστατικό*), the description, **Debit** (*Χρέωση*) and **Credit** (*Πίστωση*) or a single **Amount**, and the running **Balance** (*Υπόλοιπο*). On a PDF each figure is taken under the heading it is printed beneath. A debit is what the company owes more (an invoice), a credit what it owes less (a payment, a credit note). A line reading *Balance brought forward* (or *Opening balance*, *Υπόλοιπο από μεταφορά*) is the opening balance, not a line; *Balance due* or *Closing balance* with no date is the closing one. Where the running balance moves the other way from the columns, the columns are taken to be the other way round and turned to follow it. A single Amount column is signed as printed (minus, brackets or CR take off); unsigned, by the running balance, else by its words (a payment, a credit note takes off). A statement printed newest first is put in date order. With no headings found, each line is read as its date, its words and its figures, the last of two or more being the running balance. A reference is the line's own Reference column, or the first word with letters and digits (*INV-9101*), or a number of four digits or more.

4. **Setting it against the books.** The books are the supplier's bills, credit notes, payments and refunds (as **Reports → Payables › Supplier statements** shows them, section 12.6) dated from the statement's first line to its last, in the currency chosen (**Currency** appears when the supplier has documents in more than one). Each statement line is matched:
   - **By reference**: its reference, or a word in its description, is a document's number or reference in the books — the same letters and digits, or the same number of four digits or more (*9101* and *INV-9101*) — the same way round (a charge with a bill, a payment with a payment or credit note). At the same amount it is **matched**; at another, it is **the same document at another amount**.
   - **By amount and date**: else the same amount the same way round within **14 days**, the nearest date first.
   - What is left is **on the statement, not in the books**, or **in the books, not on the statement**.
5. **The result. The statement's balance** (its last running balance, or the one it prints, or its lines added up), **the supplier's balance in the books at the same date**, and the **Difference**, explained by: **Balances at the start differ** (the statement's brought forward against the books' balance the day before its first line), **On the statement, not in the books** (each line's amount), **In the books, not on the statement** (each, the other way round), **The same document at another amount** (the statement's less the books'), and **Not explained**, which is 0.00 when every line was read. A figure not explained means a line was not read, or the statement's own lines do not add up to its balance (the note above says so). Below are the four lists, each drawn with a dash when empty.
6. **Excel** downloads the reconciliation (sheets **Reconciliation** and **Lines**, every line with what it was matched to); **Print or PDF** prints it.

Choosing another supplier clears the screen: a statement is always one supplier's.

Example. Petrolina's September statement: brought forward 500.00; INV-9001 1,190.00; payment received 500.00 on 12 September; INV-9044 2,975.60; credit note CN-12 100.00; balance 4,065.60. In the books: INV-8800 500.00 in August, INV-9001 1,190.00, a payment of 500.00 on 11 September, INV-9044 entered at 2,975.00 and a payment of 300.00 on 22 September; 3,865.00 at 25 September. The difference, 200.60, is explained by the credit note not entered (−100.00), the 300.00 payment Petrolina had not yet had (+300.00) and INV-9044's 0.60. INV-9001 is matched by its number, the 500.00 payment by its amount a day apart. Enter the credit note and correct the bill; the 300.00 will be on next month's statement.

Who may do it: everybody given the company, viewers included, as for any report. Each reconciliation is in the audit trail (**Supplier statement reconciled**), with the supplier, the dates and the difference. Reading a file counts towards the same limits as reading a bill (section 13.2): two at a time and 30 in a minute for each person.

One line for several. After the matches by reference and by amount, a line on one side left over is matched to two or three on the other that add up to it to the cent, within 62 days of it — a payment of two bills at once, a bill paid in parts, two bills on the statement entered as one — the nearest in date first. They are listed under **One line for several** (**On the statement**, its amount, **In the books**, its amount) and take no part in the difference.

Kept. Keep this reconciliation keeps it (*The reconciliation is kept: tick off each line left over as it is dealt with.*), listed under **Reconciliations kept** at the top of the screen (**Supplier**, **Statement dates**, **File**, **Difference**, **Not explained**, **State**). Opened again by clicking it, a kept reconciliation is set against the books as they stand then: a credit note entered since is matched by its number and leaves the list. Each line left over has a **Dealt with** box and a note (*What was done*): ticking it saves it at once, with who and when, and the line is struck through. Under the buttons: *Kept by … on …. Lines left to deal with: 1.* **Mark done** (after a yes that says how many lines are not ticked) stops the ticks changing (*It is marked done: open it again to change a tick.*) until **Open it again**; **Remove it** (after a yes) takes it off, nothing in the books changing. **Excel** of a kept one has a **Dealt with** column. Keeping, marking done, opening again and removing are on the audit trail (**Supplier reconciliation kept**, **… marked done**, **… opened again**, **… removed**); preparers and approvers keep and tick, viewers see.

Not built: a statement whose lines are on two lines of the page each; a customer's statement of the company's own account (Sales); sets of four or more lines.

13.5 Paying by SEPA file

The payments Pay bills records can go to the bank as **one SEPA credit transfer file**, to upload in the bank's business e-banking (Bank of Cyprus, Hellenic, Eurobank, Alpha and the rest take it for bulk or file payments) rather than typing each payment again there. It is the ISO 20022 *pain.001.001.03* file, the version the Cyprus banks take.

After Pay bills. Once **Record the payments** has recorded them, the screen offers **Send the payments to the bank**: *Payments just recorded: {n}, {total} in all. They can go to the bank as one SEPA file*. Choose **Pay on** (today, or a day to come: the day the bank is to make them) and **Download the SEPA file**. Upload it at the bank and approve it there: nothing is paid until the bank's own approval, and the file can be downloaded again while the screen is open. Leaving the screen clears the offer.

What the file holds:

- the company as the payer, its IBAN the **Account number or IBAN** of the bank account paid from (Bank → Bank accounts, section 16.1);
- one transfer for each payment: the supplier's name and the IBAN (and BIC, if given) on its card (section 12.1), the amount, and as the words the supplier reads, the bills it pays (*Bills 2026/118, 2026/131*) and the payment's reference; the payment's entry number (*PP-2026-0004*) as its end-to-end reference;
- names in Latin letters: a Greek name is written in Latin letters (*Παπαδόπουλος* → *Papadopoulos*), and anything a bank refuses (*&*, quotes) is left out;
- the charges shared (*SLEV*), as SEPA has them.

What stops it, said by supplier, and no file is made until it is put right:

- the bank account paid from has no IBAN, or one that does not check out;
- a supplier with no IBAN, or one that does not check out (*Andreou Ltd has no IBAN. Put it on their card (Purchases → Supplier list), then make the file again.*), or a BIC that is not 8 or 11 characters;

- a payment in another currency: SEPA is euro only (only the payments in euro are offered);
- payments from more than one bank account, or one voided since;
- a day to pay on that has gone.

On the statement. Each file made is kept with its payments. When the statement comes in (section 16.2), the one line a bank shows for the whole file is suggested as **the SEPA file**, matched to all its payments at once; a bank that shows one line for each payment names it by its entry number, and that line is suggested as that payment (section 16.3).

Only who may record payments (preparers and approvers) makes the file; the audit trail records each one made (**SEPA payment file made**), with how many payments, their total, the day and the account. **Not tested against a bank yet**: the file follows the published pain.001.001.03 standard; try the first one at the bank with a small payment.

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14. Management accounts

The management accounts are the monthly pack an accountant sends a client: how the month and the year so far went, where the company stands at the month end, and where the cash went. **Reports → Management reports › Management accounts** shows, for the month chosen, the company's **profit and loss**, its **balance sheet**, its **cash flow** (section 14.1) and its **key figures**, from its own books (not the statutory adjustments). It opens on the current month; choose another **Month** and click **Show**. A month outside every financial year of the company is refused (*That month is in none of the company's financial years.*), and so is an empty one (*Choose a month.*). Everyone of the firm given the company can see it, a viewer included; somebody from outside the firm sees no reports at all (section 2.1).

The profit and loss goes account by account, each account under its heading and named as in the chart:

Heading	Accounts
Revenue	Income accounts, except those mapped to other operating income or to finance income
Cost of sales	Accounts of type *Cost of sales*
Gross profit, and the gross margin	
Other operating income	Income accounts mapped under 5.T.4
Administrative expenses	Accounts of type *Administration*
Selling and distribution expenses	Accounts of type *Selling and distribution*
Operating profit	

Heading	Accounts
Finance income	Income accounts mapped under 3.Q.4.6, exchange differences: the exchange gains account (section 12.5)
Finance costs	Accounts of type *Finance costs*, the exchange losses account among them
Profit before tax	
Tax	Accounts of type *Tax*
Profit for the period	

Each heading closes with its total (*Total revenue*, *Total cost of sales* and so on). Income and costs both show as positive figures; a negative figure is in brackets, and nothing is a dash. A heading with nothing in any column is left out, and so is an account with nothing in any column. A report grouping (section 14.3) is one line, with its accounts folded beneath it.

The columns: the month, the same month last year, the year to date, the year to date last year, and the **Change** between the two years to date. Last year's columns are empty where the books here began after them, and a notice says so (*Last year's columns are empty: the books here began after it.*). Where the financial year began part way through a month, that month's column starts on the year's first day.

The balance sheet, at the month end against the last year end: non-current assets, current assets, **total assets**; non-current liabilities, current liabilities, **total liabilities**; **net assets**; then equity, with the **profit for the year to date** and, while an earlier year is not yet closed (section 6.1), **earlier years' results not yet closed**. Each column reads its own year as still open: the last year end shows last year's result as the year's, not inside retained earnings. Total equity equals net assets; if it does not, the screen says *The balance sheet does not balance. The books are out somewhere: check the trial balance.*

The key figures, always for the year to date whatever the columns chosen: revenue, the gross margin, **EBITDA** (operating profit with depreciation and amortisation added back: the expense accounts mapped to a category whose name begins *Depreciation* or *Amortisation*), the profit, and **cash and bank** at the month end (every account mapped under 1.F.1, section 14.1). Each shows last year's figure beneath it (for cash, at the same month end last year).

An example of EBITDA. To 30 September the operating profit is €40,000 and the accounts mapped to *5.T.2.87 Depreciation* hold €6,000. EBITDA is €46,000. A depreciation account with no mapping category is not found, and EBITDA shows €40,000: hence the notice about unmapped accounts.

- **Click a figure** on an account's line to open the general ledger for that account and that period (a balance sheet figure: every entry to its date); ‹ before the page title comes back to the report as it was. A figure in a **Budget**, **Variance** or **Change** column opens it too, but shows the actual entries: for a Budget column those of its period, for Variance and Change every entry to the column's date. A figure on a cash flow line opens the general ledger of every account it is worked from, for that column's period.
- **Excel** downloads four sheets: the profit and loss, the balance sheet, the cash flow and the key figures, laid out as on the screen. A balance sheet that does not balance, or a cash flow that does not reconcile, says so on its sheet too.
- **Print or PDF** prints the report alone, the balance sheet on a new page. For a PDF, choose *Save as PDF* as the printer.
- Accounts with figures but no mapping category are counted in a notice (*{n} accounts with figures have no mapping category…*): until they are mapped, other operating income, EBITDA and cash may be understated.

Choosing what to show. Beside the month:

- **Compare with**: *Last year* (the columns above) or *The budget*: the month, its **Budget** and the **Variance**, then the year to date, its **Budget** and the **Variance** (section 14.2). With no budget entered for the year, a notice says so (*No budget has been entered for this year…*) and the budget columns are noughts.
- **Profit and loss**: *As a whole*, or *By business line*: a column for each line of business, one for what is **Unallocated**, and the total, **For** *The year to date* or *The month* (section 14.4). **Compare with** is hidden meanwhile. With no lines set up, a notice sends you to Settings → Business lines.

The balance sheet, the cash flow and the key figures are the same whichever is chosen.

14.1 The cash flow

The cash flow answers the client's question "we made a profit, so where is the money?". It sits below the balance sheet in the management accounts, for the month and the year to date, this year and last, by the indirect method, from the books:

Line	From
Profit before tax	Every income and expense account except tax
Depreciation and amortisation	Added back, as for EBITDA
Inventories, receivables, payables	The movement in the balance sheet: inventories (1.C), the other current assets, and the current liabilities and provisions (2.M.2)

Line	From
Tax paid	The tax charge and the movement in tax balances (2.H.4, 2.M.1, 1.A.6)
Property, plant, equipment and intangibles	The movement in the other non-current assets, before depreciation
Investments	Accounts mapped under 1.B
Borrowings	Accounts mapped under 2.I, 2.J and 2.K, and any other non-current liability
Dividends paid; share capital and other equity	Equity accounts: 2.P.9, and the rest
Cash and bank at the start and at the end	Every account mapped to 1.F.1 *Cash at bank and in hand* or a category under it (below)

Cash and cash equivalents are every account mapped to **1.F.1** *Cash at bank and in hand* or to any category under it: cash in hand (1.F.1.1), cash with brokers and in transit (1.F.1.1.1, 1.F.1.1.2), current and notice accounts (1.F.1.2.1, 1.F.1.2.2), bank deposits (1.F.1.3), and the impairment against them (1.F.1.9). The mapping decides, not the account's type: a bank overdraft kept as a liability but mapped to current accounts counts as cash, a negative amount, and is not a payable. So money moved from one of these accounts to another, from the bank to a deposit, is no movement in cash at all. The dashboard's **Cash and bank** and the management accounts' cash figure use the same rule, so the three always agree.

An example. On 1 September the current account holds €8,000 and the overdraft facility, mapped to current accounts, is €2,000 overdrawn: cash at the start is €6,000. €5,000 moved to a fixed deposit (1.F.1.3) shows nowhere in the month's cash flow; cash at the end is still €6,000 plus whatever came in and went out.

Every balance-sheet account falls in exactly one line, so the cash flow comes to the movement in cash. If it ever does not, the screen says *The cash flow does not come to the movement in cash. Check that every account has its mapping category.*

14.2 Budgets

A budget is what the client expects each month to bring; the management accounts set the actual figures beside it. **Reports → Management reports › Budgets** holds the budget for a financial year: one figure for each income and expense account in each month, entered as the profit and loss reads it (income and costs both positive). Choose the **Financial year**, type the figures and click **Save**; the year's total for each account shows as you type, in **Year**. A figure left empty is nought.

- **Fill with last year's figures** puts in what was posted in the books (not the statutory adjustments, not the closing entry) in the same months of the financial year before, as a starting point. It is greyed where that year is not in the books or has nothing posted, and asks first if figures are already typed (*Fill the budget with last year's figures?*). Nothing is kept until **Save**. A viewer, whose boxes are locked, does not have the button.
- The grid lists the active income and expense accounts, and any inactive one that has a budget figure, under the headings of the profit and loss and in its order (the table at the start of this Part): Revenue, Cost of sales, Other operating income, Administrative expenses, Selling and distribution expenses, **Finance income**, Finance costs and Tax. Finance income holds the exchange gains account (mapped under 3.Q.4.6), so expected exchange gains are budgeted there. Report groupings (section 14.3) and the business-line split (section 14.4) list the accounts under the same headings. Choosing another **Financial year**, or leaving the screen, with figures not saved asks first (save, discard, or stay).
- **Save** replaces the year's whole budget with what is on the screen. **Discard the changes** puts back what was saved.
- An amount is typed *1,200.50*, *-300* or *(300)*, at most two decimals; anything else is refused (*That is not an amount.*, the box in red), and an absurdly large figure too (*That figure is too large.*).
- A company with no financial year has no budget (*That month is in none of the company's financial years.*).
- Preparers and approvers type; a viewer sees the figures only, with no **Save**. Every save is on the audit trail.

The variance is the actual figure less the budget, both as the profit and loss reads them. On an income line a positive variance is income above budget; on a cost line a positive variance is spending over budget; on a profit line a positive variance is better than budget.

An example. Rent is budgeted at €1,500 a month and €1,650 is posted in September: the September variance on Rent is €150. Sales are budgeted at €12,000 and €11,000 is posted: the variance on Sales is (€1,000). The variance on the profit for the period is the variance of the totals, (€1,150).

Budget warnings. Above the grid, **Warn when an account is worse than its budget by more than** (%), such as *10*, and **Save** (preparers and approvers; empty, no warnings). The financial year so far, to the last month ended, is then compared account by account with its budget: a cost over it, or an income under it, by more than that percentage is listed (*Fuel: 155.00 against a budget of 90.00, over by 65.00 (72%)*), the worst first, and the dashboard says how many (section 1.2). Only accounts with a budget are judged; the year's closing entry is left out. In the first month of a year there is nothing to judge yet (*No month of this year has ended yet.*).

14.3 Report groupings

A grouping is for a client who wants a shorter profit and loss: fuel, motor repairs and motor insurance as one line, *Motor expenses*. **Settings → Report groupings** makes lines of the profit and loss out of several accounts, with the accounts beneath them. There are none until you make them.

- A grouping has a name, unique in the company (capitals aside), and its accounts, all income or expense accounts under one heading (all administrative expenses, say). The refusals: *Give the grouping a name.*, *There is already a grouping of that name.*, *Tick the accounts it groups.*, *A grouping's accounts must be under one heading of the profit and loss.*, and *One of those accounts is not an income or expense account of this company.*
- The accounts are offered under the headings of the profit and loss (section 14.2), Finance income among them: a grouping can be made of exchange gains accounts, though not with accounts under another heading.
- An account is in one grouping at most; ticking it in another moves it.
- On screen a grouping is one line with an arrow that shows its accounts. In Excel its accounts are outlined beneath it, and on paper they are printed.
- A grouping changes how the profit and loss is laid out, never a figure. It shows in the management accounts and in the profit and loss on its own (section 14.7), not in the consolidation or the financial statements.
- Deleting a grouping (it asks first: *Delete this grouping?*) shows its accounts one by one again. Preparers and approvers make and change groupings; a viewer sees them only.

14.4 Business lines

Business lines are for a client with more than one line of business, a restaurant that also does catering, who wants to see what each earns. **Settings → Business lines** holds a company's lines of business and how its income and expense accounts are split between them.

- **The lines**: add (**Add a line**), rename or remove them (**×**), and click **Save the lines**. At most 20 (more is refused as *Something on this form could not be read.*), each with its own name (*Give every line a name.*, said of a saved line whose name was emptied, a new empty box being ignored; *Two lines have the same name.*, capitals aside). Removing a line removes its percentages.
- **The split** applies **from a month on**. Choose *A split from a new month…* (the only choice the first time) and the month, give each account's percentage for each line (a number up to 100 with up to two decimals; a % sign may follow), and click **Save the split**. What the lines do not take is **unallocated**, and shows in its own column. An account's percentages may not come to more than 100% (*An account's percentages come to more than 100%.*, also said of a box that is not a percentage).
- The split lists every active income and expense account under the headings of the profit and loss (section 14.2), Finance income among them, so exchange gains are split between the lines like any other account.

- A split covers **every account** from its month. In each month an account takes what the latest split from that month or before says for it; an account empty in that split is unallocated, and months before the first split are unallocated. So a company whose expenses all belong to one line until April and are shared from May has one split from January and another from May, and an account emptied in a split from September is unallocated from September (the months before keep their split). A split from a new month starts as a copy of the latest one, so only what changes is typed. A split with every account empty is kept as well, and makes everything unallocated from its month. **Delete this split** (it asks first: *Delete the split from this month?*) brings back the one before it.
- Each month's figure is split at the percentages in force that month, so a year to date that crosses a change uses both. Pennies from rounding go to *unallocated*, so the columns always add up to the total.

An example. Rent of €1,000 a month is split 70% Restaurant and 30% Catering from January, and 60/40 from May. The year to 31 May shows Restaurant €3,400 (4 × 700 + 600) and Catering €1,600 (4 × 300 + 400), together the €5,000 posted. Telephone of €100.00 split a third each between three lines (33.33% each) puts €33.33 in each and €0.01 in Unallocated.

The profit and loss by business line is under **Reports → Management reports › Management accounts**, *Profit and loss: By business line*. The balance sheet and the cash flow are not split. Preparers and approvers set the lines and the splits; a viewer sees them only.

14.5 Consolidation

A consolidation shows a group of companies as if it were one: the fees and balances between the companies are taken out, since the group cannot owe itself or earn from itself. **Reports → Group reports › Consolidation** shows the **consolidated management accounts** of the open company's group: the profit and loss for the month or the year to date, and the balance sheet at the month end, with a column for each company, a column of **Eliminations** and the **Group**. It opens on the current month; choose the **Month**, and **For** *The year to date* or *The month*, and click **Show**.

- The lines are the group's accounts (section 4.5), one number each across the group. An account with figures that is not linked to the group's list is left out, and a notice counts them.
- The accounts marked *Eliminated on consolidation* in Settings → Group (by an administrator or the owner: the ticks are greyed for anybody else, and each tick is saved at once, *…: eliminated on consolidation.*) are taken out in the eliminations column: every company's figure on the account, turned round.
- **Whether the companies agree**: when A's fee income is B's fee expense and A's receivable is B's payable, what is eliminated comes to nothing. Where it does not, a notice says by how much, for the results and for the balances (*The companies do not agree on what is eliminated. Income and costs between the companies, left over: … Balances between the companies, left over: …*): one company has booked something the other has not. Intercompany balances (section 14.6) shows which.
- Where only one side of a pair is marked, the balance sheet shows the gap on a line of its own (*Eliminations that do not cancel out*) rather than not balancing.

- With nothing marked, a notice says so: *Nothing is eliminated yet: mark the intercompany accounts under Settings → Group.*
- The periods are the open company's financial year. The consolidation is for the firm's own people, and only for somebody given every company of the group (otherwise: *The consolidation shows every company of the group, and you have not been given all of them.*). A company not in a group is told *This company is not in a group.*
- **Excel** downloads it, the profit and loss and the balance sheet on a sheet each. There is no printed copy, and no figure opens the ledger here (each company's own management accounts do that). Report groupings do not apply.

An example. Alpha Holdings Ltd charges its subsidiary Beta Trading Ltd €12,000 of management fees for the year, and €3,000 is unpaid at 30 September. Alpha has €12,000 in *Management fees from group companies* and €3,000 in *Amounts owed by group companies*; Beta has €12,000 in *Management fees to group companies* and €3,000 in *Amounts owed to group companies*; all four are marked. The eliminations column takes €12,000 off revenue and off administrative expenses, and €3,000 off receivables and off payables; the group column shows none of them, and there is no notice. Had Beta booked only €10,000 of the fee, the notice would say €2,000 of income and costs are left over.

Companies in another currency are translated into the group's consolidation currency (Settings → Group, **Consolidation currency**, the box **Shown in**: euros unless an administrator chooses another), as IAS 21 does it, and a notice names them:

- **assets and liabilities** at the **closing rate**, the ECB's on the balance sheet date;
- **income and expenses** at each month's **average rate**, the mean of the ECB's rates published that month;
- **equity** at the **historical rate**: each posting at the ECB's rate on its own day (share capital on the day it was issued, a dividend on the day it was declared, an opening balance on the day the books start);
- **retained earnings** carry each closed year's result as it was translated, month by month, rather than the closing entry at the year-end rate;
- what is left, which is what the rates moving did to the company's net assets, goes to a **Translation reserve (on consolidation)** line in equity, so the translated balance sheet balances.

Where a rate the translation needs is missing, the consolidation is refused and the message names the currency and the month or day; fetch it on **Accounting → Exchange rates**.

14.6 Intercompany balances

Before consolidating, an accountant agrees the balances between the companies: what A says B owes it, B should say it owes A. **Reports → Group reports** › **Intercompany balances** puts each company's balances with each other company of the group beside that company's balances with it, at a date (**At**, today to start):

- An account takes part when it is mapped to a related-party category and names the group company on the other side (section 4.5): loans to and from related parties, trade and other receivables from them, trade and other payables to them, and the interest on related-party loans.
- Each pair of companies shows every account of each side, its balance, and the **difference**: nought when what one says the other owes it, the other says it owes. A difference is shown in red, and is what one company has booked and the other has not. A side with no account says *Nothing on the other side*.
- Balances are signed as the journal has them, a debit positive and a credit negative, so two sides that agree add up to nought: €5,000 owed by Beta in Alpha's books (5,000.00) and €5,000 owed to Alpha in Beta's (-5,000.00) give **Agree**, 0.00.
- **Balances** are at the date. **Interest** on related-party loans (*Interest for the year to date*) is for each company's year to the date.
- Every amount is in the group's consolidation currency; a company keeping its books in another currency is translated at the ECB rate of the date (or the latest published in the fifteen days before it). Without one the report is refused, as the consolidation is.
- A related-party account with a balance that names no group company is listed underneath: the other side may be a director or a company outside the group. With no account naming a group company, the table says *No account of the group names another company of it yet.*
- For the firm's own people given every company of the group: the refusals are those of the consolidation (*This company is not in a group.*, *The consolidation shows every company of the group, and you have not been given all of them.*). **Excel** and **Print or PDF**.

14.7 Profit and loss, balance sheet and cash flow, each on its own

These are for one statement for any dates: a quarter for the bank, the year so far for a director. **Reports → Financial reports › Profit and loss**, **Reports → Financial reports › Balance sheet** and **Reports → Financial reports › Statement of cash flows** each show one statement on its own, for any dates, as QuickBooks' reports of those names do. They are not part of the management accounts or of the financial statements: the same lines, built by the same rules (sections 14 and 14.1), for whatever period is chosen. Each comes from the company's own books, the statutory adjustments left out. Unasked, a period is this financial year to today, and a balance sheet is at today.

The profit and loss and the cash flow are for a period:

- **Period** — a named one fills the dates and shows the statement at once: *This financial year to date* (shown first), *This month*, *Last month*, *This quarter*, *Last quarter*, *This financial year*, *Last financial year*. The financial year is the company's own. Typing a date in **From** or **To** makes it *Dates typed*; click **Show**. **Columns** and **Compare with** show the statement again as soon as they are changed.
- **Columns** — *One column* for the whole period; *Month by month* or *Quarter by quarter*, each cut to the dates chosen (a period from 15 January has a first column from 15 January), with a **Total** column at the end. At most 24 columns (*That is more than 24 columns. Choose a shorter period, or quarter by quarter.*).

- **Compare with** (one column only; hidden otherwise) — *Nothing* (to start), *The period before*, of the same length (whole months where whole months were chosen), or *The same period last year*. A **Change** column follows: the period less the one it is compared with.

The balance sheet is at a date: a named one in **Date** (*Today*, *End of last month*, *End of last quarter*, *Last year end*) or one typed in **At**. **Compare with**: *Nothing*, *The last year end*, *The same date last year* or *The month end before*, with the **Change**.

What the figures are:

- A period's figures never include a year's closing entry (section 6.1), so the profit and loss of a closed year still shows its profit, and a period across a year end adds up both sides of it.
- A balance sheet shows, in equity, the result of the financial year its date falls in so far, and earlier years' results not yet closed. At the last day of a year, closed or not, that year's result shows as the year's result, as its statements show it.
- A column that ends before the company's books begin here is blank.
- The balance sheet says if it does not balance, and the cash flow if it does not come to the movement in cash and bank; accounts with figures and no mapping category are counted in a notice, as in the management accounts.
- Dates that end before they begin are refused (*The period ends before it begins.*), and so are dates before the company's first financial year (*The company has no financial year at that date.*).

On the screen:

- **Show the accounts** (profit and loss and balance sheet) — untick it for the headings and totals only; tick it for every account under its heading. A report grouping (section 14.3) folds its accounts under its line.
- **Click a figure** on an account's line to open the general ledger for that account: the period's entries, or everything to the date for a balance. On the statement of cash flows, a line's figure opens the general ledger of every account it is worked from (the receivables accounts for *(Increase)/decrease in receivables*, the bank and cash accounts for the cash at the start and the end), for the same period.
- **Excel** downloads the statement as shown, one sheet. **Print or PDF** prints it alone; a wide one scrolls sideways on screen and prints across the page.

Everyone given the company can see them, a viewer included.

14.8 The report centre

The report centre is the place to collect a month's reports for a client file without opening each screen. **Reports → Report centre** lists the reports in one place, for one period chosen at the top (a **From** and **To** date, or a **Period**: this month, last month, this or last quarter, the financial year to date, last financial year; dates typed make it *The dates below*, shown by **Show**). It opens on last month. Dates the wrong way round are refused (*The From date is after the To date.*). Everyone of the firm given the company can see it.

What each report reads. Each line says what part of the period it uses, so what is downloaded is never a surprise:

- **The whole period:** the trial balance, the general ledger, the profit and loss, the statement of cash flows, expenses, the fixed asset register, each loan's interest working, each lease's schedule and each lease granted's (a row a month), and the leases note (IFRS 16).
- **Its last day:** the balance sheet, intercompany balances, the ageing, balance summary, ageing detail, open invoices, unpaid bills and collections reports, and prepayments and accruals (at that month end).
- **The whole period, again:** the customer and supplier balance detail, the average days to pay reports, the transaction list by supplier, and sales and purchases by customer, supplier, item and account (section 14.15).
- **Its last month:** the VIES statement; the management accounts for that month and the year to date; the consolidation for the year to the end of that month (the line says *The month of …, and the year to date*, but its file is the year to date with the balance sheet at the month end; for the month alone, open it and choose *The month*).
- **Its year:** fixed assets month by month.
- **The VAT return period ending in it:** the latest VAT return period whose last day falls in the period.

The groups: the ledger; financial statements and management accounts; customers, suppliers and expenses; VAT; fixed assets, loans, leases, prepayments and accruals. Each loan, each lease and each lease granted has a line of its own, and so has the leases note. Each line downloads in the files its report has: **Excel** for all; **PDF** too for the trial balance, the general ledger, the ageing, the receivables and payables reports, the fixed asset register, the lease schedules, the lease-granted schedules and the leases note; and **CSV** too for the trial balance, the general ledger, the ageing, the receivables and payables reports and the fixed asset register.

Not in it: the customer and supplier statements, which are one customer or supplier at a time (section 12.6), and the payables graph (section 14.9).

On each line:

- **Open** shows the report on its own screen, with the centre's dates in its boxes.
- **Excel, PDF, CSV:** the files that report makes, downloaded as they would be from its own screen.

What a company cannot have stays on the list, greyed, saying why in place of its dates, with no files: VAT when it is not registered (*The company is not registered for VAT.*), the consolidation and intercompany balances when it is not in a group (*The company is not in a group.*), loan interest when it has no loans (*The company has no loans.*), the leases note when it has no leases, held or granted (*The company has no leases.*), prepayments and accruals when it does not use them (*The company does not use Prepayments and accruals.*), and a VAT return when no return period ends in the period chosen (*No VAT return period ends in this period.*). **Open** still goes to its screen.

The list is defined in one place in the application, so a report added later appears here too, and in scheduled reports (section 14.10).

14.9 Receivables and payables reports

These answer the everyday questions about customers and suppliers: who owes what, how late it is, how quickly each customer pays. **Reports → Receivables** › and **Reports → Payables** › hold the reports on customers and suppliers, on the model of QuickBooks'. Each is read from the invoices, bills, credit notes, receipts and payments; amounts are in the books' currency, a document in another currency at its own rate, with its own figure beside it (**In its currency**). Each opens on today (or this month to today) and has **Show** for other dates (**As at**, or **From** and **To**). Each downloads as **Excel**, **PDF** or **CSV** — except the customer and supplier statements, which have **Excel**, **PDF file**, and **Print or PDF** to print the statement alone (section 12.6). The ageing summary also has **Print**. All of them are in the report centre (section 14.8) but two: the statements, which are one customer or supplier at a time, and the payables graph. Where a report has nothing for the dates it says *Nothing to show for these dates.*; dates that are not dates, or the first after the second, are refused (*Give the dates the statement runs from and to, the first no later than the second.*).

In a **CSV** copy, a name, reference or description that a spreadsheet would run as a formula — one starting with =, +, -, @ (or one of those behind a tab or line break, or in its full-width form) — begins with an apostrophe, which Excel shows as nothing and which keeps it as text. Amounts are left as numbers.

On screen a report is drawn to fit the window: a column with nothing in it (**In its currency** for a company with no other currency) is left out, the days overdue are shown in red under the due date rather than in a column of their own, and a total's label runs across the columns before the first figure. The Excel, PDF and CSV copies keep every column.

Report	Dates	What it shows
Ageing summary	At a date	Each customer's (supplier's) balance by how late it is: not yet due, 1–30, 31–60, 61–90 and over 90 days (section 12.4)
Ageing detail	At a date	Every document still open, a customer at a time, in the column of its age, with its due date and days overdue; totals per customer and in all
Customer / Supplier balance summary	At a date	What each owed, or was owed, and the total

Report	Dates	What it shows
Customer / Supplier balance detail	Between two dates	Each account: the balance brought forward, every document and every exchange difference with the balance running, and the balance at the end
Open invoices / Unpaid bills detail	At a date	The invoices (bills) not paid in full, with the amount, what is left and days overdue; credits and payments not yet allocated are shown against them
Collections report	At a date	The overdue invoices, a customer at a time, headed with its email address and phone number
Average days to pay summary	Between two dates	For the invoices paid in full in the period: each customer's number of invoices, the amount, and the average days from the invoice date to the day it was settled
Average days to pay	Between two dates	Each of those invoices, with the day it was settled and the days it took, and each customer's average
Payables graph	At a date	Two bar charts, what is owed by how late it is and the ten largest balances, with the same figures in a table
Transaction list by supplier	Between two dates	Every bill, supplier credit and payment in the period, a supplier at a time, with what is still open on each

Report	Dates	What it shows
Sales by customer / Purchases by supplier	Between two dates	Each customer's invoices and credit notes (supplier's bills and credits) in the period: how many, net, VAT, total, share of the net (section 14.15)
Sales by item / Purchases by account	Between two dates	The same by the income (expense) account each line went to, and under it by the line's description (section 14.15)
Customer / Supplier statements	Between two dates	One account, to send or to check against the supplier's (section 12.6)

Exchange differences on the balance detail. When a payment in another currency is allocated to an invoice or bill at a different rate, the difference is posted to the control account against the contact (series FX, dated the later of the two documents; section 12.5). The balance detail shows it as a line of its own, **Exchange difference**, on that date, with the entry's number and the two documents, so each account ends where the balance summary and the control account do. A USD 1,000 bill booked at €909.09 and paid at €952.38 shows the bill, the payment and an exchange difference of €43.29, and ends at nothing owed. Taking the allocation off takes the line off with it. A month-end revaluation (section 10.1) is not on it: it is taken back out the next day.

What is against no customer or supplier. An amount on the receivables (payables) account that names no customer (supplier) — an opening balance not yet split by Opening invoices (bills), or a journal — is in the reports as its own group, **Not assigned to a customer** (**Not assigned to a supplier**), so each adds up to the account on the trial balance. The balance summary gives it a line; the ageing detail and the payables graph list each journal line, aged from its date; the balance detail brings it forward and lists the journal lines in the period with the balance running. A journal and its reversal cancel and are left off; an edited journal is listed once, as it stands. Once it is all named against customers (suppliers), the group goes. The ageing summary (section 12.4) says the same amount in a notice under its table.

When an invoice is settled, for the days to pay: the latest date of the receipts and credit notes allocated to it, or its own date where a payment came before it. An invoice counts once it is paid in full. *An example:* an invoice of 1 June for €1,190, paid €500 on 20 June and €690 on 11 July, is settled on 11 July and took 40 days.

14.10 Scheduled reports

A scheduled report saves sending the same report by hand every month: the application makes it and emails it on the day. **Reports → Scheduled reports** sends any report of the report centre (section 14.8) by email, on a schedule, to the addresses chosen. Anybody above a viewer sets them up (a preparer, an approver, an administrator, the owner); a viewer sees the menu line greyed and cannot open the list. Somebody from outside the firm has no reports and no schedules (section 2.1).

A schedule is:

- **Report** — any line of the report centre, each loan's, each lease's and each lease granted's included, and the leases note. One the company cannot have at present (VAT when it is not registered, say) can be chosen: it says so beside its name, and a run while it still cannot is recorded as not sent.
- **Sent as** — **Excel**, **PDF** (to start), or **Excel and PDF**, attached to one email. A report that has its own PDF (the trial balance, the general ledger, the ageing, the receivables and payables reports, the fixed asset register, the lease schedules, the lease-granted schedules and the leases note) sends that one. One that downloads only as Excel (the statements, the management accounts, the VAT return…) is sent as a PDF drawn from the very rows of its Excel file, a table a sheet, so the two copies say the same.
- **How often, On and At (Cyprus time)** — every day (**On** is then greyed); every week on a weekday; every month on a day from 1 to 28 (so every month has it); or every quarter, on that day of January, April, July and October. At an hour of the day, Cyprus time, summer time or not. A new schedule starts as every month, on day 1, at 08:00, covering last month, as PDF, to the address of whoever sets it up. The application looks for schedules due once a minute.
- **Covering** — worked out afresh each time from the day it is sent, so a schedule never needs moving on: *The day before*; *The month to date*, *The quarter to date* or *The financial year to date* (to the day before, the last whole day); *Last month*, *Last quarter* or *Last financial year*. "Last month" sent on 1 October is September. The report then reads that period as it would in the report centre: a balance sheet at its last day, the management accounts for its last month and the year to date, and so on.
- **Send to** — up to 10 email addresses, one a line or separated by commas, anyone's: a client, a director, a bank. Check each, since the report goes wherever it says. The refusals, each marking its box: *Choose a report.*, *Give at least one email address to send it to.*, *One of the email addresses is not an email address.*, *At most 10 email addresses.*, *Choose a day of the month from 1 to 28.*

An example. Management accounts, sent as PDF, every month on the 5th at 08:00, covering last month, to the client's director: on 5 November at 08:00 the director receives October's management accounts (the month of October and the year to 31 October).

The email comes from the application's own address (set on the server), with replies going to whoever set the schedule up. Its subject is the company, the report and the dates; the files are named the same way. Every email sent, and every one that could not be, is on the audit trail (**Settings → Audit trail**): the report, the dates, the addresses and the files.

Whose name it runs in. A report is made as the person who set the schedule up would make it by hand, with the same access: if they lose access to the company, their account is switched off, or their second way to sign in lapses, the run is not sent and says why. Each run also checks that they may still keep this company's scheduled reports: somebody moved down to viewer, or whose access to the company was taken away or made view-only, can no longer see or stop a schedule, so at its next run (or **Send now**) it is stopped at once, not sent, with the reason on the audit trail, and they are emailed why; an administrator can take it over by changing it, or delete it. While one is being changed, **Schedule a report** at the top of the boxes empties them for a new schedule instead. Each schedule can be changed, stopped, started again, sent now or deleted by whoever set it up, or by an administrator, the owner included (otherwise: *Only the person who set up this schedule, or an administrator, can change it.*); an administrator who changes someone else's takes it over, and it runs in their name from then on.

Guarded, because it sends the books out of the firm on its own. Only somebody with a second way to sign in can set one up (somebody with none is sent to set one up), and they are asked to confirm it is them (**Confirm it is you**: a code from their authenticator app or a recovery code, or their passkey) to set one up, to send one to an address it did not go to before, or to start a stopped one again; stopping one, or changing it otherwise, is not asked. A confirmation lasts five minutes, so one given on opening the company a moment before is not asked for again. Each time a schedule is set up in someone's name, or sent somewhere new, that person is emailed at their own address, saying what and to whom, and that changing their password stops it. Changing your password, **Sign out everywhere else**, or an administrator clearing your second factor stops every schedule in your name, on every company, with the reason on the audit trail; you start again those that were yours, confirming it is you.

On the list: the report and who set it up; when it is sent, what it covers and as what; the addresses; the next run with the dates it will cover; the last run, sent or not and why not, in the application's words: what a mail server answered (its address, its own wording) goes to the server's log, not onto the list, the owner's email or the audit trail.

- **Send now** (it asks first: *Send it now?*) sends it at once, for the period it would cover if it were due today, without moving its next run, and says *Sent to …: …* with the files or *Not sent: …* with the reason. Each person can press it ten times an hour, one at a time; the eleventh says when it can be pressed again. The audit trail names who pressed it (**Scheduled report: Send now pressed**), and the send itself says **Sent now by** beside the owner it ran as.
- **Stop** keeps it without sending it (the list says *Stopped*); **Start again** picks up from the next time due.
- **Delete** asks first (*Delete this schedule?*); the emails already sent stay on the audit trail.
- On a schedule the person may not change, the buttons are a dash (*Set up by someone else: only they or an administrator can change it.*).

When a run is not sent. A failure that may pass (the mail server not answering, an error of the moment) is tried again for the same run, so it covers the same period: after 5 minutes, then 30, then 2 hours; the list says when the next try is. A run still not sent after its tries, or one that will fail the same way (the report not made in the owner's name, the owner switched off), counts against the schedule, and three such runs in a row stop it, with the reason on the audit trail and an email to its owner saying why.

Started again, it starts afresh. A report not available for the company, or outgoing email not set up, is recorded as not sent but does not count.

Nothing is sent until outgoing email is set up (**Settings → Mail**, section 2.7); the screen says so meanwhile, and schedules can be set up all the same. Deleting a company deletes its schedules.

14.11 Financial statements

These are the year's statutory accounts, the set the directors approve and sign and the auditor reports on. **Reports → Financial reports** › **Financial statements** prepares a year's statutory financial statements under IFRS Accounting Standards as adopted by the EU and the Cyprus Companies Law, Cap. 113, laid out as the firm's own signed sets (The Fat Bull Co. Limited 2024, Softlemon Ltd 2025): the cover, the contents, the board of directors and other officers, pages left for the independent auditor's report, the statement of profit or loss and other comprehensive income, the statement of financial position, the statement of changes in equity, the statement of cash flows, and the notes. It downloads as **Word**, to edit before signing, and as **PDF**. Everybody of the firm who sees the company sees it; preparers type its details and approvers approve it (an administrator and the owner act as approvers; not one who posted in the year, while four-eyes is on); only the owner withdraws an approval. The **Year ended** box opens on the last year that has ended; an approved year says — *approved* beside it. A company with no financial year is told to add one.

A first period that is not twelve months (a new company's, from six weeks to eighteen months, section 3.1) is one set of statements for the whole of it: each statement is headed *For the period from 15 November 2025 to 31 December 2026* rather than *For the year ended …*, its column is headed with the two dates (*15/11/2025 - 31/12/2026*), and the statement of changes in equity says *Net profit for the period*. The next year's statements show it as the comparative, headed the same way.

From the books. Both layers are read, the books and the statutory adjustments. A year reads as if still open: its closing entry counts only in the years after it. Each account goes on a line of the statements by its mapping category (and, where the category leaves it open, by its type: a loan due within the year or after it); an account with a figure and no category goes on an "other" line, and the checks name it. The VAT accounts go together, as a receivable or a payable by their net balance; a bank account overdrawn at the year end is a borrowing. The lease liability is split into its current and non-current parts as the leases note splits it (section 9.4), and the lease note's movement and maturity come from the leases themselves.

Whole euros that add up. Figures are kept in cents and rounded only at the end, and rounded together: the profit is the sum of the rounded lines; the two halves of the statement of financial position come to the same rounded total; retained earnings run from one year to the next through the statement of changes in equity; the statement of cash flows ends at the cash on the statement of financial position; and a note's lines add up to the line it explains. A euro left over goes to the figure whose cents were nearest it, never to a line with nothing on it, and a figure in whole euros (the share capital) keeps them. *An example:* three expenses of €100.40 each come to €301.20, printed €301. Rounded one by one they would print €100 three times, which adds up to €300; rounded together, one of them (the first of the

equal ones) prints €101, so the note shows €101, €100 and €100 and adds up to the €301 on the statement.

The statement of cash flows is built by the indirect method from the movement on each group of accounts: depreciation, amortisation, the depreciation of right-of-use assets, profit or loss on disposals, impairment and interest are added back; the movements on inventories, receivables and payables are working capital; tax paid is the charge less the movement on the tax accounts; purchases of property, plant and equipment and of intangible assets are what was debited to their cost accounts (an entry reversed within the year left out); lease payments are the movement on the leases less the depreciation and interest on them; dividends, borrowings and share capital by their movements.

The notes are numbered in the signed sets' order, and a note appears only where it has something to say: incorporation and principal activities; basis of preparation; adoption of new standards; material accounting policies (a policy only where the company has the item it covers, with the depreciation rates of the classes it holds — the assets' own rates, else the class's usual); new pronouncements; financial risk management (with the cash at bank by credit rating where typed); critical estimates; revenue; cost of sales; other income; selling, administration and other expenses (each account, staff costs and depreciation gathered with the note they come from); staff costs and the average number of employees; finance income and costs; tax, with the reconciliation of the charge to the profit before tax at the corporation tax rate (12,5% to 2025, 15% for tax years from 1 January 2026) and the lines typed between them; dividends; property, plant and equipment, intangible assets and right-of-use assets (cost, depreciation and net book amount by class over both years); subsidiaries; loans receivable; inventories; receivables; cash; share capital; borrowings; lease liabilities (the movement, the current and non-current parts, and the undiscounted payments by when they fall due); trade and other payables; current tax; the operating environment (where chosen); related parties (the directors' remuneration, sales to customers marked as related parties, and the balances on the related party categories); contingent liabilities; commitments; and events after the reporting period.

The tabs. Each tab that is typed has its own **Save** and **Discard the changes**; a save builds the statements again (*Saved. The statements are built again from it.*).

- **Tables typed in** (directors, secretaries, share classes, subsidiaries, ratings, tax lines) always end with an empty line: typing into it makes a line and opens a new empty one; **×** (*Take this line off*) removes one.
- **Statements and checks** — the checks, the approval, and the statements as they will print. The checks: every account with a figure mapped; the statement of financial position balancing; the cash flows ending at the cash; the shares typed coming to the share capital in the books; the banks by credit rating coming to the cash at bank; the subsidiaries typed coming to the investments; and the tax reconciliation leaving nothing unexplained. Each shows a tick or a cross, and a cross says what to do.

- **Company details** — kept once: the principal activity, the country, the directors and the company secretary with the dates any were appointed or resigned (the officers page names who came or went in the year), the auditors and their address, the bankers, who controls the company, whether the costs above gross profit are **Cost of sales** or **Direct costs**, and whether these are **separate financial statements** (a parent that does not consolidate). One director makes the board the *Sole Director*. A resignation dated before the appointment is refused.
- **This year** — the date the directors approved the statements (printed under the statement of financial position), the directors who sign (chosen from the directors still in office at the year end), the average number of employees (this year and last), the share capital (each class's nominal value of one share, the shares authorised this year and last, and issued at the year end, at the start and at the start of last year), subsidiaries (name, country, activity, holding %, and the cost this year and last), the cash at bank by credit rating (rating, number of banks, this year and last), the lines of the tax reconciliation (this year and last, an increase in tax positive), whether the operating environment note is included, and how many pages to leave for the auditor's report (3 to start). A new year starts from the last one's.
- **Wording** — the standard wording of the signed sets, each piece in a box. A change is this company's own, kept with the year and carried to the next; **Back to the standard wording** undoes it. The blanks in it ({company}, {yearEnd} and the rest) are filled in when the statements are built.
- **Last year's figures** — only where the books do not hold last year (a company whose books start here). Typed once from the signed statements: each income and expense account's total for last year, and each balance at the start of last year, debit positive. The balances at its end are the books' opening balances. Without them the statements have one column, and a notice says so (*Last year is not in the books: type last year's figures on its tab…*). Last year ends the day before this one starts (the application sets the end; *Last year must end the day before this one starts.*), and **Last year started on** must be before it (*Last year must start before it ends.*).

Approval. Approve the statements is open once every check passes and the approval date is given (and saved) on **This year**; it asks first. The statements are then kept exactly as approved, with every figure by its line, and the year's details can no longer be changed. Anything posted into the year afterwards shows as a difference — the line, the approved figure, and what the books say now — rather than changing a set a client may be holding signed. The Word and PDF copies are of the approved set. While **four-eyes** is on (set by the owner under **Rules for everybody** on the Users and access screen), an approver who posted any entry in the year sees the button greyed, with how many entries they posted: another approver approves. A preparer sees it greyed too (*Only an approver of this company can do this.*). After approval the year's own tabs (**This year**, **Wording**, **Last year's figures**) are locked on screen, and a save of **This year** or **Wording** is refused (*These statements are approved: withdraw the approval to change them.*); **Company details** stay open, being the company's. **Withdraw the approval** (the owner) asks why (a reason is required: *Give a reason — it is kept with the change.*), keeps the reason in the audit trail, and opens the year again. A set not approved prints **DRAFT** at the top of every page, and its file name ends *DRAFT*.

The pages. Every page carries the company's name, a rule, the title and the period; under each statement, "The notes on pages 9 to 28 form an integral part of these financial statements." and the page number. The cover and the contents are not numbered; the officers page is page 1. In the Word copy the contents and that footnote are fields that Word brings up to date as the document opens, so a change of wording that moves the pages renumbers them.

Not here. The tax computation and its workings belong in a section of their own (section 14.12), not in the statements: the tax note takes its reconciling lines as typed. The additional information to the statement of profit or loss (the detailed income statement after the notes) is not prepared. The independent auditor's report is the auditor's, put in the pages left for it.

14.12 Tax computation

The tax computation turns the accounting profit into the taxable income the company pays corporation tax on, as the company income tax return asks: it adds back what the law does not allow, takes off what it does not tax, sets off losses and group relief, and arrives at the tax due. **Reports → Tax computation** works out the company income tax return, form T.D.4, **Part 3** (computation of taxable income) and **Part 4** (computation of corporate tax) for a tax year, from the books, the fixed asset register and the leases, each time it is opened. Choose the year in **Tax year** (newest first; it opens on last year, or the nearest year the books reach). The years offered run from the year the books begin to the current year. The rules of the year are said above the figures:

Rule	To 2025	From 2026 (Law 244(I)/2025)
Corporation tax	12.5%	15%
Losses carried forward	5 years	7 years (a 2019 loss reaches 2026, but not 2025)
Entertainment allowed	1% of the gross income, at most €17,086	1%, at most €30,000
Interest not from the trade	Exempt (line 14)	Taxable

Part 3:

- **Line 1**, the profit before tax as the books show it: income less expenses, the Tax accounts (corporation tax, defence) left out, the year-end closing never counted. The leases' own charge is in it like any other expense (see line 8 below). The tax year is the calendar year; where the financial year ends on another day, line 1 is the profit of the financial year ending in the tax year, and **line 10** (time apportionment) takes it to the calendar year's, which the books give exactly. *For example*, a financial year to 30 June 2026 with a profit of €80,000: line 1 is €80,000; if the books give €90,000 for January to December 2026, line 10 adds €10,000.

- **Each income and expense account** goes to the line its tax classification names (section 4.1), on its figures for the calendar year. Each line shows the accounts behind it. An account with no classification set is read with the one its mapping category suggests: a notice lists such accounts, and each says *(classification suggested by its category: set it on the account)*.
- **Entertainment** over its limit is added back on **line 31**: the gross income is the taxable income in the books (the income accounts classified *Taxable*, and the taxed part of those *Partly taxable*), unless another figure is typed in **Gross income for the entertainment limit**. The whole of the entertainment stays in line 1; only the excess is added back.
- **The fixed asset register** (section 9.1): the year's capital allowances are deducted on **line 5**, the balancing addition or deduction on assets sold goes to **line 4**.
- **The leases held** (section 9.4), on **line 8**. A lease held under IFRS 16 puts a depreciation charge and an interest charge through the profit and loss instead of the rent; for tax the rent paid is what counts. So the leases' own charge in the year — what the lease runs posted to each lease's depreciation, interest, gain and impairment accounts — is already in line 1, and is added back **once**, on line 8 A (*Leases held: depreciation and interest in the books*); the rentals paid in the year (every debit to a lease liability account in the year other than the lease runs' own: the rent payments) are deducted on line 8 B (*Leases held: rentals paid*). Those lease-run entries are left out of the accounts' own lines, so a depreciation account classified *Depreciation and amortisation*, say, does not add the lease's depreciation back a second time on line 5. Anything else posted to those accounts (a journal by hand) still goes to the account's own line. A lease voided is left out. *For example*: a shop lease's runs post €9,000 of depreciation and €1,500 of interest in 2026, and €10,800 of rent is paid. Line 1 includes the €10,500; line 8 shows €10,500 under A and €10,800 under B, so the taxable income is €300 lower than the profit, as if the rent had been the expense.
- **Typed adjustments**: anything else, each on its line with what it is (expenses with no documents, the notional interest deduction, a ruling's adjustment). The lines offered are 2, 3, 4, 5, 8, 11, 13, 14, 15, 19 to 21, 23 to 26, 28 to 36 and 40 (40, *Other*, to start). An adjustment needs **What it is**; one with no amount is left out when saved.
- Lines 43 (total adjustments), 44 and 46 (the taxable income or loss) are worked out; line 45, the deduction for investments in innovative businesses, is typed.

Part 4:

- **Losses** of earlier years are set off oldest first (4.2.1), each as far as the law lets it be carried into the year; one too old for this year is shown (4.2.2), and carried on if a later year may still use it. Each year's loss carries into the years after. The losses of years before the books are typed on the first tax year, from the last return filed (**Losses of years before the books**: **Year of the loss**, **Loss left**), each year once.
- **Group relief** (4.2.4 and 4.2.5; article 13(4)–(8) of the Income Tax Law), after the company's own losses brought forward. See below.
- **The tax** on the taxable income after losses (4.3), at the year's rate (4.4.1).

- **What was paid**: the provisional assessment's income (4.5.1) and tax (4.5.2a), the 10% additional tax (4.5.3), the credit for foreign tax (4.5.4) and tax paid by self-assessment (4.5.5) are typed. Where the provisional assessment's income is under 75% of the taxable income, the screen says so; the additional tax is typed.
- **4.6**: the tax due (code 0300), or refundable.

What is typed is kept per year, saved by **Save** (*Saved. The computation is worked out again.*; **Discard the changes** puts back what was saved), and an earlier year's change carries into the later years' losses. Every amount is typed as a positive figure (*1,234.56*); a minus is refused (*Enter an amount, as 1,234.56.*). Preparers and approvers type; viewers read and download. **Excel** gives two sheets, the computation and its workings line by line; **PDF** the same on paper. A company with no financial year is told *The company has no financial year yet.*

Group relief. A company's loss of the year may be surrendered to another company of the same group, and set off against that company's income of the **same year**, after its own losses brought forward. Only a loss of the year is surrendered, never one brought forward. Two companies are of one group when one holds at least 75% of the other's voting shares and is entitled to 75% of its profits and of its assets on a winding up, directly or indirectly, or a third company holds 75% of each; for the **whole year** (a company its parent formed in the year counts as a member for the whole year). Holdings through a company outside the EU and outside the countries Cyprus has a tax treaty or an exchange of information agreement with do not count. A loss of a company resident in another EU state may be surrendered once it has used every way of relieving it there. A payment for the relief is neither taxed nor deducted. The **Group relief** block is on every company's computation, in a group or not; it says the company's income after its own losses, or its loss of the year, and holds:

- **Losses surrendered to this company (4.2.4).** Choose the other company from the companies of the application of **the same group** (Settings → Group) that you prepare or approve in (its name, tax number and balance sheet date come from it), or **Not in the application: named here** with its **Name**, **Tax identification code** (eight digits and a letter) and **Balance sheet date** in the year; and the **Amount**. Recording a surrender from a company of the application changes that company's computation too, so it needs **edit there as well** — preparer or approver of both companies — and both companies must be in the same group in the application: otherwise *Recording a loss surrendered by another company changes its computation too…* or *Group relief is only between companies of the same group….* A surrender already recorded, saved again as it was, is not recorded afresh, so anybody who prepares this company may save its computation with it. A loss claimed from a company of the application shows on that company's own computation, on 4.2.5 (*To Parent Ltd: 20,000.00, entered on its computation*), and its loss to carry forward is less by it: it is entered once, on the computation of the company claiming it. Somebody who sees the surrendering company but has no grant on the claimant sees the claimant's name there, not its tax number (on the screen, the Excel and the PDF alike).
- **This company's loss surrendered to companies outside the application (4.2.5)**: each with its name, tax identification code, balance sheet date and amount.

- **The tick** that the companies named and this one are of the same group for the whole year, as above: the application does not know who holds what, so whoever saves says so.

Save refuses, and keeps nothing, when the losses surrendered to the company are more than its income after its own losses (saying how much at most, all together), when its loss surrendered is more than its loss of the year, and when a loss is claimed from a company of the application beyond that company's loss of the year (less what it surrenders to others). The same company twice, the company itself, a company the person does not reach, and one whose books do not reach the year are refused too. Where the books change afterwards, Part 4 says what goes beyond: *Group relief beyond the income after the company's own losses: not set off*, or *Surrendered beyond the year's loss: not allowed*. Each line is on the Excel and the PDF as the form lists it, with the other company's tax number and balance sheet date, and the save on the audit trail says what was claimed and surrendered.

A worked example

Alpha Trading Ltd, tax year 2026, financial year the calendar year, books in the application from 1 January 2026 (so 2026 is its first tax year here):

- profit before tax in the books, €100,000, after the shop lease's charge from the lease runs (€9,000 depreciation of the right-of-use asset and €1,500 interest, €10,500 in all); the rent paid in the year, €10,800;
- *Client entertainment*, classified *Entertainment (limited)*, €5,000; the taxable income in the books is €250,000, so the limit is 1% of it, €2,500 (under the €30,000 cap of 2026);
- a 2023 loss of €30,000 not yet used, typed under **Losses of years before the books** (2023 is within the seven years 2026 allows);
- *Beta Holdings Ltd*, a company of its group kept in the application, with a 2026 loss of €35,000, surrenders €20,000 of it: chosen under **Losses surrendered to this company (4.2.4)**, amount *20,000.00*, the tick given;
- provisional assessment: income €40,000, tax paid €6,000.

Part 3 on Alpha's computation:

Line		Increase (A)	Decrease (B)
1	Profit before tax, the lease's €10,500 included	100,000.00	
8	Leases held: depreciation and interest in the books; rentals paid	10,500.00	10,800.00

Line		Increase (A)	Decrease (B)
31	Entertainment: 5,000.00 spent, 2,500.00 within the limit	2,500.00	
43	Total adjustments	13,000.00	10,800.00
44	Intermediary computation (100,000.00 + 13,000.00 − 10,800.00)	102,200.00	
46	Taxable income for the year	102,200.00	

Part 4 on Alpha's computation:

Line		Amount
4.1	Taxable income (line 46)	102,200.00
4.2.1	Loss of 2023 set off: its own loss, first	-30,000.00
	Income after its own losses: 72,200.00, the most group relief can take	
4.2.4	Loss surrendered by Beta Holdings Ltd, with its TIC and balance sheet date 31/12/2026	-20,000.00
4.3	Taxable income after losses	52,200.00
4.4.1	Corporation tax at 15%	7,830.00
4.5.1	Income of the provisional assessment (over 75% of 52,200.00, that is 39,150.00, so no notice)	40,000.00
4.5.2a	Provisional tax paid	-6,000.00

Line		Amount
4.6	Tax due (code 0300)	1,830.00

On Beta Holdings Ltd's computation, nothing is typed: Part 4 shows its taxable loss of (€35,000) on 4.1, *Loss surrendered by the company to Alpha Trading Ltd* €20,000 on 4.2.5, and *Loss to carry forward* (€15,000) on 4.3, which goes into 2027. The group relief block lists *To Alpha Trading Ltd: 20,000.00, entered on its computation.*

What Save would refuse. Had Alpha typed €80,000 from Beta, Save would keep nothing and say both *The losses surrendered to the company are more than its income after its own losses. At most, all together: 72200.00* and *More than that company's loss for the year (less what it surrenders to others): Beta Holdings Ltd* (Beta's loss is €35,000).

Not covered, by choice: the defence contribution (Part 5). **Not built:** the interest limitation rule (line 27), the IP box, and income split by source (4.1).

14.13 Provisional tax

Reports → Provisional tax keeps a company's provisional tax for a tax year: the taxable income it estimates for the year, the tax on it in two instalments, and what it paid. As the Tax Department has it:

- Two equal instalments, by **31 July** and **31 December** of the tax year; one paid by the end of the next month (31 August, 31 January) carries no interest or penalty.
- The estimate can be revised up to **31 December**; a revision makes each instalment half the tax on the new estimate.
- An estimate under **75%** of the final taxable income is charged **10% additional tax** on the difference between the final tax and the provisional tax paid (worked out on the computation, section 14.12).
- Tax paid late carries interest at the official rate for the year (**3.5%** a year for 2026. and a **5%** penalty.
- The balance of the year's tax is due by 1 August of the next year, and from tax year 2026 by **31 January of the second year after** (2026's by 31 January 2028).
- The rate: 12.5%, **15%** from 2026.

The screen, for the **Tax year** chosen (this year to start with):

- The rules for the year, with its dates; what to look at, as a list: *No estimate yet: the first instalment is due by 31 July 2026.* (within 30 days of it); *The books already show taxable income of 300,000.00 for the year: the estimate is under 75% of it. Revise it by 31 December 2026…* (once six months of the year have gone); after the year, *The estimate was under 75% of the year's taxable income of …: about … additional tax (10%) may be charged.*; *Instalment 1, due by 31 July 2026, is late…*; *Paid … more than the tax on the estimate….*

- **Estimated taxable income for the year**, with the figures to estimate from: last year's taxable income from its computation, and this year's in the books so far (*… (10 months): 500.00, about 600.00 for a whole year*).
- *Provisional tax for the year: 15,000.00 (at 15%).*, and a table of the two instalments: **Due by**, **Due**, **Paid on**, **Paid**, **Left to pay** and **State** (*Not yet due*, *Due soon* within 30 days, *Late* after the month's grace, in red, *Paid*).
- **First instalment paid on** and **First instalment paid**, the same for the second (an amount without its day: *Type the day it was paid.*), and **Notes**. **Save** keeps them; a changed estimate goes on **Estimates made** (*14 October 2026: 100,000.00, by …*).
- **Print or PDF** prints it.

The year's tax computation (section 14.12) takes its 4.5 provisional income and provisional tax paid from here, unless they are typed there. The dashboard says when an instalment is due within 30 days (amber) or late (red), with what is left to pay, and when the year has no estimate with its first instalment within 30 days (grey); each opens this screen. Saving is on the audit trail (**Provisional tax saved**). Preparers and approvers save; everybody given the company sees it.

Example. An estimate of 100,000.00 for 2026: 15,000.00 of tax, 7,500.00 by 31 July and 7,500.00 by 31 December. The first is paid on 30 July. By October the books show 300,000.00: the screen says the estimate is under 75%; it is revised to 300,000.00, each instalment becomes 22,500.00, and the first shows 15,000.00 left to pay (with interest from 1 September).

Not built: paying an instalment from the screen (it is posted as any payment, and its figure typed here); the interest worked out; provisional tax of an individual.

14.14 Cash flow forecast

Reports → Cash flow forecast shows what the bank will hold over the next **thirteen weeks**, from what the books know today. It is Xero's *short-term cash flow* and QuickBooks' *cash flow planner*: a forecast of what is known, not a budget.

What it starts from: the balance today of every active bank account kept in the books' currency (Bank → Bank accounts), in the books, as the general ledger has it. Accounts in another currency are left out.

What it counts, each on the day the money is expected:

Item	When	How much
Invoice due	Its due date (its date if it has none)	What is left to receive, in the books' currency
Bill due	Its due date	What is left to pay

Item	When	How much
Repeating invoice / **Repeating bill**	Each date still to record (section 12.10), plus its days to pay (or the contact's terms)	What the last one recorded came to with its VAT; before the first, its lines before VAT
VAT	Each return not filed, on its due date (the 10th of the second month after its period)	Box 5 as the books stand, *so far* for a quarter not over; a refund due is not counted. Returns filed and not yet paid (the VAT settlement account's balance), on the last one's due date
Provisional tax	Each instalment's due date (section 14.13)	What is left to pay of it
Cheque to present / **Cheque given**	The day written on it (section 16.8): a customer's cheque in hand, or one of the company's not yet presented	Its amount. What it will pay is taken off the same customer's (or supplier's) invoices (or bills), oldest first, so nothing is counted twice

Overdue. An invoice or bill past its due date counts on today, marked *overdue*. Untick **Count what is overdue as due today** to leave them out: the forecast then shows only what falls due from today.

The screen shows:

- the balance **In the bank today**, **In 30 days**, **In 60 days**, **In 90 days**, and **At its lowest** (at a week's end) with its date, in red when below nothing;
- a column for each week's closing balance, red below the line;
- the weeks, each with what comes **In**, goes **Out**, and the **Balance** at its end;
- **What makes it up**: every item, by date, with what it is, who, its number and amount.

Excel downloads the weeks and the items; **Print or PDF** prints the screen. Everybody given the company sees it.

Not in it: a sale not yet invoiced, a cost not yet billed, wages and other payments not entered as bills, repeating journal entries, loans' instalments, and a supplier credit or a payment on account not yet allocated. Add them as bills, or repeating bills, to see them.

An example. On 15 October the bank holds 2,600.00. A customer's invoice of 1,000.00 was due on 30 September; another of 500.00 is due on 20 October; a bill of 2,000.00 on 22 October; the Q3 VAT return shows 300.00 payable by 10 November; the second provisional tax instalment of 1,500.00 is due on 31 December. The first week ends at 4,100.00 (the overdue 1,000.00 counted today), the second at

2,100.00, and the balance is at its lowest, 300.00, in the week of 31 December. Untick **Count what is overdue as due today** and each figure is 1,000.00 lower: 31 December's week shows −700.00, in red.

14.15 Sales and purchases by customer, supplier, item and account

Four reports on what was sold and bought between two dates (QuickBooks' *Sales by Customer Summary* and *Sales by Product/Service Summary*), on the Receivables and Payables menus, with the others of section 14.9 and in the same screen (**From**, **To**, **Show**, Excel, PDF, CSV):

- **Reports → Receivables › Sales by customer**: each customer's invoices and credit notes dated in the period — **Invoices**, **Credit notes** (how many), **Net**, **VAT**, **Total** and **% of net** — largest net first, and **Totals**.
- **Reports → Receivables › Sales by item**: there being no list of items, an *item* is the income account an invoice line went to, and under it each line's description (*(no description)* where there is none): how many documents, **Net**, **VAT**, **Total**; each account's total and share.
- **Reports → Payables › Purchases by supplier**: the same for bills and supplier credits, supplier by supplier (**Bills**, **Supplier credits**).
- **Reports → Payables › Purchases by account**: the same by the account each bill line went to.

Example. February 2026: INV-1 Alpha 1,000.00 and INV-2 Alpha 3,000.00 (S-19), INV-3 Beta 500.00, credit note CN-1 Alpha 200.00. Sales by customer: *Alpha Trading Ltd* 2 invoices, 1 credit note, net 3,800.00, VAT 722.00, total 4,522.00, 88.4%; *Beta Shipping Ltd* 500.00, 11.6%.

What each counts: the documents dated in the period that stand (not voided, an edit's version as it stands), not those brought in with the opening balances; the net is what each line posted to its account, the VAT what the engine worked out on it, in euros (a document in another currency at its own rate); a credit note counts minus. Receipts, refunds, debts written off and deposits are not sales. The four are in the report centre and in scheduled reports (sections 14.8 and 14.10).

14.16 Deemed dividend distribution

Reports → Deemed dividend distribution works out the special defence contribution and the GHS contribution on the profits a company is deemed to have distributed, and keeps the working.

The law. A company resident in Cyprus is deemed to have distributed 70% of its profits of the tax years **2024 and 2025** at the end of two years from the end of the year they relate to — 31 December 2026 for 2024, 31 December 2027 for 2025 — to the extent not distributed, taxed at 17%, and only on the profits attributable, directly or indirectly, to persons resident in Cyprus at that date (Special Contribution for the Defence of the Republic Law, article 3C (3Γ in the Greek text), as the Tax Department's presentation of the 2026 reform of 6 March 2026 gives it). From the profits of 2026 the rule is abolished. The company withholds the contribution and pays it with the **T.D.623** by the end of the month after: 31 January 2027 and 31 January 2028.

Profits of chooses 2024 or 2025. The line above says the deemed date and the due date, and the financial year the books' figures are for (the one ending in the tax year).

The working, each line with **The books**, a box to type over it (**Typed over**: empty means the books' figure) and **Used**:

1. **Accounting profit before tax**: income less expenses of the financial year, the tax accounts (7.T) left out.
2. **Less corporation tax**: the accounts under 7.T.1. Not the defence contribution, nor any tax under another law (circular 2008/09, paragraph 8); additional tax counts as corporation tax, its interest does not (circular EE_13).
3. **Profit after tax.**
4. **Less revaluation gains (property, securities)**: the fair value gains in the profit on investment property and financial assets (5.T.4.20, 5.T.4.21, 5.T.4.22, 3.Q.4.5) — revaluations of movable or immovable property are left out (circular 2008/09, paragraph 7).
5. **Other adjustments**, with **What the other adjustments are** (required with an amount): such as an examination's correction of the accounting profit.
6. **Profit for the deemed distribution**; **70% of it** (nothing if it is not a profit).
7. **Less dividends paid out of these profits**: the books' suggestion is the dividends posted (2.P.9, its contribution line 2.P.9.4 left out) from the day after the year's end to its deemed date, set against the years oldest first, each year taking at most its 70%. A dividend paid in the year itself out of its own profits (an interim dividend) is typed. The dividends seen are listed under the table.
8. **Deemed distribution**: what is left.

The shareholders at the deemed date: each person's **Share %** of the profits, held directly or through other companies; **Resident** (tax resident in Cyprus), **Domiciled** (domiciled in Cyprus) and **GHS** (untick for someone whose income is over the GHS ceiling, which only their own income decides). Each row shows the **Deemed dividend**, **Defence 17%** (resident and domiciled) and **GHS 2.65%** (resident). Under them the **Special defence contribution**, the **GHS contribution** and **To pay with the T.D.623**. **T.D.623 submitted on** and **Paid on** are typed. **Save** keeps the working for the year; **Excel** downloads it.

Example. 2024: profit 90,000.00, corporation tax 11,250.00, fair value gain 10,000.00, a dividend of 20,000.00 paid on 30 June 2025. 70% of 68,750.00 is 48,125.00, less 20,000.00: 28,125.00 deemed. Shareholders 60% resident and domiciled (16,875.00: defence 2,868.75, GHS 447.19), 30% resident, not domiciled (8,437.50: GHS 223.59), 10% not resident (nothing).

Said above the working: shares not adding up to 100%; no shareholders yet; no profit to deem; and, where no shareholder is resident, that nothing is due and no T.D.623 is submitted (circular 2011/10, with the director's and auditor's declarations).

Not built: the T.D.623 form itself, which is not in the firm's library — the lines here are the law's, not the form's boxes; the deemed distribution on a company's dissolution (the profits of the last five years to 2025); posting the contribution.

15. Backups

A backup is the firm's insurance against losing the server: a copy of everything, taken by the owner and kept somewhere else, from which a new installation can be put back exactly as it was.

A backup is a complete copy of every company's books in one encrypted file (**.kpbak**). It covers the companies, accounts, years and everything posted, and the rest of the installation with them: the people who sign in and what they may reach, their second factors, and the settings. Two things are left out on purpose: the sessions (a backup that carried them would be a way to sign in as anybody) and the ECB's published exchange rates, which the application fetches again by itself after a restore; a rate a document was converted at is kept on the document, so no figure depends on them. The supporting files kept with the records (bills, receipts, photos, emailed bills, the documents inbox; sections 1.6 and 1.7) come with it in encrypted **parts** of about 100 MB each (**.kpfiles**), named like the books file: *accounting-backup-2026-09-30-1700-files-1-of-3.kpfiles* (the date and time it was taken, in UTC). The books file stays small however many files are kept. **Only the owner** takes and restores backups, from their own **Security** screen, under **Backups**, with one click; nobody else sees the block.

For example: at the end of September the owner opens **Security**, types a passphrase twice and clicks **Download backup**. Down come *accounting-backup-2026-09-30-1700.kpbak* (the books of every company) and then *…-files-1-of-3.kpfiles*, *…-files-2-of-3.kpfiles* and *…-files-3-of-3.kpfiles* (some 250 MB of bills and receipts). All four are kept together, with the passphrase written down apart from them.

- Taking one asks for proof that it is you (section 2.4), and a **passphrase** of at least 12 characters, typed twice. The passphrase is not stored anywhere: without it the backup cannot be opened. Keep it with the copy of the encryption key. The parts are asked for one after another with the same passphrase; the browser may ask once to allow several downloads. Each part is a step-up act too, so a download running past the five minutes a proof lasts asks again between parts. A part that fails stops the rest (*Part 2 of the supporting files could not be downloaded. Take the backup again.*).
- The screen shows when the last backup was taken, by whom and its size, in green, or in yellow when it is more than 35 days old. It warns when the parts were not all downloaded with it (*The supporting files were not all downloaded with the last backup. Take the backup again.*), and when the books file is past 150 MB, nearing the 200 MB that a restore accepts. Before the first one it says *No backup has been taken from this installation yet.* The owner's dashboard, on every company (section 1.2), says when no backup has been taken, when the last is more than 35 days old, and when its parts were not all downloaded; the size warning is on **Security** only. Take one at each month end and before any update that changes the database, and keep the books file and its parts together, off the server.
- The **Encryption key fingerprint** is shown beside it. Authenticators (and every supporting file on the server) are encrypted with the server's CREDENTIALS_KEY, which is not in the backup: whoever runs the server keeps a copy of the key, and checks that copy's fingerprint against this one (*npm run key:check*). If they differ, that copy cannot restore the authenticators. Under it, **Encryption key** and **Supporting files encrypted** say how the encryption stands (section 2.9). The files inside a backup's parts are under its passphrase, not the key, so they restore onto any server.

- A supporting file the books point at that is missing from the server is not in any part; the screen says how many were left out.
- **Restoring** is offered only on an installation that holds no companies yet (**Restore from a backup**: the **Backup file**, its **Backup passphrase**, **RESTORE** typed to confirm, and proof that it is you). It replaces everything, signs everybody out, and checks that every table reads back identical to the file before finishing; if anything does not, nothing is changed. A backup from a newer version of the application is refused. A backup taken under a different encryption key is restored only after a warning: its authenticators cannot be read, and each person signs in with a recovery code and sets theirs up again. A backup taken before 28 September 2026, which carried its files inside, still restores with them. The books file is at most 200 MB (*That file is larger than any backup this application makes.*). After a restore the application is restarted (in Plesk, from its Node.js page), once the supporting files are back.
- **Restoring the supporting files** comes after the books: **Restore the supporting files** appears whenever a file the books point at is missing from the server, with the count and size. Choose every part at once, type the passphrase, and prove it is you. A part puts back only a file these books point at, with the contents they recorded, that is not on the server yet; it never overwrites one. So parts can be given in any order, or twice. A file in a part whose contents are not what the books recorded is refused as damaged, and counted.

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16. Bank

The company's bank accounts, their statements imported, each statement line dealt with, and the account reconciled to the statement. It is where most of a client's month is booked: receipts from customers and payments to suppliers are matched to their invoices and bills, everything else is coded to an account, and the reconciliation proves the books agree with the bank to the cent. Menu: **Bank accounts**, **Import a bank statement**, **Match and reconcile**, **Cash coding**, **Transfer funds**, **Bank rules**, **Post-dated cheques**, **Petty cash count**.

The month runs: import the statement (16.2), deal with each line (16.3), reconcile (16.4). Bank rules (16.6) make the recurring lines arrive already coded.

16.1 Bank accounts

A bank account here is an account of the chart (an asset account) with the bank's details on it, so that statements can be brought in and reconciled against it.

Bank → Bank accounts lists each account with its bank, its number, the account of the chart it is (and its currency, if another), its balance in the books today, its last statement, the date it was last reconciled to and how many lines are still to deal with. Clicking one (anywhere but **Change**) opens **Match and reconcile** for it. With none, it says *No bank accounts yet. Add one below.* A viewer sees a bank account's number only as its last four digits, unless the grant allows bank details (section 2.1), and sees the boxes locked, with no **Change** and no **Save**.

Adding one (preparers and approvers), under **Add a bank account**, asks:

Box	What it is
Account in the chart	An active asset account of the chart, not a VAT or control account and not yet a bank account, or **A new account (Cash at bank: current accounts)**, added under that category (1.F.1.2.1) with the next number and the name given
Name	Required. What people call it, "Bank of Cyprus current"
Bank, **Account number or IBAN**	As the bank prints them. The number is how a statement is recognised as this account's: a statement printing the number, or an IBAN ending in it, goes to this account
Currency	The books' own, or one of the company's other currencies (section 3.2). Its account in the chart is kept in the same currency (section 4.6): a new one is made so, and an existing one chosen takes it, unless entries in another currency are posted to it already (*That account of the chart has entries in another currency, so it cannot be this bank account's…*)
Reconcile from	Entries on the account dated before this day count as on the statement already: the opening balance, and whatever was reconciled in the old books. Usually the day the books start here, which it starts with. Fixed once the account has been reconciled

Save adds it ("The bank account is added."). The refusals: *Give the bank account a name.*, *That account of the chart cannot be a bank account, or already is one.*, *A currency this company does not keep. Add it under Settings → Company information first.* and *Give the day reconciling starts.*

Changing one (preparers and approvers). **Change**, at the end of an account's row, opens its boxes under the list, headed *Change* and its name, and puts **Add a bank account** away while they are open; **Close** puts them away. **Name** (required), **Bank** and **Account number or IBAN** can be changed; statements are recognised by the new number from then on. Renaming the bank account does not rename its account in the chart (the line under **Name** says so), which is renamed under **Accounting → Chart of accounts**. **Reconcile from** can be changed until the account's first reconciliation; after that the box is shown

locked, and a change is refused (*The account has been reconciled; the day reconciling starts is fixed.*) while any reconciliation stands. **Account in the chart** and **Currency** are shown locked and never change: entries are already posted to that account, in that currency. **Save** says “The bank account is saved.”; **Discard the changes** puts the boxes back, and leaving with a change not saved asks first (save, discard, or stay). Each change is in the audit trail.

In use. An account set to **No** (a closed account) is listed as *not in use*, is not offered when importing a statement, for **Transfer funds** or as the other account of a transfer on Match and reconcile, and the month-end close no longer asks for its reconciliation. Its lines, entries and reconciliations stay, and **Yes** puts it back. An account with lines still to deal with cannot be taken out of use (*It still has lines to deal with. Deal with them, or leave them out, before taking it out of use.*), so no line is left hidden.

16.2 Importing a statement

Importing brings the bank’s own record of the month into the application, line by line, so that each line can be dealt with and the account reconciled.

Bank → Import a bank statement takes the statement as the bank exports it: **Excel**, **CSV** or **PDF**, chosen under **The statement**. The reading was built on the practice app’s, proved on Bank of Cyprus (Excel with Greek or English headers, newest first), Unlimit (two accounts in one file), Revolut and Hellenic (PDF), and tested here on Bank of Cyprus’s own August 2026 Excel and PDF exports, which read line for line the same. Nothing is imported until **Import the new lines** is pressed; until then the screen shows what the file holds.

- **The columns** are found by their names, in English or Greek, on the first row of the top twenty that names a date and an amount (or debit and credit). There is no column mapping to fill in: a heading is matched to what it says, accents and capitals aside.

Column	Headings read as it (the earlier in the list wins)
Date	Transaction date, Booking date, Posting date, Entry date, Date, Ημερομηνία συναλλαγής, Ημερομηνία; Value date only where nothing else is printed
Description	Payment details, Description, Narrative, Details, Particulars, Transaction, Περιγραφή, Αιτιολογία, Merchant, Reference
The other party	Remitter / Beneficiary, Beneficiary, Remitter, Counterparty, Payee, Payer, Ordering customer, Δικαιούχος
Money out	Debit, Χρέωση, Withdrawal, Paid out, Money out
Money in	Credit, Πίστωση, Deposit, Paid in, Money in
One amount, signed	Transaction amount, Amount, Ποσό, Value
Balance	Running balance, Balance, Υπόλοιπο
Account (a file with several)	Customer account, Account number, IBAN, Account, Λογαριασμός

  Where a statement prints two dates, the transaction date is taken over the value date, and the screen offers the choice in **The date to use**. A file with no such heading row is refused: “No header row with a date and an amount (or debit and credit) was found in the statement.”

- **A CSV** may be separated by semicolons, commas or tabs: the one the file uses most is taken.
- **Dates** are read day first, as Cyprus and UK statements print them (31/08/2026, 31.08.26, 31 Aug 2026), and as Excel dates.
- **Amounts** are read in cents from the text, with either grouping (1.234,56 or 1,234.56); a minus, parentheses or DR is money out.
- **The other party** is read from the narrative: the merchant on a card line, the payer of an incoming transfer, the words after “1Bank - Credit Advice”.

- **A PDF** is read from where the words sit on the page: the columns from the header line, each figure in the column it ends in, and a description that wraps over several lines put back together. Excel is the more reliable; a PDF can join two words the cell broke.
- **Balances.** The opening and closing balances are the ones the statement states, or worked from its running balance. The screen says whether the statement **ties** (opening balance plus its lines is its closing balance) or by how much it does not, or that it states no balances and cannot be checked. A statement that does not tie is usually not the whole statement.
- **Which account.** Each section of the file (**Goes into**, or *… goes into* for a file with several accounts) goes into the bank account whose number the statement prints, or the only one there is, or the one chosen; a section can be left out (**Leave out**).
- **What the screen shows.** For each section: how many lines, between which dates, and how many not imported before; whether it ties; and each line with its **Date**, **Description**, **Name**, **Money in**, **Money out**, **Balance** and **In the books** (**New** or **Imported before**).
- **Never twice.** A line is known by its account, date, amount, direction and wording (identical lines in one file are counted), so importing the same statement again, or a statement that overlaps the last, brings in only what is new. A statement whose lines are already under another account is warned about.

Import the new lines (preparers and approvers; grey until a section has an account and lines not imported before) imports them, says how many came in and how many were in already ("31 lines imported; 0 were in already."), and opens **Match and reconcile** on the account. A statement opened from the documents inbox is marked done there (*Marked done in the documents inbox.*); one filed under a bank account's folder of the inbox goes into that account where the file names no account the application knows.

The refusals: *That file could not be read.* (not a spreadsheet, CSV or PDF, or damaged), *No header row with a date and an amount (or debit and credit) was found in the statement.*, *The statement has no lines with an amount.*, and *Choose the bank account the statement goes into.* (every section left out).

16.3 Dealing with the lines

Every statement line has to become something in the books (or be left out with a reason) before the account reconciles. Most lines are suggested; the rest are opened one by one.

A line nobody can place goes to the client as a question: **Ask the client…**, beside the line's description when it is opened, adds it to **Accounting → Client queries** (section 6.5).

Bank → Match and reconcile lists the chosen account's lines to deal with (or, under **Show**, every line). Each open line shows what it probably is, and why:

Suggestion	When
Already in the books	An entry on the account for exactly the amount whose number the line names (a payment of a SEPA file carries its entry number, *PP-2026-0004*: *… · the line names it*); else one for exactly the amount within ten days (a receipt entered by hand, the other side of a transfer)
The SEPA file	Money out for exactly the total of a SEPA file made from this account (section 13.5), within ten days of its day to pay, while all its payments are still in the books and not matched: the one line a bank shows for the whole file, matched to all its payments at once (*the SEPA file of 16 October 2026: its 3 payments, PP-2026-0004, PP-2026-0005, PP-2026-0006*)
Receipt / Payment	The customer (or supplier) the line names, with the invoices (or bills) that add up to the amount, or one of them for exactly it; or any one document for exactly the amount; or the customer named, paying on account
Transfer	The same amount the other way on another of the company's accounts within five days, or wording such as "own funds"
Receipt from a tenant	Money in naming a tenant or a property let (Accounting → Properties, section 9.6), or saying it is rent (*rent*, *ενοίκιο*) for exactly one tenancy's rent: the tenant's customer, paying its open invoices, oldest first (*… · a tenant's rent*). The tenancy runs on the line's day, or began within a month after it, or ended within two months before it

Suggestion	When
Code to an account	A bank rule that fits the line (section 16.6); else, for a tenant with no open invoices (as above), the income account the property's rent was most often posted to (else one named for rent), the property named, and the VAT code its rent invoices would take (*… · rent of Maria Ioannou, Flat 3*); else how a line naming the same party was coded before; else, when the line's name is one supplier's (money out) or customer's (money in) and its card has a usual account, that account and its usual VAT code (*… · as usual for Amazon Web Services Inc, on its card*)

A line matched to a SEPA file clears each of its payments; **Put back to open** unmatches them all. A payment it cleared cannot be matched by another line.

They come in that order of certainty: an entry already in the books, then documents the line names to the cent, then a bank rule, then the rest. The suggestion shown is the first; one from a rule says so (*coded to Motor expenses · P-19 · by the rule "PETROLINA"*), and its account, VAT code and description fill the boxes when the line is opened.

Ticking suggestions and **Post the ticked suggestions** (which counts them: *Post the 6 ticked suggestions*) posts them together, after a box **Post the suggestions?** and **Post them**, each on its own: one refused leaves the others posted and says why ("Lines posted: 5."). Only a line with a suggestion has a tick box; the tick in the heading ticks every one. Clicking a line opens it in a panel under the list, with its supporting documents (section 1.6), to deal with it one of five ways:

- **Receipt** (money in) or **Payment** (money out): a Sales receipt (series SR) or a Purchases payment (series PP) into this account, allocated to the documents chosen, as much against each as typed (**This pays**). Choosing the customer offers what the line pays of their documents, oldest first; what is not allocated stays on their account. The **Reference** starts as the line's party.

- **Code to an account**: an entry in series **BK**, the bank one side and the account chosen the other. With a VAT code that adds VAT, the amount is split into the net and the VAT by the engine (a card payment of 59.50 under P-19 posts 50.00 and 9.50 of Input VAT, and the screen says so before posting); a reverse-charge code is paid net. Import VAT is not offered: it is entered as a journal. Choosing an account puts its own VAT code in the box, and only codes the account may take are offered. Not onto the receivables or payables account (use a receipt or payment), nor onto another bank account (use a transfer).

  A line of an account in another currency takes a VAT code too. Its gross is turned into the books' currency at the ECB rate of the line's date, and the net and the VAT are split from that, so the VAT is in euros, as the return is: 119.00 dollars at 1.20 under P-19 are 99.17 euros, posting 83.34 net and 15.83 of Input VAT. The line on the account keeps the dollars (100.00 net), and the bank line its 119.00 dollars. Split over several accounts, each part is turned into euros on its own, and the bank takes what they come to, so the entry always balances.

  Split over several accounts puts one line on more than one account in the same BK entry: a loan instalment as capital, interest and charges, say. The account already chosen starts with the whole line and a second line is added under it; each part has its account, VAT code (the VAT split out of that part's own gross), words and amount, and **Add a line** adds one with what is left. A part the other way carries a minus: a customer's 1,000.00 received as 970.00, the bank having taken 30.00, is Fees 1,000.00 and Bank charges −30.00, the charges debited. The parts must come to the line exactly, and the screen shows what is left until they do; at most 30 parts. Each part keeps to the rules of one account (no receivables or payables account, no other bank account), and a refusal names the part's line. **Back to one account** puts the first part's account back in the boxes. Put back to open, the whole entry is reversed, as for one account.

  Worked example. A loan instalment of 1,250.00 to the bank, split: *Bank loan* (liability) 1,100.00, *800001 Loan interest* 145.00, *800000 Bank charges* 5.00. One BK entry credits the bank 1,250.00 and debits the three accounts.

- **Transfer**: an entry in series **TR** between this account and the other (the two in the same currency). If the other account's statement is in already, its line is matched to the same entry.

- **Already in the books**: the line is linked to the entry chosen (the account's entries not yet matched, the same way in or out); nothing is posted. Used for a receipt entered by hand, a refund (section 12.9), a cash bill paid from the bank (section 13.1), or a transfer posted ahead (section 16.5).

- **Leave out**, with a reason: a line the bank printed and reversed, for instance.

Each entry is dated on the line's date, in an open month. A closed month takes none (*That month is closed. Nothing can be posted to it until it is reopened.*). A locked month takes one only from an approver, with a reason, as on every other screen that posts. The screen says *That month is locked: say why you are posting into it.* and shows the box **Why post into a locked month**: in the line's panel above **Post** (for **Code to an account** as soon as the account is chosen, since the line under the boxes previews the posting; for the other ways on the first **Post**), or, for the ticked suggestions, beside **Post the ticked**

suggestions. With the reason typed, **Post** again; the reason is kept on the entry, and on each ticked line's entry that falls in a locked month. The box is put away once everything is posted, and also when another bank account is chosen in **Bank account** or the screen is opened again, with what was typed in it: the reason belongs to the lines it was asked for. A preparer is refused (*That month is locked. Only an approver can post to it, with a reason.*) and leaves the line open until the month is reopened. A line coded with a VAT code into a VAT period already filed is refused too (*The VAT return for that period has been marked filed, so no entry with a VAT code can be dated in it. …*). Dealing with lines is for preparers and approvers; a viewer sees them.

The other refusals. A receipt or payment: *Choose the customer.* (or supplier), *The allocations come to more than the line.*, *Enter an amount of money, more than nothing.* A coding: *Choose an account for every line.*, *Money from customers and to suppliers goes through a receipt or a payment, not onto the control account.*, *That is one of the company's bank accounts: make it a transfer.*, *A line cannot be coded to its own bank account.*, *The VAT of a line in another currency cannot be worked out without its rate.* (fetch the ECB rates). A split: *The parts do not come to the line.*, *Give each part an amount.*, *A line can be split into 30 parts at most.* A transfer: *The two accounts are in different currencies.* A match: *That entry is not for the line's amount.*, *Another statement line is matched to that entry already.*, *That entry is reversed.* Leaving out: *Say why the line is left out.*

The list. Each line shows its date, the other party in bold over the bank's words, the money in or out, and what it is: the suggestion (*Suggested: …*), **To deal with**, or, once dealt with, the way and its entry (*Receipt · SR-2026-0004*), marked *reconciled* once it is, or *Left out: (reason)*. A line with a supporting document has a paper clip.

Putting a line back. A line dealt with (seen under **Show**: **Every line**) shows what it became. **Put back to open** (with an optional reason in **Why it is put back (optional)**, after the box **Put the line back to open?** and **Put it back**) takes back what was posted for it (its BK or TR entry reversed on its own date, its receipt or payment voided with its allocations) and the line is open again ("The line is open again; BK-2026-0012 reverses what was posted."). A match or a line left out is simply undone. Not once it is reconciled (*That line is reconciled. Undo the reconciliation first.*). The reversal being dated on the entry's own date, a locked month takes it only from an approver and a closed month not at all. The entries and documents a line made are taken back only from the line: Sales refuses to void such a receipt, and the journal to reverse an entry a line clears. The other side of a transfer that is matched to it is put back first (*The other side of this transfer is matched to it. Put that line back to open first.*).

16.4 Reconciling

The reconciliation explains the difference between the bank's balance and the books' at a date, and is marked once there is none left to explain.

Under the lines, the **reconciliation** at a date (**At**: the last statement's last day unless another is typed) against the **Balance on the statement** (the one the statement states for that day, or typed). It is worked out as soon as the account is opened, and again by **Work it out** for the date and balance typed:

Line	
Balance in the books	The account at the end of the day
Less: in the books, not yet on the statement	Entries on the account from *Reconcile from* that no statement line up to the date clears, each listed
Add: on the statement, not yet in the books	Statement lines up to the date not dealt with, left out, or posted with a later date, each listed
The statement should show	The three together
The statement shows	The balance on the statement
Difference	Against the balance on the statement

Worked example. At 31 August the books show 11,600.00. A cheque of 300.00 written on 30 August is in the books but the bank has not paid it yet, and the bank's charge of 57.70 on 31 August is on the statement but has not been dealt with. The statement should show 11,600.00 + 300.00 − 57.70 = 11,842.30; the statement shows 11,842.30; the difference is nil. It still cannot be marked until the 57.70 line is dealt with: coded to bank charges, the books become 11,542.30, and the only item left is the cheque.

The working is headed, for example, *Bank of Cyprus current reconciled at 31 August 2026* as soon as it is worked out: that is its title, not a sign it has been marked. It also says whether every line up to the date is dealt with, whether the statement and the books agree, and whether the first statement opens at what the books held before *Reconcile from*. "Last reconciled at …, to …, by …" under it gives the last reconciliation marked, and the account's row on **Bank accounts** shows its date under **Reconciled to**. **Mark reconciled** (preparers and approvers) is offered only when the difference is nought and every line up to the date is dealt with, and not at a date the account is reconciled to already; it asks first (**Mark the account reconciled?**) and says "Reconciled at 31 August 2026.". Its lines are then fixed, and say *reconciled* in the list. Marked anyway at a date that does not qualify, it is refused: *Statement lines up to that date are still to deal with.*, *The statement and the books do not agree at that date.*, *The account is reconciled to that date or later already.* **Undo the last reconciliation** (approvers only; the box **Why it is undone** and the button are not shown to anybody else) undoes the latest reconciliation standing, after **Undo the last reconciliation?** and **Undo it**; a reason is required (*Say why the reconciliation is undone.*) and kept on the audit trail. Its lines open again; nothing posted changes. To go further back, undo again. **Print or PDF** prints the reconciliation alone.

16.5 Transfer funds

For money moved between two of the company's own bank accounts (the current account to the savings account), posted ahead of the statements.

Bank → Transfer funds posts money moved between two of the company's accounts in the same currency, in series TR, **From** one account **To** the other on the **Date** given (today, to start), for the **Amount**, with an optional **Narrative** (blank, it reads *Transfer: Bank of Cyprus current to Bank of Cyprus savings*). It says "The transfer is posted as TR-2026-0001." The refusals: *Choose another of the company's bank accounts.* (the same account twice, or none), *The two accounts are in different currencies.*, *An amount that is not money, or nothing.*, *Give the date of the entry.*, and a closed month (*That month is closed. Nothing can be posted to it until it is reopened.*). Only bank accounts in use are offered: cash drawn for petty cash kept under Where cash bills are paid from is not a transfer here, but its bank line coded to the petty cash account (section 16.3). An exchange between accounts in two currencies is not a transfer either: it is a journal entry, each statement line then matched to it as **Already in the books**. A transfer dated in a locked month is posted only by an approver, with a reason: the first **Post the transfer** shows the box **Why post into a locked month** under the **Narrative**, and the reason typed there is kept on the entry. A preparer is refused. When the statements come in, their lines are suggested as already in the books.

16.6 Bank rules

A bank rule is the firm's standing instruction for a kind of line: the same fuel station, the same bank fee, every month. It saves coding the same line by hand month after month, and keeps it coded the same way.

Bank → Bank rules keeps how a kind of statement line is always coded, for each company: "a line containing PETROLINA, money out, goes to Motor expenses at P-19, described as Fuel". A rule only suggests. On **Match and reconcile** a line it fits arrives with the rule's coding, to be ticked and posted with the others (section 16.3); nothing is posted by a rule alone.

Box	Rule
The line contains	Required: words found in the line's party or description. Capitals, accents and punctuation do not matter, nor a space the bank put inside a word ("PETRO LINA"). At least three letters or digits, at most 100 characters.
Money	Money out, money in, or either
Amount from, **Amount up to**	Optional, in the bank account's currency: the rule fits only amounts within them (both included), e.g. loan interest up to 100.00 and not the instalment
On the bank account	Any bank account, or one

Box	Rule
Coded to the account	Required: any active account a line can be coded to by hand: not a bank account, the receivables or the payables
VAT code	Optional, for a VAT-registered company: a sales code for money in, a purchase code for money out, one the account may take (section 11.3); never for *either*, never import VAT. On a bank account in another currency the VAT is worked out in the books' currency when the line is coded.
Description (blank: the line's own)	Optional: the entry's description. Blank, the line's own. At most 200 characters.
In use	Shown on a rule already made. A rule not in use stays listed and fits nothing.

Which rule, when more than one fits: the most particular. One for a bank account before one for any; one with amounts before one without; then the longer words; then the older rule. So "MAINTENANCE FEE" on the current account codes the maintenance fee, and "FEE" for any account the other fees.

The list shows each rule with **Open lines it codes**: the open lines of every bank account it is the chosen rule for, and, where it fits more, how many it fits in all (a more particular rule codes the rest). **Save** says "Rule added." (or "Rule saved."). Click a rule to open its boxes (headed **The rule**), change them and **Save**; **Add a rule** goes back to empty boxes (**New rule**); **Delete the rule** asks first (*Delete this rule?*: open lines it suggested for lose the suggestion; lines already posted keep their entries) and says "Rule deleted." Changing or deleting a rule changes nothing already posted. Preparers and approvers keep the rules; a viewer sees them, the boxes locked.

The refusals: *Type the words a line contains for the rule to fit it.*, *The words are too short: at least three letters or digits, or the rule would fit almost every line.*, *The words are too long: at most 100 characters.*, *An amount is a figure such as 50 or 1250.00, not below nothing.*, *The amount up to is below the amount from.*, *Choose the account the lines are coded to.*, *A rule codes to an active account other than a bank account, the receivables or the payables: …*, *Not a VAT code a bank line can take.*, *A rule with a VAT code is for money in (a sales code) or money out (a purchase code), not either.*, *A sales code is for money in, a purchase code for money out.*, *The description is too long: at most 200 characters.*

A rule made from a line. On **Match and reconcile**, coding a line to one account offers **Code lines like this the same way from now on: lines containing**, with the line's party (or the first words of its description) to change as needed. Ticked, **Post** saves the rule first, for money the line's way, on any bank account, with the account, VAT code and description chosen (the description only if changed from the line's own), and then posts the line ("Posted as BK-2026-0001. Rule saved for lines

containing”PETROLINA”.”). A rule that cannot be kept stops the posting and says why. A rule kept stays even if the posting is then refused (a locked month, say); the tick is cleared, so posting again does not make it twice. Not offered while splitting a line, nor on a line a rule already codes.

Rules worth making. Under the rules, **Rules worth making** lists what the lines coded by hand suggest: the lines whose wording (their party, or the first words of their description, as a rule made from a line has it) is the same, at least three of them, all coded to the same account and VAT code, which no rule codes yet — *PETROLINA · Money out · Fuel · 3 times, last 16 September 2026*. Money all one way makes a rule for that way. A wording coded two ways is not suggested: it needs a person. **Make this rule** saves it (*Rule made: lines containing “PETROLINA”.*), and it leaves the list. A line split over several accounts does not count.

16.7 Cash coding

Bank → Cash coding codes many lines of a bank account at once, as Xero’s cash coding does: the account’s open lines in one grid, each with its date, party and words, amount, and boxes for **Coded to** (any account a line can be coded to, as on Match and reconcile), **VAT code** (sales codes for money in, purchase codes for money out, those that fit the account) and **Words**. A line the application already codes — a bank rule, how the same party was coded before, a supplier’s usual account — comes filled in and ticked; choosing an account for another ticks it. The line under the grid counts them (*4 of 12 lines ticked, 3 with an account*). **Post the ticked lines** asks first, then posts each as Match and reconcile codes one (series BK), each on its own: one refused leaves the others posted and says why; a month locked asks an approver why. A ticked line with no account is not posted (*Choose the account for the ticked lines without one…*). Receipts, payments, transfers and matches are dealt with on Match and reconcile (section 16.3).

16.8 Post-dated cheques

Bank → Post-dated cheques keeps the cheques the company holds from customers and the ones it has given suppliers, each dated, often, for a day to come. A cheque is not money until it clears, so it is a register, not an entry in the books.

Adding one. Add a cheque received (or **Add a cheque given**): the **From customer** (or **To supplier**), the **Cheque number** (once for each contact), **Drawn on (bank)**, **Received on** (or **Given on**), **Dated** (the day written on it: it cannot be presented before) and the **Amount**, and **Notes**. It is corrected while still in hand, and taken off the register (**Take off the register**) if entered by mistake.

The register lists those still to clear (or, under **Show**, every cheque), by the day written on them, each with its way, contact, number, bank, amount and where it is. A customer’s cheque that can be presented today is marked (*can be presented*), one within a week too. The line above it totals the cheques in hand from customers and the company’s own still to be presented.

What happened to it. Clicking one shows what can be done to it now, on the day given under **On**, and with the **Bank account** where needed:

A customer's cheque	Done	Then
In hand	**Deposited**	Deposited, into the bank account chosen. Nothing in the books yet.
In hand or deposited	**Cleared: record the receipt**	A receipt (series SR) is recorded on that day into the bank account, allocated to the customer's open invoices oldest first; what is over stays on account. Not before the day written on it.
In hand or deposited	**Bounced**	Kept as bounced, with why. What the customer owes is as it was.
In hand	**Handed back**	Kept as handed back.

A cheque the company gave: **Cleared: record the payment** (a payment, series PP, from the bank account, allocated to the supplier's oldest open bills), or **Cancelled**.

A cheque that cleared stays on the register with its receipt or payment; to undo it, void that document. The cash flow forecast counts the cheques still to clear on their days (section 14.14), and the dashboard says when a customer's cheque can be presented, or the company's own will be presented within a week. Preparers and approvers keep the register; a viewer sees it. The audit trail records each cheque added, changed, taken off, and each thing done to it.

An example. On 15 September Kyrenia Trading Ltd hands over cheque 000101 of 1,000.00 dated 15 October, against INV-1 (600.00) and INV-2 (900.00). On 15 October it is marked *can be presented*; **Deposited** into Bank of Cyprus, then, when the statement shows it, **Cleared**: receipt SR-2026-0012 of 1,000.00 is recorded, paying INV-1 in full and 400.00 of INV-2.

16.9 Petty cash count

Bank → Petty cash count counts a cash box against the books. **Cash account**: the company's cash accounts (an active asset account mapped to cash, 1.F.1, that is not one of its bank accounts, in the books' currency). **Counted on**: today, or a day gone. A box for each euro note and coin, €500 to 1c: type how many of each. Under them, as you type, **Counted**, **In the books** (the account's balance at the end of the day) and the **Difference** (*5.50 short*, *1.00 over*, or *It agrees*).

Post a difference to an account, such as *Cash over and short* (an expense or income account), to put the books right: a journal (series J) on the day counted takes a shortfall off the cash account (or puts a surplus on), the account chosen the other way. Left as **Do not post it**, the count is kept and nothing

posted. **Keep the count** asks first. **Counts** lists the account's last 20 counts, newest first, with what was counted, the books, the difference and the entry. Preparers and approvers count; a viewer sees the counts.

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17. Still to come

In the order of the plan:

- **VAT:**
  - VIES Call-off Stocks.
- **Bank:** bank feeds.
- **Reports:** consolidated statutory statements (goodwill, non-controlling interests, the group notes).

Also not built, and said where they belong: in the tax computation, the interest limitation rule (line 27), the IP box and income split by source (section 14.12); with the financial statements, the additional information to the statement of profit or loss (section 14.11).

What's new

31 October 2026. A new typeface (section 1.3d): the screens, their titles, every box, list and button, and the Help pages are now set in Roboto, Greek letters included, in place of Source Sans and Source Serif. So are the files the application makes: the financial statements and reports in PDF (Roboto built in, where they were in DejaVu Sans), the statements in Word (where they were in Verdana), Excel downloads (where they were in Arial) and the manuals in Word. Word and Excel show Roboto where it is installed.

30 October 2026. Today's date is Cyprus's (section 1.3e): every date box that starts on today (journals, invoices, bills, payments, SEPA files, report periods and the rest) now starts on today in Cyprus. Until now, between midnight and two in the morning (three in summer), they started on the day before, and a SEPA file made then was refused as *The day to pay on is gone*. **Budgets** open on the year today is in, counted the same way.

30 October 2026. The chart of accounts: copied from another company, many accounts changed at once, and Excel and PDF (sections 3.4, 4.8, 4.9, 4.10):

- **Copy from another company…** starts a client's chart from one the firm already keeps: every account in use with its type, reporting line, tax treatment and usual VAT code, numbered here, all or none. Bank, receivables, payables, VAT and currency accounts stay with the other company.
- **Ticking accounts** in the chart gives a bar to set their reporting line, tax treatment or usual VAT code together, each checked as the form checks one, all or none.
- **Excel** and **PDF** download the chart with each account's line, treatment, VAT code and old name.

29 October 2026. Setting up a new client, a chart of accounts from a file, and "1 second" (sections 1.2, 3.4, 4.7, 7.6, 8):

- **Dashboard: Setting up this company** lists what a new client needs before its first invoice (its details, chart, VAT, a bank account, opening balances and the invoices open at the start, customers, suppliers), ticks each when the books show it done, opens each step's screen, and lets a step be marked **Not needed**.
- **Accounting → Chart of accounts: Bring in from a file…** brings in a client's own account list from QuickBooks, Xero or the template, each account paired with one here, added or left out, all or none. Each keeps its old name and number, shown on the account (*In the previous system: …*).
- **Opening balances** and **Import entries** find an account by its name or number in the old system as well (*by its name in the previous system*).
- **Signing in:** a wait of one second now reads *Try again in 1 second.*, not *1 seconds*. The change is in the security code shared with the payroll and invoicing applications, and is the same in all three.

20 October 2026. A first financial year of up to eighteen months, customers and suppliers from a file, and four fixes (sections 3.1, 14.11, 12.1, 13.2, 14.2, 14.8):

- **Add a company, step 4:** a new company's first financial year may now run up to eighteen months. Where two year ends fall within that, **The first financial year ends on** asks which (*15 November 2025 – 31 December 2026 · 14 months*). A company moving here keeps its own year. Every later year is twelve months.
- **Financial statements:** a first period that is not twelve months is headed *For the period from … to …*, with *Net profit for the period*.
- **Sales → Customer list** and **Purchases → Supplier list: Bring in a list from a file…** adds many at once from the template or a list exported from QuickBooks or Xero, every row checked first, all or none.
- **Read bills from files:** its own words now say photos and scans are read by text recognition.
- **Report centre: Open** on Sales by customer, Sales by item, Purchases by supplier and Purchases by account now opens them.
- **Budgets:** a viewer no longer has **Fill with last year's figures**.

20 October 2026. Corrections to the manuals: both manuals were checked, sentence by sentence, against every screen, message and menu as the application has them today. Words quoted from the screens now match them exactly; menu paths name their side menus (**Reports → Ledger › Trial balance**); cross-references point to the right sections; the examples use the application's own six-digit account numbers (*600021 Motor vehicle running costs*, not *6300*); and what had changed since was brought up to date — among it the dashboard's newer lines, the cash flow figures that open the ledger, customer deposits in the series and entry types, the Sales, Purchases, Bank and VAT menu lists, the four sales and purchases reports in the receivables and payables table and the report centre, the capital goods check on a VAT return, and what deleting a company removes.

19 October 2026. Sales by customer and item, purchases by supplier and account, customer deposits with their VAT, the deemed dividend distribution, client queries (sections 14.15, 12.14, 14.16, 6.5, 2.6):

- **Reports → Receivables › Sales by customer** and **Sales by item**, **Reports → Payables › Purchases by supplier** and **Purchases by account**: what was sold and bought in a period, with Excel, PDF and CSV, in the report centre.
- **Sales → Customer deposits**: money received before the invoice, its VAT due when received, held on the advances account and applied to the invoice, the VAT taken back.
- **Reports → Deemed dividend distribution**: 70% of the 2024 and 2025 profits, the defence and GHS contributions by shareholder, kept and in Excel.
- **Accounting → Client queries**: questions for the client from a bank line, a document or typed, emailed as a list, their answers recorded.
- **Settings → Audit trail**: the **Part of the books** filter now finds every event its rows are named by — the post-dated cheques and petty cash counts under **Bank**, repeating entries and recoding under **Entries**, repeating invoices under **Sales**, the cash flow forecast and audit pack under **Reports** (called *Scheduled reports* before), which it missed before.

15 October 2026. Post-dated cheques, cash coding, rules worth making, the petty cash count, budget warnings, the cash flow statement's figures (sections 16.8, 16.7, 16.6, 16.9, 14.2, 14.7, 14.14, 1.2):

- **Bank → Post-dated cheques**: a register of cheques received and given; cleared, the receipt or payment recorded and allocated; in the cash flow forecast and on the dashboard.
- **Bank → Cash coding**: many bank lines coded in one grid and posted together.
- **Bank → Bank rules**: rules worth making, learned from lines coded by hand.
- **Bank → Petty cash count**: notes and coins counted against the books, the difference posted if wanted.
- **Budgets**: accounts worse than budget by more than a percentage, listed and on the dashboard.
- **Statement of cash flows**: each line's figure opens the general ledger of its accounts.

15 October 2026. Payment reminders, statements emailed, interest on late payment, credit limits, a bill entered twice, SEPA files on the statement (sections 12.11, 12.12, 12.13, 12.1, 13, 16.3, 13.5, 1.2):

- **Sales → Payment reminders**: emails to customers with invoices overdue, at the days you set, their statement attached; sent by a person or by themselves each morning.
- **Sales → Email statements**: each customer's statement for a period, emailed as a PDF in one go. Customer statements download as a PDF file too.
- **Sales → Interest on late payment**: interest on what is unpaid past the due date, raised as interest invoices; the same days never charged twice.
- A **credit limit** on a customer's card, warned of on the invoice; customers over it on the dashboard.
- A **bill entered twice** warned of as it is typed.
- **Bank → Match and reconcile**: the bank's one line for a SEPA file matched to all its payments at once; a line naming a payment matched to it.

15 October 2026. Find and recode, repeating invoices and bills, the SEPA payment file, the cash flow forecast (sections 7.8, 12.10, 13.5, 14.14, 12.1):

- **Accounting → Entries › Find and recode**: lines on the wrong account found, ticked and moved to the right one by a journal; the VAT not touched.
- **Sales → Repeating invoices** and **Purchases → Repeating bills**: kept once, recorded from the list of what is due, numbered from a pattern.
- **Purchases → Pay bills**: the payments just recorded downloaded as one SEPA file for the bank; an **IBAN** and **BIC** on each customer's and supplier's card.
- **Reports → Cash flow forecast**: the bank over thirteen weeks from the invoices and bills due, the repeating ones, VAT and provisional tax.

14 October 2026. The audit pack, and several slips in one photo (sections 6.4, 13.2):

- **Accounting → Audit pack**: a year's papers for the auditor, ticked from a list, downloaded in one zip with a contents list.
- **Purchases → Read bills from files**: a photo of several slips split into one bill per slip.

14 October 2026. Provisional tax, year-end lead schedules, supplier reconciliations kept, files of several bills split (sections 14.13, 6.3, 13.4, 13.2, 1.2):

- **Reports → Provisional tax**: the year's estimate, its two instalments and what was paid, with the 75% check; on the dashboard; taken by the tax computation.
- **Accounting → Year-end lead schedules**: the balance sheet heading by heading, with supporting files, prepared and reviewed sign-offs, and Excel.
- **Purchases → Reconcile a supplier statement**: a reconciliation kept and its lines ticked off over the months; one line matched to two or three on the other side.
- **Purchases → Read bills from files**: a file of several bills split by its pages when no rule can.

14 October 2026. Rent changes, part months by days, the tenant statement, rent from the bank (sections 9.6, 16.3):

- **Accounting → Properties**: a tenancy's **Rent changes** (the rent from a day on), **Part months** charged by days, and a **Tenant statement** with Excel and print.
- **Bank → Match and reconcile**: money in naming a tenant or a property let is suggested as the tenant's receipt, or as rent coded to the property.

14 October 2026. Rent invoices, rent by tenant, deposits held, leases ending (sections 9.6, 1.2):

- **Accounting → Properties → Rent invoices**: a month's rent invoices recorded from the tenancies, one sales invoice per tenant, numbered on, after a yes.
- **Rent by tenant**: rent due, invoiced, not invoiced, and unpaid today, per tenancy.
- **Deposits held**: the tenancies' deposits against the deposits account in the books.
- The dashboard: leases ending in the next 60 days, rent recorded after a lease ended, and this month's rent invoices not recorded.

14 October 2026. Rent roll, VIES on the statement, the capital goods register printed, the monthly VIES re-check (sections 9.6, 11.6, 11.8a, 11.8b, 1.2):

- **Accounting → Properties**: each property's **Tenancies** (tenant, from, to, rent a month, due day, deposit), and a **Rent roll**: each month's rent due against the income recorded, and what is not recorded; on the dashboard when last month's rent is short, and in the Excel copy.
- The **VIES statement** says, for each buyer, when its number was found not valid on VIES, or has no valid answer.
- **VAT → Capital goods scheme**: **Excel** and **Print or save as PDF**.
- The server checks EU business customers' numbers on VIES again every month.

13 October 2026. Buildings sold and bought earlier, VIES for all, the dashboard (sections 1.2, 9.6, 11.8a, 11.8b):

- Selling a building on the capital goods scheme (S-EX or S-19 on its asset account) marks its item sold on the day; reversing the sale holds it again.
- **VAT → Capital goods scheme** offers buildings bought with VAT before they went on by themselves: **Show them**, then **Add the ticked ones to the register**.
- **Check every VAT number on VIES** on VAT → Suppliers and customers abroad; each card keeps its last check.
- The dashboard's **Needs attention** adds lines whose VAT code does not fit the country, cards to set, and EU business customers with no valid VIES answer.

13 October 2026. Buildings on the capital goods scheme, and more on abroad (sections 9.6, 11.4, 11.8a, 11.8b, 16):

- A building or land bought with VAT, on the property register, goes on **VAT → Capital goods scheme** by itself (property, ten intervals); an edit or a void follows it.
- A building bought at **P-5** is said: the 5% rate on a home is an individual's.
- A return's checks list the lines whose VAT code does not fit the supplier's or customer's country, in yellow, without stopping the filing.
- A bank line whose name is a supplier with a usual account on its card is suggested coded to it, with its usual VAT code.
- **Excel** on VAT → Suppliers and customers abroad.

13 October 2026. Abroad: the supplier's code first, journals and the bank, VIES (sections 11.8b, 13, 7, 16):

- On a bill or invoice of a supplier or customer abroad, its usual VAT code (P-EUS-19, P-NEU-19, S-EUS, S-OS) now comes before the account's own.
- The country note also shows on journal lines that name a supplier or customer abroad, and on bank lines coded to accounts whose name is one of them.
- **Set each country from its VAT number** on VAT → Suppliers and customers abroad moves the cards listed to check in one go.
- **Check the VAT number on VIES** on a supplier's or customer's card: valid or not, the registered name, and a consultation number kept on the audit trail.

13 October 2026. Suppliers and customers abroad (sections 11.8b, 1.3b, 12.1, 13):

- **Add a supplier** and **Add a customer** (the small box at the foot of the lists) ask for the **Country** too; an EU VAT number typed chooses it.
- A bill or an invoice says, in a yellow note, when a line's VAT code does not fit where the supplier or customer is: a reverse charge missed (P-EUS, P-NEU), an EU sale without S-EUS or S-EUG, Cyprus VAT on a sale outside the EU. A company not registered is reminded of the €15,600 and €10,251.61 amounts that make it register.
- A new supplier or customer abroad starts with the usual VAT code for where it is.
- **VAT → Suppliers and customers abroad** (new): the posted lines to check, and the cards whose VAT number names another country.

12 October 2026. Security: higher roles, the links, the inbox's sender check, and the first owner's password (sections 2.1, 2.2, 2.4, 1.7, 8.1, 12.8):

- **A limited administrator does not take over a higher role.** Besides somebody who reaches a company they do not, an administrator who does not reach every company is now refused the password, second factor, links, sign-out, role and switch of anybody who holds a higher role than they do in a company they share (an approver, for one who views it). Switching such a person back on, and moving the last day of somebody from outside, are refused the same way, and the Users screen locks **Access ends after** for them too. (Audit, October 2026, step 2, item 1.)
- **The payroll and invoicing links ask you to confirm it is you**, on **Save and test** and **Remove the link**; and a new address asks for the key again, so a key kept is only ever sent to the address it was saved for. (Item 2.)
- **The inbox's sender check reads each result on its own.** A *dmarc=pass* that a sender wrote into the address they sent from, or into a remark, no longer counts as proof. (Item 3.)
- **The first owner chooses their own password.** On a new installation the password from the server's .env is temporary: the owner's first sign-in asks for their own. Installations already running are not affected. (Item 4.)

12 October 2026. Properties: rent by property, and the VAT rule of first occupation (sections 9.6, 7.1, 4.1):

- **Accounting → Properties** (new): the register of the company's land and buildings, each with its income, costs and net for a period, its lines, and where it stands for VAT under the rule in force from 1 September 2026 (first occupation, 18 months after systematic use began; Κ.Δ.Π. 103/2026).
- A **Property** column on journal, invoice, bill and repeating-entry lines, and on a bank line coded to an account; an account can require it (**Each line names a property**), so rental income always says which property it is from.
- Selling or buying a building: a yellow note when the VAT code does not fit the rule.

11 October 2026. Reconciling a supplier statement (section 13.4):

- **Purchases → Reconcile a supplier statement** (new): choose the supplier, drop its statement (PDF, scan or photo, Excel or CSV), and see its lines set against the supplier's account in the books — matched by reference or by amount, with what is on one side only and any amount that differs explaining the difference between the two balances. Excel and print. Nothing is posted.

11 October 2026. Bills with several VAT rates; the capital goods scheme on the return's Excel and print; security updates (sections 13.2, 11.8a, 11.9):

- A bill read from a file that prints a **VAT analysis** with more than one rate now fills the Enter bills form with **one line for each rate**, at its net, with the supplier's code moved to that rate — only when the rates add up to the bill's total.
- The return's **Excel** copy has a **Capital goods scheme** sheet, and its printed copy the same table, when the return carries one.
- The web server (fastify) is updated for a security advisory, and the test tools (vitest) for theirs. Nothing changes on screen.

11 October 2026. Photos and scans read; several bills in one PDF; the capital goods scheme (sections 13.2, 11.8a):

- **Purchases → Read bills from files** now reads a **photo** or a **scanned PDF** by text recognition, English and Greek, on the application's own server: its figures are marked and read like a PDF's, with a note to check every figure against the bill.
- A PDF holding **several bills** from a supplier with a reading rule is split into one bill each, by the bill number on each page; a page with no number stays with the bill before it. Up to twenty pages of a PDF are read (was five).
- **VAT → Capital goods scheme** (new): the register of items whose input VAT is adjusted over five or ten intervals (VAT Regulations 314/2001, regulations 75 to 79; circular EE 107), each interval's percentage typed, and the adjustment posted from the return it falls in (code CGS, box 4). A return cannot be filed with one due and not posted.

11 October 2026. A weekly security summary; signing somebody out everywhere; your recent sign-ins (sections 2.1, 2.2, 2.10):

- The owner's weekly email is now a **security summary**: the trail, the last backup, the week's wrong passwords and locks, unused accounts and accounts with no second factor.
- **Users → Change → Sign them out everywhere** ends all of a person's sessions (a lost laptop) without switching the account off; they are emailed.
- **Security → Recent sign-ins** shows each person their own last ten sign-ins and failed attempts.
- The handbook no longer lists bills emailed to a company as not built: they arrive in its documents inbox and are read with **Read as a bill**.

11 October 2026. The last open points of the 30 September review (sections 9.4, 9.5, 13.2):

- A lease (held or granted) a run has posted for can no longer have its commencement moved across the start of the books or past the latest lease run (RISK-14).

- A change can no longer be taken off a voided lease, held or granted (RISK-21).
- An emailed bill's opening and its reading now really share one 55-second limit, a PDF with too little time left not being started; the 30 September entry below said so, but the limit had been lost when the reading moved onto the server (OPS-17).

11 October 2026. One session signed out alone; accounts nobody uses; the trail checked weekly; security events in Excel (sections 2.1, 2.2, 2.10):

- **Security → Where you are signed in** shows each session's browser and address, with **Sign out** beside each other session, so a phone left somewhere can be signed out without signing out everywhere.
- **Users** labels an account not signed in for 90 days *Not used for 90 days*, and the owner's dashboard says how many there are.
- The trail's newest seal is written down outside the database hourly, so lines taken off the end are caught by **Check the trail**; and the owner is emailed the check's result every week.
- **Settings → Security events** has an **Excel** download of what the filters find.

9 October 2026. The audit trail, sealed; the act and its record saved together; the owner told when somebody is given the keys; recovery codes running low (sections 2.6, 2.10):

- **Check the trail** on **Settings → Security events** (new): says whether any line of the audit trail was changed or removed after it was written, naming each one.
- An act that asks you to confirm it is you is now saved in one step with its line on the trail: if the trail fails half way, the act is undone too, not left done without a record. Its emails go only once it is saved.
- The owner is emailed when an account is made an administrator, given every company, or handed the ownership.
- **Security**: with two or fewer recovery codes left, the screen says so above **Issue new recovery codes**, and you are emailed once at two and once at none.

9 October 2026. A link or a recovery code used twice at the same moment works once (sections 2.4, 2.6): an invitation or reset link saved twice at once sets one password, and the other press is told *That link has been used already.*; a recovery code given in two places at once signs in once. The password and the spending of the link are now saved together, so a link is never used up without the password being set.

9 October 2026. Behind the scenes: the security code shared with the payroll application is compared before every commit. A change made to one application's copy alone is now caught on the computer before it is committed, rather than found later by hand. Nothing on screen changes. The payroll application's latest change to its sign-in links is in this copy too; this application does not use those links, so nothing here behaves differently.

9 October 2026. Behind the scenes: the security code is level with the payroll application's again. The check that a change came from this application's own pages now also holds the payroll application's

lower line (a form sent from another site with a signed-in session is refused there too); this application already refused more than that, so nothing on screen changes. The notes about four-eyes in the shared code now say what this application does since the change above.

9 October 2026. Four-eyes: the default follows the installation, and an approval it cannot judge is refused (section 2.1): until the owner ticks or unticks it, four-eyes is on for a firm and off for a company keeping its own books, and **Rules for everybody** says *Not chosen yet….* An installation whose owner never changed it is set back to not chosen; one whose owner did keeps the choice. While it is on, approving statements for a year that cannot be found is refused with *Four-eyes is on, and who prepared this year cannot be told…* rather than allowed. (Security review of 2 October 2026, §8.2.)

9 October 2026. The acts that ask you to confirm it is you are recorded, or not done (sections 2.4, 2.6): a backup, a change to somebody's account, filing a VAT return, deleting a company and the rest are no longer done when the audit trail cannot be written; the screen says *Not done: this needs to be written to the audit trail….* Ordinary work is not affected. (Security review of 2 October 2026, §8.5.)

9 October 2026. A question asked straight after another no longer vanishes: answering one box and being asked another at once (*Delete the company?* and then **Confirm it is you**, a bill saved after a question about it, and the like) could, now and then, close the second box by itself before it was seen, as if **Cancel** had been pressed, so nothing was done. The second box now stays open until it is answered.

9 October 2026. The proof rules are the shared ones (section 2.4): how long a proof lasts, whether it was a factor, and whether it may open a company are now worked out by the same code as the payroll application's. Signing in was already not a proof; now a proof must also have been given after the sign-in, a second guard behind the first. Nothing on screen changes.

9 October 2026. The security code is shared with the payroll application (security review 2, item 17): the code behind signing in, passwords, second factors, sessions, the sign-in limits, the encryption, invitation links and the account emails is now one folder, the same in this application and the payroll application, so a fix made in one reaches the other. Nothing on any screen changes, and everything encrypted before (supporting files, authenticators, keys and passwords) opens as it did; the key's fingerprint on **Security → Backups** is the same, so backups taken before restore as before.

9 October 2026. Security events, a ceiling on requests, and an edited entry's history kept from viewers (sections 2.6, 2.10, 2.11; security review 2, items 12 to 16):

- **Settings → Security events** (new, section 2.10): the firm's sign-ins, failed attempts and locks, the locks in force now, and changes to how people sign in, for the owner and the administrators who reach every company. Wrong passwords at the sign-in and the locks they cause are now written to the trail; what a stranger typed as an address never is.
- **Too many requests** (section 2.11): each person, and each connection with nobody signed in, has a ceiling on how fast the server answers, as in the payroll application.
- **An edited journal entry's earlier versions** are no longer shown to viewers, only the entry as it stands, with a line saying it was edited (section 2.6).

- The owner made from the server's settings when it is first installed is kept with their address in lower case, as everybody else is, so it signs in however the address was typed there.

9 October 2026. The server needs a real encryption key and its own session secret, whatever else is set (section 2.9): the checks that stop the server without an encryption key (CREDENTIALS_KEY) or with the session secret from the source applied only when the server was marked as the live one, so a live server that had lost that one setting ran without them. Now every server is checked. And a typed phrase is no longer accepted as the key: the server stops, saying how to move to a generated one (the phrase goes to CREDENTIALS_KEY_PREVIOUS, so nothing is lost and nobody sets up their authenticator again). (Security review 2, item 11.)

8 October 2026. Deleting a company asks you to confirm it is you (sections 2.4, 3.3): after the legal name is typed and *Delete the company?* answered, the box **Confirm it is you** now asks for the second factor (a code, a recovery code or a passkey), as the other acts in section 2.4 do. An account with no second factor cannot delete a company until it sets one up. (Security review 2, item 10.)

8 October 2026. Clearing a second factor really restarts the grace (section 2.3): after an administrator cleared somebody's second factor, their next sign-in was not treated as a first session, so it showed only **Set up a second way to sign in** rather than the one session with the password alone that this handbook promises. Now that sign-in is their first session again, and only that one. (Security review 2, item 9.)

8 October 2026. Bank statements follow the bank details rule (sections 1.6, 1.7, 2.1): a viewer who does not see a company's bank details could still open the bank statements kept with its bank lines and those sent to the inbox's bank-account folders, with the full account number and every payment. Now they see such a file listed, greyed, and cannot open it; a period's zip leaves them out and says so. Preparers, approvers, a viewer ticked **Sees bank details**, and whoever sent the file open it as before. (Security review 2, item 8.)

8 October 2026. The payroll and invoicing links never follow a redirect (sections 8.1, 12.8): an answer from the payroll application's address that sent the request on to another address was followed, and the key, in its own header, went with it. Both links now refuse a redirect, send the key nowhere else, and say so. (Security review 2, item 7.)

8 October 2026. Group relief recorded only with edit on both companies, of one group (section 14.12): somebody who only viewed company B could record on company A's tax computation a loss surrendered by B, changing B's computation too; and the other company could be any the person reached. Now recording it needs preparer or approver on both companies, and both in the same group (Settings → Group); the list offers only those companies. A viewer of B without a grant on A sees A's name on B's computation, not its tax number. (Security review 2, item 6.)

8 October 2026. Mail passwords go only to their own server, and never in the clear (section 2.7): changing only the mail server's name in Settings → Mail kept and sent the saved password to the new one, and a server that did not offer encryption was used in plain text. Now a change of server, port or

user name asks for the password again, and every connection is SSL/TLS or a STARTTLS that must succeed; a server offering neither is refused. (Security review 2, item 5.)

8 October 2026. Inbox email: a known sender only on the firm's mail server's pass (sections 1.7, 2.7): an email to a company's inbox counted as from a known sender when its From address was known, unless DMARC failed — even with no check at all, or a check line the sender wrote. Now only the check line the firm's own mail server signed is believed, and the sender is known only when it shows a pass for the From address's domain; an email not proved is marked and not put to anybody's account. A new box in Settings → Mail, **Your mail server's name in its checks**, says which name that is (the mailbox's server, unless changed), with the names seen in the emails lately. (Security review 2, item 4.)

8 October 2026. Shared folders kept to the companies an administrator reaches (section 2.8): an administrator limited to some companies saw every company's linked folders, and could link a folder to, or stop one of, a company they do not reach. They now see, link, stop and read only the folders of their own companies. (Security review 2, item 3.)

8 October 2026. No administrator gives more than they hold (section 2.1): an administrator limited to some companies could give a higher role than their own — a viewer of a company making somebody its approver, even a new account whose temporary password they had chosen. In each company they reach, they now give no more than they hold (and the bank numbers or sending documents only if they have them), and do not change a role above their own; the same holds for a team's members in every company of the team. The Users screen greys the roles they cannot give. (Security review 2, item 2.)

8 October 2026. A limited administrator cannot act on a wider account (section 2.1): an administrator who does not reach every company could set a temporary password for, clear the second factor of, send a link to or switch off somebody who reaches more companies than they do — an administrator of every company, say — and so sign in as them. These, and changing such a person's role or reach, are now refused, and the Users screen locks them with a notice saying why. What the person may do in the companies both reach can still be changed. (Security review 2, item 1.)

8 October 2026. Supporting files encrypted, and the encryption key required (section 2.9): every supporting file on the server (bills, receipts and statements kept with records, and the documents inbox) is now kept encrypted with the server's CREDENTIALS_KEY; files kept before are encrypted by the application itself at its first start after this update, and open as usual meanwhile. The live server no longer runs without the key. Security → Backups shows whether the key is a generated key or a typed phrase, and how many of the files are encrypted; a key is replaced with CREDENTIALS_KEY_PREVIOUS, without anybody setting up their authenticator again (DEPLOYMENT.md).

8 October 2026. Why post into a locked month on Match and reconcile (section 16.3): the box **Why post into a locked month**, shown beside **Post the ticked suggestions** when one of them was refused for a locked month, stayed on screen after choosing another bank account, with what had been typed in it. It is now put away, and emptied, when another bank account is chosen or the screen is opened again; it comes back if a line of the new account is refused for a locked month.

7 October 2026. Accounts kept in another currency (section 4.6): any account of the chart can now be kept in one of the company's other currencies, chosen in a new **Currency** box when it is added or changed (for a company with other currencies). Every line on it is in that currency, the journal form setting and locking the line's **Currency**; its balance in that currency is shown on the trial balance and the general ledger; an asset or liability kept in one is revalued at a month end with the bank accounts (section 10.1), listed as *Account*; and the opening balances give its balance in its currency in a column **Amount in currency** (section 8). A bank account's own account is kept in its bank account's currency, set on Bank → Bank accounts; those already in another currency were given it.

7 October 2026. EUR in the Currency column of Import entries (section 7.6): an invoice or bill in the file whose **Currency** column said *EUR*, the books' own currency, was taken as being in another currency and posted as a journal, not as an invoice or bill, so it was missing from Sales or Purchases and the customer's or supplier's balance. The books' own currency written out now counts as an empty **Currency**, and the entry is posted as the invoice or bill it is.

7 October 2026. A statutory adjustment that repeats stays one (section 7.7): **Make it repeat** on a statutory adjustment made a repeating entry whose entries went into the books, so an adjustment meant only for the statutory financial statements showed in the management accounts every month. A repeating entry now has a **Book**, **The books** or **Statutory adjustment**; **Make it repeat** keeps the journal's, and the list and **Due** mark the statutory ones. Those made before are in the books, as they posted.

7 October 2026. Cancelling Confirm it is you says so (section 2.4): closing the box **Confirm it is you** with **Cancel** left the act undone, as it should, but a VAT return then said *The company could not be saved.*, and other screens much the same. Every screen now says *Not done: the box asking you to confirm it is you was closed. Nothing was changed. ….* The message a screen falls back on when it has nothing more exact to say no longer speaks of the company either: *That did not go through. Try again; if it keeps happening, tell an administrator.*

7 October 2026. A customer that is also a supplier keeps a usual account and VAT code for each side (section 13): such a contact had one usual account and one usual VAT code for both sides, so saving its supplier card emptied the customer's income account and sales code (and the other way round). Each side now has its own: the customer card the income account and sales code its invoices start with, the supplier card the expense account and purchase code its bills start with. Adding a supplier with a customer's name keeps the usual account and code typed for it. What was saved before was moved to the side it belongs to.

7 October 2026. Voiding an opening invoice or bill (section 12.7): **Reversal dated** started at the document's own date, which is before the day of the opening balances its entry stands on, so the void was refused until the date was changed by hand. It now starts on the day of the opening balances, and the calendar offers no day before a document's entry. The refusal, where an earlier date is typed anyway, names the entry's date: *A reversal cannot be dated before the entry it reverses, which is dated 31 August 2026. Choose that day or a later one.*

7 October 2026. A reason for a locked month on refunds, write-offs and Bring in from invoicing (sections 12.8, 12.9 and 13.3): a refund paid to a customer, a debt written off, a refund received from a

supplier and **Sales → Bring in from invoicing** had no box **Why post into a locked month**, so a date in a locked month was refused even for an approver. The refund and write-off forms now show the box after the first try, as the bank screens do. On Bring in from invoicing an approver's document dated in a locked month is **Ready to post** instead of Not ready, with a line saying so, and the box shows under the list; the reason is kept on each entry. Anybody who is not an approver is still refused, and a closed month refuses everybody.

7 October 2026. Finance income on Budgets, Report groupings and Business lines (sections 14.2, 14.3 and 14.4): the management accounts show finance income (the exchange gains account, mapped under 3.Q.4.6) under its own heading, but **Reports → Management reports › Budgets**, **Settings → Report groupings** and **Settings → Business lines** left that heading out, so an exchange gains account could not be budgeted, grouped or split, and a split saved without it left it unallocated. The three screens now list it under **Finance income**, between Selling and distribution expenses and Finance costs, as the report does.

7 October 2026. A cash bill needs Paid from (section 13.1): a bill entered as **Cash (paid now)** with **Paid from** left empty was recorded on credit, owed to the supplier, with no payment and no word. It is now refused, on **Paid from**, with *Choose where the bill was paid from: … If it is not paid yet, set Paid to On credit (pay later).*, and nothing is saved.

7 October 2026. A comma for the cents (section 1.3e): every comma in an amount was taken out before reading it, so *1250,40* typed for €1,250.40 was saved as 125,040.00, with no warning. A comma is now read the only ways it can be meant: before one or two final digits it is the cents (*1250,40* is 1,250.40; so is *1.250,40*); followed by three digits it groups thousands (*1,250* is 1,250.00). Any other comma is refused as not an amount rather than guessed. The same rule holds on the server and on the screen.

6 October 2026. The manuals checked again, end to end. Both manuals were read a second time against every screen, button, box, message and rule of the application, with the changes of the day (locked months on the Bank screens, repeating entries in other currencies, changing a bank account, the sign-in messages, business lines, the documents inbox, the confirm boxes) checked hardest. Steps that were missing now have their own headings (among others: posting into a locked month, making a journal repeat, undoing a run of the registers, correcting a lease, a loan or an item, the parts of Match and reconcile, paying the VAT, the Users screen, moving to a new phone), every message a screen may give in those places is quoted with what to do about it, and wording that did not match the screen was corrected. A new section 13.9 of the user manual points to the firm-wide settings described elsewhere.

6 October 2026. Questions on documents nobody can answer here (section 1.7): **Ask a question** on a document from a shared folder, or emailed from an address that is nobody's sign-in, left it at **Question asked** for good, since nobody could answer it. On such a document the button is now **Note a question**: the firm notes the question it asks the client itself, and **Record the answer** brings the document back as **New** with the answer under it. Also: a small highlighted button (**Read as a bill**, **Answer**, **Record the answer**) lost its words while the pointer was over it; they now show.

6 October 2026. Business lines: an account unallocated from a later month (section 14.4): an account left empty in a later split kept the percentages of the split before it, so an account could not be made unallocated again from a month on, and a split with every account empty was not kept at all. A split now covers every account from its month: an account emptied in it is unallocated from then, and a split with nothing in it stands too. A new split starts as a copy of the latest one, so only what changes is typed. The splits saved before keep reading as they did: each account left out of a later split had its earlier percentages written into it.

6 October 2026. Cancel on the boxes that ask before an act (section 1.4): every box that asks before an act (*Post this entry?*, *Delete the account?*, *Mark this return as filed?* and the rest) had **Stay here** as its other button, the label of the box about unsaved changes. It is now **Cancel**, which does nothing, as Escape does; leaving a new company half made offers **Keep going**. The box about unsaved changes keeps **Save and continue**, **Discard the changes** and **Stay here**.

6 October 2026. Add a company and Delete this company shown only to those who may use them (sections 3.1 and 3.3): **Add a company** was offered on the company list and on the first screen to people who are not administrators, and refused when they used it; it is now shown to the owner and administrators only. Somebody else with no company yet sees *No company has been given to you yet*, saying to ask an administrator. **Delete this company** was shown to an administrator limited to some companies even in a company where they are a preparer or a viewer; it is now shown only where they are an approver, as the deletion requires.

6 October 2026. Messages with their gaps filled. Some messages showed their gaps bare: the confirm box of **Accounting → Entries › Import entries** had a button reading *Post the {n} entries*, and **Reports → Group reports › Intercompany balances**, with an ECB rate missing, said *missing for: {missing}*. Every problem the server sends is now shown with its names, dates, rows and currencies put in, a confirm box's button takes the same figures as its title, and the intercompany message names the currency whose rate is missing (*missing for: USD.*). Tests now check that every message with a gap is sent with what fills it, and that every confirm box is given what its words need.

6 October 2026. Messages that named screens wrongly. Some messages sent people to screens by names they do not have on the menus. They now name them as the menus do: **Settings → Company information** (where they said *The company*, or only *Settings*) for the company's currencies; **Accounting → Periods and closing** for a financial year; **Reports → Management reports › Budgets** and › **Management accounts**; **Reports → Group reports › Intercompany balances**; **Accounting → Prepayments and accruals › Settings** and › **Run prepayments and accruals**; **Accounting → Fixed assets › Classes and accounts**; and, for an entry made on the former Expense form, **Purchases → Purchase documents**, then **Show them**. A test now checks every message's menu path against the menus, as it already did for the manuals.

6 October 2026. A wrong sign-in code says so (section 2.2): a wrong code at the second-factor step said *That email and password do not match.*, though the password was right. It now says *That code is not right…*, keeps the email, and asks for the password again. A code step left more than three minutes

says *That sign-in took too long…*, and too many wrong codes say *Too many wrong codes. Try again in …* with the wait.

6 October 2026. Changing a bank account (section 16.1): a bank account could not be changed once added. **Change**, on each row of **Bank → Bank accounts**, now opens its boxes: its name, bank and account number or IBAN, **Reconcile from** until its first reconciliation, and **In use**, to take a closed account out of use (not while it has lines to deal with). Its account in the chart and its currency stay as they are.

6 October 2026. Repeating entries in other currencies (section 7.7): **Make it repeat** on a journal with a line in dollars brought the dollar figure across as if it were euros (USD 1,000.00 became EUR 1,000.00). A repeating entry now has a **Currency** column, as a journal does, for a company with other currencies: each line keeps its currency and its amount in it, and each entry converts it at the ECB's rate for its own date. A rate typed on the journal is not kept, and the form says so. The list's **Amount** shows each currency on its own.

6 October 2026. Bank lines and transfers into a locked month (sections 16.3 and 16.5): a statement line or a transfer dated in a locked month was refused even for an approver, because the Bank screens had no box for the reason. They now have one, as every other screen that posts: the first **Post** says *That month is locked: say why you are posting into it.* and shows the box **Why post into a locked month**; with the reason typed, an approver posts, and the reason is kept on the entry. This holds for a line dealt with in its panel, for the ticked suggestions posted together, and for **Bank → Transfer funds**. A preparer is still refused.

6 October 2026. VAT adjustments while a return is amended (section 11.7): the boxes of **Add an adjustment** (the return the error was in, the VAT, the rate and the value) stayed greyed on a filed return being amended, though an adjustment may be added to it then; they now open as on a return not yet filed. The note a viewer sees now names who may post one: *Only a preparer or an approver can post adjustments.*

6 October 2026. The manuals rewritten, checked against the application. Both manuals were read against every screen, button, box and message of the application, and every rule against the code. The user manual now walks through each task click by click, with an example of what to type and what the screen shows after, the messages a screen may give and what to do about each, and plain explanations of the accounting and technical words; the handbook opens each area with what it is for, and gives worked examples. Setting up Google Drive and Dropbox (section 2.8; the user manual's Shared folders) is now step by step on Google's and Dropbox's own screens. Where the manuals said something the application does not do, they were corrected: among others, who may post into a locked month (an approver), who sets the invoicing link (the owner), the acts that ask for proof it is you (section 2.4, now complete), and the audit trail's groups.

6 October 2026. Tax computation: a lease's charge counted once (section 14.12). The depreciation and interest the lease runs post were left out of line 1 and added back again on line 8, so they raised the taxable income twice. Line 1 is now the profit before tax as the books show it, leases included; line 8 adds their charge back once and takes off the rentals paid.

5 October 2026. Group relief in the tax computation (section 14.12): on Reports → Tax computation, the losses surrendered to the company (T.D.4 4.2.4) and its loss of the year surrendered (4.2.5), after its own losses brought forward, as article 13(4)–(8) of the Income Tax Law has it. The other company is chosen from the application, or named with its tax number and balance sheet date. A loss claimed from a company of the application shows on that company's computation too and lessens its loss to carry forward. Refused beyond the income, beyond the loss, or without the group confirmed for the whole year.

5 October 2026. Corrections to the manuals: the defence contribution is no longer listed as still to come (section 17): the tax computation leaves it out by choice (section 14.12). The user manual's step for bringing in a fixed asset register says plainly where the year the allowances are claimed up to comes from.

5 October 2026. A client's Dropbox or Google Drive folder, read into the documents inbox (sections 1.7 and 2.8): a client shares their folder with the firm, and the owner or an administrator links it to the client's company under **Settings → Shared folders**. Every five minutes each file added to it comes into the company's inbox, into the folder its subfolder is named after (a bank account, Sales invoices, Expenses and bills) or Other; the client's folder is only read. A renamed file is not taken again, a changed one is; Google Docs files, files over 10 MB and files that are not documents are passed over and named. The owner sets up Google Drive (a service account's key) and Dropbox (the firm's app, connected once), each tried before it is kept and asking for proof it is them; **Read the folders now** on the inbox. Proving it is you (section 2.4) now also lists the scheduled reports and the mail settings, which already asked.

5 October 2026. Tax computation, and each account's tax and VAT classification (sections 4.1 and 14.12): **Reports → Tax computation** works out the T.D.4 Parts 3 and 4 for a tax year from the books, the fixed asset register and the leases — 12.5% to 2025 and 15% from 2026, losses for five years and seven from 2026, entertainment limited, interest not from the trade exempt to 2025 — with typed adjustments, losses of years before the books and the provisional tax; Excel and PDF. Each income and expense account's tax classification is now the T.D.4 line it goes to, the old ones moved over by category. A new **For VAT** box on an account says what its lines are for VAT — deductible, blocked, exempt or no VAT; taxable, exempt or no VAT — and limits the codes they may take.

5 October 2026. Partial exemption only when opted in (sections 11.1 and 11.8): a company is on partial exemption only when **VAT → VAT settings → Partial exemption** is set to Yes, which asks first. On No, the normal calculation, its boxes stay closed and the returns show nothing of the scheme.

5 October 2026. Partial exemption by the VAT Regulations (sections 11.1 and 11.8): the method is now checked against ΚΔΠ 314/2001, regulations 62 to 70, and no longer marked *to be confirmed*. Each period uses its own percentage; the setting is now only for a **percentage the Tax Department approved** (regulation 65), so clear it on any company where it held last year's figure. A period within **de minimis** (€170.86 a month and half the input VAT) restricts nothing. The annual adjustment is worked over the **tax year** to 31 March, 30 April or 31 May as the return periods fall (or a year the Tax Department approved), and posted in the first return after it; within de minimis over the year, everything restricted is

given back. An income account can be marked **Left out: incidental property or financial transactions**, so its sales stay out of the percentage.

5 October 2026. Amending a filed VAT return (section 11.5): **Amend the return** on a filed return opens its period for VAT entries again while the errors are put right; **Mark the amendment filed** keeps the new figures as a new filing, the earlier one in the return's history. By the due date any box may change; after it the values only, unless the Tax Department made the amendment on a written request. The settlement entry is posted again where the tax changed.

5 October 2026. People from outside only send documents (section 2.1): a client's director or bookkeeper given an account sends documents to their company's documents inbox and does nothing else. They go straight to the inbox when they sign in, with no menus, search or favourites, and every other screen and download is refused to them, whatever role was chosen; they always may send, ticked or not. On **Users** their company shows *Sends documents*. An auditor who should read the books is given a staff account as a viewer instead.

5 October 2026. Bank accounts in other currencies, at the month end and with VAT (sections 10.1 and 16.3): **Accounting → Revalue foreign currency** now also restates each bank account kept in another currency at the day's ECB rate, the difference a gain or a loss on exchange, reversed the next day as the documents' is; the balance in the account's own currency does not change. And a line of such an account can be coded with a VAT code: the VAT is worked out in euros from the line's value at its rate.

5 October 2026. Settings → Mail (section 2.7): the server the application sends its emails through, and the mailbox the documents inbox reads, are set up by the owner on the screen instead of in the server's files. Each is tried before it is kept, with **Send me a test email**, **Try the mailbox** and **Read the mailbox now**. Passwords are kept encrypted and never shown. Settings already in the server's .env file go on working until the owner sets them here.

4 October 2026. Folders in the documents inbox (**Accounting → Documents inbox**, section 1.7): each company's inbox has a folder for each of its bank accounts, one for sales invoices, one for expenses and bills, and Other; each by year from 2026 and month from January. Files are sent into the folder and month they belong to, and can be moved. A statement from a bank account's folder is imported into that account; a document in Sales invoices is entered as an invoice, its file kept with it.

4 October 2026. Email to the documents inbox (**Accounting → Documents inbox**, section 1.7): each company has an email address of its own for its inbox. Each attachment of an email sent to it comes in as a document, with the subject and first lines as its word; an email with nothing attached comes in whole. Email from an address the company does not take email from, or that fails the mail server's sender check, is marked to be checked first. The firm keeps the list of addresses, and can make a new address if one is passed round. Set up on the server first (the mailbox and its settings).

4 October 2026. The documents inbox (**Accounting → Documents inbox**, section 1.7): one inbox for each company, where a client's director and the firm's people send bills, receipts and bank statements, from a computer or a phone, with a word. The firm reads each into a bill, imports it as a bank statement, marks it done or not needed, or asks whoever sent it a question, which they answer there. The same file

sent twice, or one already kept with a record, is marked as such when it arrives. A viewer sends documents only when **Sends documents** is ticked on Users; somebody from outside sees only what they sent.

3 October 2026. Who may do what, in full (section 2.1): every act of each role — owner, administrator, approver, preparer, viewer and people from outside — listed in one place; the same, as a table, at the end of the user manual's Part 13.

3 October 2026. People from outside (section 2.1): a client's director, a subsidiary's own accountant or an auditor can be given an account for one company only, in the role chosen there, without seeing the firm's people, other companies, groups, teams or settings; an auditor's access can end on a set day.

3 October 2026. Teams (section 2.1): on the Users screen, a team gives a group of people a set of companies in one step, each member with their own role in all of them. A person's access is their own companies and their teams' together. Moving a company to another team moves everybody's access to it; those whose access changes are signed out.

3 October 2026. Security, roles (section 2.1): five roles, the same as in the invoicing and payroll applications. The **owner** (one person: backups, the keys to the other applications, every undo, handing the ownership on); **administrators** (people, companies, groups, settings; every company, or only those granted); and, company by company, **approvers**, **preparers** and **viewers**. Approving the financial statements, locking and closing months, filing VAT and VIES and posting opening balances are now an approver's; reopening a month or year, undoing a filing and withdrawing an approval are the owner's. **Four-eyes** is on for a firm: whoever posted in a year cannot approve its statements. A viewer sees bank account numbers only as their last four digits unless granted them. A preparer can no longer switch a company off. Existing accounts kept what they could do: the first administrator became the owner, the other administrators reach every company, and edit and view grants became preparer and viewer.

2 October 2026. Security, accounts (section 2.2): an administrator adds a person by emailing them a link to choose their own password (once, within 72 hours), or gives them a temporary password that they must replace at their first sign-in; a forgotten password is reset by a link an administrator sends (once, within 24 hours), with no box on the sign-in card to ask for one; and each person is emailed when their account is signed in from a new browser, its password or second factor changes, or it is locked after wrong attempts. The links and the emails are the shared security module, the same in all three applications.

2 October 2026. Security, first steps of the review of the three applications (sections 2.2 to 2.4): proving it is you again takes the second factor, never the password, once an account has one; signing in no longer counts as that proof, so the first company after signing in asks for it like every other; a passkey used alone must have checked it is you; an authenticator cannot be set up again over itself; wrong current passwords when changing one, and wrong codes when setting up an authenticator, are counted and slowed like wrong passwords at the sign-in; and a change sent with neither of the two headers a browser adds to say where it came from is refused.

2 October 2026. A Name on journal lines (section 7.1): each line of a journal, of a repeating entry and of an imported file may name a customer or supplier. On the receivables or payables account it is whose balance the line is; on any other account it says who the line was with, in the entry, the general ledger's Name column, the VAT workings and the VIES statement. Imported entries may now name a customer or supplier on any line.

2 October 2026. Repeating entries, and copying an entry (**Accounting → Entries › Repeating entries**, section 7.7): entries posted every month, quarter or year (salaries, rent, a director's fee) with "{month}" in their narrative, listed when due up to a date and posted together, each its own manual journal, or a date skipped. **Copy to a new entry** and **Make it repeat** on a manual journal.

2 October 2026. Bank rules (**Bank → Bank rules**, section 16.6): how a kind of statement line is always coded (the words it contains, money in or out, an amount range, one bank account or any), to an account with its VAT code and description. A line a rule fits arrives on **Match and reconcile** with the rule's coding, ready to tick and post with the others; a rule can be made from a line while coding it.

2 October 2026. VAT checked line by line (**VAT → VAT returns**, a period, Workings, section 11.9): every coded line's VAT worked again at its code's rate and set against what was posted, by code with value × rate, and the lines that differ; and the income and expenses posted with no VAT code. Both are in the Excel copy (sheet **VAT check**) and the printed copy. VAT codes are now listed by what they are on bank lines too, the chosen code's meaning and boxes shown, and an account's own VAT code is put on a bank line coded to it (section 11.3).

1 October 2026. Refunds received from suppliers (Purchases, section 13.3): on a payment or supplier credit note with credit left, **Paid back by the supplier** records the money coming back into the bank (series PR), allocated as it is recorded.

1 October 2026. Refunds and debts written off (Sales, section 12.9): on a receipt or credit note with credit left, **Pay it back** to the customer from a bank account (series RF); on an invoice with something owed, **Write it off** to the bad debts account, made on first use (series WO). Each allocated as it is recorded, and voided with its allocations.

1 October 2026. A bank line split over several accounts (**Bank → Match and reconcile**, Code to an account, section 16.3): one statement line coded to more than one account in one entry — a loan instalment as capital, interest and charges, a receipt net of the bank's charges — each part with its own VAT code, the parts adding up to the line.

1 October 2026. Financial statements (**Reports → Financial reports › Financial statements**, section 14.11): a year's IFRS financial statements and notes, built from the books and laid out as the firm's signed sets, with the cover, contents, officers page and pages left for the auditor's report; checks that the statements add up and agree with what is typed; approval, which keeps the approved set and shows anything posted since as a difference; the company's details, the year's, the wording, and last year's figures where the books do not hold them; Word and PDF. Customers can be marked as a **Related party** for the related party note.

1 October 2026. One set of security headers (no change on screen): the application now sends the same security headers as the web server, each with the same value, so a copy run without the web server is as well protected; the build fails if the two ever differ.

1 October 2026. Bills read on the server, by each supplier's reading rule (section 13.2): **Read bills from files** no longer sends anything to an outside service. A supplier's first bill is shown word by word and its figures marked once; its next bills are read by the words printed next to them, onto the **Enter bills** form, starting with the account, code and description the last one was saved with. Photos and scanned bills are typed in, their files kept. A supplier's rule is shown, and cleared, on its record. No API key is needed (a database update).

1 October 2026. The server's own headers; a monitor's HEAD answered: the pages carry the same security headers whether the web server or the application sends them, the browser is told to use only the secure address for two years, every subdomain included, and the server no longer names its software; an uptime monitor asking for the health check without its body (HEAD) is answered rather than refused.

30 September 2026. Mapping an account out of cash asks first (section 4.2): changing an account mapped to cash (1.F.1) to a category outside it says which account, whether it is a bank account, and that it would leave cash in the statement of cash flows, the management accounts and the dashboard, and is done only when confirmed.

30 September 2026. The manuals put right (sections 1.1, 1.2, 9.4, 9.5, 14.8 and 14.10): the dashboard's lease-run line; the report centre's and scheduled reports' lease lines, their PDFs and when the note is greyed; the lessor note as it is shown; the lease granted's own account chosen or made; the dealer's optional cost of sales account; a sublease's economic life; the top bar in order; leases as Back steps; names as the screens say them; the short-term notice, **Schedule a report**, undoing a run, voiding and files. On screen, the report centre's group is now **Fixed assets, loans, leases, prepayments and accruals**, and the help for a lower residual says a higher one is refused.

30 September 2026. Faster IFRS 16 note; quicker lease screens; one time limit for a bill's reading (sections 9.4 and 13.2): the note reads the books for every lease at once rather than lease by lease; the database is given the indexes the lease and schedule screens search by (a database update); and an emailed bill's opening and its reading share one 55-second limit, a reading with too little time left not being sent.

30 September 2026. Send now limited and named; plain mail errors; favourites capped (sections 1.1 and 14.10): **Send now** on a scheduled report can be pressed ten times an hour by each person, and the audit trail names who pressed it; a mail server's own error text stays in the server's log, the list saying only what went wrong; and up to 50 favourites are kept for each company, of real menu lines only.

30 September 2026. A schedule whose owner may no longer keep it stops (section 14.10): a scheduled report whose owner has been moved down to viewer, or whose access to the company was taken away or made view-only, is stopped at its next run, not sent, with the reason on the audit trail and the owner emailed.

30 September 2026. A bill in another currency paid from a bank account in it (section 13.1): **Paid from** on a cash bill offers the bank accounts kept in another currency, each marked with it, for a bill in that currency only.

30 September 2026. Skip to content, less motion, and the search's shortcut shown (sections 1.1a and 1.3e): **Skip to content** is the first thing **Tab** reaches; a computer set to reduce motion gets none; and the search button shows its shortcut, **Ctrl+K** or **⌘K** on a Mac, which now opens the search from anywhere.

30 September 2026. Appearance (section 1.3d): **Settings → Appearance…** lets each person choose a colour theme (six, each light and dark), an accent colour, softer or stronger text and the text size, kept with them wherever they sign in. Printouts keep the standard look.

30 September 2026. A calmer dashboard (section 1.2): the dashboard is drawn as the invoicing application's is — white cards in place of solid coloured ones, the flow and **Needs attention** in cards of their own, and colour only for what is overdue, a loss, or a line that needs attention.

30 September 2026. A lease run posts what its preview showed; a head lease stays while sublet (sections 9.4 and 9.5): **Post the run** is refused, and the preview redrawn, when the figures have changed since the preview; and a lease held cannot be voided while a lease granted is a sublease of it.

30 September 2026. Lease runs check the accounts again; no negative payments (sections 9.4 and 9.5): a lease run checks each lease's accounts as they stand in the chart that day, held and granted, and stops, naming the lease and the account, when one has been deactivated, re-typed or mapped elsewhere since; and a change to a lease cannot have a negative payment, as the lease itself cannot.

30 September 2026. A lease granted: the classification in the order of the screen, and on its schedule (section 9.5): the manuals now say the classification is chosen at the top of the form and the 63(c) and 63(d) figures appear once the lease is saved; and the schedule's Terms sheet, in Excel and PDF, carries the classification with each tick, the fair value, the end of the economic life and both figures.

30 September 2026. A lease granted: 63(d) at the lease's rate (section 9.5): an operating lease can be given the rate implicit in the lease, and its payments are then discounted for 63(d); without a rate the share is said to be of the payments not discounted, rather than shown as a present value.

30 September 2026. Reading bills: limits checked first (section 13.2): the limits on reading bills from files are checked before an emailed bill is opened, no more than four emails are opened at once, and a company may have 20 read a minute, by everyone together.

30 September 2026. A scheduled report that fails is tried again (section 14.10): a run that fails on something passing is tried again for the same run and period, three times; a schedule that fails three runs in a row is stopped and its owner emailed why; and every run's outcome is recorded, including one that fails while its file is being made.

30 September 2026. Lease schedules drawn only where the lease is (sections 9.4 and 9.5): a lease's schedule, on screen or as a file, is drawn for the period asked but no further than a year either side of the lease, and one needing more than 1,200 rows is refused; a period of centuries, typed by mistake, no longer holds up the application for everyone.

30 September 2026. A lease granted's loss allowance released at its end (section 9.5): a finance lease's loss allowance goes, back through the impairment account, on the day the lease ends early or on the last day of its term, instead of staying on the balance sheet against a net investment that is no longer there.

30 September 2026. Scheduled reports guarded (section 14.10): setting one up, sending one to a new address, or starting one again asks you to confirm it is you, and only somebody with a second way to sign in may; you are emailed each time one is set up in your name or sent somewhere new; and changing your password, signing out everywhere else, or an administrator clearing your second factor stops every schedule in your name.

30 September 2026. Runs and subleases guarded against a schedule's problems (sections 9.4 and 9.5): a lease run posts nothing while a lease has a change its schedule cannot apply, and names it, instead of posting without that change; a change dated after the last day of a lease's term is now such a problem too. A sublease is checked against its head lease's end as it now stands, and a head lease cannot be ended or shortened under a sublease.

30 September 2026. A month-end run posted twice at once posts once: depreciation, loan interest, prepayments and accruals, and lease runs each take a turn, per company. The second of two people pressing Post the run at the same moment waits for the first and is told there is nothing left to post, instead of posting the month again. Undoing a run, and voiding a lease, a loan or a fixed asset, or disposing of an asset, wait their turn the same way.

30 September 2026. Two subleases of one lease (section 9.5): each finance sublease's share is now of the whole lease held, so two halves give up all of its right-of-use asset (before, the second half was taken of what the first had left, and only three quarters went); and the finance subleases of one lease can no longer add up to more than all of it.

30 September 2026. Leases granted under IFRS 16 (section 9.5): **Accounting → Leases › Leases granted** keeps the leases the company grants, as lessor, classified operating or finance against the standard's indicators. An operating lease's income is spread straight over the term, its incentives and direct costs with it; a finance lease has a net investment at the implicit rate (worked out from the fair value if not given), finance income, a manufacturer or dealer's profit, changes, a lower residual and a loss allowance. A finance sublease gives up its share of the head lease's right-of-use asset on its own. **Run leases** posts them with the leases held, and the IFRS 16 note carries the lessor's disclosures.

29 September 2026. Leases under IFRS 16 (section 9.4): **Accounting → Leases** keeps the company's leases as lessee: the right-of-use asset and the lease liability from commencement, interest and depreciation by the day, every change the standard provides for (a reassessed term, an index, a modification, a decrease in scope, an early end, a new restoration estimate, an impairment), a monthly run that posts it all, and the IFRS 16 note with its maturity analysis. Each lease's schedule and the note are in the report centre, and can be scheduled.

29 September 2026. A PDF drawn from an Excel report keeps all of it (section 14.10): a scheduled report sent as PDF from a report that downloads only as Excel now keeps the lines above its table as

well (a loan's agreement, a statement's notes), not only the table itself.

29 September 2026. Scheduled reports (section 14.10): **Reports → Scheduled reports** sends any report of the report centre by email, as Excel, PDF or both, every day, week, month or quarter at the hour chosen, to up to 10 addresses. The period is worked out each time from the day it is sent (last month, the year to date…). A report with no PDF of its own is sent as a PDF drawn from its Excel figures. Every send is on the audit trail.

29 September 2026. Cash and cash equivalents, by the mapping (section 14.1): the statement of cash flows, the management accounts and the dashboard take as cash every account mapped to 1.F.1 or a category under it, whatever the account's type, so an overdraft kept as a liability but mapped to current accounts is cash, not a payable.

29 September 2026. Favourites, as in the invoicing app (section 1.1): the ☆ beside a screen's title keeps it in a column of shortcuts down the left, one click from anywhere, kept for each person and company.

29 September 2026. Dark mode, as in the invoicing app (section 1.3c): the round button on the top bar draws the screens dark, light, or as the computer is set, kept in this browser and applied before the screen is drawn. The Help pages follow it; printouts stay ink on white. The Help pages now have the application's own colours.

29 September 2026. Back, as in the invoicing app (section 1.1): a ‹ button before the page title, and the browser's Back and Forward, go through the screens and records visited, within the open company, asking first if something is unsaved. Settings → Company information now asks before losing unsaved company details too; only its group box was asked about before (section 1.4).

29 September 2026. Emails are opened apart (section 13.2): an email dropped on Read bills from files is taken apart in a process of its own, with a time and a memory limit, so a broken or crafted one cannot stall or stop the application for everybody; it shows **Not read** saying it could not be opened.

29 September 2026. No new expense past the form that replaced it (section 13.1): the former Expense form's screen went on 27 September, and now nothing else can post an expense either; the application says to enter it as a bill paid in cash. The expenses entered before are kept, and are still listed, opened, exported and voided.

29 September 2026. Reading bills: a document cannot steer its reading unseen (section 13.2): a reading whose supplier's VAT number differs from the one on file, whose supplier was chosen under another name, that is cash with a due date, or whose notes mention bank details is flagged **to check**, above the form and on the list of files. The reader's own notes are shown apart, as the document's words; the audit trail keeps the flags. The handbook says exactly what is sent to Anthropic.

29 September 2026. The user manual names the reports as the menu does (user manual section 12.9): each receivables and payables report is listed by its name on Reports → Receivables › and Reports → Payables ›, with a line on what it shows.

29 September 2026. In use, on Where cash bills are paid from, explained (section 13.1): the user manual now says what the tick does — only a payer in use is offered as Paid from.

29 September 2026. Reading bills: what it takes, and the list (section 13.2): GIF is no longer offered, as it was always refused; the handbook now says what **Waiting** and **Take off the list** do.

29 September 2026. The handbook says which reports download how (sections 14.8 and 14.9): the customer and supplier statements download as Excel or print, and are not in the report centre; neither is the payables graph.

29 September 2026. Pay bills when someone else got there first (section 13): if a ticked bill was paid, voided or edited by someone else a moment before, Record the payments now records nothing, says so, and shows the list again as it stands — instead of stopping with an error about paying more than is owed.

29 September 2026. A cash bill's audit line names its payment (section 13.1): when a bill paid on the spot is edited or voided, Settings → Audit trail says which payment was taken off, by its entry number and amount and the reversal that undid it, and which was made in its place.

29 September 2026. The health check says which build is running (for whoever runs the server): /api/health now gives the build's commit and date and how many of its database migrations have run, and is not ok until all have; the log level can be set with LOG_LEVEL.

29 September 2026. The application checks its Node.js version (for whoever runs the server): on a version older than 22.12 it starts only to say so, at /api/diagnostics and on every page, instead of failing somewhere later. Every setting it reads is now listed in one place, with a note in the example settings file of what each one is for.

29 September 2026. Guessing from one address is slowed down too (section 2.2): besides five wrong passwords per account, twenty wrong answers from one internet address — trying one password against many accounts — now make that address wait, and the waits are kept through a restart of the application. The audit trail records the caller's real address, which can no longer be forged.

29 September 2026. CSV files are safer to open (section 14.9): every CSV the application gives out — the reports and the auditor's index of supporting documents — now also keeps as text a cell that hides a formula behind a tab or line break, or writes it with a full-width =, + , - or @.

29 September 2026. The diagnostics page says less to strangers (section 2.2): to anybody not signed in as an administrator it now gives only whether the application started and, if not, the fault's code and what to change — not the error's own message, which can name the database, nor the Node version.

29 September 2026. Two small fixes found by the new automatic tests. A company's very first bill (or invoice), saved while its preview was still being worked out, could fail with an error instead of being recorded; and on the chart step of adding a company, a slow answer for a choice already changed could show the ready-made chart under "start with an empty chart". Both are fixed. Behind the scenes, every change is now checked on GitHub as it is pushed, and the whole suite of screen tests runs each weeknight.

29 September 2026. The receivables and payables reports add up to the account (section 14.9): what is on the receivables or payables account against no customer or supplier, such as an opening balance not yet split, is now in the balance summary, the balance detail, the ageing detail and the payables graph as **Not assigned to a customer** (**supplier**), so their totals are the account's.

29 September 2026. The manuals are checked against the menus (section 1.1): every menu path and section number in the handbook and the user manual is now checked each time the application is built. Three were wrong and are corrected: the statement of cash flows is under **Reports → Financial reports ›**, a company is put in a group from the **Group** box on **Settings → Company information**, and the drop-down lists are section 1.3b.

28 September 2026. Quicker with a large book (section 12.2): the Sales and Purchase documents lists show the latest 200 with **Show older documents** below, and saving a document, opening one, the customer and supplier lists, the dashboard and Pay bills read only what they need, not every document of the company. A journal imported with many invoices or bills checks each number in one step.

28 September 2026. The balance detail shows exchange differences (section 14.9): a customer's or supplier's account now has a line for each exchange difference realised when a payment in another currency was allocated at a different rate, so a dollar bill paid in full ends at nothing owed, as the balance summary and the control account say.

28 September 2026. An overdue backup on the dashboard (sections 1.2 and 15): an administrator's **Needs attention** says when no backup has been taken, when the last is more than 35 days old, or when its supporting files were left behind — until now only the Security screen said so, to whoever opened it.

28 September 2026. The bar on a phone takes two rows, not three (section 1.1): Add a company, Users, the text size, Help, your name and Sign out are in one menu behind the person button at the right of the bar.

28 September 2026. Ageing detail fits a laptop's window (section 14.9): on screen the days overdue go under the due date, a column with nothing in it is left out, and a customer's total no longer widens the first column to the length of its name. The downloads keep every column.

28 September 2026. Side menus on a phone (section 1.1): Receivables, Fixed assets and the other lines with a side menu open it inside the menu, under the line tapped, rather than over the lines below it — which hid Payables, Management reports, Group reports and the Report centre until the menu was closed.

28 September 2026. An invoice's or bill's lines on a phone (section 1.3a): each line is a card — account, then VAT code and amount side by side, then VAT and spread — rather than a table row wider than the screen that had to be slid sideways for every line.

28 September 2026. Reading bills from files: limits, and a trace when it fails (section 13.2). Two files at a time per person, 10 a minute and 300 a day per person, 200 a day per company. A reading is given up on after 55 seconds rather than 90, so the application answers before the server's proxy does. A failed reading is now in the audit trail and the server's log with the reading service's own reason.

28 September 2026. Two protections against somebody else's page or somebody else's guesses (section 2.4). A change — saving, posting, signing out — is accepted only from this application's own pages: a page on another site, or on another kppanagi.com address, can no longer act with your session. And the password that opens a company in an account's first session now counts wrong guesses as the sign-in does: five and it is locked for a while.

28 September 2026. A cash bill voided on a date chosen takes its payment with it on that date (section 13.1): until now the payment was reversed on its own date, so voiding a cash bill from a locked month into an open one wrote the payment's reversal into the locked month (an administrator) or was refused (a preparer).

28 September 2026. A bank account in another currency takes that currency only (section 12.5): a euro receipt or payment, Pay bills or cash bill through a dollar bank account is refused, and the forms offer such an account only where the money is in its currency. Until now a euro payment from a dollar account was counted in dollars on the bank screens, and the account's balance and reconciliation went wrong.

28 September 2026. Backups: the supporting files in parts of their own (section 15): the books file no longer carries the bills, receipts and photos kept with the records. They come down after it in encrypted parts of about 100 MB, and are restored from **Restore the supporting files** once the books are back. Until now every file went inside the one backup file, which would in time have grown past what a restore accepts.

28 September 2026. Nothing cut off on a phone or tablet (section 1.3a): a table wider than the screen now slides sideways inside its own box, where before its right-hand columns were cut off and could not be reached (Pay bills, the ageing reports, the invoice and bill lines, the audit trail and others). The fixed asset and loan forms put one box to a line on a phone.

28 September 2026. Only an administrator links a company to the invoicing or payroll application (sections 8.1 and 12.8): choosing, or changing, which company or employer there a company is now takes an administrator. Preparers and viewers see only the one linked; they can still say where each service or line posts, and bring documents in.

28 September 2026. A cash bill matched to the bank stays as the bank says (section 13.1): a bill paid from the bank whose payment is matched to a statement line can no longer be edited or voided until the match is undone under Bank → Match and reconcile. Before, editing or voiding it reversed a payment a reconciliation stood on.

28 September 2026. Receivables and payables reports (section 14.9): **Reports → Receivables** › and **Reports → Payables** ›, with the ageing summary and the statements moved there from the Sales and Purchases menus, and new reports: ageing detail, customer and supplier balance summary and detail, open invoices, unpaid bills detail, the collections report, average days to pay (summary and detail), the payables graph and the transaction list by supplier. Each downloads as Excel, PDF and CSV, and all but the graph are in the report centre.

28 September 2026. Pay bills lists every open bill (section 13): **Purchases → Pay bills** shows all the bills still to be paid, oldest due first, filtered by due date or supplier. Tick one or several, change an amount to pay part, choose where the money came from, and **Record the payments**: one payment per supplier, allocated to its bills. A payment on account still has its own form.

27 September 2026. A shorter Reports menu (section 1.1): four lines with side menus and the report centre. **Ledger** › the general ledger and trial balance; **Financial reports** › the profit and loss, balance sheet and cash flow statement; **Management reports** › management accounts and budgets; **Group reports** › consolidation and intercompany balances. **What this will hold…** is gone from the menu.

27 September 2026. VAT settings in one place (section 11.1): the company's VAT registration, return periods, VAT accounts and partial exemption are under **VAT → VAT settings** only; the **VAT** line on the Settings menu is gone. The VAT tab no longer shows a % sign before its name.

27 September 2026. Bills and expenses in one place, and bills read from files (sections 13.1 and 13.2): **Enter bills** has a **Paid** box. **Cash (paid now)** records the bill with its payment from petty cash, or from a bank account, a director or employee, or the company card chosen in **Paid from**, so nothing is left owed; **On credit** leaves it to **Pay bills** as before. **Amounts include VAT** lets a slip be typed as printed. **Enter an expense** and **Expenses** are gone from the menu: an expense is a bill paid in cash, and those entered before are shown from **Purchase documents**. **Where expenses are paid from** is now **Where cash bills are paid from**, where one petty cash is marked as the one **Cash** pays from. **Read bills from files** reads PDFs, photos and emails (.eml, .msg) with Claude into bills to check and save, each keeping its file.

27 September 2026. One description for a whole document (sections 12.2, 13 and 13.1): invoices, credit notes, bills, supplier credits and expenses have a single **Description** box beside their number and reference, in place of one on each line. It is kept on every line of the document's entry, so the general ledger reads the same on every account it touches. An older document with different words on its lines shows the first of them when it is edited.

27 September 2026. Audit trail (section 2.6): **Settings → Audit trail**, for administrators, shows everything done in the open company's books: who, when, what, and the numbers, amounts and reasons. It can be filtered by dates, person, part of the books and words, opens the record each event was about, and downloads to Excel. What is done in a company's books is now kept seven years instead of two.

27 September 2026. One import for journals, invoices and bills (section 7.6): **Accounting → Entries › Import entries** (renamed from Import journal entries). An entry with a customer or supplier on the receivables or payables account, and no bank line, is posted as a sales invoice, credit note, bill or supplier credit, with the new **Document number** column. Every other entry is posted as a journal. It shows in Sales or Purchases as any other document, and all the file's entries post together or none do.

27 September 2026. Entries, one line on the Accounting menu (section 1.1): Make journal entries…, Journal entries, Import entries, Opening balances… and Bring in from payroll are grouped under **Entries ›**, a side menu, as Fixed assets, Loans and Prepayments and accruals are.

27 September 2026. Importing journal entries (section 7.6): many manual journals at once from the firm's Excel template (or a CSV with its headings), one row for each debit or credit line. The drop-downs list the company's accounts, VAT codes, currencies, customers and suppliers. Every entry is checked, each problem shown on its row, and the file is posted all together or not at all. A file posted before is recognised.

27 September 2026. Search (section 1.1a): a magnifier on the top bar, or /, searches the open company's documents, journal entries, expenses, bank lines, customers and suppliers, accounts, fixed assets, loans, prepayments and accruals, and file names. An amount matches a total or any single line, exactly or within €1, and each result opens its screen.

27 September 2026. Supporting documents (section 1.6): a PDF, photo, Excel, Word or CSV file can be kept with any sales or purchase document, journal entry, expense, fixed asset, loan, prepayment or accrual, or bank line. An edited record keeps its files; a journal entry shows its invoice's or bill's too. A paperclip marks the lines that have files on the general ledger, the journal list, the documents lists and the bank lines. **Accounting → Supporting documents** downloads a period's files as one zip with an index for the auditor, and lists the bills and expenses with nothing attached. Expense receipts kept until now are the expenses' supporting documents.

27 September 2026. Month-end close (section 6.2): a checklist for each month of each company on **Accounting → Month-end close**. The books tick most steps themselves: bank accounts reconciled, depreciation, loan interest and prepayments and accruals run, foreign currency revalued, the VAT return filed and the VIES statement submitted. The payroll, customers and suppliers, and the company's own steps are ticked by hand. Any step can be marked not needed, with a reason. Locking a month with steps still to do asks first. Each company chooses which steps it uses, every month or at the year end only.

27 September 2026. Accounting and Reports (section 1.1): the Ledger tab is now **Accounting** and the Reporting tab is now **Reports**. The general ledger and the trial balance have moved from the Ledger menu to the top of Reports, and the Reports tab is the one marked while they are open. Nothing else on either menu has changed.

27 September 2026. Accrued income (section 9.3): a fourth kind on the prepayments and accruals schedule, for income earned but not yet invoiced. It is earned month by month on the accrued income account, and settled by the invoice when it is posted to that account; the next run releases any difference to income. Its account is chosen on the Settings tab.

27 September 2026. A shorter Ledger menu (section 1.1): Fixed assets, Loans, and Prepayments and accruals are one line each on the Ledger menu, each opening a side menu of its screens beside it. The menu is down from 27 lines to 14.

27 September 2026. Month-end runs on the dashboard (section 1.2): **Needs attention** says when depreciation, loan interest or prepayments and accruals are not posted to last month end, only for a company that uses each. It says how many are affected and opens the run. Also fixed: on the profit and

loss, balance sheet and cash flow, a date typed while the report was still loading is no longer put back by the report that arrives.

27 September 2026. Aged receivables and payables at any date, as files (section 12.4): the aged lists take an **As at** date, so a year end's can be had at any time afterwards. They download as Excel, PDF or CSV, and print. In the report centre they read the period's last day and download from the list.

27 September 2026. The report centre (section 14.8): **Reports → Report centre** lists every report for one period chosen at the top. Each line says what part of the period it reads, **Open** shows it on its own screen with those dates, and its Excel, PDF or CSV downloads straight from the list. What a company cannot have stays on the list, greyed, saying why.

27 September 2026. Prepayments and accruals, optional (section 9.3): switched on for a company under **Accounting → Prepayments and accruals settings** (now **Accounting → Prepayments and accruals › Settings**), it spreads amounts over the months they are for. Off, nothing changes, and journals are done by hand as before. - **Kinds:** prepayments, deferred income and accruals, in whole months, equally. - **Spread from a line:** a bill, expense or sales invoice line ticked **Spread** goes on the schedule. Items can also be typed in. - **Run prepayments and accruals** (series PA) posts each item's difference to where it should stand at a month end, so a bill edited or voided is put right by the next run. - **An accrual's bill,** posted to the accruals account and recorded on the accrual, releases the over- or under-accrual. - **The schedule** at a month end is checked against the books, and downloads to Excel.

27 September 2026. A dashboard in colour (section 1.2): each figure is a coloured card, and the customer, supplier and company rows each have their own colour: customers blue, suppliers amber, cash and the company teal, profit green (red for a loss), VAT purple.

27 September 2026. Loans and their interest (section 9.2): **Accounting → Loans** works out the interest on each loan payable or receivable, from the rate per its agreement and the principal the ledger holds. - **The rate:** entered per the agreement, with a line for each change of rate. Actual/365, Actual/360 or Actual/actual. - **Unpaid interest on its own account,** apart from the principal in the trial balance. - **Run loan interest** posts every loan's interest to a month end (series LI). A loan in another currency is posted in euro at the ECB's rate and revalued. - **A payment that was partly interest** can be split between principal and interest (series LA). - **The analysis** downloads to Excel laid out as the firm's loan interest working.

27 September 2026. Depreciation monthly or yearly (section 9.1): each company is set to the **monthly** basis (a full month from the month bought) or the **yearly** basis (a full year in the financial year bought, none in the year sold), under **Fixed asset classes and accounts**. On the yearly basis a month's management accounts carry a twelfth of the year's charge. The register and its files say which basis is used.

27 September 2026. The fixed asset register: your own workbook brought in, and the allowances on a tab of their own (section 9.1): - **Bring in a fixed asset register** now takes the firm's own register workbook as it stands. Choose the year's sheet, and each asset's closing cost, accumulated depreciation, rates and capital allowances claimed are read from their blocks. Each category heading is

matched to a class, or chosen on the screen, and the totals are shown to check against the workbook. - **Two tabs:** the register shows **Cost and depreciation** and **Capital allowances** on tabs of their own. The Excel copy has a sheet for each.

27 September 2026. The fixed asset register (section 9.1): **Accounting → Fixed asset register** (now **Accounting → Fixed assets › Fixed asset register**) keeps each asset's cost, accumulated depreciation and capital allowances, as the firm's own register workbook lays them out. It is checked against the books class by class, and downloads as Excel, PDF or CSV. - **Depreciation:** straight line, a full month from the month bought. **Run depreciation** posts it to any month end (series DP). - **Capital allowances:** by tax class from the law, a full year in the year bought, and a balancing allowance or charge in the year sold. **Fixed assets month by month** shows both a month at a time. - **Where assets come from:** a bill or expense line on a fixed-asset account puts the asset in the register by itself. Assets can also be added by hand, or a whole existing register brought in from the template. - **Disposals:** they post the cost and depreciation off with the gain or loss (series AD), and can be undone.

27 September 2026. The trial balance over a period, and more ways to export the general ledger (section 9): the trial balance now runs from one date to another, with presets, and shows each account's opening balance, the period's debits and credits, and its closing balance, each as debit or credit, and downloads as Excel, PDF or CSV. The general ledger can be filtered by type of entry and by a name or word, and **Export…** downloads it as Excel, PDF or CSV, with a choice of columns (including the VAT code), one Amount or separate Debit and Credit columns, opening, movement and closing lines, and each account on its own sheet or page.

27 September 2026. Expenses (section 13.1): **Purchases → Enter an expense** (now a bill paid in cash, **Purchases → Enter bills**) posts a receipt already paid (series EX) from a bank account, petty cash, a director or employee who paid personally, or a company credit card, with the VAT split out of each line and the receipt kept as a photo or PDF. **Purchases → Expenses** (now **Purchases → Purchase documents**, **Show them**) lists them, with each paying account's balance, and downloads to Excel; one entered wrongly is voided. An expense paid from the bank is matched to its statement line rather than coded again.

27 September 2026. Payrolls from the payroll application (section 8.1): **Accounting → Bring in from payroll** (now **Accounting → Entries › Bring in from payroll**) posts each payroll approved in the firm's payroll application as one journal entry (series PY), dated the last day of its period: the earnings and the employer's contributions as costs, and net pay, PAYE, the contributions and every other deduction as what is owed, each on the account chosen for it once per company. A payroll reversed there is taken back here from the same screen. The link is set under **Settings → Payroll link**.

26 September 2026. The VAT return in full (sections 11.4 and 11.7–11.9): a return now has three tabs. **Return** is laid out as VAT 4, with its heading. **Adjustments** carries corrections of earlier returns (within €1,708.60 net and three years, or the return cannot be filed), deemed supplies (goods taken, gifts over €17, private use) and partial exemption on the common method, flagged to be confirmed against the regulations. Each is posted as its own entry (series VA). **Workings** gives the summary by VAT code, the

VAT accounts reconciled to the return and every line behind every box. **Excel** and **Print or save as PDF** give the return with its workings. Bad-debt relief is not built, by decision.

26 September 2026. The general ledger, every account (section 9): **Accounting → General ledger** (now **Reports → Ledger › General ledger**) now opens on every account's movement, laid out as QuickBooks' General Ledger report (Type, Date, Num, Name, Memo, Split, Amount, Balance), sub-accounts under their parent. Any number of accounts can be ticked to see only those, empty accounts can be left out, and it downloads to Excel.

26 September 2026. Profit and loss, balance sheet and cash flow on their own (section 14.7): three new lines on the Reporting menu, each statement for any dates, as one column, month by month or quarter by quarter, against the period before or a year earlier, with Excel and Print or PDF.

26 September 2026. Searchable drop-downs, and adding from them (section 1.3b): every drop-down list opens a search box; lists of accounts, customers and suppliers add a new one from their last line, and it is chosen at once. On **Sales → Bring in from invoicing**, a service can now go to any account in the chart, not only an income account (section 12.8).

26 September 2026. Invoices from the invoicing application (section 12.8): **Sales → Bring in from invoicing** lists the invoices and credit notes a company issued in the firm's invoicing application, each as it would be posted, and posts the ones ticked: the customer found or added, each service on its own income account, the VAT to the figure printed, a credit note allocated to its invoice. **Settings → Invoicing link** holds the link, an administrator's to set.

26 September 2026. Text size (section 1.3a): the **Aa** box in the top bar draws every screen at 90% to 150%, kept with the person wherever they sign in.

26 September 2026. The invoicing app's look. The screens take the firm's invoicing application's colours and type sizes: warm paper and ink, the teal accent, the dark bar, quiet upper-case table headings, and the same fields and buttons. Nothing moved or changed its name.

26 September 2026. Editing invoices and bills (sections 12.2 and 13): an invoice, bill or credit note can be edited while its month is open and nothing is allocated to it. It keeps its number, the document says who first recorded it and who last edited it, and its entry's history keeps every version. **The ready-made chart comes with VAT codes** (section 4.3) where a supply is one rate as a rule, and the **opening balances template has a VAT code column** for new accounts (section 8). The confirmation before posting opening balances now gives the date they are posted on.

26 September 2026. A VAT code for each account, and bills rate by rate (sections 4.1 and 13): an account can carry the VAT code its lines take, filled in on a bill's line ahead of the supplier's usual code. A bill (or invoice) is shown code by code under its lines, with the VAT accounted for under a reverse charge such as Article 11E. The VAT code lists are grouped by what each code is.

26 September 2026. Editing the opening balances (sections 7.4 and 8): an administrator can edit the opening balances entry like a journal entry, until its financial year is closed. It keeps its number and date, and its history shows every version and who made it.

26 September 2026. Editing a journal entry (section 7.4): a manual journal entry can be edited while its month is open. It keeps its number, and its history shows every version, who posted it first, who edited it each time and when, and what was changed; the audit trail records each edit before and after. An entry in a locked month is reversed into an open one instead.

26 September 2026. VIES statements (section 11.6): the monthly recapitulative statement in TAX FOR ALL's columns, from the sales coded for VIES, following Leaflet 17; the months owed from the activation day; the check against boxes 8A and 8B; marking a statement submitted and the corrections to make after; Excel, print, and a dashboard warning.

26 September 2026. Year-end closing, statements, other currencies, translation and intercompany balances:

- **Closing a year** (section 6.1): the results to retained earnings in one entry on the last day (series YE), every month closed; reopening reverses it and leaves the months locked. Reports read a year as if it were still open.
- **Customer and supplier statements** (sections 12.6 and 13), with Excel and Print.
- **Invoices, credit notes, bills and payments in another currency** (section 12.5), the exchange difference realised on allocation (series FX), and **Revalue foreign currency** at a date, reversed the next day (section 10.1, series FR).
- **The consolidation translates** a company keeping its books in another currency, as IAS 21 does, with a translation reserve; Settings → Group sets the consolidation's currency (section 14.5).
- **Intercompany balances** (section 14.6), from related-party accounts that name the group company on the other side in the chart of accounts (section 4.5).

25 September 2026. The opening balances template (section 8): the trial balance can be mapped in Excel, in the firm's template with drop-down lists of accounts, types, mapping categories and tax classifications, and uploaded; its answers appear on the screen to check. It downloads empty, or with the trial balance just read and its choices so far.

25 September 2026. Searching the mapping categories, and adding the firm's own (section 5): the category box takes typing and lists what matches; an administrator can add a category under a heading when none fits, from the list itself.

25 September 2026. The date of incorporation is offered as the start of the books only for a new company (section 3.1): a company moving from another system starts the day after its trial balance.

25 September 2026. Ready-made chart of accounts, or none (section 4.3): adding a company asks whether to start with a ready-made chart of accounts. A company that already has a chart can start with an empty one, whatever it does, and bring its accounts in with its opening trial balance.

25 September 2026. Find on the Registrar of Companies (sections 3.1 and 3.2): when adding a company, or in Settings → Company information, the company is searched on the Registrar's eFiling by name or number and its name, number, date of incorporation, legal form and registered office are filled in. Every page of results is listed, in English; name applications are left out.

25 September 2026. Deleting a company (section 3.3): an administrator can delete a company set up by mistake from **Settings → Company information**, as long as nothing is in its books. The legal name is typed to confirm.

25 September 2026. Trial balance import (section 8): credits written as minus figures are read as credits; the date on a line above the header is read; a line is matched by the last part of its name only under a parent of the same name; a balance on the unusual side for its account is marked *Check*.

25 September 2026. Exchange gains and losses on two accounts (section 12.5): a realised difference or a revaluation goes to an exchange gains account when it is a gain and an exchange losses account when it is a loss, rather than one account netting the two. Gains are finance income and losses finance costs: the P&L has a **Finance income** heading below operating profit (section 14).

25 September 2026. Bank (section 16): bank accounts; statements imported from Excel, CSV or PDF as the bank exports them, never twice; each line suggested and dealt with as a receipt or payment against invoices and bills, coded to an account with its VAT split out (series BK), a transfer (series TR), matched to an entry in the books, or left out; the account reconciled to the statement; Transfer funds.

25 September 2026. Moving here part way through a year:

- **The first year is the company's own** (sections 3.1 and 6): books starting on the first of a month part way through a year keep the real financial year, with the months before them closed. The opening balances are dated the day before the books start (section 8), so the year to date and each month from the start read right.
- **Opening invoices and opening bills** (sections 12.7 and 13): the documents open when the books start, brought in from QuickBooks' Open Invoices and Unpaid Bills reports, each named against its customer or supplier in series OI.
- **The VAT period that straddles the start** (section 11.4): the figures of the part before the books, typed box by box, go into the return; the checks and the settlement read the books' part only.

25 September 2026. Management accounts, part 2 (sections 14.1 to 14.5): the cash flow; budgets, and the P&L against them; your own report groupings; business lines, and the P&L by line; and the consolidated management accounts of a group, with the accounts to eliminate marked in Settings → Group.

24 September 2026. Management accounts (section 14): the profit and loss account by account under its headings, the balance sheet, and the key figures (gross margin, EBITDA, cash), for a month against last year, with the year to date. Click a figure for the entries behind it; Excel and Print or PDF.

24 September 2026. Groups, and account numbers given by the application (sections 4.4 and 4.5):

- Eleven account types: non-current and current assets and liabilities, equity, income, and cost of sales, administration, selling and distribution, finance costs and tax.
- Six-digit account numbers, one range per type, given automatically: the last number used plus one. Existing charts were renumbered into the ranges.

- Groups of companies: one list of accounts and one number per account across the group, offered by name when adding an account. Joining a group renumbers a company's chart automatically and says what changed. Settings → Group shows the group.
- The account form asks the name first.
- The opening-balances import no longer matches by the other system's numbers, and numbers the accounts it adds itself.

24 September 2026. The idle lock (section 2.5): the open company locks after 30 minutes without use, covering the screen until you prove it is you again, and you carry on where you left off. Section 2.4 now also says that the first company after signing in opens on the sign-in's own code or passkey.

24 September 2026. The dashboard (section 1.2): the company's key figures, the day's work as a QuickBooks-style flow of steps, and what needs attention, each opening its screen.

24 September 2026. Purchases (section 13):

- Suppliers, and bills, supplier credit notes and payments entered from their documents, posted in series PB, PC and PP on the payables account.
- Payments and credit notes allocated to bills, voiding, and aged payables.
- A customer that is also a supplier is one contact in both books.

24 September 2026. Sales (section 12):

- Customers, with payment terms and the usual income account and VAT code.
- Invoices, credit notes and receipts recorded from the client's own documents, posted in series SI, SC and SR, with the VAT worked out as they are typed.
- The receivables account, with every line on it naming its customer.
- Allocating receipts and credit notes to invoices, and taking an allocation off.
- Voiding a document recorded by mistake.
- Aged receivables, checked against the receivables account.

24 September 2026. Step 3 of adding a company (section 4.3):

- Adding a company now asks what it does: services, trading, holding and investment, property, or other.
- The answer gives it a chart of accounts to start from, mapped and with tax treatments, and the step shows the chart before the company is created.
- A company moving from another system can start with an empty chart instead.
- The activity is shown on the review, and can be changed under Settings.

24 September 2026. Filing a VAT return (section 11.5):

- **Mark as filed** on a return, for administrators, with proof that it is you. The figures are kept as filed and the settlement entry is posted in the new series V.
- A filed period is locked against entries with VAT codes.

- A filed return is compared with the books, box by box.
- **Undo filing** for the last return, for one marked filed by mistake.
- The periods list shows each period as Running, To file, Overdue or Filed.

Edition of 24 September 2026. The first edition. It describes the application as built so far:

- The top bar is a menu bar: each tab opens a QuickBooks-style drop-down of its screens, with what is not built yet greyed out. The side lists inside the screens are gone.
- **Mapping:** the firm's 956 categories. Every account is mapped to one, and the new **Accounting → Mapping** screen shows them.
- **VAT:**
  - registration settings and step 5 of adding a company;
  - VAT codes on journal lines, with the VAT lines posted automatically;
  - the VAT 4 return for each period from the books, with its checks and the entries behind each box.
- **Imports** is off the top bar: the only import is the opening balances, under Ledger.
- **Opening balances:** a moving company's trial balance is imported once.
- **The posting engine:** journal entries with gap-free numbering and lines in other currencies. There are also the general ledger and the trial balance. Reversal is the only correction, and the database refuses any change to a posted entry.
- **Currencies:** the currency of the books and other currencies, with the European Central Bank's rates.
- **Backups:** encrypted, with restore onto an empty installation only.
- **Companies:** adding a company in steps (information, legal form, financial year, VAT, currency), and the chart of accounts with tax classifications.
- The interface typeface is the same as the invoicing application's.

Every later change adds a line here, newest first.