GENERAL LEDGER 6128

by SD Microsystems

USER'S MANUAL

GENERAL LEDGER 6128 — Introduction

GENERAL LEDGER 6128 is a simplified book-keeping system for the small business, designed to record all financial transactions in an orderly fashion and to provide a wide range of useful reports.

How often you update the system after initiation is up to you. We suggest that at the end of each working week, you sit down at your computer with all your Business bank books and receipts at hand. You can then enter all the transactions which have occured since the last update. Don't forget to include any standing orders or direct debits which have been made. Remember that you don't need to worry about which transaction came before which. After all entries are made, you can relax and let the program sort them into date order by selecting option f8. You should then save the file and print reports as required.

GENERAL LEDGER (GL) is intended to do your basic book-keeping for you. You should find it easy to operate and all that is required is for you to enter information correctly to enable the system to produce accurate results. There is a well-known saying in Computer circles — "Garbage in = Garbage out." In other words, the data output is only as good as the data input!

INITIATING THE SYSTEM

Switch on your CPC, place the GENERAL LEDGER disc into drive A and enter run "disc". The program will now auto-load and then request a date in the form DDMMYY, e.g. 020889 for 2nd August 1989. This is used by the system as a default date stamp for transactions and also to compare dates when generating standing orders. The password is blank on initial entry — just press <ENTER> to access the main menu. You can install your personal password later.

The program is run from a Main Menu of ten options and is menu-driven throughout with a standardised structure for clarity and ease of use. The screen is divided into three main parts:- The top few lines offer general information such as current mode. The large central area is for option menus (numbered 1-0) and data input/display. The base is reserved for entering commands.

A specimen file called "sample" is provided on the disc. Load this from option f6-2 and use the data to experiment with the system before making your own entries into the file.

Once you are confident, select the File Reset routine (f9). This will erase all entries and allow you to enter the opening balances of your capital accounts. If you aren't sure what your current Bank balance is then refer to your latest statement. Add to the final balance shown all outstanding receipts, e.g. cheques etc paid in but not yet cleared. Subtract from this figure all outstanding payments, e.g. cheques issued but not yet drawn, together with any standing orders, direct debits etc. You are now left with your true Bank balance and this is the amount to enter. Your opening Cash balance is simply the amount you have at hand.

The next step is to study the account codes as supplied with the system and to alter them as appropriate to your business. Do this by selecting f1-1. There are 50 pre-set codes with typical headings. As supplied, categories 1-4 represent Sales Revenue; 5 = Other Income; 6-20 = Trading Expenses; 21-30 = Other Expenses e.g. those which are paid for by the business but not connected with trading. The latter will not figure in the Trading and Profit & Loss A/C (TPL). Codes 31-42 are reserved for the control a/cs and are not accessable by the User. Accounts 43-49 are used for capital items such as fixed assets. Code 50 is a computed figure which represents the sum total of your opening capital account balances and is used in the Trial Balance report.

The Trading accounts (as supplied) sub-divide as follows:-
1-4 Sales,
e.g. in a software firm these might be:-
1 Shop Sales, 2 Mail Order, 3 Services, 4 Export.

6-9 Direct Costs, e.g. stock, materials or parts used:-
6 Discs, 7 Manuals, 8 Labels, 9 Packaging.

10-20 are for Overheads, e.g. Indirect Expenses:-
10 Rent/Rates, 11 Wages etc.

Note that A/C 5 is for any other income, not resulting from Sales or Fees received, e.g. the sale of a "fixed asset" such as office furniture or a car. Again, this will not be included in the TPL.

From here, you can alter any account heading in the range 1-30 with a description of up to 15 characters. See also option f1-5.

Use f1-2 to enter your Trading Name e.g.
"F.A. BLOGGS T/A FAB ELECTRONICS" to head your printed reports.

You are able to enter your personal password into f1-3 but for goodness sake don't forget it! It is designed to safeguard your information and there is no way into the system without it. If you don't want do use a password, just leave it blank.

f1-4 enables you to alter the screen colours or shades on a green monitor to suit your particular taste. Consult the master colour chart located on top of disc drive A and enter the numbers of your choice (1-26) for border, paper and pen respectively. Your choice of colours will be saved on the file "Namfl" and thus become the default settings when you next load the program.

Your TPL accounts can be re-organised from f1-5 within the range 6 to 30. Your direct expenses will run from a/c 6 to the first figure you enter e.g. "15". Your overheads would then run from 16 to the second figure entered e.g. "25".

Information entered into f1 is re-saved with "NAMFL". See page 8.

ACCOUNTING PERIODS

You are now almost ready to make your first entries into the system. Before doing so, you should decide what your accounting period is going to be . All this really determines is how long a file continues in use before being 'closed'. This depends on the number of transactions going through your business during a given time. The conventional accounting period for most firms is a calendar month. If you handle less than say, 250 transactions in that time, then Monthly should suit you, also. If you have many more then consider Weekly. Or for far less, Quarterly accounting may be the answer. GL is very flexible in this respect.
It is even possible to open and close several files during a period and then use the Year To Date/End option to "merge" their totals and so produce the cumulative figures.

Whatever accounting period you decide on, be sure to allow room for expansion, since as your business grows your book-keeping system will need to accommodate more transactions.

TRANSFERS BETWEEN BANK AND CASH

It is absolutely vital that the correct procedure is followed when transferring money from your Bank account to the Cash account or vice-versa. Remember that such transactions do not represent sums coming into or going out of the business. For this reason two special a/c numbers 39 and 40 have been created to deal with them. All transfers must be conducted through a Bank Transaction type 1 or 2 in the Data Entry routine. A transfer to your Bank account from Cash is a type 1 (Receipt) a/c 39. A transfer from your Bank account to Cash is a type 2 (Payment) a/c 40.

RE-ALLOCATION OF FUNDS

Sub-menu option 6 in the Data Entry routine allows you to transfer sums from one account to another. This is very useful for making stock adjustments etc. For example, you may have bought some stock items and posted the purchase to your "STOCK" a/c 46. As goods are sold or components used, you are then able to re-allocate their value to a direct expense a/c for inclusion in the TPL. In this way you can transfer items from your stock account to be offset against Sales revenue for profit calculation.

Please note that it is only possible to transfer sums between accounts of the same type, e.g. expense to expense (6-30 or 43-49) and income to income (1-5). Such transactions, which do not represent actual income or expenditure, will only appear in the General Ledger listing, for reference purposes. They do not affect cash or bank totals and any VAT will be calculated from the original entry.

DATA ENTRY   (Option f2)

The best time to begin using the system is at the start of a new
trading period e.g. week, month or quarter. Better still, of course
if it also happens to be the commencement of a new financial year
as the program can then record all transactions for the entire 12
months. Otherwise, the program will have to integrate with your
existing accounting system until Year End.

Once you have selected option f2, two "windows" will open on
screen. On the right-hand side is a numbered list of all your A/C
codes (1-50). On the left is the Transaction Entry Point with
sub-menu:-

                    1 Bank Receipt
                    2 Bank Payment
                    3 Cash Receipt
                    4 Cash Payment
                    5 Reset Standard VAT Rate
                    6 Re-allocate Funds
                    0 Quit

Press (1-0). The Display is similar for all receipt/payment input:

DATE(DDMMYY)> Enter the date in 6-digit numeric form,
              e.g. 121289 for the Twelfth of December 1989.
              Note that pressing <ENTER> auto-repeats the date of
              the previous entry (or the current date for the
              first transaction) for processing work in a batch.

AMOUNT   > Enter in decimal format the gross total of the
              transaction including any VAT, e.g. "107.50".

DETAIL   > You may enter a description up to 15 characters.

REFERENCE   > e.g. Cheque or Invoice number maximum 8 characters.

ACCOUNT CODE> Select the appropriate Income/Expense code from the
(1 - 50)   right-hand window (excluding 31-42). It's heading
             will auto-print as a double check.

VAT CODE 0-3> Enter 0 for a zero-rated VAT item; 1 for VAT at
              the standard rate or 2 for exempt items, on which
              tax is neither payable nor receivable. Code 3 is
              for mixed items where VAT is split between zero and
              standard rate. Here, you are requested to enter the
              actual VAT paid. The program calculates the Net/VAT
              totals from the gross amount previously entered.

CONFIRM Y/N? Finally, you must confirm the entry. Check the screen
very carefully before typing Y or N. In keeping with accountancy
practise, transactions cannot be deleted or altered. Errors must be
corrected by entering "contras", e.g. a negative amount to cancel
out the original.

NOTE: You can abort an input at any stage by pressing the <CLR> key.

REPORTS   (Option f3)

This is the module which produces most of the system reports:-

1 Bank Summary
This will list all Bank receipts and payments in the current file, showing transaction number, date, detail, reference, amount and A/C code. You are also presented with your current bank balance.

2 Ledger Listing
The purpose of the General Ledger listing is purely to report all transactions entered into the file, including receipts, payments and transfers between accounts. The format is similar to the Bank Summary except that any VAT is listed in a separate column to the net amount. No column totals are printed since these would produce false figures. This is because re-allocated amounts do not represent actual income or expenditure. Furthermore, there is a single column for both input and output VAT - adding this up would produce a meaningless figure. For this reason there is a main menu option f5 to display the true account or "column" totals.

3 Single Account Analysis
This allows you to list only those entries posted to (not from) the a/c code (1-30) that you specify. For instance, you might wish to view all those receipts posted to a/c 1 (Sales). The current balance of the account is also shown.

4 VAT Summary
If you are a VAT Trader, this routine provides you with information for your records & returns. Specify O for Output or I for Input. All relevant transactions are included, showing the Gross Total, VAT-exclusive (Net) Amount and the VAT. This is followed by the total of each column for the period covered by the file.
If you trade in cash only or are using the Cash Accounting scheme, this summary should produce most of the required information. Otherwise, remember to add on your unpaid invoices to these totals. Owners of the SMALL TRADER'S PACK can use the Sales & Purchase Ledger VAT routines to do this, after 'closing' the files so that only outstanding (credit) transactions remain. Remember to exclude from the totals any VAT which has already been accounted for on a previous return.

5 Receipts & 6 Payments
These reports will produce separate listings of all receipts or payments in the file.

7 Cash Summary
Details all the cash transactions in the file. Also prints your current cash balance.

8 Trading, Profit and Loss Account

Now we come to perhaps the most important report of all. As it's title suggests, the TPL will indicate whether your business is trading profitably or at a loss. The TPL is self-updating after every entry you make into the current file. Direct Costs are deducted from your Sales to show the Gross Profit (Loss). Your Overheads are then deducted from this figure to give the Net Profit (Loss). Also printed is the % gain on turnover. Once again, you are able to send this report to your printer for hard copy; and you are invited to give it a suitable title at the start of the option.

If you just press ENTER, this heading defaults to the date of the last entry in the file e.g. "121289". This then indicates that the TPL represents all postings made up to this date in the current accounting period.

Don't jump to conclusions regarding the results of a TPL, especially in a new business. Costs often average out over a longer period. For instance, a large profit must be balanced against the personal drawings you take, which do not figure in a TPL. On the other hand, a deficit may only indicate a temporary loss situation, due to initial or periodic outlay for materials etc. Monitor results carefully.

9 Trial Balance

In book-keeping, the Trial Balance is performed to prove that all postings have been made correctly and that all credits and debits are in balance. Since General Ledger automatically does a double-entry, the system is essentially self-balancing in any case. It should therefore be difficult for the user to produce a trial balance in which the two sides do not agree. If this does happen, you should check carefully through the General Ledger listing to find where the error occured and take corrective action. This would possibly involve making a contra entry and then re-posting the transaction to the appropriate account.

Please note that it is only possible to perform a Trial Balance on a current transaction file and not cumulative totals produced from the Year To Date/End option f7. The optimum time to run the Trial Balance is at the end of an accounting period e.g. month.

PAGING / PRINTING

You can send reports to the screen or Epson-compatible printer (if attached and switched on!). Simply reply Y or N to the prompt "OUTPUT TO PRINTER?" at the start of the option. The list pauses after a number of lines, where appropriate, ready for you to confirm continuation.

STANDING ORDERS (option f4)

This brings us to one of Ledger's most useful features, the facility to store and generate monthly standing orders and direct debits. You are able to have up to ten entries on the standing order file at one time. This doesn't mean just ten payments but ten separate arrangements. For sub-options 1-3, the standing order table is displayed with the entries numbered 1-0.

1. Enter S/Order.

Choose a spare standing order number (1-0). You then go into add mode which is very similar to the Data Entry routine. Select a transaction type (e.g. 1 or 2) and then enter the s/order as if it were an ordinary receipt or payment. The date should be that of the first (standard) payment. The amount will be the sum due on this day of each successive month. Enter the appropriate description e.g. "RENT" or "BANK LOAN" etc. The reference will normally be "S/O" (standing order) or "D/D" (direct debit). The posting account should be specified as normal e.g. "10" (rent) or "23" (bank loan). Before confirming that the data is correct you must enter the number of payments to be made. If the entry is a continuous arrangement enter "C".

NOTE: Where a first or last payment differs from the rest, enter this as a normal transaction via Data Entry (option f2).

2. Cancel S/Order.

Study the table carefully and then press the number of the order you wish to erase. To alter an order, cancel it first and then re-enter the transaction as described above.

3. View S/Orders.

This displays the table showing each order detail with the number of payments outstanding and the date next due.

4. Generate S/Orders.

When you load in a data file, you are automatically asked if you wish to generate the s/os (Y/N) but this operation is also available here. It is important to note that only one payment per order is generated each time. Thus if more than one month has elapsed since you last used the program, you may need to generate the s/os again after checking the table. When a s/o has been actioned, it's date is advanced by one month and the no/payments reduced by one, unless it is continuous. The year is also incremented when necessary. Once the final payment has been made, the s/o is removed from the file.

COLUMN TOTALS (Option f5)

This option returns the total of each "column" or account, in a vertical format, based on the entries made into the current file. A printed report is also available.

DISC OPERATIONS   (Option f6)

This option controls all disc operations:-

1 Save Transaction File
After all entries for the current session are complete, you will
need to save the file for future recall. We recommend that you name
your files according to the Accounting Period they represent, e.g.
"DEC89", "JAN90" etc for monthly a/cs or "WK01", "WK02" for weekly
a/cs. They will then be easily identifiable, especially if kept on
the same Data Disc, which should be labelled "A/C FILES 19XX". A
duplicate copy of every file should be made on a separate disc, for
security purposes.
When saving, any previous file with the same name will be
automatically overwritten, or more precisely, converted into a
back-up. These are identified by the extension "*.BAK" .

2 Load Transaction File
Use this function to load in the latest a/c file for updating or
'closing', ready to start a new period. Say for example, that the
file "JAN90" so far contains all your receipts and payments for
week one of the month. You would now load it into memory and enter
all transactions for the 2nd week's trading. The file will then
contain all entries for week one and two e.g. the period to date.

3 CATalogue Disc
This enables you to browse your discs in order to locate files or
to find space etc.

4 Change Drive
If you have a twin-drive system, you can change the default drive
to B if required so that data files can be saved/loaded to/from the
second drive. The Program Disc can then be left in drive A.
Remember to switch the drive back to A when re-saving Namfl at any
time.

5 Save Namfl
NAMFL contains all the A/C codes and headings plus your Trading
Name, Personal Password and Colour Choice. It auto-loads with the
program. If you amend any of the above information, as you will do
on initial use, then you must re-save Namfl onto the Program Disc.

6 Erase Files
Use this function (with care!) to delete unwanted files. Note that
you can erase all unwanted back-up files at a single stroke by
entering "*.BAK" here.

NOTE
Upon selection of disc operations 1,2, or 6 a file name is
requested, up to a maximum of 7 characters.

The standing order file (called "sofile") is automatically updated
when the transaction file is saved.

YEAR TO DATE/END SUMMARY (Option f7)

This is another of GENERAL LEDGER'S powerful features. You can produce cumulative figures and a TPL for the Year End, Year To Date or indeed any period required. You simply load in each relevant file, one at a time from your Data Disc and the program will automatically update the totals. Once the last file has been imported, you give the report a title, e.g.
"For the 12 Months Ending 31st March 19XX"
or   "First Quarter April - June 19XX" etc.

Note that files should be imported strictly in their correct date order, e.g. "JAN90", "FEB90" etc. You will be asked for each file name in turn and after the last in the series you require has been imported, reply N to the prompt - "Any More Files to Load Y/N?".

The Document will now be drawn-up on screen and you can send it to the printer as a permanent record.

For accurate results, this option must only be used when there is no current file in memory. If you have been working on a current file, then save it to disc and use the File Reset routine (option f9) to clear the memory before selecting f7.

DATE SORTING (Option f8)

This routine organises the file into date order. Therefore, you are free to enter all transactions in the order most convenient to you. For example, you could enter (via option f2) all payments up to the present from your cheque book stubs. Then all receipts as shown on your paying-in book counterfoils. Finally, input the various payment or petty cash vouchers (for goods/services bought for cash) which have accumulated since the last file update plus any receipts you have issued (for goods/services sold for cash). When all entries for this session have been made, exit from Data Entry (f2) and press f8. The sort will now be performed, the time taken to do so depending on how many entries are on file. You are able to speed up the process by specifying a transaction number (default is one) from which the sort is to commence. So if there are 110 transactions on file and you know the first 100 are already in date sequence (perhaps from a previous session), enter "101". The program now only needs to compare the last 10 entries instead of all 110.

NEW ACCOUNTING PERIOD   (Option f9)

Enter S to (S)tart a new period.

You will need to use this function each time you begin a new accounting period. Make certain you have 'closed' the current file by saving it onto disc for your records before continuing.

Your Bank, Cash and capital account balances will be carried forward to maintain continuity but all other account totals will be reset to zero, to allow entries for the new month or period to be accumulated and analysed.

The value of your "STOCK" holding account (code 46) will thus be transferred into the new month or period, ready for purchases to be posted and/or re-allocations to be made to the cost of sale a/cs.

Enter R to (R)eset the file.

One of the few occasions you should need to use this function is after you have finished experimenting with the sample data file supplied with the system. It resets all account totals to zero. You should then enter the opening balances for your Capital items (41-49). The sum total of these accounts will be computed by the program and inserted into a/c 50 as your "opening capital".

The headings of categories 41-50 are fixed and cannot be altered by the user. There are good reasons for this apparent lack of flexibility. Firstly, the program needs to be certain that it is drawing up your capital account from the correct categories. Secondly, an ordered group of accounts is necessary if a future "nett worth" option update is to be implemented.

"EQUIPMENT" is generally defined as expensive "capital" items which are essential to the business and will last for longer than one trading year. This could include plant & machinery, office furniture, computer hardware and so on.

"VEHICLES" - this account should be self-explanatory and represents transport bought by the firm or proprietor for use in the business.

"DEPRECIATION" - calculations of this type can be problematic and are best left to your financial adviser. However, depreciated value on "fixed assets" can be re-allocated to this a/c when appropriate.

"STOCK" - as with your fixed asset accounts, the opening value (cost) of your stock, e.g. goods for re-sale or materials for use should be entered here when the system is first installed.

"MISCELLANEOUS" - this is really a utility a/c not to be confused with sundries. It facilitates adjustments between the capital a/cs. For instance, the sale of a fixed asset could be recorded here through a re-allocation from the a/c which held the original value.

"CREDITORS" & "DEBTORS" - these categories will only become active with the possible "nett worth" option update.

EXIT FROM PROGRAM (option f0)

Selection of this option which will return you to BASIC. There is a reminder to SAVE any new or amended data first before quitting.

GENERAL INFORMATION

BOOK-KEEPING

It is beyond the scope of this program to provide a crash course in accounting. However, you may find the following points helpful. The Trading or Revenue account includes all the income & expenditure items involved in the day-to-day running of a business such as sales, stock, materials, overheads etc. The Non-trading account is concerned with all other income such as gifts received, fixed assets sold as well as expenditure on capital items, payments made to HM Customs & Excise (VAT), Inland Revenue (tax) or DSS (NIC), personal withdrawals and so on. It is therefore recommended that you reserve at least some of the accounts numbered 6-30 for expenses which do not form part of the TPL.

For Tax and Accounting purposes, a distinction is drawn between "Revenue" expenditure and "Capital" expenditure. Note that certain adjustments may need to be made to figures such as Telephone, Motoring Expenses etc which are shared between business and private use, before your final accounts can be drawn-up. General Ledger is in no way intended to replace the services of an accountant — no computer program could do that — and you should therefore consult your professional adviser.

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DISCLAIMER

Although every care has been taken during the development of this software, SD Microsystems cannot bear any responsibility for loss of use, stored data, profit or contract which may result from any defect or failure of the system.

PRINTING HARD COPY/SUPPORT

This package is designed for output to Epson-compatible printers. We have endevoured to make the system as simple as possible to operate. Any queries should be sent to us enclosing a stamped SAE for a prompt reply. Support is free for 60 days following purchase. Thereafter, we invite you to join our Small Trader Club which costs £12 per annum (£20 abroad). We are also able to customise programs (within limits) to suit special requirements at reasonable rates.

SMALL TRADER SYSTEM INTEGRATION

Although designed essentially as stand-alone packages, the various Small Trader accounting modules can be combined to good effect.

The Sales and Purchase Ledgers handle customer and supplier accounts and debtor/creditor control whereas General Ledger is concerned with the analysis of income & expenditure as well as maintaining your cash and bank balances. Each does a vital job.

With regard to running the programs in conjunction with each other, you may find the following information helpful:-

If you are already using the Invoicer (or intend to), then the automatic posting of the transaction to the Sales Ledger means you effectively have a record of each individual sale. Therefore you may find it more convenient simply to enter the total amount banked in the General Ledger, as per your paying-in book counterfoils; with the Reference "DEP" (for deposit) and the description consisting of the relevant invoice numbers e.g. "INVS 1000-2". The latter can then be cross-referenced to the Sales Ledger for management, accounting and VAT purposes. This method greatly reduces duplication of effort because it avoids having to enter each individual sale again. Where a bank receipt comprises various types of income, the re-allocation routine in General Ledger can be used to transfer sums to the appropriate account(s).

On a similar basis, the Purchase Ledger need only be used for credit transactions to keep a check on monies owed and supplier accounts. All cash purchases (including petty cash items) are entered directly into General Ledger.

Of course, every business is different but we recommend the above as being the most advantageous way of combining the Small Trader series of programs.

MAKING CONTRA ENTRIES

Earlier in the manual we referred to "contra" entries as being the method for correcting errors in the transaction file. If you have simply posted an entry to the wrong account it may be possible to amend this by doing a re-allocation. So, if for instance you have posted an expense to a/c 22 instead of a/c 12 you can select option f2-6 and transfer the amount in question from 22 to 12 with a description such as "c/err 22-12". An actual contra consists of making exactly the same posting except that this time you type in the amount as a minus figure such as "-100.00" instead. You then make a third entry as originally intended. The program has a special routine designed to prevent errors (as far as possible). Thus, a receipt must be directed to an income category and a payment can only be posted to an expense account. Otherwise, a report is screened: "ERROR--INVALID ENTRY FOR (transaction type)--" You are then invited to press <ENTER> to try again.

GENERAL LEDGER 6128 VERSION 2.2

This update offers the following enhancements :-

Double-Entry Account Codes

The program now shows the double-entry codes for each transaction in the report listings. The "Fr To" column indicates exactly where the money was taken from and posted to, thus assisting analysis.

Search Routine (f1-6)

This is a very versatile feature which works (on the current file) by treating each record as one long string of characters. Any transaction containing text which matches the input will be listed.

Nett Worth Option (f1-7)

This new report is intended as a quick guide to the overall value of your business, based on the difference between it's main assets and liabilities. It is not a fully detailed balance sheet of the type used in final accounts which is best left to your financial adviser due to the problematic calculations involved.

Your Nett Worth is computed from the capital accounts and can be displayed by selecting <f1> (Account Codes/Utilities) sub-option 7 - the optimum time being at period start/end when the Creditor and Debtor accounts have been updated. It is an external routine (due to memory restrictions) which means it must be loaded in separately. For this reason, you will be prompted to ensure that the program disc is in the current drive both before and after the routine is run. The report can go to screen or printer, as usual.

Notes:

Your "fixed assets" consist of the combined total of the 'Equipment' and 'Vehicle' balances. Any sum transferred from them into the 'Depreciation' account will be ignored since this should represent value lost.

The "current assets" include positive balances in the 'Bank', 'Cash', 'Stock' and 'Debtors' accounts. If any of these have negative values then they automaticially become "current liabilities" along with the 'Creditors' balance.

There is one other element, the "Vat Balance". This is the difference between the VAT 'Input' and 'Output' accounts. Again, a plus figure equals an asset wheras a minus amount is a liability. In other words, if the VAT output exceeds the input then this represents money owed by you to HM Customs & Excise and vice versa.

In all cases, zero balances are ignored.

Creditors and Debtors

These sums can be entered either directly as opening balances (-) and (+) or through a re-allocation (to) and (from) the "PL CONTROL" and "SL CONTROL" a/cs with a reversal for cleared debts. If you also have Sales and Purchase Ledgers, then you can use the Payable / Receivable reports to produce the figures for entry as above.