

IRIS GP Accounts

Table of Contents

| | |
|---|-----|
| What's New | 1 |
| IRIS GP Accounts v11 | 1 |
| Previous Releases..... | 2 |
| Welcome | 57 |
| Welcome! What is IRIS GP Accounts? | 57 |
| Starting the package for the first time | 58 |
| The 1-month Trial package..... | 59 |
| Contact IRIS Healthcare Solutions | 60 |
| Email Facilities..... | 61 |
| Email Setup | 63 |
| Introductory Topics..... | 65 |
| Setup Facilities | 65 |
| Accounts..... | 66 |
| The Cashbook | 72 |
| Main Codes and Sub codes..... | 100 |
| End of Year procedures..... | 110 |
| Basic Topics..... | 115 |
| Passwords and Security options..... | 115 |
| Tag Codes | 117 |
| Enter a Password | 118 |
| Reconciliation and eBanking | 119 |
| Memorised Entries..... | 137 |
| Doctors | 141 |
| Direct Debits and Credits..... | 143 |
| NHS Ledger Codes and Templates..... | 147 |
| Reporting Facilities | 151 |
| The Private Fees Register | 157 |
| The Purchases Register | 179 |
| Backup and Restore | 194 |
| Advanced Topics..... | 201 |
| Payroll Links | 201 |
| Cheque Printing..... | 203 |
| BACS Payments..... | 210 |
| Adding GMS/PMS details from Open Exeter..... | 214 |
| Budgets | 227 |
| Journal Codes | 235 |
| Groups..... | 239 |
| VAT and Dispensing VAT | 242 |
| CA Export and settings..... | 258 |
| Index..... | 261 |

What's New

IRIS GP Accounts v11

IRIS GP Accounts v11 Overview



Enhancements

- In the **Reconciliation View**, a button has been added for **Balance Report (F4)**
- In **Setup > Alter Purchases Set-up > List of Payees**, the 'List of Payees' is now shown in alphabetical order
- Clicking into the **Quick Filter** field, shown below the Help menu, will now display a flashing cursor to indicate this field is in use
- The SMTP prefix on emails has been made optional
- Under **Purchases Register > Suppliers Report F3** now selects or deselects all the suppliers displayed in the checklist
- The **Main Code** and **Sub Code** fields have been extended to show full information on reports
- Pressing **F1** on screens should now take you to the relevant section in the help file
- **Invoice.pdf** files are now to be given unique names in order that several can be attached to one email
- Under **Purchases Register > Suppliers Report** a radio button '**Unpaid**' has been added allowing you to print a report showing all unpaid bills for all suppliers or specific suppliers
- In addition to the **Filter/Quick Filter** tool that originally enabled you to search for cashbook entries by text, amount and reference, it will now enable to search by the main code or sub code. A button '**Show Lodge Details**' has also been added to the filter screen

Issues addressed

- The issue when entering lodgements and pressing F2 in **Cashbook View > Expenditure Only> Single Month** where the screen changes back to **Income and Expenditure** has been resolved
- For users who are 'fees only', when you close the **Fees Register Screen**, it will now return you to the Accounts selection screen
- The issue with default payment method not changing has been resolved
- The budget reports will now display the variance figures clearly
- The **Simple Notes Items Report** has now been amended to landscape in order to show the notes column on the same page

Previous Releases

IRIS GP Accounts v10 Overview



Enhancements

- In the Purchases Register, an [“Add a Payee” button](#) has been introduced allowing new payees to be created when creating a purchase rather than having to cancel and go into the Purchase Register setup screens
- In the Purchases Register, a [“Suppliers Report” button](#) creates a report of all purchases from each supplier
- In the Purchases Register, [several purchases from the same supplier can be combined](#) into one payment and one multi-line cashbook item
- In the list of Budget Reports, a [“Rename a Budget Template” button](#) allows budget reports to be renamed
- A new [“Year-on-Year Comparison” report](#) allows any two years from the cashbook to be compared in the style of a Budget Report
- Where appropriate, [VAT amounts can now be added to the cashbook item of a linked NHS item](#)
- [Budget Reports and templates can now be filtered](#) by typing a cashbook code’s description in the new filter box
- Frequently-run cashbook reports can be added to the [new “Favourites” tab](#) and run from there rather than from their original tab
- The tickertape message in the cashbook’s bottom righthand corner has been enhanced to provide more detailed product- and NHS/GP-related information
- A new “Financial Planning” menu in the main cashbook window provides quick access to budget-style reports and will be the basis for future financial enhancements
- In the Fees Register, [two sets of letter templates](#) can be used for invoices and reminders. Each client can be set to use one or other of the two styles of letter as appropriate
- Budget reports can be displayed with [horizontal grid lines](#) to assist with reading each row’s figures
- [Budget reports have been enhanced](#) to highlight underspent expenditure and overachieved income compared to budgeted expectations.

Issues addressed

- Budget Report templates: an issue prevented far-right boxes from being scrolled into view and then double-clicked for editing
- An issue with the Microsoft XML Parser prevented some GP statements from being imported directly from Open Exeter
- In Purchases Register, after a “Pay Overdue Bills” run, the Total and Amount columns could become out of sync
- Customers using the trial version of the package were unable to create full backups of their data
- Accidentally dragging the mouse in a budget report template caused an error which required the program to be exited and restarted
- CO-OP BACS file amended
- Various spelling mistakes and typographical errors have been corrected

IRIS GP Accounts v9 Overview

IRIS GP Accounts - Important Information

● IRIS GP Accounts v9 - Datasets and Backup Files

From IRIS GP Accounts v9 users can restore an accounts dataset from any backup file regardless of the version of IRIS GP Accounts from which the backup was created.

Backup files that have been created by IRIS GP Accounts v9 cannot be read by earlier versions of IRIS GP Accounts. This means that once an accounts dataset has been opened in IRIS GP Accounts v9 it can no longer be opened in previous versions.

If any one PC in a practice is upgraded to IRIS GP Accounts v9 then all other PC's that shall require access to the same data will need to be upgraded.

Practice Managers who take backups home to work on will need to upgrade their home PC.

Accountants should upgrade to IRIS GP Accounts v9 to allow them to receive backup datasets from their clients who are using IRIS GP Accounts v9. If an accountant alters a client's dataset and returns an updated backup to them, both the accountant and the practice must be using v9.

V9 New Features

● Cashbook Reports - Reconciled/Unreconciled Items

Introduced options to limit reports to reconciled or unreconciled items or 'by default' to all items. This has been added to the first two 'By-Date' reports; Simple Income/Expenditure and Bank-Style Income/Expenditure.

● IRIS GPAccounts - GP Portal & FAQs

There is now a link from the help menu that takes you to IRIS Online for GP Practice Managers; providing access to FAQs and useful information for both IRIS GP Accounts and IRIS GP Payroll.

● Fees Register - Invoice Numbering

New fees will be assigned an invoice number on creation. For existing user systems this number will begin from the last Invoice ID used.

● Purchases Register - Purchase Numbering

New purchases will be assigned a purchase number on creation. For existing user systems this number will begin from the last Purchase ID used.

● Purchases Register - BACS

GP Accounts now supports the following BACs formats:

Allbacs-CS BACS

Abbey National

● Fees/Purchases Register - Cashbook Link

Introduced a new cashbook link option to allow multiline Fees & Purchases to be added to the cashbook in Multiline lodgements. Using the cashbook link for a fee or purchase displays a new wizard that allows the user to select the type of cashbook entry to be created: single, multiple, lodgement. See [Cashbook Link](#)

V9 Modifications

● Fees Only Account - Cashbook Entry

The Cashbook entry button that was previously available from the Fees Register for a 'Fees-only Account' has been disabled.

● Cashbook Entries - Duplicate Cashbook Codes

Correction applied to prevent the system from allowing duplicate cashbook codes. Duplicate main codes are now correctly reported as an error and not created. Duplicate codes can be created if they are added as sub-codes within a different main code.

● Cashbook Reports - By Partner/Detailed Partner Income/Expenditure Main code Report (Breakdown by Sub Code)

Corrected issue identified when producing reports for previous years. Where a specific partner was selected from the report wizard the report was produced for all partners and items with no partner name. Subsequent pages of the report did not reference the doctor's name at the top of the page.

● **Cashbook Codes - Sub Codes**

When adding Cashbook codes, the drop down list of main codes when using the "is sub code of" option, was incorrectly displaying hidden codes. The dropdown now only displays available codes.

● **NHS Entry - Split by doctor**

When entering an NHS Entry it was possible to allow multiple lines to be entered against the same NHS code split by the same doctor. When reviewing this NHS entry at a later date, only one split line per doctor would appear against that NHS code affecting the total of that entry. Correction applied to combine duplicate split lines into one. They will appear in NHS view with lodgement items displayed, as individual items.

● **Open Exeter - Login Details**

When entering 'Open Exeter' login details when importing into IRIS GP Accounts, the system displayed the user's password as it was entered. Altered password entry to display the characters entered as asterisks.

● **Open Exeter - Field Mapping**

Correction to Open Exeter import that permitted users to continue without all fields being mapped correctly which in some circumstances would bring in incorrect balances into the cashbook.

● **Open Exeter - Importing PPA Drug Statement**

Re-instated the original CSV import file structure for PPA Drug payment statements, as the change advised by Open Exeter which was to be effective from April 2008 was not implemented by them.

● **Fees Register - Invoice Printing**

Corrected position where Invoices were found to print to the Windows default printer rather than the specified printer from the setup dialog.

● **Fees Register - Multiline Fees**

Corrected issue where after creating a multiline fee, then selecting 'Client Type' ie: Private Patient and 'Bill to'. When adding a line the 'Client Type' was found to be greyed out and was incorrectly defaulting to another type ie: NHS. When adding a line this now displays the correct 'Client Type' and 'Bill to'

● **Fees/Purchases Register - Invoice/Purchase Numbering**

Cancelling a Fee/Purchase mid way through entry previously generated gaps within the numbering system. Invoice/purchase numbers are now only generated on completion of the transaction.

● **VAT Setup - Rounding**

When entering a value in the notional rent percentage box from Vat Settings > GP staff / premises adjustments > Exempt Proportion of Cost/Notional Rent (non dispensing) field it was found to be incorrectly rounding the value up to the next whole number. It is now possible to enter a number with up to two decimal places.

● **IRIS GP Accounts - Application Banner**

When starting IRIS GP Accounts opening the main application screen the header banner incorrectly displayed 'No active account'. This now correctly displays the name of the account and the current view selected.

● **Bank Reconciliation - Mouse Pointer**

When in Bank reconciliation view, if the mouse was positioned over the reconciliation column of an unreconciled item the cursor icon changed to a 'tick' mark. If F8 was pressed to leave the reconciliation view without moving the mouse, the pointer remained as a tick mark whilst in cashbook view. This has now been corrected so that the cursor correctly shows as an arrow when changing back to the cashbook view.

● **eBanking - MS Money OFX import**

When importing bank entries from an MS Money OFX file some items were identified as missing from IRIS GP Accounts. Identified issue to entries imported on the same date system would import alternate items only. Whilst all items could be viewed they did not import. Corrected to import entire statement including items with duplicate dates.

IRIS GP Accounts v8 Overview



New Features

- Totals on Fees and Purchase Register screens/reports
- Improved detailed reports on Fees and Purchases
- Multiple Copy, Move, Delete and Total facilities on the Cashbook, Direct Debits and Memorised items screens
- Open Exeter download/import of Prescribing/Dispensing statements
- Improved BACS export handling
- New BACS export format (Natwest Internet banking)
- Net income amounts now reported correctly when Drug discounts are recorded
- Microsoft Vista compatibility
- Resizable, setup screens for codes, memorised items etc.
- Screen appearance improved
- DVD-R/RW backup now supported
- Improved handling of End of Year contras
- 'Create Contra' option in Reconciliation View
- Simplified email to accountants
- Email now supports multiple attachments
- 'Dispensing VAT' now referred to as 'Partial Exemption'
- Increased Previous Cashbook years stored to 8.
- Non-Recoverable VAT Report

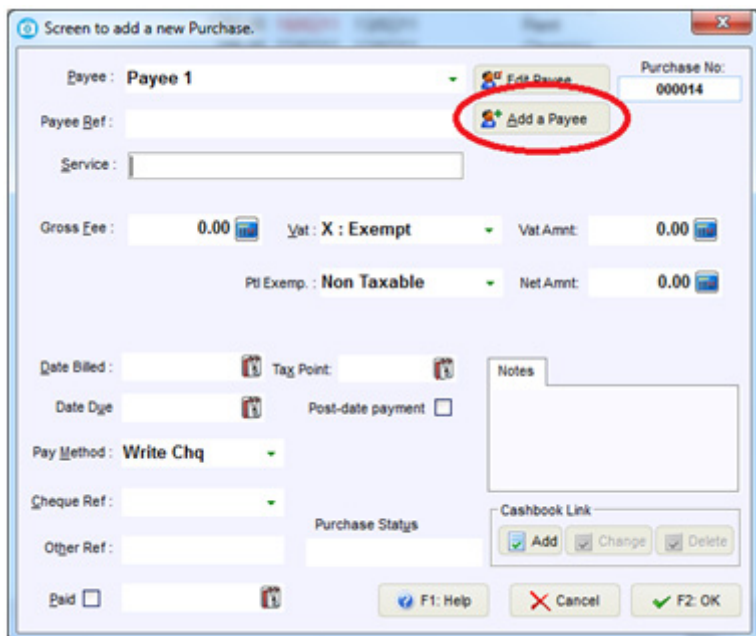
Bug fixes

- Fixed a problem with NHS ledger deletions when in non-date sort order
- Fixed a problem where VAT Return Total Purchases amount was set to zero
- Fixed default Balances display to show Annual totals
- Fixed problem with standard VAT calculations if 1st month did not start on the 1st day of the month
- Fixed problem with recording Dispensing codes in multi-line Purchases

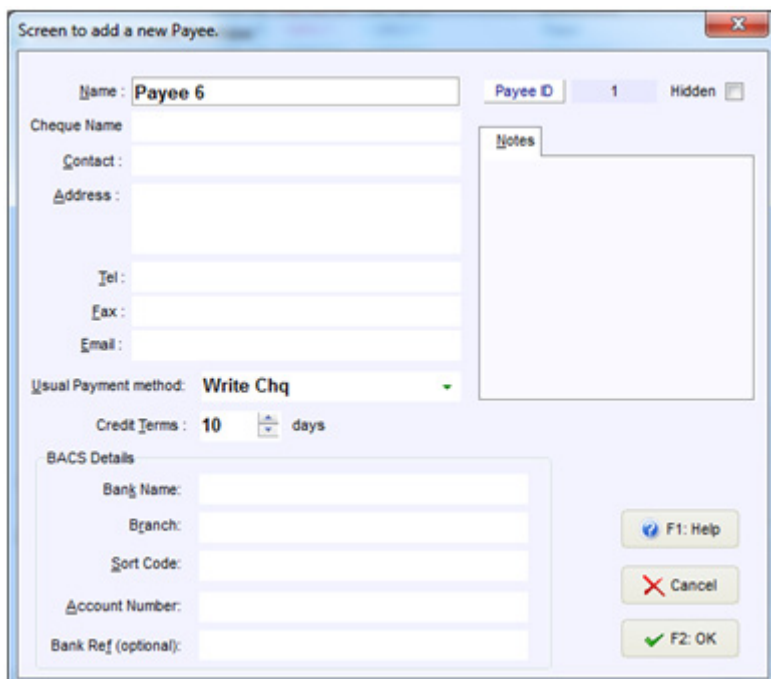
Purchases - Add a Payee



In the Purchases Register, an Add a Payee button has been introduced allowing new payees to be created when creating a purchase rather than having to cancel and go into the Purchase Register setup screens.



While you are creating a new purchase or editing an existing purchase, you can create a new **Payee**. Clicking this button displays the usual screen for adding a payee:



When you have completed this new payee's details, click the **OK** button. This new payee is immediately available to use in your new purchase:

Screen to add a new Purchase.

Payee: **Payee 6** Edit Payee Purchase No: **000014**

Payee Ref: Add a Payee

Service:

Gross Fee: **0.00** Vat: X: Exempt Vat Amt: 0.00

Ptl Exemp.: Non Taxable Net Amt: 0.00

Date Billed: Tax Point:

Date Due: Post-date payment

Pay Method: **Write Chq**

Cheque Ref:

Other Ref: Purchase Status:

Paid

F1: Help Cancel F2: OK

Notes:

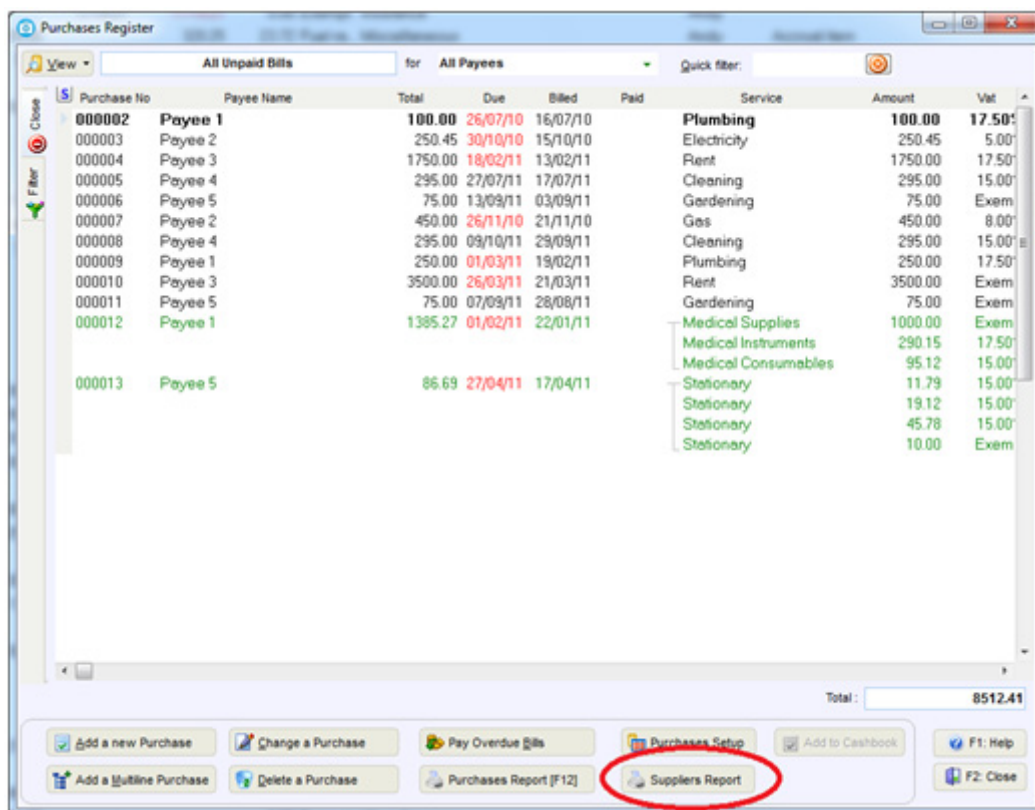
Cashbook Link: Add Change Delete

In previous versions of the software, if you had not created the payee before starting to create the new purchase, you would need to cancel the **Screen to add a new Purchase**, go to the **Purchases Setup** to create your new payee and then return to adding a new purchase.

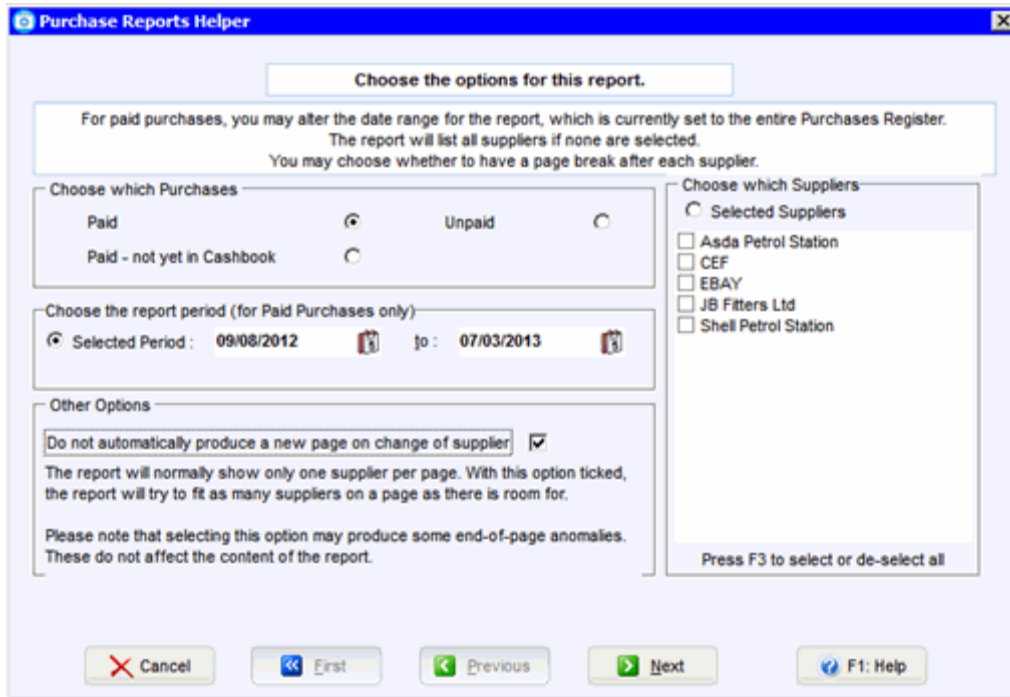
Purchases - Suppliers Report



In the Purchases Register, a Suppliers Report button creates a report of all purchases from each supplier.



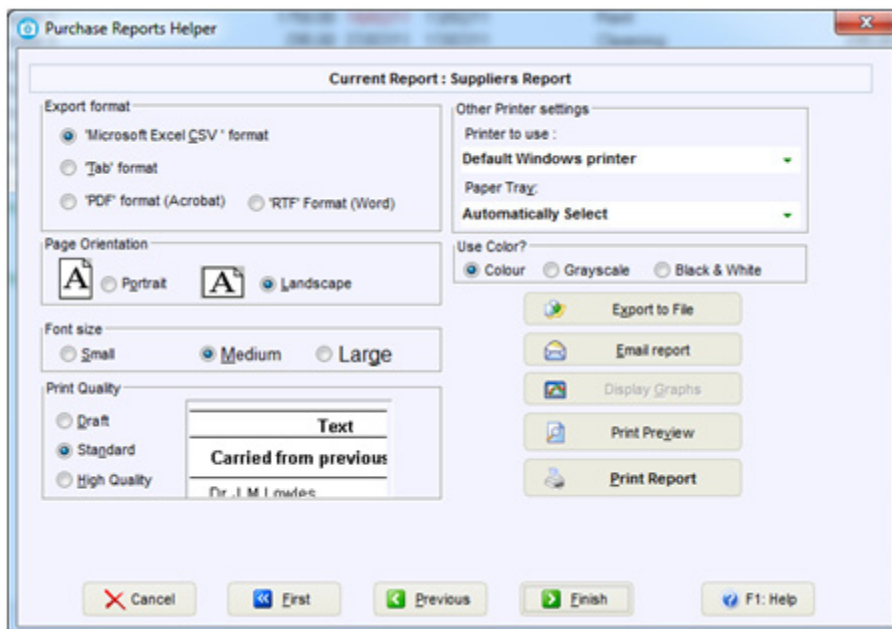
In the **Purchases Register** screen a new button has been added, **Suppliers Report**. This will generate a report showing all purchases made with each supplier / payee. Clicking this button will display the following screen:



Using this screen, you may specify the date range of the cashbook transactions to be included in the report. The report can be limited either to purchases which have been paid or those that have been paid but have not yet been entered in the cashbook.

If you don't select a particular payee or a multiple selection of payees, the report will be generated for all the payees from whom you made purchases during your selected date range.

When you have made your report selections, click the **Next** button to display the usual print options screen:



As usual, you may then print or preview the report:

IRIS Software Ltd [9999] Suppliers Report

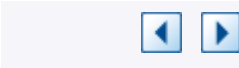
All Paid Bills for All Suppliers

Date Paid between 05/07/11 and 06/07/11

| | Purchase | Payee Name | Total | Due | Billed | Paid | Service | Amount | Vat Amount |
|----|----------|------------|---------|----------|----------|----------|---------------------|---------|------------|
| 1. | 000002 | Payee 1 | 100.00 | 26/07/10 | 16/07/10 | 06/07/11 | Plumbing | 100.00 | 14.89 |
| 2. | 000009 | Payee 1 | 250.00 | 01/03/11 | 19/02/11 | 06/07/11 | Plumbing | 250.00 | 37.23 |
| 3. | 000012 | Payee 1 | 1385.27 | 01/02/11 | 22/01/11 | 06/07/11 | Medical Supplies | 1000.00 | 0.00 |
| 4. | | | | | | | Medical Instruments | 290.15 | 43.21 |
| 5. | | | | | | | Medical Consumables | 95.12 | 12.40 |
| | | | 1735.27 | | | | | 1735.27 | 107.73 |

| | Purchase | Payee Name | Total | Due | Billed | Paid | Service | Amount | Vat Amount |
|----|----------|------------|--------|----------|----------|----------|-------------|--------|------------|
| 6. | 000003 | Payee 2 | 250.45 | 30/10/10 | 15/10/10 | 06/07/11 | Electricity | 250.45 | 11.92 |
| 7. | 000007 | Payee 2 | 450.00 | 26/11/10 | 21/11/10 | 06/07/11 | Gas | 450.00 | 33.33 |
| | | | 700.45 | | | | | 700.45 | 45.25 |

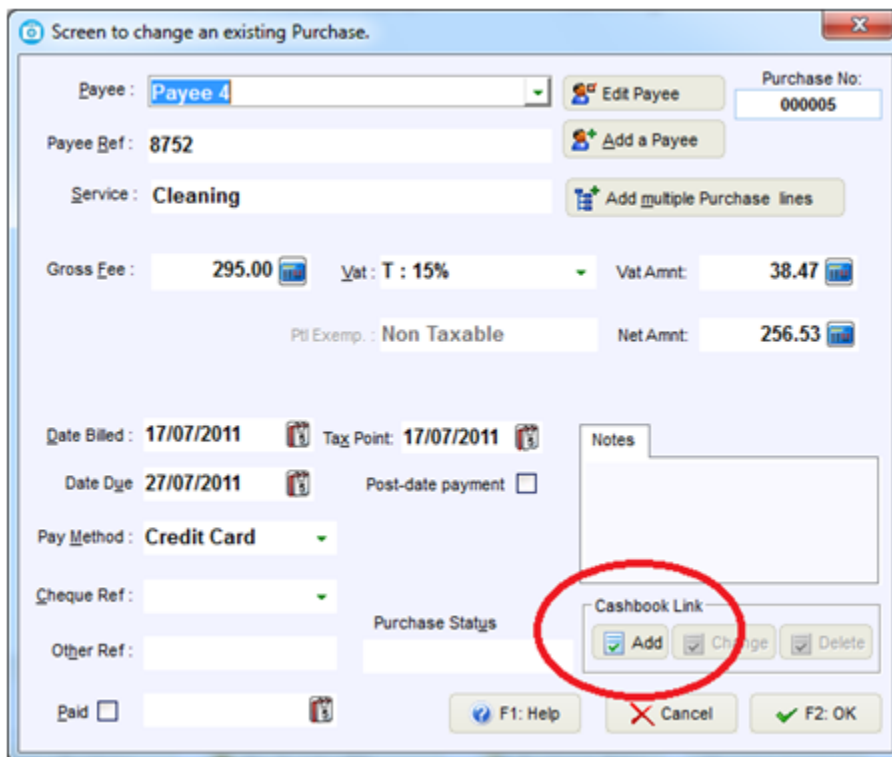
Purchases - Combine Purchases



In the **Purchases Register**, several purchases from the same supplier can be combined into one payment and one multi-line cashbook item.

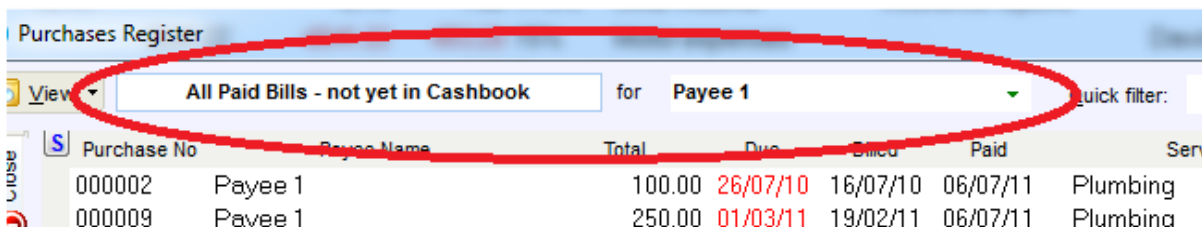
- Details on adding paid items to the **Cashbook** can be found [here](#)

In previous versions of the software, any item in the **Purchase Register**, whether paid or unpaid, could be entered in the cashbook as a single line expenditure item, or in the case of a multi-line purchase, as a multi-line lodgement.



This version of the software allows several purchases from the same supplier / payee to be entered into the cashbook as a single unified cashbook item.

In the **Purchases Register**, for your required payee, change the selection options to show either all paid bills that have not yet been entered in the cashbook:



or select all unpaid bills for a payee:

| View | All Unpaid Bills | for | Payee 4 | Quick filter | | | |
|-------|------------------|------------|---------|--------------|----------|------|---------|
| Close | Purchase No | Payee Name | Total | Due | Billed | Paid | |
| | 000005 | Payee 4 | £35.00 | 27/07/11 | 17/07/11 | | Cleanin |
| | 000000 | Payee 4 | £25.00 | 00/00/11 | 00/00/11 | | Cleanin |

Next, select two or more purchases from those listed.

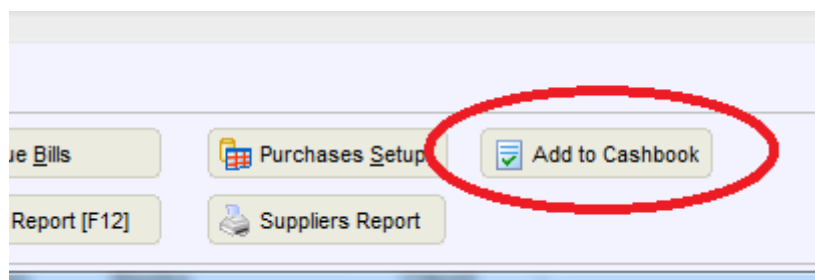
To do this, click on one purchase and then use **Ctrl-Click** to select any number of others.

If all the purchases you want to select are listed next to each other, you can click the first one to highlight it and then use **SHIFT-Click** to highlight the last one; all intervening purchases will also be selected.

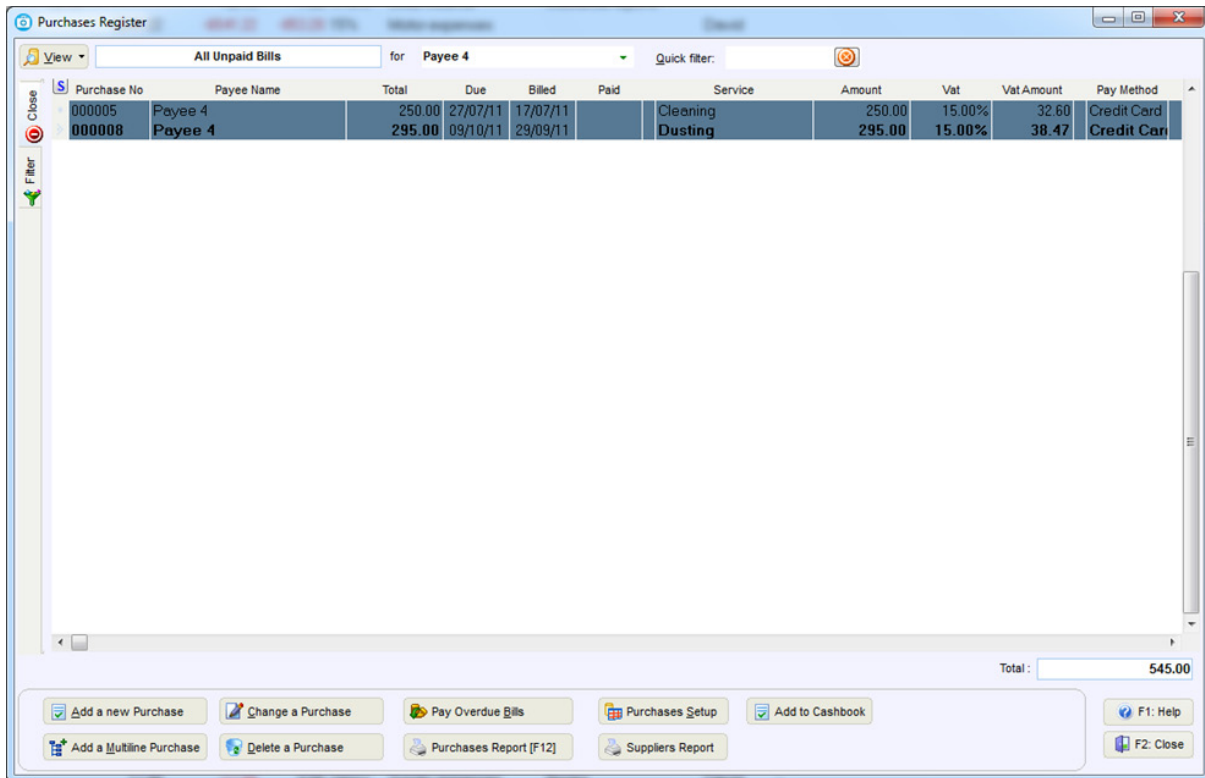
Or you can use a combination of **Ctrl-Click** and **Shift-Click** until all your required purchases are selected.

In the case of multi-line purchases, selecting any line of the purchase is the same as selecting all of them.

When at least two purchases have been selected, the new **Add to Cashbook** button will become available to click.



In the following example, two single-line purchases have been selected. The first is for £250, the second for £295, both inclusive of VAT.



On clicking the **Add to Cashbook** button, the normal screen for editing an existing purchase will be displayed:

Screen to change an existing Purchase.

Payee: Payee 4 Edit Payee Purchase No: Temp

Payee Ref: Add a Payee

| Service | Amount | Vat | Vat Amount |
|-----------------------|--------|--------|---------------|
| PN005: Cleaning | 250.00 | 15.00% | 32.60 |
| PN008: Dusting | 295.00 | 15.00% | 38.47 |
| Purchase Total | | | 545.00 |

Add line
Change Line
Delete line

Date Billed: 5 Tax Point: 5

Date Due: 5 Post-date payment

Pay Method: Write Chq

Cheque Ref:

Other Ref: Purchase Status:

Notes:

Cashbook Link: Add Change Delete

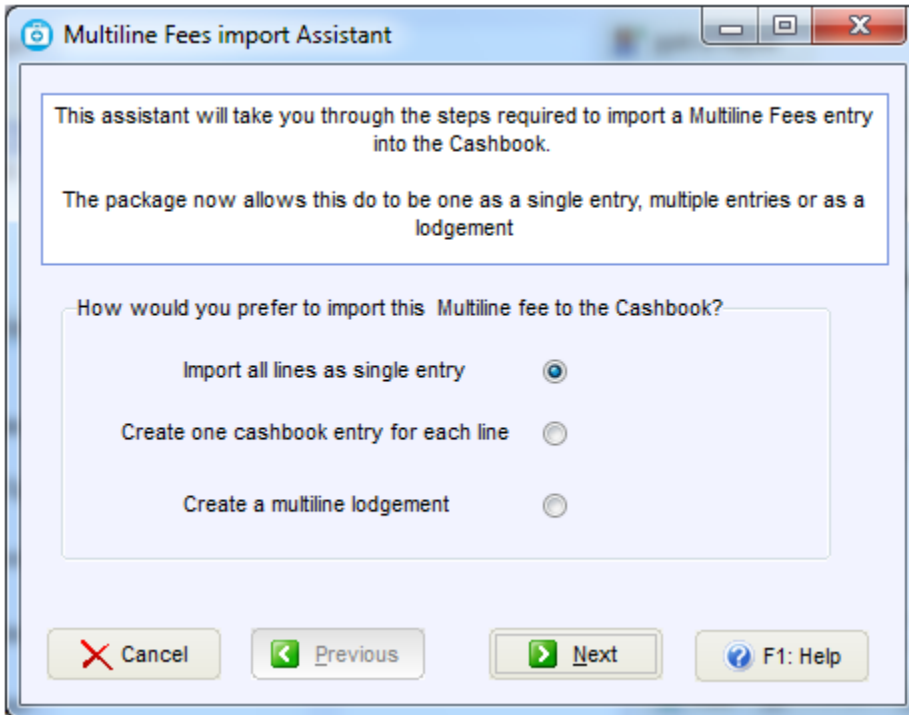
Paid 06/07/2011 5 F1: Help Cancel F2: OK

Both purchases have been combined into one purchase for £545 including VAT.

Notice that the **Service** text on each line has been prefixed by the original **Purchase Number** from which the line originated.

This purchase may now be edited and added to the cashbook in the usual way by clicking the **Add** button within **Cashbook Link**.

As is usual for a multi-line purchase, the following screen will be displayed to allow you to choose whether to add this purchase as a single-line item, a multi-line item or a multi-line lodgement:



Assuming that the **Create a multiline lodgement** option is selected, this will result in the following cashbook entry:

| | | | | | | | | | |
|----------|--------|--------------------|---|---------|--|---------|--------|---------|--------|
| 30/06/11 | BACS | TEST 92 | | 100.00 | | 100.00 | 0.00 | Exempt | Misc |
| | Cheque | Lodgement 9 Line 1 | | 3000.00 | | | 0.00 | Exempt | Othe |
| 02/07/11 | Cheque | Lodgement 9 Line 2 | | 3000.00 | | 6586.00 | 0.00 | Exempt | Othe |
| | Cheque | Lodgement 9 Line 3 | | 1586.00 | | | 0.00 | Exempt | Othe |
| 06/07/11 | | Payee 4 |  | 250.00 | | -545.00 | -32.60 | 15% | Clee |
| | | Payee 4 |  | 295.00 | | | -38.47 | 15% | Clee |
| 08/07/11 | CO | Test106 | | 400.00 | | -400.00 | 0.00 | Outwith | Mon |
| 11/07/11 | | Test93 | | 145.00 | | 145.00 | 0.00 | Exempt | Cap |
| 23/07/11 | DD | TFST94 |  | 30.00 | | 30.00 | 0.00 | Exempt | Instit |

Notice the blue flag next to each item which indicates that there are notes attached.

In the **Purchase Register**, the two original purchases remain intact:

Purchases Register

View: All Paid Bills for All Payees Quick filter:

| Purchase No | Payee Name | Total | Due | Billed | Paid | Service | Amount | Vat | Vat Amount | Pay Method |
|---------------|----------------|---------------|-----------------|-----------------|-----------------|---------------------|---------------|---------------|--------------|--------------------|
| 000002 | Payee 1 | 100.00 | 26/07/10 | 16/07/10 | 06/07/11 | Plumbing | 100.00 | 17.50% | 14.89 | Cash |
| 000003 | Payee 2 | 250.45 | 30/10/10 | 15/10/10 | 06/07/11 | Electricity | 250.45 | 5.00% | 11.92 | Cash |
| 000004 | Payee 3 | 1750.00 | 18/02/11 | 13/02/11 | 05/07/11 | Rent | 1750.00 | 17.50% | 260.63 | Cash |
| 000005 | Payee 4 | 250.00 | 27/07/11 | 17/07/11 | 06/07/11 | Cleaning | 250.00 | 15.00% | 32.50 | Credit Card |
| 000007 | Payee 2 | 450.00 | 26/11/10 | 21/11/10 | 06/07/11 | Gas | 450.00 | 8.00% | 33.33 | Cash |
| 000008 | Payee 4 | 295.00 | 09/10/11 | 29/09/11 | 06/07/11 | Dusting | 295.00 | 15.00% | 38.47 | Credit Card |
| 000009 | Payee 1 | 250.00 | 01/03/11 | 19/02/11 | 06/07/11 | Plumbing | 250.00 | 17.50% | 37.23 | Cash |
| 000010 | Payee 3 | 3500.00 | 26/03/11 | 21/03/11 | 05/07/11 | Rent | 3500.00 | Exempt | 0.00 | Cash |
| 000012 | Payee 1 | 1385.27 | 01/02/11 | 22/01/11 | 06/07/11 | Medical Supplies | 1000.00 | Exempt | 0.00 | Cash |
| | | | | | | Medical Instruments | 290.15 | 17.50% | 43.21 | |
| | | | | | | Medical Consumables | 95.12 | 15.00% | 12.40 | |
| 000013 | Payee 5 | 86.69 | 27/04/11 | 17/04/11 | 06/07/11 | Stationery | 11.79 | 15.00% | 1.53 | Cash |
| | | | | | | Stationery | 19.12 | 15.00% | 2.49 | |
| | | | | | | Stationery | 45.78 | 15.00% | 5.97 | |
| | | | | | | Stationery | 10.00 | Exempt | 0.00 | |

Total: 8317.41

Buttons: Add a new Purchase, Change a Purchase, Pay Overdue Bills, Purchases Setup, Add to Cashbook, Add a Multiline Purchase, Delete a Purchase, Purchases Report [F12], Suppliers Report, F1: Help, F2: Close

Double-clicking the first line of the lodgement in the cashbook will display the usual screen for editing an existing cashbook item:

Screen to change an existing Cashbook Item.

Date: 06/07/2011 Expenditure item Cashbook ID: 267

Reference: (Prev Ref: BACS)

Text: Payee 4

Gross Amount: £ 250.00 Reconciled:

Main Code: Cleaning

Sub Code:

Partner: Personal:

Vat

Vat Rate: T: 15% Vat Amt: £ 32.60

Net Amt: £ 217.40

Notes: Multiple Purchases PN005: Cleaning

Tags: eBank

Memorise: Text only, Reference, Whole item

Buttons: F1: Help, Cancel, F2: OK

Notice in the notes that this cashbook item originated from **Multiple Purchases** and that this particular entry originated from Purchase Number 5.
 Similarly, viewing the other line of the lodgement:

Screen to change an existing Cashbook Item.

Date: 06/07/2011

Expenditure item

Cashbook ID: 268

Reference: (Prev Ref: BACS)

Text: Payee 4

Gross Amount: £ 295.00

Main Code: Cleaning

Sub Code:

Partner: Personal:

Vat

Vat Rate: T: 15%

Vat Amt: £ 38.47

Net Amt: £ 256.53

Notes: Multiple Purchases PN008: Dusting

Memorise: Text only, Reference, Whole item

F1: Help, Cancel, F2: OK

The notes show that this line of the lodgement originated from Purchase Number 8.
 Returning to the **Purchase Register**, both purchases will now be listed in the **All Paid Bills** section.

IRIS GP Accounts

Purchases Register

View: All Paid Bills for All Payees Quick filter:

| Purchase No | Payee Name | Total | Due | Billed | Paid | Service | Amount | Vat | Vat Amount | Pay Method |
|---------------|----------------|---------------|-----------------|-----------------|-----------------|---------------------|---------------|---------------|--------------|--------------------|
| 000002 | Payee 1 | 100.00 | 26/07/10 | 16/07/10 | 06/07/11 | Plumbing | 100.00 | 17.50% | 14.89 | Cash |
| 000003 | Payee 2 | 250.45 | 30/10/10 | 15/10/10 | 06/07/11 | Electricity | 250.45 | 5.00% | 11.92 | Cash |
| 000004 | Payee 3 | 1750.00 | 18/02/11 | 13/02/11 | 05/07/11 | Rent | 1750.00 | 17.50% | 260.63 | Cash |
| 000005 | Payee 4 | 250.00 | 27/07/11 | 17/07/11 | 06/07/11 | Cleaning | 250.00 | 15.00% | 32.60 | Credit Card |
| 000007 | Payee 2 | 450.00 | 26/11/10 | 21/11/10 | 06/07/11 | Gas | 450.00 | 8.00% | 33.33 | Cash |
| 000008 | Payee 4 | 295.00 | 09/10/11 | 29/09/11 | 06/07/11 | Dusting | 295.00 | 15.00% | 38.47 | Credit Card |
| 000009 | Payee 1 | 250.00 | 01/03/11 | 19/02/11 | 06/07/11 | Plumbing | 250.00 | 17.50% | 37.23 | Cash |
| 000010 | Payee 3 | 3500.00 | 26/03/11 | 21/03/11 | 05/07/11 | Rent | 3500.00 | Exempt | 0.00 | Cash |
| 000012 | Payee 1 | 1385.27 | 01/02/11 | 22/01/11 | 06/07/11 | Medical Supplies | 1000.00 | Exempt | 0.00 | Cash |
| | | | | | | Medical Instruments | 290.15 | 17.50% | 43.21 | |
| | | | | | | Medical Consumables | 95.12 | 15.00% | 12.40 | |
| 000013 | Payee 5 | 86.69 | 27/04/11 | 17/04/11 | 06/07/11 | Stationary | 11.79 | 15.00% | 1.53 | Cash |
| | | | | | | Stationary | 19.12 | 15.00% | 2.49 | |
| | | | | | | Stationary | 45.78 | 15.00% | 5.97 | |
| | | | | | | Stationary | 10.00 | Exempt | 0.00 | |

Total: 8317.41

The link between the purchase and the cashbook item is the same as for any purchase.

Double-clicking purchase number 5 to edit its details displays the following standard screen:

Screen to change an existing Purchase.

Payee: **Payee 4** Edit Payee Purchase No: **000005**

Payee Ref: **8752** Add a Payee

Service: **Cleaning** Add multiple Purchase lines

Gross Fee: **250.00** Cal Vat: **T : 15%** Cal Vat Amt: **32.60** Cal

Ptl Exemp.: **Non Taxable** Net Amt: **217.40** Cal

Date Billed: **17/07/2011** Cal Tax Point: **17/07/2011** Cal

Date Due: **27/07/2011** Cal Post-date payment

Pay Method: **Credit Card** Cal

Cheque Ref: Cal

Other Ref: Cal Purchase Status: Cal

Paid **06/07/2011** Cal

Notes

Cashbook Link: Add Change Delete

F1: Help Cancel F2: OK

To view the detail of the linked cashbook item, click the **Change** button to display the usual lodgement details window:-

To Change the multiple Expenditure Payment entry for 6th Jul 2011.

Date: 06 July 11 Ref: Cal Text: Purchase Number: 000005 Cal Reconciled Notes Bank

| Date | Ref. | Text | Gr. Income | Gr. Expend | N. | Main code | Sub code | Partner | ? Tags | Vat Amount | Vat |
|----------|---------|------|------------|------------|----|-----------|----------|---------|--------|------------|-----|
| 06/07/11 | Payee 4 | | | 250.00 | | Cleaning | | | | -32.60 | 15% |
| 06/07/11 | Payee 4 | | | 295.00 | | Cleaning | | | | -38.47 | 15% |

Total: 545.00

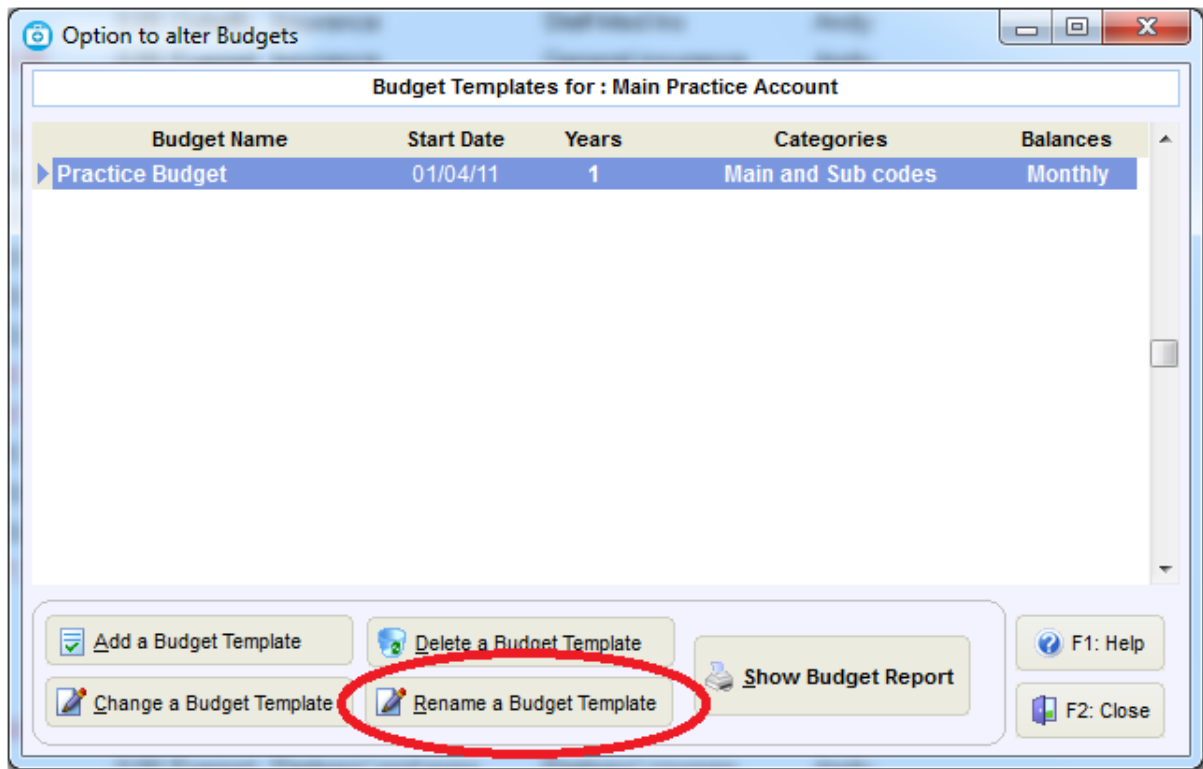
Add a new item Add an NIS entry Extract Selected item(s) Import Bookmarked item(s) Change an item Delete an item Print list of items Mini-calc: 0.00 F1: Help F2: Close

In this way, the links between the purchases in the **Purchase Register** and the linked **Cashbook** item work in identical fashion to any other purchase.

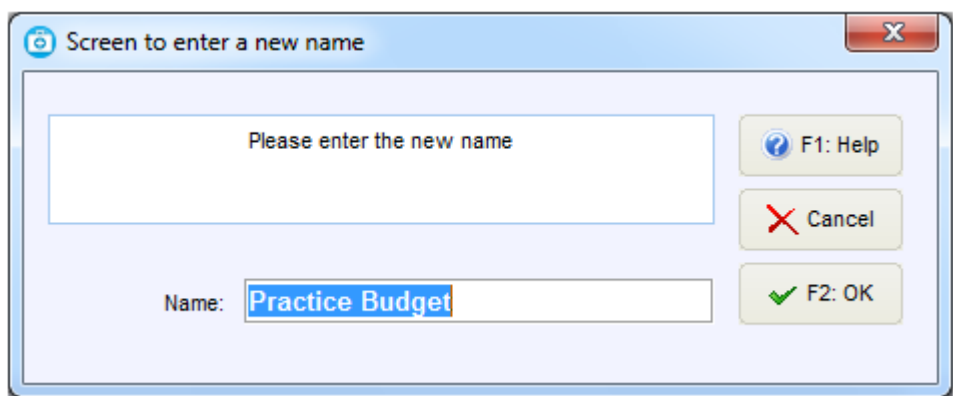
Budget Reports - Rename a Budget Template



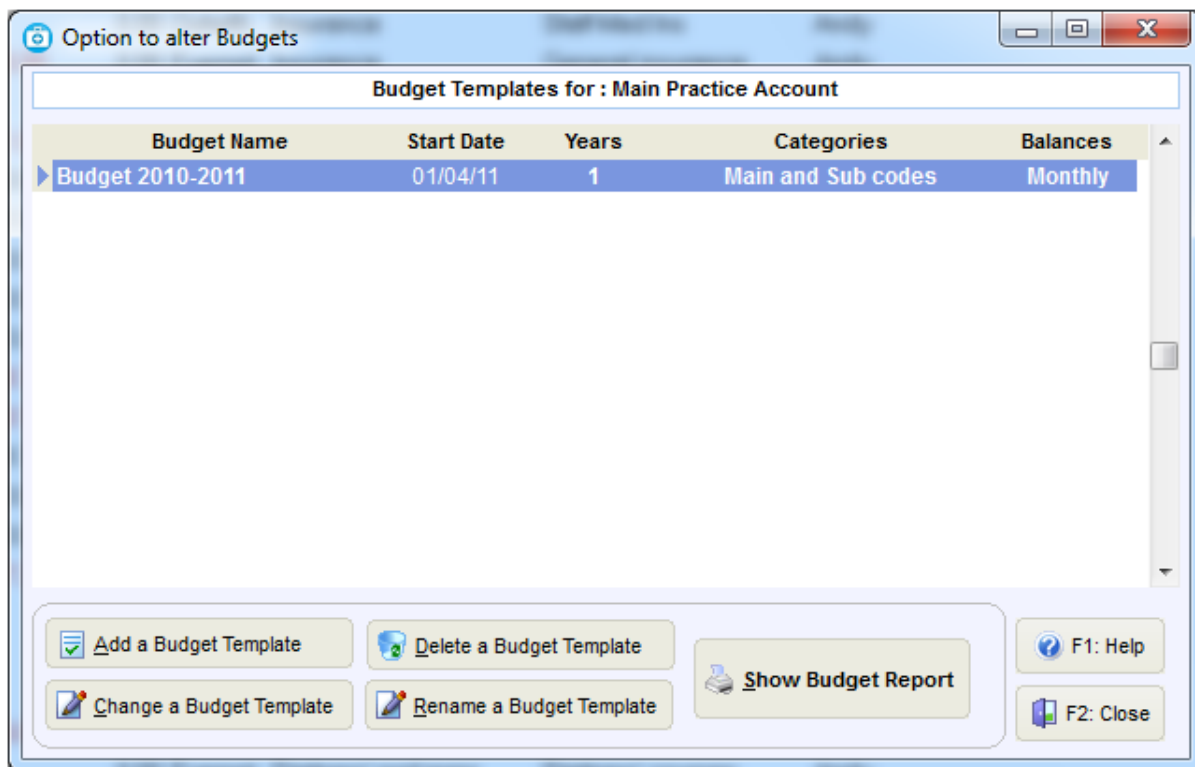
In the list of Budget Reports, a Rename a Budget Template button allows budget reports to be renamed.



Clicking the new button results in the following screen being displayed:



Entering an amended name in the text box (e.g. "Budget 2010-2011") results in the template being renamed:



This new name will be used in all on-screen and printed versions of the budget report.

Budget Reports - Quick Filter



Budget Reports and Templates can now be filtered by typing a cashbook code's description in the new filter box.

A budget report template, or the budget report itself, can contain many rows of data detailing each of the main codes and sub-codes that it includes.

To assist in finding a particular code, a quick filter box is available, similar to the one at the top of the main Cashbook display.

| April 2011 only (Actual) | April 2011 only (Budgeted) | April 2011 only (Variance £) | April 2011 only (Budget %) | Totals To Apr 11 (Actual) | Totals To Apr 11 (Budgeted) | Totals To Apr 11 (Variance £) | Totals To Apr 11 (Budget %) |
|--------------------------|----------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|-------------------------------|-----------------------------|
| 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 400.00 | 0.00 | 400.00 | 0.00% | 400.00 | 0.00 | 400.00 | 0.00% |
| 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| 95.00 | 0.00 | 95.00 | 0.00% | 95.00 | 0.00 | 95.00 | 0.00% |
| 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |

To access the filter box, either click where it says "cashcode description" or press **Ctrl-F** on your keyboard.

As you begin to type letters, the display grid below will automatically change to display only those rows whose cashbook code description contains what has been typed.

In the following example, if you start to type "inst", the display will be reduced to just the income code "Institutional Fees" and the expenditure code "Medical Instruments".

| Category | April 2011 only (Actual) | April 2011 only (Budgeted) | April 2011 only (Variance £) | April 2011 only (Budget %) | Totals To Apr 11 (Actual) | Totals To Apr 11 (Budgeted) | Totals To Apr 11 (Variance £) | Totals To Apr 11 (Budget %) | Overall Budget |
|---------------------|--------------------------|----------------------------|------------------------------|----------------------------|---------------------------|-----------------------------|-------------------------------|-----------------------------|----------------|
| Income | 50613.42 | 0.00 | 50613.42 | 0.00% | 50613.42 | 0.00 | 50613.42 | 0.00% | 0.00 |
| Institutional fees | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Expend. | 950.08 | 0.00 | 950.08 | 0.00% | 950.08 | 0.00 | 950.08 | 0.00% | 0.00 |
| Drugs & instruments | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Medical instruments | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |

To clear the filter and return the display to showing all the cashbook codes, either click the clear button next to the filter text box, or press **Ctrl-Shift-F** on your keyboard.

This filter is also available in the screen used to amend a budget template.

Budget Reports - Grid Lines

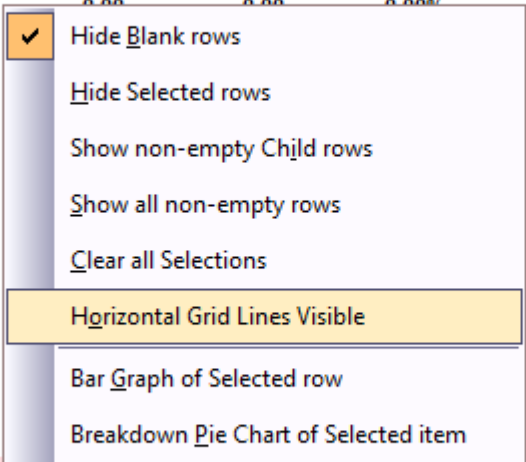


Budget reports can be displayed with horizontal grid lines to assist with reading each row's figures.

In budget reports and budget report templates, horizontal lines can be displayed to assist with reading each row's figures.

To display the lines, either right-click on the main grid and select **Horizontal Grid Lines Visible** from the popup menu:

| | | | | | | | |
|-------|----------|------|--------|-------|----------|------|----------|
| ents | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| aid | 400.00 | 0.00 | 400.00 | 0.00% | 400.00 | 0.00 | 400.00 |
| ted) | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| es | 95.00 | 0.00 | 95.00 | 0.00% | 95.00 | 0.00 | 95.00 |
| s | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| | 1294.94 | | | | 1294.94 | 0.00 | 1294.94 |
| | 48773.48 | | | | 48773.48 | 0.00 | 48773.48 |
| ents | 50.00 | | | | 50.00 | 0.00 | 50.00 |
| e | 0.00 | | | | 0.00 | 0.00 | |
| idges | 0.00 | | | | 0.00 | 0.00 | |
| es | 0.00 | | | | 0.00 | 0.00 | |
| orts | 0.00 | | | | 0.00 | 0.00 | |
| eport | 0.00 | | | | 0.00 | 0.00 | |
| ry | 0.00 | | | | 0.00 | 0.00 | |
| ing | 0.00 | | | | 0.00 | 0.00 | |
| ees | 0.00 | | | | 0.00 | 0.00 | |
| s | 0.00 | | | | 0.00 | 0.00 | |
| | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |
| ises | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | |













or click the **Report Figures Options** button at the bottom of the screen:

| | | | |
|--------------------|----------|------|----------|
| Income Totals | 50613.42 | 0.00 | 50613.42 |
| Expenditure Totals | 950.08 | 0.00 | 950.08 |
| Balance Totals | 49663.34 | 0.00 | 49663.34 |
| Running Balances | 49663.34 | 0.00 | 49663.34 |

Report Figures Options Report Header Options Print Report

which will display the same popup menu as show above.

The horizontal lines will now be displayed:

| | | | | | |
|---|---------------------------|----------|------|----------|-----|
|  | HMRC vat | 0.00 | 0.00 | 0.00 | 0.0 |
|  | Hosp. appointments | 400.00 | 0.00 | 400.00 | 0.0 |
|  | Income tax repaid | 0.00 | 0.00 | 0.00 | 0.0 |
|  | Tax (unallocated) | 95.00 | 0.00 | 95.00 | 0.0 |
|  | Institutional fees | 0.00 | 0.00 | 0.00 | 0.0 |
|  | Miscellaneous | 1294.94 | 0.00 | 1294.94 | 0.0 |
|  | NHS income | 48773.48 | 0.00 | 48773.48 | 0.0 |
|  | Other appointments | 50.00 | 0.00 | 50.00 | 0.0 |
|  | Other income | 0.00 | 0.00 | 0.00 | 0.0 |
|  | Blue/Orange badges | 0.00 | 0.00 | 0.00 | 0.0 |

To hide the horizontal lines, simply select the **Horizontal Grid Lines Visible** option again to untick it.

Budget Reports- Underspent expenditure and overachieved income



Budget reports have been enhanced to highlight underspent expenditure and overachieved income compared to budgeted expectations.

In previous versions of the budget reports, any negative value was displayed in red and other figures were displayed in black.

However, in the case of expenditure, if spending is down when compared to budget (e.g. -£50), this is good and should be highlighted as such in the budget report, not in red.

Similarly, if an income target is set and the practice exceeds the budgeted expectation, this should also be highlighted as good. However, if income is under budget, it's right that this should be shown in red.

By the same token, underspent expenditure is good and should be highlighted, whereas overspent expenditure (which will show as a positive figure) is not good and should be shown in red.

An important change in v10 applies to the two **Variance** columns.

The difference between a practice's budget figures and their actual figures is shown in two ways: firstly as a monetary difference; secondly, as a percentage of the target budget. These columns are labelled **Variance £** and **Budget %**.

The following examples explain how to read the two **Variance** columns:-

Income

Example 1: if an income target budget of £1234 was set against a cashbook code and the practice achieved exactly £1234, then the practice hit **100%** of their target income budget.

Example 2: conversely, if an income budget of £1234 was set and the practice achieved no income at all for that cashbook code, then the practice was down one hundred percent against target, i.e. **-100%**

Example 3: if an income target budget of £1234 was set and an actual income of £2000 was achieved, this is an increase of **£766** against the budget figure, or **126%** of budget.

Example 4: if an income target budget of £1234 was set, but the practice only achieved £1000, this is a difference of **-£234**. Put another way, the practice was down **-19%** against their budgeted income target.

Expenditure

Example 5: if expenditure against a particular cashbook code is expected (budgeted) to be £1234, and the actual expenditure figure comes to exactly £1234, then **100%** of the expenditure budget was spent.

Example 6: if expenditure is budgeted to be £1234, but no cost is incurred, i.e. the practice spends none of that budget, then expenditure is down **-£1234** against the original budget, i.e. down **-100%** of budget.

Example 7: if expenditure is budgeted to be £1234 but £2000 is actually spent, then the practice overspent by **£766**, i.e. they have spent **126%** of their original budget figure.

Example 8: if expenditure is budgeted to be £1234, but only £1000 is actually spent, then expenditure is down **-£234**, i.e. down **-19%** of budget

In the following screenshot, **underspent expenditure** and **over-achieved income** are highlighted in dark blue. Conversely, **underachieved income** and **overspent expenditure** are shown in red. As a result, these figures immediately stand out from the rest:

Practice Budget Report

Practice Budget - Breakdown of Main codes only
Period from 01/01/09 to 31/12/09
(Simple Monthly for January 2009)

Quick Filter (Ctrl-F)
cashcode description

Report Style
Simple Monthly for: January 2009
Detailed report

Use Journal Template: Journal Template off

| Category | January 2009 only (Actual) | January 2009 only (Budgeted) | January 2009 only (Variance £) | January 2009 only (Budget %) | Totals To Jan 09 (Actual) | Totals To Jan 09 (Budgeted) | Totals To Jan 09 (Variance £) | Totals To Jan 09 (Budget %) | Overall Budget |
|---------------------------|----------------------------|------------------------------|--------------------------------|------------------------------|---------------------------|-----------------------------|-------------------------------|-----------------------------|----------------|
| Income | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Capital | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Cash introduced | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 34245.06 |
| Investment income | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 432060.82 |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 3484.32 |
| Other appointments | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Other income | 6118.61 | 6930.72 | -812.11 | -11.72% | 6118.61 | 6930.72 | -812.11 | -11.72% | 54286.94 |
| PMS Income | 100350.88 | 84820.92 | 15529.96 | 118.31% | 100350.88 | 84820.92 | 15529.96 | 118.31% | 1177784.86 |
| Reimbursements | 0.00 | 250.00 | -250.00 | -100.00% | 0.00 | 250.00 | -250.00 | -100.00% | 850.33 |
| Expend. | 30947.76 | 32400.00 | -1452.24 | -4.48% | 30947.76 | 32400.00 | -1452.24 | -4.48% | 580463.42 |
| Capital | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 312020.00 |
| Cleaning | 312.00 | 0.00 | 312.00 | 0.00% | 312.00 | 0.00 | 312.00 | 0.00% | 1455.00 |
| Computer expenses | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 158.38 |
| Drugs & instruments | 976.46 | 2790.23 | -1813.77 | -65.00% | 976.46 | 2790.23 | -1813.77 | -65.00% | 37981.54 |
| Financial expenses | 51.87 | 598.55 | -546.68 | -91.33% | 51.87 | 598.55 | -546.68 | -91.33% | 10486.76 |
| Hire/Maintenance | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 1287.75 |
| Locum fees | 13284.07 | 2169.18 | 11114.89 | 612.40% | 13284.07 | 2169.18 | 11114.89 | 612.40% | 98759.71 |
| Miscellaneous | 400.00 | 400.00 | 0.00 | 100.00% | 400.00 | 400.00 | 0.00 | 100.00% | 6119.69 |
| NHS Logistics | 0.00 | 668.97 | -668.97 | -100.00% | 0.00 | 668.97 | -668.97 | -100.00% | 6725.84 |
| Office Supplies | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 217.19 |
| Partner's Subscrip. | 1990.55 | 2473.30 | -482.75 | -19.52% | 1990.55 | 2473.30 | -482.75 | -19.52% | 22377.92 |
| Postage & Stationary | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 229.16 |
| Premises expenses | 3679.90 | 3727.14 | -47.24 | -1.27% | 3679.90 | 3727.14 | -47.24 | -1.27% | 42425.17 |
| Professional fees | 0.00 | 2467.50 | -2467.50 | -100.00% | 0.00 | 2467.50 | -2467.50 | -100.00% | 15613.50 |
| Income Totals | 106469.49 | 92001.64 | 14467.85 | 115.73% | 106469.49 | 92001.64 | 14467.85 | 115.73% | 1702712.33 |
| Expenditure Totals | 89363.04 | 87101.30 | 2261.74 | 102.60% | 89363.04 | 87101.30 | 2261.74 | 102.60% | 1594100.98 |
| Balance Totals | 17106.45 | 4900.34 | 12206.11 | 349.09% | 17106.45 | 4900.34 | 12206.11 | 349.09% | 108611.35 |
| Running Balances | 110797.24 | 98591.13 | 105896.90 | | | | | | |

Report Figures Options | Report Header Options | Print Report | F1: Help | F2: Close

NOTE: The colour highlighting is currently only available for the on-screen display of budget reports and cannot yet be reproduced in the printed versions.

In the following screenshots, we will highlight the three main sections of this budget report: **Income**, **Expenditure** and the column **Totals**.

Income:

| Category | January 2009 only (Actual) | January 2009 only (Budgeted) | January 2009 only (Variance £) | January 2009 only (Budget %) | Totals To Jan 09 (Actual) | Totals To Jan 09 (Budgeted) | Totals To Jan 09 (Variance £) | Totals To Jan 09 (Budget %) | Overall Budget |
|---------------------|----------------------------|------------------------------|--------------------------------|------------------------------|---------------------------|-----------------------------|-------------------------------|-----------------------------|----------------|
| Income | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Capital | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Cash introduced | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 34245.06 |
| Investment income | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 432060.82 |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 3484.32 |
| Other appointments | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| Other income | 6118.61 | 6930.72 | -812.11 | -11.72% | 6118.61 | 6930.72 | -812.11 | -11.72% | 54286.94 |
| PMS Income | 100350.88 | 84820.92 | 15529.96 | 118.31% | 100350.88 | 84820.92 | 15529.96 | 118.31% | 1177784.86 |
| Reimbursements | 0.00 | 250.00 | -250.00 | -100.00% | 0.00 | 250.00 | -250.00 | -100.00% | 850.33 |

In summary, in January 2009:

- **Other Income** was down £812.11, that's down 11.72% of expected budget
- **PMS Income** achieved 118.31% of budget - an increase of £15,529.96 compared to expectations
- **Reimbursements** did not achieve any of the expected £250 which leaves us 100% down against our target budget

Expenditure:

| Category | January 2009 only (Actual) | January 2009 only (Budgeted) | January 2009 only (Variance £) | January 2009 only (Budget %) | Totals To Jan 09 (Actual) | Totals To Jan 09 (Budgeted) | Totals To Jan 09 (Variance £) | Totals To Jan 09 (Budget %) | Overall Budget |
|---------------------|----------------------------|------------------------------|--------------------------------|------------------------------|---------------------------|-----------------------------|-------------------------------|-----------------------------|----------------|
| Expend. | 30947.76 | 32400.00 | -1452.24 | -4.48% | 30947.76 | 32400.00 | -1452.24 | -4.48% | 580463.42 |
| Capital | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 312020.00 |
| Cleaning | 312.00 | 0.00 | 312.00 | 0.00% | 312.00 | 0.00 | 312.00 | 0.00% | 1455.00 |
| Computer expenses | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 158.38 |
| Drugs & instruments | 976.46 | 2790.23 | -1813.77 | -65.00% | 976.46 | 2790.23 | -1813.77 | -65.00% | 37981.54 |
| Financial expenses | 51.87 | 598.55 | -546.68 | -91.33% | 51.87 | 598.55 | -546.68 | -91.33% | 10486.76 |
| Hire/Maintenance | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 1287.75 |
| Locum fees | 13284.07 | 2169.18 | 11114.89 | 612.40% | 13284.07 | 2169.18 | 11114.89 | 612.40% | 98759.71 |
| Miscellaneous | 400.00 | 400.00 | 0.00 | 100.00% | 400.00 | 400.00 | 0.00 | 100.00% | 6119.69 |
| NHS Logistics | 0.00 | 668.97 | -668.97 | -100.00% | 0.00 | 668.97 | -668.97 | -100.00% | 6725.84 |

In summary:

- **Cleaning** unexpectedly cost £312. This hadn't been budgeted for at all
- **Drugs & Instruments** cost £1813.77 less than expected, a saving of 65% of the budget
- Unfortunately, £11,114.89 more was spent on **Locum Fees** than we'd budgeted for; a massive 612.40% overspend compare to our original budget

Totals:

| Category | January 2009 only (Actual) | January 2009 only (Budgeted) | January 2009 only (Variance £) | January 2009 only (Budget %) | Totals To Jan 09 (Actual) | Totals To Jan 09 (Budgeted) | Totals To Jan 09 (Variance £) | Totals To Jan 09 (Budget %) | Overall Budget |
|--------------------|----------------------------|------------------------------|--------------------------------|------------------------------|---------------------------|-----------------------------|-------------------------------|-----------------------------|----------------|
| Income Totals | 106469.49 | 92001.64 | 14467.85 | 115.73% | 106469.49 | 92001.64 | 14467.85 | 115.73% | 1702712.33 |
| Expenditure Totals | 89363.04 | 87101.30 | 2261.74 | 102.60% | 89363.04 | 87101.30 | 2261.74 | 102.60% | 1594100.98 |
| Balance Totals | 17106.45 | 4900.34 | 12206.11 | 349.09% | 17106.45 | 4900.34 | 12206.11 | 349.09% | 108611.35 |

In summary for Jan 2009:

- Overall income exceeded expectations by achieving 115.73% of our target.
- Overall expenditure was slightly above what was expected at 102.60% of the budget.
- Net Balance (Income less Expenditure) was £12,206.11 above what was expected, achieving a net income for the practice of more than 349% than was budgeted for.

Year-on-Year Comparison

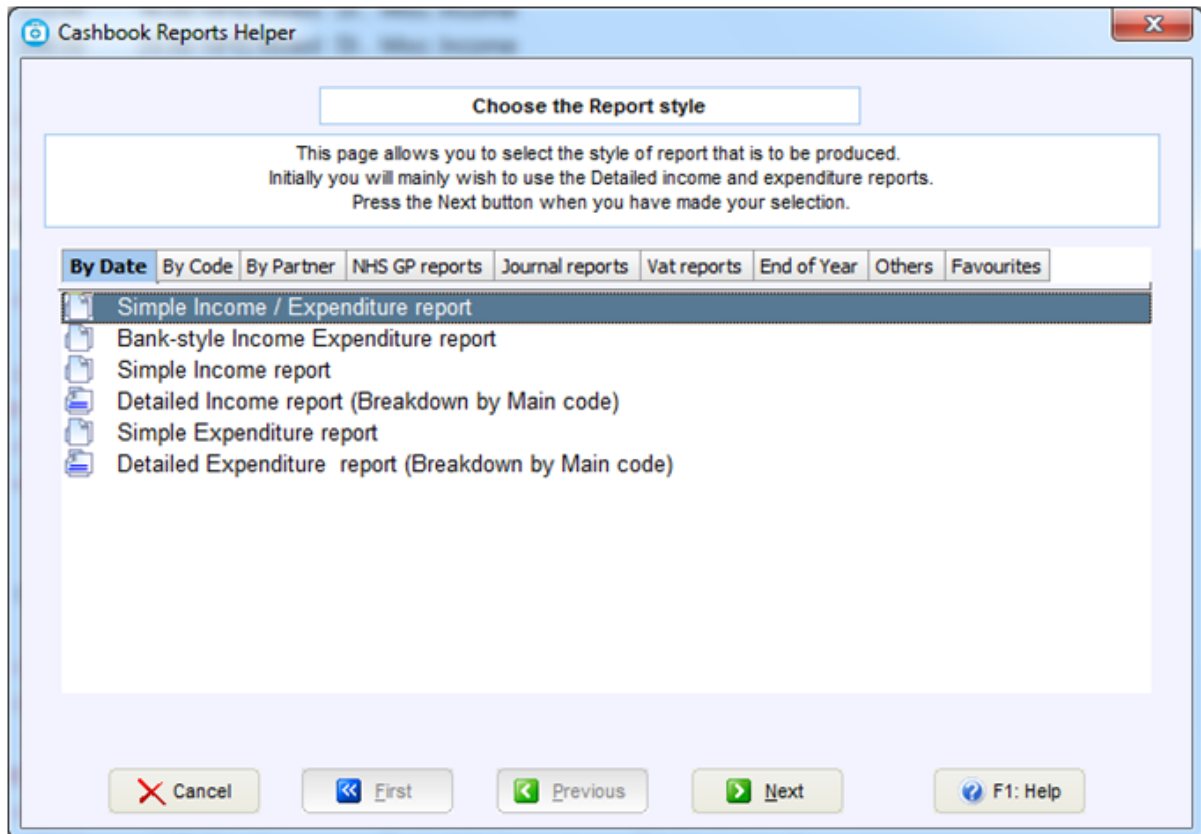
The [Year-on-Year Comparison](#) function follows the same format as for standard budget reports. It uses the **Variance £** and **Budget %** columns in the same way as described above and uses the same colour highlighting for the on-screen display.

Cashbook Reports - Favourites



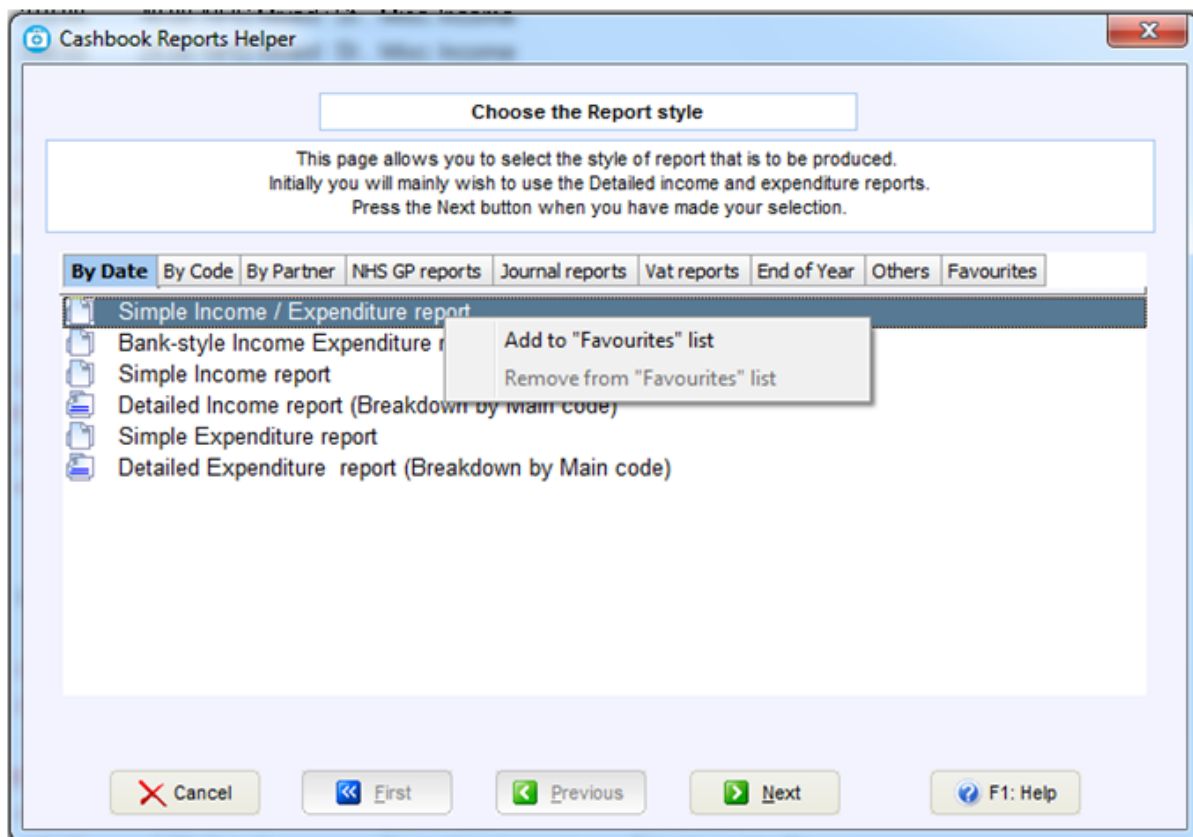
Frequently-run cashbook reports can be added to the new Favourites tab and run from there rather than from their original tab.

The list of cashbook reports currently extends to over 70 reports organised within 8 category tabs.



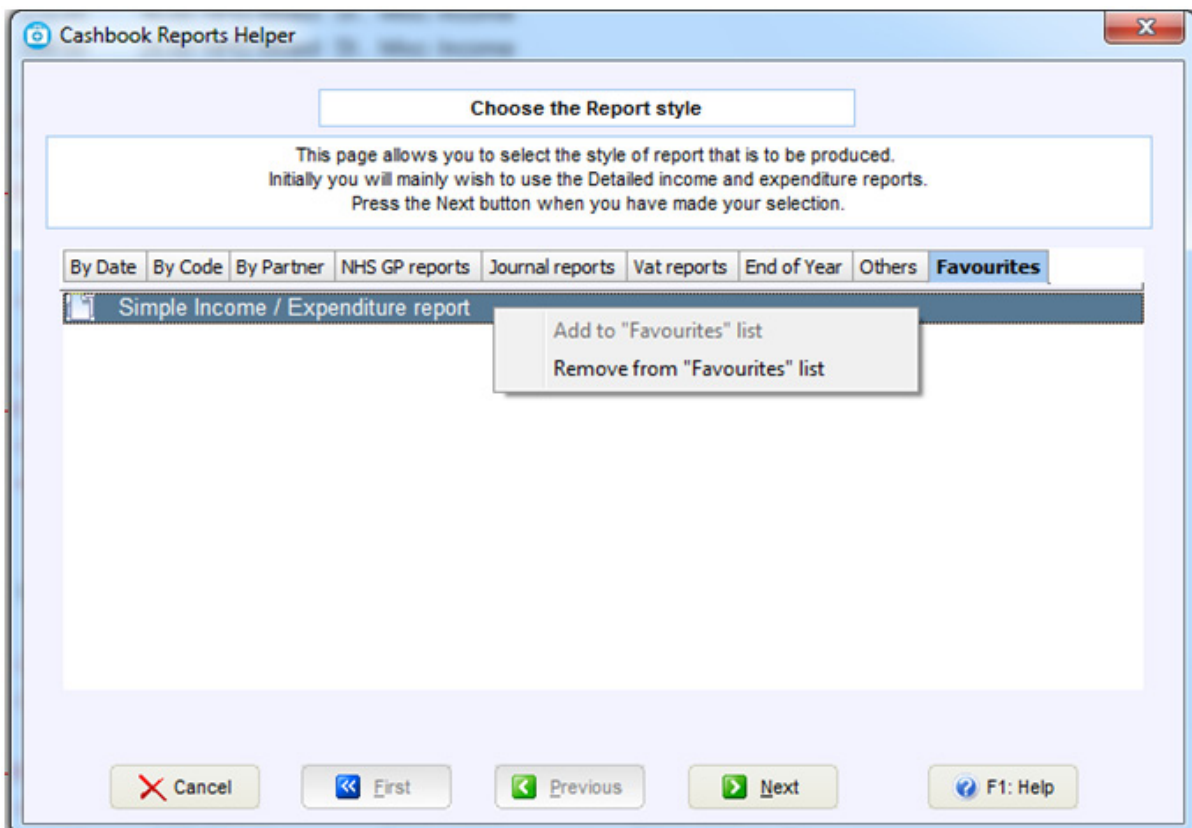
The **Favourites** tab, introduced in v10, allows any of the listed reports to be copied to the **Favourites** tab and run from there instead.

To add a report to the **Favourites** tab, simply right-click on it and select **Add to Favourites list**.



The report will now be available from both its original location and from the **Favourites** tab.

To remove a report from the **Favourites** tab, simply right-click on it (in either of its locations) and select **Remove from Favourites list**.



Financial Planning - Year-on-Year Comparison

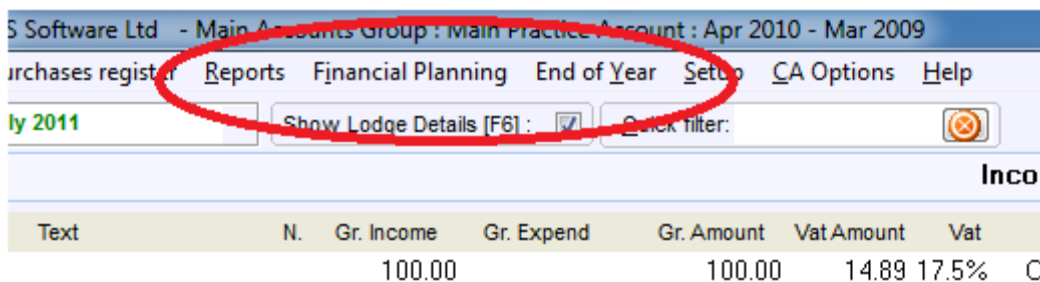


IRIS GP Accounts v10 has introduced a brand new feature **Year-on-Year Comparison**.

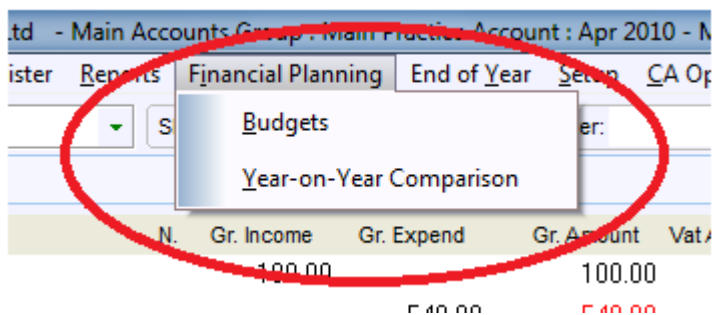
This facility allows any two years from the cashbook data to be selected and the income and expenditure figures for each, compared. Data from the current financial period, as well as data from any previous financial period can be selected for comparison.

The **Year-on-Year comparison** is presented in the style of a standard **Budget Report** with side-by-side figures and variance details. Using this new facility, a practice may compare their performance from one year to the next.

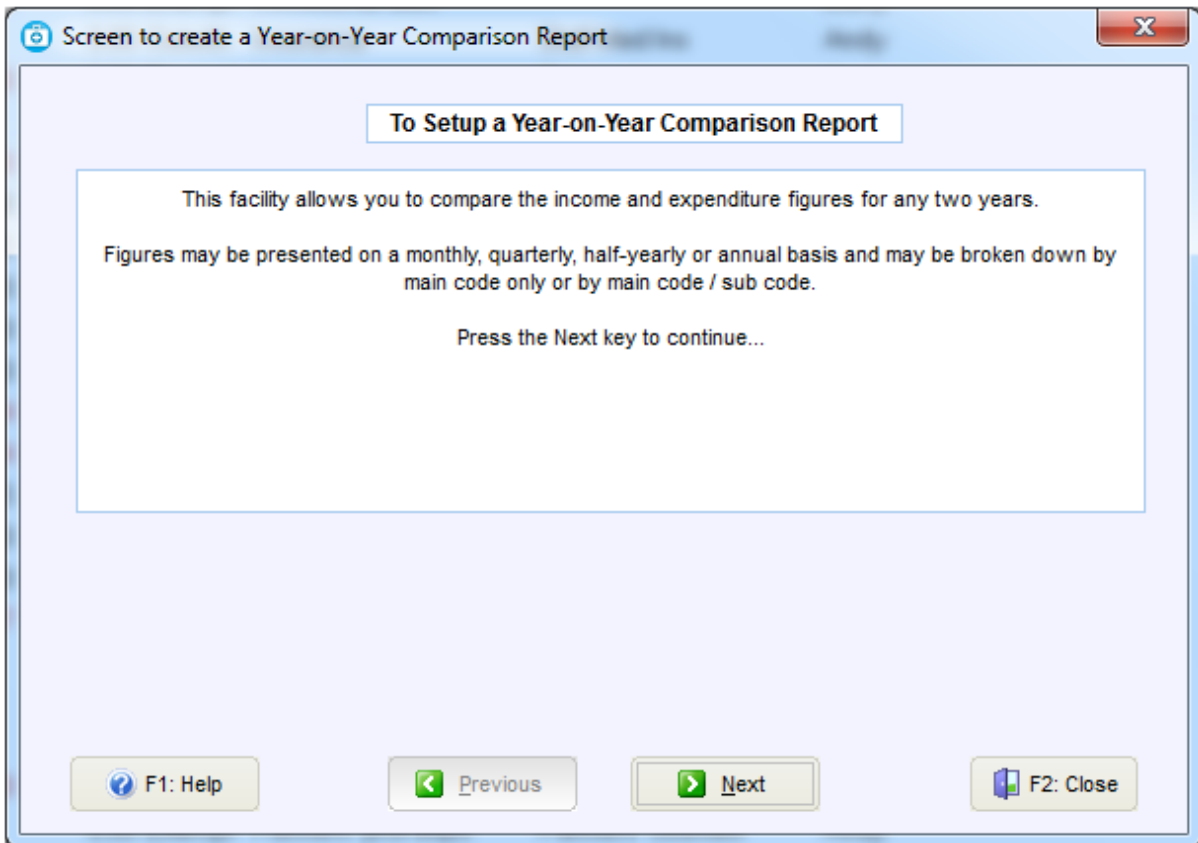
A new menu item, **Financial Planning**, appears at the top of the main **Cashbook** display:



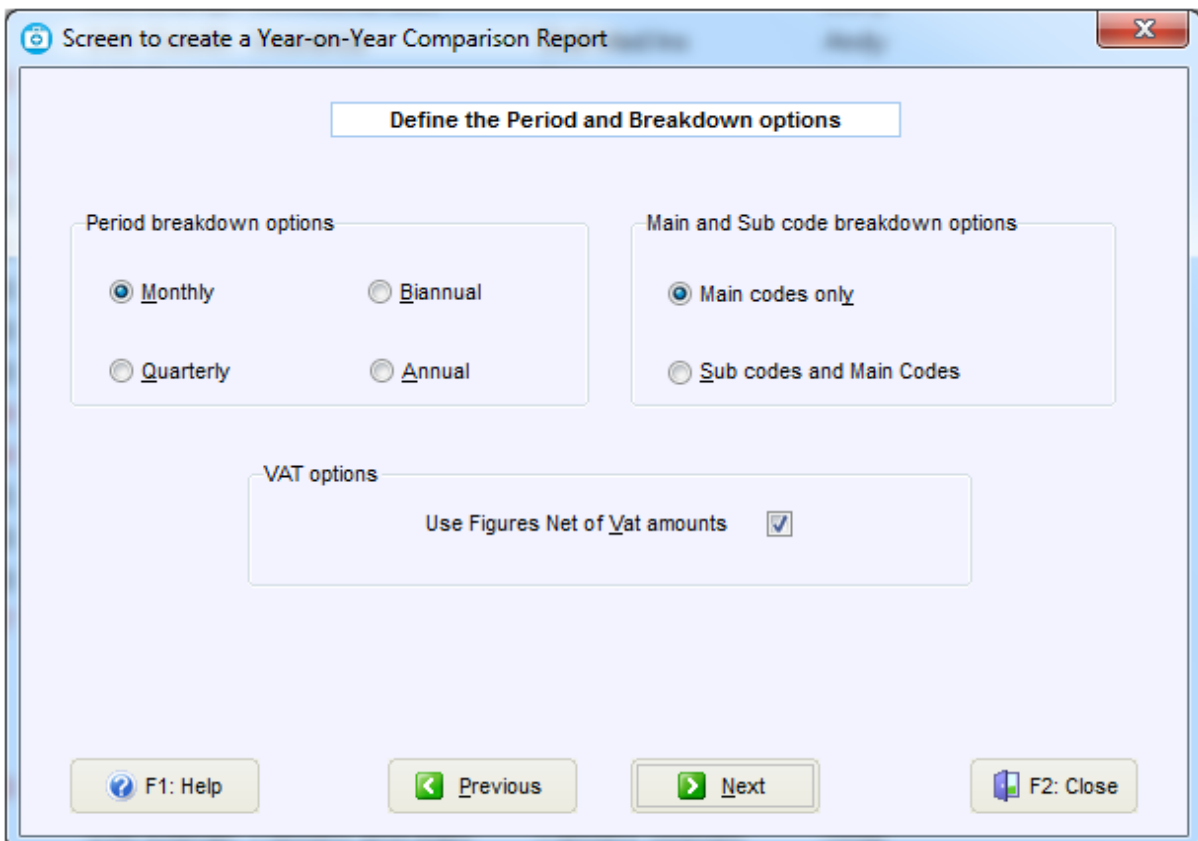
Selecting this option displays the follow drop-down menu, from which the **Year-on-Year Comparison** can be selected.



Selecting the **Year-on-Year Comparison** option results in the following introductory screen being displayed:



Click **Next** to proceed to the first options screen:



As with standard **Budget Reports**, figures may be displayed on a monthly, quarterly, biannual or Annual basis.

The displayed figures can be broken down by main cashbook codes only, or by main codes and sub-codes.

If a practice is registered for VAT, the option to display figures as either gross amounts or net amounts can be chosen.

When the appropriate selections have been made, clicking **Next** will display the second options window.

At any time, this first option window can be returned to change the basis of the comparison.

Screen to create a Year-on-Year Comparison Report

Select which two years to compare

YEAR 1

The Current Cashbook year : 1st January 2010 to 31st December 2010

The last full Archived year : 1st January 2009 to 31st December 2009

A Previous Financial Year : 1st January 2009 to 31st December 2009 ▼

One Calendar Year starting from : 01 January 2009

YEAR 2

The Current Cashbook year : 1st January 2010 to 31st December 2010

The last full Archived year : 1st January 2009 to 31st December 2009

A Previous Financial Year : 1st January 2009 to 31st December 2009 ▼

One Calendar Year starting from : 01 January 2010

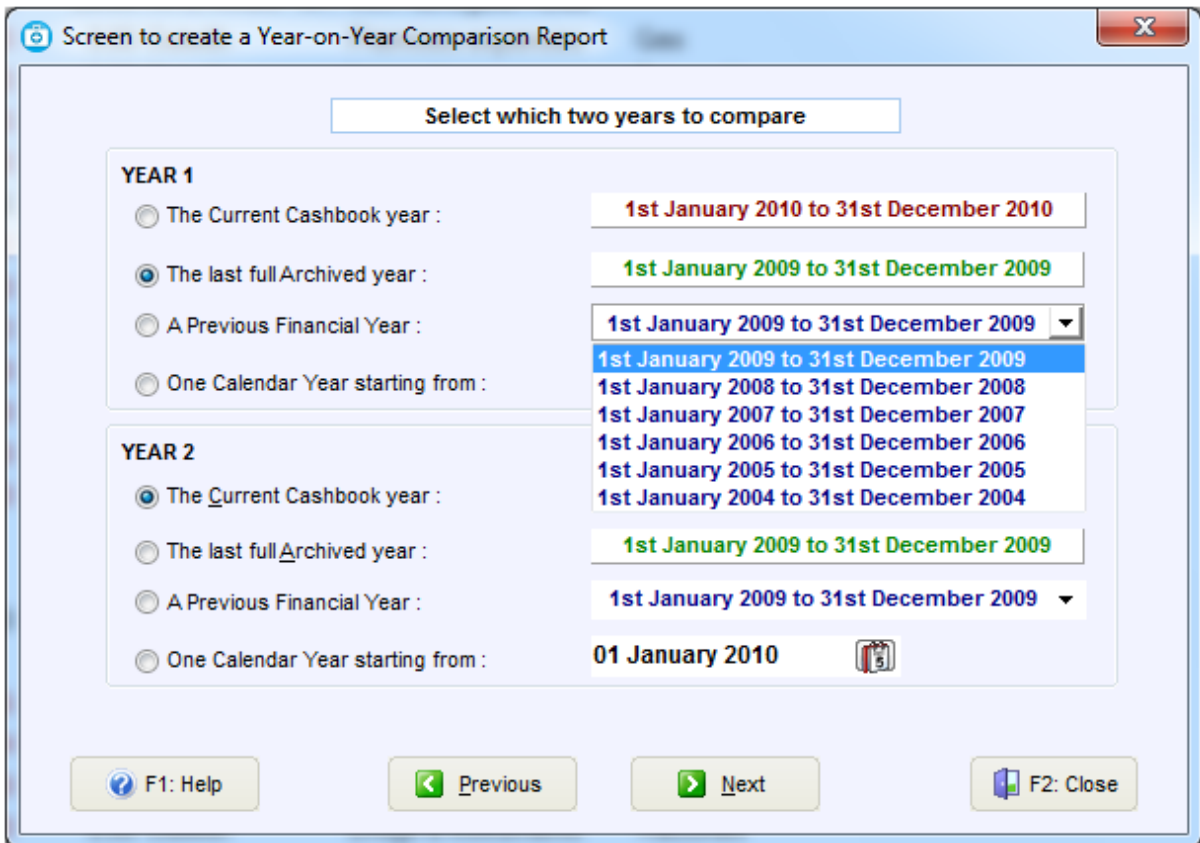
F1: Help Previous Next F2: Close

The second option screen allows the two years for comparison to be selected.

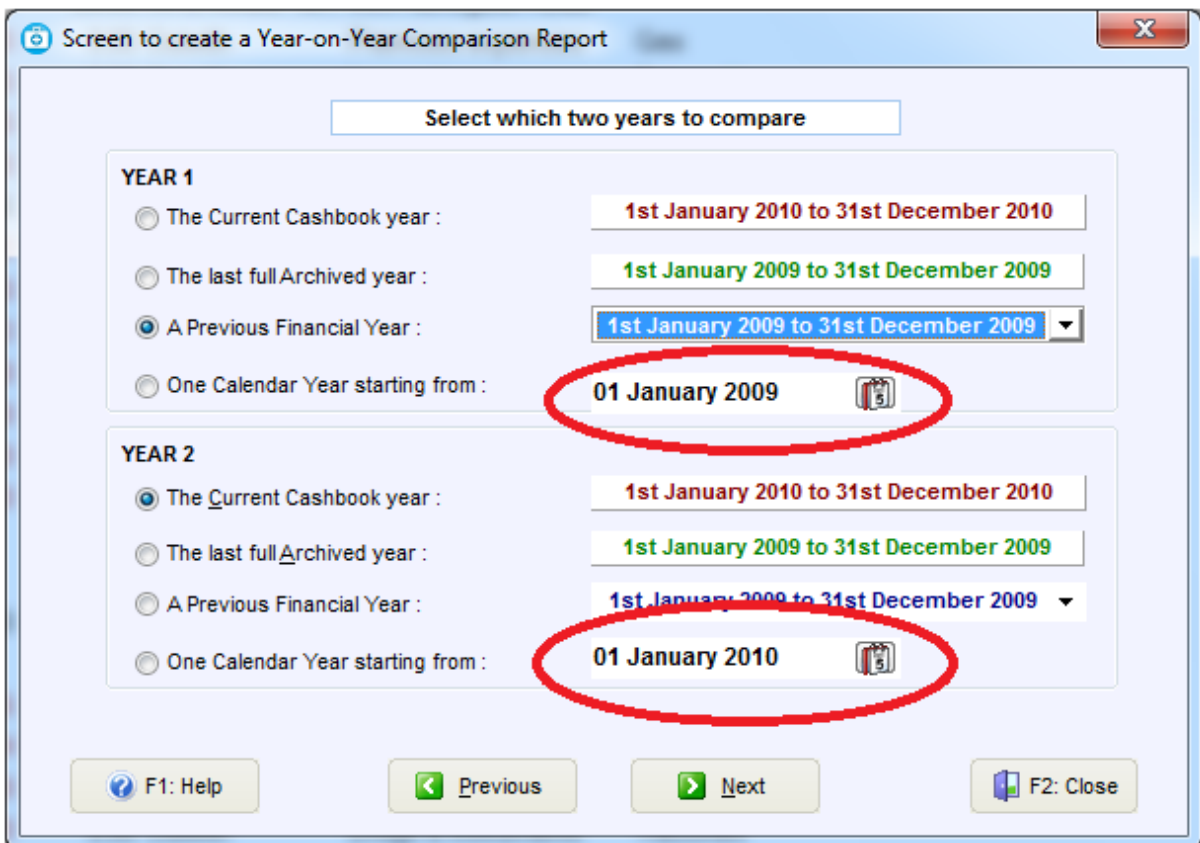
Typically, Year 1 would be the earlier financial period and Year 2, the more recent.

This screen defaults to comparing the last full archived year with the current cashbook year.

Each of the dropdown lists for the **Previous Financial Year** is automatically populated with all the previous financial periods available in the **Cashbook** history as shown in the next screen:



Alternatively, any two calendar years starting from any date may be compared:



The start day and month in each year must be the same. As you alter one of the calendar dates, the software will automatically keep the other date selection box in sync.

Finally, clicking **Next** will display the comparison report:

| Category | January (Year 1) | January (Year 2) | January (Variance £) | January (Budget %) | Totals To January (Year 1) | Totals To January (Year 2) | Totals To January (Variance £) | Totals To January (Budget %) |
|----------------------|------------------|------------------|----------------------|--------------------|----------------------------|----------------------------|--------------------------------|------------------------------|
| Income | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| (Unassigned codes) | 0.00 | 50.00 | 50.00 | 0.00% | 0.00 | 50.00 | 50.00 | 0.00% |
| Capital | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Investment income | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Misc. Income | 0.00 | 640.00 | 640.00 | 0.00% | 0.00 | 640.00 | 640.00 | 0.00% |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Other appointments | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Other income | 6118.61 | 5580.00 | -538.61 | -8.80% | 6118.61 | 5580.00 | -538.61 | -8.80% |
| PMS Income | 100350.88 | 99683.76 | -667.12 | -0.66% | 100350.88 | 99683.76 | -667.12 | -0.66% |
| Reimbursements | 0.00 | 3929.84 | 3929.84 | 0.00% | 0.00 | 3929.84 | 3929.84 | 0.00% |
| Expend. | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Account Closure | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Capital | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Cleaning | 312.00 | 465.00 | 153.00 | 48.94% | 312.00 | 465.00 | 153.00 | 48.94% |
| Computer expenses | 0.00 | 169.20 | 169.20 | 0.00% | 0.00 | 169.20 | 169.20 | 0.00% |
| Dr C. Dee | 6390.77 | 5900.00 | -490.77 | -7.68% | 6390.77 | 5900.00 | -490.77 | -7.68% |
| Dr J. Kay | 7400.00 | 7400.00 | 0.00 | 100.00% | 7400.00 | 7400.00 | 0.00 | 100.00% |
| Dr K Ell | 2483.87 | 3850.00 | 1366.13 | 55.00% | 2483.87 | 3850.00 | 1366.13 | 55.00% |
| Dr M Enn | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Dr O. Phee | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Dr Q. Arr | 6150.00 | 5840.00 | -310.00 | -5.04% | 6150.00 | 5840.00 | -310.00 | -5.04% |
| Dr S. Tee | 7775.00 | 7400.00 | -375.00 | -4.82% | 7775.00 | 7400.00 | -375.00 | -4.82% |
| Dr U. Vee | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Drugs & instruments | 976.46 | 2405.91 | 1429.45 | 246.39% | 976.46 | 2405.91 | 1429.45 | 246.39% |
| Financial expenses | 51.87 | 4.00 | -47.87 | -92.29% | 51.87 | 4.00 | -47.87 | -92.29% |
| Hire/Maintenance | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Locum fees | 13284.07 | 7765.45 | -5518.62 | -41.54% | 13284.07 | 7765.45 | -5518.62 | -41.54% |
| Misc. Expenditure | 748.12 | 0.00 | -748.12 | -100.00% | 748.12 | 0.00 | -748.12 | -100.00% |
| Miscellaneous | 400.00 | 0.00 | -400.00 | -100.00% | 400.00 | 0.00 | -400.00 | -100.00% |
| NHS Logistics | 0.00 | 496.62 | 496.62 | 0.00% | 0.00 | 496.62 | 496.62 | 0.00% |
| Office Supplies | 0.00 | 231.15 | 231.15 | 0.00% | 0.00 | 231.15 | 231.15 | 0.00% |
| Partner's Subscrip. | 1990.55 | 2111.25 | 120.70 | 106.06% | 1990.55 | 2111.25 | 120.70 | 106.06% |
| Postage & Stationary | 0.00 | 618.72 | 618.72 | 0.00% | 0.00 | 618.72 | 618.72 | 0.00% |
| Premises expenses | 3679.90 | 2205.38 | -1474.52 | -40.07% | 3679.90 | 2205.38 | -1474.52 | -40.07% |
| Professional fees | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Repairs and Renewals | 185.80 | 45.83 | -139.97 | -75.33% | 185.80 | 45.83 | -139.97 | -75.33% |
| Staff costs | 35756.31 | 41233.72 | 5477.41 | 153.20% | 35756.31 | 41233.72 | 5477.41 | 153.20% |
| Sundry expenses | 759.98 | 101.94 | -658.04 | -86.59% | 759.98 | 101.94 | -658.04 | -86.59% |
| Income Totals | 106469.49 | 109883.60 | 3414.11 | 103.21% | 106469.49 | 109883.60 | 3414.11 | 103.21% |
| Expenditure Totals | 89363.04 | 89316.66 | -44.38 | -0.05% | 89363.04 | 89316.66 | -44.38 | -0.05% |
| Balance Totals | 17106.45 | 20564.94 | 3458.49 | 120.22% | 17106.45 | 20564.94 | 3458.49 | 120.22% |

NOTE: The on-screen colour highlighting follows what's used in standard budget reports. As yet this cannot be reflected in the printed version

As with a standard budget report, the report display options, e.g. **Simple Monthly** or **Detailed**, may be selected. The **Variance £** column and the **Budget %** column work the same as they do for standard budget reports except that it is the left column (Year 1) which acts as the preset **Budget** column, and the right column (Year 2) which acts as the **Actual** column. As a result, an increased income figure from one year to the next will show as a positive increase.

As an example, we can see that the cost of **Repairs and Renewals** in January 2010 dropped by over 75% compared to the previous year. Unfortunately, the cost of **Drugs & Instruments** showed a nearly 247% increase. Overall net income, though, for January 2010 is at 120.22% of January 2009's net income, an increase of £3458.49

- Detailed help on existing **Budget Reports** can be found [here](#)
- [Highlighting underspent expenditure and over-achieved income](#)

NHS Ledger - add VAT to Cashbook item of linked NHS item



Where appropriate, VAT amounts can now be added to the cashbook item of a linked NHS item.

In previous versions of the software, when creating a cashbook item from a linked NHS entry, any manual VAT amount would not be recorded.

To Add a new Linked NHS payment for 1st Jan 2010.

NHS Template: Standard New GMS

Current NHS Item: Global Sum

| NHS Income items | Amount. | Doctor | Total | Vat |
|------------------|---------|--------|-------|-----|
| Global Sum | 0.00 | | 0.00 | X |

Screen to add a new Linked NHS Entry.

Date: 01/01/2010

Reference: (Prev Ref:)

Text: NHS Payment

Gross Amount: £ 0.00

Main Code:

Sub Code:

Vat Rate: N : NHS mixed

Vat Amt.: £ 0.00

Net Amt.: £ 0.00

Ptl. Exemption: Standard Income item

Cashbook ID: 8886

Notes, Tags, eBank

Memorise: Text only, Reference, Whole item

F1: Help, Cancel, F2: OK

Date: 01 January 10 | Income: 0.00 | Debits: 0.00 | NHS Total: 0.00

Generally, this is correct as NHS VAT is handled automatically by the **Partial Exemption** codes and the **Staff and Premises** allowances in the **Setup** screens.

The software will now record any standard (i.e. not HMRC "NHS VAT" scheme) VAT amount that is entered here. However, we strongly advise that you consult your accountant to ensure that it is correct to record standard VAT against this NHS Income.

Private Fees Register - Letter templates

In the Fees Register, two sets of letter templates can be used for invoices and reminders. Each client can be set to use one or other of the two styles of letter as appropriate.

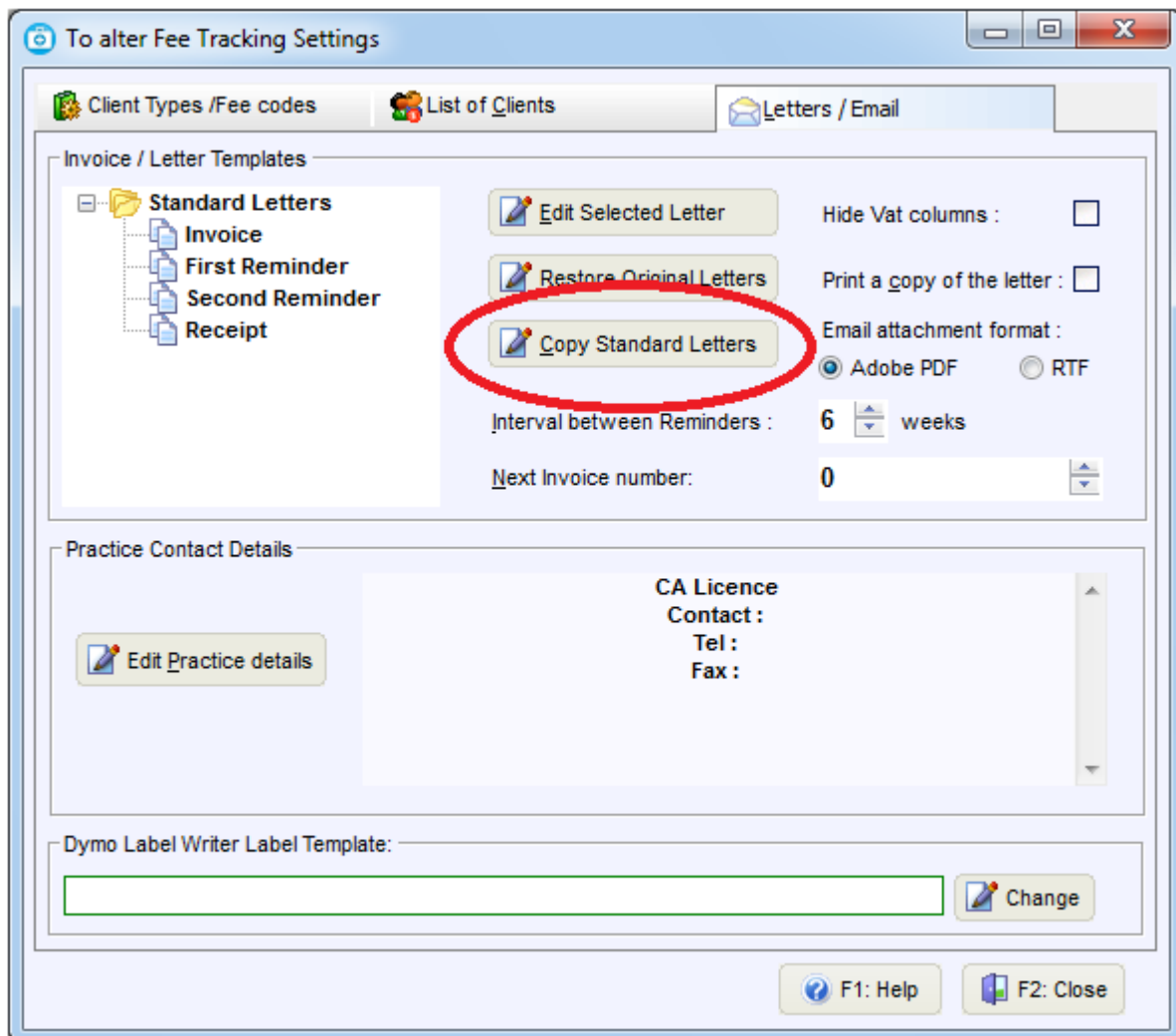
- More details on amending **Fees Letter** templates can be found [here](#)

It is possible to alter the letter templates in the **Fees** setup to suit the headed-letter style of the practice. This applies to the main **Invoice**, **First Reminder**, **Second (final) Reminder** and the **Receipt**.

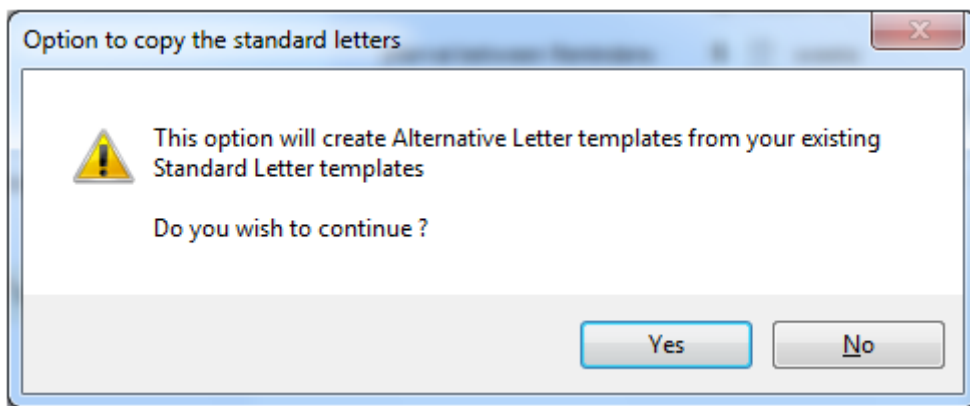
As of IRIS GP Accounts v10 it is possible to have two sets of letter templates. Each client can be modified to specify which of the two sets of letter templates are used to create that client's invoices etc.

This will be particularly useful to a practice that wishes to use a different letter style when invoicing, for example, a private patient as opposed to invoicing an insurance company or other professional body.

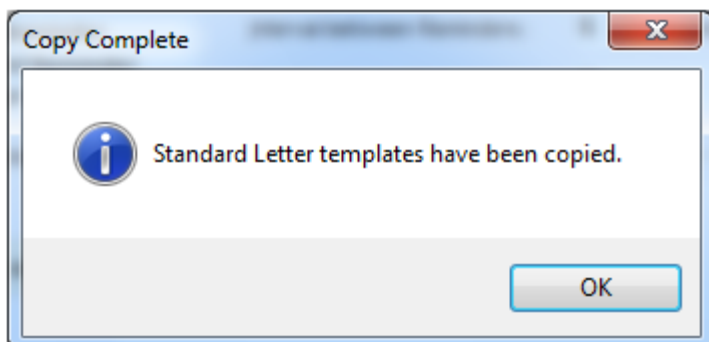
To create the second set of letter templates, simply click the new **Copy Standard Letters** button:



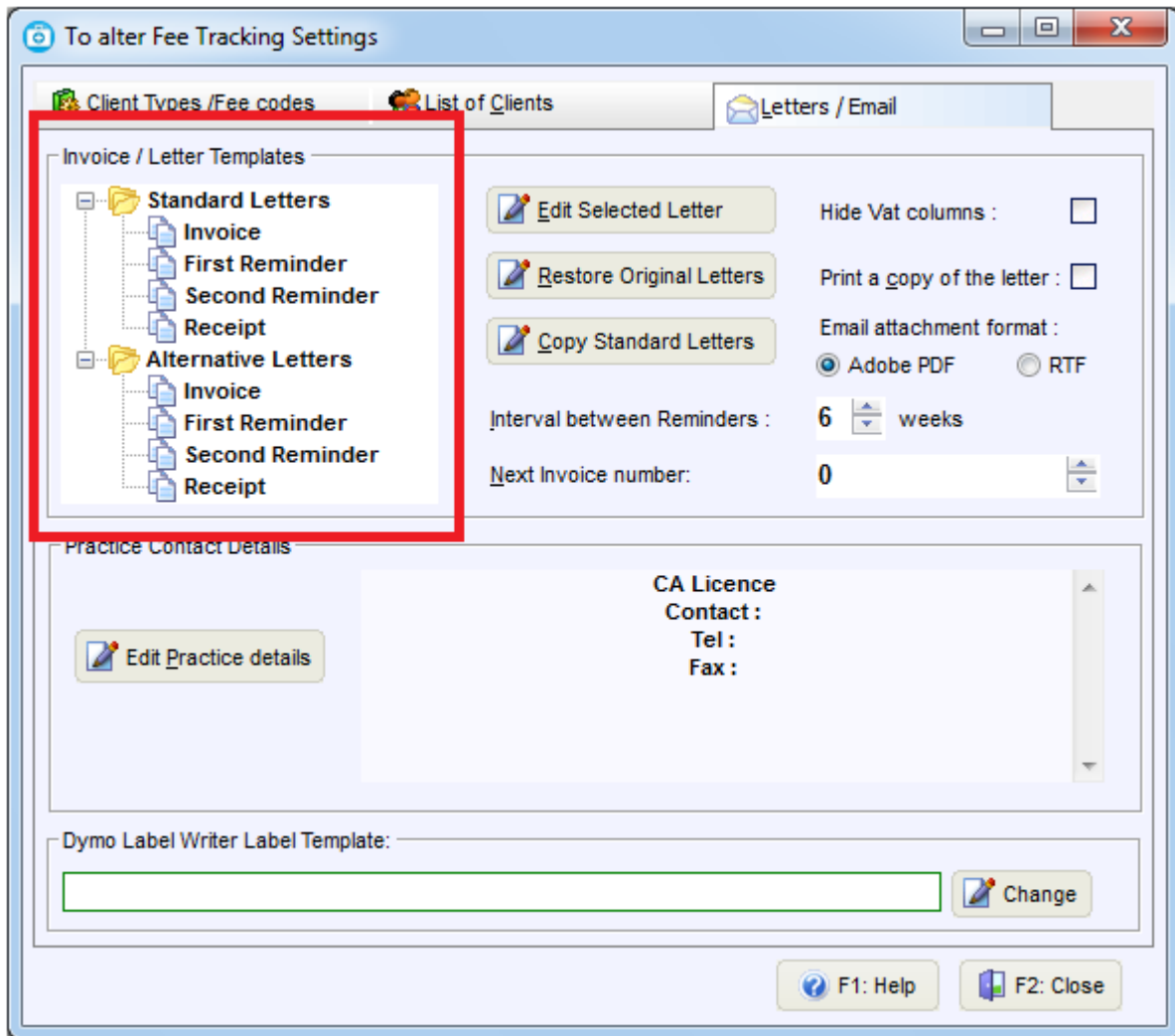
The following confirmation message will be displayed:



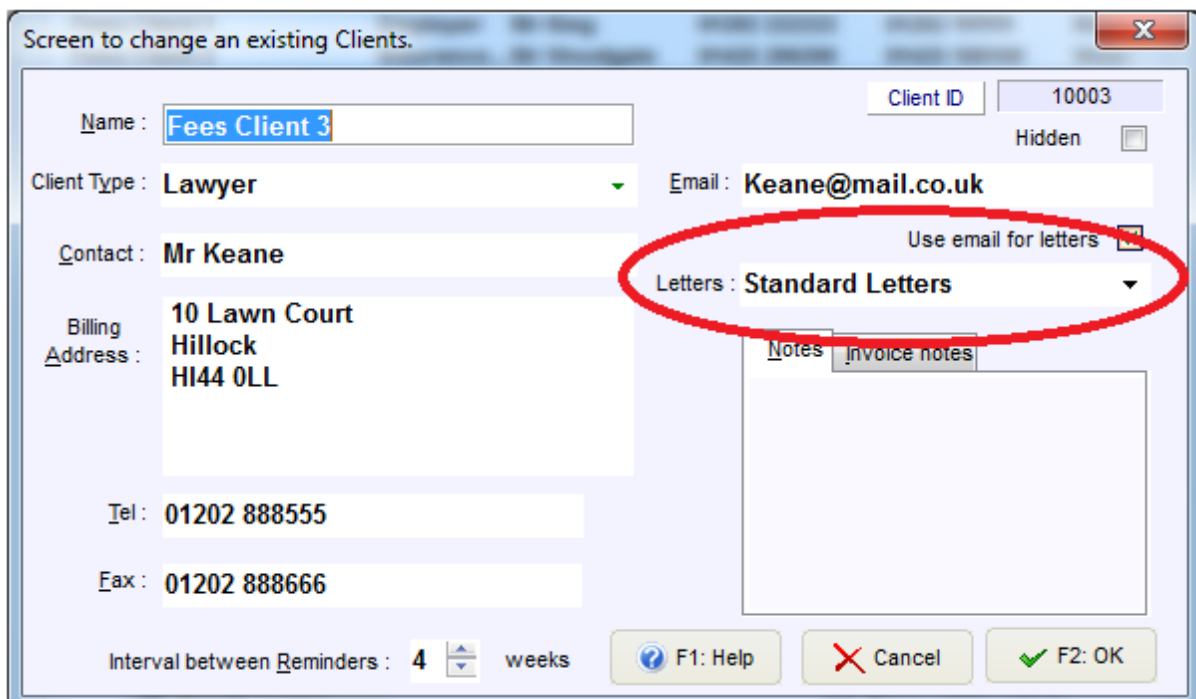
After clicking **Yes**, the following confirmation message will be displayed:



after which the setup screen will show the two sets of letter templates:



In the setup screen for amending a client, that client will default to using the **Standard Letters**:



After creating the set of **Alternative Letter** templates, all existing clients will default to using your existing **Standard Letter** templates. All new clients will also default to **Standard Letters**.

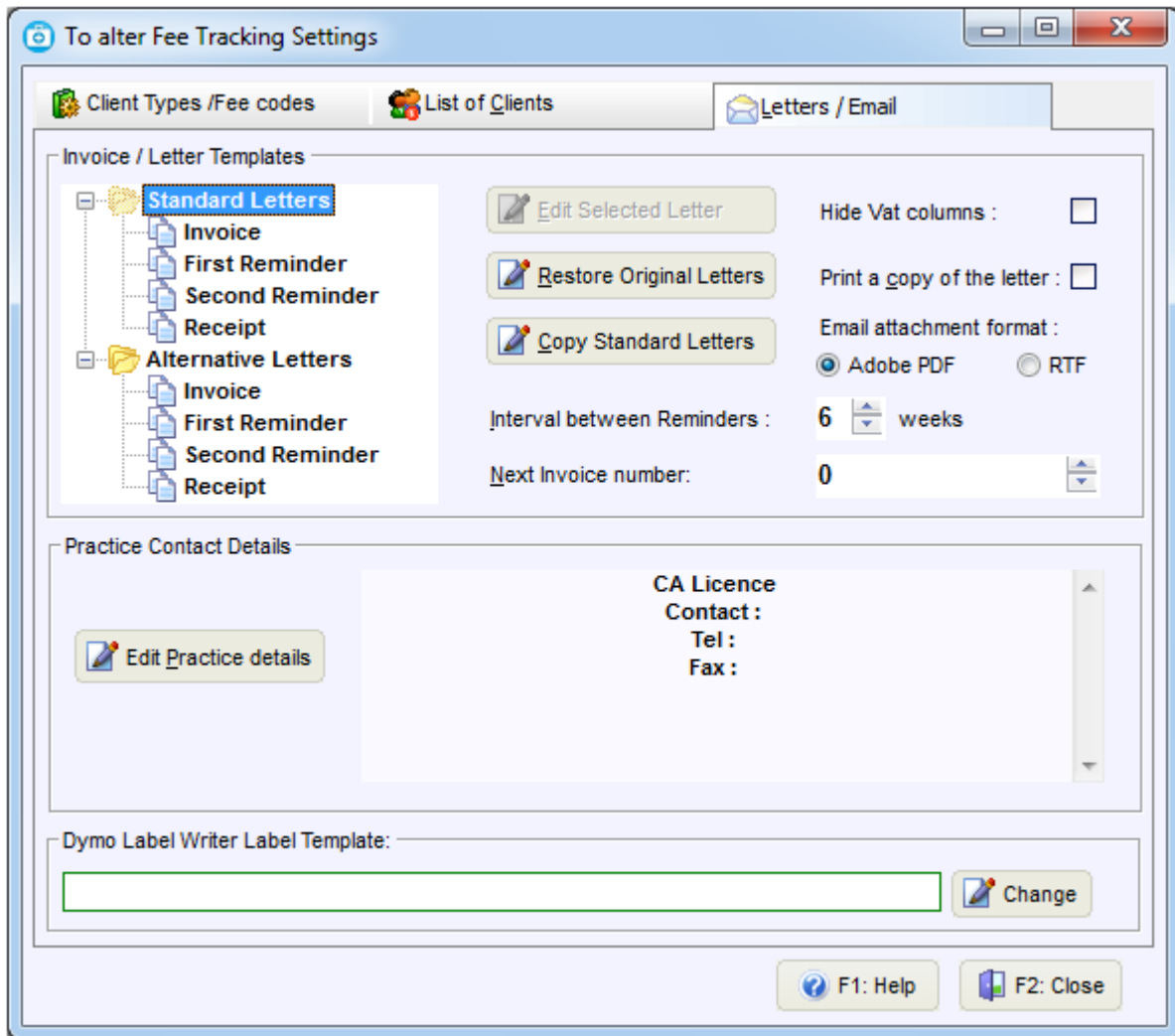
Clients will only use the **Alternative Letter** templates if explicitly set to do so.

The screenshot shows a software window titled "Screen to change an existing Clients." with a close button (X) in the top right corner. The window contains the following fields and controls:

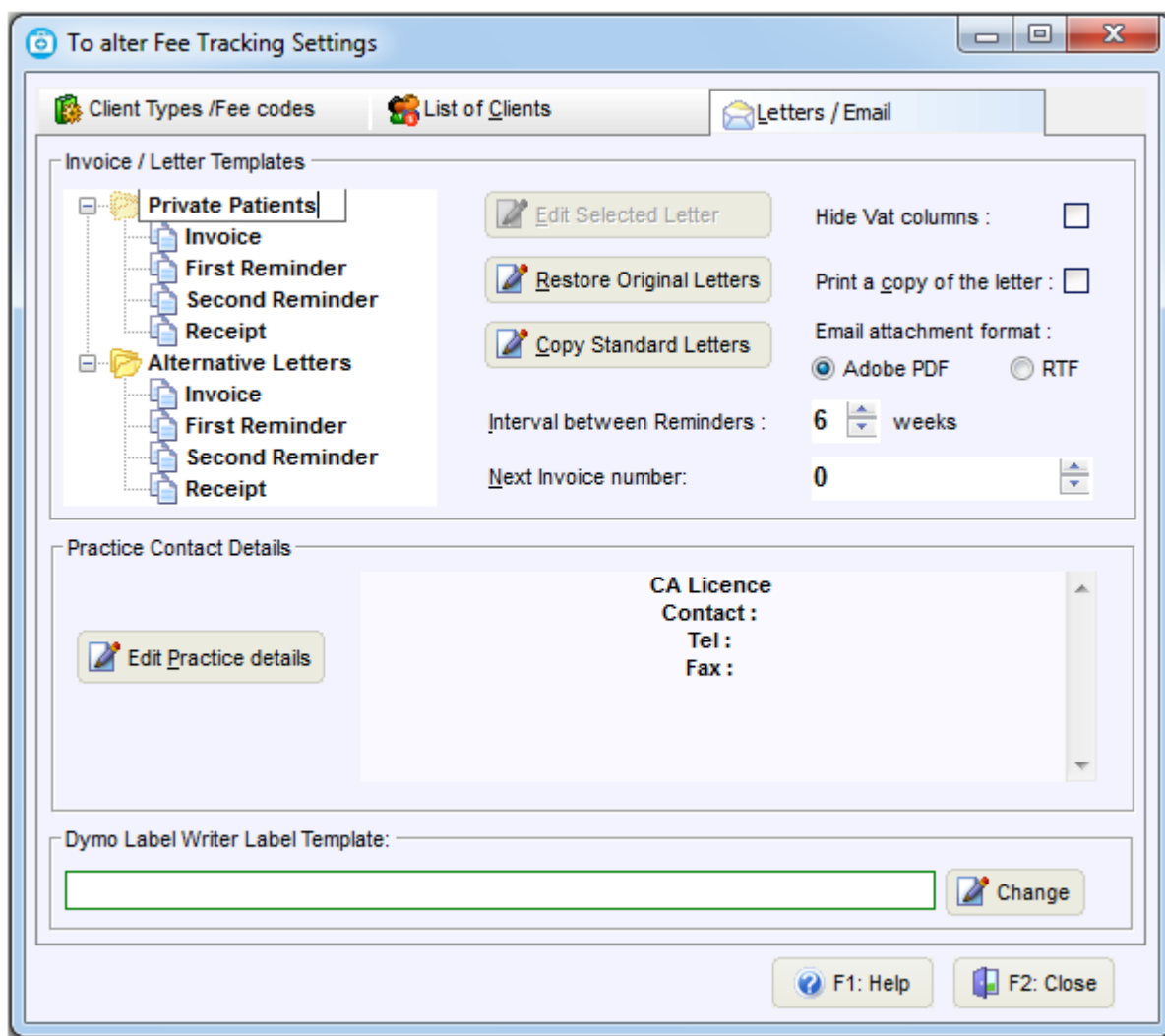
- Name :** Fees Client 3
- Client ID :** 10003
- Hidden :**
- Client Type :** Lawyer (dropdown menu)
- Email :** Keane@mail.co.uk
- Contact :** Mr Keane
- Use email for letters :**
- Letters :** Standard Letters (dropdown menu with a list showing "Standard Letters" and "Alternative Letters", where "Standard Letters" is highlighted)
- Billing Address :** 10 Lawn Court, Hillock, HI44 0LL
- Tel :** 01202 888555
- Fax :** 01202 888666
- Interval between Reminders :** 4 weeks (with a spinner control)
- Buttons:** F1: Help, Cancel, F2: OK

The labels **Standard Letters** and **Alternative Letters** can be changed to more memorable labels if required, for example, "Private Patients" and "Professional Orgs".

To change a label, highlight it as per the screenshot below:

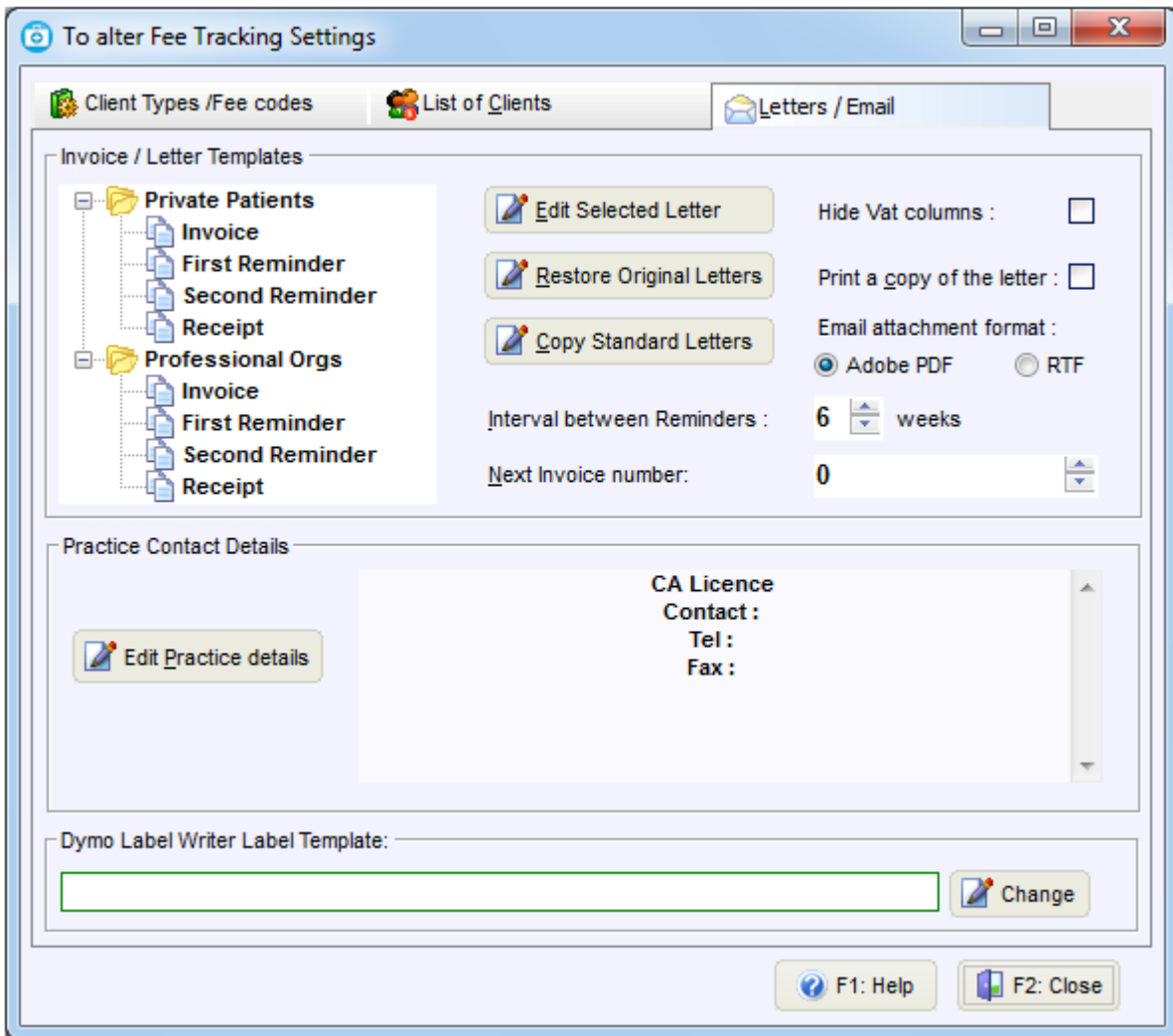


Then click the label once more:

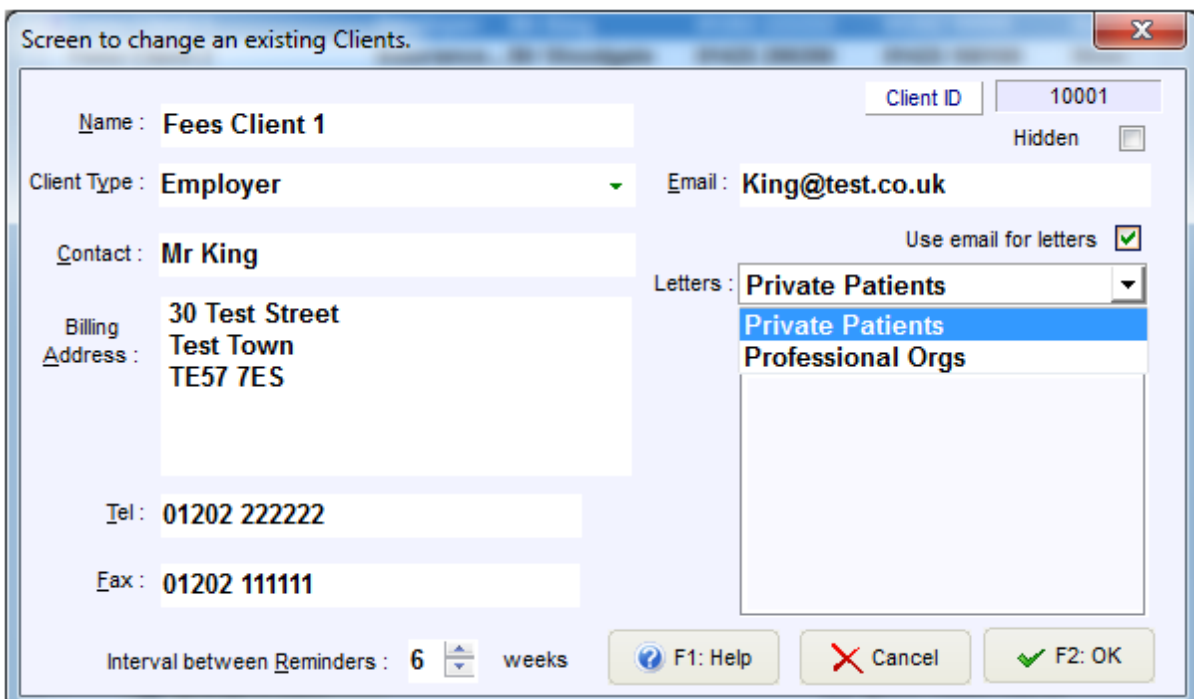


This will put the label into edit mode and anything that is typed will now replace the original label.

The same may be done with the **Alternative Letters** label:



The changes to the labels will be reflected in each client's setup screen:



Please note that clients who were originally set to use **Standard Letters** will automatically use the renamed templates, e.g. Private Patients. Similarly, those that have been changed to use **Alternative Letters** will automatically use the renamed alternative templates, e.g. Professional Orgs.

The **Edit Selected Letter** button will work, as before, to display a letter template editing window for the selected template. The letter sets are entirely independent and a change to one letter, e.g. Invoice, does not affect the Invoice template in the other letter set.

Restore Original Letters only affects the standard letter templates. The system standard templates can be restored, if necessary, without affecting the alternative templates.

If you wish to restore all templates to their original settings, click **Restore Original Letters** to replace your standard templates with the system default ones, then click **Copy Standard Letters** to copy them over your current set of alternative templates.

Enhanced Fees and Purchases Reports



Totals displayed on Fees and Purchases Ledger Screens

The total of all displayed Fees is now displayed on the Fees ledger. The amount displayed will depend on the Fees View at the time - this is normally set to Unpaid Bills for all Clients but can be adjusted to display Fees items for only a single client. This allows you to see the total of Unpaid Fees for a single client if required. Exactly the same applies to the Purchases Register.

The screenshot shows the 'Private Fees Register' window. At the top, it says 'View: All Unpaid Fees for All Clients'. Below this is a table with columns: ID, Client, Total, Paid, Date, Service, Client Ref, Amount, and P. The table lists several entries, with a total of 1435.12 displayed at the bottom right. Below the table are several buttons: 'Add a new Fee', 'Change a Fee', 'Print Invoices/Reminders', 'Fees Setup', 'F1: Help', 'Add a Multiline Fee', 'Delete a Fee', 'Fees Report [F12]', and 'F2: Close'.

| ID | Client | Total | Paid | Date | Service | Client Ref | Amount | P |
|----|----------------------------|--------|------|------|---------------------------|------------|--------|---|
| 13 | St James Place Insurance | 18.00 | | | report from medical re... | 2688 | 18.00 | |
| 14 | Irwin Mitchell, Solicitors | 27.00 | | | Request for Records | 2687 | 27.00 | |
| 16 | Irwin Mitchell, Solicitors | 50.00 | | | Request for Records | 2690 | 50.00 | |
| 17 | David James | 6.65 | | | Consultation | 2694 | 6.65 | |
| 18 | Foster Care Associates | 17.62 | | | Medical Report | 2693 | 17.62 | |
| 19 | Irwin Mitchell, Solicitors | 28.50 | | | Request for Records | 2691 | 28.50 | |
| 20 | Foster Care Associates | 99.00 | | | Medical Report | | 55.00 | |
| | | | | | Request for Records | | 44.00 | |
| 23 | CTC Fees Section | 123.00 | | | Medical Examination | | 0.00 | |

Total: 1435.12

Improved Fees and Purchases Reports

The existing 'Quick Report' option has been enhanced to give a more helpful report format.

In particular, if All Clients or Payees are visible, the report will do a detailed breakdown report of the amounts due to, or from, each Client or Payee.

This should be helpful at the End of Year in the assessment of unpaid bills or fees for accrual purposes.



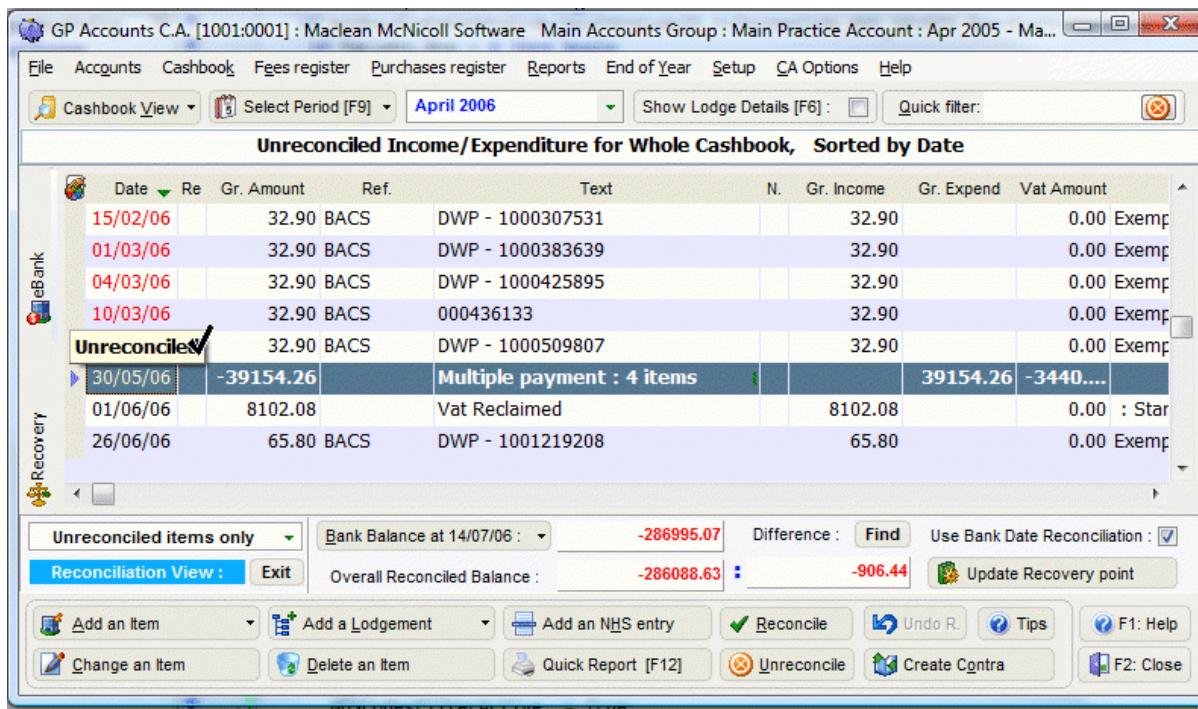
Contra facilities

A fairly frequent requirement in working with Cashbook is the ability to make corrections for uncashed cheques, erroneous entries or inadvertent duplicates. If the item concerned is still within the current accounting period, it can be simply deleted. If however, the item is in a previous year, it cannot be deleted as it will have been accounted for in recalculating the new Opening Balance for the current year. The standard way of making such a correction in these circumstances is to create a 'contra item', which cancels out the erroneous amount and reconciliation status. IRIS GP Accounts now allows the creation of Contras in 2 different circumstances.

'Create Contra' option in Reconciliation View

There is now a 'Create Contra' button in Reconciliation View on the main Cashbook screen. Pressing this button automatically creates a matching contra item for the currently highlighted cashbook item, reconciling both the current item and the new 'contra item'. The contra item will have the same Cashbook Codes as the original but will have a 'negativised amount'.

e.g. if the original item was for £117.50, the contra amount will be £-117.50. This will correct the Cashbook and Reconciled balances, just as if the cashbook item had simply been deleted.



Improved 'Contra' options in End of Year procedures

IRIS GP Accounts has always had a facility to create 'Contra' items automatically as part of the End of Year procedure, if items remained unreconciled after more than a year. The package would assume that these were uncashed cheques or duplicated and create contra items automatically to balance them out of the books. Whilst this could be helpful, in some circumstances it is not the correct course of action - some Accounts have never been properly reconciled, either because this is not an activity done within the practice or because it is inappropriate for the style of account involved e.g. Petty Cash. In this situation, a large number of contras could be generated which are in fact incorrect.

The package now checks the number of Contra items that are going to be created and will not allow these to be created automatically if there will be more than 25 - this would be unusual in normal operation and suggests that this is an account which is never properly reconciled.

Multiple Copy, Move, Delete and Totalling facilities



It is now possible to select a number of items from the main Cashbook screen and perform Copy, Move, Delete or Totalling operations on all of the items selected.

The standard Windows method of selecting multiple items is available i.e. Hold down the Control (Ctrl) key and click to select multiple items or hold down the Shift key and click to select a range of items.

These options are accessed via the main Cashbook menu or by right-click on the Cashbook grid.

'Copy items'

The items selected will be copied to a new specified date. Items within lodgements and whole lodgements may be copied to any date within the current accounting period. NHS items cannot be copied but Direct Debit and Memorised items can be copied via their Setup screens

'Move items'

The items selected will be moved to a new specified date. Items within lodgements and whole lodgements may be moved to any date within the current accounting period. NHS items cannot be moved.

'Delete Items'

The items selected will be deleted. Items within lodgements but whole lodgements cannot be deleted this way. Direct Debits and Memorised can be multiply deleted.

'Total Items'

The amounts for the items selected are totalled up and displayed in the Cashbook mini-calculator.

Open Exeter: Drug Statement Imports



Drug Payment statements can now be downloaded and imported from Open Exeter

The Open Exeter website allows the display and download of nGMS, PMS and now , Drug statements. These can be downloaded and imported directly into IRIS GP Accounts or imported via Open Exeter Direct.

At present only 'whole practice' statements are supported i.e. single Doctor statements cannot be imported.

Drug Statements are imported directly into the PPA Dispensing screen:

Enter PPA Dispensing Drug Claim Statement

-
□
✕

This screen allows you to enter a PPA statement and make appropriate adjustments for Vat Partial Exemption purposes. Please make sure you do not attempt to calculate the VAT until all of the items on the statement have been entered correctly.

Credit

| | |
|----------------------------------|-------------------|
| A. Basic Prices (and expenses) : | 18013.87 |
| B. Dispensing Fees: | 3629.56 |
| Oxygen Basic Prices: | 0. |
| Oxygen Rent & Fees: | 0. |
| C. Vat Allowance: | 324.24 |
| Adjustments: | 0. |
| Advances (drugs): | 16958.11 |
| Interim Payment: | 0. |
| TOTAL CREDIT: | £38,925.78 |

Debit

| | |
|-----------------------|-------------------|
| D. Discount: | 2013.95 |
| Elastic Hosiery: | 0. |
| Current Charge Rate: | 1083.51 |
| Previous Charge Rate: | 0. |
| Adjustments: | 0. |
| Advance Recovery: | 17393.28 |
| Previous Interim: | 0. |
| TOTAL DEBIT: | £20,490.74 |

TOTAL GROSS PAYMENT: **£18,435.04**

Dispensing Vat Adjustments

| | Exempt proportion | | Taxable | Exempt |
|---|-------------------|--------|------------|-----------|
| Use HMRC Standard Calculation: <input checked="" type="radio"/> | 9.44 % | | | |
| = ((C/17.50*100) / (A+ B - D)) | | | | |
| Enter Exempt element Manually <input type="radio"/> | 0. % | Recalc | | |
| Basic Prices: | | | £16,313.36 | £1,700.51 |
| Dispensing Fees: | | | £3,286.92 | £342.64 |
| Discount: | | | £1,823.83 | £190.12 |

F1: Help
✕ Cancel
✓ F2: OK

Alterations to Dispensing VAT facilities



Renaming of 'Dispensing VAT' to 'Partial Exemption'

As a result of VAT regulation changes more practices are having to become VAT registered. Many of these will fall under the Partial Exemption rules although they are not dispensing. In recognition of this change, references to 'Dispensing VAT' have been changed to 'Partial Exemption, throughout the package. e.g. the Dispensing codes are now called Partial Exemption codes and are labelled differently:

Vat

| | | | |
|------------------|-------------------|--------------|--------|
| Vat Rate : | S : Std. 17.5 | Vat Amt. : £ | 57.62 |
| Ptl. Exemption : | Partially Taxable | Net Amt. : £ | 329.26 |

This does not affect the operation of the Dispensing calculations in any way.

Reports altered to account for Income Drug Discounts

IRIS GP Accounts introduced the ability to code individual Drug Discounts so that they were regarded as 'negative expenditure' items for VAT Partial Exemption purposes.

Vat

| | | | |
|------------------|------------------------|--------------|--------|
| Vat Rate : | S : Std. 17.5 | Vat Amt. : £ | 133.23 |
| Ptl. Exemption : | Fully taxable discount | Net Amt. : £ | 761.38 |

This caused some confusion when running 'normal' non-VAT Reports where they were also being treated as expenditure items. This reporting behaviour has now been altered so that for non-VAT related reports, individual Drug Discounts are treated as income items and are only treated as negative expenditure items on VAT-related reports.

Non-Recoverable VAT Report

This report shows the amounts of Recoverable and Non-Recoverable VAT dependant on the Partial Exemption De-minimis status of the period analysed.

Screen to Display Non-Recoverable Vat Report

This screen displays the Cost for each Main and Sub code and the recoverable and non-recoverable elements of Vat, which are dependent on whether the De-minimis limit currently applies to the period of the report (usually Annual).

This report is of most value to accountants, helping with the preparation of the final annual accounts.

| Code | Cost | Cost + Non-Rcvable Vat | Non-Recoverable Vat | Recoverable Vat |
|--------------------------|-----------|------------------------|---------------------|-----------------|
| Income codes | | | | |
| Global Codes | | | | |
| Main Practice Account | | | | |
| Other income [L] | 84882.68 | 84882.68 | | -1404.34 |
| petty cash | | | | |
| Expenditure codes | | | | |
| Global Codes | | | | |
| Cleaning | 1974.17 | 2252.07 | 277.90 | 4.04 |
| Main Practice Account | | | | |
| Drugs & instruments | 246810.38 | 250422.27 | 3611.89 | 39798.15 |
| Hire/Maintenance | 1731.27 | 2012.46 | 281.19 | 21.79 |
| Postage & Stationary | 2085.00 | 2306.60 | 221.60 | 28.26 |
| Premises expenses | 13597.00 | 14099.10 | 502.10 | 4.37 |
| Professional fees | 4926.02 | 5707.67 | 781.65 | 80.35 |
| Repairs and Renewals | 2587.57 | 3021.62 | 434.05 | 18.34 |
| Staff costs | 146209.45 | 146235.99 | 26.54 | 0.03 |
| Telephone | 2438.91 | 2805.06 | 366.15 | 53.76 |
| petty cash | | | | |
| Capital | 9414.54 | 11045.60 | 1631.06 | 16.48 |

The Vat calculations are OUTWITH the De-Minimis Limit

Print Report

Show all Sub-codes

F1: Help

F2: Close

This would normally be of interest to your accountant who may find it helpful when adjusting the final accounts to take the effects of the de-minimis rule into consideration.

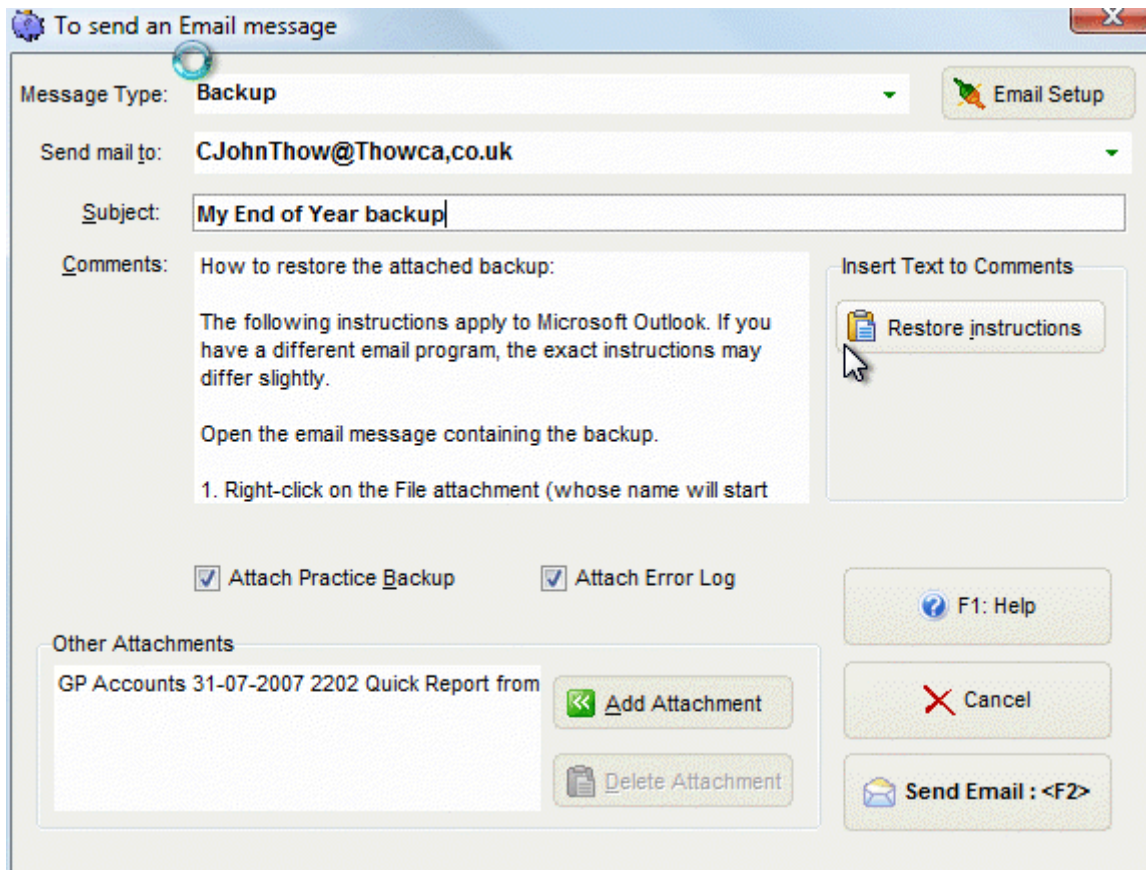
The report normally shows all main and sub-codes for the accounts selected. If a set of sub-codes is hidden, any amounts will be included in the row for the parent main code.

Other enhancements



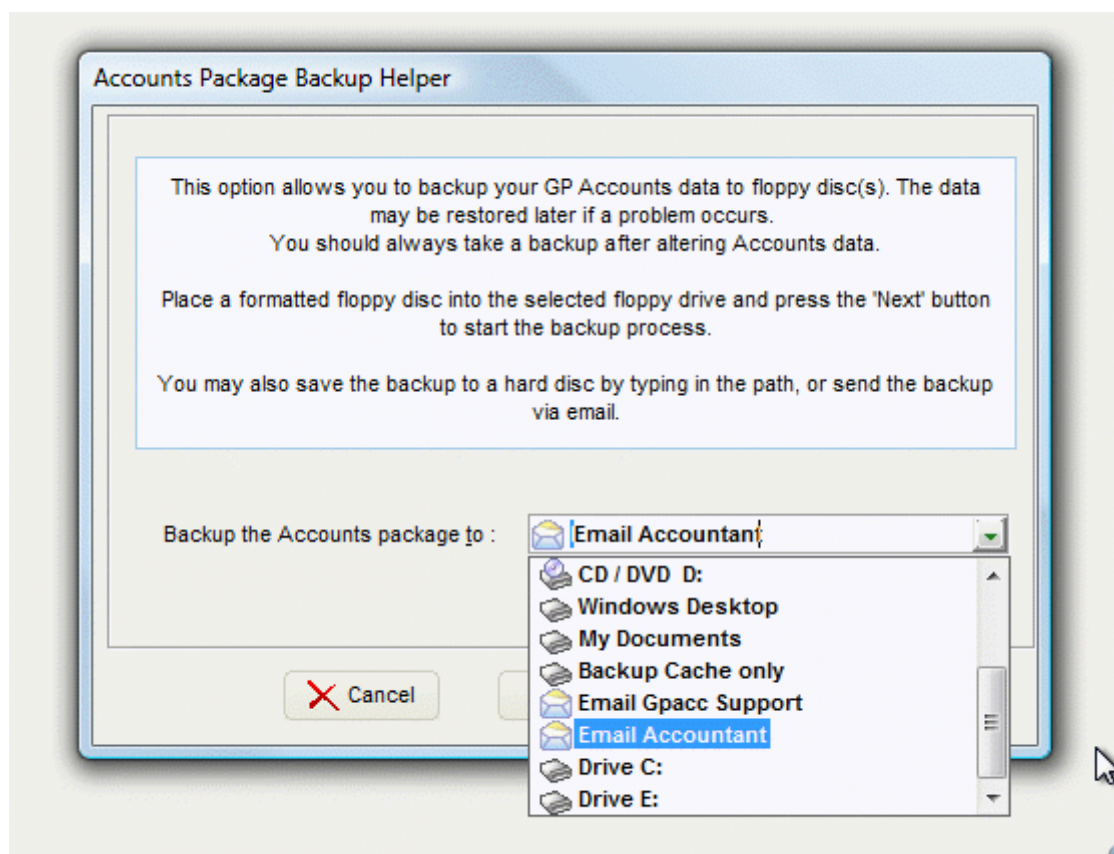
Email reports/backups now support multiple attachments

The internal email facility now allows you to attach other files in addition to an IRIS GP Accounts Backup file or Error log.



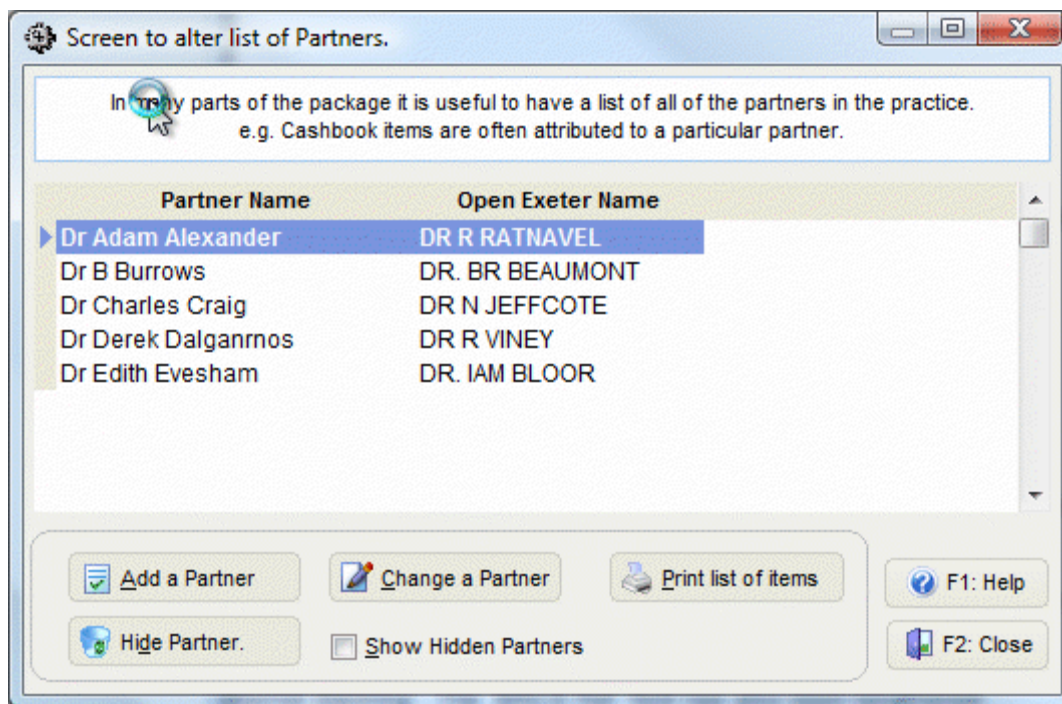
Simplified Email reports/backups to Accountant

It is now much easier to email a backup to your accountant via the Backup facility then choose Backup to: Email Accountant. If your accountant's email address is not known to the package, you will be asked to enter it.



Other enhancements

- The package should now be fully Microsoft Vista compatible
- Screens have been tidied to improve clarity
- Most of the setup screens e.g. To alter Codes or To alter Direct Debits, can now be resized and re-positioned to suit your screen settings. The package will 'remember' the last setting.
- The CD writing facility has been updated and will now support DVD writers as well as being Vista compatible. The Backup also now recognises some makes of Flash Drive that were not previously listed in the 'Backup to' option list.
- The BACS Export facility has been improved with a new format 'Nat West internet Banking'. The BACS Ref. field has also been lengthened.
- Throughout the package, 'Doctors' have been renamed to 'Partners' in recognition of the growing number of practices who have non-medical partners. This does not affect the function of the original 'Doctors' codes in any way, it is simply a renaming exercise.



Welcome

Welcome! What is IRIS GP Accounts?



IRIS GP Accounts for Windows



Welcome to **IRIS GP Accounts**. This is a computerised cashbook package which allows the GP or Practice Manager to keep track of practice finances, similar to the popular Intuit Quicken and Microsoft Money programs.

Accounts for General Practice

Where this package differs is that it has been specifically developed to work in the environment of UK General practice, coping with the various complexities of the GMS contracts, PMS contracts, VAT and Dispensing requirements. It has been developed by 2 working GPs and draws upon our nearly 20 years of experience in this field with the feedback and suggestions of numerous Practice managers, GPs and Accountants.

Our philosophy has always been to keep the package as simple as possible whilst meeting our practices real needs in preparing and managing the practice accounts. We are conscious that the additional consumers of this package are the practice accountants and we have always tried to make sure that the operation and output of the program helps rather than hindering in their preparation of the full accounts. The support we have received from CAs has been most heartening and a number of developments are planned which should further enhance communication between the practice and the CA .

Why not 'Full Accounts' ?

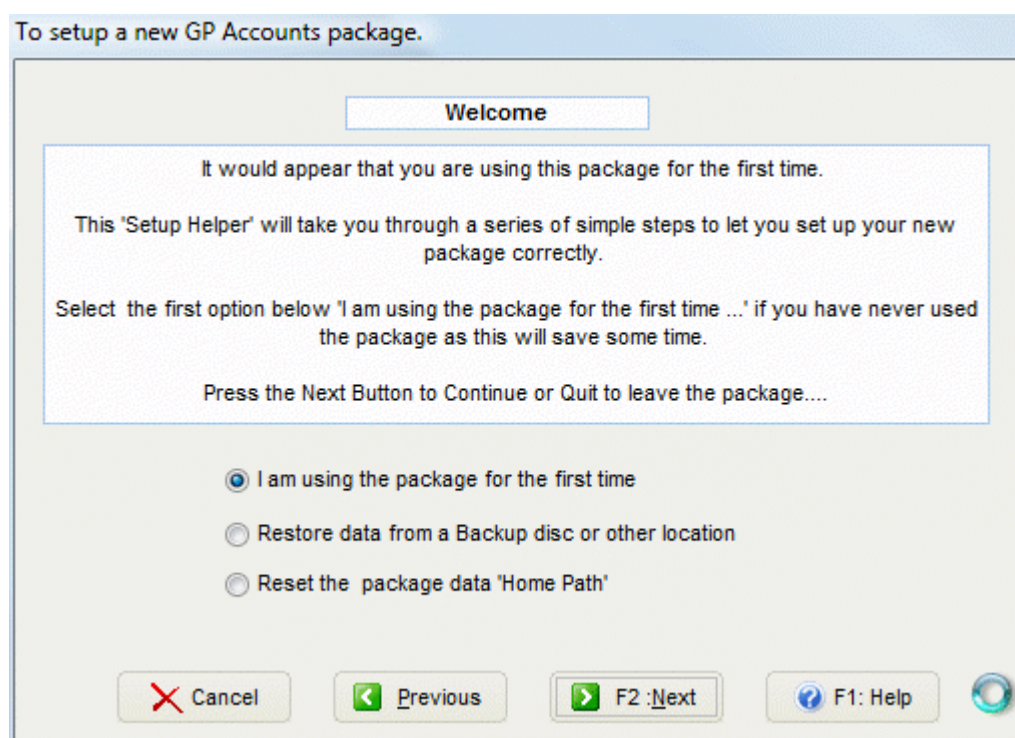
We are sometimes asked why our package does not do 'Full accounts'. We have looked at this a number of times in the past and discussed the idea with practice and accountancy clients. The consensus to date has been that although some practices could manage a full accounting package, for many it would prove too complex and confusing, resulting in muddled accounts which may actually cost more to put in order! Nevertheless we are continually adding facilities to the package which help prepare the accounts to a higher level in the practice, reducing the time (and cost) at the CA's office.

Monitoring and preparing the practice accounts is a laborious task. We hope that this package will relieve a great deal of this effort whilst providing more information for the practice to use when planning future finances.

Starting the package for the first time



When you start IRIS GP Accounts for the first time (or if you have removed all data from the package) you will be presented with the following screen:



New Users

If you are a completely new user (or have simply started from scratch) choose '**I have not used IRIS GP Accounts**' You will then be taken into the New Account Helper which will take you through the steps needed to set up a new account.

Alter the Practice Data path

Choose this option if you know that your practice data is stored on another computer e.g. the practice server.

Restoring an IRIS GP Accounts backup

If you have a copy of an IRIS GP Accounts Backup disc (perhaps you have moved the package to a new computer or are also using the package at home), choose '**Restore data ...**'. This will restore the data found on the backup disc(s).

The 1-month Trial package



If you are using the 1-month Trial package, the only limitation imposed is that you can only enter 4 months worth of Cashbook data and your reports will be labelled with 'IRIS GP Accounts Trial package' rather than the Practice name. In all other respects the package will function entirely normally.

To upgrade to the Full unlocked package please [Contact IRIS Healthcare Solutions](#). On receipt of payment you will receive an Authorisation Code which will allow continued use of the software.

Any data you have already entered will remain intact.

Contact IRIS Healthcare Solutions



Contact Details

E-mail: gpaccsupport@iris.co.uk

Fax: 0844 815 5592

Support line: Mon-Fri 9am-5pm 0844 815 5681

IRIS Healthcare Solutions Web site for general information, tips and bug lists, latest upgrade information and downloads

www.iris.co.uk/healthcare

Email Facilities



IRIS GP Accounts has been designed to allow you send emails including error reports or practice backups seamlessly and directly to for support purposes or to your accountant.

To send an Email message

Message Type: **Backup** ✕ Email Setup

Send mail to: **CJohnThow@Thowca.co.uk**

Subject: **My End of Year backup**

Comments: How to restore the attached backup:
 The following instructions apply to Microsoft Outlook. If you have a different email program, the exact instructions may differ slightly.
 Open the email message containing the backup.
 1. Right-click on the File attachment (whose name will start

Attach Practice Backup Attach Error Log

Other Attachments
 GP Accounts 31-07-2007 2202 Quick Report from

⏪ Add Attachment 🗑 Delete Attachment

📄 Restore instructions

🔍 F1: Help ✖ Cancel ✉ Send Email : <F2>

Message Type

Selecting the Message Type is just a quick way of activating some of the attachment / subject line options

Send Mail to:

This box allows you to select from a list of standard email destinations or you can type any valid email address into the box.

Subject / Comment fields

The Subject field will be automatically filled with your practice details.

You may add any comments you like (polite ones only please!). Even if you are sending an error log, it is very helpful to know the circumstances in which the error occurred.

Insert Text to Comments - Restore instructions

This button, inserts text explaining how to restore the backup into the comments box. This can be helpful if you are sending the backup to your accountant.

Attach Practice Backup

If this button is selected, a backup will be taken automatically and attached to the email before it is sent. An error log is included in the practice backup.

Attach Error log

If this button is selected, a copy of the Error log will be included as an attachment. This is very helpful for us in debugging problems but please also include a description of the circumstances when the problem occurred in the Comments field.

Add / Delete Attachment

These buttons allow you to add or delete another file as an email attachment.

Email setup

If your practice now uses NHS web-based email (your email address will end with @nhs.net) , the internal IRIS GP Accounts email must be setup to work with this. Press this button to supply your NHS mail email name and password.

Send Email

Press the **Send Email** button or **<F2>** to actually send the email. If you have a dial-up internet connection, your email may not be sent until you are next connected to the internet.

Email Setup



IRIS GP Accounts is designed to allow you send emails including error reports or practice backups seamlessly and directly to for support purposes or to your accountant.

In many cases you will not have to make any adjustments to Email setup which by default uses your internal Windows settings. Unfortunately, with the advent of the new web-based NHSMail, you may find that the standard Windows setting has not been configured correctly.

The Email Setup screen allows you to setup the package to email correctly in these circumstances.

It is reached from **Setup - To alter Other Settings - Paylink, CA, Printer, Email settings:**

GP Payroll link Accountant details Printer settings **Email settings**

This page allows you configure the accounts package to send emails automatically.
Use the 'Default Windows email client' setting if you are not working within NHSNet or you do not yet have the new web-based NHSMail.

Email settings

Use Default Windows Email Use NHS Mail:

NHSmail Email address

NHSmail Email Password

Confirm Password

F1: Help F2: Close

Default Windows Mail Client

This is the standard setting, if you are still using MS Outlook, MS Outlook Express or Lotus Notes for your general emails, or you are using the package without NHSNet e.g. from home.

Web-based NHSMail settings

This is the setting to use if you are now using web-based NHS Mail (Your email address will end with @nhs.net). In this case you will have to enter some other settings:

- **NHSMail Login Name**
This is the login name that you use when accessing NHS Mail (usually the same as your email address).
- **NHSMail Password**
This is the password you use to access your NHS Mail

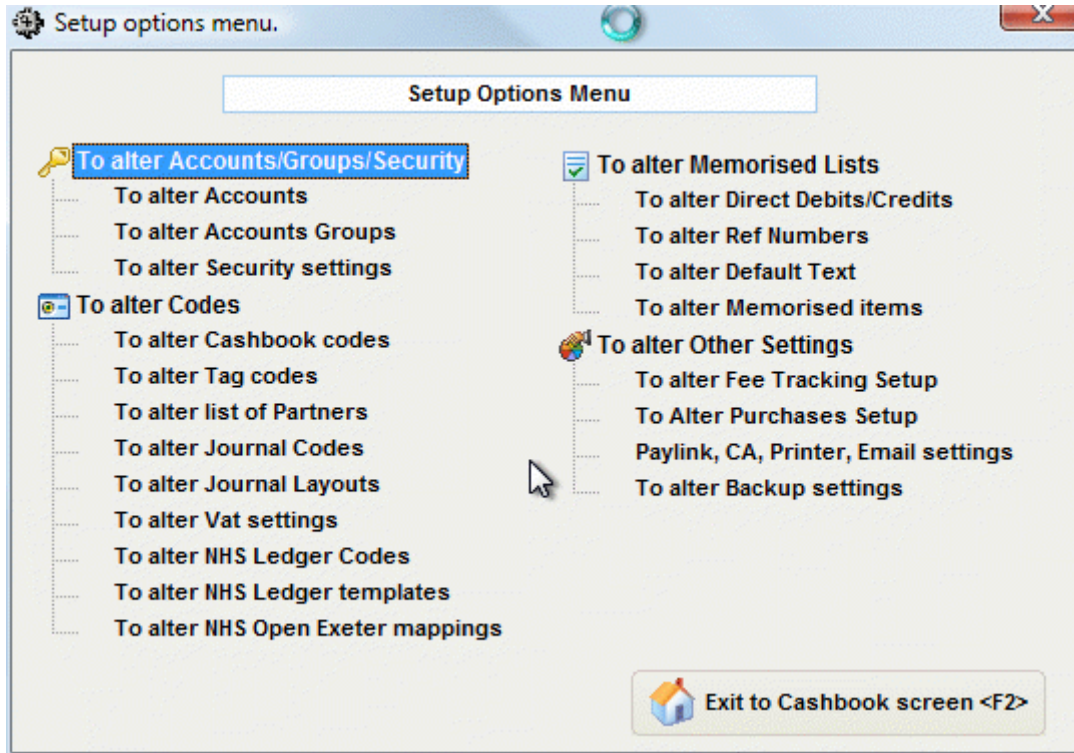
Introductory Topics

Setup Facilities



The Setup screen acts as the start menu to select a number of options that allow to configure your accounts package.

Access the Setup facilities by selecting **Setup** from the main menu.



Accounts

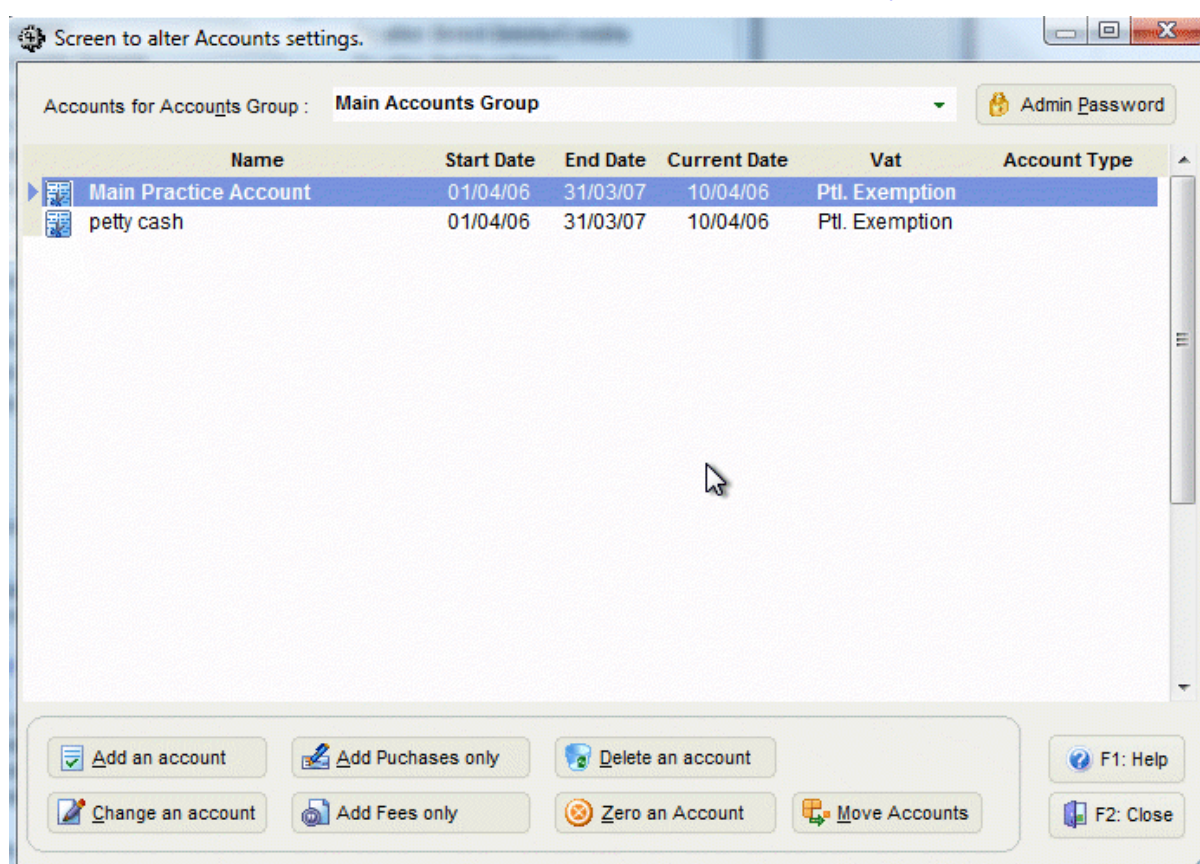
Accounts



Accounts are the fundamental building block of IRIS GP Accounts. The package must always have at least one account. The first account is usually the 'Main' practice account and represents the main bank account. You may set up as many Accounts as you wish.

Each account will normally apply to a specific bank account, savings account or petty cash record. An account may also be used to record partner's tax expense items e.g. motoring, subscriptions and insurance expenses or for a separate business or charitable activity but accounts that do not refer to the core practice business should normally be in a separate Accounts Group - see [Accounts Groups](#).

When you start the package for the first time you will be asked to establish an account. After this if you wish to add or alter an account simple select **Setup - To alter Accounts** from the main menu. You may only gain access to this part of the program if you are logged in as 'admin' or if you know the Admin Password. This is to prevent the accidental alteration of accounts setup information. see [Passwords and Security options](#) for more information.



- You may add any number of Accounts.
- You can add a single [Fees only account](#) which gives access only to the [Fees register](#)
- If you mark an account as Fees only, anyone using this account is only given access to the Fees Tracking part of the package. This can be useful if you wish to restrict certain staff members to Fee-tracking data recording without letting them view other aspects of the Accounts. A Fees only account does not need any further setup, other than a Name and password.
- You can add a single [Purchases only account](#) which gives access only to the [Purchases register](#)
- If you delete an Account, it's contents are permanently lost and cannot be recovered unless you have a backup.
- If you choose to Zero an account you will be allowed to choose which elements of the account are to be zeroed.
- You may move one or more Accounts to a new empty Group. Accounts cannot be moved to an existing Accounts Group remember that after you have moved the selected accounts you cannot move them back into their original Accounts Group.

- The Admin password option allows you to change the [Admin password](#).
- Add Fees only

See also:

[To Add or change an account](#)

[Accounts Groups](#)

[Choose an Account](#)

Adding or Changing an Account



The New Account Helper

If you add a new account from the 'Alter Accounts Screen' or 'New System Helper' you will be presented with the New Account Helper. This will take you through a series of steps which assist you in setting up a new Account.

The steps are:

1. Give the new account a name and password.
Decide if this is to be a [Fees only account](#) - if so no more steps are required.
2. Choose the VAT settings required.
3. Define the Start and End dates of the current accounting period
4. Define the 4 month trial period start date (Trial users only)
5. Enter the Opening Balance
6. Add or check the list of partners in the practice
7. Choose the set of Main and sub-codes to be used

The new account is now ready to use. You may also want to setup Direct Debits and Credits manually before starting to use the account.

Changing an Existing Account

An account's settings may be altered from the **Setup - To Alter Accounts** screen.

Screen to change an existing Account.

Account Name :

Account ID : 1001

Password :

Start of Accounts Period :

End of Accounts Period :

Opening Balance : £

Vat Facilities :

Ignore Reconciliation :

F1: Help

Cancel

F2: OK

Account ID

The Account ID is an internal number used by IRIS GP Accounts. You will not normally need to use it.

Account Name

Enter the name of this account. Although the package will accept duplicate names you should try to avoid this as it can cause confusion.

Password

Enter a password for this account. You will only need to use this password if you are not using User Logins security.

Capitals are ignored when the password is checked i.e. 'PASS' is equivalent to 'pass'.

Start of Period

This the Start date of your accounting period or 'accounts year'. Any date may be entered but be careful if you are making changes to an existing account.

End of Period

This the End date of your accounting period or 'accounts year'.

- The date must not be before the Start date and may not be later than 18 months after the Start date.
- i.e. The accounting period may be set between 1 day and 18 months.
- Most accounting periods are 12 months but you may occasionally be advised to run a short or long accounts 'year' by your accountant.

Opening Balance

This the Opening Balance of your account. If you are not sure your accountant may be able to advise. You can put any number in initially and adjust it later.

VAT facilities

Some practices, notably Dispensing practices will find the VAT facilities invaluable. you may set each account as being VAT active or not. If you are a Dispensing practice you should choose the VAT On- Partial Exemption option.

See [VAT and Dispensing facilities](#) for more details.

Ignore Reconciliation

When you perform [End-of-Year procedures](#) the package will check the account for unreconciled items and will make suggestions on dealing with them. This is unimportant for accounts e.g. Petty cash or personal expenses accounts where items need not be reconciled. If this field is ticked the End-of-Year procedures will ignore unreconciled items.

Choose an Account



This screen allows you to choose an account with which to work. Accounts Groups and their accounts are arranged in a tree-like fashion. The access rights for each account are displayed for the currently logged in user. Highlight the account to use then press the **F2:OK** button.

GP Accounts 2008 Version : 7.0.1.1

This package has more than one account available.
 You may select the particular account you wish to open from this screen.
 Archive Groups (if visible) are displayed in green.

| Active Accounts only | Start Date | End Date | Current | Access |
|----------------------------------|------------|----------|----------|-------------|
| Maclean McNicoll Software [1001] | | | | |
| Main Accounts Group | | | | |
| Main Practice Account | 01/04/06 | 31/03/07 | 10/04/06 | Full access |
| petty cash | 01/04/06 | 31/03/07 | 10/04/06 | Full access |

Show Archive Groups : Hide Practice details Cancel F2: OK

Show Archive Groups

If you have marked any older groups as 'Archive groups', these will only be listed if you tick the Show Archive Groups box. This to try and prevent users inadvertently going into out of date accounts in error.

See also

[Accounts](#)

[Accounts Groups](#)

[Archive Groups](#)

Zero an Account



Selecting the option to **Zero an account** presents you with a screen which allows you to select which pieces of information in the account are to be removed. This can be helpful if you simply want to redo an account without removing all of the codes and Sub-codes, NHS ledger data or Archived data.

Screen to choose Account zeroing options.

You have selected the option to zero an account. This will remove current data for this account. Some of the zeroing is automatic but you may choose to keep some aspects of the account e.g. any existing codes .

Several aspects of the account will be zeroed automatically :-

- All cashbook entries for the current year will be removed.
- All balances will be reset to zero.

Which other aspects of the account do you wish to zero ?

| | | |
|--|-------------------------------------|--|
| To zero archived <u>C</u> ashbook items from previous years | <input checked="" type="checkbox"/> | |
| To zero any <u>M</u> ain and Sub codes that are specific to this account | <input type="checkbox"/> | |
| To zero all <u>D</u> irect Debits / Standing orders and other templates | <input type="checkbox"/> | |

The Cashbook

The Cashbook Ledger



The Cashbook ledger is the main focus of most of the work you will do with the accounts package. We have tried to make as much of the package as possible readily accessible from the Cashbook ledger screen. Although at first view it can look rather confusing, you will quickly pick up the basic procedures.

You may want to look up the help pages on [Adding or Changing a Cashbook item](#), [Multiple lodgements](#) and [The NHS ledger](#) to familiarise yourself with these topics first.

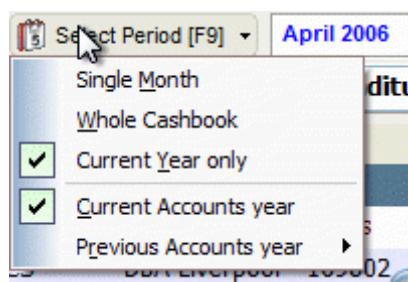
Adding, Changing and Deleting Cashbook items

The buttons near the bottom of the screen let you do most of the adding and editing of Cashbook items and linked NHS ledger items. Their function is fairly obvious from their description.



Changing the visible Cashbook period and lodgement details

You can change the period covered by the Cashbook ledger screen by choosing the **Select Period <F9>** button.



- The **Whole Cashbook** option displays all the items in the Cashbook including those having dates in the extra months allowed after the end of the Accounting period.
- The **Current Year only** restricts the visible items to those that fall within the Accounting period.
- The **Single month** option shows only items for the month specified.
- **Current Accounts year** show data for this accounting period.
- **Previous Accounts year** shows data for the previous accounting period. This is normally read-only.

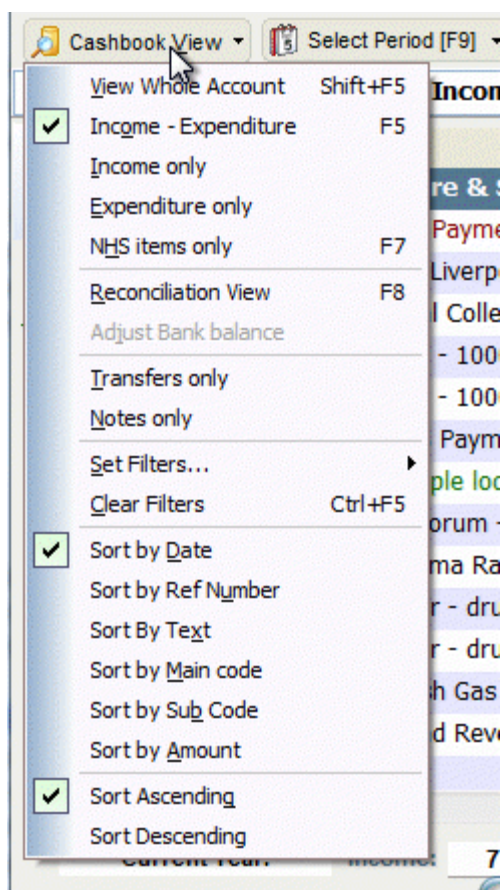
You can move from month to month by selecting from the adjacent **month list** or use the hot keys:

- <n> takes you to the next month
- <p> takes you to the previous month
- <m> takes you to the month list for selection

Click on the **Show Lodge Details <F6>** checkbox to switch between showing lodgements as bracketed detailed items or as a single entry marker for the lodgement (often easier for reconciliation).

Changing the Cashbook View

The package lets you view the data in the Cashbook in a variety of ways. These are found from the **Cashbook View** button which drops down a menu with various options. The simplest options are **Income/Expenditure**, **Income only** and **Expenditure only**. These can be selected from the **Cashbook View** button/menu or pressing <F5> cycles the View between Income/Expenditure, Income only and Expenditure only.



For a more detailed discussion of other options see [Cashbook views](#).

Cashbook Balances

Normally 2 rows of balances are visible. The bottom row shows the **Overall Account Opening and Closing** balances. It is not affected by the current Cashbook View.

The Balance row immediately below the Grid shows the Income, Expenditure and Balance totals for the **Current Cashbook View** e.g. If you have an income only view the Expenditure total will always be 0.00.

The Balances rows can be hidden if you need more screen space - select **Cashbook - Hide Balances display** from the main menu or press **<Ctrl+Shift+F11>**.

See Also

[Cashbook Reconciliation](#)

[Automatic Transfers](#)

[The Balances Screen](#)

[Cashbook Filters](#)

[Moving items in and out of Multiple Lodgements](#)

Adding or Changing a Cashbook item



This is the screen you will use to enter Cashbook items - Income, Expenditure and Transfers. You can use the mouse to move around the screen but it is often quicker and easier to use the keyboard if you learn a few short cut keys -see [Navigating Data entry screens](#).

The VAT and Dispensing related fields will not appear unless the active account is 'VAT Active'.

The Cashbook item must have a Date, Text and Main code or you will be alerted and it cannot be saved.

Cashbook ID

This is the unique number used internally by the package to identify a Cashbook item. You cannot modify this number/

Date

Any date within the current 'Whole Cashbook' period can be selected i.e. the current accounting period + 6 months. The date chosen should normally be the date that the payment was received or made. See [Entering a Date](#) for a more detailed explanation.

Reference

The reference field should hold a cheque number or other identifier such as BACS/DD. The drop down list presents commonly used items, as well as current, previous and next cheque numbers. You can add your own items to this list Via Setup->Memorised References or add the current Reference to the list via the **Memorise - Reference** button below.

Text

You may type in any text or select from the drop down list of memorised text and items - see [Entering Cashbook Text](#) for a more detailed explanation.

<F6> Checkbox

By default, automatic text matching is enabled for the Cashbook Text box. As you type in letters, the package will try to find the nearest matching item on the list of default text or memorised items. While normally this is a helpful

time-saver, in some circumstances, it can make it difficult to type in particular strings of text. Click on the **<F6> option** or press the **<F6>** key to disable the automatic text searching.

Gross Amount

The Amount of the cashbook item, including any VAT. Any figure, including negative amounts may be entered, or you can enter calculations e.g. "23+45=". Press the button to drop down a calculator. If you have VAT switched on, the package will attempt to recalculate the Net and VAT amounts, based on the currently selected VAT Rate. The 'Star' button simply back-calculates the Net amount from a Gross amount, assuming a Standard VAT rate.

Reconciled

Tick this box if the item is reconciled against the bank statement. You should not normally reconcile or unreconcile an item here but via [Reconciliation View](#).

Main Code

Choose a Main Code from the list provided. See Main codes and Sub codes for more information. If you need to add a new Main code, simply type in the text of the new code. The package will detect that this is a new code and will allow you to set this up.

sub-code

Choose a sub-code from the list provided. See Main codes and Sub codes for more information. If you need to add a new sub-code, simply type in the text of the new code. The package will detect that this is a new code and will allow you to set this up.

Partner

If you wish to associate this item with a particular partner, choose the partner from the list provided. See [Partner Codes](#) for more information. If you need to add a new Partner, simply type in the text of the new partner's name. The package will detect that this is a new name and will allow you to set this up correctly.

If a partner is already selected and you wish to remove the association, simply delete the partner's name.

Personal

In some circumstances, you may wish to label an item as being personal to a particular partner

Tags panel

You may select one of more Tag codes for this account - see [Tag Codes](#) for more information

eBank panel

The eBank panel shows details for any matching eBank item.

Notes panel

The Notes panel allows you to enter further notes about this Cashbook item. Any text you enter here will be searchable by the [Cashbook Text Filter](#)

Memorise Text

This will add the current Text to the list of Memorised Text items

Memorise Ref Number

This will add the current Reference number to the list of Memorised Reference items

Memorise Whole Item

This will add the Cashbook item to the list of Memorised Items - see [Memorised Items](#).

VAT Rate

This field only appears if VAT is active for the active account. It must be completed or you will not be allowed to save the Cashbook item. The drop-down list will display a list of available VAT rates. When a VAT rate is selected the Net and VAT amounts will be calculated from the Gross Amount unless 'Mixed' is selected when the amounts must be entered manually.

Linked NHS items are always given a 'Mixed' VAT rate even if the individual NHS ledger entries are all Exempt or Zero-rated. See [VAT facilities](#) for more details.

Partial Exemption

This box will only appear if you have Partial Exemption switched on for this account. The Partial Exemption category must be selected so that the package can make the correct calculations when preparing the VAT Return reports. See [VAT facilities](#) for more details.

Net Amount

The VAT Amount field only appears if VAT is active for the active account and stores the amount Net of VAT. Any figure from **-999999.99 to +999999.99** may be entered. All figures will be rounded to 2 decimal places.

You may use to pop-up calculator to perform simple calculations which will be placed in the Net amount field.

The Net Amount is usually calculated automatically from the Gross Amount or VAT Amount when the VAT rate is selected. If you enter a specific Net amount, the Gross and VAT amounts will be calculated from the current VAT Rate.

See [VAT facilities](#) for more details.

VAT Amount

The VAT Amount field only appears if VAT is active for the active account and stores the VAT amount on this Cashbook item. Any figure from **-999999.99 to +999999.99** may be entered. All figures will be rounded to 2 decimal places.

You may use to pop-up calculator to perform simple calculations which will be placed in the VAT amount field.

The VAT Amount is usually calculated automatically from the Gross Amount or Net Amount when the VAT rate is selected. If you enter a specific VAT amount, the VAT rate will be set as 'Mixed' and you will have to manually enter the Gross and Net Amounts. See [VAT facilities](#) for more details.

Navigating Data entry screens



Whilst using the mouse to navigate is useful for beginners you will usually find it easier to move about data entry screens if you learn a few simple key shortcuts. These will apply in most of the data entry screens in the package.

Using keys to navigate a data entry screen

To move between the different data entry boxes or 'fields' you can either press **<TAB>** (the Windows standard) or the **<RETURN>** key. **<Shift-TAB>** takes you back to the previous field.

Windows-style Navigation

If you prefer you can set the package to use the **<RETURN>** key in the standard Windows fashion - which is to close the data-entry screen i.e. it acts like **<F2>**.

Some users find this easier as the other packages they are using work this way. The **<F2>** key still closes the screen.

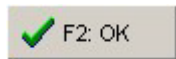
Set Windows-style Navigation via **Main menu - Cashbook - Grid Settings - Other Grid Settings**. -see [Altering Cashbook Display](#).

Accelerator Keys

You can move to specific fields by pressing the Alt key and the underlined letter in the field's description. The underlined letter is not always the first letter.

e.g. for **Main code**, pressing **Alt-M** moves you to the Main code field or for **Doctor**, pressing Alt-O moves you to the Doctor field.

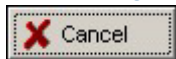
Saving Changes



When you have finished entering all of the details for this field, press **<F2>** or the F2:OK button to save the item. It will not be permanently recorded until you do so. If any of the data in the entry boxes is incorrect you will be alerted and will have to make corrections before the item can be saved.

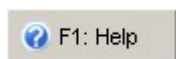
Pressing **<Shift- F2>** is a quick way to Save an item then immediately Add a similar item

Cancelling Changes



If you wish to cancel this item press the **<ESC>** key or the **Cancel** button. If you have made any changes to the item you will be asked to confirm that you **really** want to lose these changes.

Context-sensitive Help



Pressing the **<F1>** key or the **F1:Help** button will bring up Help information appropriate to the data entry screen on display.

Special Data entry fields

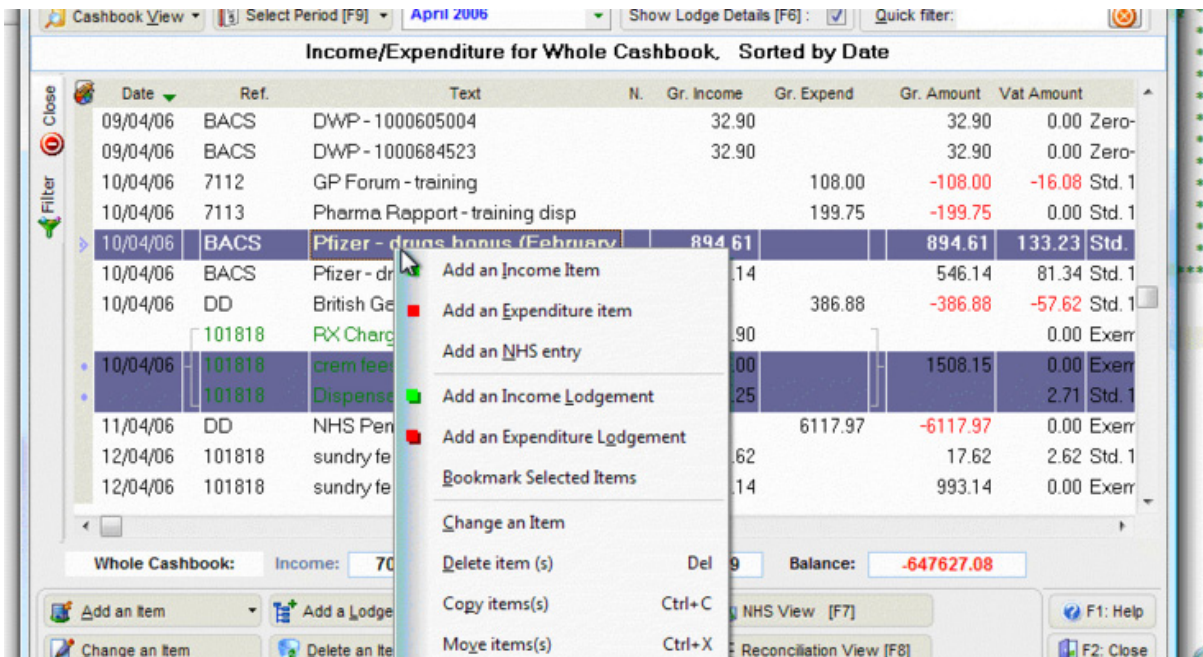
[Entering a Date](#)

Cashbook Copy, Move, Delete and Totalling facilities



It is now possible to select a number of items from the main Cashbook screen and perform Copy, Move, Delete or Totalling operations on all of the items selected.

The standard Windows method of selecting multiple items is available i.e. Hold down the Control (Ctrl) key and click to select multiple items or hold down the Shift key and click to select a range of items.



These options are accessed via the main Cashbook menu or by right-click on the Cashbook grid. Selected items are highlighted and have a dot in the first column.

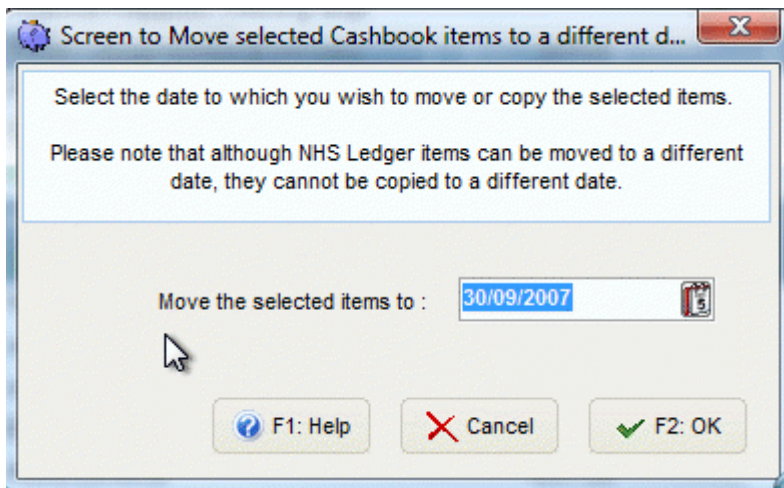
You will be warned if a move or delete will cause a change to the Reconciled Balance.

Copy items

The items selected will be copied to a new specified date. Items within lodgements and whole lodgements may be copied to any date within the current accounting period. NHS items cannot be copied but Direct Debit and Memorised items can be copied via their Setup screens. The Months to Pay and Months Paid for Direct Debits are not copied over.

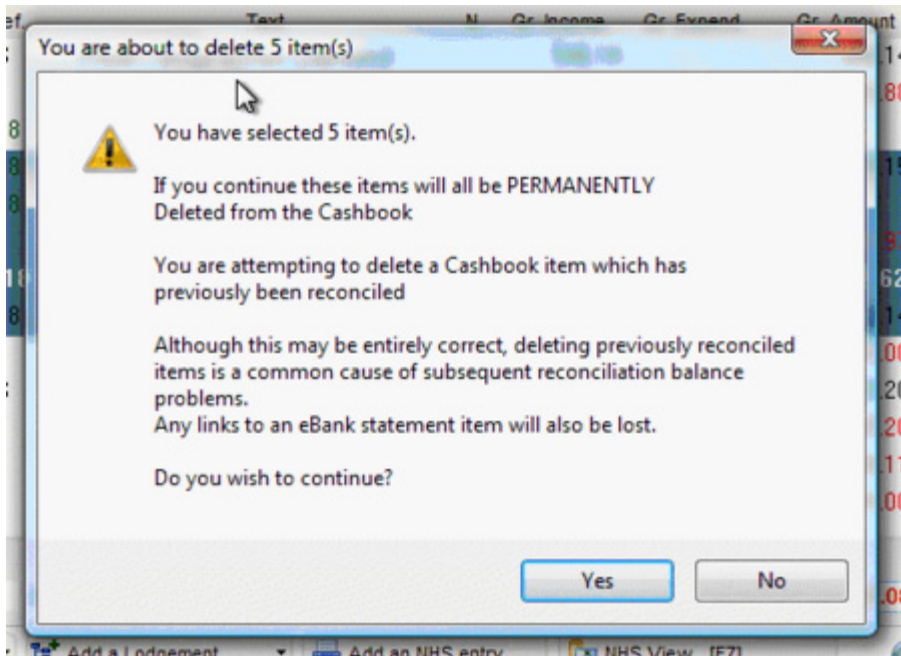
Move items

The items selected will be moved to a new specified date. Items within lodgements and whole lodgements may be moved to any date within the current accounting period. NHS items cannot be moved.



Delete Items

The items selected will be deleted. Items within lodgements but whole lodgements cannot be deleted this way. Direct Debits and Memorised can be multiply deleted.




Total Items

The amounts for the items selected are totalled up and displayed in the Cashbook mini-calculator.

| Date | Account | Description | Debit | Credit | Balance | Balance |
|----------|---------|----------------------|--------|---------|----------|------------|
| | 101818 | FX Charges | | 1117.90 | | 0.00 |
| 10/04/06 | 101818 | chem fees | 372.00 | | 1508.15 | 0.00 |
| | 101818 | Dispensary OTC sales | 18.25 | | | 2.71 |
| 11/04/06 | DD | NHS Pensions Agency | | 6117.97 | -6117.97 | 0.00 |
| 12/04/06 | 101818 | sundry fees | 17.62 | | 17.62 | 2.62 |
| 12/04/06 | 101818 | sundry fees | 993.14 | | 993.14 | 0.00 |
| 12/04/06 | 7118 | E Winter (Plumber) | | 141.00 | -141.00 | -21.00 |
| 17/04/06 | BACS | Ast | | | | 20 639.11 |
| 17/04/06 | DD | Dai | | | | 20 -44.26 |
| 19/04/06 | 7117 | D F | | | | 11 -233.11 |
| 19/04/06 | 7118 | E V | | | | 00 -21.00 |
| 19/04/06 | 7119 | Gr | | | | 30 -39.48 |

New Total calculated...

 The selected items total of -4716.96 has been copied to the Mini-calculator

Whole Cashbook: Income: 08

The NHS Ledger



One of the more complex challenges in recording IRIS GP Accounts information is that of the regular GMS 'Red book' or New GMS contract payments. These are presented as a large number of items e.g. Capitation fees, Temp Resident fees which can cover 'debits' e.g. Superannuation as well as income. Some of the items are allocated to individual doctors e.g. PGEA or Superannuation.

IRIS GP Accounts has a purpose designed 'NHS Ledger' which makes it easy to enter this complex information as quickly as possible.

The NHS ledger is reached from the Cashbook Ledger screen by selecting **NHS items only** from the **Cashbook View** button, by pressing <F7> or by pressing the **NHS only view** button.

Switch off the NHS Ledger View by pressing <F7> again or by pressing the **Off** button beside the NHS Balances.

| Date | Ref. | Text | N. | Gr. Income | Gr. Debits | NHS Balance | Cashbook Balance | Vat |
|----------|------|--------------------------------|----|------------|------------|-------------|------------------|-----|
| 03/04/06 | BACS | NHS Payment - Drugs | | 148104.18 | 57821.26 | 90282.92 | 90282.92 | |
| 27/04/06 | BACS | NHS Payment - GMS | | 187182.88 | 15320.18 | 171862.70 | 171862.70 | |
| 28/04/06 | BACS | NHS Payment - Notional rent P | | 5279.16 | | 5279.16 | 5279.16 | |
| 02/05/06 | BACS | NHS Payment - Drugs | | 147927.65 | 64685.99 | 83241.66 | 83241.66 | |
| 25/05/06 | BACS | NHS Payment - Notional Rent | | 5549.18 | | 5549.18 | 5549.18 | |
| 01/06/06 | BACS | NHS Payment - Drugs | | 149492.35 | 67676.14 | 81816.21 | 81816.21 | |
| 30/06/06 | BACS | NHS Payment - GMS | | 80860.69 | 15320.18 | 65540.51 | 65540.51 | |
| 30/06/06 | BACS | NHS Payment - Seniority + Chil | | 12705.50 | | 12705.50 | 12705.50 | |
| 30/06/06 | BACS | NHS Payment - Notional rent H/ | | 5279.16 | | 5279.16 | 5279.16 | |

NHS View: **Exit** **Current Year:** NHS Total: **521557.00** Cashbook: **521557.00**
 Current Year: **Income: 521557.00** **Expenditure: 0.00** **Balance: 521557.00**
 Add a linked NHS Entry Add unlinked NHS Entry F1: Help
 Change an item Delete an item Quick Report [F12] F2: Close
 Opening Balance: **-492291.27** Closing Balance: **-996396.75** Mini-calc: **0.00**

The screen then restricts its display to NHS Ledger items. The package allows you to enter 2 types of NHS ledger item.

You can press <F6> to show the breakdown of each entry. You may also adjust the period shown as for the Cashbook ledger.

For more information on entering NHS data see - [Adding or Changing an NHS Ledger entry](#).

Linked Entries

This is the usual method - after completing the NHS item, the package will create a linking income entry in the main Cashbook ledger for the same amount. You may access this entry directly from the Cashbook ledger by selecting 'Change an item' and indeed you can add linked NHS items directly from the Cashbook ledger. **This is the preferred method of entering NHS data.**

Unlinked Entries

Unlinked entries are largely a historical feature which have been superseded by Linked entries. They are created in the same way but do not have an automatic linking entry in the Cashbook. You will have to create your own entry in the Cashbook to account for this NHS data. Unlinked NHS entries do not appear in the Cashbook ledger and can only be accessed by viewing the NHS ledger.

See also

[Importing GMS payment details from the Open Exeter system](#)

Adding or Changing an NHS Ledger Entry



This screen has been carefully designed to simplify and speed up the tedious job of entering NHS statement details. If you have access to the [Open Exeter](#) system you will find the ability to import payment statements particularly helpful.

New GMS Contract

The NHS Codes and Templates have been updated to cope with New GMS contract and PMS payments.

Speeding up Data entry

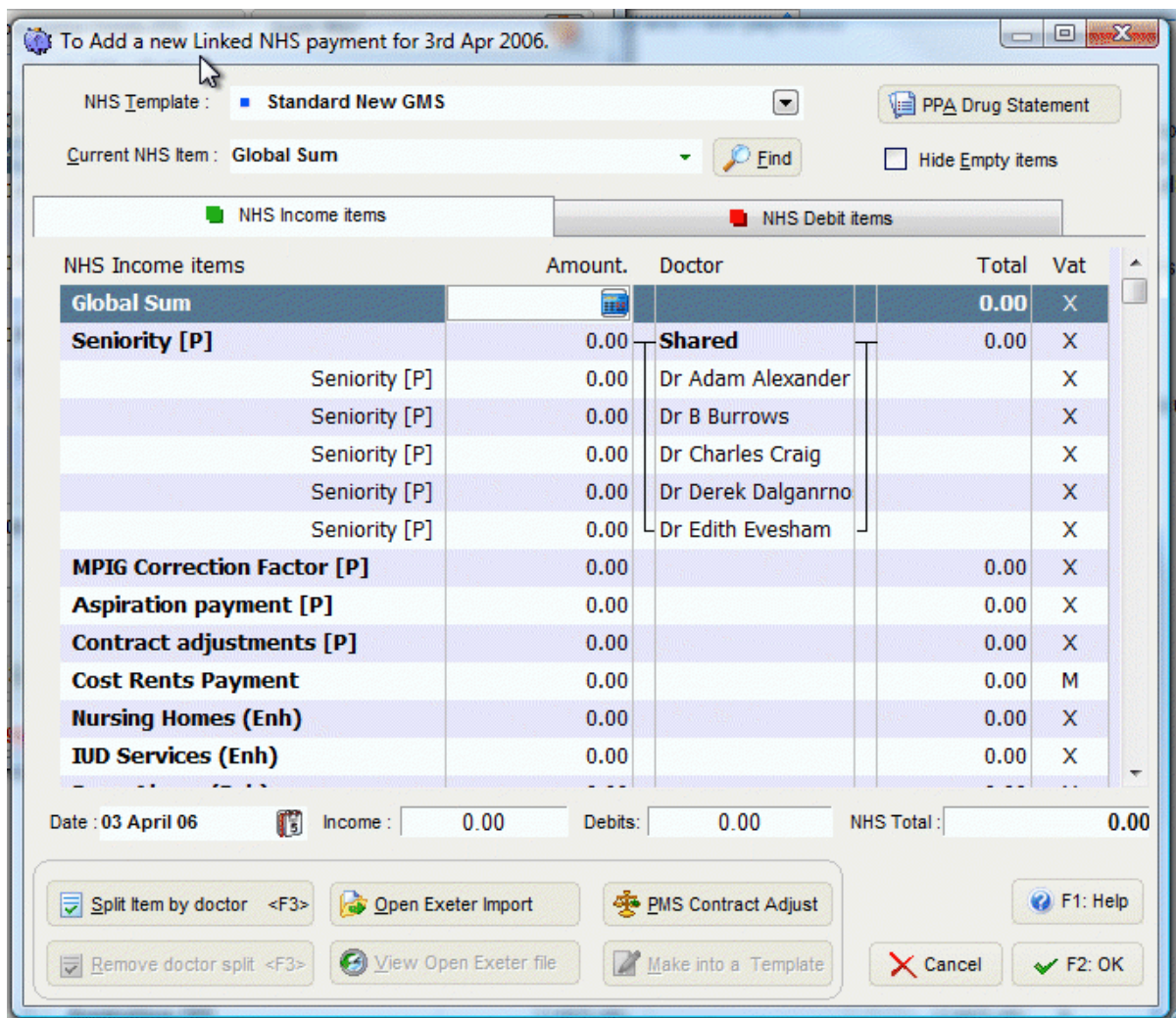
Speeding up data entry is to setup and use templates which reflect the appearance of the printed statements you receive - see NHS Templates. You may set up as many templates as you wish. If there are a large number of items on the screen it can be difficult to find a particular NHS item (or the item may be missing from the template you are using) - find the item you want from the **Current NHS item list** (these are always arranged alphabetically). If the item is not on the current template it will be added to the end of the template.

If you go back to change an existing NHS entry, the package will have automatically hidden any empty items i.e. those with zero amounts. This should make it easier to read and alter. If you wish to see all of the items on the template untick the **Hide empty items** checkbox.

Doctor splits

If you need to split an item by doctor press **<F3>** or the **Split item by doctor button**. You will see the list of doctors appearing. If a particular item is always split e.g. PGEA you can setup the template so that the split always appears.

Click on Different parts of the screen for more detailed information:



See also

[The NHS Ledger](#)

[The Open Exeter system](#)

[PMS Contract Adjustments](#)

[NHS Templates](#)

[NHS Ledger codes](#)

[Adding or changing a Cashbook item](#)

[Doctors' Details](#)

PMS Contract Adjustments



The standard PMS payment statement (both paper and Open Exeter) does not appear to hold all the detail of the Contract payment amount correctly.

The Contract amount listed refers only to the original Contract value and may not include recent adjustments.

The overall payment amount on the statement is, however, correct, and if importing from Open Exeter, the Accounts package will use this to create a **Contract Adjustment** entry so that the individual entry totals match the overall payment total.

If you are entering a PMS statement manually, you can get the package to calculate the **Contract Adjustment** - the difference between the Net Payment noted on the PMS statement and the NHS Total at the bottom of the NHS data entry screen:

Press the **PMS Contract Adjust** button on the NHS entry screen:

Calculate the PMS Contract Adjustment

This screen allows you to calculate and enter a PMS contract adjustment from the PMS statement Net Payment total less the value of the PMS items entered so far.

Please make sure you do not attempt to calculate this figure until you are sure that all of the other PMS items on the statement have been entered correctly.

Enter "Nett Payment (after Superannuation) :":

Less current PMS entry total : 68847.36

Recalculate Contract Adjustment :

F1: Help Cancel F2: OK

If you enter the Net payment Total (after Superannuation) noted on your statement, the package will calculate and add a Contract Adjustment item to the PMS entry so that the overall total matches the amount paid in to your bank.

Multiple lodgements and payments



It is common practice to pay-in a number of cheques to the bank under a single pay-in slip. Only a single entry for the total entered will appear on your bank statement. If these items were recorded in the accounts as individual entries it would be very difficult to match them to the bank statement when performing Reconciliation.

The Multiple lodgements and payments facility allows you to bracket a series of items together so that their total is always readily visible, particularly helpful when reconciling the cashbook.

The **Show Lodge Details button** or **<F6>** key let you view the lodgements as a single total or as a split series of bracketed items.

Multiple Payments (Expenditure items) are more unusual but may be used for unusual NHS payments or for mixed payments such as the Tax /NI payments to the Inland revenue.

See [Adding or changing a Multiple lodgement or payment](#) for more information.

Adding or Changing a Multiple Lodgement or Payment



The process of adding or changing a multiple lodgement or payment is straightforward.

Adding a Multiple lodgement

Select the **Add a Lodgement button** on the Cashbook ledger screen (you may then need to specify Income or Expenditure depending on the current Cashbook view).

Changing a Multiple lodgement

Select the lodgement item you wish to change on the cashbook ledger screen and press the **Change an item button**. If the lodgement details are hidden you will be taken straight to the Multiple lodgement screen. If the lodgement details are visible you will first be taken into the highlighted cashbook item. When you leave this item, you will then be taken to the lodgement screen.

A normal Cashbook item entry screen will appear. When saved this will appear as the first entry on the multiple lodgement screen. Press the Add an item button to continue entering items to the lodgement. When you are finished press the **F2:Close** button and the items entered will be saved as a bracketed lodgement.

Deleting a Multiple lodgement

Multiple lodgements can only be deleted item by item. When the last item has been deleted press the **F2:Close** button and the lodgement will completely disappear.

| Date | Ref. | Text | Gr. Income | Gr. Expend | N. | Main code | Sub c |
|----------|--------|----------------------|------------|------------|----|--------------|--------------|
| 10/04/06 | 101818 | RX Charges | 1117.90 | | | Other income | rx charges |
| 10/04/06 | 101818 | crem fees | 372.00 | | | Other income | Cremation fe |
| 10/04/06 | 101818 | sundry fees | 17.62 | | | Other income | Sundry fees |
| 10/04/06 | 101818 | sundry fees | 993.14 | | | Other income | Sundry fees |
| 10/04/06 | 101818 | Dispensary OTC sales | 18.25 | | | Other income | Sundry fees |

Total : 2518.91

Lodgement dates and reconciliation

The lodgement will always take on the date of the last item entered and all the items in the lodgement will be given this date. Similarly, reconciling one of the items will reconcile all of the items in the lodgement. This can also be done from the **Reconciliation checkbox** on the Multiple lodgement screen.

Lodgement Ref numbers

Use the **Ref. Number field** on the Multiple Lodgement screen if you wish to give all of the items in your lodgement the same ref number.

Lodgement Text

Use the **Text field** on the Multiple Lodgement screen if you wish to give the lodgement a name. The default name will be Multiple Lodgement or payment with the number of items in the lodgement

Lodgement Notes

Use the **Notes button** on the Multiple Lodgement screen if you wish to add or view the Notes for this Lodgement.

Lodgement eBank

Use the **eBank button** on the Multiple Lodgement screen if you wish to view the eBank entry which matches this lodgement.

Printing a list of the Lodgement entries

Some banks are happy to accept the printed list of lodgement entries to accompany the pay-in slip rather than having to write each entry on the slip itself.

See also

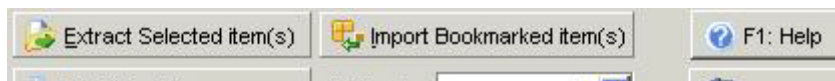
[Multiple Lodgements and payments](#)

[Moving items in and out of Multiple Lodgements](#)

Moving items in and out of Multiple Lodgements



Occasionally it becomes apparent that an item which has previously been entered singly, should really be part of a multiple lodgement or vice versa.



The accounts package allows you to move items in and out of multiple lodgements or payments as follows:

Moving items into a Multiple lodgement

Select the items you wish to move. You can select more than one item in the normal Windows fashion by holding down the **CTRL** key or by holding down the **SHIFT** key to select a range of items.

1. Now choose **Cashbook - Bookmark Selected items** from the Main menu.
2. Go into an existing lodgement/payment or add a new lodgement/payment.
3. At the multiple lodgement screen choose the **Import Bookmarked items** button.
4. The previously bookmarked items will be moved into the lodgement.

Moving items out of a Multiple lodgement

Select the items you wish to move. You can select more than one item in the normal Windows fashion by holding down the **CTRL** key or by holding down the **SHIFT** key to select a range of items.

1. At the multiple lodgement screen choose the **Extract Selected items** button.
2. The previously bookmarked items will be moved out of the lodgement as single Cashbook items.

Automatic Transfers between Accounts



It is common for practices to be using a variety of accounts which require regular transfers of funds between them e.g. Petty cash <> Main Account and High interest Account <> Main Account.

It is possible to record these transfers manually by setting up Main or sub-codes for each account and simply adding balancing entries to each account.

In fact, the package has a special facility to automate transfers between accounts. If you select ***Transfer** which is normally the first item on the list of Main codes, you will be presented with a list of available accounts in the sub-code field - see **Cashbook Main code**.

Selecting an account in the Sub-code field (and saving the item) generates a balancing entry in that account.

e.g. Noting a 'Transfer in' item in the 'Main practice account' (i.e. an Income item) of £100.00 on 12/1/2001 from the High interest account, automatically generates a 'Transfer Out' item (i.e. Expenditure) for £100.00 in the 'High interest account' for the same date.

Apart from being quicker to enter initially, any changes or deletions you make to a Transfer item will be automatically made in the corresponding item in the other account.

Transfer Views and Reports

The package allows you to view only Transfer items in the [Cashbook Ledger](#) by pressing the **Cashbook View** button, a menu will appear, select **Transfers only**.

There are some Reports which specifically list and breakdown Transfer items -see [Reports Facilities](#).

Limitations

There are some limitations to the automatic Transfer facility:

- There must be more than one Account in the active Accounts Group.
- You can only make Transfers within a single [Accounts Group](#) i.e. Transfer between Groups are not allowed
- The date you choose must be allowable in the corresponding account. This may occasionally cause a problem if the two accounts have different accounting periods or if you have performed [End-of Year procedures](#) on only one of the accounts

The Filter / Search Panel



The package has a filter/search facility which can help greatly in looking for matching items in the Cashbook and Bank statement.

In general you will probably find Filters more helpful than Searches.

Filters

The Quick Filter

At the main Cashbook screen, the Quick filter is accessed by pressing **<Q>**.

As you start to type in letters, the package will begin filtering. It works in the same way as the normal filter, in picking up partial matches on Text, reference number or amounts:

| Date | Ref. | Text | N. | Gr. Income | Gr. Expend | Gr. Amount | Vat Amount | Vat | |
|----------|------|--------------------------------|----|------------|------------|------------|------------|-----|---------|
| 10/04/06 | BACS | Pfizer - drugs bonus (February | | £894.61 | | £894.61 | £133.23 | Si | Other |
| 10/04/06 | BACS | Pfizer - drugs bonus (January) | | £546.14 | | £546.14 | £81.34 | Si | Other i |
| 03/06/06 | BACS | Pfizer - drugs rebate | | £1,354.80 | | £1,354.80 | £201.78 | Si | Other i |
| 25/06/06 | BACS | Pfizer - drugs rebate | | £1,190.93 | | £1,190.93 | £177.37 | Si | Other i |

This is a very quick way of identifying particular items. The filter will obey any other settings you have on the Cashbook View

e.g. Single month only or Expenditure only.

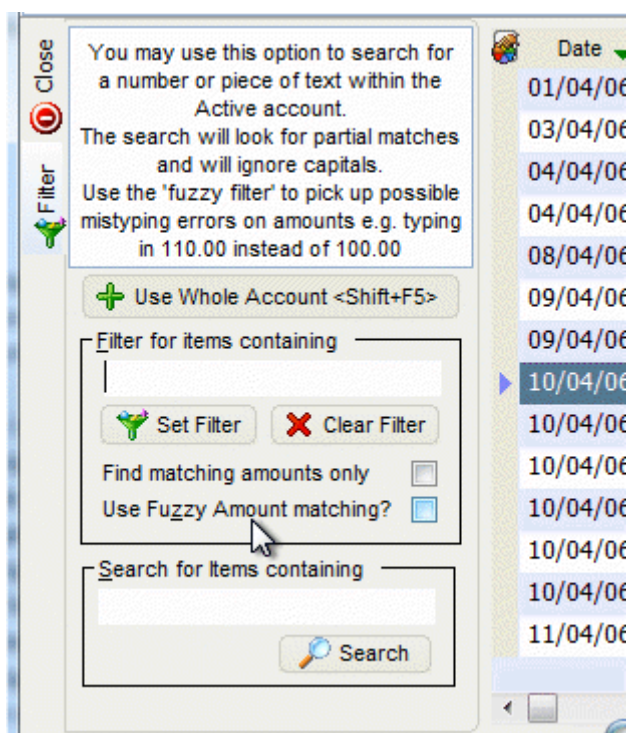
Press the **Orange** button to clear the filter

If you quickly wish to search over the whole Cashbook, press **<SHIFT-F5>** which changes the view to Income and Expenditure/Whole Cashbook.

The Text Filter

To activate the Filter facility, press **<F>** or press **Filter/Search** on the vertical tab bar at the left of the main screen.

Click on different parts of the screen for more details:



The Filter/Search panel will appear ready for you to type the amount, text or reference into the filter box. When you press enter or **Set Filter**, only items matching will be listed in the Cashbook screen. Filtering is not case-sensitive and will look for matches in Amounts, Text, Ref. numbers and Notes. Partial text matches are identified e.g. Filtering on 'smith' will find Smith, Smithson and Blacksmith.

Clear Filter

To clear the active filter, press the **Clear Filter** button or close the Filter/Search panel **<Ctrl+F2>**.

Fuzzy Amount Matching

Click on **Use Fuzzy amount matching** to show other entries that closely match the required amount but may have been miskeyed e.g. 11.3 or 114.00 instead of 113.00.

This example shows the results of fuzzy matching on '100':

| | Date | Ref. | Text | N. | Income | Expend. |
|--|----------|------|-----------------|----|--------|---------|
| <p>You may use this option to search for a number or piece of text within the Active account. The search will look for partial matches and will ignore capitals. Use the 'fuzzy filter' to pick up possible mistyping errors on amounts e.g. typing in 110.00 instead of 100.00</p> <p>Filter for items containing 100</p> <p>Set Filter Clear Filter</p> <p>Find matching amounts only <input type="checkbox"/></p> <p>Use Fuzzy Amount matching? <input checked="" type="checkbox"/></p> <p>Search for Items containing</p> | 30/04/03 | 2938 | MRS BOULTON | | | 200.00 |
| | 27/05/03 | 2956 | MRS BOULTON | | | 200.00 |
| | 29/05/03 | 2961 | ANCILLARY STAFF | | | 200.00 |
| | 29/05/03 | 2962 | ANCILLARY STAFF | | | 200.00 |
| | 12/06/03 | 2970 | PETTY CASH | | | 100.00 |
| | 01/07/03 | 2980 | MRS BOULTON | | | 200.00 |
| | | | | | | |

Matching Amounts only

Click on **'Find matching amounts only'** to restrict the filter to matching amounts i.e. matches on text and ref. numbers will be ignored.

Searches

To activate the Search facility, press **<S>** or press **Filter/Search** on the vertical tab bar at the left of the main screen.

The Filter/Search panel will appear ready for you to type the amount, text or reference into the **Search box**. When you press enter or **Search**, the first item matching will be highlighted in the Cashbook screen. If you press **Search** again or **<F3>**, the package will locate the next matching item.

Cashbook Views



Changing the Cashbook view from the **Cashbook Views button and menu** allows you to look at your Cashbook data in different ways.

Global View

Pressing **<SHIFT-F5>** selects the Global View = Whole Cashbook period and Income /Expenditure. This can be helpful to select when you are searching or filtering for a specific item.

Income/ Expenditure Views

You may select Income/Expenditure, Income only or Expenditure only. pressing the **<F5>** key cycles between these options. The Income/Expenditure view is the 'default' view which will reappear if the Cashbook has to be reset . The standard Cashbook view is now displayed in Date and Reference number order.

NHS only View

The items visible are restricted to NHS items only (linked and unlinked). you can view the detail in each NHS entry by ticking the Show lodge detail **<F6>** checkbox.

Reconciliation View

This open the special Reconciliation view - see [Reconciliation](#) for more details. Pressing the **<F8>** key also switches Reconciliation view on/off.

Notes only view

The Notes only view restricts the items on display to those which have an attached Note. It also makes the Note more visible by expanding the Notes column.

Double-clicking with the mouse over the Notes column brings up a box which allows you to see all of the Notes text and edit it if you wish.

Transfers only view

The items visible are restricted to Automatic transfers only.

Sort Options

The Cashbook is normally sorted by date and in ascending order. You may choose one of the other columns to sort on e.g. Text, Ref Number, Main code, sub-code or Amount. You may also arrange the items in descending order.

You can also change the sort order by clicking on the buttons at the top of the Date, Text, Ref Number, Amount, Main code and Sub-code columns. Clicking once makes the selected column the sort column, clicking again switches the sort from ascending to descending or vice-versa.

Saving the Default View

The currently active lodgement and period settings for the Cashbook can be saved via **Cashbook - Grid settings - Save current period/lodge settings**. After doing so the account will always be opened with these settings.

Other Grid Settings

Cashbook - Grid Settings - Other Grid Settings - use this screen to choose your cashbook colour scheme and background colours and font.

Windows Currency Formatting

Amounts can be displayed using Standard Windows format i.e. £1,334.45 via **Cashbook - Grid settings - Other Grid settings** - Tick **'Use Windows currency formatting'**



The Balances screen

The Balances screen allows you to view at a glance the monthly, quarterly, bi-annual or annual balances for the Cashbook. The Balance screen always displays the complete cashbook totals and ignores any filters or views that are currently set.

Pressing <F4> takes you to the Quick Balance screen.

| | |
|--|----------|
| Balance at the start of this year : | 3529.64 |
| Balance at start of this month : | 27510.24 |
| Income for this month : | 14608.96 |
| Expenditure for this month : | 11748.03 |
| Practice Balance at end of this month : | 30371.17 |
| Reconciled Balance at end of this month : | 32856.65 |
| Unreconciled Income items to end of month : | 0 |
| Unreconciled Expenditure items to end of month : | 27 |

Detailed Balances <F4> F2: Close

Pressing <F4> again takes you to the detailed Balances screen

| Period covered | Opening Balance | Closing Balance | Reconciled Balance | Gross Profit/Loss | Income | Expend | Unreconciled Income |
|---------------------|-----------------|-----------------|--------------------|-------------------|-----------|-----------|---------------------|
| Cf. previous period | | 3529.64 | 3529.64 | | | | |
| April 2002 | 3529.64 | 3127.08 | 3127.08 | -402.56 | 127362.58 | 127765.14 | |
| May 2002 | 3127.08 | 121.47 | 121.47 | -3005.61 | 84583.64 | 87589.25 | |
| June 2002 | 121.47 | -5070.75 | -5070.75 | -5192.22 | 97708.78 | 102901.00 | |
| July 2002 | -5070.75 | -33311.96 | -33311.96 | -28241.21 | 65642.54 | 93883.75 | |
| August 2002 | -33311.96 | 7868.05 | 7918.39 | 41180.01 | 130679.49 | 89499.48 | |
| September 2002 | 7868.05 | -6967.63 | -6917.29 | -14835.68 | 99524.65 | 114360.33 | |
| October 2002 | -6967.63 | -8271.55 | -8221.21 | -1303.92 | 173304.80 | 174608.72 | |
| November 2002 | -8271.55 | -11061.02 | -11010.68 | -2789.47 | 96825.07 | 99614.54 | |
| December 2002 | -11061.02 | 6220.50 | 6270.84 | 17281.52 | 133148.17 | 115866.65 | |
| January 2003 | 6220.50 | 27510.24 | 27725.58 | 21289.74 | 131286.10 | 109996.36 | |
| February 2003 | 27510.24 | 30371.17 | 32856.65 | 2860.93 | 14608.96 | 11748.03 | |
| March 2003 | 30371.17 | 30371.17 | 32856.65 | 0.00 | 0.00 | 0.00 | |
| April 2003 | 30371.17 | 30371.17 | 32856.65 | 0.00 | 0.00 | 0.00 | |
| May 2003 | 30371.17 | 30371.17 | 32856.65 | 0.00 | 0.00 | 0.00 | |
| June 2003 | 30371.17 | 30371.17 | 32856.65 | 0.00 | 0.00 | 0.00 | |

Graph Styles: Graph By Period Breakdown - Pie Breakdown - Bar Mono 3D Net figures

Periods Visible: Monthly Biannual Quarterly Annual

Buttons: Print, Copy, F1: Help, F2: Close

Graph options

You can view the graph in Monochrome or 3d mode by checking the appropriate boxes.

Period options

You can change the visible periods by ticking or unticking the period checkboxes -e.g. you may only want to see quarterly balances - untick all the boxes apart from quarterly.

Output options

The **Print** button will print the list or graph, whichever is active at the time

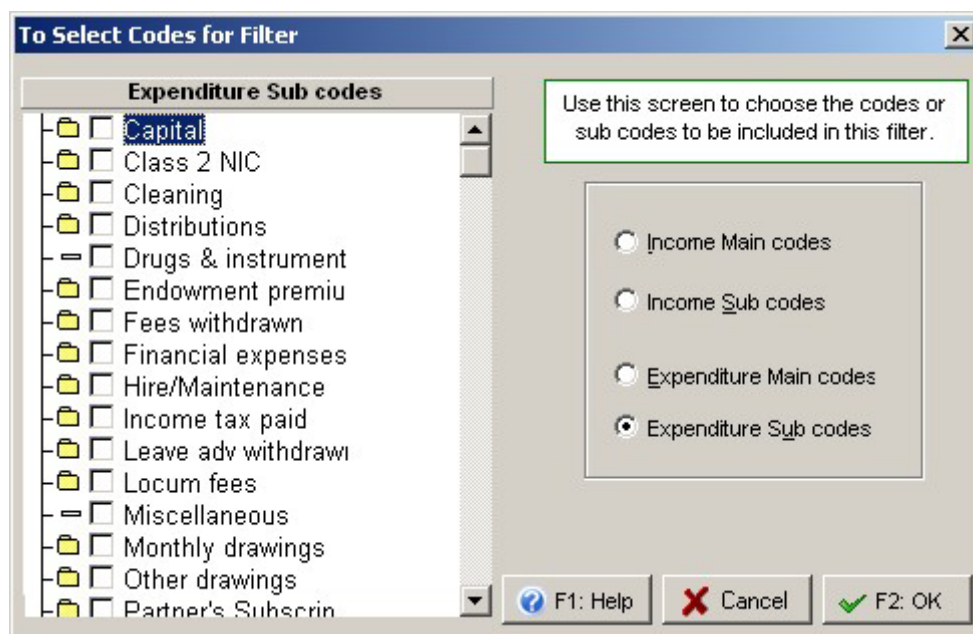
The **Copy** button will copy the list or graph to the Windows clipboard. You can use **Edit - Paste** in another program e.g. Excel or Word to paste the list or graph into this program.



Cashbook Filters

Cashbook filters are a more advanced topic. As with the simpler Cashbook views, filters can be used to alter the display of items in the Cashbook ledger. Filters restrict the items visible e.g. Items with specified Main or sub-codes or attached to certain doctors or containing certain pieces of text.

To select Filters choose **Cashbook Views - Set Filters**



Filters can be very useful in combination with the [Quick Report](#) if you need a particular list of items which are not covered by the report facilities.

See also

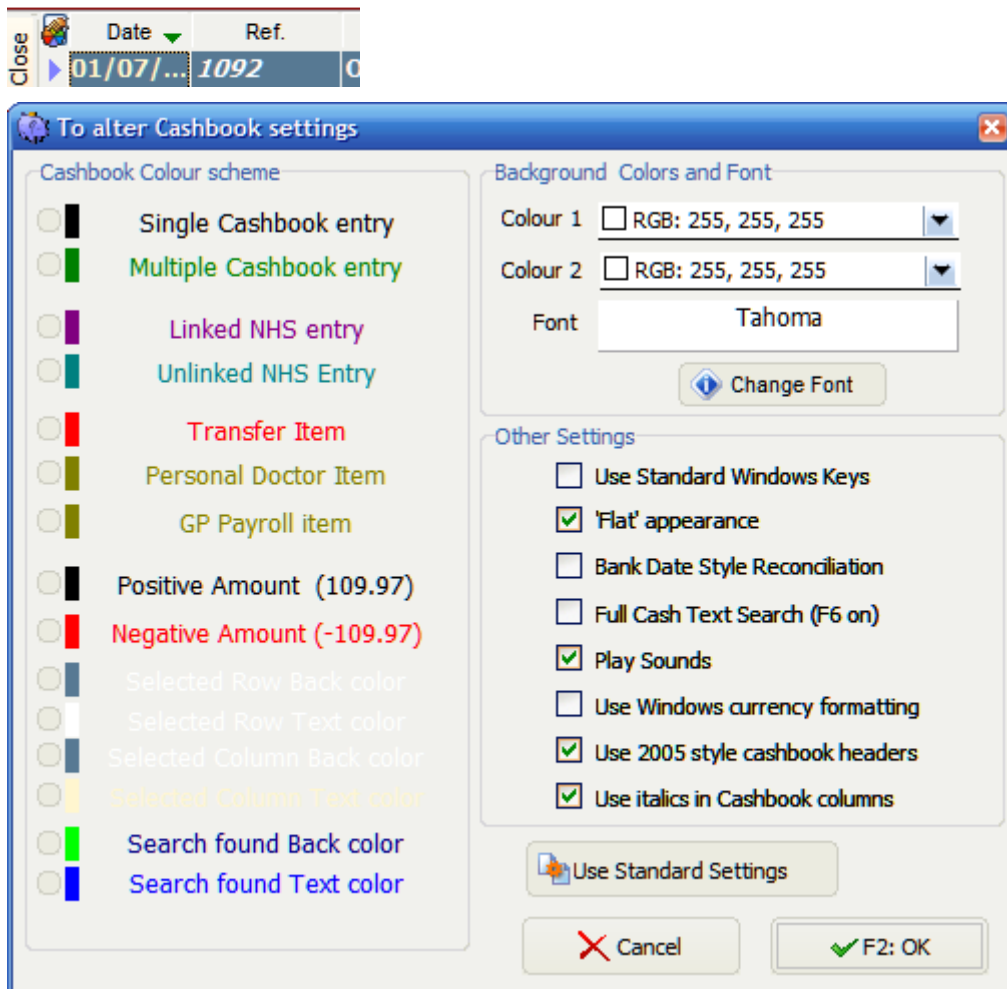
[The Cashbook Ledger](#)

[Cashbook Views](#)



Altering the Cashbook Display

Many of the colour, font and other settings can be customised from this screen. It is available from the **Main menu - Cashbook - Grid Settings - Other Grid Settings** or by pressing the coloured icon in the top-left corner of the main Cashbook Grid:





Entering a Date

Dates are used in a variety of places in IRIS GP Accounts, but unfortunately entering dates into computer programs is always fiddly. We have tried to make this process as quick as possible by giving you a few shortcuts and a variety of methods for entering a date:

Typing in the Date and using the Arrow keys in a Date field

- It is often easiest simply to type in the date. Our Date fields are fairly smart and will normally interpret 2-digit years properly e.g. for 7th July 2002 you would type **070702** then **<Enter>**
- The **Left/Right Arrow** keys move you between the Day, Month and Year parts of the Date field.
- The **Up/Down Arrow** keys will increase or decrease the active part of the date. e.g. if the cursor is over the month, pressing the Up arrow key will increase the month by 1.



Key shortcuts in a Date field

These are not case-sensitive i.e. 'T' and 't' both select today's date.

- pressing **T** selects Today's date
- pressing **D** decreases the Day by 1
- pressing **Y** increases the Day by 1
- pressing **M** decreases the Month by 1
- pressing **H** increases the Month by 1

Using the Calendar with the mouse

Press the Calendar button to display the calendar and select the correct date. Note that the calendar does not do any date checking. The **arrow** buttons move you back or forward through the months. **Click** on a date to select it. The date is only checked when the item is saved.

Double-clicking with the mouse enters Today's date

Entering Cashbook Text



Selecting from the drop-down list

The drop-down list displays a list of any Default text items and Memorised items which have been created. This allows you to quickly enter the details of this Cashbook item. The list does not appear when recording Memorised item

- A blue T preceding an item in the drop-down list signifies that this is a Default Text item. On selection the Default Text is placed in the Text field - see Default Text items for further details.
- A green M preceding an item in the drop-down list signifies that this is a Memorised item. On selection the Memorised item fills a number of the Cashbook item fields such as Text, Codes, sub-codes, Doctor and VAT details - see Memorised items for further details.

Editing selected or highlighted text

If all of the text in the Text field is highlighted e.g. after a Default Text item has been selected, you will find that if you try to amend the text it will disappear and be replaced by whatever you type. Although this is standard Windows behaviour, it can be annoying if you are simply trying to make a adjustment to the existing text. To get round this press <F6> which disables the Automatic text searching.

Main Codes and Sub codes

Main codes and Sub-codes

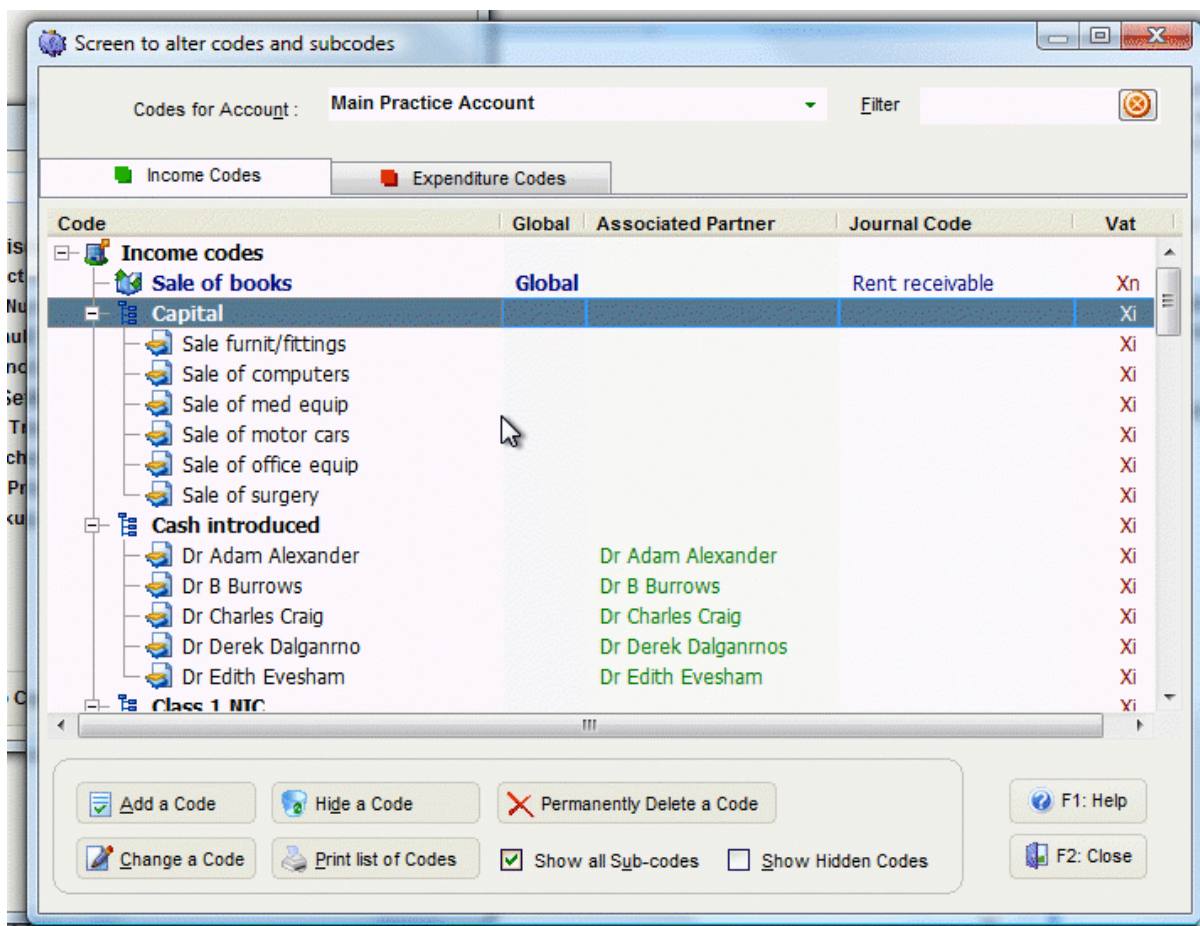


Cashbook Main codes and sub-codes are the principal coding system for the Accounts package. They perform the same function as columns in a manual ledger, allowing items of income or expenditure to be grouped for presentation and analysis. It is vital that the layout of codes and sub-codes is discussed with your CA as this will make the output of the package much more valuable. There are a number of report options available which allow you to present different aspects of the practice's finances broken down by Main code or sub-code.

Each Account has its own set of codes. Many CAs will be able to provide you with a set of standard codes which they prefer their clients to use. Some of these are available with IRIS GP Accounts, in other cases your CA may be able to supply these standard codes on a floppy disc or via email.

You may set up an unlimited number of codes and/or sub-codes for each account. It is also now possible to alter the structure of the codes without causing corruption of existing data e.g. A sub-code can easily be 'promoted' to a main code if required and a Main code can be made into a sub-code without any data loss or corruption.

Cashbook codes can be added to or changed by selecting **Setup - To alter Cashbook Codes** from the Main menu or may be added directly from the main Cashbook item entry screen



Add a Code / Change a Code

See [Adding or Changing a Code or Sub-code](#) for more details.

Hiding codes or sub-codes

In the Dos program it was possible to completely delete a code or sub-code. This could occasionally lead to data corruption if the deleted code was being used inadvertently. Rather than completely deleting codes, they are now simply hidden and can be viewed and even reactivated after ticking the check box 'Show hidden codes'.

Permanently Deleting codes or sub-codes

It is now possible to completely delete unused Cashbook codes.

See [Deleting a Code or Sub-code](#) for further details

See also

[Journal codes](#)

[Doctor codes](#)

[Global Codes](#)

Global Codes



In previous versions of IRIS GP Accounts, cashbook codes were specific to only a single account and could not be shared across accounts.

In IRIS GP Accounts, cashbook main codes can be changed to Global main codes. All such Global codes and any sub-codes beneath them, will be visible to all accounts in an accounts group. This means that Global codes can be used and reported upon across all accounts within an accounts group.

Current Income code :- (Main Code) Cash introduced

Basic Detail | Doctor details | Vat details | Journal code

Text of this code:

Type of code

This is a Main code.

This is a Global code (available to all accounts)

Sub code of

Existing main codes can be converted to Global codes but once a code is made Global it cannot be changed back to an account specific code. Any sub-codes of this global code will also be globally available.

If you have codes in other accounts with the same name, these will be automatically renamed by appending [L] (for local) to the name of the code e.g. if the code 'Telephone' exists in 2 accounts and it is made Global in Account 1, the code in Account 2 will be renamed to 'Telephone [L]' so that they can be differentiated in lists and reports:

Codes for Account : petty cash

Income Codes | Expenditure Codes

| Code | Global | Associated Doctor | Journal Code |
|----------------------|--------|-------------------|--------------|
| Dr S A Lynch | | | |
| Cleaning [L] | | | |
| Cleaners salaries | | | |
| Cleaning materials | | | |
| Laundry | | | |
| Window cleaner wages | | | |
| Distributions | | | |
| Dr A K Nohlett | | | |

In this situation, if you want to code all Telephone items under the Global code, you can delete and remap the items under 'Telephone [L]' using the [Cashbook Code Deletion facility](#)

There are new options in Cashbook reports to allow Global codes to be analysed for 'By Code' and 'End of Year' reports. Global codes cannot yet be analysed for Income/Expenditure analysis reports.

Adding or Changing a Code or Sub-code



To add a new Main code or Sub-code or to change an existing Code select **Setup - To Alter Cashbook Codes** from the main menu. Next choose 'Add' or 'Change' from the '[Alter Codes](#)' screen

The **Basic details** part of the screen appears. You may move to the other parts of the screen by pressing the 'Tab' buttons at the top i.e. Doctor details, VAT details, Journal Codes.

See [Global Codes](#) for more information

The Partner **details** part of the screen lets you link a particular Partner's settings to this code. When the code is selected the Partner's details will be selected too, saving data entry time.

Click on different parts of the screen to get more information:

The **VAT details** part of the screen lets you link particular VAT and Partial Exemption settings to this code. When the code is selected the VAT details will be selected too, saving data entry time.

Basic Detail Doctor details **Vat details** Journal code

Is this code associated with a usual Vat category ?

This code is not associated with a Vat category.

Associated with Vat category : **Exempt**

Dispensing category : **Standard Income item**

The **Journal Code** part of the screen lets you specify under which Journal code this code is to be analysed. If a code does not have a Journal code it cannot be analysed properly by the Journal Codes reports.

Basic Detail Doctor details Vat details **Journal code**

Each main or sub code may be given a Journal code which allows a more simple overall presentation of the accounts at the end of the financial year.
New sub codes automatically inherit the Analysis group of their main code. Sub codes with blank journal codes will be assumed to have the journal code of their main code.

Journal Template: **MMS GMS Practice Accounts**

Journal code: **OTHER INCOME**

Use this journal code for all sub-codes under this item.

- **A** (none)
- **A** NHS INCOME
- **A** APPOINTMENTS
- **OTHER INCOME**
 - **A** Insurance Fees
 - **A** Cremations
 - **A** Rent receivable
 - **A** Insurance claims
 - **A** Sundry fees

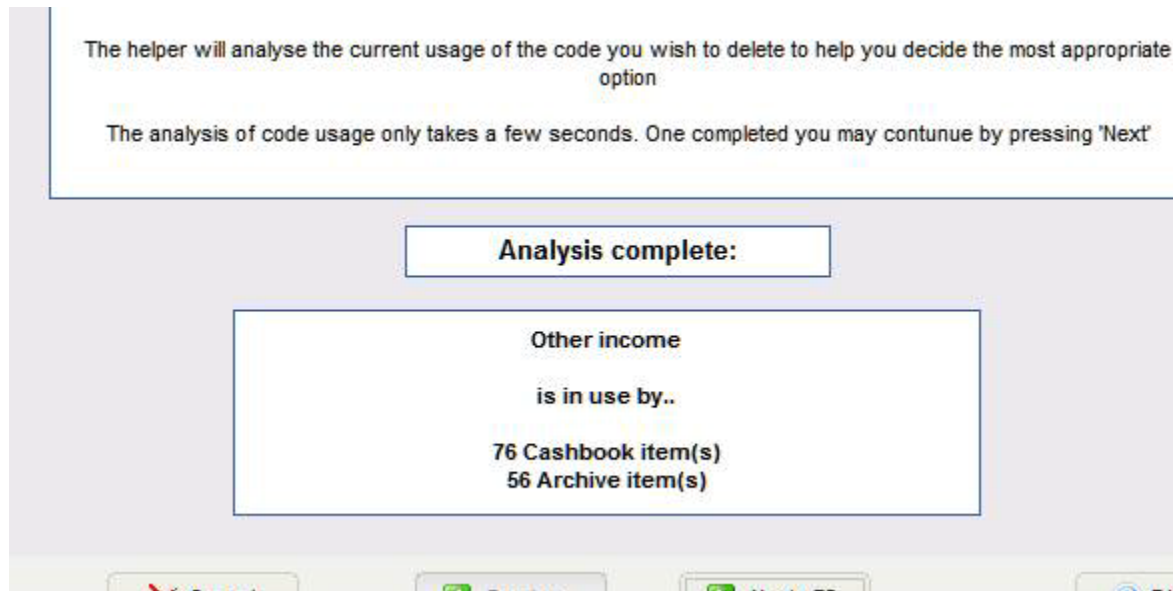
See also:

- [Global Codes](#)
- [Partner Codes](#)
- [VAT facilities](#)
- [Partial Exemption facilities](#)
- [Main codes and Sub-codes](#)
- [Journal Codes](#)
- [Journal Layouts](#)

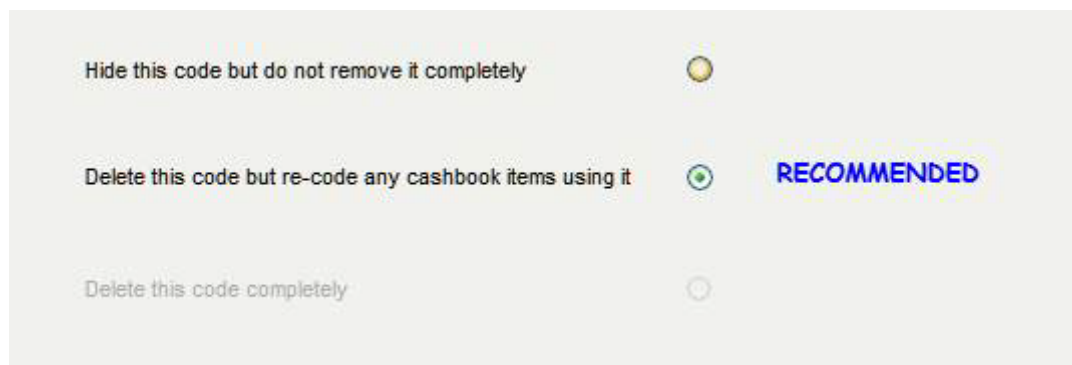
Deleting a Code or Sub-code



The Cashbook code deletion facility allows codes to be completely deleted and not just 'hidden' as in previous versions of the package. It is accessed via **Setup - To alter Cashbook Codes - Permanently delete a code**. The Code deletion helper will check if the code is being used and offer several options depending on what it finds:



1. The code is not being used - simply Hide it as in previous versions of the package.
2. The code is not being used - Delete it completely.
3. The code **IS** being used - allow you to remap any items using this code to a different code and then delete it.



Global codes may only be remapped to other Global codes:

Option to re-code 'Other income' as:

| Remap to ... | Global |
|--|---|
| <ul style="list-style-type: none"> Income codes <ul style="list-style-type: none"> Cash introduced Dr Adam Alexander Dr B Burrows Dr Charles Craig Dr Derek Dalganrno Dr Edith Evesham <ul style="list-style-type: none"> Class 1 NIC Dr Adam Alexander Dr B Burrows Dr Charles Craig Dr Derek Dalganrno Dr Edith Evesham <ul style="list-style-type: none"> Fundholding [L] Fund savings Mont All Computers | <p>Global</p> <p>Global</p> <p>Global</p> <p>Global</p> |

Filter: Show all Sub-codes

Use this screen to recode items using the code you are about to delete.

Select the new code you wish to use for these items and then press Next.

If the code you are trying to remap is a Global Code, you will only be able to remap it to another Global Code.

If the code you are trying to map is a Main code which has sub codes and you are trying to map it to a subcode, its sub codes will be remapped to be sibling subcodes.

Suggested codes



The correct setup of Income and Expenditure codes and sub-codes is very much a matter for the practice and accountant but you may find that it is useful to use these Demonstration codes as a basis for your discussions.

Income Codes/sub-codes

- Capital
- Cash introduced
- Class 1 NIC
- Dispensary Income
 - Drug Company rebates
 - NHS Script fees collected
 - PPA Dispensing Reimbursement
 - Private Sales
 - Travel Vaccinations
- HMRC VAT
- Hosp. appointments
- Income tax repaid
 - Tax (unallocated)
- Institutional fees
- Investment income
 - Bank Depos interest
 - Build Soc interest
 - Current acc interest
 - Dividends receivable
- Miscellaneous
- NHS income
- Other appointments
- Other income
 - Attendance allowance reports
 - Benefits Agency reports
 - Blue/Orange badges
 - Cremation fees
 - Donations receivable
 - Drug bonus refunds
 - Employment medical exams (pre)
 - Employment medical exams (post)
 - HGV/Driving Licence medicals
 - Insurance reports
 - Medico-Legal report
 - Minor Surgery
 - Other medical fee income
 - Passport signing
 - Photocopy medical reports
 - Private dispensing
 - Private medical report
 - Private script fee
- Rent receivable
- Sale of travel packs
 - Service Charge (rent)
 - Sundry fees
 - Vaccination fees
- PAYE deducted
- Script monies

Expenditure Codes/sub-codes

IRIS GP Accounts

Capital

- Computers
- Furniture / fittings
- Medical equipment
- Motor cars
- Office equipment
- Surgery

Class 2 NIC

Cleaning

- Cleaning materials
- Gardening
- Windows

Computer expenses

- Hardware
- Support fees

Drugs & instruments

- Administered Drugs/Vaccines
- Dispensary consumables
- Dispensing drugs
- Medical consumables
- Medical instruments

Financial expenses

- Bank charge/interest
- Mortgage interest

Income tax paid

Insurance

- General insurance
- Staff Med Ins

Locum fees

- Call Handling
- External locums

Monthly drawings

Motor expenses

Other drawings

Spouses NHS Pension

Partners' prof exps

- Partners' courses
- Partnership Subs

Postage

Premises expenses

- Electricity
- Heating
- Rent

Professional fees

- Accountancy fees
- Architects fees
- Solicitors fees
- Stock valuers fees
- Surveyors fees

Repairs and Renewals

- Building improvement
- Building repairs

Script monies

Staff costs

- NHS Pension Scheme
- Staff non reimb

- Staff salary reimb
- Staff training
- Stationery
- Sundry expenses
 - Books
 - Data protect registrn
 - Donations paid
 - Minor surg expenses
 - Other items
 - Petty cash
 - Refreshments
 - Staff Xmas parties
 - Sundry equipment
 - Surgery furniture
 - Used drug disposal
 - Waiting room expense
- Tax refunds (ptns)
- Telephone
 - Mobile phones
 - Pagers
 - Surgery telephone

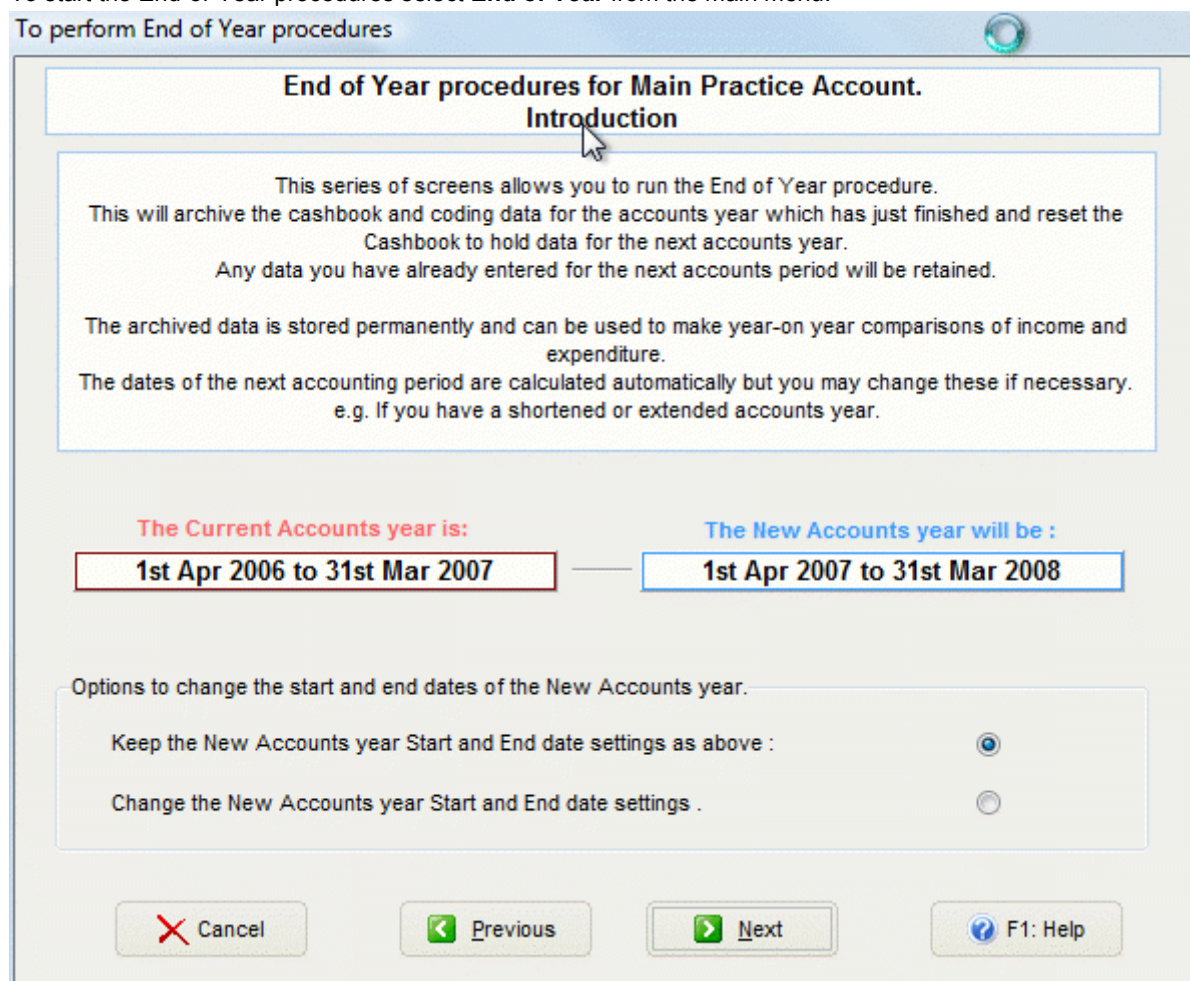
End of Year procedures

End of Year Procedures



The package normally only stores 'live' data for a single accounting period of up to 18 months. After this, at some point you have to perform End-of-Year procedures to archive the current year's data and reset the package to work with the new year. These procedures are automated in the form of a series of Helper screens which take you through the procedure step-by-step. The End-of-Year procedures can be performed at any time after the end of the accounting period but the package will allow you to enter up to 6 Extra months beyond the end of the actual period and it is probably best left for a month or two to get most of last year's items reconciled. This is not essential, as the package will now carry over unlimited unreconciled items which can be reconciled later.

Note: Unlike the GP Payroll program you do not need an upgrade disc before moving to the next year. To start the End-of-Year procedures select **End of Year** from the main menu:



Step 1 - Adjust the Start and End dates of the next Accounting period

The dates of the next accounting period are calculated automatically but you may change these if necessary, you can also truncate or extend your practice accounting year as you wish.

Step 2 - To pay-in any outstanding Direct Debits/Credits

This screen allows you to pay-in direct debits and credits outstanding for any period you specify in the boxes. Unless the items have been marked as "Confirm" they will be automatically paid into the cashbook. Items marked "for confirmation" are not paid in directly but are held back until they have been checked and altered if required.

Step 3a - Current Year Reconciliation.

The package allows you to carry forward a record of any unreconciled cashbook items. These can be reconciled at a later date when the bank statement becomes available.

Some accounts e.g. Petty Cash may not need bank reconciliation and in this case you may choose to automatically reconcile all the items.

To perform End of Year procedures

**End of Year procedures for Main Practice Account.
Reconciliation (Current Year)**

The accounts package will allow you to carry forward a record of any unreconciled cashbook items. These can be reconciled at a later date when the bank statement becomes available.

Some accounts e.g. Petty Cash may not need bank reconciliation - in this case you may choose to automatically reconcile All items.

Unreconciled Income items : Unreconciled Expenditure items :

Reconciliation options

Carry forward unreconciled item records to the next accounts year :

Reconcile ALL cashbook items automatically :

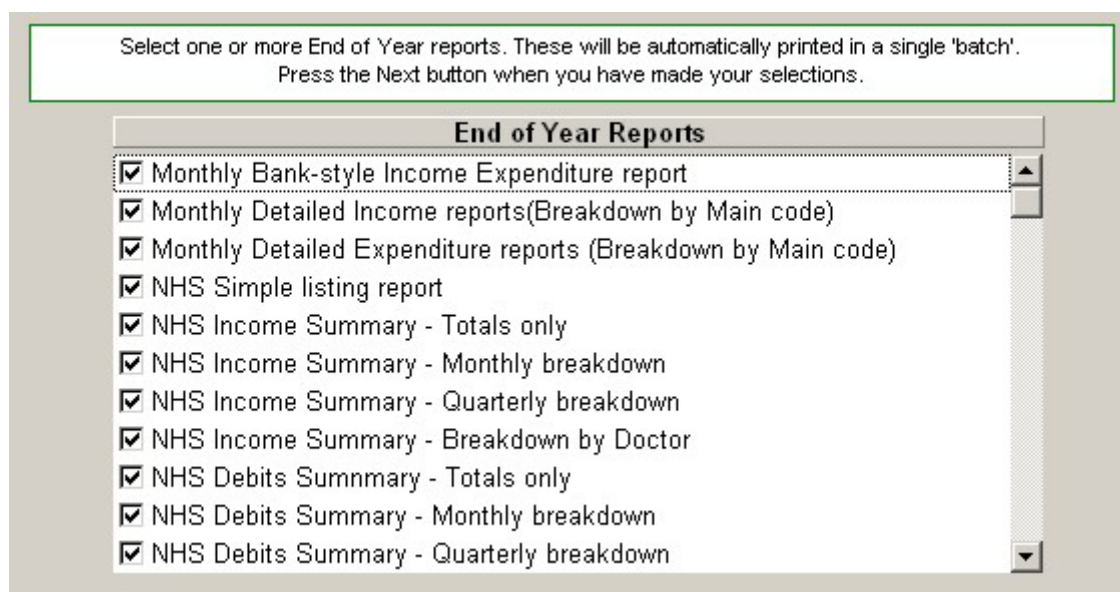
Step 3b - Previous Year Reconciliation.

The package allows you to carry forward a record of any unreconciled cashbook items. Occasionally you may be unable to reconcile items from the previous year i.e. the current year's previous year. These are usually un-presented cheques which can normally be written off. The package will offer to automatically correct the Cashbook by generating balancing Contra entries for these items. It may be wise to discuss this feature with your CA first.

Step 4 - Print End of Year Reports.

The print screen allows you to choose a variety of print options.

The printouts selected will be printed in a single batch. You may also select to print any of the other Cashbook reports at this stage.



Step 5 - Take a Backup of the Current Accounting period.

It is always wise to do this , even if you use a system backup e.g. a tape streamer as it can be difficult to retrieve data in the event of a problem.

Step 6 - Send an Export Disc to your Accountant.

This is a convenient point to create an Export disc for your CA if required - see [CA Export Links](#) for more information.

Step 7 - Transfer the files and reset the Cashbook.

This is an automatic process.

Step 8 - Check the Direct Debits and Credits Setup

When starting the new accounting period it is worth checking your Direct debits and credits to make sure that they are still being applied for the correct periods and months.

Finished!!

When you go back into the Cashbook you will see that any data that was entered in the Extra months has been retained but is now at the start of the new accounting period. If you select **Cashbook - Prev Year** from the main menu you will be able to read your previous year's data. This is in read-only form - you can look but not alter!! your previous year's totals, main-code, sub-code and doctor totals are also stored in archive form and can be analysed via the [Analysis reports](#).

Current and Previous Years



The package allows you to work with only a single 'Current' accounts year, which is reset as part of the End of Year procedures.

Up to 5 previous years of Cashbook data is retained by the package as 'Previous year' data. This is normally in 'read-only' mode i.e. you will not be able to add, change or delete any 'Previous year' entries. Previous year data is displayed in **red**.

It is possible to disable the 'read-only' status of previous year data but it should be altered only in exceptional circumstances after guidance from your accountant.

To access Previous Year data, select **Main Menu - Cashbook - Previous Year** or **Select Period - Previous Year**. A further menu detailing the Previous years available will appear:

| | | ts : Main Practice Account : Apr 2003 - Mar 2004 | | | |
|-----|---------------------------|--|------------|------------|----|
| | | N. | Gr. Income | Gr. Expend | Gr |
| ef. | Single Month | | | | |
| | ✓ Whole Cashbook | | | | |
| | Current Year only | | | 73.00 | |
| | ✓ Current Accounts year | | | 57.50 | |
| | Previous Accounts year | | | | |
| | DSS Insurance Dr Mac | | | | |
| | Powergen-Clydebank | | | 60.00 | |
| | DSS Insurance Dr Colville | | | 10.00 | |
| | DSS Insurance Dr Gregory | | | 10.00 | |

To return to the Current year, select **Main Menu - Cashbook - Current Year** or **Select Period - Previous Year**.

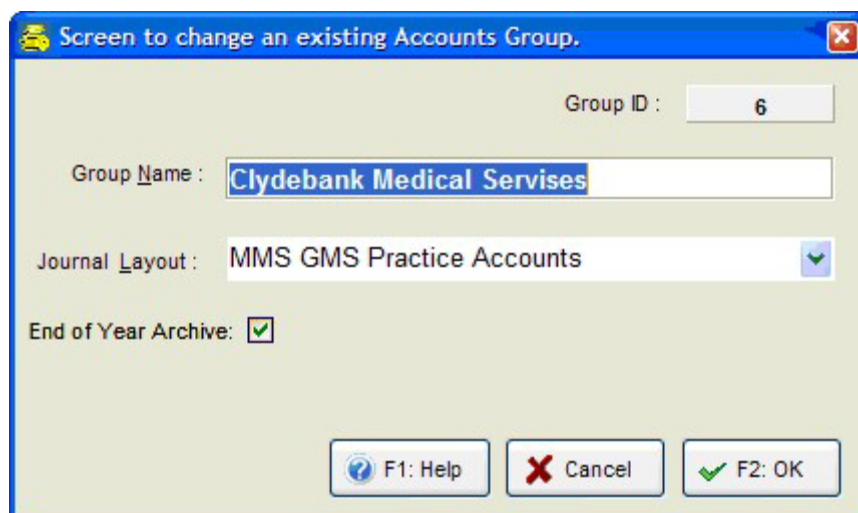
Archive Groups



Previous versions of the Accounts program could only hold a single Previous year within the Cashbook. In order to hold older data, it was possible as part of the End of Year procedures, to create a backup copy of the active Accounts Group. Whilst this worked reasonably well, it did mean that a number of duplicate accounts groups appeared on the 'Choose an Account' screen, and we found that a fairly common problem was for users to inadvertently go into the wrong i.e. older Group in error.

Now that the package allows up to 8 Previous years to be retained, there will be no need for these older groups to be created and over time they should fall into disuse and be deleted.

In the interim, we have added the facility to mark these older Groups as 'Archive Groups' via **Setup - To Alter Groups - Change a Group**.



Tick the box marked End of Year Archive and then press **F2:OK**.

The next time you display the 'Choose an Account' screen, this Group will only be shown (in Green) if you have pressed the **Show Archive Groups** button:



Hopefully, this will prevent these groups being used inadvertently.

Basic Topics

Passwords and Security options



Your practice accounts data is sensitive and needs to be protected, both from prying eyes and inadvertent (or even malicious) corruption of the data. IRIS GP Accounts offers two distinct methods of protecting your data. You may change back and forward between these 2 methods at any time:

Accounts passwords

Each account is given it's own password. These passwords can only be changed if you have access to the Admin Password. There is no need for each user to login when starting the package. The Admin password acts as a Secondary password for more sensitive parts of the system and needs to be kept known by only one or two people in the practice.

User logins

If User logins are enabled, the administrator will set up a 'User' with a user name and password for each member of staff or doctor who is allowed access to the package. You may specify which specific accounts each user can access. On starting the package you will be asked to login by entering your user name and password. If successful you will be allowed access to any accounts specified without having to type a password for each account. A special login called 'admin' is always created with it's own Admin Password. If you login as 'admin' and give the correct password you will be given access to all accounts and all parts of the system. It is obviously very important to keep the Admin password known only to one or two people in the practice.

The Admin Password and 'admin' login

The 'Admin Password' is designed to protect the more sensitive parts of the Accounts program from being inadvertently altered e.g. Altering Accounts, Codes and sub-codes, Restoring data from Backups. It is initially set to 'pass'.

If you are using User logins and wish complete access to the system, log in with 'admin' as the user name and the Admin Password.

To alter Security settings

You may alter the security settings and Admin password by selecting **Setup** from the main menu then '**Alter Security settings**'. You will then be presented with the following screen. Most of the options are self-evident. The User Add, Change etc. buttons only become active if User logins is selected. User names and settings are never deleted but can be hidden if the user has left the practice.



User Login and Access rights

For each user added, you must supply a User name and password. For each account listed, you may set access for this user to No Access, Full Access or Read-only, by clicking on the appropriate drop-down arrow in the access rights column:

Screen to add a new Users.

User Login Name : JT

Password : pass

User ID : 5

Hidden

Accounts Group : Main Accounts Group

| Account | Access Rights |
|-----------------------|---------------|
| Main Practice Account | Full access |
| petty cash | Full access |

F1: Help

Cancel

F2: OK

Tag Codes



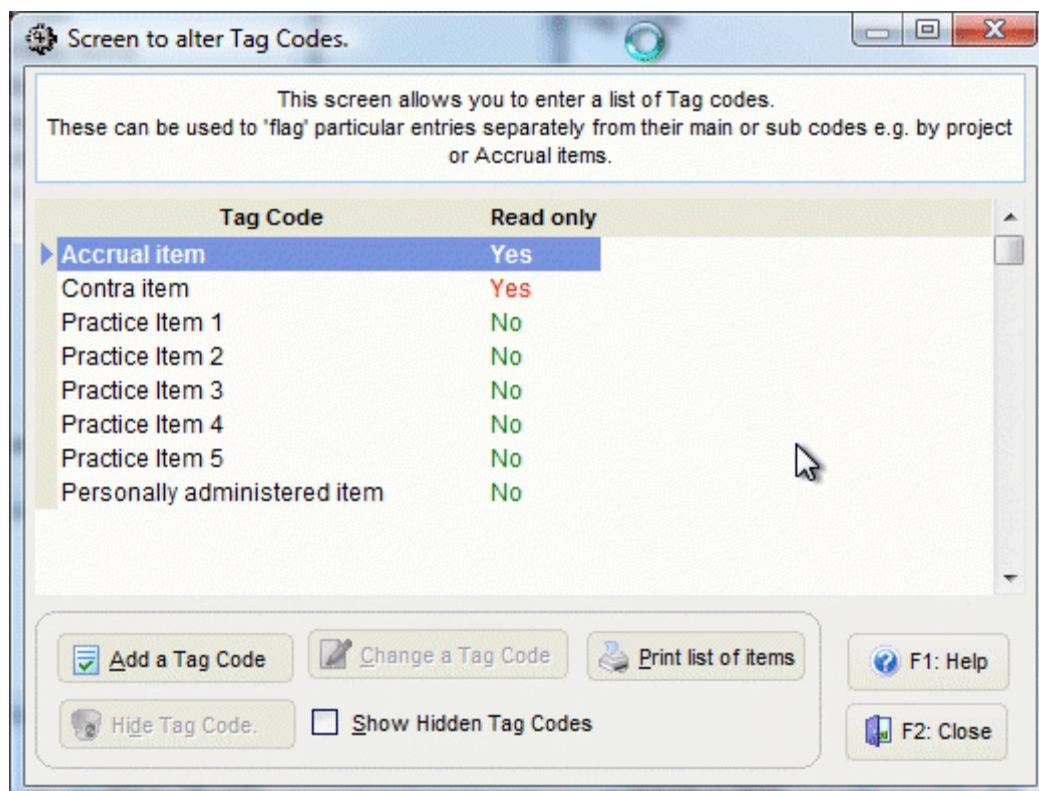
Whilst many practices will have no need for Tag codes, experienced users have found that it is often helpful to be able to highlight particular Cashbook items to bring to the partner's or accountants attention. This may be for a number of reasons and may bear no relation to the items' Main codes or Sub-codes.

Examples include:

- Accrual items which appear in this year's Cashbook but in accounting terms refer to a different year.
- Contra items made to correct previous errors or discrepancies e.g. Cancelled cheques
- Projects e.g. Building works which encompass a range of codes.

There are specific [Cashbook Filters](#) and [Cashbook Reports](#) which allow analysis by Tag code.

To alter Tag codes, select **Setup - To alter Tag codes** from the main menu.



- There is no limit to the number of Tag codes.
- The Accrual and Contra Tag codes are 'Read-only' and cannot be altered or Hidden.
- Like other codes Tag codes cannot be completely deleted but can be 'Hidden' so that they do not appear on the usual lists.

Enter a Password



This screen is used to enter the password for an account. Passwords are not case-sensitive i.e. PASS and pass are regarded as identical.

Passwords are set for each account from the Accounts setup screen.

See [Adding or Changing an account](#).

Reconciliation and eBanking

Reconciliation



Reconciliation is always one of the more difficult and tedious tasks in working with the Cashbook. The process of matching the Cashbook with the bank statement is a necessary activity but any small errors of transcription or omission can make the process very difficult and time consuming.

We have designed the Cashbook reconciliation view to help this process as much as possible. To enter the Reconciliation View, press <F8> or select **Reconciliation view** from the **Cashbook Views button/menu** on the main Cashbook screen.

Bank Date Style Reconciliation

When the Reconciliation view is first entered, you may be asked to enter details of your bank statement - the last date on the statement and the final balance on the statement.

Option to Ignore Bank Statement details

Some users prefer to work by reconciling against the last day in the Accounting period to make sure that all items are included. If you would rather work this way you can choose to switch off the Bank statement details screen via **Cashbook - Grid Settings - Other Settings**. Untick the box titled **Bank Date Style Reconciliation**:



In this case the reconciliation balance is calculated at the last date available to the accounts program - normally 6 months after the End of your accounting period.

This option can now also be adjusted from the Reconciliation View screen: **Use Bank Date Reconciliation** :

Reconciliation View

The Reconciliation view now appears. **As default it will display Unreconciled items only** i.e. items that have not been successfully reconciled with the bank statement.

Initially, the period viewed is set at the whole cashbook up to the Bank Balance date including unreconciled items from the previous year's accounts - see [End-of-Year procedures](#)

As the Unreconciled items are 'checked off' and reconciled with the bank statement they will disappear from the visible list.

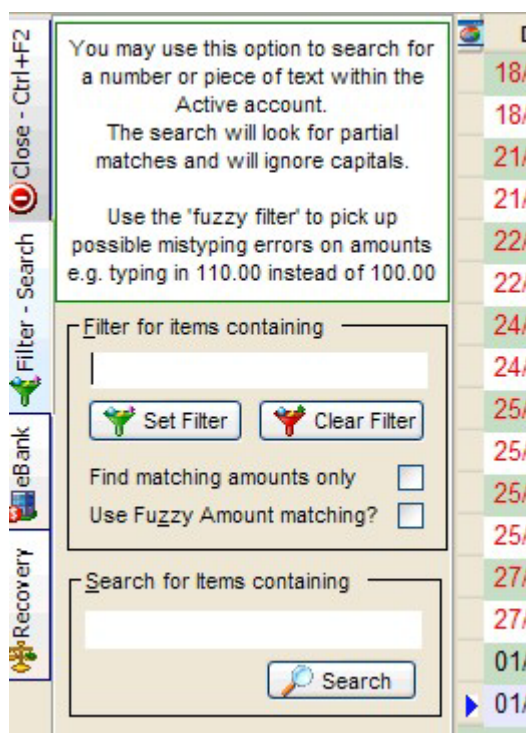
If you wish to see Both Reconciled and Unreconciled items remove the tick from the **Unreconciled items only** checkbox. Reconciled items have a green tick in the 'R' column.

When every item has been reconciled, the Reconciled balance should match the Bank Balance and the Unreconciled balance will reach 0.00.

Using the Filter/Search facility

The package has a filter/search facility which can help greatly in looking for matching items in the Cashbook and Bank statement.

To activate the Filter facility, press <F> or press **Filter/Search** on the vertical tab bar at the left of the main screen.



The Filter/Search panel will appear ready for you to type the amount, text or reference into the filter box. When you press enter or **Set Filter**, only items matching will be listed in the Cashbook screen.

Set **Use Fuzzy amount matching** to show other entries that closely match the required amount but may have been miskeyed e.g. 11.3 or 114.00 instead of 113.00.

To activate the Search facility, press **<S>** or press **Filter/Search** on the vertical tab bar at the left of the main screen.

The Filter/Search panel will appear ready for you to type the amount, text or reference into the Search box. When you press enter or 'Set Filter', the first item matching will be highlighted in the Cashbook screen.

See [The Filter/Search tab](#) for more information.

eBank Reconciliation

The combination of eBanking, i.e. using downloaded information from your bank to assist reconciliation is particularly powerful and should save a great deal of time and potential frustration.

See [eBanking](#) for more information



Resolving Reconciliation Problems

A few notes on resolving Reconciliation problems

Two of the most useful printouts are, from Reconciliation View F12 and from main Cashbook View F4 twice. Remember in Recon. View there is a small box which you can tick or untick that shows all items or just unreconciled items.

Make sure you're running the latest version of the accounts package

- Always take a backup after reconciling with your bank statement. This means you can always restore this, which gives you a base to start if you have problems with a later reconciliation.
- Reconcile each entry on the bank statement in order and then check that the reconciliation figure on the package matches the balance on the bank statement. This will only apply if you're using Option 1 above.
- Check that no Direct Debits have been entered twice
- In main Cashbook View (the one that is on the screen normally) click the button at the top of the Text column and this will sort the items in alphabetical order so making it easier to find duplicates.
- F4 pressed twice printed out is a useful printout.

The following is a good check that the package's arithmetic is correct and you've no option then but back to the grindstone.:

Do a Quick Report in Reconciliation View. Then take the Reconciliation Balance + the total in the Amount column of Quick Report (if this is a -ve figure you subtract it) and this should equal the closing balance.

Note: Closing Balance and Reconciled Bank Balance will only be the same when every item of income and expenditure are reconciled.

When you go into the reconciliation view you are asked for the date you want to reconcile at. I would leave that at the default of today's date rather than the date of the Bank Statement. Also leave the field for the Bank Statement figure blank. In this method the black and red totals will be exactly the same and increase and decrease as you reconcile and income or an expenditure item. If left figure is black the reconciled balance is +ve and if red then it is -ve.

In main Cashbook View (the one that is on the screen normally) click the button at the top of the Text column and this will sort them in alphabetical order so making it easier to find duplicates.

Check that DDs have not been entered twice.



Creating Contra Entries

A fairly frequent requirement in working with Cashbook is the ability to make corrections for uncashed cheques, erroneous entries or inadvertent duplicates.

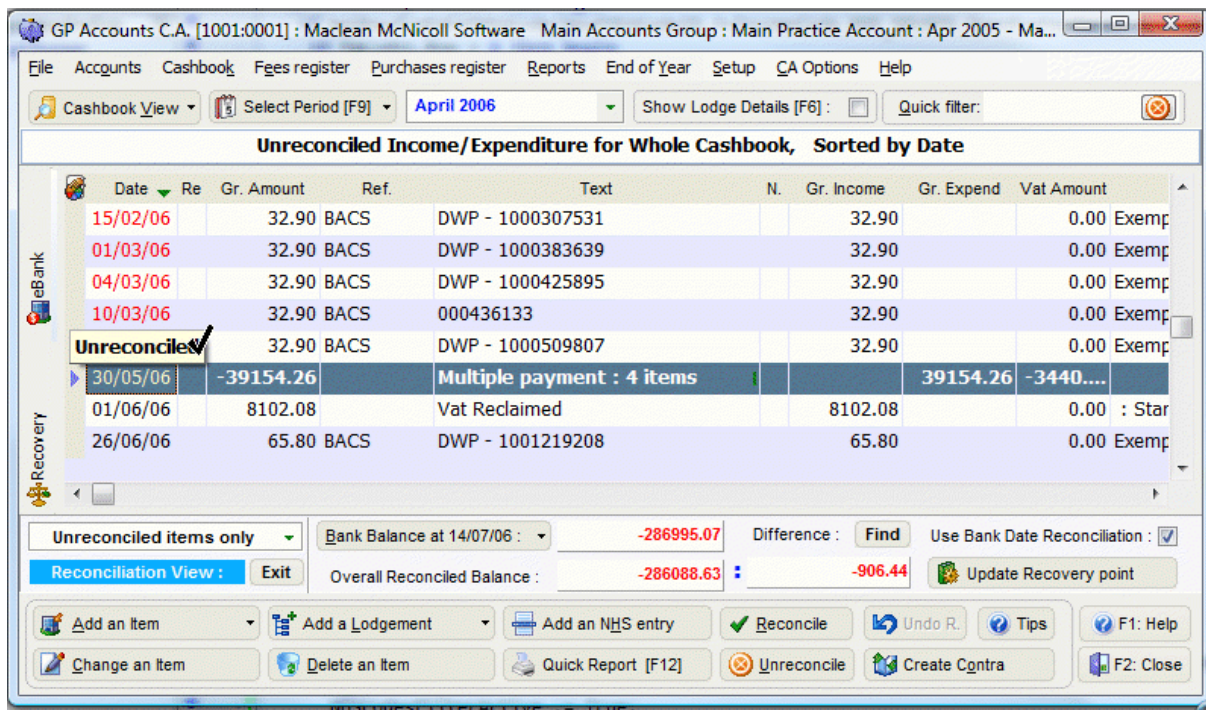
If the item concerned is still within the current accounting period, it can be simply deleted. If however, the item is in a previous year, it cannot be deleted as it will have been accounted for in recalculating the new Opening Balance for the current year. The standard way of making such a correction in these circumstances is to create a 'contra item', which cancels out the erroneous amount and reconciliation status.

'Create Contra' option in Reconciliation View

There is now a 'Create Contra' button in Reconciliation View on the main Cashbook screen. Pressing this button automatically creates a matching contra item for the currently highlighted cashbook item, reconciling both the current item and the new 'contra item'.

The new contra item will have the same Cashbook Codes as the original but will have a 'negativised amount' e.g. if the original item was for £117.50, the contra amount will be £-117.50.

This will restore the Cashbook and Reconciled balances, just as if the cashbook item had simply been deleted.



eBanking



Most banks now offer some sort of electronic banking service, either by older-style 'dial-up' accounts or by more modern 'Internet banking' via the web-browser. Almost all electronic banking packages allow the client to download full or partial copies of the bank statement onto the client's computer, in the form of an export file. Although many cashbook packages allow the data from these files to be imported, this is usually done by loading the data directly into the Cashbook. This does not allow for accurate reconciliation and coding of the imported items. IRIS GP Accounts takes a different approach by loading the imported data into a local copy of the electronic bank statement, known as the eBank Statement. The package can then use this data to directly assist the process of reconciliation and accurate data entry. This integration of eBanking with the reconciliation is, we believe, a unique and powerful feature which many practices will find indispensable.

Getting Started

Downloading the electronic Bank statement

Once you have established an electronic bank account, in most instances you will be given the option to export or download part or all of the statement to your PC.

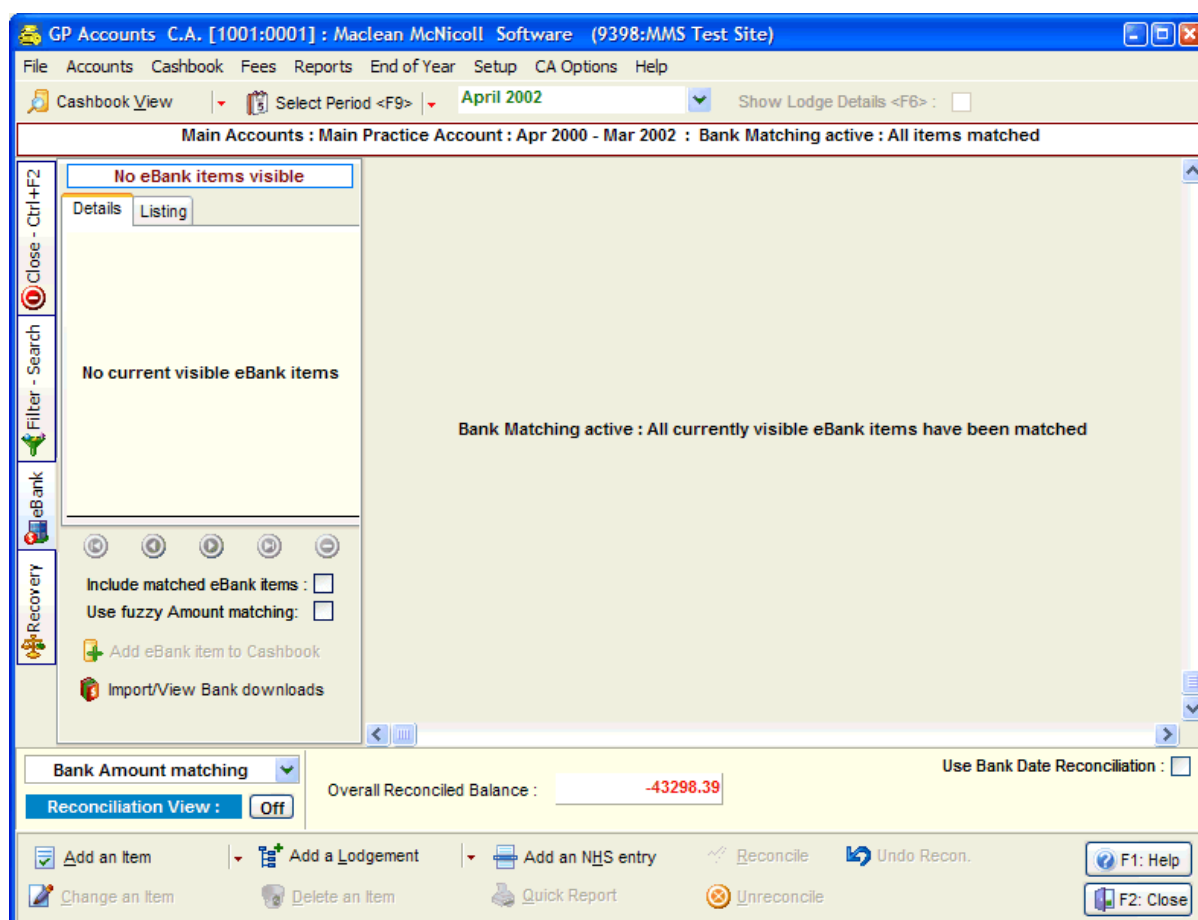
Bank file formats

Every bank varies in exactly how this is done and there is no single standard for the format of the data which is downloaded. The banks are generally reluctant to publish details of their individual bank file formats but we have been able to determine the formats used by a number of banks - Current Banks supported. Even if your bank is not listed, as long as it offers downloads in **OFX or Quicken QIF format**, the package will be able to read the files. If your bank only appears to offer a different format, please let us know and we will do our best to advise or adapt the package.

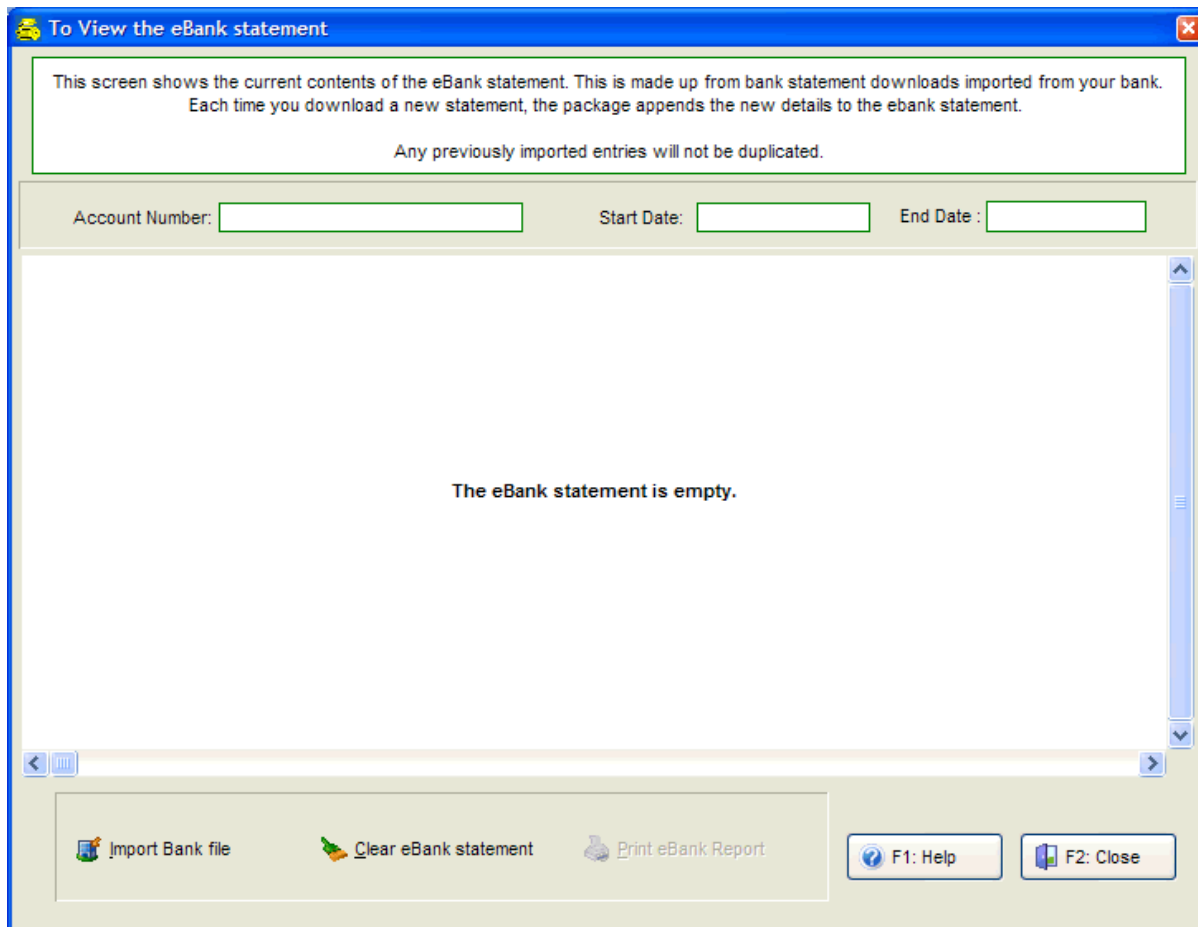
If your bank offers multiple file formats, **Microsoft Money/OFX** is the best option, followed by **Quicken/ QIF**.

Download your bank statement export file to an easy to find location such as 'My Documents' or the 'Desktop'.

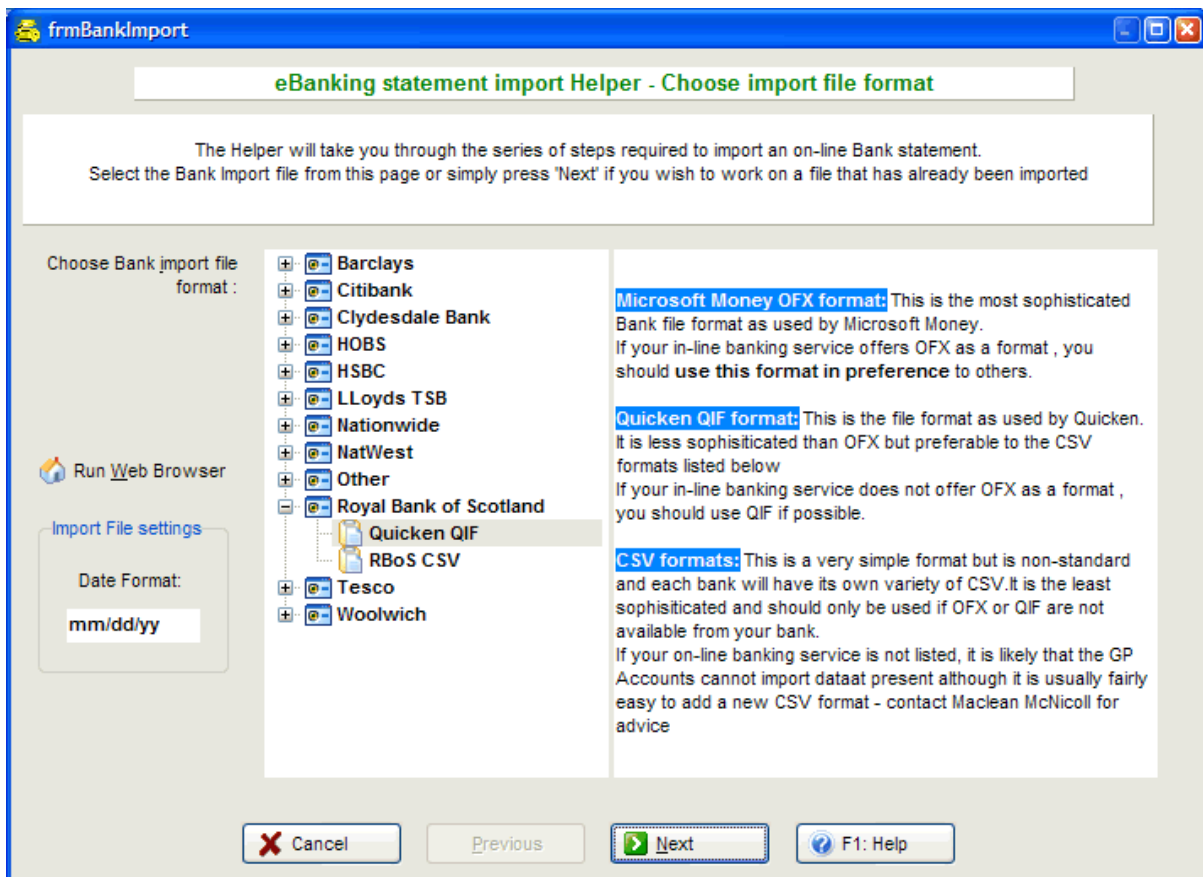
Now go into IRIS GP Accounts and go to the eBanking facilities **Reconciliation View <F8> - eBank tab** where you will see a screen like this:



Click on the button Import/View Bank downloads, the following empty eBank Statement screen will appear:



For more details on the eBank Statement screen see [The eBank Statement](#).
Now press the **Import Bank file** button, and the Import wizard helper will start:



Select the appropriate Bank and Import file format for the tree and then press Next. you will then be asked to Select and Open the Bank file that you have just downloaded, so navigate to My Documents or Desktop and open the file. The file will be read in and a preview screen displayed. If you are happy that this is the correct data, press **Finish:F2**. The import process is now complete and you will be returned to **Reconciliation View** with the **eBank panel** active.

If the import has been successful, you are now ready to begin [eBank Reconciliation](#).

Failed imports

You may find that the package reports an error when trying to read the import file. This may be because you have selected an incorrect

file format or that the file itself has not downloaded correctly. Recheck the file format setting and if necessary re-download the bank import file. Occasionally, the problem is the result of an incorrect **Date format**. You should only normally need to change the date format under guidance.

Contact IRIS Healthcare Solutions if you are still having problems - it is particularly helpful if you can email us a copy of the bank import file so that we can check it.



eBank Reconciliation

eBank reconciliation can be a little confusing at first but it pays to spend a little time mastering it, as this will greatly speed up the reconciliation process and help prevent time-consuming errors.

When activated via **Reconciliation View <F8> - eBank Tab**, you should see something like this, a variation on the normal Reconciliation View screen.

Click on various parts of the screen for more information:

Main Accounts : Main Practice Account : Apr 2000 - Mar 2002
Bank Amount Match : "-10.00", Income/Expenditure for Whole Cashbook, Sorted by Date

| Date | Re | Gr. Amount | Ref. | Text | N. | Gr. Incom |
|----------|----|------------|------|---------------------------|----|-----------|
| 12/02/02 | ✓ | -10.00 | | DSS Insurance Dr North | | |
| 12/02/02 | ✓ | -10.00 | DD | DSS Insurance-Dr McClell | | |
| 29/04/02 | ✓ | -10.00 | 254 | British Directory | | |
| 08/05/02 | ✓ | -10.00 | | DSS Insurance Dr Jones | | |
| 12/05/02 | ✓ | -10.00 | | DSS Insurance Dr Colville | | |
| 12/05/02 | ✓ | -10.00 | | DSS Insurance Dr Jones | | |
| 12/05/02 | ✓ | -10.00 | | DSS Insurance Dr.Neville | | |
| 12/05/02 | ✓ | -10.00 | | DSS Insurance Dr.McMillan | | |
| 12/05/02 | ✓ | -10.00 | DD | DSS Insurance-Dr Maclean | | |
| 01/07/02 | ✓ | -10.00 | SO | Royal Med Ben Fund | | |
| 08/08/02 | ✓ | -10.00 | | DSS Insurance Dr Gregory | | |
| 12/08/02 | ✓ | -10.00 | | DSS Insurance Dr Colville | | |
| 12/08/02 | ✓ | -10.00 | | DSS Insurance Dr Jones | | |
| 12/08/02 | ✓ | -10.00 | | DSS Insurance Dr.McMillan | | |
| 12/08/02 | ✓ | -10.00 | DD | DSS Insurance-Dr Maclean | | |
| 12/08/02 | ✓ | -10.00 | | DSS Insurance Dr.Neville | | |

123 eBank items visible

Details Listing

Date: 01/04/03
Ref: Debit
Text: BRIT SOC M AND D H
Amt: -10.00

Matched to: Clear match

No match

Include matched eBank items :
Use fuzzy Amount matching:

Add eBank item to Cashbook
Import/View Bank downloads

Bank Amount matching: Overall Reconciled Balance : -43298.39 Use Bank Date Reconciliation :

Reconciliation View :

The eBank Panel

This panel shows the active item in the bank statement.

Unless **Include matched eBank items** is ticked, only eBank items which have not been matched to an item in the Cashbook will be displayed. If this is ticked all items in the eBank statement will be included. This is often useful in trying to sort mistakes, particularly if 2 items with similar amounts and dates have been incorrectly matched.

Use Fuzzy amount matching allows you to show other entries that closely match the required amount but may have been miskeyed e.g. 11.3 or 114.00 instead of 113.00.

Normally each eBank item is displayed as **Details** but you can display the eBank items as a list by clicking on **Listing**.

The **Video-like controls** are used to step between the eBank items. The **Red Stop** button is used to delete an eBank item - this should only be very rarely necessary, usually following data corruption.

Import/View Bank downloads, takes you to [the eBank statement](#) screen.

Add eBank item allows you to add an item from the eBank statement to the Cashbook.

The **Clear match** button unmatches the current eBank item from it's Cashbook item. This normally happens automatically when you unreconcile a matched Cashbook item, and you should rarely have to use **Clear match**.

eBank Matching and Reconciliation

eBank matching is the process of going through the unmatched items in your eBank statement matching them with items in the Cashbook which are reconciled in the process.

The package helps speed up the process in 2 ways:

1. Unless the Include Matched eBank items box is ticked, only Unmatched items are displayed in the eBank panel.
2. **Bank Amount Matching** is normally enabled. This means that as each eBank item is displayed in the panel on the left, the Cashbook items on the right are filtered to show only those with a Matching amount. The appearance of the Reconciliation 'tick' icon changes to help you see which items are

matched and reconciled. Although it is perfectly possible to display only unmatched Cashbook items, we found in practice that this could cause matches to be made incorrectly and it is actually easier to work when ALL potential matches are visible. The package will always jump to the item whose date most closely matches that of the eBank item but note that these dates often differ slightly.

The matching style can be altered via the Reconciliation View Style dropdown list. Other options include extra matching on Bank Text or Bank Ref as well as the normal Unreconciled, Reconciled and All items views. This can be helpful if you think an amount may have been entered incorrectly.

When you have found the correct match, click on the Cashbook item and Reconcile it in one of the usual ways:

- Press <R> to reconcile
- Press the **Reconcile** button
- Double click on the **'Re' reconcile tick** column

The eBank panel will now move to the next unmatched item and rerun Bank amount matching for that item. Carry on until all the eBank items have been matched!!

Adding an eBank item to the Cashbook

It is of course perfectly possible that some of the items in the eBank statement do not yet have a Cashbook entry. One reason for this is that your Direct debit transfers have not been completed. For this reason the package will always suggest that you transfer any outstanding DDs before starting eBank reconciliation.

To add an eBank item to the Cashbook, simply press Add an eBank item. This will bring up the usual Add a Cashbook item screen, partially completed from the eBank item's details. You will, as a minimum, have to give this new item a Main code or sub-code.

Pitfalls and difficulties

In an ideal world everything would run smoothly and a few clicks as above would have your reconciliation completed successfully. Of course nothing is ever that simple. Here are a few of the common, potential pitfalls in eBank reconciliation (and reconciliation generally).

1. Items in Multiple payments /lodgements

It is only possible to Bank match against whole lodgements or 'unlodged items'. i.e. you cannot bank match against individual items within a lodgement. For this reason, the **Show lodge Details** option is disabled whilst the eBank panel is active. If you are unable to match an eBank item, one possibility is that you have field of record all the items in a lodgement correctly i.e. one or more items is not included in the lodgement. Alternatively you have entered an item in a lodgement which is displayed individually on the eBank statement. In these cases, it is easiest to switch the style to **Unreconciled only, Show Lodge Details <F6>** and see if you can find the eBank item (The **filter** may be helpful here) . If you have made such an error, you can use the [move items in or out of lodgements facilities](#) to correct the error, then switch the eBank panel back on and continue matching.

2. Miskeyed amounts in the Cashbook item

It is of course very easy to miskey an amount when entering Cashbook data. This will make it difficult to find a Bank match. If you cannot find the correct match, the first thing to do, is to click on **Use Fuzzy Amount matching**. This tells the package to look for possible miskeying errors such as missed decimal places and transcriptions. Although it will through up a number of 'stupid suggestions, you may well find the cause of the problem e.g. you may have entered 113.40 instead of 11.34. The package will not allow you to bank match/Reconcile without first correcting the amount.

If this still does not show a possible match, try changing to **Bank Ref/amount matching** or **Bank Text/Amount matching** which use the Ref or Text fields from the eBank items to look for potential matches, even if the amounts do not match, again usually because of a miskeying error.

As a last resort, switch to the **Filter/Search panel** and look for the item manually. If you do find the Cashbook item, you will need to correct the amount manually before returning to the eBank panel to continue matching.

3. Multiple possible matches

A common issue in practice occurs when a number of potential Cashbook items with the same amount and similar dates are displayed. to some extent the exact match does not matter but we have found that this can cause some confusion later. It is for this reason that the Bank amount matching always displays ALL possible matches in the Cashbook, even if they are already matched or reconciled. The Reconciliation Tick icon shows the Reconciliation status of the items found. It is easy to change the Bank match from one Cashbook item to another but the package will alert you to this.

4. Working with partially manually reconciled accounts

At least to start with, most practices will be working with a mixture of bank matched and manually reconciled Cashbook items. Possibly the best strategy is to start using the eBank from a particular date when your Cashbook data is completely reconciled. Only download Bank statement items from that date and from then on

IRIS GP Accounts

ONLY use Bank matching, **do not manually reconcile** as you will simply get in complete muddle and have to start again!! The package will alert you if you try to manually reconcile when you have been using Bank matching.

The eBank Statement



The eBank Statement represents a local copy of your electronic bank account, built up from downloads of bank statement export files.

It is reached from **Reconciliation View <F8> - eBank Tab - Import / View Bank downloads:**

To View the eBank statement

This screen shows the current contents of the eBank statement. This is made up from bank statement downloads imported from your bank. Each time you download a new statement, the package appends the new details to the ebank statement.

Any previously imported entries will not be duplicated.

Account Number: Start Date: End Date:

| Bank Date | Bank Ref | Bank Type | Bank Payee | Pay-in | Withdrawal | ? Matched | DateRef | Payee. |
|------------|----------|-----------|------------------------|---------|------------|-----------|----------|--------|
| 28/05/03 | Debit | | SCOTTISH POWER | | 51.00 | Unmatched | 28/05/03 | -51.00 |
| 28/05/03 | DirDeb | | WEST DUNBARTONSHIR | | 201.00 | Unmatched | 28/05/03 | -201.0 |
| 28/05/03 | DirDeb | | BT DIRECT DEBITS | | 11.00 | Unmatched | 28/05/03 | -11.00 |
| 28/05/03 | 001212 | | | | 20.00 | Unmatched | 28/05/03 | -20.00 |
| 28/05/03 | DirDeb | | AESEL RECEIVABLES | | 3461.94 | Unmatched | 28/05/03 | -3461. |
| 02/06/03 | Cash D | | CASH | | 200.00 | Unmatched | 02/06/03 | -200.0 |
| 02/06/03 | DirDeb | | BMA MEMBERSHIP | | 9.96 | Unmatched | 02/06/03 | -9.96 |
| 04/06/03 | DirDeb | | CANDO BFS | | 76.61 | Unmatched | 04/06/03 | -76.61 |
| 09/06/03 | Deposit | | PGO TAX0000474.48 | 1784.76 | | Unmatched | 09/06/03 | 1784.7 |
| 09/06/03 | 001215 | | | | 30.00 | Unmatched | 09/06/03 | -30.00 |
| 09/06/03 | DirDeb | | F AND C PIP CLIENT MON | | 50.00 | Unmatched | 09/06/03 | -50.00 |
| 10/06/03 | 001217 | | | | 100.00 | Unmatched | 10/06/03 | -100.0 |
| 11/06/03 | DirDeb | | DINERS CLUB UK LTD | | 156.37 | Unmatched | 11/06/03 | -156.3 |
| 12/06/03 | DirDeb | | F AND C PIP CLIENT MON | | 50.00 | Unmatched | 12/06/03 | -50.00 |
| 13/06/03 | Deposit | | ZR517147A DSS RP | 321.04 | | Unmatched | 13/06/03 | 321.04 |
| ▶ 13/06/03 | 001251 | | | | 400.00 | Unmatched | 13/06/03 | -400.0 |

Import Bank file

This option takes you through the steps of importing data from a downloaded bank export file into the eBank statement.

Clear eBank statement

This option will remove all entries from the eBank statement. you should normally only need to do this in case of data corruption or other problems.

Print eBank Report

This option allows you to print a selected range of items from the eBank statement.

Account Number

This will often be unavailable as only a few banks provide the account number as part of their export facility. It is shown purely for information.

See also

[eBanking](#)

[eBank Reconciliation](#)

Reconciliation Recovery



Reconciliation continues to be one of the most frustrating and time consuming aspects of book-keeping, even with the help of a computerised accounts package. Many users will have spent many fruitless hours-or days-trying to correct a faulty reconciliation. At times the only way to get things 'straightened out' was to restore a backup from a point where you knew that everything was reconciled correctly and start again!

'Reconciliation Recovery', which should help considerably in those instances where you cannot figure out what has gone wrong.

The Reconciliation Recovery features are reached from **Reconciliation View**, then select the **Recovery tab**:

These options allow you to create a Reconciliation recovery point. If, later, you are having difficulties, you can compare the current cashbook with, or restore the data to, the recovery point.

**Last Recovery point is at :
30th December 2005**

 **Update Recovery point**

Recovery Options:

 Display Discrepancies

 Restore Recovery point

 Recover via Backup

The basis of the Recovery feature is the creation of a Reconciliation Recovery point, when you have successfully reconciled your cashbook with your current bank statement. This then becomes the last known 'good' point and in the future can be used to compare current data with 'recovery' data to spot possible discrepancies via [Discrepancy Reports](#), and if all else fails, to [restore your data](#) to the Recovery point, without deleting any items subsequently added to the Cashbook.

To make the best use of this facility, It is clearly VERY IMPORTANT to update your Recovery Point, each time you successfully reconcile you cashbook data with the current bank statement.

If you have never created a Recovery Point or the one available is too old, you can choose the option to create a Recovery point from a standard IRIS GP Accounts Backup via [Recover via Backup](#).

Update the Reconciliation Recovery Point

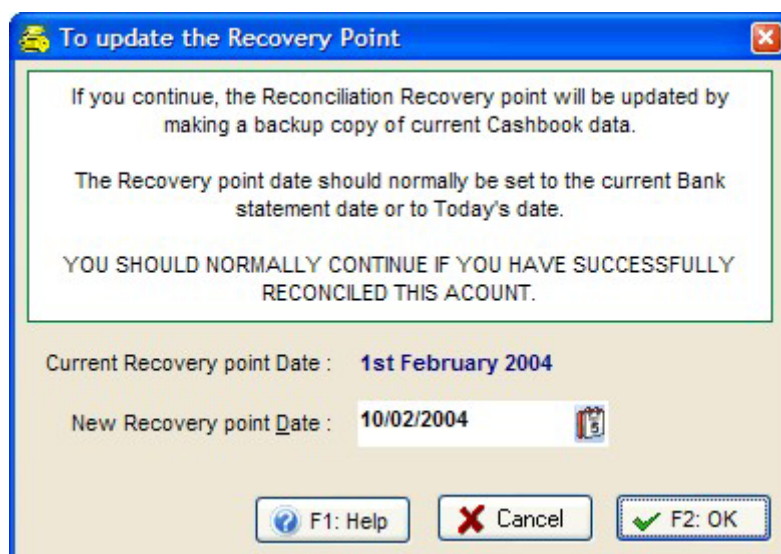


The basis of the Recovery feature is the creation of a Reconciliation Recovery point, when you have successfully reconciled your cashbook with your current bank statement. This then becomes the last known 'good' point and in the future can be used to compare current data with 'recovery' data to spot possible discrepancies via [Discrepancy Reports](#), and if all else fails, to [restore your data](#) to the Recovery point, without deleting any items subsequently added to the Cashbook.

To make the best use of this facility, It is clearly VERY IMPORTANT to update your Recovery Point, each time you successfully reconcile you cashbook data with the current bank statement.

To create or update the Reconciliation Recovery point go to **Reconciliation View - Recovery tab - Update Recovery Point**.

You will see the following screen:



You should set the Recovery point date to the last date on your Bank statement or Today's date. If you press <F2> the Recovery point will be updated.



Reconciliation Discrepancy Reports

Reconciliation Discrepancy Reports are only available if you have previously [created or updated the Reconciliation Recovery point](#).

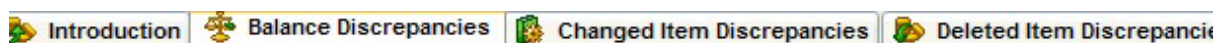
To make the best use of this facility, it is clearly VERY IMPORTANT to update your Recovery Point, each time you successfully reconcile your cashbook data with the current bank statement.

To view Discrepancy Reports go to **Reconciliation View - Recovery tab - Display Discrepancies**.

A page with several tabs will appear:

Balances Discrepancies

This tab simply lists variations between current and Previous balances. This can give a general indication of where the problem may lie but is unlikely to pinpoint it exactly.



These pages show discrepancies between the current balances and cashbook items and those at the Recovery point. Only discrepancies in Income and Expenditure up to the Recovery point date are displayed

| Month | Current | Previous | Difference |
|---|--|---|---|
| <ul style="list-style-type: none"> Opening Balances <ul style="list-style-type: none"> Reconciled Balance Opening Balance Apr 03 <ul style="list-style-type: none"> Reconciled Income Reconciled Expend Income Expend May 03 <ul style="list-style-type: none"> Reconciled Income Reconciled Expend Income Expend | <p>-100118.84</p> <p>-121130.55</p> <p>-30.00</p> <p>60525.40</p> <p>-30.00</p> <p>67633.17</p> <p></p> <p>640.00</p> <p>4078.91</p> | <p>13499.64</p> <p>13529.64</p> <p>93544.98</p> <p>123396.34</p> <p>93544.98</p> <p>123406.34</p> <p>84583.64</p> <p>87650.25</p> <p>84583.64</p> <p>87680.25</p> | <p>-113618.48</p> <p>-134660.19</p> <p>-93574.98</p> <p>-62870.94</p> <p>-93574.98</p> <p>-55773.17</p> <p></p> <p>-84583.64</p> <p>-87010.25</p> <p>-84583.64</p> <p>-83601.34</p> |

'Adjust for Simple Reconciliations'

Adjust for Simple Reconciliations :

In calculating the discrepancies in reconciled balances the package will normally ignore 'Simple Reconciliations' i.e. instances where an item that was previously unreconciled, has since become reconciled (as this is essentially 'normal'). If you wish to see the actual changes in reconciled balances, untick the checkbox marked 'Adjust for Simple Reconciliations'.

Changed Item Discrepancies

This tab displays any items found which were reconciled at the Recovery point date but whose Date, Text, Ref Number, Amount or Reconciliation/Bank match status has since changed. The fields noted to have changed are highlighted with a **blue border**.

| Introduction | Balance Discrepancies | Changed Item Discrepancies | Deleted Item Discrepancies | Addition Discrepancies | | |
|---|-----------------------|--------------------------------|----------------------------|---|---------|------------------|
| The Changed Items page displays any items found which were reconciled at the Recovery point date but whose Date, Text, Ref. number, Amount or Reconciliation status has since changed | | | | Last Recovery point is at 1st February 2004 | | |
| Status | Date | Text | Ref Number | Amount | Reconc. | Discrepancies in |
| Previous | 22/10/01 | Brian's Windows-Galgate | 5114 | -13.00 | Yes | Date Text Amount |
| Current | 01/04/03 | *(22/10/01) Brian's Windows-Ga | 5114 | 13.00 | Yes | |
| Previous | 23/01/02 | Brian's Window Cleaning-Galgat | 101 | -13.00 | Yes | Date Text Amount |
| Current | 01/04/03 | *(23/01/02) Brian's Window Cle | 101 | 13.00 | Yes | |
| Previous | 12/04/02 | Eclatants | 208 | -11.00 | Yes | Reconc. |
| Current | 12/04/02 | Eclatants | 208 | -11.00 | No | |
| Previous | 23/12/02 | Dr.Junor-Locum-AA | 618 | -113.00 | Yes | Reconc. |
| Current | 23/12/02 | Dr.Junor-Locum-AA | 618 | -113.00 | No | |

In the example above the last entry shows that the item for Dr Junor's locum was previously reconciled but is currently reconciled. This may have been done in error and correcting this may resolve your reconciliation problem.

You can immediately change the incorrect item by pressing '**Change Current Item**'

Change Current Item

Deleted Item Discrepancies

This tab displays any items found which were reconciled at the Recovery point date but which have subsequently been deleted from current Cashbook data.

| Introduction | Balance Discrepancies | Changed Item Discrepancies | Deleted Item Discrepancies | | |
|---|-----------------------|----------------------------|----------------------------|------|--------------|
| The Deleted Items page displays any items found which were reconciled at the Recovery point date but which have subsequently been deleted from current Cashbook data. | | | | | |
| Date | Ref. | Text | Amount | Rec. | ? Bank Match |
| 12/04/03 | | DSS Insurance Dr Colville | -10.00 | ✓ | Unmatched |

In the example above the item for DSS insurance had been reconciled but has since been deleted. This may have been done in error. If this is the case, you can immediately restore the item by pressing '**Restore Deleted Item**'

Restore Deleted Item

Addition Discrepancies

This tab displays any reconciled items found in current Cashbook data which do not exist in the Recovery data and which are dated prior to the Recovery date.

| Introduction | Balance Discrepancies | Changed Item Discrepancies | Deleted Item Discrepancies | Addition Discrepancies | |
|---|-----------------------|----------------------------|----------------------------|---|--------------|
| The Additions page displays any reconciled items found in current Cashbook data which do not exist in the Recovery data and which are dated prior to the Recovery date. | | | | Last Recovery point is at 1st February 2004 | |
| Date | Ref. | Text | Amount | Rec. | ? Bank Match |
| 16/09/03 | DirDeb | SAINSBURY VISA | -244.31 | ✓ | Matched |

In the example above the Sainsbury item has been added with a date prior to the last recovery point and has been reconciled. This may be an error. If this is the case it can be immediately deleted by pressing '**Delete Addition**'

Delete Addition

Remember that the Discrepancy reports can only act as a guide to possible inconsistencies in Reconciliation. They cannot pick up all possible discrepancies and will often report situations that are perfectly valid. Only you can decide if they explain your reconciliation problem.

Restore the Reconciliation Recovery Point



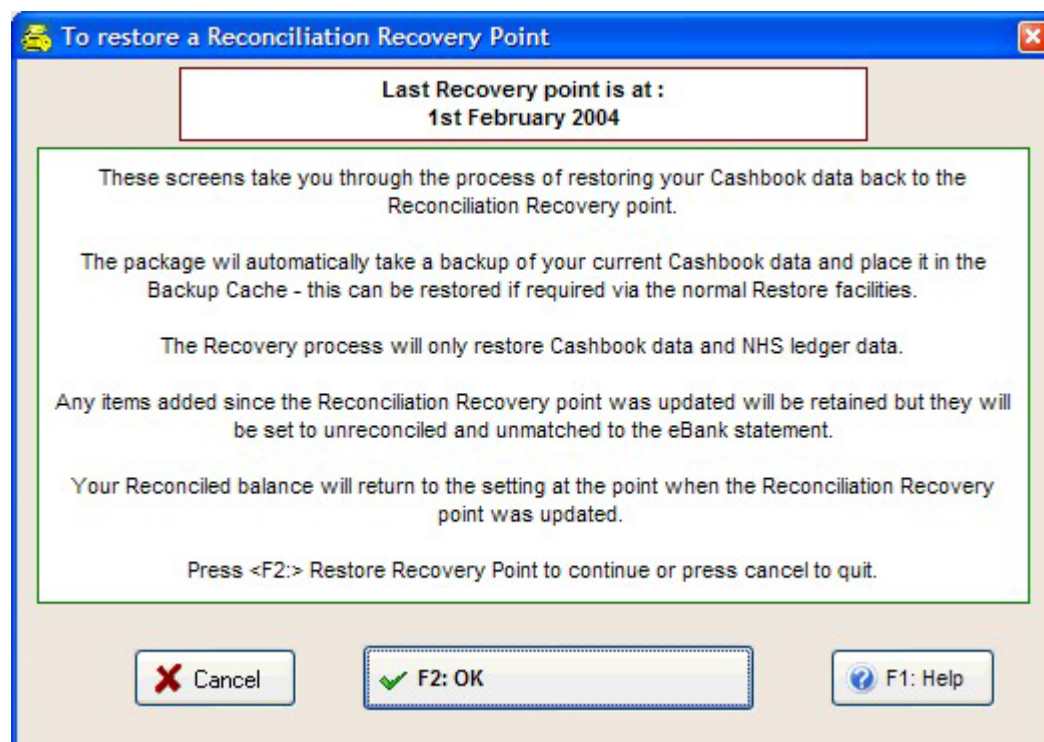
In many cases you will be able to resolve a reconciliation problem with the help of the [Discrepancy Reports](#) but occasionally, if the problem remains unclear, you may have to 'Restore Recovery point' data.

This will reset the reconciliation balance of the package to that at the Recovery Point, undoing any subsequent changes, deletions or reconciliations.

However any items that have been added since the Recovery Point will be retained (but will become unreconciled).

If you use eBanking, any items that have been added to the eBank statement will be deleted and any items that have been matched since the Recovery point will become unmatched.

To restore the Recovery Point, go to **Reconciliation View - Recovery Tab - Restore Recovery Point**. You will see the following screen:



Simply follow the instructions to restore the Recovery point.

The Restore Recovery process automatically places a current backup in the Backup Cache, so you can always restore current data if the Restore Recovery itself causes problems.

Create a Reconciliation Point from a Backup

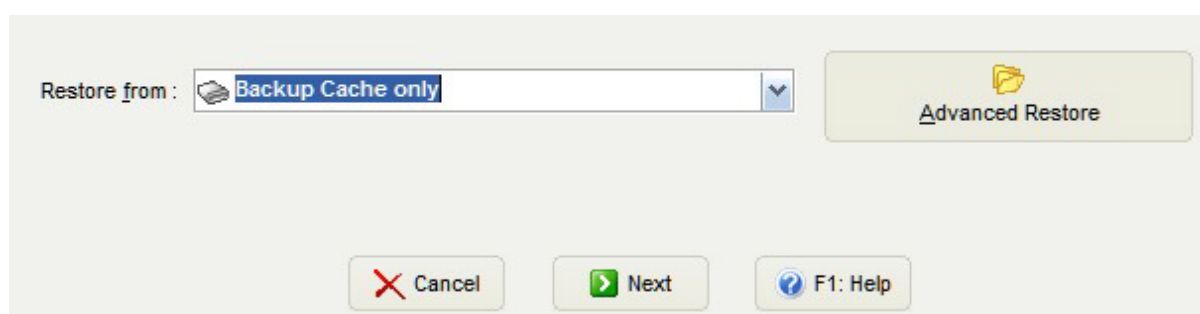


In many cases you will be able to resolve a reconciliation problem with the help of the [Discrepancy Reports](#) but occasionally, if the problem remains unclear, you may have to 'Restore Recovery point' data.

Although you should try to get into the habit of creating Reconciliation Recovery points on a regular basis, if you do not have a suitable Recovery Point, it is possible to create a Recovery Point from a standard IRIS GP Accounts backup.

To create a Recovery point from an IRIS GP Accounts backup, go to **Reconciliation View - Recovery Tab - Recover via Backup**.

The package will run the normal Restore backup option. A good source of suitable backups is the Backup Cache, which keeps copies of all of your recent backups, or may you select any other device or source e.g. floppy disc or CD. You should try to select the most recent backup which is likely to have been correctly reconciled.



Simply follow the instructions to restore and create a Recovery point. The package will now have to re-open the active account, closing Reconciliation View in the process. To continue, re-open the account, go into **Reconciliation View** and click on the **Recovery Tab** at the left hand side of the screen (see [Reconciliation Recovery](#)).

You will see that the package now recognizes that a Recovery point exists.

If you are having difficulties with reconciliation, you may now produce [Reconciliation Discrepancy Reports](#) or [Restore the Reconciliation Recovery point](#).

Memorised Entries

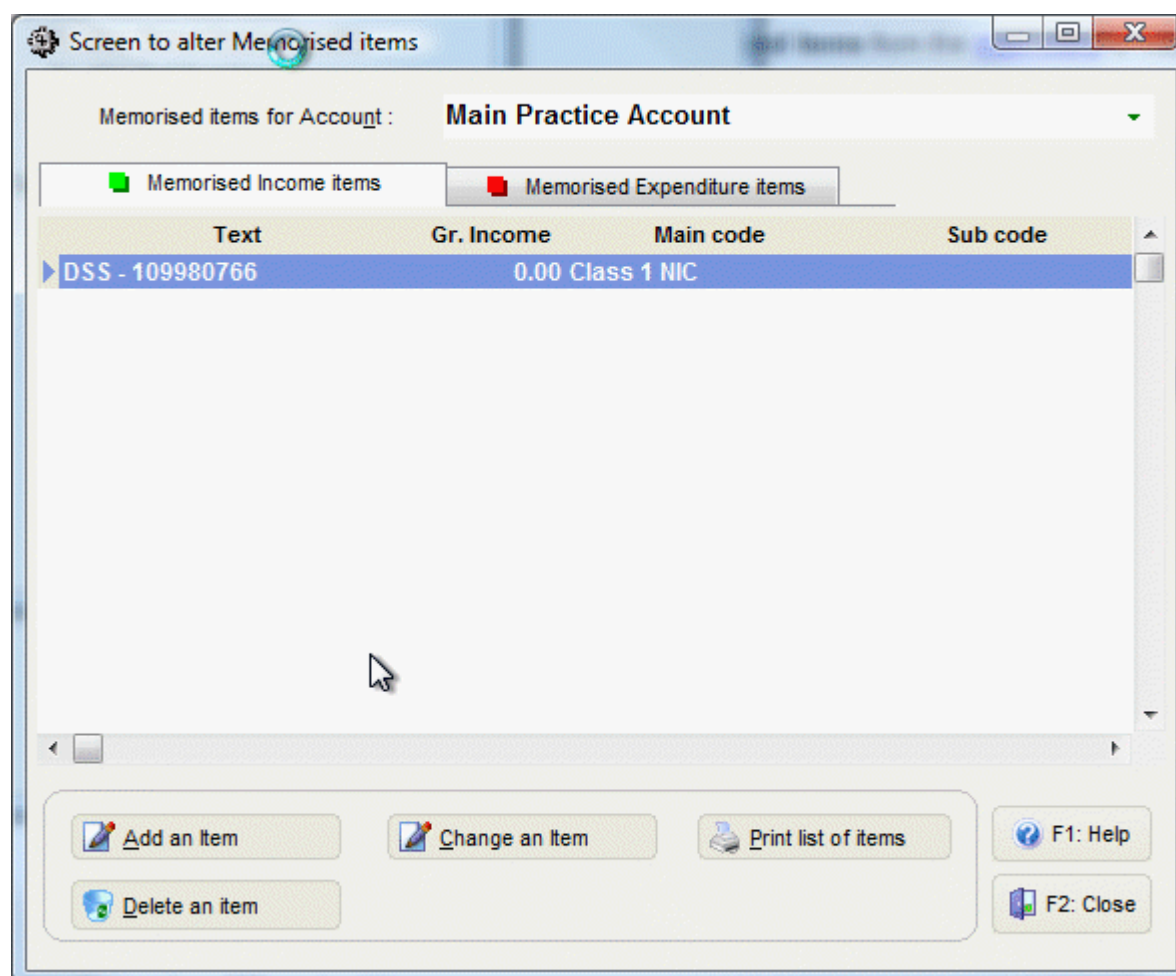
Memorised items



Most practices find that they have a number of commonly recurring Cashbook items e.g. regular payments to suppliers or regular private income items e.g. Insurance medical.

This facility allows you to define a number of Memorised items each for income and expenditure. These items will appear in the **Cashbook Text** field when you are about to enter the text description for an income or expenditure item. When selected, most of the Cashbook data entry including the Reference, Amount, Main codes, sub-codes and Doctor details is automatically completed which should save a considerable amount of typing.

Memorised items can be added or changed by selecting **Setup - To alter Memorised items** from the main menu or may be added from the Cashbook item entry screen, by pressing the **Memorise Whole item button**.



- There is no limit to the number of Memorised items.
- For more information see [Adding or Changing a Memorised item](#)
- If you delete a Memorised item it is **permanently removed**.

See Also

[Default Text items](#)

[Direct debits and credits](#)

Adding or Changing a Memorised item ◀ ▶

This screen is used to add or change a Memorised item. It is almost identical to a normal Cashbook Data entry screen but omits the Date entry box. If VAT is active for the account the VAT code, dispensing code and VAT amount boxes will be visible.

Click on different parts of the screen to get more information

- The VAT and Dispensing related fields will not appear unless the active account is 'VAT Active'.
- The Cashbook item must have a Date, Text and Main code or you will be alerted and it cannot be saved
- See [Navigating Data entry screens](#) for useful information on using the keyboard to speed up your data entry.

See also
[Memorised items](#)

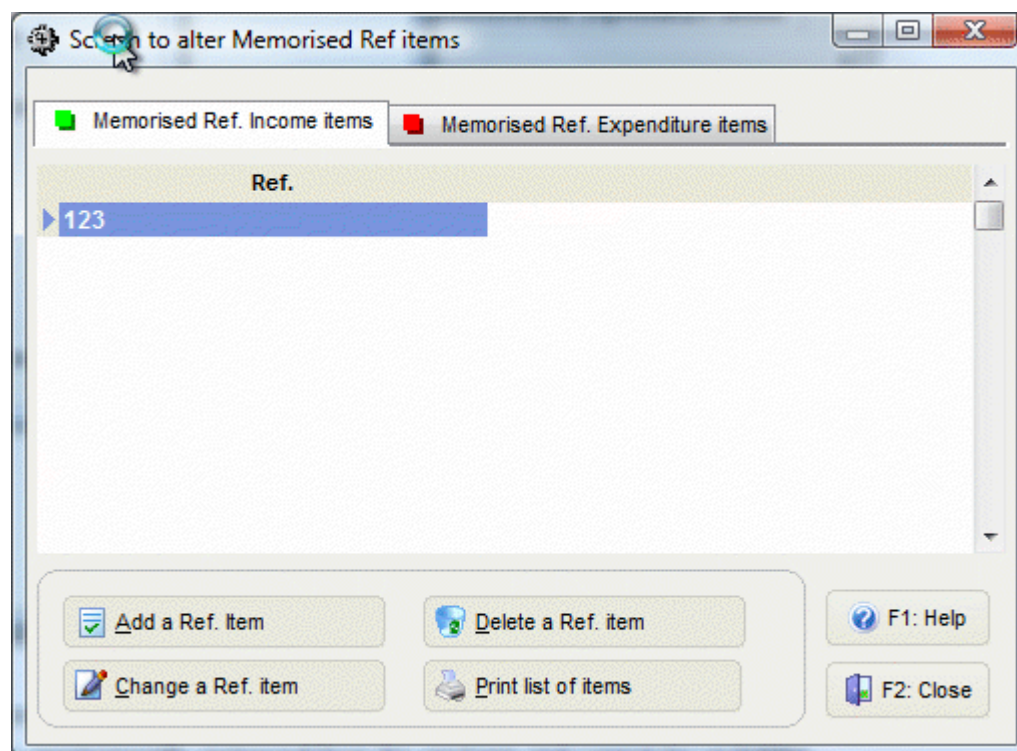
Memorised Reference Numbers



Most practices find that they have a number of commonly recurring Reference numbers or text.

This facility allows you to record a list of memorised reference numbers. These items will appear in the **Reference Number** field when you are about to enter the reference number for an income or expenditure item.

Memorised reference numbers can be added or changed by selecting **Setup - To alter Memorised Ref. numbers** from the main menu or may be added directly from the Cashbook item entry screen.



- An unlimited number of Memorised Ref number items can be added but a long list is likely to be rather unwieldy.
- 'Deleted' Memorised Ref. Number items are **permanently removed** from the package and cannot be un-hidden.

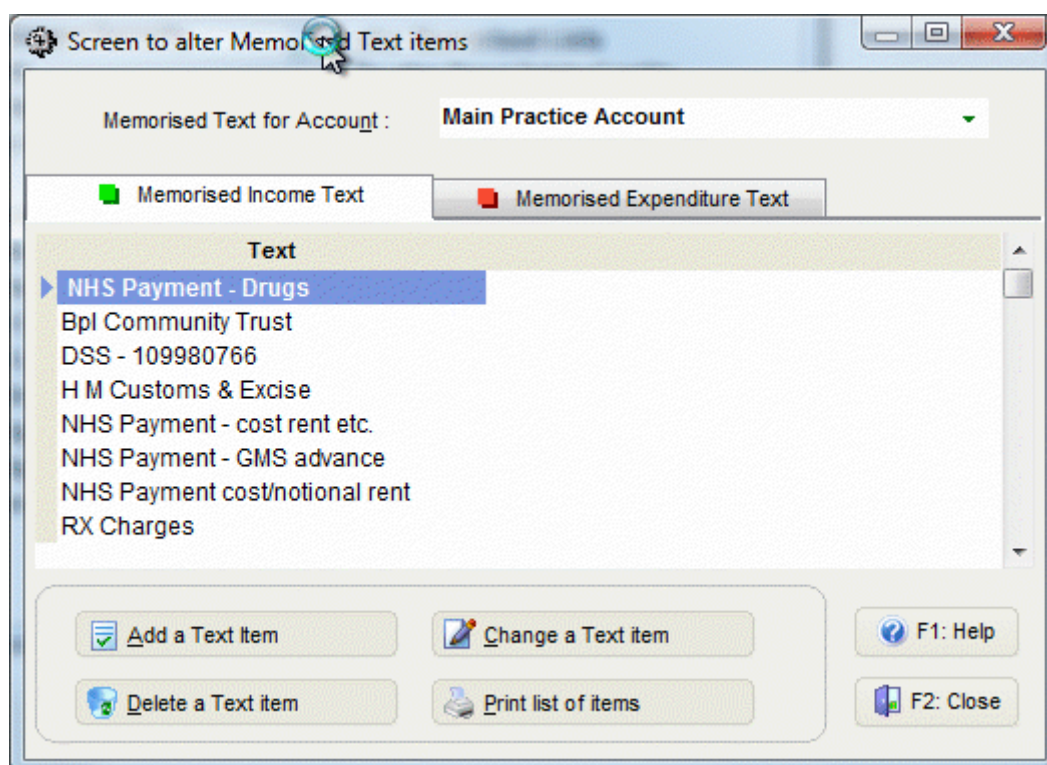
Memorised Text items



Most practices find that they have a number of commonly recurring Text descriptions for income and expenditure items, e.g. Staff names or Insurance company names.

This facility allows you to define text items each for income and expenditure. These items will appear in the **Cashbook Text** field when you are about to enter the text description for an income or expenditure item. This should save a considerable amount of typing.

Memorised Text items can be added or changed by selecting **Setup - To alter Memorised Text items** from the main menu or may be added directly from the Cashbook item entry screen - see Memorising Cashbook Text.



- An unlimited number of Memorised text items can be added but a long list is likely to be rather unwieldy.
- 'Deleted' Memorised Text items are **permanently removed** from the package and cannot be un-hidden.

Doctors

Partner Codes



In many parts of the Accounts package it is helpful to have a list of the partners in the practice. In the NHS ledger a number of NHS payments e.g. Seniority, PGEA and Superannuation are allocated to individual doctors. In the Cashbook ledger it is also common for particular items to be allocated to an individual doctor.

There are a number of **Reports** options which will allow you to breakdown the income or expenditure allocated to each doctor. This can be helpful in allocating Drawings where certain items e.g. PGEA are paid directly to the partner rather than being pooled in the practice income.

Partners list Sub-codes.

A common situation is where a main code e.g. Drawings has a list of partners as sub-codes so that the drawings issued to each partner can easily be analysed. The package has special facilities to add this list of partner sub-codes and to keep track of any changes in the list of doctors. - see [Main codes and Sub-codes](#).

The list of Partners can be added to or changed via **Setup - To alter Partners** from the main menu or may be added directly from the Cashbook item entry screen - see Cashbook Partner Details



- Partner Codes cannot be deleted but may be Hidden to prevent data errors.
- The Open Exeter Id is used to link the partner with the unique identifier used by the Open Exeter NHS payments import facility
- There is no limit to the number of Partner codes.

See also

[Adding or Changing a Partner's details](#)

[The Open Exeter NHS Import facility](#)



Adding or Changing a Partner's details

This screen lets you add a new partner or change the details for an existing partner. It is reached from the 'Alter Partners details' screen. See [Partner codes](#) for more information

Name:

The name of the partner

Initials:

Shortcut initials for the partner

Open Exeter ID:

This the code or ID used by the NHS Open Exeter payments system to refer to the partner on their payment statements. This is used to 'map' Open Exeter individual payments to IRIS GP Accounts partner codes. The Open Exeter ID is usually set by the process of importing an Open Exeter statement but you may occasionally need to edit it here.

Partner ID:

This is the internal ID used by IRIS GP Accounts to identify this partner - you should normally need to use this ID.

Hidden:

If this checkbox is ticked, the partner code is hidden. You may 'unhide' the code by unticking the box.

See also

Entering Cashbook Partner details

[Reports](#)

[Main Codes and Sub-Codes](#)

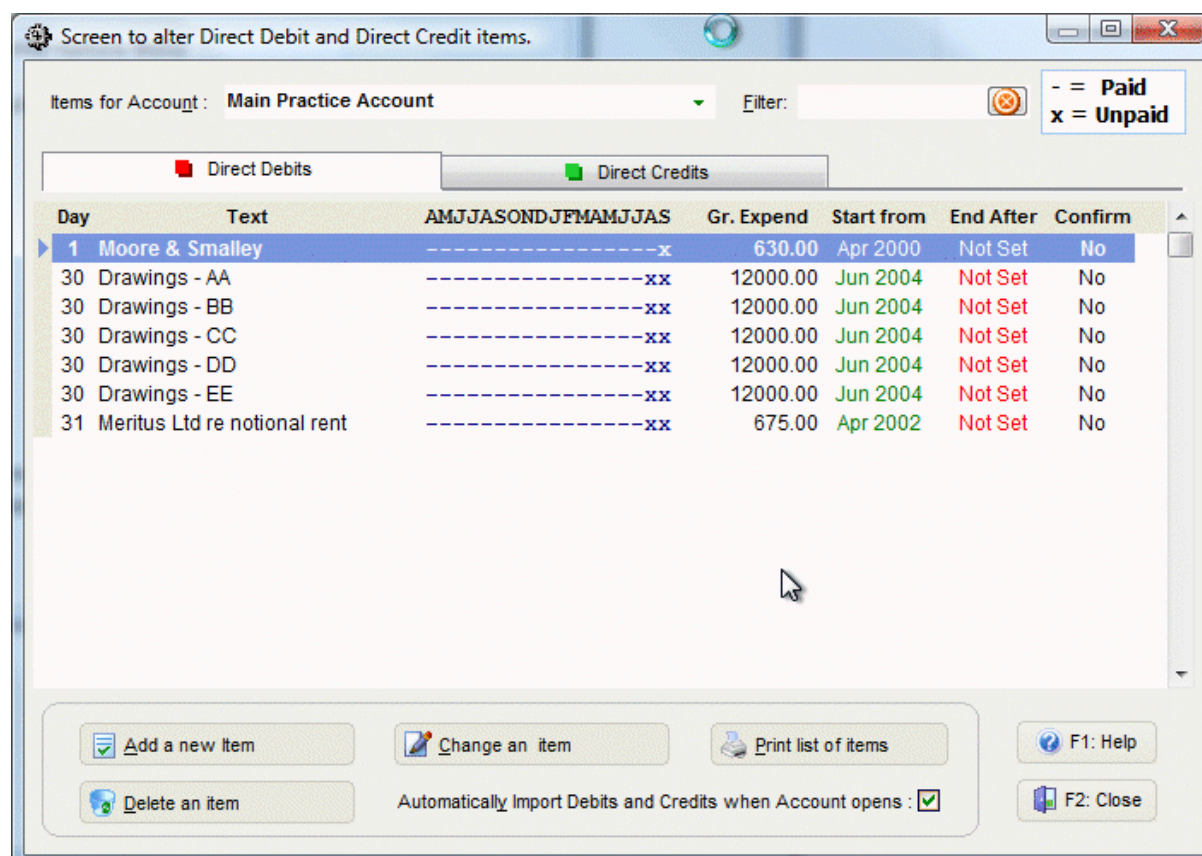
Direct Debits and Credits

Direct Debits and Credits



It is possible to set up an unlimited number of Direct debits, Standing orders or Direct Credits (for known, regular income items). These are imported into the Account from the main Cashbook ledger screen if they are past their due pay-in date.

To setup or change Direct Debits and Credits select **Setup - To alter Direct Debits and Credits** from the Main Menu:



- Any number of Direct Debits or Credits can be created.
- If you change your Account Start or End Dates you may be asked to confirm the Direct debit settings, although usually these will be adjusted automatically- see [To edit an Account](#)
- Similarly you will be asked to check the list of Direct debits and Credits after performing End of Year procedures
- Direct debit and credits can be marked so that they have to be confirmed before they are paid-in to the Cashbook - see Pending Direct Debits and Credits.
- Tick the 'Automatically Import Direct Debits and Credits when Account opens' option if you wish these to be paid in automatically (up to the Current date) when an account is opened.

See also

[End of Year procedures](#)

Adding or Changing a Direct Debit/Credit



This screen lets you alter a Direct debit or Credit:

Click on different parts of the screen for more information:

Screen to change an existing Direct Debit/Credit.

Day: 30 From: 30/06/2004 Direct Debit item Cashbook ID: 19

Reference: SO (Prev Ref:)

Text: Drawings - BB <F6>

Gross Amount: £ 12000.00

Main Code: Monthly drawings

Sub Code: Dr B Burrows

Partner: Dr B Burrows Personal:

Confirm before payment into cashbook:

Stop Debit/Credit: Continue indefinitely Stop after: 5

Vat: Vat Rate: X: Exempt Vat Amt: £ 0.00

Ptl. Exemption: Non Taxable Net Amt: £ 12000.00

F1: Help Cancel F2: OK

Pay-in Paid Notes

- April
- May
- June
- July
- August
- September
- October
- November

See also:

[Direct Debits and Credits](#)

Paying-in Direct Debits and Credits



If you have set up Direct debits or credits you can import these into the active account by choosing **Cashbook - Pay-in Direct Debits and Credits** from the main menu.

The Pay-in Direct Debits screen asks you to specify the period over which direct debits and credits have to be 'paid-in' to the Cashbook. The package will normally calculate these dates for you but you may override the settings if you wish.

To pay-in Direct Debits/Credits

This screen allows you to pay-in direct debits and credits outstanding for any period you specify below. Unless the direct debit/credit items have been marked as 'Confirm', they will be automatically paid into the Cashbook.

Items marked 'for confirmation' are not paid in directly but are held back until you have checked and altered them as required.

You will be alerted if there any new items waiting for confirmation.

Select the Period for Direct debit/credit pay-in

Pay-in all Direct debits/credits overdue up to : **19th Feb 2003**

Pay in Direct Debit /credits due between the following dates :

From : **01/07/2002** To : **19/02/2003**

F1: Help X Cancel F2: OK

Direct debits and credits will normally be paid in up until today's date or until 6 months after the end date of the account, whichever is earlier.

You will be alerted if there are any Pending Debits or Credits which await confirmation before being paid in.

See [Paying-in Pending Debits or Credits](#)

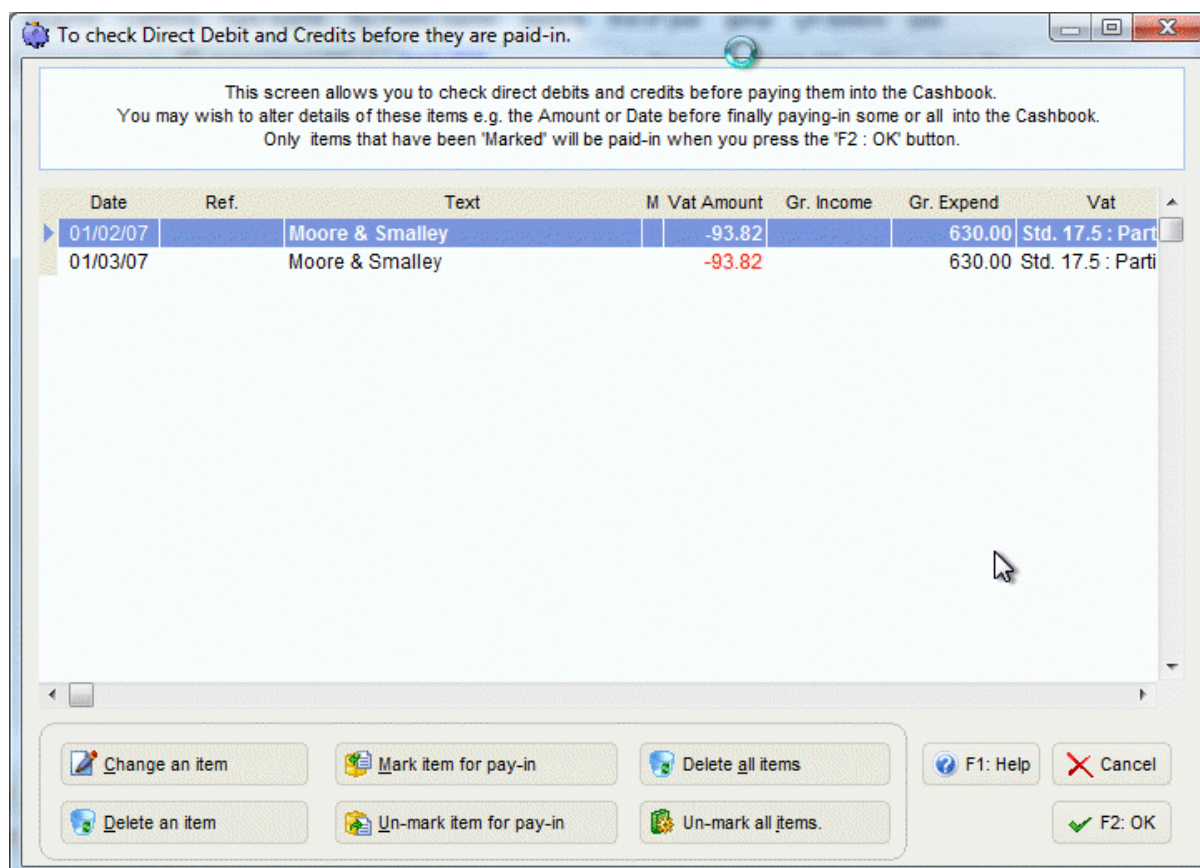
Paying in Pending Debits and Credits



When setting up a Direct debit or credit you can specify that the item should be confirmed before being paid into the Cashbook - See To edit a Direct Debit or Credit

In this case the item is not paid-in immediately but must be confirmed by selecting **Cashbook - Confirm Pending Direct Debits/Credits** from the main menu.

This screen allows you to confirm and adjust any pending items before payment into the Cashbook.



- Each item that has to be paid-in should be 'marked' as only marked items will be paid in when you press the **F2:OK** button.
- You may change any aspect of the pending item e.g. the amount or codes before it is paid-in.
- Items will remain in this pending list until they are paid-in or deleted.

NHS Ledger Codes and Templates

NHS Ledger codes and Templates



The NHS ledger uses its own set of codes to categorise data. These are mostly preset but you may add an unlimited number of Practice-defined codes to suit local circumstances. -see [Adding or changing an NHS ledger code](#).

To alter NHS codes select **Setup - To alter NHS ledger codes** from the Main menu.

With the advent of new styles of GP contract, NHS codes are now given a category, New GMS, PMS or Red Book:

Screen to alter NHS ledger codes.

This screen allows you to view the NHS codes list. Only Practice-defined codes can be altered.

NHS Contract Style : **New GMS**

NHS Ledger Income codes
 NHS Ledger Expenditure codes

| NHS code text | Journal code | Vat code | Recovery |
|------------------------------|--------------|----------|----------|
| N Global Sum | | X | |
| N Nursing Homes (Enh) | | X | |
| N IUD Services (Enh) | | X | |
| N Drug Abuse (Enh) | | X | |
| N Alcohol Misuse (Enh) | | X | |
| N Anticoag. Monitoring (Enh) | | X | |
| N Violent Patients (Enh) | | X | |
| N Minor Surgery (Enh) | | X | |
| N Flu immunisation (Enh) | | X | |
| N Quality Access (Enh) | | X | |
| N Quality Money | | X | |

Show Practice codes only
 Show Hidden Codes

Add a Code
 Hide a code

Change a Code
 Print list of Codes

Adding or Changing an NHS ledger code



Most of the NHS ledger codes are preset but you can add as many practice-defined codes as you wish to take account of local variations in NHS payment categories.

This screen lets you add or alter a practice defined NHS code. You can now change the VAT and dispensing code settings of preset codes.

Click on different parts of the screen to get more information:

Screen to change an existing NHS ledger code.

Item Text: **Aspiration Payment Recovery** 650

Contract Style: **New GMS** Hidden

Journal code: **(none)**

- A (none)**
 - NHS EXPENSES**
 - A PCG/LHCC expenses**
 - A PMS expenses**
 - A Fundholding expenses**
 - A Levies**

Vat Rate: **X : Exempt**

Dispensing: **Non Dispensing** F1: Help

Is this a "within Contract" item? Cancel

Is this item an NHS Advance recovery? F2: OK

See also

[The NHS Ledger](#)

[NHS ledger codes and templates](#)

[Journal codes](#)

[VAT facilities](#)

NHS Templates



One of the difficulties in entering [NHS ledger](#) data is the large number of potential items that may be involved and the variations in paying methods that exist between Health Authorities and Health boards.

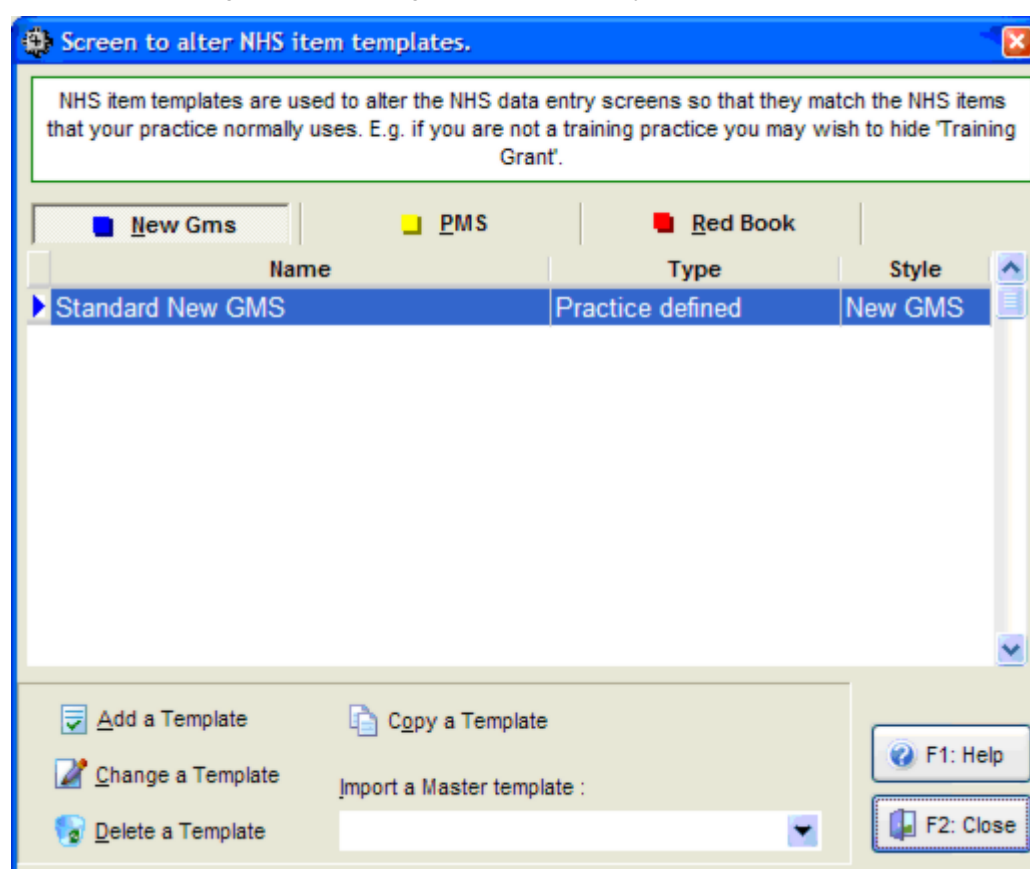
The NHS ledger templates screen allows you to setup or alter any number of templates each of which should reflect the typical payment methods of your HA. The items on the template and their order can both be specified. The package is supplied with 2 templates - quarterly and monthly.

When you come to enter data in the NHS ledger you can specify which template is to be used.

e.g. A practice's HA pays the bulk of the NHS payments on a monthly or quarterly basis, but Temp resident and Emergency treatments are paid in the middle of each month. The practice should set up a template which has only the Temp resident and Emergency treatment codes on it. This short list will appear if the templates is selected when entering NHS data, making data entry much easier.

It is possible to generate NHS templates on-the-fly whilst entering data in the NHS ledger but you will usually alter NHS templates by selecting **Setup - To alter NHS templates** from the main menu.

Templates are now grouped according to NHS Contract Style.



Copy a template

This option lets you copy an existing template, usually to act as the basis for creating your own modified template.

Import a Master Template

The package comes pre-supplied with a small number of 'Master NHS templates'. This option creates a new template based on one of these master templates. You may then alter this new template as much as you wish to suit your local payment circumstances.

See [Adding or changing an NHS Template](#) for more details.



Adding or Changing an NHS template

This screen is used to alter the settings for an NHS ledger template. - see [NHS templates](#).
 Click on different parts of the screen to get more information:

Screen to change an existing NHS items template.

Template Name : **Local New GMS** Default NHS Template :

Contract Style :

Template Income items **Template Debit items**

| NHS Income items | Split by Doctor | Available codes |
|----------------------------|-----------------|---------------------------|
| Global Sum | No | New GMS |
| Cost Rents Payment | No | PMS |
| Nursing Homes (Enh) | No | Contract Payment |
| IUD Services (Enh) | No | Red Book |
| Drug Abuse (Enh) | No | Capitation Fees under 65 |
| Alcohol Misuse (Enh) | No | Capitation Fees 65 to 74 |
| Anticoag. Monitoring (Enh) | No | Capitation Fees over 75 |
| Violent Patients (Enh) | No | Adjust. Capitation Fees |
| Minor Surgery (Enh) | No | Rural Practice Payments |
| Flu immunisation (Enh) | No | Deprivation Pay (Area 1) |
| Quality Access (Enh) | No | Deprivation Pay (Area 2) |
| Quality Money | No | Deprivation Pay (Area 3) |
| | | Child Health Surveillance |
| | | Basic Practice Allowance |
| | | Employment of Assistant |
| | | Registration Fees |

Reporting Facilities

Reporting Facilities



A number of different reports facilities are available. Rather than give examples of each printout it is probably best to experiment with the different options and use the **<Print Preview>** option to look at each to decide which ones will suit your practice. We know that some practices print out an example of each report and analysis and keep them in a binder for future reference.

There are 4 main Reports options - click on the links for more details:

1. [Cashbook reports](#) - These are generally detailed listings of items in the current Cashbook year.
2. [Analysis reports](#) - These allow year-by-year comparison of current archived data but by code and sub-code totals.
3. [Budget Reports](#) - These allow comparisons between projected and actual income/expenditure.
4. [Quick reports](#) - This produces a report based on the current Cashbook view and filter i.e. whatever is on the current Cashbook screen.

Report Output options

All reports let you choose from a variety of output and formatting options- the following screen will appear. The Print preview option is particularly helpful for checking the output and formatting before the report is produced. The package will store the settings you last used.

To Print a Report

Current Report : Quick Report from Cashbook

Export format

'CSV' format (Excel, Works, Lotus)

'Tab' format

Column headings Report headings

Page Orientation

Portrait Landscape

Font size

Small Medium Large

Print Quality

Draft Standard High Quality

Other Printer settings

Printer to use : **Default Windows printer**

Paper Tray: **Paper Feeder**

Use Color?

Colour Grayscale Black & White

Export to File

Display Graphs

Print Preview

Print Report

F1: Help F2: Close

| Income/Expenditure for Jan | | |
|----------------------------|----------|------|
| | Date | Ref. |
| 1. | 01/01/00 | DD |

Cashbook Reports



Cashbook reports are used to produce detailed listings of the data in your Cashbook and NHS ledgers. Many of the reports have a simple or detailed option. The Simple option shows only the simple listing, the Detailed option breaks down the listing into Code, sub-code or Doctor rather like a traditional Cashbook with multiple columns.

To run Cashbook reports - select **Reports - Cashbook reports** from the Main Menu.

A series of helper screen will take you through the options available - these are:

1. Report style
2. Report codes (where applicable)
3. Report period

See [Reporting facilities](#) for more information on the various output formats

Option to exclude Transfer amounts from Balance reports

This option applies to some Balances reports and allows Transfer amounts to be excluded from the report.

Option to Skip Blank columns

If this option is applied, any columns which are completely blank will be omitted to save paper

Option to prevent page breaks in multiple code / period reports

Normally the package changes to a new page with each code or period when printing multiple code or period reports. This option causes the package to insert page breaks only when strictly necessary.

Analysis Reports



Analysis reports are used to produce totals information i.e. they do not show details of individual Cashbook items - select **Reports - Analysis reports** from the Main Menu.

A series of helper screen will take you through the options available - these are:

1. Analysis Style
2. Analysis Codes (where applicable)
3. Analysis Period
4. Analysis Totals

See [Reporting facilities](#) for more information on the various output formats

Budget Style Analysis Reports



This style of report gives a quick overview and breakdown of both income and expenditure over a period of time. It uses a similar style of presentation to the Budget Report with a tree-style breakdown of Main codes or sub-codes. This view can be easily manipulated to hide codes with no figures or other codes which are of minor interest in a similar fashion to Budget reports.

| Practice Budget Report | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| Budget-style report - Breakdown of Main and Sub codes | | | | | | | |
| Period from 01/07/02 to 30/06/03 | | | | | | | |
| Budget Category | July 2002 | August 2002 | September 2002 | October 2002 | November 2002 | December 2002 | January 2003 |
| Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash introduced | 110.00 | 200.00 | 80.00 | 90.00 | 2000.00 | 100.00 | |
| FHSA income | 28859.62 | 51954.20 | 54672.67 | 61674.16 | 55490.71 | 24867.59 | |
| Fundholding | 31600.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Income tax repaid | 0.00 | 0.00 | 0.00 | 0.00 | 2351.40 | 0.00 | |
| Tax provisions | 0.00 | 0.00 | 0.00 | 0.00 | 385.62 | 0.00 | |
| Other appointments | 532.00 | 250.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Appraisals | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | |
| Cremation fees | 91.00 | 91.00 | 272.00 | 136.50 | 136.50 | 0.00 | |
| Insurance claims | 157.90 | 84.90 | 227.24 | 110.10 | 125.36 | 32.00 | |
| Insurance exams | 1203.05 | 874.00 | 943.30 | 1059.30 | 2101.70 | 672.94 | |
| Income Totals | 62553.57 | 53454.10 | 57420.21 | 82950.06 | 62601.29 | 26731.08 | |
| Expenditure Totals | 58345.92 | 50689.77 | 58048.64 | 78723.94 | 59996.30 | 23241.48 | |
| Balance Totals | 4207.65 | 2764.33 | -628.43 | 4226.12 | 2604.99 | 3489.60 | |

Income / Expenditure Code Analysis reports are accessed via **Main menu - Reports - Analysis**.

Quick Reports



Quick reports may be produced by selecting **Reports - Quick Report** from the main menu, by pressing the **Quick report button** or the **<F12>** key.

The quick report will produce a printed copy of whichever Cashbook view is currently being displayed on the Cashbook ledger screen.

Print Preview



The Print Preview screen allows you to view on -screen an accurate representation of the format of the printed report.

There are various option to zoom-in and out to see the pages more clearly. You can also use the landscape/portrait buttons to experiment to see which looks better or uses less paper.

The Private Fees Register

Private Fees Tracking



Overview

This feature will allow you to monitor the payment of private fees e.g. lawyers' reports, insurance company medicals, PMAs etc. This should help ensure that the practice is being paid promptly and accurately.

Each practice maintains its own list of Clients and Services provided. Each Service e.g. Medical Report, Travel vaccination may be set up with a standard fee to speed up data entry.

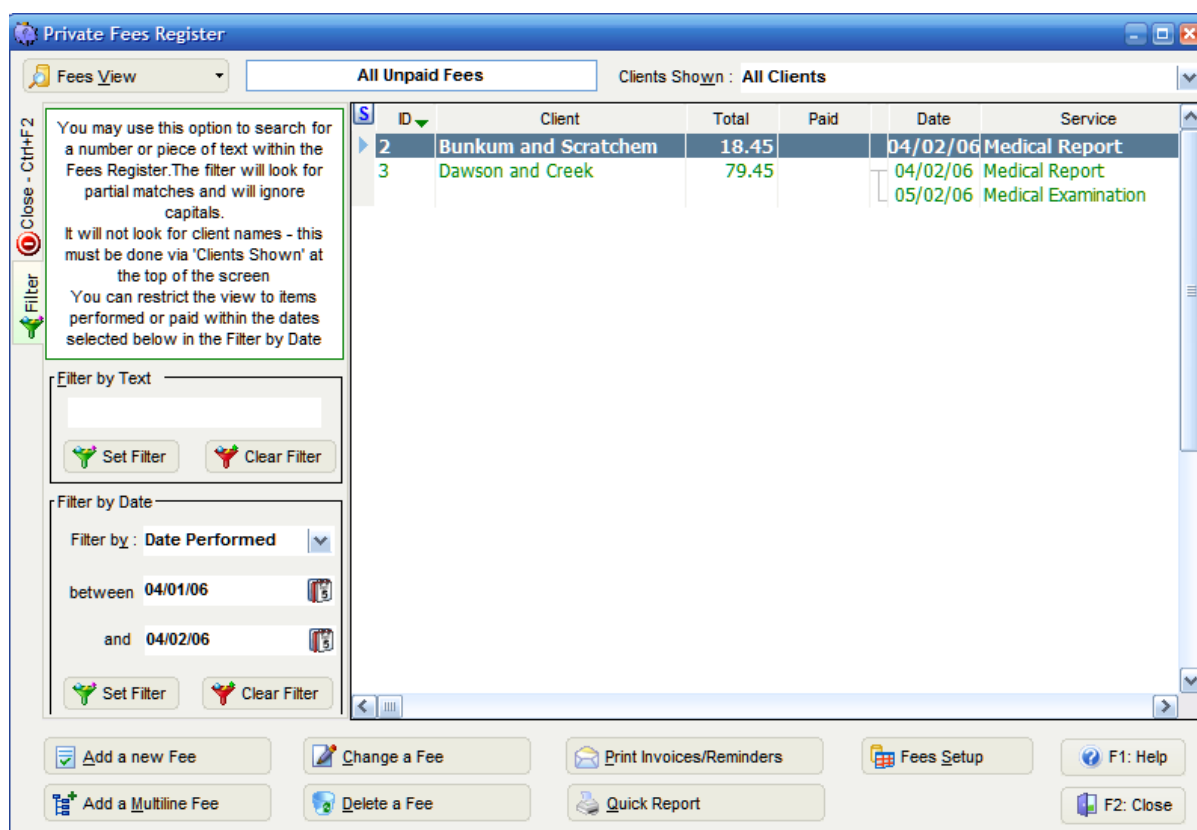
If you wish the package can be used to generate pre-prepared invoices, reminders or receipts. Once paid, each fee can be partially imported into the Cashbook.

Before you can use Fee tracking successfully you will need to spend a bit of time setting up your list of clients and services offered - [Fees Tracking Setup](#).

NB Fees tracking is designed for the average practice with a relatively small private fees element to income. It may not be suitable for a substantially private practice or where you have a very large fee-based source of private income.

The Private Fees Register

The Fees Register is accessed from the **Main Cashbook Menu->Fees**.



This screen shows a list of all Private Fees recorded. It will normally display **All Unpaid Fees from All clients** but you can alter the display to show different views of the register by selecting the Fees View button. This screen lets you Add, Change or Delete existing Fees register records.

On occasion you may need to record a Fee which is made up of more than one line e.g. if you choose to bill a law firm for several medical reports against one invoice. The package allows you to record [Multiline Fees](#) and produce [Multiline Invoices](#). The screenshot above shows an example of a Multiline Fees record.

Add, Change or Delete Fees

See [Add or Change a Fees record](#)

Add a Multiline Fee

See [Add a Multiline Fee record](#)

Fees View options

Save Current View Grid View

These options allow you to adjust the layout of the Fees record view with multiple line, Column width, Column order and Sorting options. See Fees Display options for more information.

- All items (Paid and Unpaid)
- Unpaid items only
- Paid items only
- Unpaid items - Invoice overdue
The register shows any items which have been performed but have not yet been invoiced to the client.
- Unpaid items - 1st reminder overdue
The register shows any items which have been performed and invoiced but have not yet been paid. You can determine the interval allowed before the reminder becomes overdue in Fees Tracking Setup. This is to allow clients time to respond to earlier payment requests.
- Unpaid items - 2nd reminder overdue
The register shows any items which have been performed and a first reminder sent but have not yet been paid.
- Unpaid items - Final reminder overdue
The register shows any items which have been performed and a second reminder sent but have not yet been paid.

Client Shown options

Normally, fees due by all clients are visible in the register. You can select a particular client to view from the Clients Shown drop-down list.

Quick Report

The Quick report button will generate a simple report based on whatever view is currently in the fees register. The usual options of Print Preview, Print or Export to file are available.

Print Invoices / Reminders

If any invoices or reminders are overdue, pressing this button will cause a batch of the appropriate invoices and reminders to be printed (or emailed).

The package brings up the [Print Overdue Invoices and Reminders](#) screen, which lets you decide which invoices/reminders should be printed. This screen also takes account of any Clients Shown settings on the main screen i.e. If you have selected a particular client on the main screen, only overdue invoices for that client will be shown.

This is unlike previous versions where the invoices and reminders produced took no account of the Clients Shown settings and ALL overdue letters from ALL clients were produced.

The package keeps a note of the number and date of reminders created so that follow-ups are generated automatically at a later date.

If the client has indicated that they prefer to receive invoices or reminders by email, the package will create an email with the invoice/reminder as an MS-Word compatible attachment.

See [Client Setup](#) and [Fee Tracking Letters Setup](#) and [Multiline Invoices](#) for more information.

Fees Filter

To activate the Fees Filter, click on the vertical **Filter Tab**. Enter a piece of text on the Filter box and press **Set Filter**. Only items matching the filter will be displayed. Partial matches are included.

You may also choose to filter on **Date Performed**, **Date Paid**, **Date of First Invoice** and **Date of Last Invoice** looking for items dated between the Start and End dates you supply.

Adjusting the Fees Screen layout

Column width, Column order and the sort order of the display can all be adjusted - see Fees Display options for more details.

Fees Setup

[Fees Tracking Setup](#) can be accessed by pressing this button.

Fees only Account



Some practices have asked if it is possible to set up the package so that particular members of staff are able to use the Fees Register without access to the other accounts.

This can be done by adding a new account as a Fees only account. If you set up an account as Fees only, anyone using this account is only given access to the Fees Register parts of the package.

A Fees only account does not need any further setup, other than a Name and password.

Add or Change a Fees record



This screen allows you to add or change a Fees record.

Click on different parts of the screen above for further help on each field or button:

Screen to change an existing Fee for Service details.

Client Type: **Lawyer** Order Id: **19**

Bill to: **Irwin Mitchell, Solicitors** Edit Client Add a Client

Service: **Request for Records** Notes Invoice notes

Client Ref: **2691**

Performed: Vat: **Z : Zero-rated**

Gross Fee: **28.50** Vat Amount: **0.00**

By: Personal:

Our Ref:

Other Ref:

Discount: **0.00** Discounted Fee: **28.50**

Paid: Tax Point:

Add multiple Fee lines

Cashbook Entry

Print Receipt Email Receipt

Invoicing Status

Invoice / Reminders sent: **0** Preview Inv. Print Invoice F1: Help

Next Reminder in: **6** weeks Email Invoice Cancel

Last reminder/invoice: Status: F2: OK

Add a Multiline Fee Record



This option allows you to add a Fees record which consists of multiple lines.

Screen to change an existing Fee for Service details.

Client Type: **Private Patient**

Invoice No: **000012**

Bill to: **Fees Client 5**

Edit Client **Add a Client**

| Date | Service | Amount | Client |
|----------|---------------------|--------|----------|
| 19/06/08 | Consultation | 123.45 | Multilin |
| 17/09/08 | Travel Immunisation | 87.12 | Multilin |
| 17/12/08 | Medical Report | 30.00 | Multilin |

Notes Invoice notes

Invoice Total: 223.57

Add line **Change Line** **Delete line**

Cashbook Link
Add **Change** **Delete**

Paid: **Tax Point:**

Print Receipt **Email Receipt**

Invoicing Status

Invoice / Reminders sent: **0**

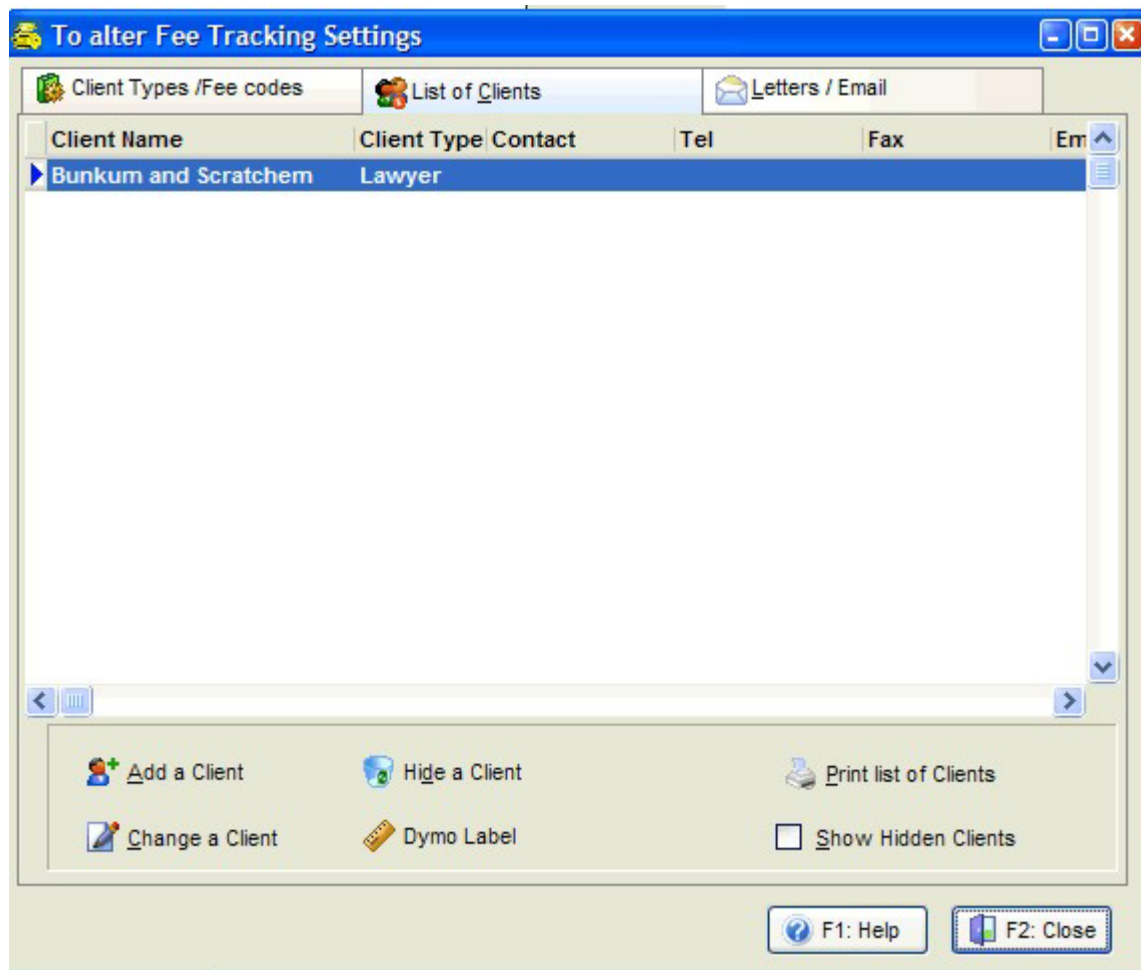
Next Reminder in: **6** weeks

Last reminder/invoice: Status:

Preview Inv. **Print Invoice** **Email Invoice**

F1: Help **Cancel** **F2: OK**

Client Setup



This screen accessed via Fees Tracking Setup shows a list of all clients held in the package.

Clients cannot be permanently removed to prevent data corruption but can be hidden and only appear on the list if the **Show Hidden Clients** option is ticked.

If you have a Dymo label printer, there is an option to produce a label for the selected client.

Choosing the **Add or Change a Client** buttons displays the following screen:

Screen to change an existing Clients.

Name : **Bunkum and Scratchem** Client ID : 10001 Hidden

Client Type : **Lawyer** Email :

Contact : **Mr Scratchett** Use email for letters

Billing Address : **Rich Mansions
Oxbridge**

Tel :

Fax :

Notes Invoice notes
FATO Mr Scratchett

Interval between Reminders : 6 weeks

F1: Help Cancel F2: OK

The only compulsory field on this screen are the Name and Client Type.

If the client prefers you can tick the Use email for letters option - in this case, the automatic production of overdue invoices and reminders will create an email with attached invoice document rather than a printout.

You may set up a standard Invoice note for this client and set a specific Reminder interval for this client, which will override the default setting.



Cashbook Link

The "Cashbook Link" buttons can be used to add Multiple Fees and Purchases to the cashbook. This is found in the "Screen to change an existing..." Fee or Purchase edit window, as shown below:-

Screen to change an existing Fee for Service details.

Client Type: **Private Patient** Invoice No: **000012**

Bill to: **Fees Client 5** Edit Client Add a Client

| Date | Service | Amount | Client |
|----------|---------------------|--------|----------|
| 19/06/08 | Consultation | 123.45 | Multilin |
| 17/09/08 | Travel Immunisation | 87.12 | Multilin |
| 17/12/08 | Medical Report | 30.00 | Multilin |

Invoice Total: 223.57

Cashbook Link
 Add Change Delete

Paid: Tax Point:

Invoicing Status
 Invoice / Reminders sent: 0
 Next Reminder in: 6 weeks
 Last reminder/invoice: Status:

Preview Inv. Print Invoice Email Invoice F1: Help Cancel F2: OK

Add (for a single-line Fee or Purchase)

Selecting to add a cashbook link on a single line Fee/Purchase opens the normal 'Screen to add a new cashbook entry'.

Change

Selecting to change a cashbook link allows you to edit the cashbook entry from within the Register. If you change Fees/Purchases entered as single cashbook items this opens the 'Screen to change an existing cashbook item'. Likewise, if you choose to change a Fee/Purchase that was entered as a multiple lodgement this opens a lodgement edit screen.

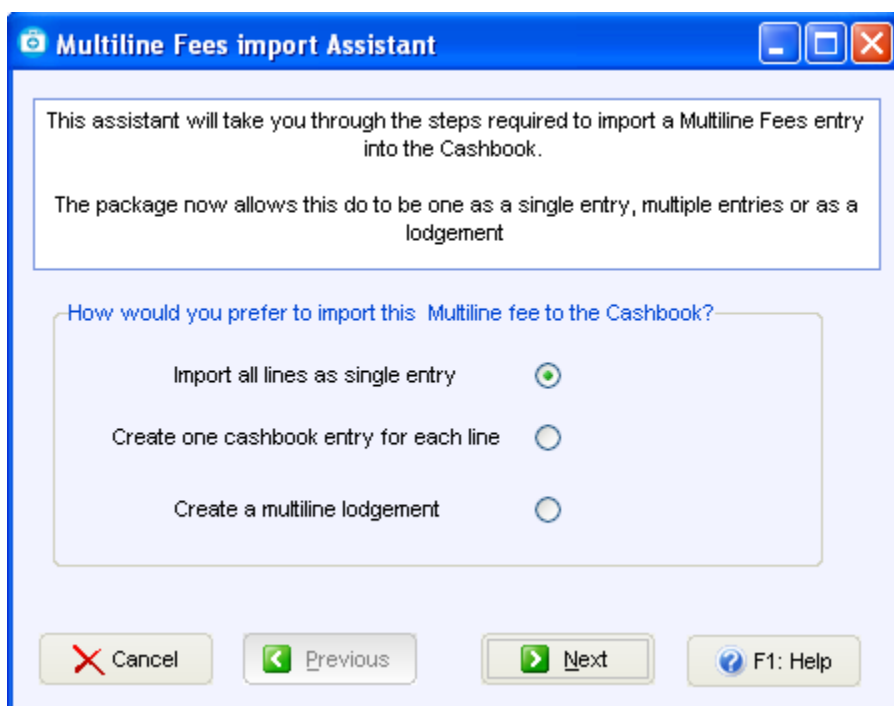
Delete

If you choose to delete a cashbook link, this will delete the link but not the cashbook entry.

If you wish to delete a cashbook entry created through the cashbook link you will need to do this from the cashbook screen.

Add (for a multiline Fee or Purchase)

Selecting to add a cashbook link on a Multiline Fee/Purchase opens the following wizard.



This allows you to enter your Multiline Fees/Purchases into the cashbook as a single entry, separate single entries for each line or as a multiline lodgement. Select one of the three options and click the 'Next' button.

Import all lines as single entry

Selecting this option opens a standard cashbook entry window with the total of all lines from the Fee/Purchase selected.

Create one cashbook entry for each line.

The wizard displays a window where you can select the cashbook code and subcode for each cashbook entry.



The option to use a different code/sub code for each cashbook entry allows you to enter different codes for each cashbook entry.

Choosing to use the same code/sub code for all cashbook entries and then selecting a main code and sub code from the drop down lists will populate each cashbook entry with these codes.

Create a Multiline lodgement

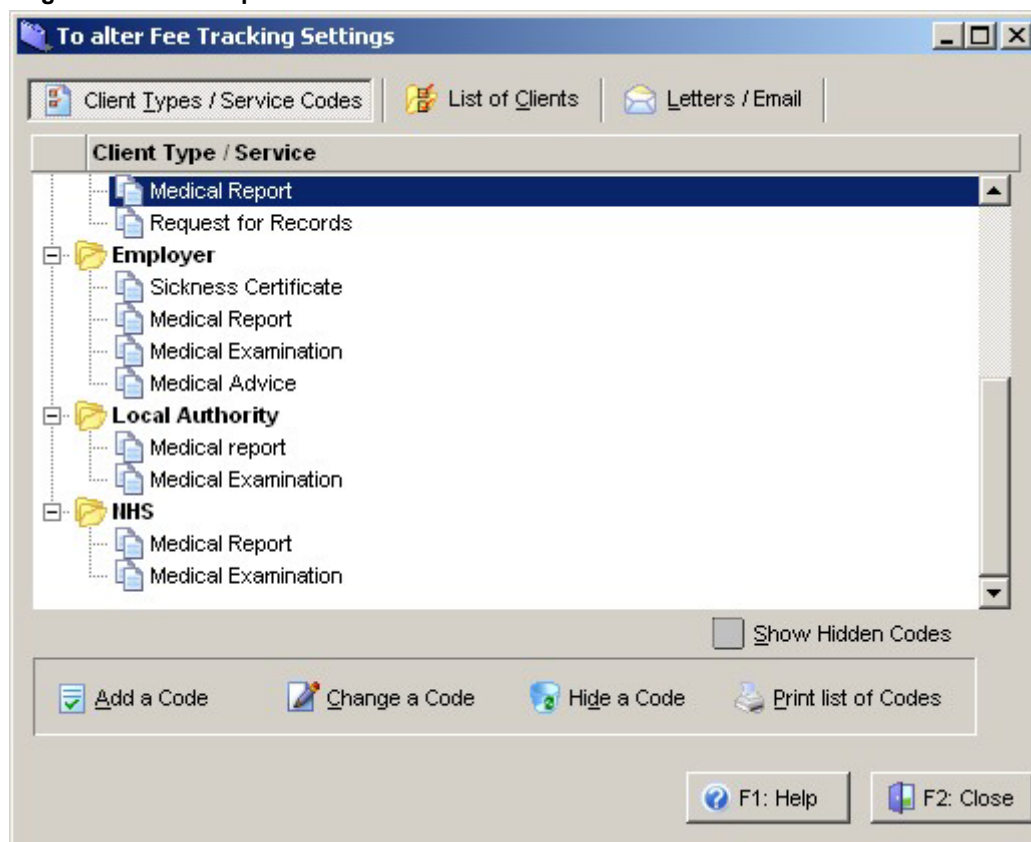
The wizard displays a window where you can select the cashbook code and sub code for each cashbook entry. Choosing the option to use a different code/sub code for each cashbook entry takes you through cashbook entry screens where different codes can be set for each new cashbook entry. After the lodgement has been created, the cashbook lodgement edit window is displayed for the new lodgement.

Selecting the option to use the same code/sub code for all cashbook entries takes you straight to the lodgement screen after creating the cashbook lodgement.

Fees Tracking Setup



This screen is accessed from **Main menu - Setup - To alter Fees Tracking setup** or from **Main menu - Fees Register - Fees Setup**.



The 'Tab' buttons at the top of the screen switch between the following options:

| | |
|------------------------------|---|
| Client Types / Service Codes | See Add or Change a Fees Code . |
| Clients | See Add or Change a Client Record . |
| Letters / Email | See Fee Tracking Letters setup . |

General Concepts:

Client Type codes

Client type codes are used to group clients into broad headings e.g. Insurance companies, Lawyers, Private patients. This makes it easier to find particular clients and allows Services to be allocated to each Client Type. Initially you will be presented with a list of pre-prepared Client types. You may alter this list as you see fit.

Services codes

Each Client Type is given a range of services e.g. Lawyers may have Medical Reports, Requests for records. Each Service code may be given a Standard fee and VAT rate to speed up data entry. When entering a Fees record you do not have to pick an item from the list of Services - any piece of text can be typed in.

Clients

Every Fees record must be allocated to a Client. The client record is assigned to a Client type group and their contact and address details may be recorded to allow automatically mail-merged invoices/reminders to be generated. If the client wishes you can indicate that they prefer to have communications via email rather than by post.

Letters / Email

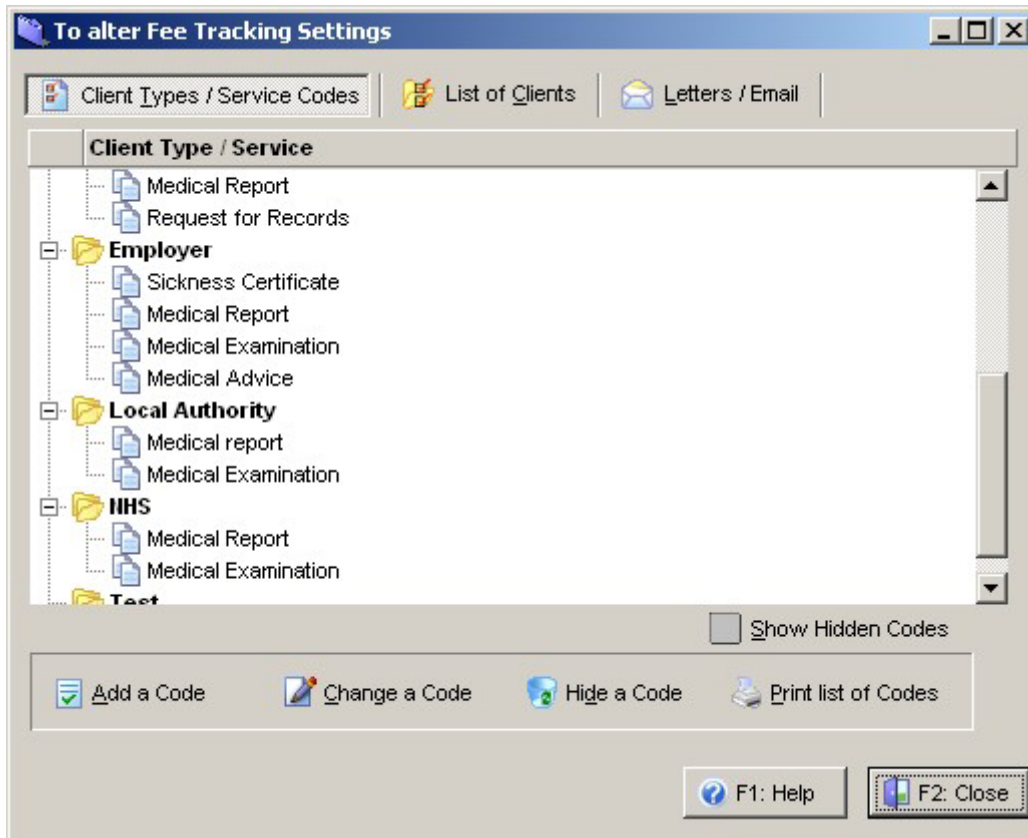
These settings define the format of letter/invoices and receipts along with other options such as practice contact details for use in mail-merge and whether you wish copies of invoices and receipts to be generated.

The letters are stored, within the package in "RTF" format. The package includes a simple Word-like editor to allow you to alter the letters to your own style. You may also edit the letters in an RTF compatible editor such as

MS Word, then copy and paste the contents into the internal editor - this can be useful if you have a particular letterhead that you wish to use. Please note that although the RTF format capabilities are extensive, not all MS Word features will necessarily be imported or displayed correctly.

The letters have a number of 'Mail-merge Fields' which allow data from the package to be inserted automatically into the document when it is printed. See [Fees Mail-merge Fields](#) for a full description.

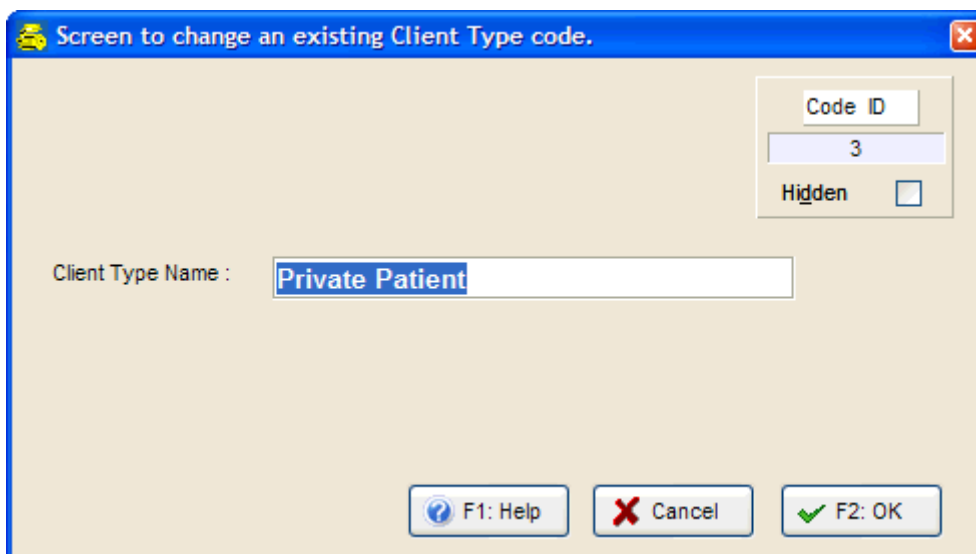
Add or Change a Fees Code



This screen allows to add change or hide Fees Codes. There are 2 types of Fees Code:

Client Type codes

Client type codes are used to group clients into broad headings e.g. Insurance companies, Lawyers, Private patients. This makes it easier to find particular clients and allows Services to be allocated to each Client Type. Initially you will be presented with a list of pre-prepared Client types. You may alter this list as you see fit.



Services codes

Each Client Type is given a range of services e.g. Lawyers may have Medical Reports, Requests for records. Each Service code may be given a Standard fee and VAT rate to speed up data entry. When entering a Fees record you do not have to pick an item from the list of Services - any piece of text can be typed in.

If you choose the option to Add or Change Fees Code you will see this screen:

Screen to change an existing Fee Service code.

Text of this service:

Code ID:
Hidden:

Client Type:

Usual Fee:

Usual Vat Rate:

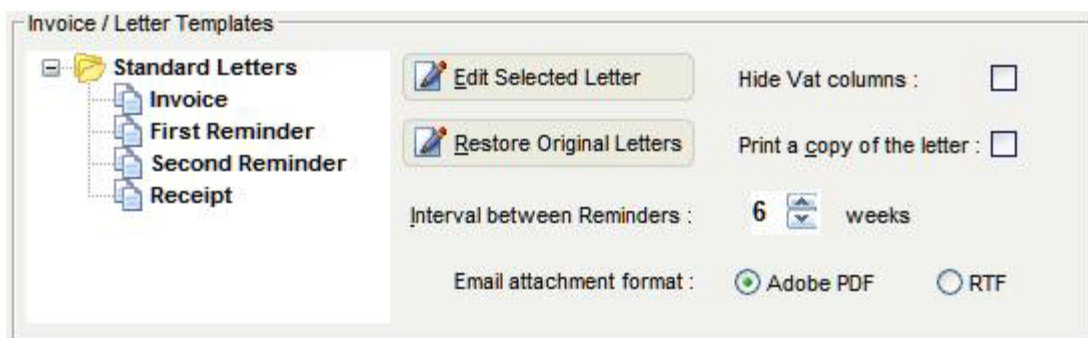
F1: Help Cancel F2: OK

Each Service Code must be given a Client Type code. You may also enter the Usual Fee and VAT Rate for this Service code which will speed up data entry when you are entering Fee records.

Fee Tracking Letters Setup



This screen handles a number of options related to Fees tracking letters:



Invoice / Letter Template options:

Edit Selected Letter

If one of the Letter templates is highlighted you may select this button to alter the contents of that template - See [Edit a Fees Tracking Letter](#)

Restore Original Letters

This button restores the letter templates to their original settings as provided with IRIS GP Accounts - any changes you have made will be lost.

Hide VAT Columns

If the new multiline letter format is being used, this box should be ticked if you do not need VAT columns on the invoice/reminder letter.

Print a copy of the Letter

Normally only one copy of the document is printed. This option prints a copy for your own records even if the original is sent by email.

Interval between Reminders

This figure determines how long a client is given to respond to an invoice or reminder before the next reminder is sent.

Note that a maximum of 1 invoice and 2 reminders is sent.

Email attachment format

This determines whether emailed invoices use the Microsoft Word compatible RTF format or the Adobe PDF format.

Practice Contact Details

Some of the [Mail-merge fields](#) will insert Practice details into the document, simplifying setup of the letters. To edit the Practice Name, Address and other contact details, press the **Edit Practice Details** button.

Dymo Label Writer Template file

If you have a Dymo Label Writing Printer, use this option to select the appropriate Label Write Template file.

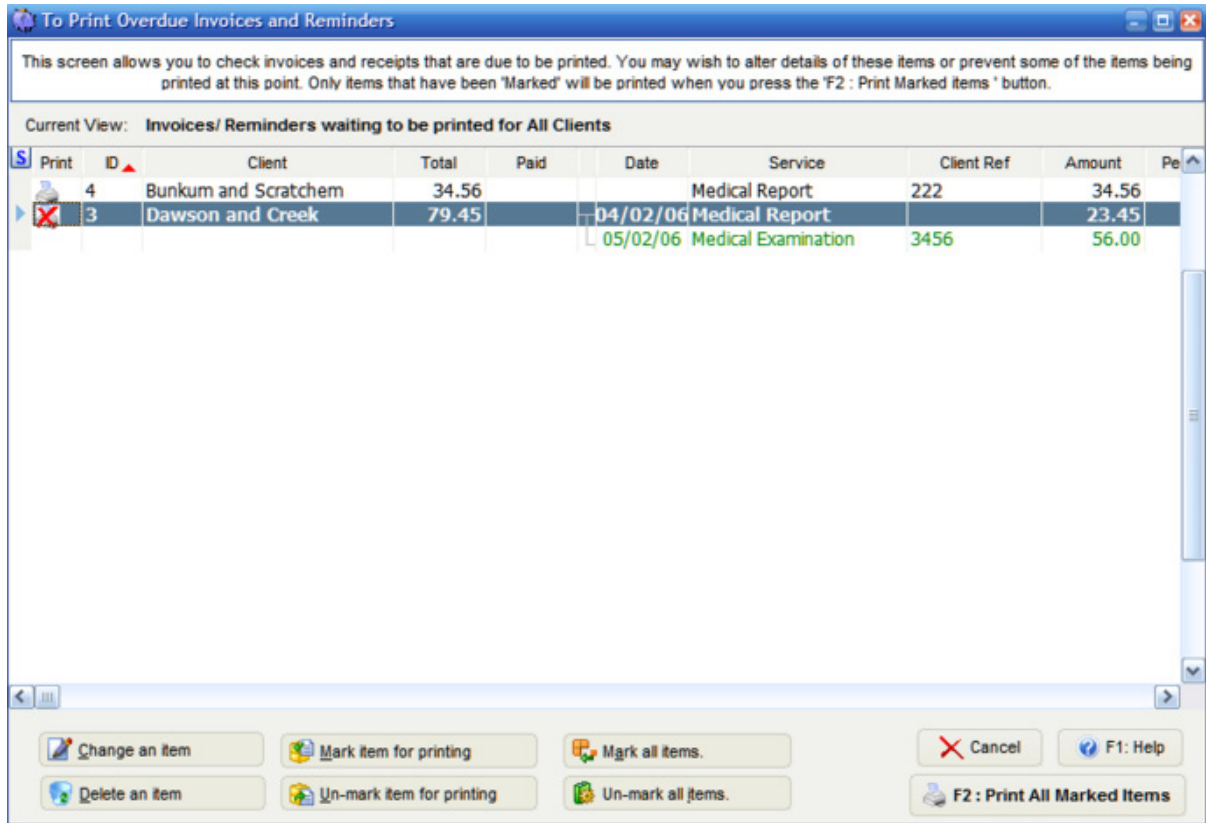
Print Overdue Invoices and Reminders



This screen allows you to choose which overdue Fees invoices should be printed. Each item can be 'Marked' or 'Un-marked'. Only Marked items will be printed. New items are automatically set as 'Marked' In the example below, the first item is marked and will be printed, whilst the second Multiline item is set as 'Un-marked' and will not be printed when the **F2:Print All Marked items** button is pressed.

This screen shows unpaid, overdue items but takes account of any Client selections on the main Fees screen i.e. in the example below 'All Clients' has been selected at the main screen. If, however, the client 'Dawson and Creek' was selected on the main Fees screen, only items for that client would be shown here.

The titles at the top of each column can be clicked on to sort the items in different orders and the column width and order can be adjusted as per the main Fees screen - see [Fees Display options](#) for further details.



Change an Item Delete an Item

Allows you to edit or delete any listed items - see Add or Change a Fees record for more information

Mark Item for Printing Un-mark Item for Printing

If an item is marked it will be printed. Unmark any items that you do not currently wish to print. A single-click on the item concerned, over the Print column toggles the setting between Marked and Un-marked.

Mark all Items Un-mark all items

These buttons, respectively Mark or Un-mark all of the items listed.

Print All Marked items

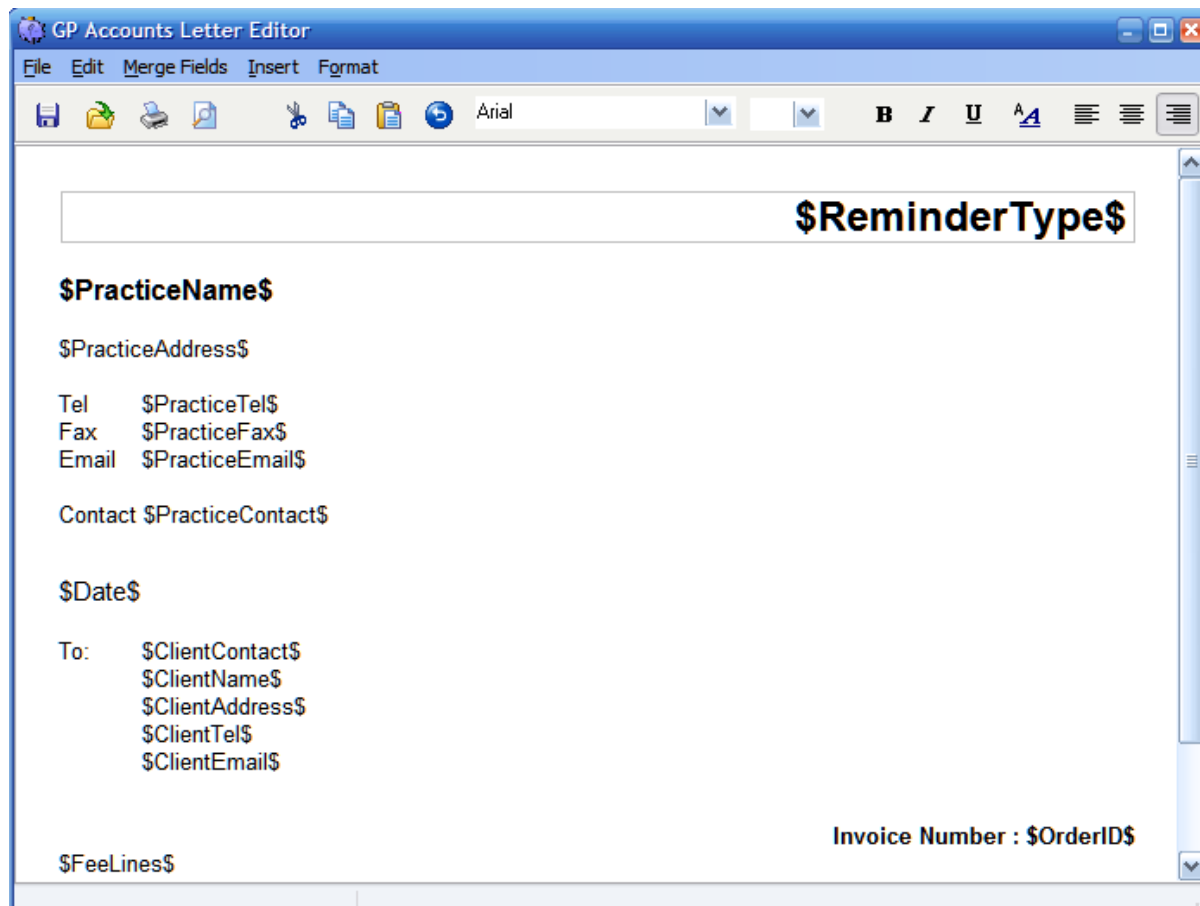
All of the marked items will be printed. The items are sent straight to the printer without any print preview. See [Fee Tracking Letters setup](#) for further information on Invoice and Receipt printing.

Edit a Fees tracking letter



This screen allows you to edit the appearance of your invoice/reminders or receipts. It is an 'RTF-compatible' editor and in many ways works like Microsoft Word.

Microsoft Word files can be saved as RTF files and then read in to the editor via **File-> Import**.



The pieces of text surrounded by \$\$ e.g. **\$PracticeName\$** are mail-merge field codes, used to merge data from the accounts package into your letters -see [Fees Mail-merge fields](#). Many can be selected simply from the **Merge Fields** menu option

You may find it helpful to make use of the Multiline Fees merge field (**Fee Details** on the **Merge Fields** menu) which takes care of most of the complex formatting of an invoice - see [Multiline Invoices](#). The example shown above is from one of the standard supplied letter templates and will produce a perfectly acceptable professional invoice.

The '**Insert - Picture**' option on the Letter editor may be used to insert a picture such as a Practice Logo.

When you have finished editing the document choose **File-> Save and Exit**.

Fees Mail-merge Fields



The mail-merge fields are used with Fees tracking letters to insert information from the accounts package into invoices/reminders and receipts. Most of the Merge Field can be entered from the [Fees Letter editor Merge Fields](#) menu option

e.g. In an Invoice the mail-merge field **\$ClientName\$** will be substituted by the name of the client when the invoice is produced.

The following mail merge field are available:

| | |
|--------------------------|--|
| \$OrderID\$ | The internal unique number for this Fees record |
| \$Date\$ | Today's date |
| \$DatePerformed\$ | Date that the service was performed |
| \$Service\$ | The text of the service performed |
| \$PerformedBy\$ | The partner who performed the service |
| \$Reminder Type\$ | The type of letter - Invoice, Receipt, First Reminder, Second Reminder, Final Reminder |
| \$FeeLines\$ | Display all Fee line details - See Multiline Invoices |

The **\$FeeLines\$** code pre-formats and inserts all of the following codes which are therefore no longer required:

| | |
|-----------------------------|---|
| \$GrossAmount\$ | The gross amount (inclusive of VAT) |
| \$NetAmount\$ | The net amount (exclusive of VAT) |
| \$VatAmount\$ | The amount of VAT |
| \$VatRate\$ | The VAT rate of this fee |
| \$Discount\$ | Amount of discount |
| \$DiscountedAmount\$ | Final fee after discount |
| \$InvoiceNotes\$ | Text to put on an individual invoice/ receipt |
| \$DatePaid\$ | Date item paid |
| \$PayRef\$ | The practice paid reference |
| \$PracticeName\$ | |
| \$PracticeContact\$ | Contact name at the practice |
| \$PracticeAddress\$ | Practice Address |
| \$PracticeTel\$ | Practice Telephone number |
| \$PracticeFax\$ | Practice Fax |
| \$PracticeEmail\$ | Practice Email Address |
| \$DateFirstInvoice\$ | Date that the first invoice was sent |
| \$DateLastInvoice\$ | Date that the last invoice was sent |
| \$InvoiceStatus\$ | Current invoicing status |

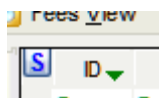
Fees Display options



The display offered by the [main Fees screen](#) and [Print Invoice/Reminders screen](#) can be adjusted to suit your preferences.

To adjust the display Sort Order

The sort order of the items displayed can be adjusted by clicking on the Title of the column. The items will be sorted in order of the column selected. Clicking on the same column again will reverse the sort order i.e. Ascending - Descending or vice versa. The sort order cannot be saved and will revert to the default order of 'sort by Order ID' when the main Fees screen is entered. The small coloured arrow indicates the active sort column and direction of sort.



To adjust Column Widths

Individual Column Widths can be adjusted by dragging on the small separator line between each Title.

| All Unpaid Fees | | | |
|-----------------|--|-------|------|
| nt | | Total | Paid |
| reek | | 79.45 | |

To save the new settings permanently, choose **Fees View - Save Current View**.

To view the Grid with your selected Column Widths choose **Fees View - Grid View - User Defined View**.

To adjust Column Position

Individual Column Positions can be moved by dragging on the Title.

| All Unpaid Fees | | | |
|-----------------|--|-------|------|
| nt | | Total | Paid |
| reek | | 79.45 | |

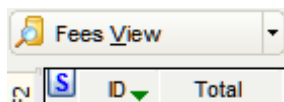
To save the new settings permanently, choose **Fees View - Save Current View**

To view the Grid with your selected Column Widths choose **Fees View - Grid View - User Defined View**.

To adjust the Grid View

The Grid can be viewed in **Single Line**, **Multiple Line** or **User Defined Views**. Switch between these views via Fees View - Grid Views or by pressing the small blue button in the top left hand corner of the Fees grid - 'Displaying 'S' in the screenshot below. This will change to **S/M/U** depending on the current view selected.

The Single and Multiline Views will use default column positions and widths - choose **User Defined View** to display your stored column position and widths.



To save the new Grid Views settings permanently, choose **Fees View - Save Current View**

Multiline Invoices



The standard letter formats have been upgraded to show a more professional appearance and include support for Multiline invoicing by the use of a **\$FeeLines\$** merge field code which formats and displays multiple fee lines correctly.

NOTE: If you plan to use Multiple fee lines, you will have to adjust your letter templates via **Main menu - Setup - To alter Fees Tracking setup** or from **Main menu - Fees Register - Fees Setup**.

Existing letter templates will only handle the first fee line of a Multiline entry.

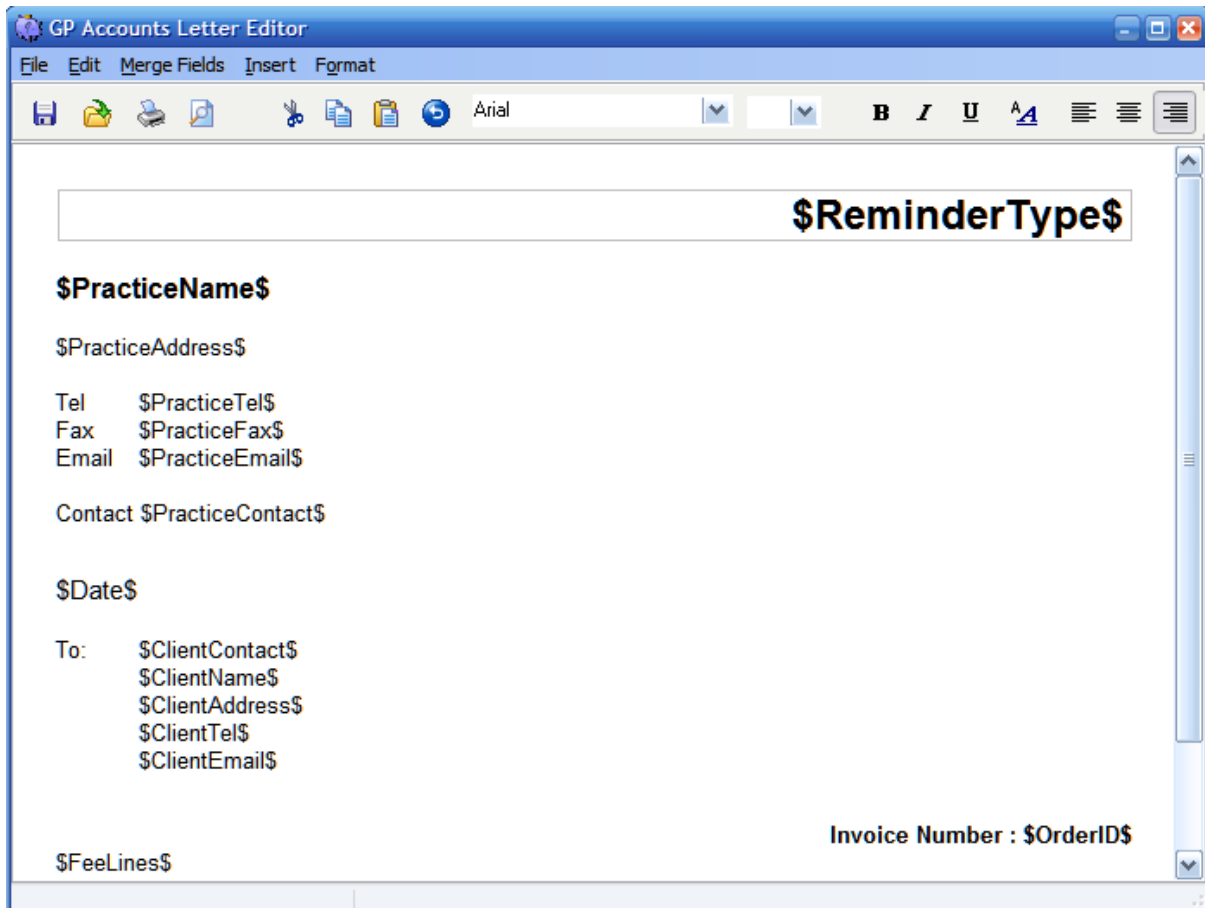
You will need to either:

1. Replace all of your letter templates with the new default templates by pressing **Restore Default Letters**. This will remove any extra text of formatting such as practice logos or payment information you have added but is the best option if you have made no or very few changes to the original default templates.

or

2. Add the new **\$FeeLines\$** merge field code to your existing letter templates which will cause all of the fees details (single or Multiline) to be printed in a neatly formatted block. You will need to remove a number of other merge field codes as they will duplicate the data already 'merged' by the **\$FeeLines\$** code:

| | |
|-----------------------------|-------------------------------------|
| \$DatePerformed\$ | Date that the service was performed |
| \$Service\$ | The text of the service performed |
| \$GrossAmount\$ | The gross amount(inclusive of VAT) |
| \$NetAmount\$ | The net amount (exclusive of VAT) |
| \$VatAmount\$ | The amount of VAT |
| \$VatRate\$ | The VAT rate of this fee |
| \$Discount\$ | Amount of discount |
| \$DiscountedAmount\$ | Final fee after discount |



Fees Reports



The Fees Report button on the Fees Register page generates a printable report of the current Fees view. This is largely a printed representation of what you see on the screen but if All Clients are visible, the report will present a detailed breakdown report of the amounts due from each Client.

This should be helpful at the End of Year in the assessment of unpaid fees for accrual purposes.

The Purchases Register

Purchases Tracking



Overview

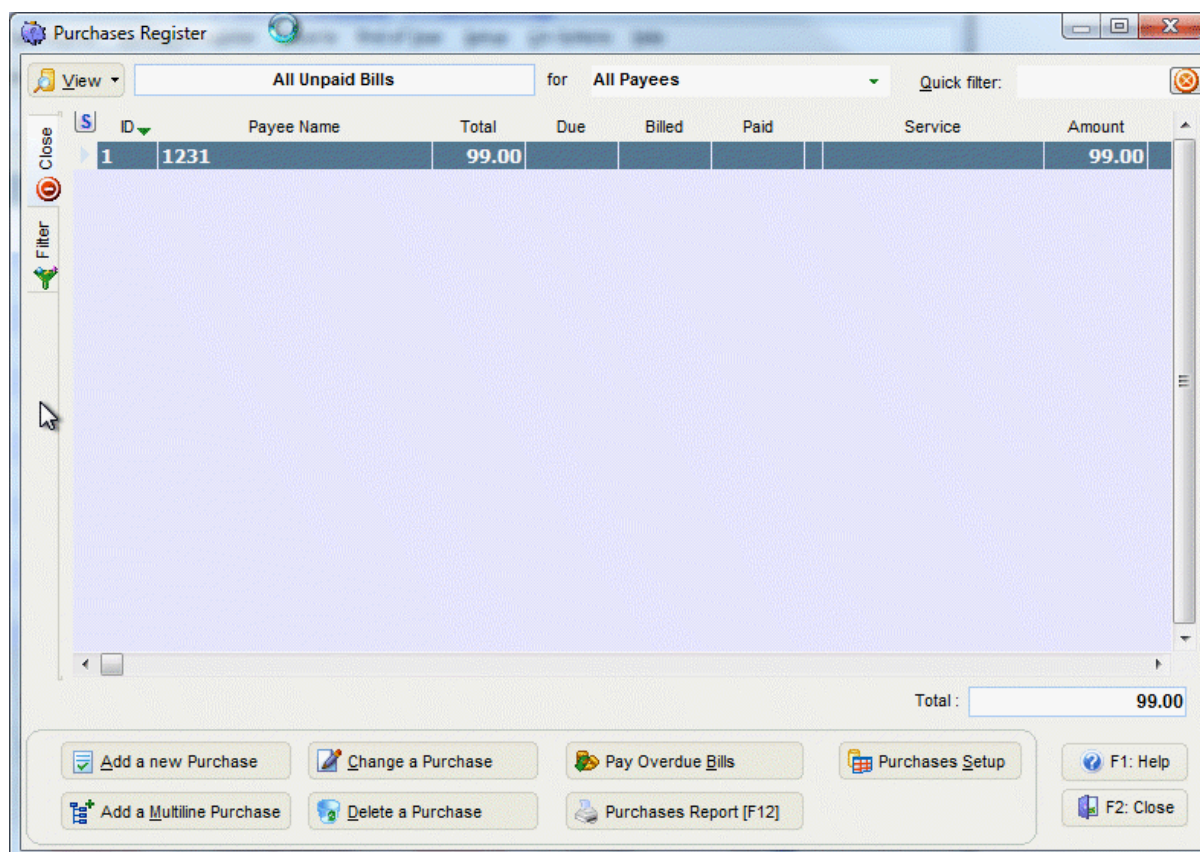
This feature will allow you to monitor the purchase of items and services for the practice and keep track of bills due for payment. The Purchases ledger is also used to pay bills via BACS payments or Cheque Printing.

Each practice maintains its own list of Payees. As a minimum, only the Payee name needs to be recorded and this will be done automatically if a new payee name is used when entering a new purchase item. Other details such as BACS details may need to be recorded if you want to pay bills via BACS.

Before you can use Purchases tracking successfully, especially if you want to use Cheque printing or BACS payments you will need to spend a bit of time setting up your list of payees and other settings - see [Purchases Tracking setup](#).

The Purchases Register

The Purchases Register is accessed from the **Main Cashbook Menu - Purchases Register**.



This screen shows a list of all Purchases Fees recorded. It will normally display **All Unpaid purchases from All payees** but you can alter the display to show different views of the register by selecting the **Purchases View** button. This screen lets you Add, Change or Delete existing Fees register records.

On occasion you may need to record a Purchase which is made up of more than one line e.g. you order a variety of items - in this case the package allows you record [Multiline Purchases](#). The screenshot above shows an example of a Multiline Purchases record.

Add, Change or Delete Purchases

See [Add or Change a Purchases record](#)

Add a Multiline Purchase

See [Add a Multiline Purchase record](#)

Purchases View options

Save Current View Grid View

These options allow you to adjust the layout of the Purchases register view with multiple line, Column width, Column order and Sorting options. See [Purchases Display options](#) for more information

Both Paid and Unpaid

All Items whether paid or unpaid

Paid items only

Only items which have been paid.

Paid - not yet in Cashbook

Items which have been paid but have not yet been linked to a Cashbook item

Unpaid - All

Only items which have not been paid.

Unpaid - due within the next 10 days

Only items which have not been paid and are overdue for payment or are due within the next 10 days.

Payee Shown

Normally, purchases from all payees are visible in the register. You can select a particular payee to view from the **Payee Shown** drop-down list.

Purchases Report

The Purchases Report button will generate a simple report based on whatever view is currently in the Purchases register. The usual options of Print Preview, Print or Export to file are available. If all Payees are visible a Detailed report with breakdown by Payee will be presented.

Pay Overdue Bills

If any bills are overdue or due within the next 10 days pressing this button will bring up the [Pay Overdue Bills](#) screen.

The Overdue Bills screen is also the means by which [BACS payments](#) and [Cheque Printing](#) are performed.

This Overdue Bills screen takes account of any Payee Shown settings on the main screen i.e. If you have selected a particular payee on the main screen, only overdue bills for that payee will be shown.

Purchases Filter

To activate the Purchases Filter, click on the vertical **Filter Tab**. Enter a piece of text on the Filter box and press **Set Filter**. Only items matching the filter will be displayed. Partial matches are included.

You may also choose to filter on **Date Paid**, **Date Billed** and **Date Due** looking for items dated between the Start and End dates you supply.

Adjusting the Purchases Screen layout

Column width, Column order and the sort order of the display can all be adjusted - see [Purchases Display options](#) for more details.

Purchases Setup

[Purchases Tracking Setup](#) can be accessed by pressing this button.

Purchases only account



Some practices have asked if it is possible to set up the package so that particular members of staff are able to use the Purchases Register without access to the other accounts.

This can be done by adding a new account as a Purchases only account. If you setup an account as Purchases only, anyone using this account is only given access to the Purchases Register parts of the package.

A Fees only account does not need any further setup, other than a Name and password.

Add or Change a Purchase Record



This screen allows you to enter details of a Purchase.

The screenshot shows a software window titled "Screen to change an existing Purchase details." with the following fields and controls:

- Payee:** Abacus (with a dropdown arrow and an "Edit Payee" button)
- Payee Ref:** 234
- Purchase Id:** 8 (highlighted with a green border)
- Service:** Accountancy (with an "Add multiple Purchase lines" button)
- Gross Fee:** 200.00 (with a currency icon)
- Vat:** X : Exempt (with a dropdown arrow)
- Vat Amt:** 0.00 (with a dropdown arrow)
- Disp.:** Non Dispensing (with a dropdown arrow)
- Net Amt:** 200.00 (with a dropdown arrow)
- Date Billed:** 10/02/2006 (with a calendar icon)
- Date Due:** 20/02/2006 (with a calendar icon and "Post-date payment" checkbox)
- Pay Method:** Write Chq (with a dropdown arrow and a "Cashbook Entry" button)
- Cheque Ref:** (with a dropdown arrow)
- Other Ref:** (with a text input field)
- Purchase Status:** Partially paid (with a text input field)
- Notes:** Extra work re pensions (in a text area)
- Paid:** (with a checkbox and a calendar icon)
- Buttons:** F1: Help, Cancel, F2: OK

Main Features

(click on different aspects of the screen shot above to display help on other elements):

Payee / Edit Payee

You may select an existing payee from the drop-down box or enter a new payee name - a new payee record will be created automatically. You may wish to amend the details for this payee, especially if you intend paying via BACS, as this option will only be available if the correct payment details e.g. Sort code and account number are available.

Date Due / Post-date payment

The Date Due is normally calculated from the Date Billed + the allowed credit days for this payee or default allowed credit days - see Add or change a payee and Purchases Tracking setup for more information. The date due can be altered if required

The date appears in **red** if the bill is overdue and in **orange** if it is due to be paid in the next 10 days.

When Cheques are printed, the date on the cheque is normally set to today's date or a date set by you. If **Post-date payment** is ticked and the Date due is greater than this 'default' Cheque date, the later Date Due will be used. This allows cheques to be post-dated when doing a print cheque run. See [Cheque Printing](#) for more information

Pay Method

This allows you to enter the intended payment method for this item. The option to pay via BACS will only be offered if full BACS details are available for the payee selected. Press the Edit Payee button if you need to enter the BACS details for this payee.

Date Paid / Cheque Ref

This is normally set automatically by the Pay Overdue Bills facility, which will normally also update the Cheque Ref field. See [Cheque Printing](#) for more details.

Cashbook Entry

This allows to create a new entry in the Cashbook, linked to this Purchase item. The Cashbook item's Ref Number field will be updated automatically by the Pay Overdue Bills facility. It is currently possible to link only to a single Cashbook entry i.e. it is not possible for multiline purchases to be linked to a Cashbook Multiple lodgement.

Add multiple Purchase lines

This allows to you to add more lines to this purchase record. See [Add a Multiline Purchase Record](#) for more details.

Add a Multiline Purchase Record



You may need to record a purchase which is made up of several 'lines'. In this case choose **Add a multiline Purchase** from the main Purchases Register screen or from an existing single-line Purchase record. Most of the fields on this screen are identical to those on the single line screen - see [Add or Change a Purchases record](#) for more details.

Screen to change an existing Purchase details.

Payee : **Abacus** Edit Payee

Payee Ref : Purchase Id:

| Service | Amount | Vat | Vat Amount |
|---------------------|--------|-------|------------|
| Accounting services | 200.00 | 17.50 | 29.78 |

Add line
Change Line
Delete line

Purchase Total: 200.00

Date Billed : **05/02/2006**
Date Due : **15/02/2006** Post-date payment
Pay Method : **Write Chq**
Cheque Ref : Cashbook Entry
Other Ref :
Paid

Notes

F1: Help Cancel F2: OK

Multiline Record options

Use the **Add**, **Change** and **Delete** buttons to adjust the individual line entries:
The find options on the Purchase Lines details screen are identical to those on the single-line entry screen -

Screen to change an existing Purchase Line details.

Service : **Shoes**

Gross Amount :

Vat : **S : Std. 17.5**

Dispensing : **Non Dispensing**

F1: Help Cancel F2: OK

Add or Change a Payee Record



The screen shown below is reached via **Purchases Setup - List of Payees - Add a Payee/Change a Payee**. Most of the screen is self-explanatory- other specific items are detailed below:

Screen to change an existing Payee.

| | | | | | |
|-----------------------|---------------------------|----------|------|--------|--------------------------|
| Name : | Giorgio Armani | Payee ID | 1 | Hidden | <input type="checkbox"/> |
| Cheque Name | Giorgio Armani | | | | |
| Contact : | Hugh Jones | | | | |
| Address : | La Sneeza Roma | | | | |
| Tel : | +43 0113 347699 | | | | |
| Fax : | | | | | |
| Email : | | | | | |
| Usual Payment method: | BACS | | | | |
| Credit Terms : | 14 | | days | | |
| BACS Details | | | | | |
| Bank Name: | Barclays | | | | |
| Branch: | Gorbals | | | | |
| Sort Code: | 01-04-56 | | | | |
| Account Number: | 4450568 | | | | |
| Bank Ref (optional): | 001 | | | | |

Notes

F1: Help
Cancel
F2: OK

Cheque Name

This is the name as it should appear on cheques or BACS payments. It will normally default to the payee name.

Usual Payment Method

Select the method by which this payee should normally be paid. If you select BACS, you must ensure that the correct BACS details are entered. The package will automatically select this payment method when you enter a purchases record for this payee.

Credit Terms

Enter the number of days of credit allowed before items for this payee are due to be paid. The package uses this figure to calculate the Date Due from the Date Billed.

BACS Details

You will need to complete the Bank name, Branch Name, Sort Code and Account Number for this payee if you intend to use BACS payments.

The **Bank Ref.** field is optional and is used by some BACS Banking facilities especially those which use faxed payment mandates.

You will also need to ensure that you have set up your own BACS details via **Purchases Setup->BACS setup**. See [Setting up the BACS payment facility](#) for more details.



Cashbook Link

The "Cashbook Link" buttons can be used to add Multiple Fees and Purchases to the cashbook. This is found in the "Screen to change an existing..." Fee or Purchase edit window, as shown below:-

Screen to change an existing Fee for Service details.

Client Type: **Private Patient**
 Invoice No: **000012**
 Bill to: **Fees Client 5**
 Edit Client Add a Client

| Date | Service | Amount | Client |
|----------|---------------------|--------|----------|
| 19/06/08 | Consultation | 123.45 | Multilin |
| 17/09/08 | Travel Immunisation | 87.12 | Multilin |
| 17/12/08 | Medical Report | 30.00 | Multilin |

Notes Invoice notes

Invoice Total 223.57

Cashbook Link
 Add Change Delete

Paid: Tax Point:

Invoicing Status
 Invoice / Reminders sent: 0
 Next Reminder in: 6 weeks
 Last reminder/invoice: Status:

Print Receipt Email Receipt
 Preview Inv. Print Invoice
 Email Invoice
 F1: Help
 Cancel
 F2: OK

Add (for a single-line Fee or Purchase)

Selecting to add a cashbook link on a single line Fee/Purchase opens the normal 'Screen to add a new cashbook entry'.

Change

Selecting to change a cashbook link allows you to edit the cashbook entry from within the Register. If you change Fees/Purchases entered as single cashbook items this opens the 'Screen to change an existing cashbook item'. Likewise, if you choose to change a Fee/Purchase that was entered as a multiple lodgement this opens a lodgement edit screen.

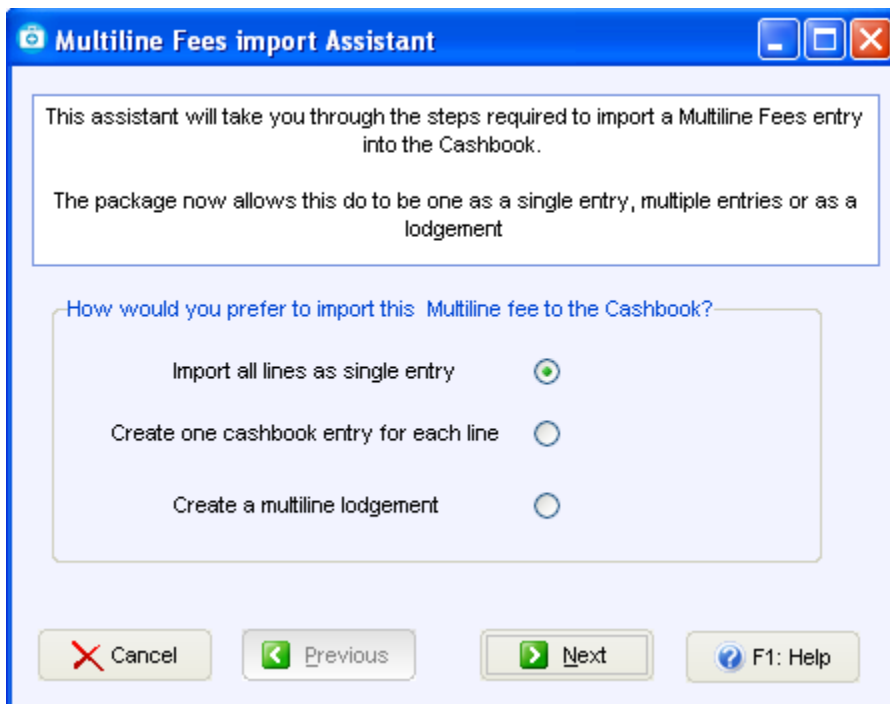
Delete

If you choose to delete a cashbook link, this will delete the link but not the cashbook entry.

If you wish to delete a cashbook entry created through the cashbook link you will need to do this from the cashbook screen.

Add (for a multiline Fee or Purchase)

Selecting to add a cashbook link on a Multiline Fee/Purchase opens the following wizard.



This allows you to enter your Multiline Fees/Purchases into the cashbook as a single entry, separate single entries for each line or as a multiline lodgement. Select one of the three options and click the 'Next' button.

Import all lines as single entry

Selecting this option opens a standard cashbook entry window with the total of all lines from the Fee/Purchase selected.

Create one cashbook entry for each line.

The wizard displays a window where you can select the cashbook code and subcode for each cashbook entry.



The option to use a different code/sub code for each cashbook entry allows you to enter different codes for each cashbook entry.

Choosing to use the same code/sub code for all cashbook entries and then selecting a main code and sub code from the drop down lists will populate each cashbook entry with these codes.

Create a Multiline lodgement

The wizard displays a window where you can select the cashbook code and sub code for each cashbook entry. Choosing the option to use a different code/sub code for each cashbook entry takes you through cashbook entry screens where different codes can be set for each new cashbook entry. After the lodgement has been created, the cashbook lodgement edit window is displayed for the new lodgement.

Selecting the option to use the same code/sub code for all cashbook entries takes you straight to the lodgement screen after creating the cashbook lodgement.

Purchases Tracking Setup



The Purchases setup screen (accessed via **Setup - To alter Purchases Setup** or **Purchases Register - Purchases Setup**) has 4 sections:

List of Payees

Used to setup and list Payees (see [Add or Change a Payee record](#))

Cheque Printing

Used to adjust the printer used for pre-printed cheques and the positioning of the cheques

See [Setting Up Cheque Printing](#)

BACS Setup

Used to setup the practices own BACS details and default BACS format (see [Setting up the BACS payment facility](#))

Other Settings

Default Credit Days

This figure is used to calculate the Purchase items Date Due from the Date Billed. The Default Credit days figure will be overridden by a specific Payee's own Credit days figure.

Default Payment Method

This is payment method you would normally use. The Payment method will be overridden by a specific Payee's own payment method.

Practice Contact Details

These are shared with the Fees register. press the Edit button to adjust the details:

Screen to change an existing Practice.

| | | | | | |
|------------------------------|--|-------------|--|--------|--------------------------|
| Name : | <input type="text" value="The DocsRus Practice"/> | Practice ID | <input type="text" value="1"/> | Hidden | <input type="checkbox"/> |
| Cheque Name : | <input type="text" value="Drs Feelgo"/> | Email : | <input type="text"/> | | |
| Contact : | <input type="text" value="Anastasia McGlumpher"/> | | | | |
| Address : | <input type="text" value="The Surgery Gorbals Central"/> | | | | |
| Tel : | <input type="text"/> | | | | |
| Fax : | <input type="text"/> | | | | |
| Interval between Reminders : | <input type="text" value="6"/> | weeks | Notes <input type="text" value="Invoice notes"/> | | |

F1: Help Cancel F2: OK

Pay Overdue Bills



This screen allows you to choose which overdue Bills should be paid. Each item can be **'Marked'** or **'Un-marked'**. Only Marked items will be printed. New items are automatically set as **'Marked'**. In the example below, the first item is marked and will be printed, whilst the second Multiline item is set as **'Un-marked'** and will not be paid.

This screen shows unpaid, overdue cheques due to be printed. The tabs at the top of the grid show the number of each type of payment which is overdue - BACS, Cheques to print, Cheques to Write and Items to pay by cash or card.

It takes account of any Payee selections on the main Purchases screen i.e. in the example below 'All payees' has been selected at the main screen. If, however, the payee 'Abacus' was selected on the main purchases screen, only items for that payee would be shown here.

The titles at the top of each column can be clicked on to sort the items in different orders and the column width and order can be adjusted as per the main Purchases screen - see [Purchases Display options](#) for further details.

| Pay | ID | Payee Name | Total | Due | Billed | Paid | Service | Amount | V |
|-----|----|----------------|--------|----------|----------|------|---------------------|--------|---|
| 2 | 2 | Giorgio Armani | 400.00 | 04/02/06 | 04/02/06 | | Shoes | 200.00 | E |
| 3 | 3 | Abacus | 200.00 | 15/02/06 | 05/02/06 | | Vest | 100.00 | |
| | | | | | | | Socks | 100.00 | |
| | | | | | | | Accounting services | 200.00 | |

Change an Item

Delete an Item

Allows you to edit or delete any listed items - see [Add or Change a Purchases record](#) for more information

Mark Item for Printing

Un-mark Item for Printing

If an item is marked it will be printed. Unmark any items that you do not currently wish to print. A single-click on the item concerned, over the Print column toggles the setting between Marked and Un-marked.

Mark all Items

Un-mark all items

These buttons, respectively Mark or Un-mark all of the items listed.

Pay items via BACS/Print Cheques/List items for Written Cheques/List items for Cash or Card payment

The title of the Print button depends on the payment mode selected.

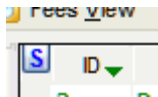


Purchases Display options

The display offered by the [main Purchases screen](#) can be adjusted to suit your preferences.

To adjust the display Sort Order

The sort order of the items displayed can be adjusted by clicking on the Title of the column. The items will be sorted in order of the column selected. Clicking on the same column again will reverse the sort order i.e. Ascending->Descending or vice versa. The sort order cannot be saved and will revert to the default order of 'sort by ID' when the main Purchases screen is entered. The small coloured arrow indicates the active sort column and direction of sort.



To adjust Column Widths

Individual Column Widths can be adjusted by dragging on the small separator line between each Title.

| All Unpaid Fees | | | |
|-----------------|--|-------|------|
| nt | | Total | Paid |
| reek | | 79.45 | |

To save the new settings permanently, choose **Purchases View - Save Current View**.

To view the Grid with your selected Column Widths choose **Purchases View - Grid View - User Defined View**.

To adjust Column Position

Individual Column Positions can be moved by dragging on the Title.

| All Unpaid Fees | | | |
|-----------------|--|-------|------|
| nt | | Total | Paid |
| reek | | 79.45 | |

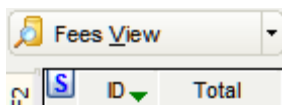
To save the new settings permanently, choose **Purchases View - Save Current View**.

To view the Grid with your selected Column Widths choose **Purchases View - Grid View - User Defined View**.

To adjust the Grid View

The Grid can be viewed in **Single Line**, **Multiple Line** or **User Defined Views**. Switch between these views via Fees View->Grid Views or by pressing the small blue button in the top left hand corner of the Purchases grid - 'Displaying 'S' in the screenshot below. This will change to **S/M/U** depending on the current view selected.

The Single and Multiline Views will use default column positions and widths - choose **User Defined View** to display your stored column position and widths.



To save the new Grid Views settings permanently, choose **Purchases View - Save Current View**

Purchases Reports



The Purchases Report button on the Purchases Register page generates a printable report of the current Purchases view. This is largely a printed representation of what you see on the screen but if All Payees are visible, the report will present a detailed breakdown report of the amounts due to each Payee.

This should be helpful at the End of Year in the assessment of unpaid bills for accrual purposes.

Backup and Restore

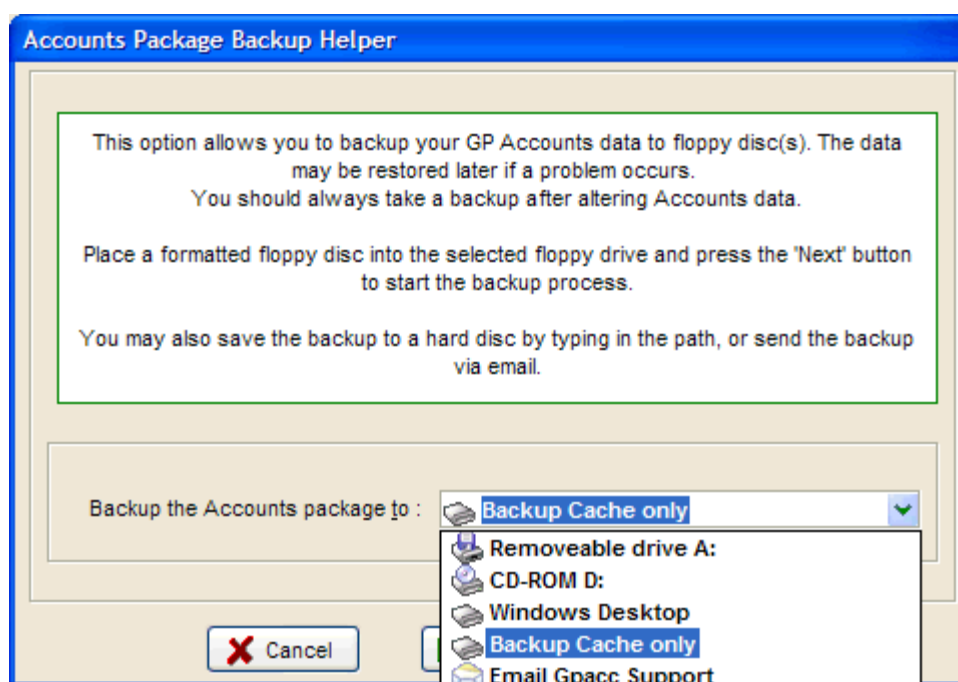
Backup facilities



It is clearly important that you take regular Backups of your IRIS GP Accounts data. When you close the package you are routinely offered the opportunity to back up your data and it is advisable to do so on a regular basis. The package takes temporary backups before some critical activities such as data conversions and Restores - any previous data will be automatically restored in event of a problem.

The Backup process

A simple helper screen takes you through the backup process. The first screen lets you choose the Backup device/path.



This is normally **Removable drive A:** but you can put any valid drive letter or path in the device path field. Several listed options are available:

- **Windows Desktop** - the file is placed on the Windows Desktop
- **My Documents** - the file is placed in the My Documents folder
- **Email Gpacc Support** - the backup file is attached to an email to Gpacc Support
- **Email Accountant** - if you have stored a valid email address for your accountant the backup file will be attached to an email to that address -see [CA Settings](#).
- **Backup Cache only** - the package automatically retains multiple copies of practice backups on the hard disc in what is known as the Backup Cache (see Backup setup for more on this). If you want to backup only to the cache, select this option.
- **CD/ DVD Drive** - the package now supports a limited set of CD and DVD writers. Although it will work with most newer drives and Windows XP, earlier versions of Windows and older drives may not work correctly.

You may also type in any of the following backup addresses:

- A **Hard disc path** such as c:\windows\desktop if you want to store the backup on the hard disc
- A **Network path** - Any typical UNC network path e.g. \\Server\users
- An **Email address** - use the format 'someone@somewhere.co.uk'. The package will start your email program and fill in the address box correctly. The backup file will be attached automatically.

Press the **Next:F2** button to start the backup.

New Backup Device options

The package now supports alternatives to floppy discs such as Zip drives, USB memory drives and writeable CDs/ DVDs and some 'web-based' backup storage systems. The package used to treat Zip drives and USB drives as simple floppy discs and completely cleared them of all contents prior to creating the backup. This is no longer done so that, if there is enough space, each Zip or USB drive can hold multiple IRIS GP Accounts backups.

USB Drives

We have been particularly impressed with the reliability of the small USB drives that are available for about £20, having put one through a full wash and spin-cycle on a couple of occasions without any data loss!! They are about the size of a large key-ring and plug directly into the USB port which most modern PCs will have. They have a much larger capacity than a floppy disc and will hold multiple copies of practice backups.



CD/DVD Drives

We have also added support for writing to a variety of writeable and re-writeable CD and DVD writers. All of the CD and DVD formats are supported. **PLEASE NOTE** however that writing to CDs remains a bit of a "black art" and there are sometimes compatibility problems with particular CD writers, versions of Windows and CD/DVD media.

We will do our best to resolve any problems but we cannot guarantee that CD Backups will work in any given situation. In particular, problems are very likely in non Windows XP machines.

The Backup file

The package creates a single file with a name like:

"IRIS GP Accounts Backup 23-09-2008 1133 [1001] Dr Test and partners.gpz"

All of the data from all groups and accounts is stored in this file (It may span several floppy discs if you have a lot of data).

The data is held in the 'Zip' compressed format which takes up much less space and can be easily emailed. It can be encrypted so that the contents cannot be examined except via IRIS GP Accounts but this may cause it to be rejected by anti-virus checkers if emailed.

The filename is designed to uniquely identify the time and date that the backup was taken.

See also

[Backup setup](#)

[Restore facilities](#)

[CA Export links](#)



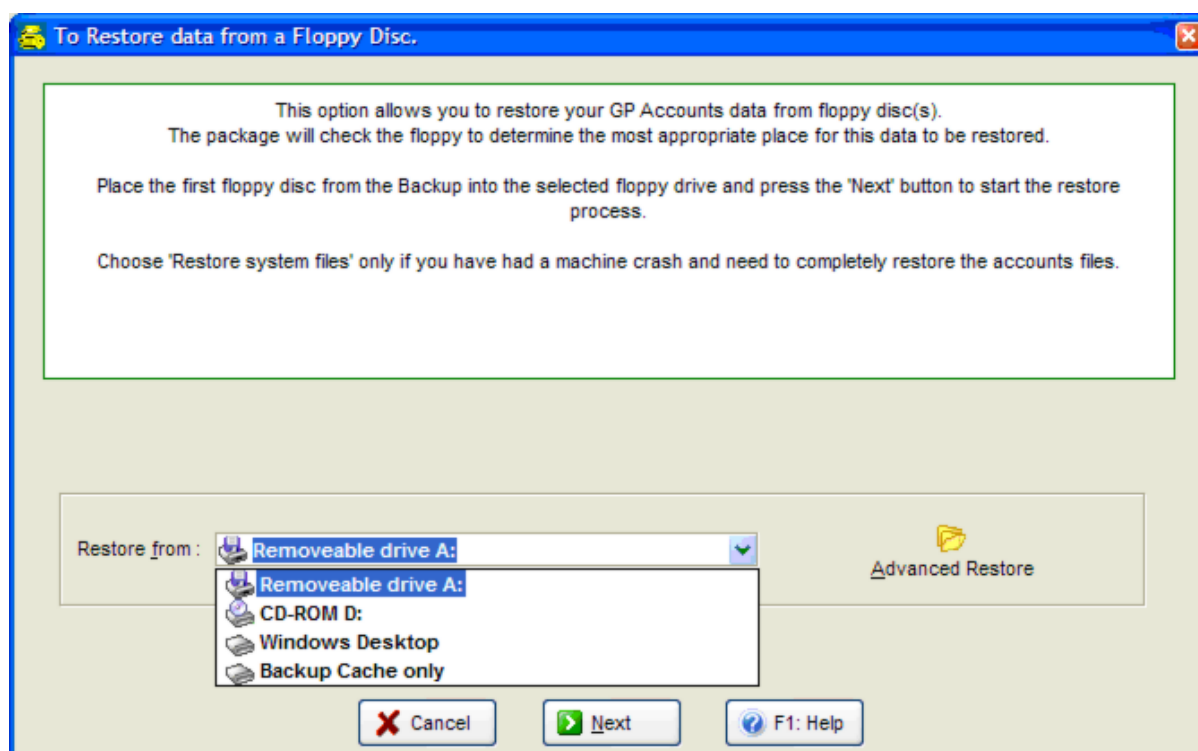
Restore facilities

The Restore process

This is more complex than backing-up. There may be a variety of reasons why you wish to restore IRIS GP Accounts data.

- There has been a major crash with the loss of all data.
- A problem has arisen with a single account or Group.
- You are transferring data from another computer.
- You wish to look at old data without overwriting the current data.

The package attempts to handle each of these situations gracefully. It will examine the contents of the Backup file and the current status of the data on your computer. It then offers the most appropriate solutions (although you can usually choose other options if you wish).

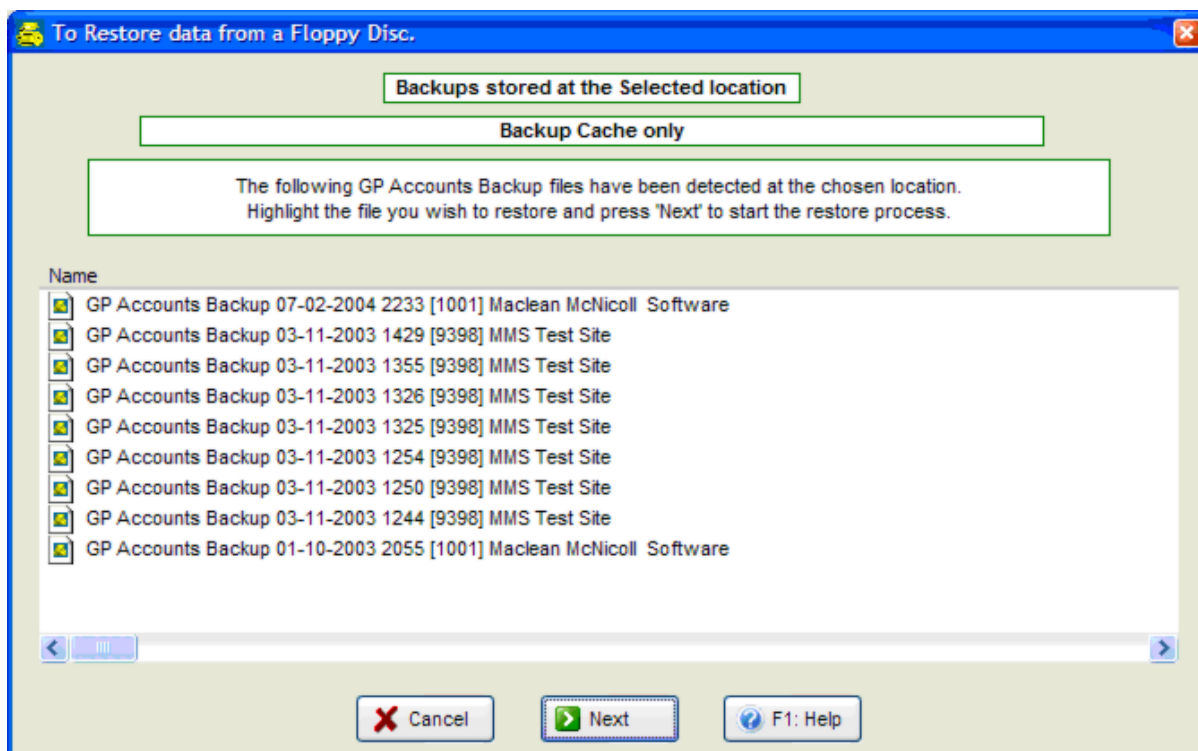


Advanced Restore

The package will normally restore the backup file from floppy disc but it is possible to backup and restore data to your hard disc. Choose this option under guidance from IRIS Healthcare Solutions.

Restoring from Multiple copy locations

If the location you choose is able to hold more than one copy of a practice backup e.g. A USB drive, CD or the Backup Cache, you will be presented with a screen like this, and asked to choose the correct backup to be restored:



Restore from an Email

You can also now restore a backup very easily from an email attachment, see [Restore from Email](#).

See also

[Backup facilities](#)


[Backup setup](#)

Restore from Email



In previous versions of IRIS GP Accounts, restoring a practice backup from an email was a rather convoluted task. It is now very straightforward.

1. Shut down the IRIS GP Accounts program
2. Run your usual email program e.g. Outlook, Outlook Express, NHS Webmail or Lotus Notes
3. Open the email containing the backup as an attachment
4. Double-click on the attachment icon for the backup .gpz file, then choose Open (or right-click and choose Open).

To: ian@gpacc.co.uk
Cc:
Subject: Backup (11/02/2004) - GP Accounts C.A. [1001:0001] : Madean McNicoll Software
Attachments:  GP Accounts Backup 11-02-2004 2104 [1001] Madean McNicoll Software.gpz (139 KB)

Please see the attached file.

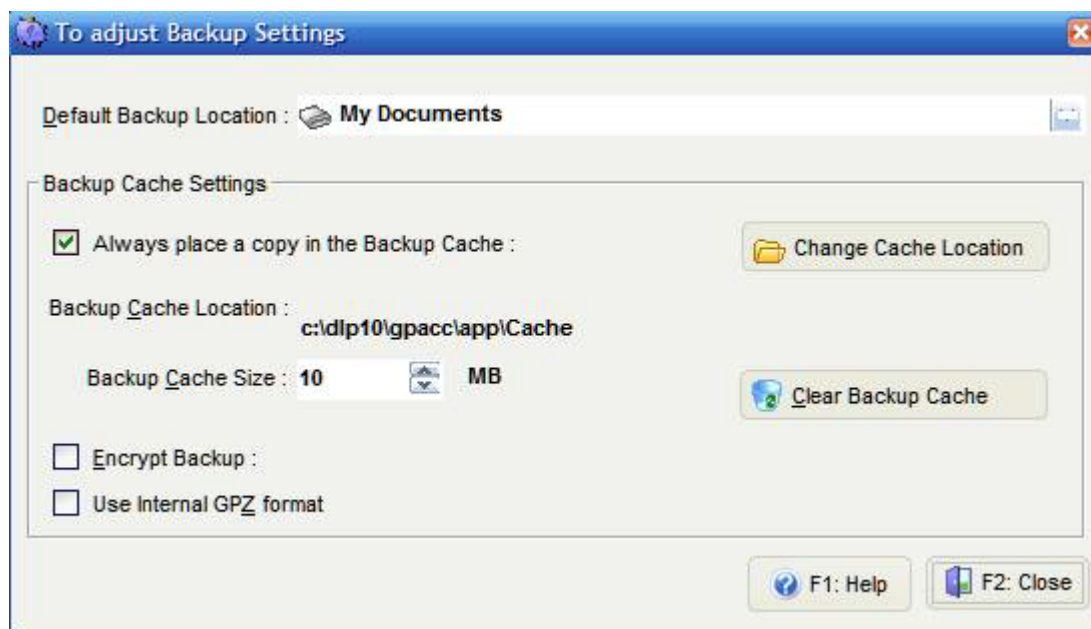
5. IRIS GP Accounts should start running and automatically restore the data in the backup file.

This procedure will make it much easier for you to send and receive backups from IRIS and your accountant. You may even wish to try sending emailed backups to yourself at home, rather than carrying floppy backups back and forth.

Backup Setup



This screen allows you to adjust some of the settings for the Backup facilities, in particular for the Backup cache. Backup Setup is reached via **Setup - Other settings - To alter Backup settings**.



Default Backup location

This is the location that is initially shown when you start the Backup helper.

Backup Cache Settings

Always place a copy in Backup cache

Unless you are very short of disc space you should always leave this option checked. The package will keep a number of backups on your hard disc automatically.

Backup Cache location

This is initially set to the 'Cache' folder beneath the folder which contains the IRIS GP Accounts program (normally c:\Gpacc). you should not normally need to alter this unless you wish for instance to change this to a location on the Server. If you do this, the cache will itself be backed up as part of the normal server backup process adding to data security.

Backup Cache Size

The backup cache is limited to the size recorded here (Initially 10 megabytes, enough for about 4-5 backups). When the cache is full, enough of the oldest backups are cleared out to make room for the new backup.

Clear Cache

This option simply clears the Cache of all backups.

Use Internal GPZ format

Some NHS mail anti-virus scanners cause corruption to emailed backups. Using 'Internal GPZ format' should help prevent this but should only be used if the recipient of the backup has GP Accounts Version 6 or later.

See also

[Backup facilities](#)

[Restore facilities](#)

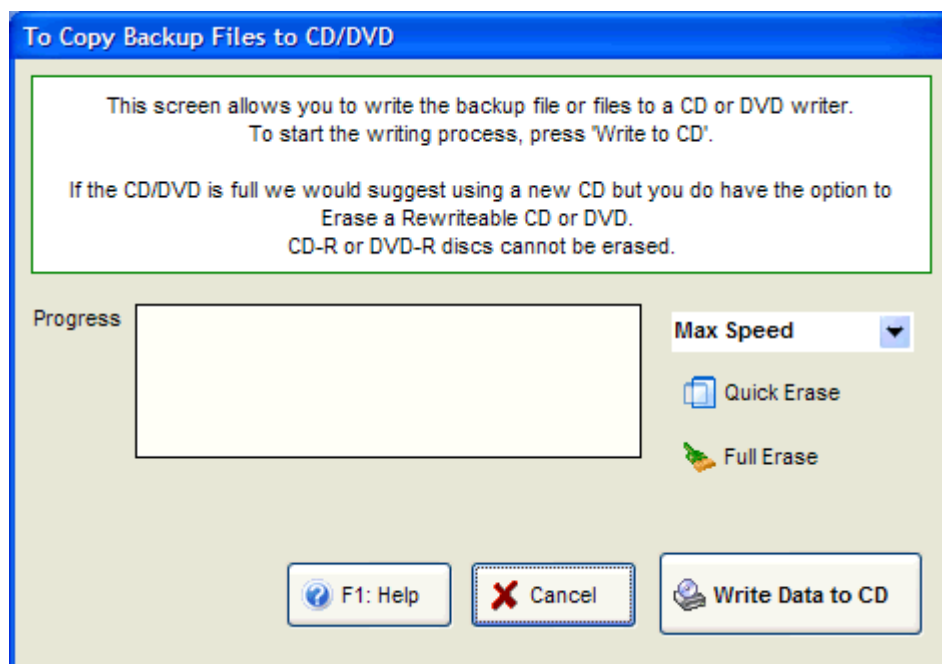
Backup to CD/DVD



We have also added support for writing to a variety of writeable and re-writeable CD and DVD writers. All of the CD and DVD formats are supported. **PLEASE NOTE** however that writing to CDs remains a bit of a "black art" and there are sometimes compatibility problems with particular CD writers, versions of Windows and CD/DVD media.

We will do our best to resolve any problems but we cannot guarantee that CD Backups will work in any given situation. In particular, problems are very likely in non Windows XP machines.

The backups use 'multi-sessions' so more than one backup will be recorded on the CD / DVD until it is completely full.



Speed

This should normally be set to **MAX** unless advised otherwise

Write Data to CD

Press this button when you are ready to write the backup to CD.

Advanced Topics

Payroll Links

IRIS GP Payroll Links



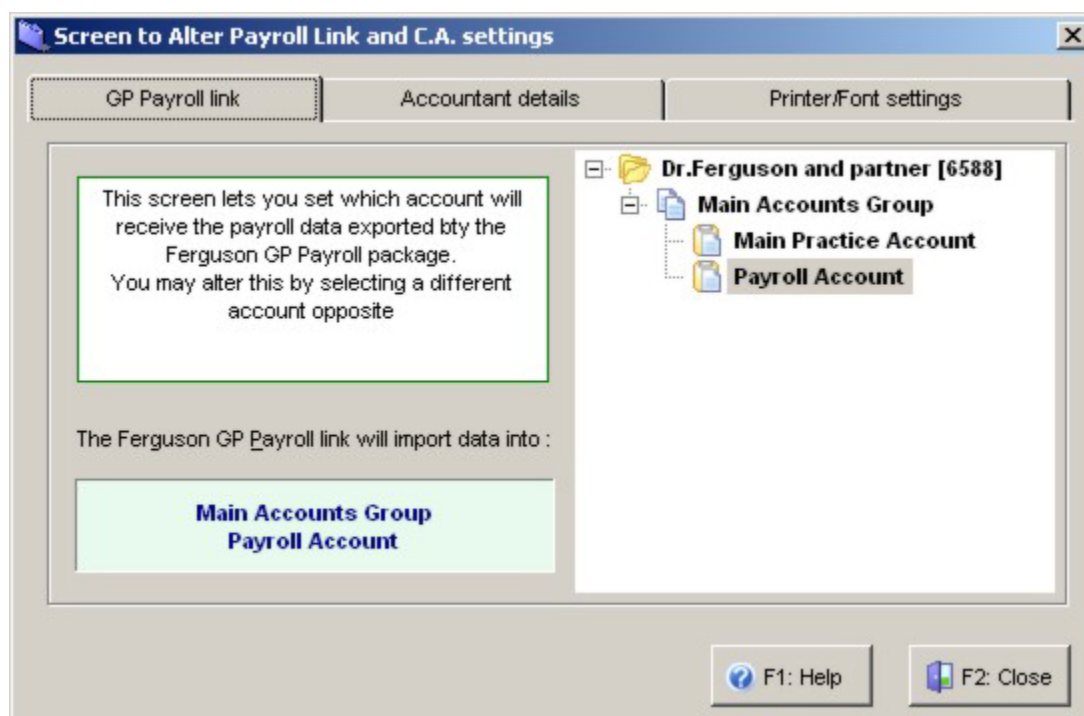
IRIS GP Payroll

Many of our practices also use the **IRIS GP Payroll package**. We have developed a facility to allow the simple and robust transfer of staff payroll, Tax and NI entries from the payroll package into the Accounts package.

Setup

The only setup that needs performed in the Accounts package is to specify the Accounts Group and Account into which the payroll data should be imported.- select **Setup - To alter Paylink, CA and Printer settings** from the main menu. Choose the **Paylink Tab** and select the correct account from the list shown.

This should not normally change unless you re-install your package on another computer.



The remainder of the setting up involves the **Payroll package** and you should refer to the **Payroll manual** for details.

The Pay Run

After each Payroll run a file is created on the computer's hard disc which contains payroll information for that month. The Accounts package detects the presence of these files and will display a screen showing a list of any **Pay runs** which have not yet been 'imported'.

To view or import waiting Pay runs select **Cashbook - Pay-in Payroll items** from the main Menu.

To import a Pay run If you do not wish to import any Pay runs at this stage simply press **<RETURN>**.

The accounts package checks for any Pay runs which do not refer to the current accounts year and automatically deletes any which are out of date.

When a Pay run has been successfully imported it's Pay run file is deleted.

Rerunning a Paylink import.

It is not unusual for practices to have to re-run the payroll to take account of an unexpected adjustment.

IRIS GP Accounts

The Accounts package keeps track of any imported payroll items and if the pay run has to be repeated the original imported items are first removed.

Cheque Printing

Overview



The accounts package now offers the facility to print cheques using standard pre-printed personalised cheque stationery for single sheet laser or ink-jet printers, using the "Quicken" cheque stationery format. This can be easily obtained from suppliers - see [Pre-printed Cheque Stationery](#) for details.

When a run of cheques are printed, the package will automatically update the cheque reference numbers and Date paid fields for the purchase items involved, and will also update any linked Cashbook items.

Extra facilities are provided for occasions where the cheque print run fails and has to be restarted.

Before running cheque printing, you will need to setup the package to align the cheques correctly for your particular printer -see [Setting up Cheque Printing](#).

Setting up Cheque Printing



This screen is accessed via **Purchases Register - Purchases Setup - Cheque Printing**.

Cheque Printer

The accounts package will normally use the printer that you use for reports. If you need to use a different printer, you can select it here. The **Test Printer** button prints a test page on the selected printer.

Cheque Alignment

These options allow you to fine tune cheque alignment for your model of printer.

The **Vertical** box adjusts the vertical alignment, by 1 mm, a positive number moving the printed text down the page, a negative number moving the printed text upwards on the page.

The **Horizontal** box adjusts the horizontal alignment, by 1 mm, a positive number moving the printed text to the right on the page, a negative number moving the printed text to the left on the page.

Cheque Height is normally fixed at 89 mm and should rarely need to be adjusted.

Reset Defaults clears any adjustments you have made.

To test the alignment, load the printer with blank paper and press **Test Alignment**. Check that the test print lines up correctly with the pre-printed cheques (hold them up to the light!).

Dymo Label Writer Label Template

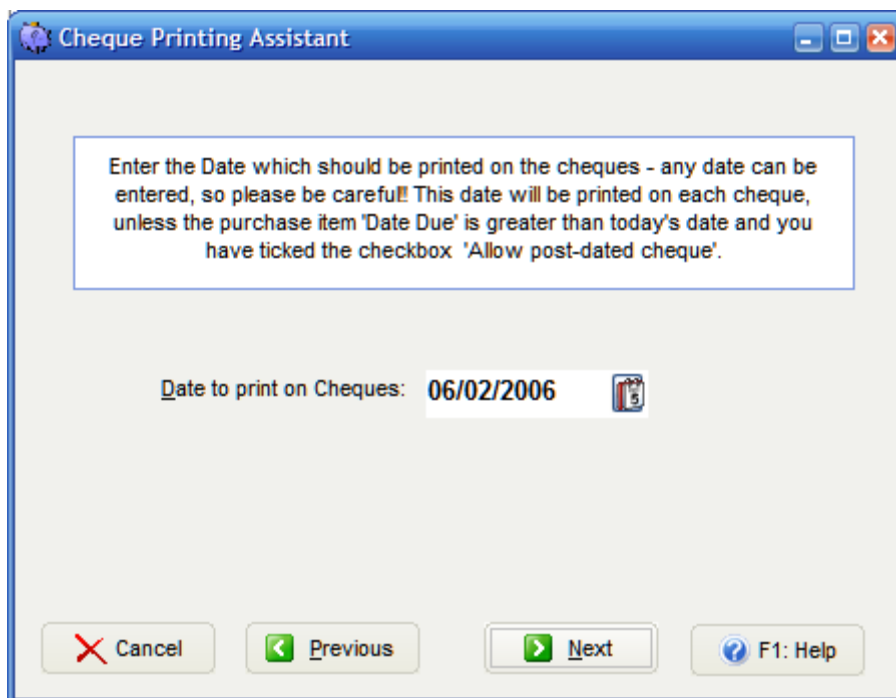
If you have a Dymo Label Writer Printer, use this option to point to your chosen Label Template file.

The Cheque Printing process



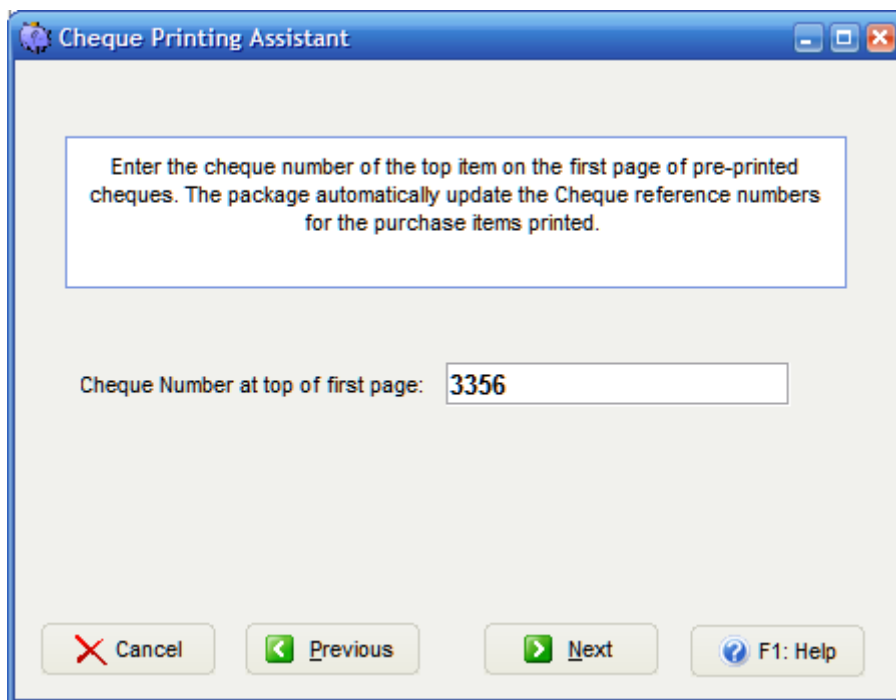
To print cheques, you must follow these steps:

1. When recording a purchase, select Print Cheque as the payment method.
2. You must make sure that the pre-printed cheques are correctly aligned for your printer - see [Setting up Cheque Printing](#) and [Pre-printed Cheque Stationery](#).
3. Go to the [Pay Overdue Bills](#) screen via **Purchases Register - Pay Overdue Bills**.
4. If there are overdue cheques to print, select the **Cheques to Print** tab and press the **Print Cheques** button.
5. The Cheque printing assistant will now start, after an introductory screen you will be asked to enter the cheque payment date:

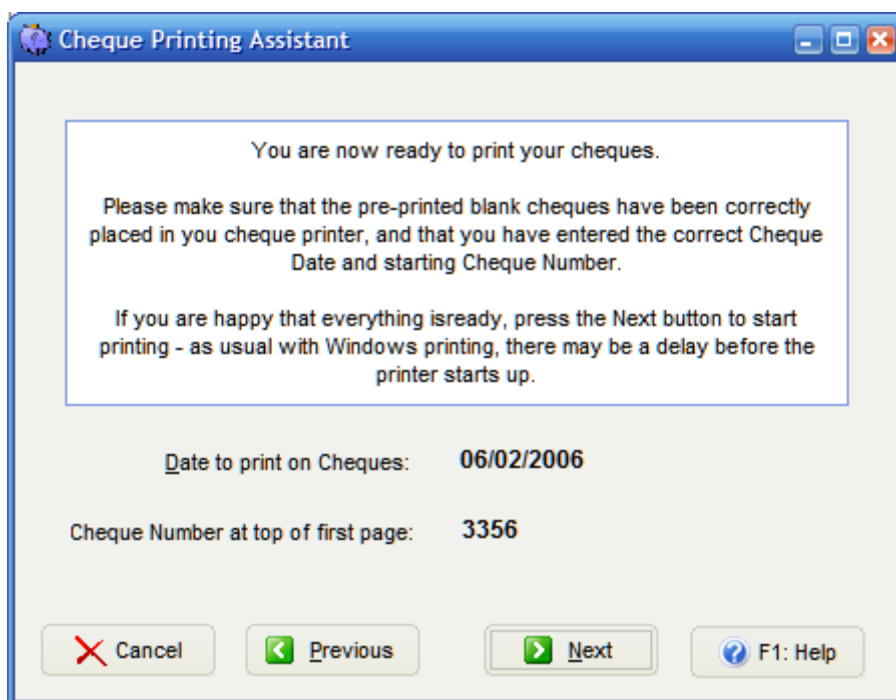


Enter the payment date for each item. This will be overridden if you have selected 'post-dated cheque' when recording an item and the Date due is greater than the Cheque payment date selected. In this case the cheque will be dated with the post-dated 'Date Due' value.

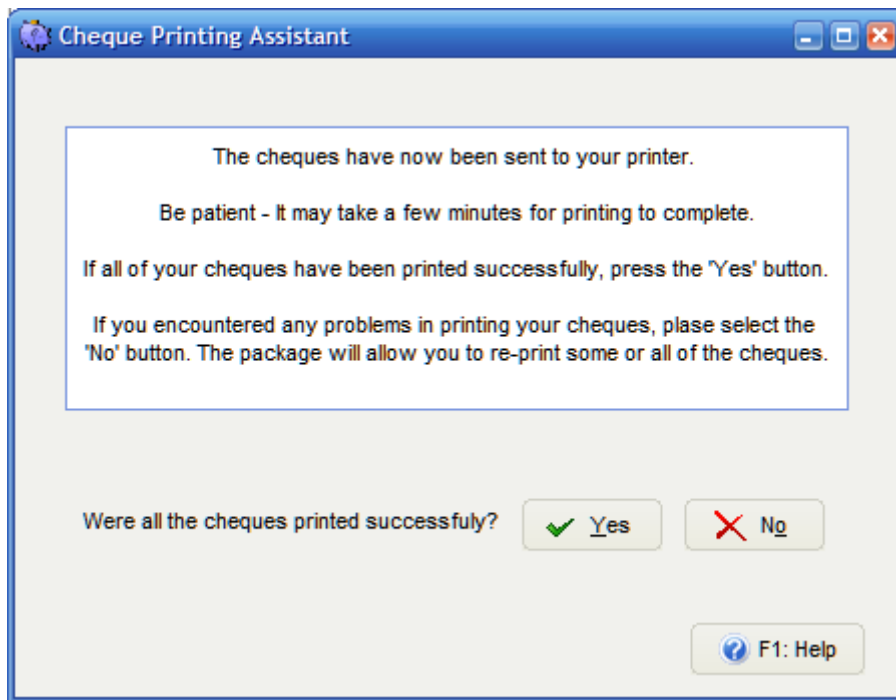
6. The next step is to enter the cheque number of the cheque at the top of the first page of pre-printed cheques. The package needs to know this so that it can update the cheque reference



7. The cheques are now ready to be printed. Make sure that the pre-printed cheques are inserted into your printer in the correct order and the correct way round - this will depend on your printer make.



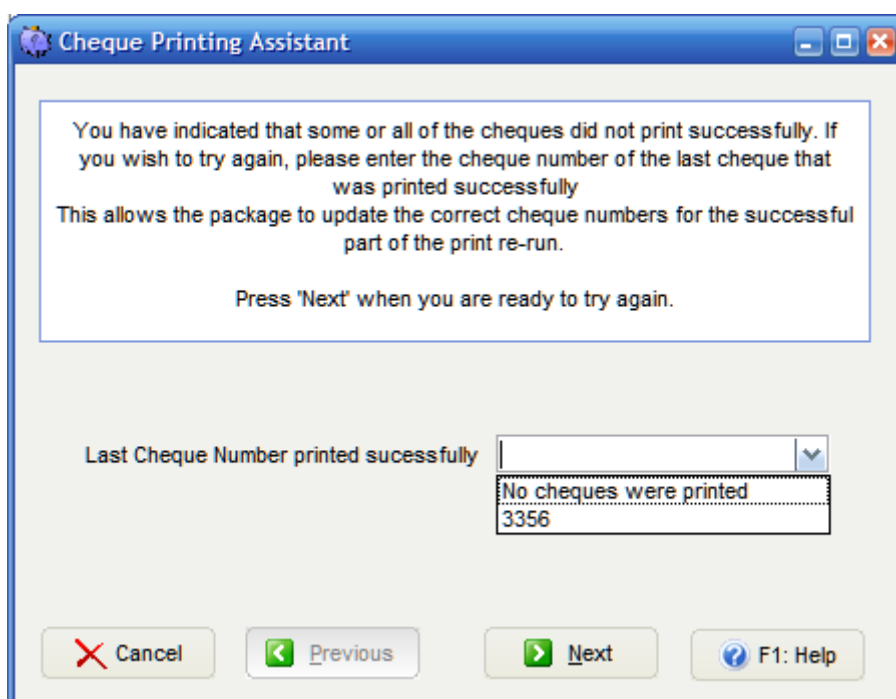
8. The next screen asks you confirm that all the cheques have been correctly printed.



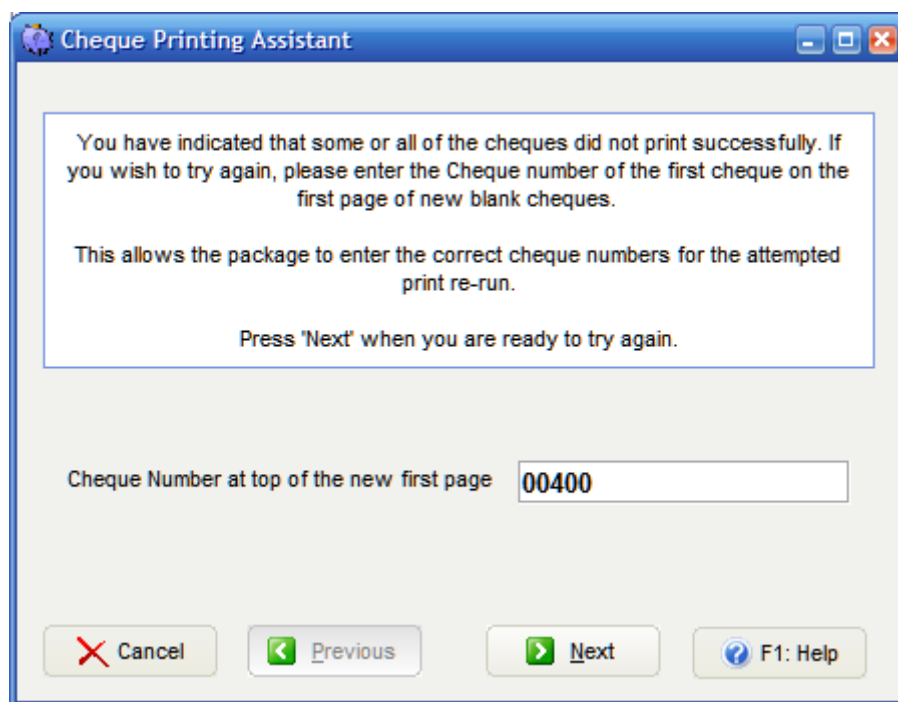
If you answer 'Yes' the Purchase records and linked cashbook items will be updated and the process is complete.

If you answer 'No', perhaps because the cheques did not all print correctly, you will be taken to two screens that allow the process to be reset:

9. The first 'retry' screen asks you the cheque number of the last successfully printed cheque or you can choose 'No cheques printed'



10. The second 'retry' screen asks you to enter the cheque number of the first page of new pre-printed cheques that you are about to use.



The package will now attempt to reprint the cheques which did not appear correctly on the first attempt.

Partial Cheque Pages

The accounts package is currently unable to print partial cheque pages i.e. where 1 or 2 cheques remain on a partially printed page. Test attempts to print these via the printer envelope feeder seemed to be more troublesome than they were worth.

These partial pages should be used as manual written cheques or simply destroyed.

We will have another look at this issue for future versions.



Pre-printed Cheque Stationery

The package must use special pre-printed cheque stationery suitable for laser or ink-jet printers. It must be single-sheet, three cheques to a page and be of the style used by 'QuickBooks' and Microsoft Money. The cheques must be pre-printed with your practice name, account details and cheque numbers. Pre-printed cheques can be ordered from suppliers such as Business Stationery Direct. The Cheque style to order is **Intuit Laser/Inkjet Standard Cheques (INI-006)**.



The package is not compatible with other cheque styles such as Voucher Cheques.

BACS Payments

Overview



The accounts package now offers the facility to make BACS payments electronically by creating payment mandate files suitable for importing into Business Banking products such as Hexagon, Royline, Lloydlink or Barclays Business Banking. Having imported the payment instructions, the Banking package forwards these to the Bank's computer. These are specialised products which normally connect to the bank via a modem connection, rather than through NHS Net or the internet. We are not currently aware of any standard internet banking websites that allow BACS payment instructions to be imported.

Some banks operate a system where practices can fax BACS payment instructions. Although the banks do not allow us to re-create the forms required, reports are available which provide the information required to be copied on to the pre-printed BACS fax forms.

The list of BACS systems that are supported is not exhaustive. We anticipate that some practices will be using different systems - in these cases, simply let us know and we will add the new format to the accounts package as soon as possible.

Before using the BACS facilities, you will need to set up both your own practice BACS details and those of each of the possible payees - see [Setting up the BACS payment facility](#).

Setting up the BACS Payment facility



Before you can make payments via BACS you must set up your own BACS practice details and tell the package which BACS banking format you wish to export.

You can also select '**Fax printout**' as the BACS format, if you are using a Fax payment system. This will cause the package to produce a printed report which should be helpful in preparing the BACS fax sheet required by your bank.

The BACS setup screen is reached from **Purchases Register - Purchases Setup - BACS Setup**.

You will also have to supply BACS details for each of the payees for whom you want to pay bills via BACS. See [Add or Change a Payee Record](#)

To alter Purchases Register Settings

List of Payees | Cheque Printing | **BACS Setup** | Other

BACS Output format

Choose the BACS export file format that you wish to use. This includes an option to produce a report which will help with faxed BACS payments - choose Fax Printout

BACS format: **RBoS Royline**

Practice BACS Details

Bank Name: **Royal Bank of Scotland**

Branch: **Clydebank**

Sort Code: **01-02-56**

Account Number: **3345789**

Bank Ref (optional): **034**

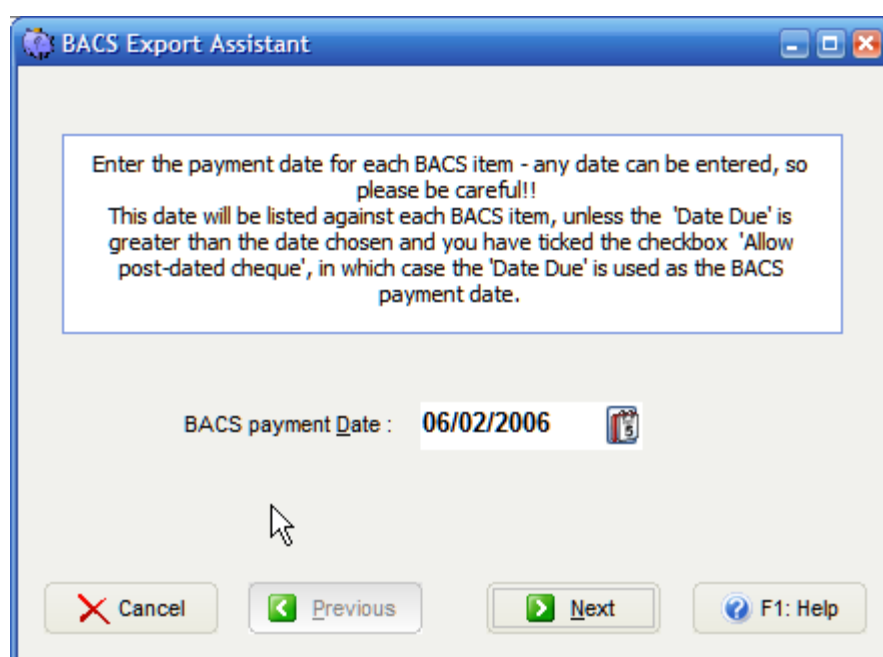
F1: Help | F2: Close

The BACS payment process



To make a BACS payment electronically, you must follow these steps:

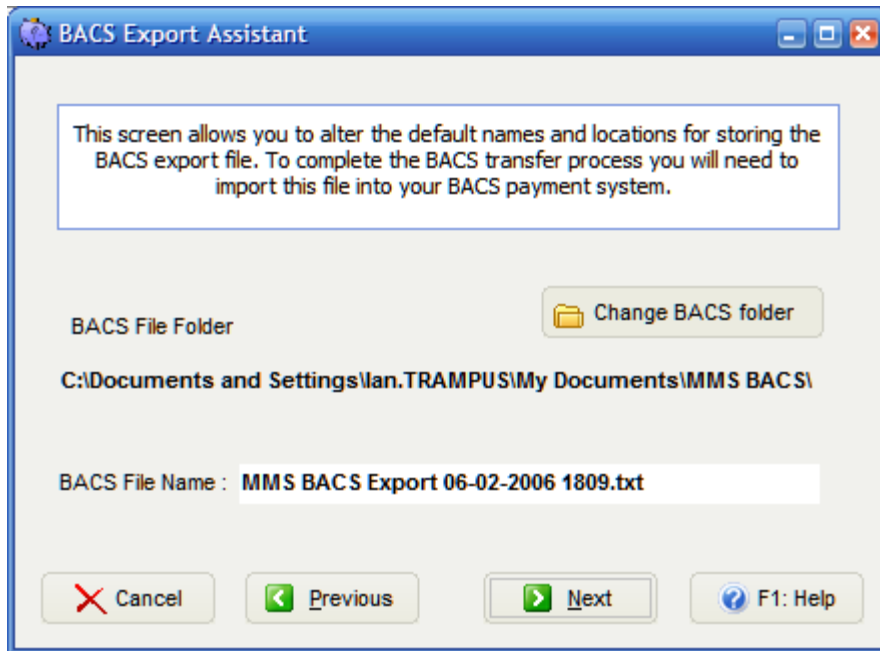
1. When recording a purchase, select BACS as the payment method. You will only be able to do this if BACS details are available for the payee - you may have to press the **Edit Payee** button to add BACS details for the payee. You must also have entered your own practice BACS details via **Purchases Register - Purchases Setup - BACS Setup**. See [Setting up the BACS payment facility](#).
2. Go to the [Pay Overdue Bills](#) screen via **Purchases Register - Pay Overdue Bills**.
3. If there are overdue BACS items to pay, select the Items to pay via BACS tab and press the **Pay Bills via BACS button**.
4. The BACS export assistant will now start:



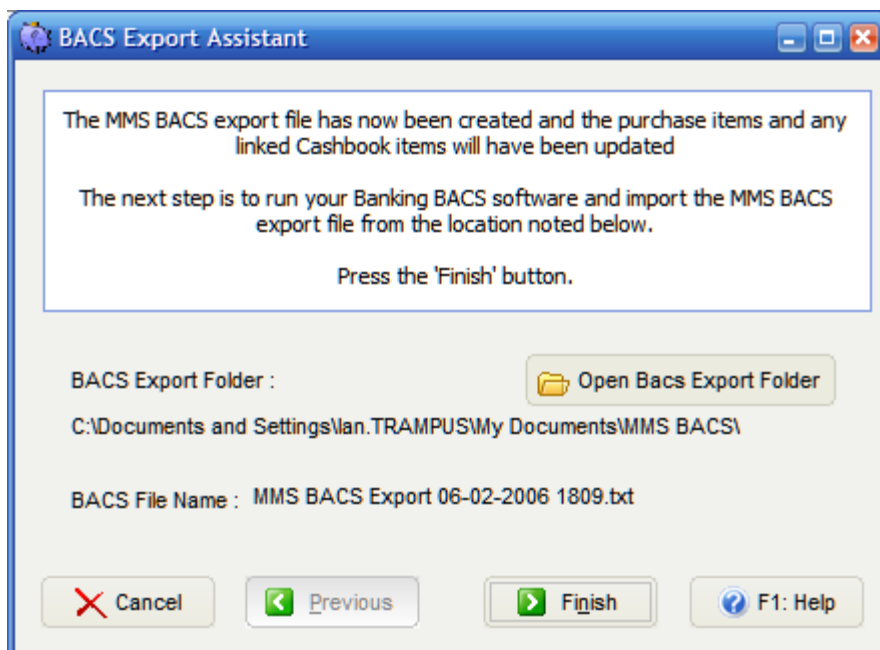
Enter the payment date for each item. This will be overridden if you have selected 'post-dated cheque' when recording an item and the Date due is greater than the BACS payment date selected. In this case the BACS item will be dated with the post-dated Date Due value.

NB - only some BACS systems allow payment dates to be specified this way.

5. The next step will depend on the BACS output you selected when setting up the BACS facility: If you have selected **Fax** as the output format, the package will present the usual report printing screen and produce a report which should help you complete your bank's supplied BACS fax forms. Otherwise this output file/folder screen will appear, which will let you adjust the output file name and folder if required. The default output folder is called **MMS BACS** and is in the **My Documents** folder, which should make it easy to find.



6. The final screen confirms that the output file or report has been created. As part of the process the package will have updated the Date Paid field and Cheque Reference fields of the purchase items paid and updated the Ref Number field of any linked Cashbook items.



Adding GMS/PMS details from Open Exeter

Importing GMS/PMS statements from Open Exeter



What is Open Exeter?

The Exeter system is the program used nationally (**not in Scotland**) to manage GP GMS payments information. "Open Exeter" is an adaptation which allows legitimate users e.g. PCTs or GP practices, access to parts of the Exeter system via a web browser such as Internet explorer. To quote from the Open Exeter web-site:

"The Exeter System contains a wealth of information that has legitimate uses across a diverse range of bodies and practitioners within the NHS. Open Exeter gives health authorities the power to grant access to this information to authorized organizations ... NHS trusts, GP practices, laboratories, pharmacists. Full control remains with the health authority; security is of the highest importance, and data protection regulations are observed at all times".

In practice this allows you to look at your payment statements on-line and to download them to your PC in a file format known as XML. IRIS GP Accounts is now able to read these XML statements and load them into the package automatically.

You can now also view and import your statements directly without having to go to the Open Exeter website using the 'Open Exeter Direct' option.

This should save a considerable amount of re-keying of GMS payment information although the Open Exeter download may not include certain locally agreed items and these will have to be added manually.

Gaining access to Open Exeter

You will have to be registered with the Open Exeter system to gain access and the first point of contact would normally be your local PCT or PCG who will themselves have to be registered users of the system. Contact your local payments officers or IT unit for advice.

or see the Open Exeter main page at:

http://www.connectingforhealth.nhs.uk/systemsandservices/ssd/products_and_services/demo/

For more details see:

[Setting up the Open Exeter facility](#)

[The Open Exeter web-page](#)

[The GMS Import Helper](#)

Setting up Open Exeter Direct

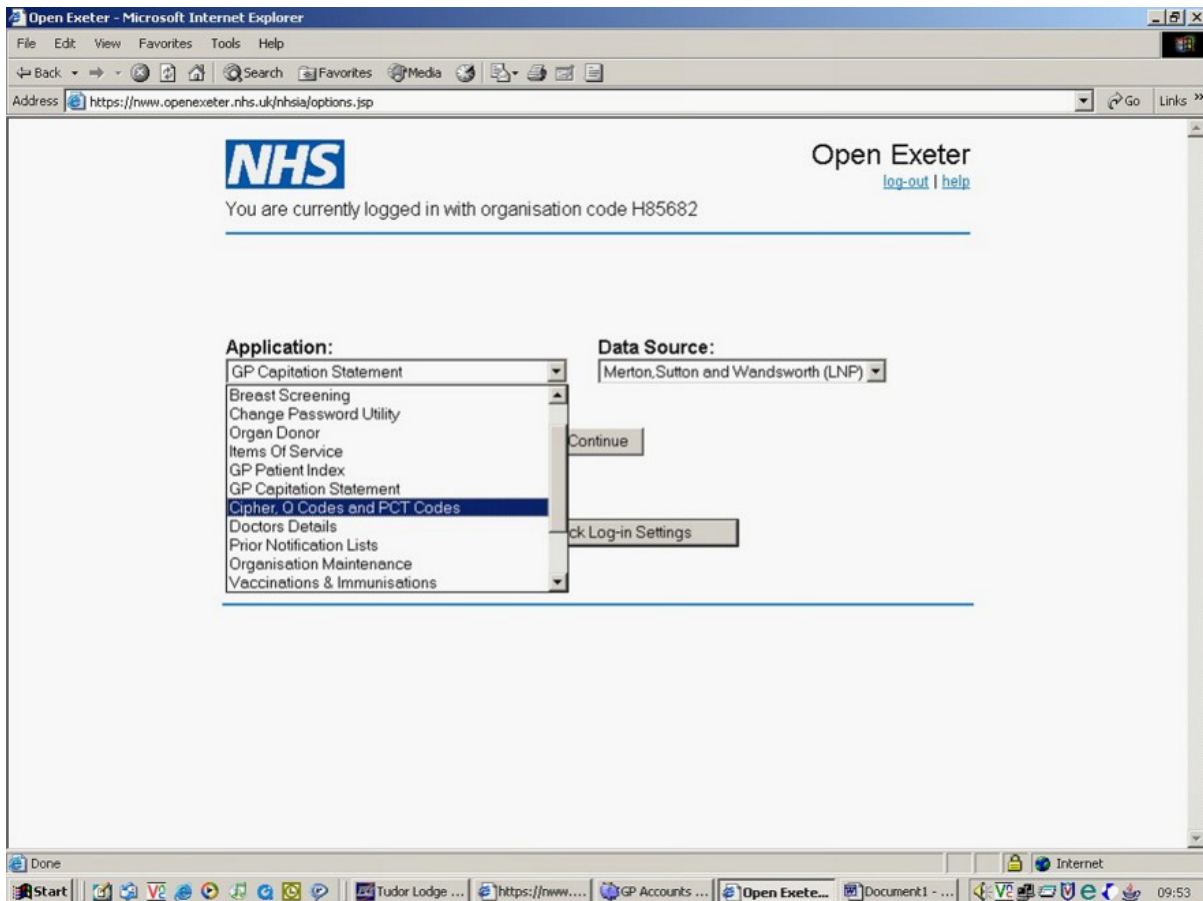


Before being able to access Open Exeter Direct you need to establish a correct link and you will be asked to enter the "Organisation Code" and "Data Source Cipher"

The Organisation Code is simply your usual Practice NHS code e.g. H85682

To discover your Data Source Cipher, you have to look up the Open Exeter web site:

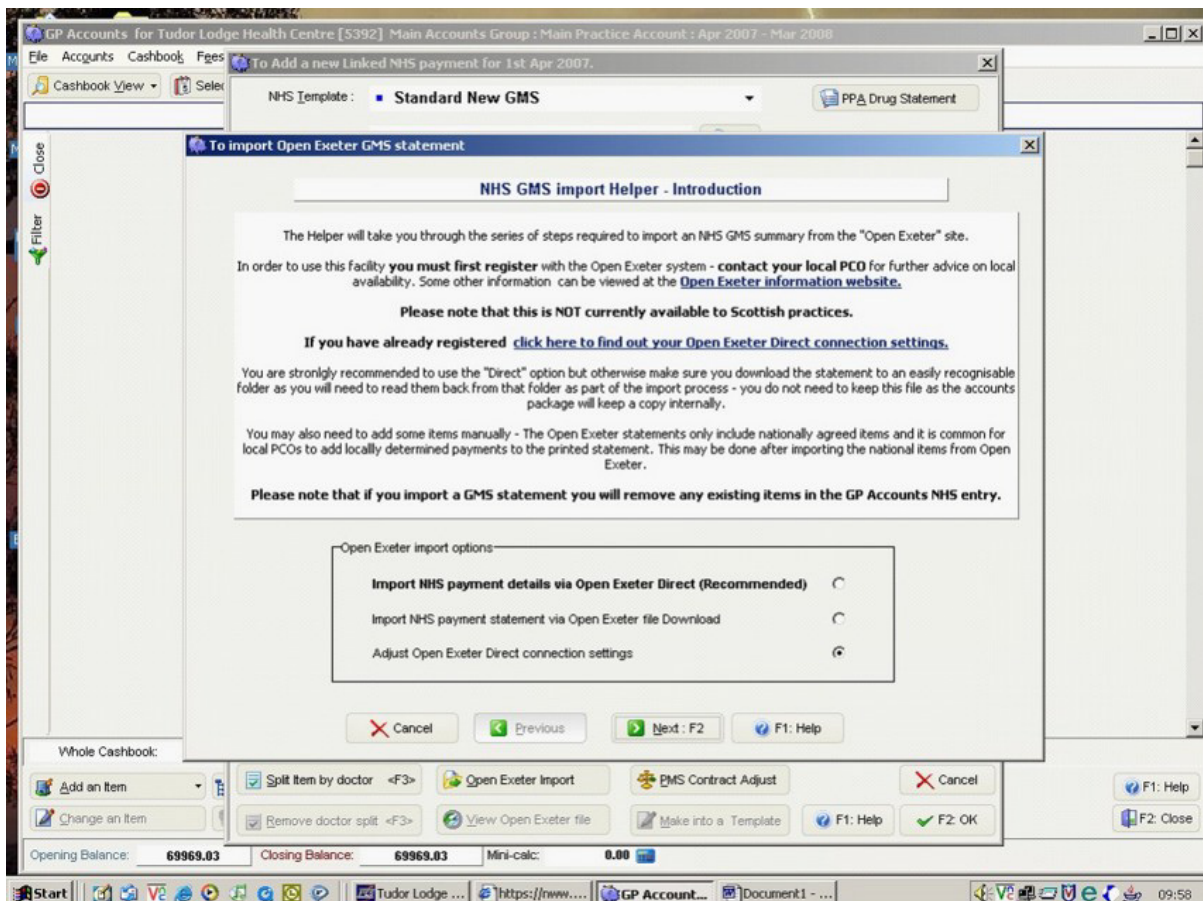
1. Log on to the Open Exeter website with your username and password
2. Select the option from the application menu as seen in the screenshot below:



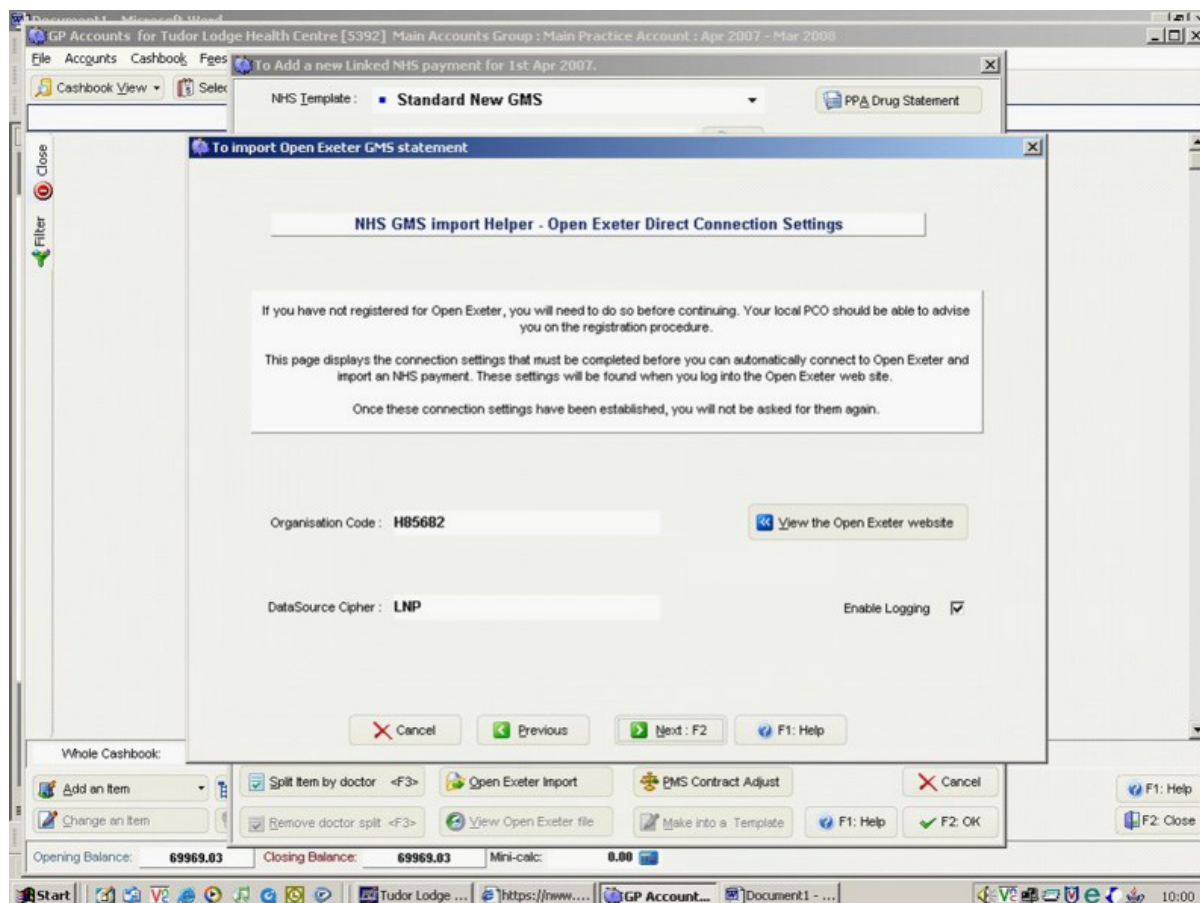
3. Simply scroll down to your selected organisation and take note of the cipher code. This can be seen in the screenshot below.

| | | | |
|---------------------|-------------------------------------|-------|-----------------------------------|
| LA | LANCASHIRE | QCX | East Lancashire HA |
| LA | LANCASHIRE | QCY | North West Lancashire HA |
| LD | LEICESTERSHIRE | QCL | Leicestershire & Rutland PCTs |
| LDS | LEEDS | QDH | Leeds HA |
| LIP | LIVERPOOL | QC2 | Liverpool HA |
| LL | LINCOLNSHIRE | QCM | Lincolnshire NHS |
| LNA | NORTH EAST LONDON (LNA) | QAW | NE London FHS Consortium LNA |
| LNB | NORTH EAST LONDON (LNB) | QA5 | NE London FHS Consortium LNB |
| LNC | NORTH EAST LONDON (LNC) | QAP | NE London FHS Consortium LNC |
| LND | CAMDEN & ISLINGTON | QAT | Camden PCT & Islington PCT |
| LNE | ENFIELD & HARINGEY | QA4 | Enfield & Haringey |
| LNH | BARNET | QAQ | Barnet PCT |
| LNJ | KENSINGTON & CHELSEA WESTMINSTER | QA3 | K & C and Westminster PCTs |
| LNK | HILLINGDON | QA2 | Hillingdon PCT |
| LNL | BRENT & HARROW | QAR | Brent and Harrow HA |
| LNM | EALING HAMMERSMITH & HOUNSLOW | QAV | Ealing, Hammersmith & Hounslow HA |
| LNN | KINGSTON & RICHMOND | QAG | South West London HA [LNN] |
| LNP | PRIMARY CARE SUPPORT SERVICE | QAJ | South West London HA [LNP] |
| LNR | CROYDON | QAD | Croydon PCSS |
| LNS | SOUTH EAST LONDON | QAH | South East London HA |
| LNT | BROMLEY | QAC | Bromley PCT |
| LNW | GREENWICH | QAA | Bexley & Greenwich HA |
| MAN | MANCHESTER | QC3 | Manchester PCT |
| MGA | MID GLAMORGAN | QZH | Mid Glamorgan Database |
| MID | TEES | QDP | Tees Contractor Services |
| N | GRAMPIAN | SN999 | Grampian Health Board |
| NEW | NEWCASTLE-UPON-TYNE | QDJ | Tyne and Wear CSA - Newcastle |
| NF | NORFOLK | QET | Norfolk PCT |

- Now go to the accounts package, and click on 'Add an NHS Entry', then click 'Open Exeter Import', and then click the option as seen below and click 'Next'.



- Finally, input your own practice code, as well as the cipher code you noted down from Open Exeter, and all should be done.



Setting up an Open Exeter Import



The process of importing Open Exeter downloads is very straightforward but does require a couple of steps to set up correctly:

Map Open Exeter Doctor codes to IRIS GP Accounts Doctors

Each Doctor on your list of Doctors must be given the appropriate **"Open Exeter ID"**

This is a locally defined Doctor code, to allow individually assigned amounts e.g. Superannuation to be recorded. As IRIS GP Accounts has its own internal coding system you must set up an Open Exeter ID for each doctor on the IRIS GP Accounts list of doctors

The easiest way to do this is as you run the GMS import helper which will alert you to any doctors who do not have an Open Exeter ID assigned and give you the opportunity to do so. See below under 'GMS Import Helper'.

Entering or altering an Open Exeter ID can also be done via Setup - To alter Doctors and then select Change for each doctor on the list- you will see an option to enter the Open Exeter ID for that doctor.

Map Open Exeter codes to IRIS GP Accounts NHS ledger codes

Each Open Exeter item must be mapped to an appropriate IRIS GP Accounts NHS ledger.

Some of these Open Exeter items are standard e.g. for Global Sum and MPIG Correction, but in others esp. those for Enhanced services are defined locally and cannot be preset by us.

All Open Exeter items on the import statement must be mapped to an NHS ledger code. The easiest way to do this is as you run the GMS import helper which will alert you to any Open Exeter items which have not been mapped to an IRIS GP Accounts NHS Ledger code and give you the opportunity to do so. See below under 'GMS Import Helper'.

Entering or altering Open Exeter mappings can also be done via **Setup->To alter NHS Open Exeter mappings.**

The Open Exeter Import Helper



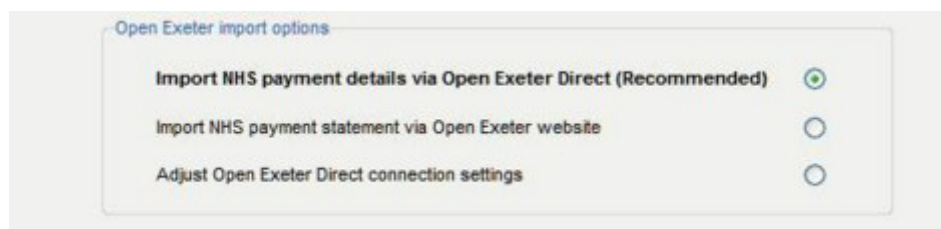
The Open Exeter facility provides a convenient method of importing NHS New GMS and PMS payment statements directly into IRIS GP Accounts. This saves typing and improves accuracy.

The new Open Exeter Direct facility, using 'web services' technology considerably simplifies this process, without any need to use Internet Explorer.

The Open Exeter facility currently only works with New GMS, PMS and old 'Red book' statements.

Global Sum and PPA dispensing statements cannot be imported.

This Import Helper takes you through a short series of steps to ensure that the statement is imported or downloaded correctly:



To import files downloaded from the Open Exeter website

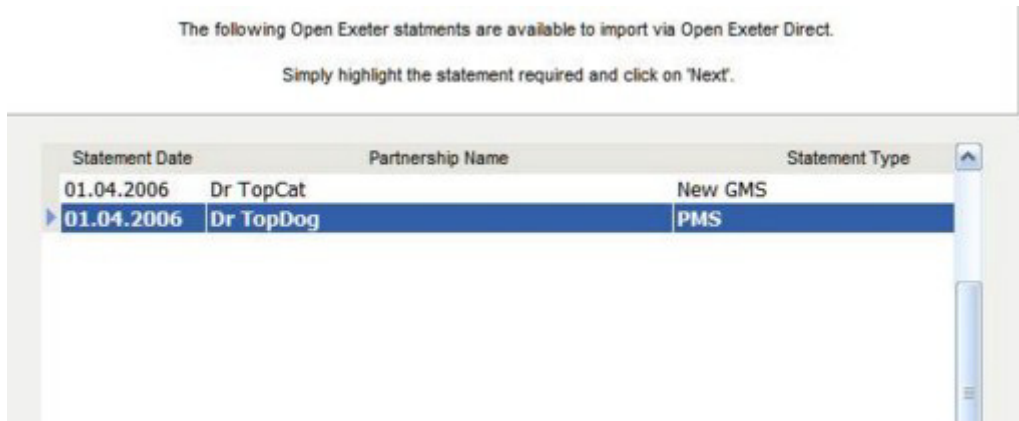
1. Select **Import NHS payment statement via Open Exeter file download** – when you press **Next**, you will be asked for the location of the downloaded GMS XML document.
2. When you have located the document, press the **Open** button to read it in. The next screen will let you view the statement in the same format as it appears on the Open Exeter website and confirm that it is the correct payment statement
3. As for Open Exeter Direct - go to Step 5 below

To use Open Exeter Direct

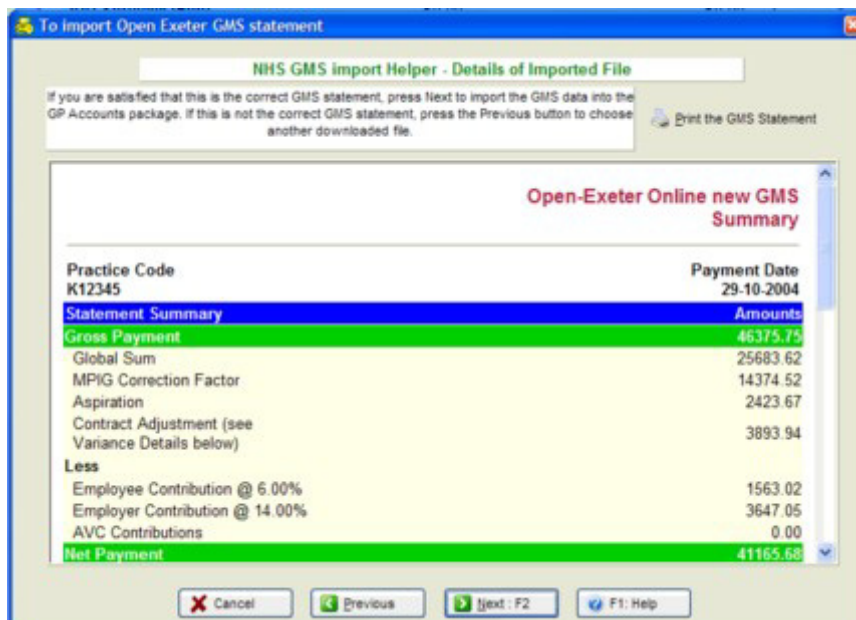
4. Choose the option to **import via Open Exeter Direct**:
5. Enter your Open Exeter Direct connection setting details (Organisation Code and Data Source Cipher. The package will store these settings and you will not be asked again. You may have to login to the Open Exeter website via **View the Open Exeter website** to find these settings:
6. Enter your Open Exeter login and password, choose the Quarter for the statement you require and the type of statement:

The package will now communicate directly with Open Exeter and identify any statements available for the selected quarter.

7. Simply choose the statement required and it will be automatically imported:



8. You may have to match up some payment statement elements with your IRIS GP Accounts NHS ledger codes or Doctors.
See [Open Exeter Import Helper](#) for further advice.



9. There is also an option to Print the statement if you wish.
10. Remember that the downloaded statement may not include some locally defined and allocated payments or debits. e.g. Local Development monies
11. If this is the correct payment statement, press **Next**. The package now attempts to import the statement into the IRIS GP Accounts NHS ledger.

Matching Doctors

Some items on the GMS statement will be allocated to individual doctors. At this stage you may need to tell the package how to match up the doctors listed on the statement with those listed in IRIS GP Accounts. A screen like this will appear:

NHS GMS import Helper - Setup Doctors

This screen displays any Doctors listed by the NHS statement who have not been assigned to one of the doctors listed in the GP Accounts package.

You must allocate all of the listed NHS doctors to one of the GP Accounts doctors or the data can not be imported. In some case the actual name of the doctor may not be listed, only their code being given - this may be an assistant or registrar.

If the doctor is not listed you may add the doctor by simply typing in the correct name - you will then be allowed to add this doctor to the list held in the GP Accounts package.

| Open Exeter Name | Open Exeter ID | GP Accounts Doctor |
|------------------|----------------|--|
| DR. BS HURWITZ | DR. BS HURWITZ | <div style="border: 1px solid gray; padding: 2px;"> <p>Dr Adam Alexander</p> <p>Dr B Burrows</p> <p>Dr Charles Craig</p> <p>Dr Derek Dalganrnos</p> <p>Dr Edith Evesham</p> </div> |

For each "Open Exeter Doctor" listed in the left hand column you will have to assign one of the IRIS GP Accounts doctors listed. The list of IRIS GP Accounts Doctors will appear in the right hand column as you click on each blank entry. Choose the correct Doctor. If the correct doctor is not on the list of IRIS GP Accounts doctors, you may simply type in the new Doctor's name. The package will then bring up the usual screen to add a new doctor and let you complete any other details:

The import process cannot continue until each "Open Exeter Doctor" has been matched with an IRIS GP Accounts doctor but having completed the process once, the package will retain these settings and you should not need to do this again unless a new doctor joins the practice.

Press **Next** when you have completed the Doctor matching process

Mapping Open Exeter codes

Some items on the nGMS statement may be unique to the practice or locality e.g. some Enhanced services. At this stage you may need to tell the package how to match up the items on the statement with the NHS ledger codes in IRIS GP Accounts. A screen like this will appear:

NHS import Helper - Setup imported NHS Codes

This screen displays any Open Exeter codes which have not been mapped to an NHS Ledger code. You must allocate all of the listed Open Exeter codes to one of the NHS Ledger codes or the data can not be imported.

To link the codes highlight them both and press the 'Link Selected Codes' button or double-click on the NHS Ledger code. You may add a new NHS ledger code by pressing 'Add a new NHS ledger code' or double-clicking on the Open Exeter code.

| Open Exeter Code | Amount | Linked to NHS Ledger code |
|--------------------------|----------|---------------------------|
| INFECTIOUS DISEASE 31/07 | 11.25 | |
| LIS 31/07 | 22.00 | |
| OUTSTAN.PREM.PAYM.31/07 | -1860.00 | |
| PARKING 07-08 30/04 | 20.00 | |
| PIS 31/07 | 5298.46 | |
| REFUSE AP07-MAR08 30/04 | 38.35 | |
| RENT APR07-MAR08 30/04 | 5976.92 | |
| SEXUAL HEALTH NES 31/07 | 319.68 | |
| STOP SMOKING 31/07 | 800.00 | |
| WATER APR07-MAR08 30/04 | 53.58 | |

GP Accounts NHS Ledger codes

Filter

Income codes Debit codes

- Dispensing Drugs
- Prescribing Drugs
- Trainee Payments
- Dispens. Drug Pay (Non-SR)
- Prescrib. Drug Pay (Non-SR)
- Cost Rents Payment
- Global Sum
- Nursing Homes (Enh)
- IUD Services (Enh)
- Drug Abuse (Enh)
- Alcohol Misuse (Enh)
- Anticoag. Monitoring (Enh)
- Violent Patients (Enh)
- Minor Surgery (Enh)
- Flu immunisation (Enh)
- Quality Access (Enh)

Do NOT Import this item Link selected codes Add a new NHS Ledger Code

For each Open Exeter code listed in the left hand column you will have to assign one of the NHS ledger codes. Press the **'Link selected codes'** button when you have selected both the Open Exeter item and the NHS Ledger code to which it will be mapped. Open Exeter items with negative amounts are displayed in red as it is likely that you will wish to assign NHS Ledger debit codes to these items.

Use the **Filter box** to restrict the visible NHS ledger codes e.g. If you type in 'Drug', you will only see NHS ledger codes containing 'drug'. The **Orange button** clears the filter.

If the correct code is not on the list, press the **'Add a new NHS Ledger code button'**. The package will then bring up the usual screen to add a new NHS ledger code and let you complete any other details.

If you need to adjust the mappings at a later date, you can do this via **Setup - To alter NHS Open Exeter mappings**

[P] Practice codes

You will see that some of the NHS Ledger codes are marked with [P]. This signifies that they are practice codes and serves to distinguish them from 'standard' nGMS codes provided with IRIS GP Accounts. When the new contract was first introduced, it was not clear which standard NHS codes would appear on the nGMS statements and in the event some items such as 'MPIG correction factor' were not originally provided with IRIS GP Accounts. Practices therefore may have created their own identically named codes.

The [P] suffix simply helps identify the practice code from the 'official' standard code. In general you should try to use the standard NHS ledger codes for matching purposes.

The import process cannot continue until every Open Exeter code has been matched with an IRIS GP Accounts NHS ledger code but having completed the process once, the package will retain these settings and you should not need to do this again unless a new item appears on a future statement.

Press **Next** when you have completed the Open Exeter code matching process

Completing the GMS Import process

When the package has successfully imported the GMS XML document you will be asked if you wish to delete the downloaded document. The choice is yours but it is not necessary to keep it, as a copy is stored internally by IRIS GP Accounts and in any case it can always be re-downloaded from the Open Exeter website.

The familiar NHS ledger entry screen will now appear, hopefully with all of the Open Exeter data, including individual Doctor amounts, imported correctly. You may view the original GMS XML document via the 'View GMS Statement' button.

Possible Discrepancies - Please Note:

Although the overall totals in the NHS ledger entry should match those in the Open Exeter statement, you may notice some discrepancies in individual items:

1. GMS Contract Adjustment

This does not appear in the NHS ledger as it is made up of the total of the practice Variance details which are imported individually

2. Items not included

The Open Exeter statement does not always include all items paid to the practice e.g. local one-off payments. They will not appear in the Open Exeter statement and obviously will be missing from the imported data. You can simply add on missing items to the NHS Ledger entry immediately after import.

To Change an existing Linked NHS payment for 30th Nov 2005.

NHS Template : **Standard New GMS** Hide Empty items

Current NHS Item : **Staff Payment** Find

| NHS Income items | | NHS Debit items | | |
|-------------------------------|----------|-----------------|----------|-----|
| NHS Income items | Amount. | Doctor | Total | Vat |
| Staff Payment | 7102.05 | | 7102.05 | M |
| Rent/Rates- Notnl. Rent [GGH] | 7989.04 | | 7989.04 | M |
| Global Sum | 46221.26 | | 46221.26 | X |
| In House Services [P] | 166.00 | | 166.00 | X |
| Contract Balance Adjustment | 19590.63 | | 19590.63 | X |
| MPIG Correction Factor [P] | 15354.03 | | 15354.03 | X |
| Aspiration [P] | 11403.46 | | 11403.46 | X |

Date : 30 November 05 Income : 107826.47 Debits: 7826.47 NHS Total : 100000.00

Split item by doctor <F3>
 Import Open Exeter file
 PMS Contract Adjust

Remove doctor split <F3>

At this stage you may wish to add any locally defined items which are missing from the Open Exeter document e.g. local development funding.

Save the NHS ledger entry in the usual way. It can be altered or deleted in the future if you wish. Please note that deleting the whole entry will also delete the stored copy of the GMS XML document and will need to re-download it if you wish to recreate the imported statement.

3. PMS Contract Adjustment

The standard PMS payment statement (both paper and Open Exeter) does not appear to hold all the detail the Contract payment amount correctly.

The Contract amount refers only to the original Contract value and may not include recent adjustments.

The overall payment amount on the statement is, however, correct, and if importing from Open Exeter, the Accounts package will use this to create a **Contract Adjustment** entry so that the individual entry totals match the overall payment total.

If you are entering a PMS statement manually, you will need to enter the **Contract Adjustment** manually - it is the difference between the Net Payment noted on the PMS statement and the NHS Total at the bottom of the NHS data entry screen.

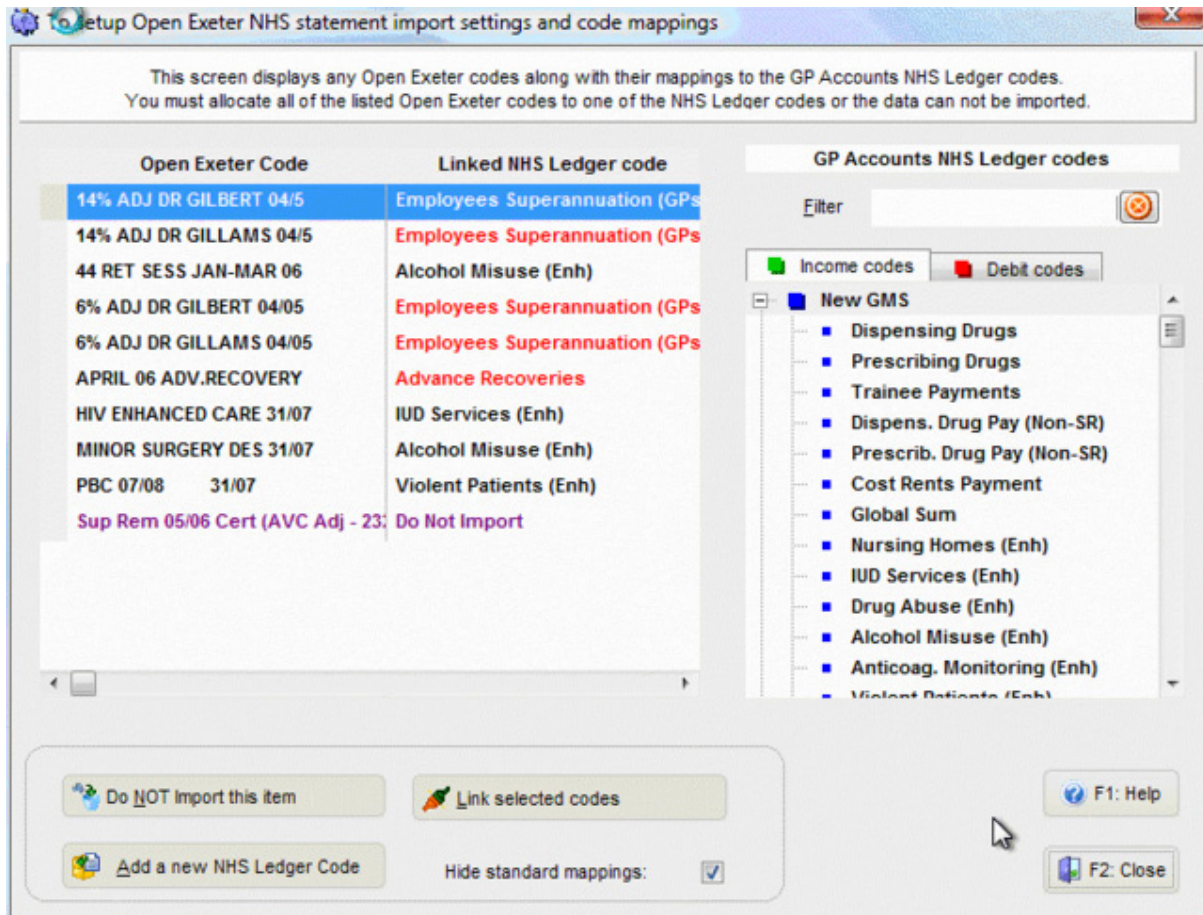
See [PMS Contract Adjustments](#) for more details

Alter NHS Open Exeter Mappings



Some items on the nGMS statement may be unique to the practice or locality e.g. some Enhanced services. When an Open Exeter statement is imported, you will need to set up the mappings between non-standard Open Exeter items and your own NHS ledger codes.

If you need to alter this at a later stage, this can be done via **Setup->To alter NHS Open Exeter Mappings**.



For each Open Exeter code listed in the left hand column you will have to assign one of the NHS ledger codes. Press the **'Link selected codes'** button when you have selected both the Open Exeter item and the NHS Ledger code to which it will be mapped. Open Exeter items with negative amounts are displayed in red as it is likely that you will wish to assign NHS Ledger debit codes to these items.

Use the **Filter box** to limit the NHS Ledger codes that are visible and make it easier to select the correct mapping. The **Orange button** clears the filter.

If the correct code is not on the list, press the **'Add a new NHS Ledger code button'**. The package will then bring up the usual screen to add a new NHS ledger code and let you complete any other details.

Normally the standard mapping e.g. 'Global sum' are not shown but these can be displayed and the standard mappings overridden if required.

[P] Practice codes

You will see that some of the NHS Ledger codes are marked with [P]. This signifies that they are practice codes and serves to distinguish them from 'standard' nGMS codes provided with IRIS GP Accounts. When the new contract was first introduced, it was not clear which standard NHS codes would appear on the nGMS statements and in the event some items such as 'MPIIG correction factor' were not originally provided with IRIS GP Accounts. Practices therefore may have created their own identically named codes.

The [P] suffix simply helps identify the practice code from the 'official' standard code. In general you should try to use the standard NHS ledger codes for matching purposes.

The import process cannot continue until every Open Exeter code has been matched with an IRIS GP Accounts NHS ledger code but having completed the process once, the package will retain these settings and you should not need to do this again unless a new item appears on a future statement.

The Open Exeter Web page



If you have opted to use 'Open Exeter Direct' you can ignore these instructions which are only required if you prefer to access the Open Exeter website and download the statement files from there.

Having registered for access to the Open Exeter system you will be given a log-in and password. Run Internet Explorer or other web-browser as normal and navigate to the Open Exeter website. Having logged-in you will be able to view a list of payment details for your practice.

1. Select the appropriate payment statement.
2. You will see an **"XML" button** on the web-page. Select this button to download the XML-based payment statement to your PC.
3. You may be asked if you wish to Open the document or save it to a particular location on your PC – choose the 'Save As' option. The actual location does not matter – you can save the XML document to any location you choose but you will have to find it again when you import it to the Accounts package, so it is advisable to save it to an easy location such as Desktop or My Documents.
4. The XML document has now been downloaded and you may log-off the Open Exeter website, close down the web-browser and return to IRIS GP Accounts.

Budgets

Budget Reports



Budget Reports allow you to set up projections of income and expenditure for future years, then run comparative analyses to see if the actual figures match those expected. They are now a much more critical part of practice financial planning with the advent of PMS and New GMS contracts. Variances are now shown in actual and percentage terms.

The data is initially presented on screen but can be easily printed out or displayed as a bar or pie chart.

Budget Reports now have two report styles:

Simple Report style:

Practice Budget Report - Breakdown of Main codes only
Period from 01/04/03 to 31/03/04 (Simple Quarterly for (Q) Apr 03 to Jun 03)

Report Style: Simple Quarterly for: (Q) Apr 03 to Jun 03 Detailed report
Use Journal Template: Journal Template off

| Budget Category | (Q) Apr 03 to Jun 03 only (Actual) | (Q) Apr 03 to Jun 03 only (Budgeted) | (Q) Apr 03 to Jun 03 only (Variance £) | (Q) Apr 03 to Jun 03 only (Variance %) | Totals To Jun 03 (Actual) | Totals To Jun 03 (Budgeted) | Totals To Jun 03 (Variance £) | Totals To Jun 03 (Variance %) | Overall Budget |
|---------------------------|------------------------------------|--------------------------------------|--|--|---------------------------|-----------------------------|-------------------------------|-------------------------------|------------------|
| VAT | 0.00 | 7251.28 | -7251.28 | -100.00% | 0.00 | 7251.28 | -7251.28 | -100.00% | 20293.11 |
| Expend. | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 |
| (Hidden codes) | 0.00 | 27800.83 | -27800.83 | 0.00% | 0.00 | 27800.83 | -27800.83 | -100.00% | 82158.89 |
| Attached Staff | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 27.00 |
| Bank Charges | 0.00 | 253.05 | -253.05 | -100.00% | 0.00 | 253.05 | -253.05 | -100.00% | 10065.09 |
| Capital Expenditure | 1804.32 | 0.00 | 1804.32 | 0.00% | 1804.32 | 0.00 | 1804.32 | 0.00% | 1804.32 |
| Computer Costs | 0.00 | 8280.23 | -8280.23 | -100.00% | 0.00 | 8280.23 | -8280.23 | -100.00% | 8280.23 |
| Corrections | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 31.00 |
| Dr Gregory | 30.00 | 5371.14 | -5341.14 | -99.44% | 30.00 | 5371.14 | -5341.14 | -99.44% | 24124.56 |
| Dr Smith | 30.00 | 3344.73 | -3314.73 | -99.10% | 30.00 | 3344.73 | -3314.73 | -99.10% | 11034.14 |
| Dr.Colville | 0.00 | 7929.02 | -7929.02 | -100.00% | 0.00 | 7929.02 | -7929.02 | -100.00% | 23026.14 |
| Dr.Jones | 30.00 | 3994.76 | -3964.76 | -99.25% | 30.00 | 3994.76 | -3964.76 | -99.25% | 13299.16 |
| Dr.Maclean | 30.00 | 4668.49 | -4638.49 | -99.36% | 30.00 | 4668.49 | -4638.49 | -99.36% | 15056.76 |
| Income Totals | 0.00 | 113774.01 | -113774.01 | 0.00% | 0.00 | 113774.01 | -113774.01 | 0.00% | 394638.58 |
| Expenditure Totals | 6491.85 | 102054.02 | -95562.17 | 6.36% | 6491.85 | 102054.02 | -95562.17 | 6.36% | 383368.85 |
| Balance Totals | -6491.85 | 11719.99 | -18211.84 | -6.36% | -6491.85 | 11719.99 | -18211.84 | -6.36% | 11269.73 |
| Running Balances | -6491.85 | 5228.14 | -12983.70 | | | | | | |

This gives a concise comparison of actual v predicted figures against the overall budget. The period displayed is determined when setting up the budget i.e. Monthly, Quarterly, Biannual or Annual.

Detailed Report style:

Practice Budget Report - Breakdown of Main codes only
Period from 01/04/03 to 31/03/04 (Detailed)

Report Style: Simple Quarterly for: (Q) Apr 03 to Jun 03 Detailed report
Use Journal Template: Journal Template off

| Budget Category | (Q) Apr 03 to Jun 03 only (Actual) | (Q) Apr 03 to Jun 03 only (Budgeted) | (Q) Apr 03 to Jun 03 only (Variance £) | (Q) Apr 03 to Jun 03 only (Variance %) | (Q) Jul 03 to Sep 03 only (Actual) | (Q) Jul 03 to Sep 03 only (Budgeted) | (Q) Jul 03 to Sep 03 only (Variance £) | (Q) Jul 03 to Sep 03 only (Variance %) | (Q) Oct 03 to Dec 03 only (Actual) | (Q) Oct 03 to Dec 03 only (Budgeted) |
|---------------------------|------------------------------------|--------------------------------------|--|--|------------------------------------|--------------------------------------|--|--|------------------------------------|--------------------------------------|
| VAT | 0.00 | 7251.28 | -7251.28 | -100.00% | 0.00 | 3848.18 | -3848.18 | -100.00% | 0.00 | 0.00 |
| Expend. | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| (Hidden codes) | 0.00 | 27800.83 | -27800.83 | 0.00% | 0.00 | 25667.60 | -25667.60 | 0.00% | 0.00 | 0.00 |
| Attached Staff | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 27.00 | -27.00 | -100.00% | 0.00 | 0.00 |
| Bank Charges | 0.00 | 253.05 | -253.05 | -100.00% | 0.00 | 32.84 | -32.84 | -100.00% | 0.00 | 0.00 |
| Capital Expenditure | 1804.32 | 0.00 | 1804.32 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| Computer Costs | 0.00 | 8280.23 | -8280.23 | -100.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| Corrections | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| Dr Gregory | 30.00 | 5371.14 | -5341.14 | -99.44% | 94.50 | 5371.14 | -5276.64 | -98.24% | 0.00 | 0.00 |
| Dr Smith | 30.00 | 3344.73 | -3314.73 | -99.10% | 30.00 | 2252.73 | -2222.73 | -98.67% | 0.00 | 0.00 |
| Dr.Colville | 0.00 | 7929.02 | -7929.02 | -100.00% | 0.00 | 3949.49 | -3949.49 | -100.00% | 0.00 | 0.00 |
| Dr.Jones | 30.00 | 3994.76 | -3964.76 | -99.25% | 62.70 | 2902.40 | -2839.70 | -97.84% | 0.00 | 0.00 |
| Income Totals | 0.00 | 113774.01 | -113774.01 | 0.00% | 2100.00 | 85202.07 | -83102.07 | 2.46% | 0.00 | 0.00 |
| Expenditure Totals | 6491.85 | 102054.02 | -95562.17 | 6.36% | 5982.72 | 84283.30 | -78300.58 | 7.10% | 0.00 | 11269.73 |
| Balance Totals | -6491.85 | 11719.99 | -18211.84 | -6.36% | -3882.72 | 918.77 | -4801.49 | -4.64% | 0.00 | 0.00 |
| Running Balances | -6491.85 | 5228.14 | -12983.70 | | -16872.78 | -15954.01 | -20755.50 | | -20760.14 | |

The Detailed style shows each period individually with Overall Totals and Budget Totals for comparison.

Use Journal Template

A Journal Template can be applied to the budget report to give a 'higher level' view of the data. You will only get meaningful results if you have spent a little time assigning each of your main and sub codes to a Journal code. See [Adding or Changing a Code or Sub-code](#).

Running Balances

If you have entered an estimated Opening Balance as part of the Budget Report Setup, the Running balance column gives a good indication of cashflow.

A number of options are available on this screen to manipulate the appearance of the report.

Budget Reports are accessed from **Main Menu - Reports - Budget Reports**. This screen allows you to add, change delete or run Budget Reports.

See [Setting Up Budget Reports](#) for more information.

Setting up Budget Reports



When you choose to add a new Budget Report you will be presented with a series of screens to help you set this up.

The first will ask you to give the Budget report a name

The next screen looks like this:

Budget Period

This is the period for which you wish the comparison to run. e.g. In March 2002 you set up a Budget report to run from 01/04/2002 for 1 year to allow comparison of actual figures from April 2002 - March 2003 with those projected.

Period Breakdown Options

Select the type of period breakdown to display

Main / sub-code options

Do you wish to display only Main codes or both Main and sub-codes?

Use Figures Net of VAT

Do you wish to display Net figures (VAT accounts only)?

Press **Next** to move to the next screen.

Screen to change an existing Budget.

Pre-fill the new budget with existing figures

You may simplify the process of setting up your new Budget by pre-filling the figures from existing Cashbook data.

You may also adjust these figures to anticipate inflation.

Budget figures Pre-fill options

Start with blank figures - do not pre-fill Budget amounts

Pre-fill figures from the last full Archived year : 1st April 2000 to 31st March 2001

Pre-fill with figures from Current Cashbook year : 1st April 2001 to 31st March 2002

Assume Annual Income inflation rate : 0 %

Assume Annual Expend. inflation rate : 0 %

Estimated Opening Balance : 0.00

Cancel Previous Next F1: Help

This screen allows you to automatically generate the projected budget figures, based on existing figures held in the package, either from the existing year or from previous archived years. If you wish you can opt to start with blank figures and simply enter your own.

Income and Expenditure Inflation Rates

These percentages will be applied to the Budget figures to adjust for anticipated inflation.

Estimated Opening Balance

If you enter an estimated Opening Balance here, the Budget Report can be used to estimate future cashflow. Press **Next** to move to the next screen.

Practice Budget Template adjustment

When you are happy with your selection, press Next. The package will generate your Budget figures and will present you with the screen to adjust the Practice Budget Template. This allows you to individually alter figures which are incorrect or to zero out rows which are not important e.g. which involve very small amounts.

To adjust Practice Budget Template

Practice Budget - Breakdown of Main codes only
Period from 01/04/03 to 31/03/04

| Budget Category | (Q) Apr 03 to Jun 03 | (Q) Jul 03 to Sep 03 | (Q) Oct 03 to Dec 03 | (Q) Jan 04 to Mar 04 |
|---------------------------|----------------------|----------------------|----------------------|----------------------|
| Income | 0.00 | 0.00 | 0.00 | 0.00 |
| (Hidden codes) | 36057.57 | 33051.65 | 15812.57 | 18083.65 |
| Attached Staff | 2100.00 | 1500.00 | 1500.00 | 1500.00 |
| Bank Interest | 16.32 | 23.12 | 12.09 | 33.05 |
| Capital introduced | 5002.14 | 28850.00 | 0.00 | 0.00 |
| CLY PCT | 0.00 | 20.50 | 0.00 | 0.00 |
| FHSA / Health Board | 166650.30 | 128786.69 | 141762.03 | 114148.26 |
| FHSA Drugs | 25207.27 | 49514.31 | 64547.56 | 57150.18 |
| Forms & Letters | 0.00 | 16.00 | 0.00 | 0.00 |
| Funds Transfer | 650.00 | 0.00 | 12922.00 | 950.00 |
| GGHA | 25509.72 | 25635.82 | 38113.66 | 40514.71 |
| Insurance Reports | 596.40 | 621.92 | 444.80 | 501.70 |
| Non NHS | 2964.87 | 2964.87 | 3705.80 | 3985.44 |
| Out Of Hours | 0.00 | 53.51 | 0.00 | 0.00 |
| Private Medicals | 10.00 | 134.20 | 22.00 | 0.00 |
| Private Patients | 0.00 | 5.39 | 0.00 | 0.00 |
| Income Totals | 271697.24 | 279079.84 | 302911.41 | 244662.39 |
| Expenditure Totals | 286700.14 | 277926.53 | 303749.15 | 252046.20 |
| Balance Totals | -15002.90 | 1153.31 | -837.74 | -7383.81 |
| Running Balances | -15002.90 | -13849.59 | -14687.33 | -22071.14 |

Budget Figures Options | Budget Setup Options | Print Budget Template | F1: Help | Cancel | F2: OK

Press **F2: OK** to complete Budget Setup.
You will be asked if you wish to view the resulting Budget Report.

The Budget Report Screen



| Practice Budget Report | | | | |
|--|-------------------------|-----------------------|-------------------------|---------------------------|
| Practice Budget - Breakdown of Main codes only Period from 01/07/03 to 30/06/04 | | | | |
| Budget Category | July 2003 (Budgeted) | July 2003 (Actual) | July 2003 (Variance) | August 2003 (Budgeted) |
| Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Cash introduced | 90.00 | 0.00 | -90.00 | 250.00 |
| FHSA income | 59034.53 | 0.00 | -59034.53 | 55403.00 |
| Other appointments | 35.33 | 0.00 | -35.33 | 400.00 |
| Other income | 1698.50 | 0.00 | -1698.50 | 974.00 |
| Superannuation | -2.12 | 0.00 | 2.12 | -2.00 |
| 'Transfers' | 0.00 | 0.00 | 0.00 | 0.00 |
| Expend. | 0.00 | 0.00 | 0.00 | 0.00 |
| Cleaning | 0.00 | 0.00 | 0.00 | 0.00 |
| Drugs & instruments | 1924.42 | 0.00 | -1924.42 | 404.00 |
| Fees withdrawn | 0.00 | 0.00 | 0.00 | 0.00 |
| Income Totals | 60856.24 | 0.00 | -60856.24 | 57026.44 |
| Expenditure Totals | 47253.31 | 0.00 | -47253.31 | 55351.15 |
| Balance Totals | 13602.93 | 0.00 | -13602.93 | 1675.29 |

This screen displays the results of a Budget report. It shows Income and Expenditure codes for the selected period with a breakdown by month, quarter, bi-annual or year with Budgeted, Actual and Variance and Variance Percent columns.

The **Budgeted** amount is the figure predicted when setting up the Budget.

The **Actual** amount is the current figure found.

The **Variance £** amount is the difference between Budgeted and Actual figures.

The **Variance %** percentage is the difference between Budgeted and Actual figures expressed as a percentage

Report Style Columns

The Simple report style shows 3 sets of columns:

- **Figures for selected period only e.g. "May 2004 only"**
These are the figures for the selected period alone, in this case May 2004 alone
- **"Totals to May 2004"**
These are the totals from the start of the budget period to the end of the selected period, in this case May 2004
- **Overall Budget**
These are the totals for the Budget to the end of the budgeted period.

The Detailed report style shows 3 sets of columns:

- **Figures for a single period only e.g. "April 2003 only"**
These are the figures for a single period alone, in this case May 2004 alone
- **"Totals to March 2004"**
These are the totals from the start of the budget period to the end of the budget period, in this case May 2004
- **Overall Budget**
These are the totals for the Budget to the end of the budgeted period.

Use Journal Template

A Journal Template can be applied to the budget report to give a 'higher level' view of the data. You will only get meaningful results if you have spent a little time assigning each of your main and sub-codes to a Journal code - see [Adding or Changing a Code or Sub-code](#).

Running Balances

If you have entered an estimated Opening Balance as part of the Budget Report Setup, the Running balance column gives a good indication of cashflow.

As well as displaying the figures, the Budget Reports screen allows you to manipulate the appearance of the report in several ways:

Hiding Columns

If you wish you may hide the Budgeted, Actual or Variance columns. This can be helpful in simplifying the report for printout or graphing purposes.

Press the Budget Headers Option button or right-click over the Column Headers.

Hiding Blank rows

The report will automatically hide any blank rows i.e. a row whose figures are all zero. You can make these empty rows visible by pressing the Budget Figures options button and unticking the Hide empty rows menu option.

Hiding Selected Rows

To select a row click once on that row. You can select additional rows by holding down the CTRL key and clicking on another row.

To hide the selected rows press the Budget Figures options button and click on 'Hide Selected rows'.

Show Hidden Rows

To make hidden rows reappear select their parent code i.e. if this is a sub-code, select the main code, if a Main code select either Income or Expenditure. Now press the Budget Figures option button and select Show non-empty Child rows.

You can show all the hidden row by selecting Show All non-empty rows.

Hide and Show Sub-codes

To show or hide sub-codes click on the +/- button next to the relevant Main Code or double-click on the Main code.

Totals Tracking

As you show or hide different rows you may notice that the package keeps track of the figures that are hidden and adds them to the next visible 'parent' row. e.g. if you hide a sub-code row any figures in that row will be added to the next visible level up i.e. the Main Code row. If the sub-code is subsequently 'unhidden' the Main code figure will be reduced by that amount.

The same thing happens if you hide a Main code, with any figures being added to the 'root' Income or Expenditure row.

This means that whatever rows are hidden, the totals visible will remain the same.

'Hidden Codes' rows

If you have items recorded using a main or sub-code which has been hidden via **Setup - To alter Cashbook Codes**, the figures for these items will appear in the 'Hidden Codes' rows.

Printing facilities

The Print Reports button allows you to output the report in various ways e.g. Print, Print Preview or Export to a File.

Graphing facilities

See [Budget Graphing Options](#)

Budget Graphing Options



Bar Graph of Selected Row

This option displays a bar chart of the current figures in the selected row over time. you can printout this chart or copy it to the Windows clipboard for pasting into another Windows program e.g. Word.

Breakdown Pie Chart of Selected item

This option displays a pie breakdown chart of the figures under the selected item. e.g. If you click on the column for April 2003 and the Main code row for Drawings, you will see a Pie chart of Drawings for April 2003 broken down by any sub-codes.

You can printout this chart or copy it to the Windows clipboard for pasting into another Windows program e.g. Word.

Journal Codes

Journal Codes



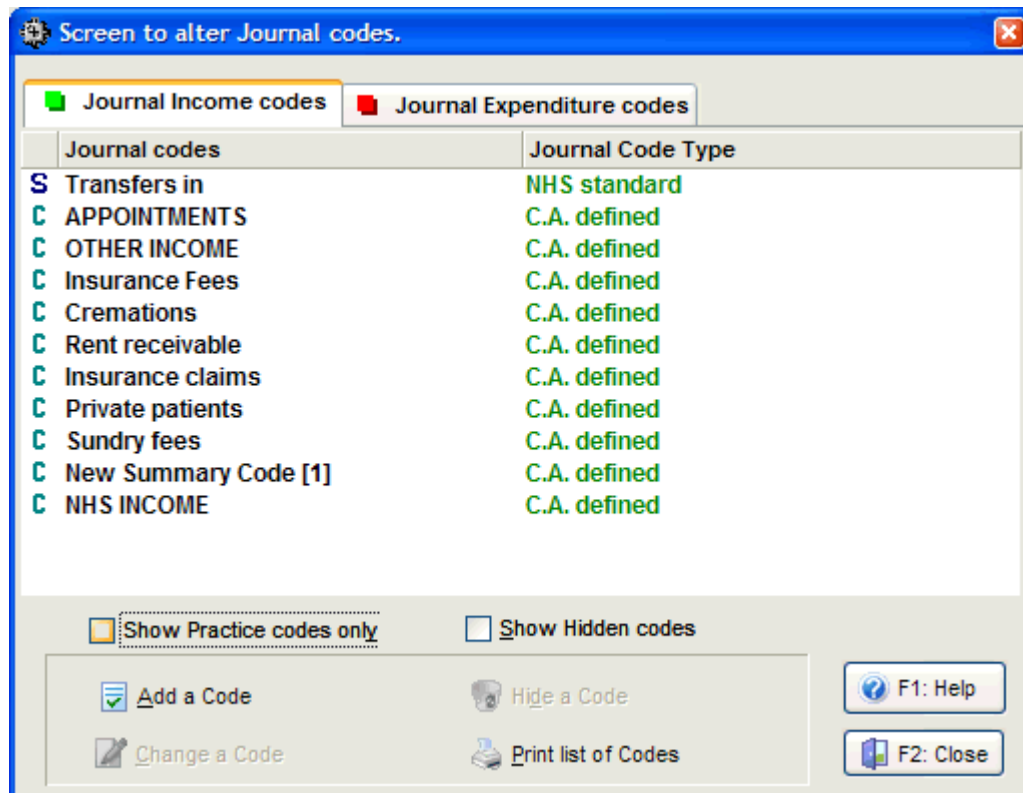
Journal codes are a third optional level of coding separate from Main and Sub-codes. These will be used, we would envisage, with the help of the accountant. They are used to simplify and regroup data under headings found in the Revenue or Profit and Loss account, which you will find in your annual accounts. There will be less Journal codes than Main or Sub-codes as the idea is to amalgamate these entries into broader headings to simplify the final accounts.

To use this facility you have to give each Main or Sub-code a Journal code. Many of the former will be grouped under a similar Journal code. There are Journal codes setup for all NHS codes and all Main and Sub-codes. The NHS Journal codes that come with the package cannot be changed. Your CA may also have supplied a set of Journal codes and layouts - these cannot be altered. Any Journal codes you add and those set up for Main and Sub-codes can be added to and change as you wish.

You can setup different Layouts or Templates containing different lists of Journal codes for each Group and these can then be used by any of the accounts in that group. You attach the Layout to the Group through the Group Change screen - see [Adding or Changing an Accounts Group](#).

Lastly you have to link every Main and Sub-code with a Journal code via the Main and Sub-code setup screen - see [Adding or Changing a Code or Sub-code](#)

To setup or alter Journal codes select **Setup - To alter Journal Codes** from the main menu.



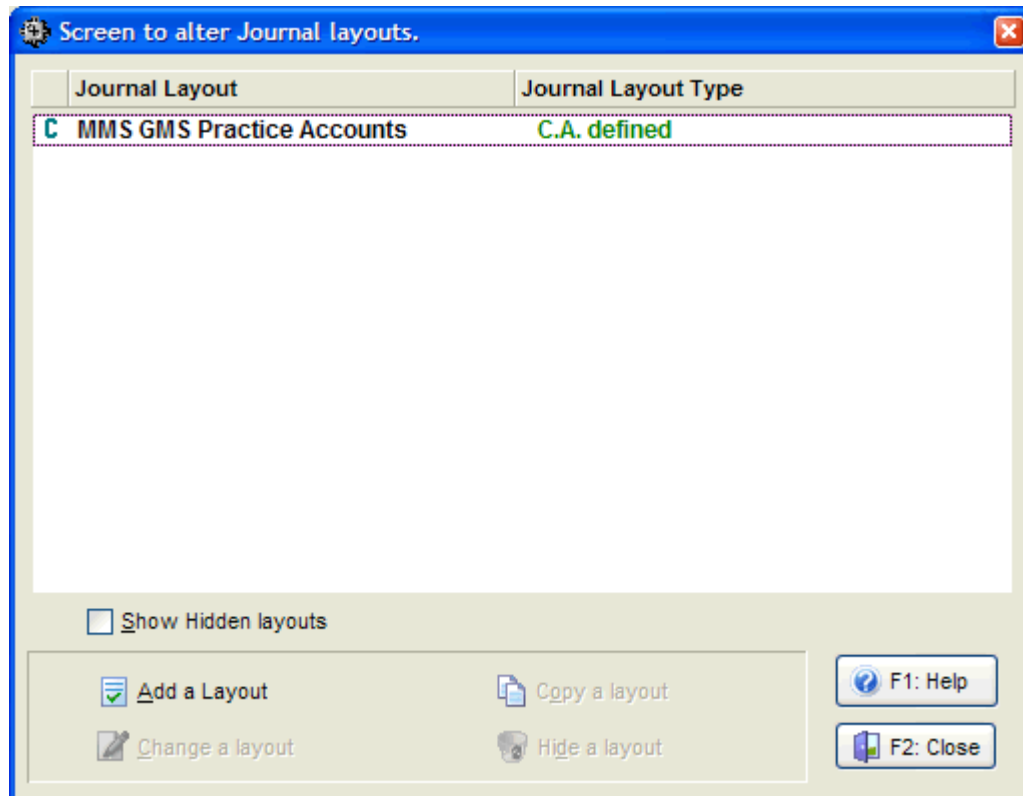
See [Journal Layouts](#) for further information.

Journal Layouts



Journal layouts define the way that your Journal code information is presented when you run a Journal report. you may have been supplied with a specific Journal layout by your accountant.

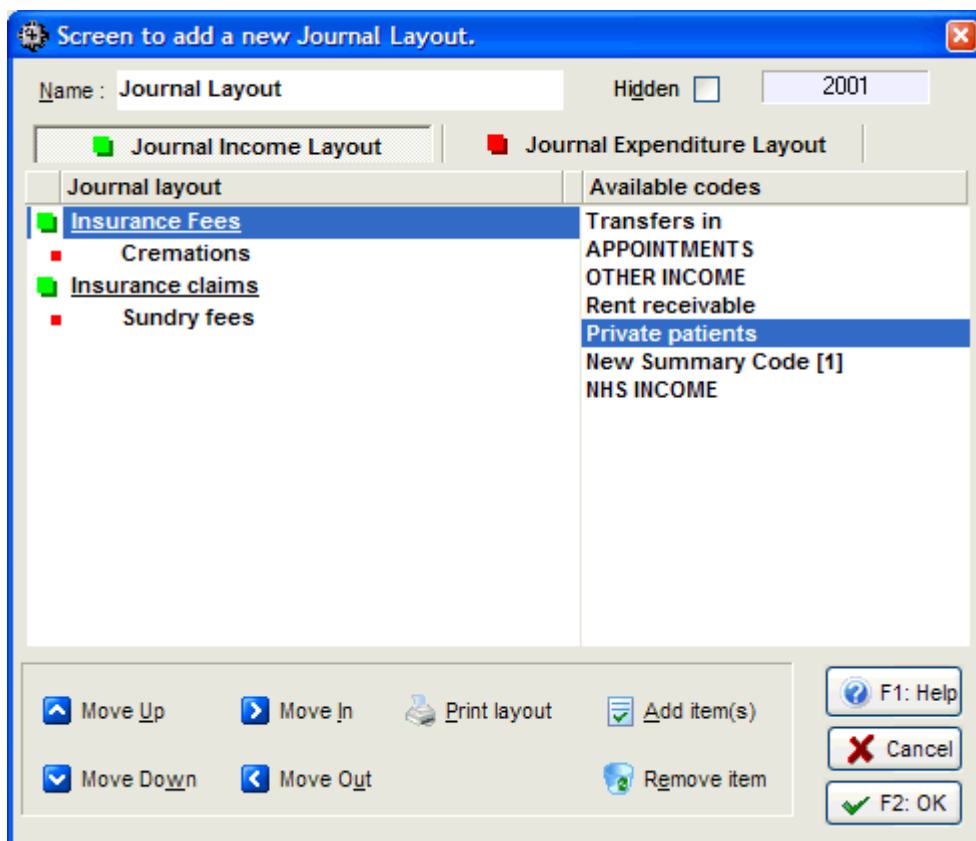
To alter Journal layouts select **Setup - To alter Journal Template Settings** from the main menu.



Select the layout you wish to change

This screen allows you to arrange the various Journal codes in the order you wish.

You may only alter the layout if you have created this yourself. Layouts supplied by IRIS or your accountant cannot be altered.

**See also**[Journal Codes](#)[Adding or changing a Journal code](#)

Adding or Changing a Journal code



You may use this screen to add or edit a **practice-defined** Journal code. CA defined and IRIS defined Journal codes may not be altered.

The screenshot shows a dialog box titled "Screen to change an existing Journal code." with a close button (X) in the top right corner. The dialog contains the following elements:

- A "Journal Code ID" field with the value "1048".
- A "Hidden" checkbox, which is currently unchecked.
- A "Text of journal code" field containing the text "OTHER INCOME".
- Three buttons on the right side: "F1: Help" (with a question mark icon), "Cancel" (with a red X icon), and "F2: OK" (with a green checkmark icon).

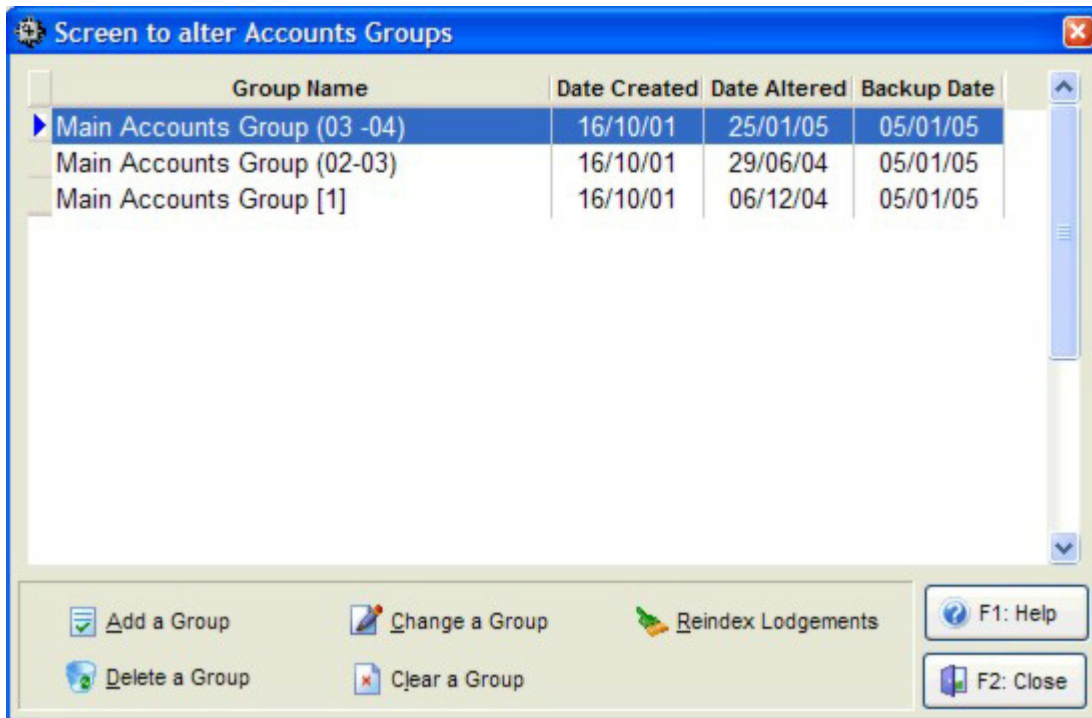
Groups

Accounts Groups



If you have more than one account you may wish to place some of these in a separate Accounts Group. Each Accounts Group should hold accounts which pertain to one aspect of the practice finances. Most of the accounts you set up will be in the 'Main practice group' including the principal bank account, any subsidiary bank or savings accounts and the petty cash account. Partner's expense accounts should be placed in separate groups as should any non-practice activities e.g. charitable activities, separate business interests.

Setup or alter Accounts Groups by selecting **Setup - To alter Groups** from the main menu. This option is Admin Protected.



- 'Deleting' a Group completely removes the Group from the system
- 'Clearing' the Group removes the data but retains the Group name.
- In both cases the Group data is permanently deleted!! It cannot be recovered unless you have a backup stored.
- The 'Reindex Lodgements' option is not normally required unless there has been a problem with lodgement totals or brackets being corrupted.

See [Adding or Changing an Accounts Group](#) for more information

See also

[Accounts](#)

Adding or Changing an Accounts Group



To add a new Accounts Group or change an existing Group select **Setup - To Alter Accounts** from the main menu. Next choose 'Add' or 'Change' from the 'Alter Accounts Groups' screen
Click on different parts of the screen to get more information:

The screenshot shows a dialog box titled "Screen to change an existing Accounts Group." with a close button in the top right corner. The dialog contains the following fields and controls:

- Group ID :** A text box containing the number "6".
- Group Name :** A text box containing "Clydebank Medical Servises".
- Journal Layout :** A dropdown menu showing "MMS GMS Practice Accounts".
- End of Year Archive:** A checked checkbox.
- At the bottom, there are three buttons: "F1: Help" (with a question mark icon), "Cancel" (with a red X icon), and "F2: OK" (with a green checkmark icon).

See also

[Accounts Groups](#)

[Journal Codes](#)

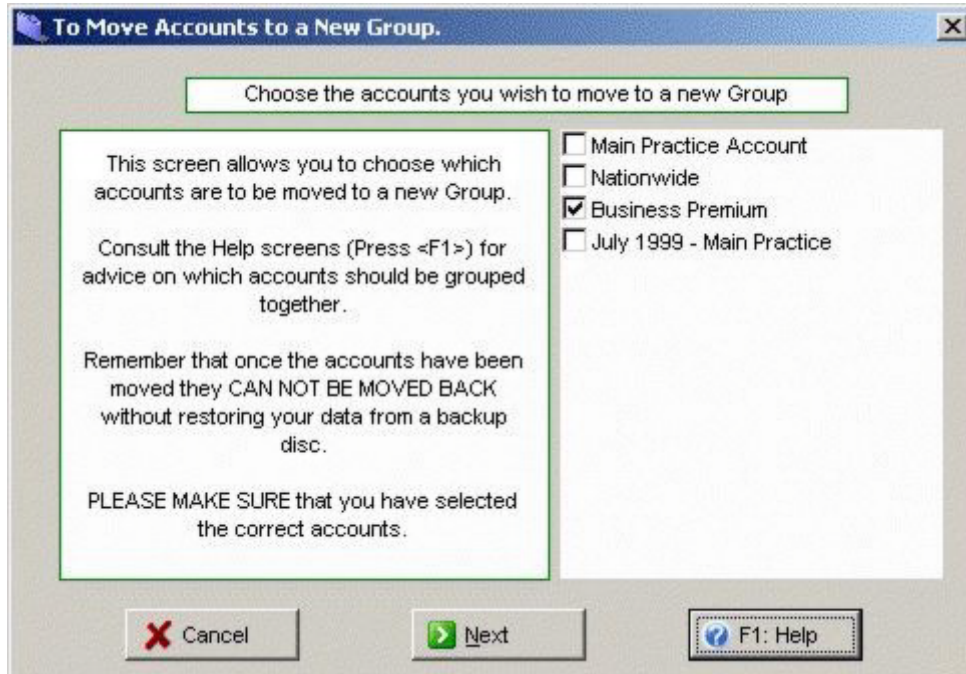
[Journal Layouts](#)

Move Accounts to another Group



This option allows you to move one or more selected accounts to a new Accounts Group. Tick the Accounts that you wish to move to a new group.

They cannot be moved back again so choose carefully!



VAT and Dispensing VAT

VAT for GP Practices



Most practices are VAT exempt because the vast majority of their income items are exempt from VAT i.e. Medical services both NHS and private. Whilst this relieves the practice of the burden of keeping VAT records it does mean that VAT cannot be reclaimed on expenses such as telephones, computers and other overheads. Dispensing practices differ in that the dispensing element of their income is not VAT exempt (it is zero-rated) and they can opt to register for VAT. A dispensing practice is regarded as 'Partially exempt' by HMRC. Those of you have the misfortune to work in Dispensing practices will be very familiar with the joys of calculating VAT returns whilst juggling with Dispensing categories, Partial exemption and the de-minimis rule. This can be very confusing and time-consuming but is important as if applied correctly it can be financially very advantageous to the practice. Similar issues apply to practices who may have a sizeable proportion of income which due to recent changes in VAT regulations, are now regarded as Taxable items rather than Exempt. We have received a great deal of advice on VAT and the Partial Exemption rules from practice managers, GPs, CAs and VAT specialists and while no system can cover all the possible vagaries of VAT, we feel that we have developed a very complete package to help you accurately record and calculate your VAT and Partial Exemption Returns.

Entering VAT related data in the Cashbook

If VAT is switched on for the account you will see specific data entry fields for VAT and Partial Exemption Categories. Every Cashbook item must be given a VAT category and if Partial Exemption is switched on, be given a Partial Exemption category.

When you select a particular VAT rate the package will calculate the appropriate amount of VAT to apply to the item.

VAT Categories

As well as the usual VAT rates such as the Standard rate (17.5%) and the Fuel rates there are 3 categories of VAT coding which all apply a VAT amount of nil. Clearly the VAT category applied will not directly affect the overall VAT balance. It is nevertheless important to use the correct category as it will have an impact when calculating the Partial Exemption allowance – see below.

- **X = Exempt.**
The item is exempt of VAT. The VAT amount will always be Nil. Most medical income is VAT Exempt.
- **Z = Zero-rated**
The item is not exempt of VAT but the rating for this item is Zero percent. The VAT amount will always be Zero. Some medical items e.g. NHS Dispensing fees are Zero-rated.
- **O= Outwith**
The item is regarded as not being within the scope of the VAT system. The most common items to which this applies are Drawings, tax and N.I., wages (but not reimbursement of salaries) and VAT payments to or from HMRC.
- **M= Mixed**
It is sometimes not possible to allocate a specific VAT code to a Cashbook item as it represents a mixture of variably rated items. The amount of VAT must be entered 'manually'.
Note: NHS payments are always automatically given a VAT code of Mixed (M) as the calculation of the VAT categories of each NHS entry is done internally – see below

Partial Exemption Categories

Cashbook expense items need to be allocated a dispensing category so that the package can calculate the VAT due/received properly under the Partial exemption rules

There are 4 expenditure categories:

- **f = Fully Taxable** - the expense is completely attributable to the Taxable (Dispensing) part of the business.
- **d = Drug Dispensing** - the expense is completely attributable to the Dispensing business and is a pharmaceutical. For calculation purposes, this is identical to the Fully Taxable category.
- **p = Partially Taxable** - the expense is partly attributable to the Taxable (Dispensing) business and partly to the Medical business (e.g. general practice and surgery overheads).
- **n = Non-Taxable** - the expense is wholly attributable to the Medical side of the business (e.g. only used in the consulting room).

There are 4 income categories, designed to handle individual drug discounts which although income payments have to be handled within VAT calculations as reductions on expenditure (see below):

- **i = Standard Income item** - the vast majority of income items.
- **d = Fully taxable drug discount** - the discount is completely attributable to a taxable drug purchase.
- **p = Partially taxable drug discount** - the discount relates to a mixed purchase of taxable and exempt pharmaceuticals
- **n = Non-taxable drug discount** - the discount is wholly attributable to an exempt drug purchase.

Recording Drug Discounts

Drug discounts which appear as separate cheques/BACS are awkward to record as although they may appear in the Cashbook as income items, from a VAT perspective they should be regarded as reductions on expenditure. Previously it was recommended that you record drug discounts as 'negative expenditure' items which in turn made reconciliation tricky. IRIS GP Accounts now allows you to flag drug discounts using a series of new Income dispensing codes:

Non-drug discounts (the majority of income items) should be recorded as Standard Income item. When the package carries out the partial exemption calculations, it will correctly treat any income items with a drug discount dispensing code as a reduction on expenses.

There is no need to re-code any existing drug discount items recorded using the negative expenditure method, these will continue to be handled correctly.

Although treated as reductions on income for VAT calculation purposes, these items will be correctly reported as income items on non-VAT related reports.

The VAT Partial Exemption Rules

A good familiarity of the VAT Partial Exemption rules is crucial to understanding how IRIS GP Accounts calculates the figures for your VAT return. It is easier if we break the process down into several steps.

1. Determine the total VAT on Non-Exempt Expenses

This is simply the total of VAT on expenditure items coded as being Fully Dispensing or Drug dispensing.

2. Determine the total VAT on Exempt Expenses

This is the total of VAT on expenditure Items coded as Non-Dispensing.

3. Determine the Claimable VAT on Partially Exempt expenses

Some expenses e.g. Telephone and other general overhead costs are shared by the dispensing and medical parts of the business. The Total VAT on these items is referred to as '**non-attributable input tax**'.

The VAT inspector will allow a proportion of these expenses to be regarded as Non-Exempt and VAT can be reclaimed on this proportion of the 'non-attributable input tax'

This percentage is known as the "**Claimable proportion of non-attributable Input Tax**".

There is a standard way of calculating the Claimable proportion, termed the "**Standard Method**".

IRIS GP Accounts will calculate this figure for you using the Standard method but you may override this with another figure if your accountant has agreed another method with the VAT office.

See below for details of the way that the Standard Method is calculated.

4. Subtract the Adjustment for VAT Exempt Pharmaceuticals

Normally Drugs are supplied to patients as dispensed items and are regarded as Non-exempt. If, however, they are administered to the patient directly by the doctor e.g. injectables used in the surgery, HMRC currently regard them as being 'medical' and therefore Exempt. Some practices keep a note of these items so that the VAT amount can be deducted before the final VAT Return calculations are made.

5. Check if the "De-minimis Limit" applies

Usually only VAT on Fully Non-exempt expenses and the Claimable proportion of Partially-exempt expenses can be reclaimed.

However, if the amount of VAT not reclaimable (the "exempt" VAT) is less than the 'De-minimis limit' (Currently £625 per month) you may reclaim the VAT on all expenses. This is very often the case for Dispensing practices.

IRIS GP Accounts will calculate if the de-minimis limit applies when preparing the VAT return report and will guide you as to how much VAT can be reclaimed. You must make sure that the package knows the current de-minimis limit. Although this rarely changes, it can be altered via **Setup - To alter VAT and Dispensing settings**.

6. Calculate the VAT Return!!

Determining the "Claimable proportion" using the "Standard Method"

It may be helpful to understand in detail how the package uses the Standard method to calculate the Claimable proportion of partially exempt items.

It is calculated as the proportion of **Taxable Sales** (i.e. **All income not Outwith VAT and not Exempt**) to **Total Sales** (i.e. **All income except Outwith VAT**).

This calculation is straightforward for 'normal' Income items but becomes very complex for NHS payments.

Advances and Recoveries

The nature of NHS payments with advances (e.g. Staff payments, Leave pay) and Recoveries makes things rather more complex.

Each NHS code has a fixed VAT and a Partial Exemption code.

The package also allows NHS Expenditure codes to be designated as 'Recoveries'.

We have been advised that Recoveries should be linked to income for the purposes of these calculations i.e. when calculating Total Sales these are regarded as "negative income" and are subtracted from the Total Sales amount.

For this reason you will sometimes see negative amounts in the Total Sales column of the NHS itemised listing.

If you add your own NHS codes you must ensure that their VAT, Dispensing and Recovery settings are correct.

Note: Some VAT advisors and HMRC inspectors dispute this handling of advances and recoveries, preferring to see both coded as 'Outwith'. If so advised, you can change the standard VAT and dispensing codes for NHS ledger codes via **Setup - To alter NHS Ledger Codes - Change an item**. This will not affect any NHS ledger items already entered.

Cost and Notional Rent payments

To complicate matters further it may be possible to apportion a percentage of these Income items as being related to Dispensary use and therefore Non-exempt. This can affect the calculation of the Claimable proportion.

e.g. If the agreed figure relating to the dispensary was 40% for cost-rent, although this is normally an Exempt item, it would be regarded as 40% Taxable Sales (i.e. Zero-rated) and 40% of the Total Sales figure would therefore appear in the Taxable Sales column on the NHS Simple listing.

The proportions of Premises payments agreed with the VAT office can be entered or altered in IRIS GP Accounts under **Setup - To alter VAT and Dispensing settings**.

Staff Payments

New GMS and PMS contract payments will not separately identify actual Staff pay amounts within the Global Sum. This means that it is not possible for the Accounts package to calculate the taxable element of Staff pay as above, as could be done with the Redbook contract.

We have been advised that it may be possible for the practice to agree a monthly '**notional**' Dispensing staff pay figure, based on historical amounts. This figure would have to be agreed with the VAT inspector and you should clearly take advice on this first. If such a figure is agreed, you can enter this figure via **Setup - Dispensing**.

VAT Reports

Most of the Reports relevant to VAT are to be found under **Reports - Cashbook Reports - VAT**.

You may also find the NHS Simple listing report helpful if you are struggling to understand calculations of Total and Taxable Sales.

VAT facilities



Most practices will have no need of VAT facilities but you may find the **Cashbook VAT Calculator** button useful if you need to enter a Gross amount but have only been given a Net amount on an invoice. Pressing this button will add VAT at the standard rate to the amount in the Gross Amount field.

VAT Facilities

In order to use the VAT facilities you must 'switch-on' the VAT settings for the account - see [Adding or changing an Account](#). If you are not a dispensing practice, select VAT - Dispensing off.

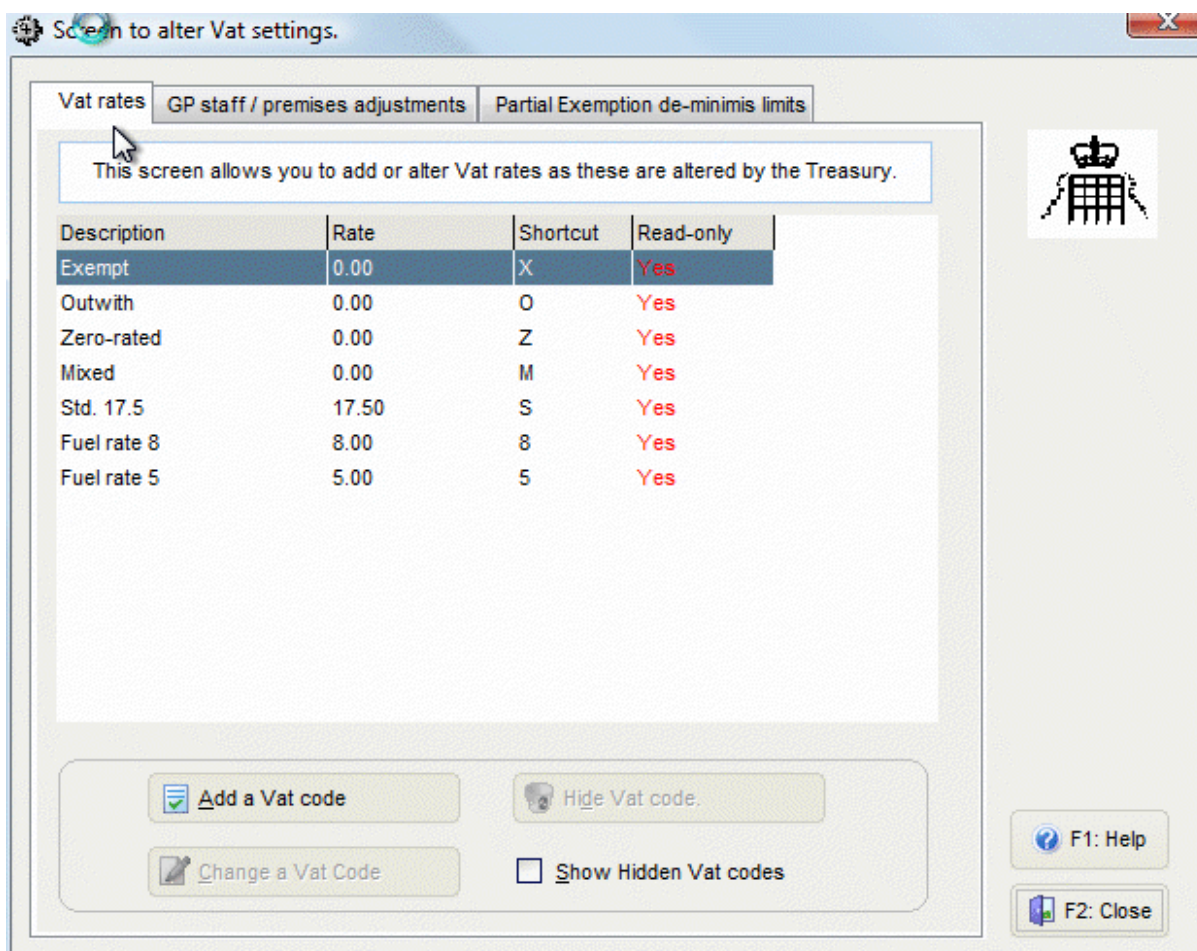
When you are entering a Cashbook item you will be able to enter a VAT rate, Net amount or VAT Amount. All of these fields are linked to the Gross amount and unless the 'Mixed' rate is selected, changing one of the fields will force the others to be recalculated.

The Mixed rate should be used when the VAT amount cannot be calculated from the Net or Gross amounts. This most often occurs when an invoice has been received which covers a mixture of standard and zero-rated items. You will have to enter the specific VAT amount yourself.

VAT Setup

All of the current VAT rates in use are supplied with the package but you may occasionally have to modify these if they are changed by the Chancellor. You can add or change VAT rates and should always make sure that the 'Standard' rate is specified.

To alter VAT settings select **Setup - To alter VAT Codes and VAT settings** from the Main menu.



Press on the **Dispensing** tabs for access to the Dispensing Setup options.

See - [Adding or Changing a VAT Rate](#) for more information.

VAT Reports

Activating VAT for an account will cause VAT related columns and rows to be added to many of the Reports produced by the package. You will also find a number of specific VAT reports to aid in the production of the VAT Return to HMRC.

VAT in the NHS ledger

VAT is usually not important in the NHS Ledger as none of the current items are VAT rated i.e. they are all outwith VAT, Exempt or Zero-rated. This does however have an impact on Dispensing practices operating with the Partial Exemption rules. The VAT rates for NHS ledger codes are preset, only practice -specific codes which you add will need a VAT rate noted. - see [Adding or Changing an NHS ledger code](#).

See Also

[VAT Dispensing facilities](#)

[Reporting facilities](#)

[Adding or Changing a Cashbook Item](#)

Adding or Changing a VAT Rate



This screen lets you add or change a VAT rate. It is found from the 'Alter VAT codes' screen **Setup - To alter VAT Codes and VAT settings** from the main menu.

Click on different parts of the screen to get more information:

The screenshot shows a dialog box titled "Screen to check the existing Vat code. (Read only)". It contains the following fields and controls:

- Vat Rate :** A text input field containing the value "8".
- ShortCut :** A text input field containing the value "8".
- Description :** A text input field containing the value "Fuel rate 8".
- Vat ID :** A text input field containing the value "22".
- Hidden :** A checkbox that is currently unchecked.
- F1: Help :** A button with a question mark icon.
- Cancel :** A button with a red 'X' icon.

See also

[VAT facilities](#)

Partial Exemption Setup



Most practices are regarded as VAT exempt because the vast majority of their income items are exempt from VAT i.e. Medical services both NHS and private. Whilst this relieves the practice of the burden of keeping VAT records it does mean that VAT cannot be reclaimed on expenses such as computer equipment. Dispensing practices are different in that the dispensing element of their income is not VAT exempt and they can opt to register for VAT. A dispensing practice is regarded as 'Partially exempt' by HMRC.

Those of you have the misfortune to work in Dispensing practices will be very familiar with the joys of calculating VAT returns whilst juggling with Dispensing categories, Partial exemption and the de-minimis rule. This can be very confusing and time-consuming but is important as if applied correctly it can be very advantageous to the practice.

We have received a great deal of advice on Dispensing VAT from practice managers, GPs, CAs and VAT specialists and while no system can cover all the possible vagaries of VAT, we feel that we have developed a very complete package to help you accurately record and calculate your Dispensing VAT Returns.

Partial Exemption Categories

Cashbook items need to be allocated a Partial Exemption category so that the package can calculate the VAT due/received properly. There are 4 categories:

1. **Fully Taxable** - the expense is completely attributable to the non-Medical/Dispensing part of the business.
2. **Drug Dispensing** - the expense is completely attributable to the Dispensing business and is a pharmaceutical.
3. **Partially Taxable** - the expense is partly attributable to the non-Medical/Dispensing business and partly to the Medical business.
4. **Non-Taxable** - the expense is wholly attributable to the Medical business.

You must enter a Partial Exemption category for each Cashbook Item - see Cashbook Partial Exemption code

Partial Exemption Setup

The package needs to know some additional information to perform the Partial Exemption calculations correctly. To enter this setup information select **Setup - To alter VAT codes and VAT Settings** from the main menu.

1. NHS Partial Exemption Adjustments

| Vat rates | GP staff / premises | Investments | Partial Exemption de-minimis limits |
|---|---------------------|-------------|-------------------------------------|
| <p>The package must know the proportions of Cost rent/ Notional rent which have been agreed as being exempt from VAT i.e. are connected with the medical practice business rather than dispensing activities.</p> <p>Normally this figure is agreed with Customs and Excise.</p> <p>Cost rent must be recorded using the 'standard' NHS ledger code: "Cost Rent payment"</p> <p>Notional Rent must be reorded with the standard NHS ledger code: "Rent-rates Notional Rent GGH"</p> | | | |
| <p>Exempt Proportion of Cost/Notional Rent (i.e. non-dispensing) : <input type="text" value="100"/> %</p> | | | |
| <p>Similarly, you may wish to enter the element of Staff payments regraded as 'Dispensing related' and therefore Taxable.</p> <p>The New GMS contract payments will not specify Staff payment amounts - in this case you should discuss using a Monthly Notional Taxable Staff pay amount</p> | | | |
| <p>Monthly Notional Taxable Staff Pay amount : £ <input type="text" value="0.00"/></p> | | | |

Cost/Notional Rent NHS Exempt Proportions

The package must know the proportions of NHS Cost rent allowances which have been agreed as being exempt from VAT i.e. attributable wholly to the medical business.

Enter the appropriate percentage figure here. If you record a Notional or Cost Rent payment in the NHS ledger, the appropriate taxable element will be calculated correctly.

NHS Staff Pay Notional Exempt Amount

The package must know the amount of NHS Staff pay reimbursements which has been agreed as being exempt from VAT i.e. attributable wholly to the medical business.

You will have to agree a Notional Staff Pay figure with your VAT inspector. Ask your accountant or VAT advisor about this.

Enter the appropriate **Monthly** amount here and it will be taken into account when performing the partial exemption calculations.


The previous option to enter an exempt percentage of staff pay has been discontinued as the new contact payment systems do not identify a separate staff payment element on which the percentage could be calculated.

2. De-minimis limits

Vat rates GP staff / premises adjustments **Partial exemption de-minimis limits**

The package must know the current 'De-minimis' limit in order to calculate the correct amount of VAT reclaimable under the Partial Exemption rules. Refer to the Vat guide supplement 'Partial exemption' for more detailed information.

Please make sure that you enter the MONTHLY de-minimis limit. The package will automatically calculate the correct amount for the period covered by the tax return.

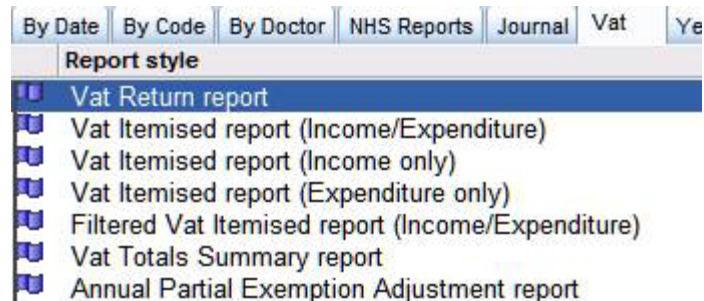
Monthly Vat De-minimis Limit £ 

The monthly de-minimis limit should be entered here. It is currently £625.00

VAT and Partial Exemption Reports



These reports are specially designed to enable you to complete your VAT return, adjusting the amounts due according to the Partial Exemption rules.



Once you have selected the period of the VAT return the package will attempt to calculate the non-attributable expenses proportion based on the so-called 'Standard' method advised by Customs and Excise. This proportion is based on the percentage of Taxable Income (including Zero-rated income) to Total Net income. Other 'Special' calculation methods are allowable and if your accountant has advised you otherwise you may wish to enter a different proportion in the Special Method field.

The next screen will ask you to enter a figure for VAT exempt Pharmaceuticals i.e. drugs ordered for the Dispensing business (and therefore Vatable) but which are not dispensed but are used by the doctors directly (and therefore VAT Exempt).

The package will use this figure to adjust the final total of VAT due or receivable.

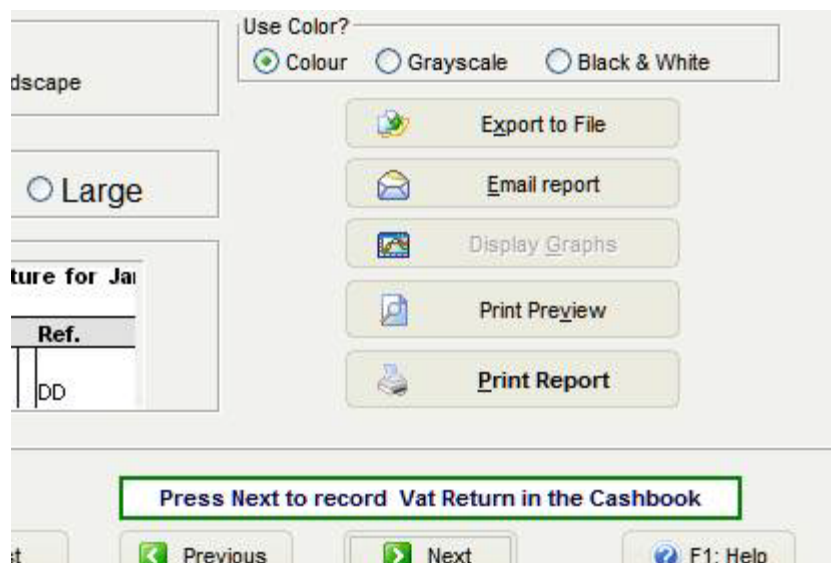
The **VAT Return** report gives a full breakdown of the partial exemption calculation method and the final figures of VAT Payable or Due.

The **Detailed VAT itemised reports** show the itemised breakdown of the VAT calculations cross referenced to the VAT Return report.

The **Filtered VAT itemised** report allows you to restrict the report to specific VAT codes e.g. only Standard rated items.

VAT Return Linked Cashbook Entry

When you have printed the VAT Return report, you will have the option to automatically create a linked Cashbook entry, which also keeps a permanent record of the report. This is very helpful in allowing the package to automatically calculate the figures for the Annual Partial Exemption Adjustment Report.



Each such linked Cashbook entry stores the details of the VAT Return and is used by the Annual Partial Exemption Adjustment report in its calculations:

Screen to change an existing Vat Return.

Date: 02/02/2007 Vat Return Cashbook ID: 8837

Text: **Vat Reclaimed** <F6>

Gross Amount: £ 10414.12 Notes Tags eBank

Main Code: **Other income**

Sub Code:

Vat

Vat Rate: **0 : Outwith** Vat Amt. : £ 0.00 F1: Help

Dispensing: **Standard Income item** Net Amt. : £ 10414.12 Cancel

Vat return start date: 01/04/2006 View Linked Vat Return F2: OK

Annual Partial Exemption Adjustment Report

On an Annual basis you will be required by HMRC to calculate an annual adjustment which takes into account any previous VAT monies paid or received. If you have used the facility to record Linked Cashbook VAT Return entries, the package can calculate the adjustment taking into account these previous amounts.

PPA Dispensing Statements



Entering the correct data from NHS PPA Dispensing Drug claims statements is complex because HMRC expects certain elements to be split between taxable and exempt amounts, whilst the statement only offers a mixed amount i.e. for Basic Prices, Dispensing Fees and Discount. The package has now added specific codes for these split items and a special data entry screen which allows these items to be recorded and the split amounts calculated correctly. To access this screen go to **Cashbook - Add an NHS entry** and select **NHS template - PPA Dispensing statement**.

If the NHS entry is empty, this will automatically bring up the PPA data entry screen:

Enter PPA Dispensing Drug Claim Statement

This screen allows you to enter a PPA statement and make appropriate adjustments for Vat Partial Exemption purposes. Please make sure you do not attempt to calculate the VAT until all of the items on the statement have been entered correctly.

| Credit | | Debit | |
|----------------------------------|-------------------|-----------------------------|-------------------|
| A. Basic Prices (and expenses) : | 18013.87 | D. Discount: | 2013.95 |
| B. Dispensing Fees: | 3629.56 | Elastic Hosiery: | 0. |
| Oxygen Basic Prices: | 0. | Current Charge Rate: | 1083.51 |
| Oxygen Rent & Fees: | 0. | Previous Charge Rate: | 0. |
| C. Vat Allowance: | 324.24 | Adjustments: | 0. |
| Adjustments: | 0. | Advance Recovery: | 17393.28 |
| Advances (drugs): | 16958.11 | Previous Interim: | 0. |
| Interim Payment: | 0. | TOTAL DEBIT: | £20,490.74 |
| TOTAL CREDIT: | £38,925.78 | TOTAL GROSS PAYMENT: | £18,435.04 |

Dispensing Vat Adjustments

| | Exempt proportion | | Taxable | Exempt |
|--------------------------------|--|------------------|------------|-----------|
| Use HMRC Standard Calculation: | <input checked="" type="radio"/> 9.44 % | Basic Prices: | £16,313.36 | £1,700.51 |
| | = ((C/17.50*100) / (A+ B - D)) | Dispensing Fees: | £3,286.92 | £342.64 |
| Enter Exempt element Manually | <input type="radio"/> 0. % <input type="button" value="Recalc"/> | Discount: | £1,823.83 | £190.12 |

F1: Help Cancel F2: OK

The split elements may be calculated according to the HMRC recommended method or by using any other Exempt percentage suggested by your VAT advisor and acceptable to HMRC.

When this screen is saved, the items will be displayed using the PPA dispensing template:

To Add a new Linked NHS payment for 1st Apr 2006.

NHS Template : **PPA Dispensing statement**

Current NHS Item : **Dispensing- Fees (Taxable)** Hide Empty items

| NHS Income items | | NHS Debit items | | |
|------------------------------------|----------------|-----------------|------------------|-----------|
| NHS Income items | Amount. | Doctor | Total | Vat |
| Dispensing- Basic (Exempt) | £1,700.51 | | £1,700.51 | Xi |
| Dispensing- Basic (Taxable) | £16,313.36 | | £16,313.36 | Zi |
| Dispensing- Fees (Exempt) | £342.64 | | £342.64 | Xi |
| Dispensing- Fees (Taxable) | 3286.92 | | £3,286.92 | Zi |
| Vat Allowance | £324.24 | | £324.24 | Xi |
| Dispensing- Advance | £16,958.11 | | £16,958.11 | Zi |

Date : 01 April 06 Income : £38,925.78 Debits : £20,490.74 NHS Total : £18,435.04

Split item by doctor <F3>

Remove doctor split <F3>

The correct taxable/exempt proportions will be used when calculating a VAT Return and drug discounts will be treated as reductions on income for VAT purposes.

NHS Ledger VAT coding



IRIS GP Accounts is supplied with a number of standard preset NHS ledger codes with appropriate VAT and Dispensing codings. We have taken specialist advice in setting these codings but there are some settings which are disputed by local HMRC inspectors and other VAT advisors.

It is now possible to override the preset codings if recommended by your local HMRC inspector or VAT advisor.

This is done via **Setup - To alter NHS ledger codes - Change a Code**

Screen to change an existing NHS ledger code.

Item Text: 101

Contract Style: Dispensing Hidden

Journal code: **NHS EXPENSES**

- └─ A (none)
 - └─ NHS EXPENSES
 - └─ A PCG/LHCC expenses
 - └─ A PMS expenses
 - └─ A Fundholding expenses
 - └─ A Levies

Vat Rate:

Dispensing:

Is this a "within Contract" item?

Treat as a Reduction on income for VAT?

Recording Drug purchase discounts



Drug discounts are awkward to record as although they may appear in the Cashbook as income items, from a VAT perspective they should be regarded as reductions on expenditure. Previously it was recommended that you record drug discounts as 'negative expenditure' items which in turn made reconciliation tricky. IRIS GP Accounts now allows you to flag drug discounts using a series of new Income dispensing codes:

The screenshot shows a software interface for recording a transaction. It includes the following fields and options:

- Vat Rate:** S : Std. 17.5
- Vat Amt.:** £ 49.82
- Dispensing:** Fully taxable drug disco (selected)
- Net Amt.:** £ 284.74

A dropdown menu for the 'Dispensing' field is open, showing the following options:

- Fully taxable drug discount
- Non-taxable drug discount
- Partially taxable drug disco
- Standard Income item

Non-drug discounts (the majority of income items) should be recorded as Standard Income item. When the package carries out the partial exemption calculations, it will correctly treat any income items with a drug discount dispensing code as a reduction on expenses.

There is no need to recode any existing drug discount items recorded using the negative expenditure method, these will continue to be handled correctly.

Although treated as negative expenditure items for Partial Exemption calculation purposes, Drug purchase discounts will be treated as normal income items in non-VAT related reports.

Non-Recoverable VAT Report



The Non-Recoverable VAT Report is accessed via **Reports->Cashbook->VAT**.

This report shows the amounts of Recoverable and Non-Recoverable VAT dependant on the Partial Exemption De-minimis status of the period analysed.

Screen to Display Non-Recoverable Vat Report

This screen displays the Cost for each Main and Sub code and the recoverable and non-recoverable elements of Vat, which are dependent on whether the De-minimis limit currently applies to the period of the report (usually Annual).

This report is of most value to accountants, helping with the preparation of the final annual accounts.

| Code | Cost | Cost + Non-Rcvable Vat | Non-Recoverable Vat | Recoverable Vat |
|------------------------------|-----------|------------------------|---------------------|-----------------|
| Income codes | | | | |
| Global Codes | | | | |
| Main Practice Account | | | | |
| Other income [L] | 84882.68 | 84882.68 | | -1404.34 |
| petty cash | | | | |
| Expenditure codes | | | | |
| Global Codes | | | | |
| Cleaning | | | | |
| | 1974.17 | 2252.07 | 277.90 | 4.04 |
| Main Practice Account | | | | |
| Drugs & instruments | 246810.38 | 250422.27 | 3611.89 | 39798.15 |
| Hire/Maintenance | 1731.27 | 2012.46 | 281.19 | 21.79 |
| Postage & Stationary | 2085.00 | 2306.60 | 221.60 | 28.26 |
| Premises expenses | 13597.00 | 14099.10 | 502.10 | 4.37 |
| Professional fees | 4926.02 | 5707.67 | 781.65 | 80.35 |
| Repairs and Renewals | 2587.57 | 3021.62 | 434.05 | 18.34 |
| Staff costs | 146209.45 | 146235.99 | 26.54 | 0.03 |
| Telephone | 2438.91 | 2805.06 | 366.15 | 53.76 |
| petty cash | | | | |
| Capital | 9414.54 | 11045.60 | 1631.06 | 16.48 |

The Vat calculations are OUTWITH the De-Minimis Limit

Print Report

Show all Sub-codes

F1: Help

F2: Close

This would normally be of interest to your accountant who may find it helpful when adjusting the final accounts to take the effects of the de-minimis rule into consideration.

The report normally shows all main and sub-codes for the accounts selected. If a set of sub-codes is hidden, any amounts will be included in the row for the parent main code.

The report only displays main and sub-codes where the VAT amount is non-zero.

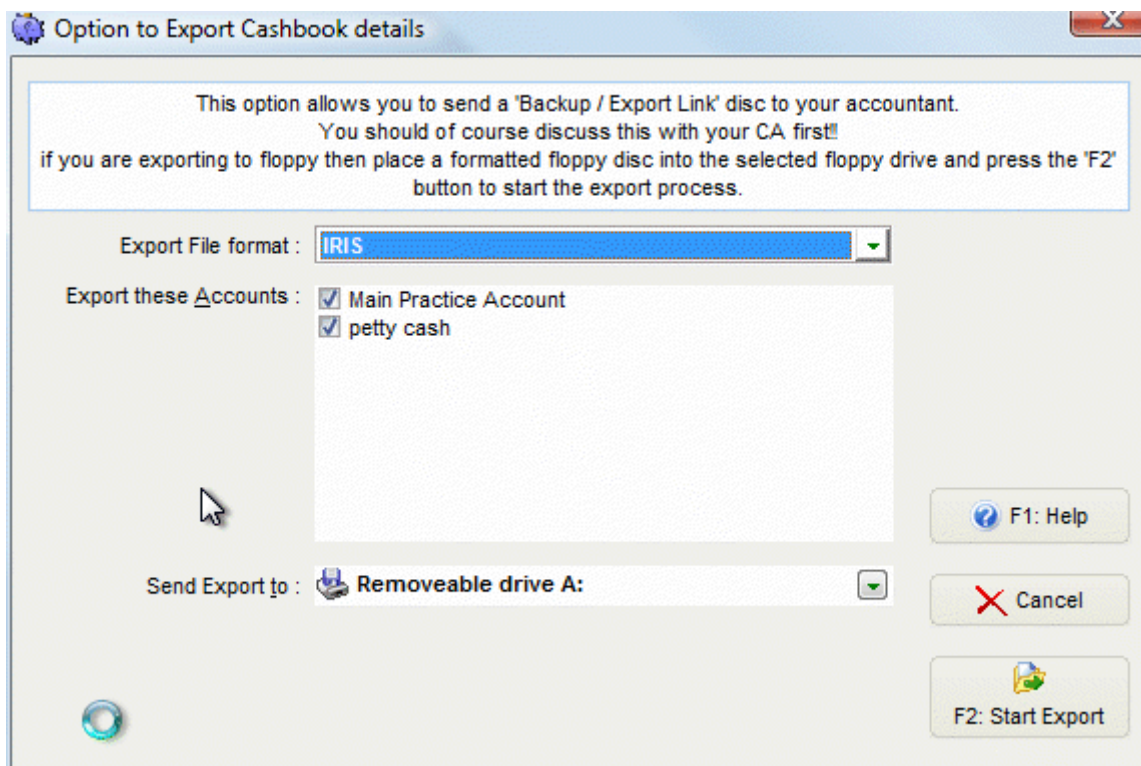
CA Export and settings

CA Export Links



Whilst most accountants are able to read the normal IRIS GP Accounts backups into their own copy of the package, some have asked to be sent the data in format which can be easily imported into their own full accountancy packages. This was originally developed with the accountancy firm PKF and has proved a successful method of reducing the work involved in preparing the full practice accounts.

As well as the PKF Link format we are able to produce CA Export data in a variety of other formats which it may be possible for your accountant to use - this may be preset when you selected your CA setting - see [CA settings](#)
 Select the CA Export option from **File - Export Cashbook data to CA** from the main menu.



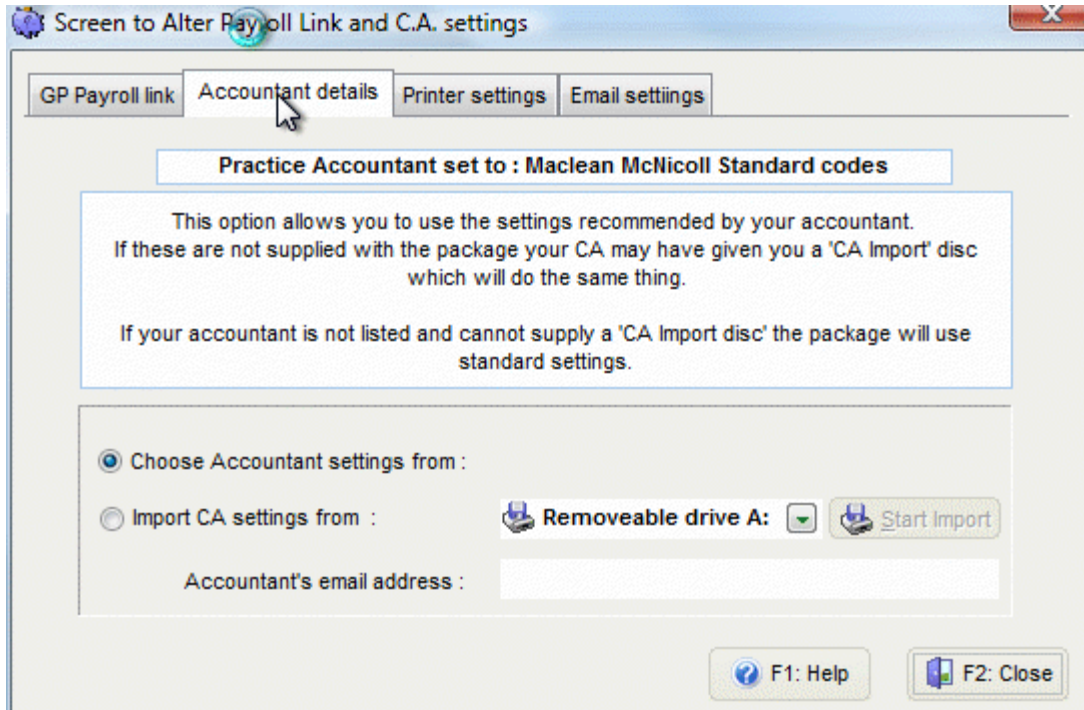
You will be asked to specify which accounts are to be exported, the Export format, a copy of a normal IRIS GP Accounts Backup file is automatically included.

As for standard IRIS GP Accounts backups a single 'zip' file is produced which is normally copied to floppy disc but may be copied to hard disc or sent to your accountant as an email attachment.

CA Settings



When you start using the package you are asked to specify your accountant. If your CA appears on the list, select that option otherwise use the standard settings. It is also possible that if your CA is not on the list he/she will be able to provide a floppy disc or CD with their preferred settings.



Setting the CA correctly, simplifies some of the setup of the Accounts package:

Your CA may have provided sets of :

- Approved Main codes and Sub codes
- Approved Journal codes and Journal layouts
- Export link formats

If you enter your Accountant's email address, the [Backup facility](#) will include a setting to email an attachment of the Backup file directly to your CA.

We will be working closely with a number of accountancy firms to help them set up their own standard settings for use by clients.

You can alter the CA settings at any stage by selecting **Setup - To alter Paylink, CA and Printer settings** from the main menu.

Index

A

| | |
|--|---|
| Accounts | 3, 35, 44, 53, 55, 57, 59, 63, 64, 65, 67, 69, 71, 72, 74, 76, 77, 78, 80, 84, 87, 91, 92, 95, 96, 100, 107, 109, 117, 120, 121, 123, 125, 126, 127, 129, 130, 131, 135, 138, 140, 146, 148, 152, 153, 155, 158, 167, 170, 182, 183, 184, 190, 192, 193, 196, 206, 208, 210, 211, 213, 215, 216, 217, 221, 222, 226, 227, 231, 232, 238, 240, 243, 249, 253, 254, 255, 256, 259, 262, 265, 269, 270, 271, 273 |
| Choose | 76, 121 |
| Add | 195 |
| Multiline Purchase Record | 195 |
| Add a Multiline Purchase Record | 195 |
| Add Change Account | 74 |
| Add Change Accounts Group | 254 |
| Add Change Cashbook | 80 |
| Add Change Code Sub-code | 110 |
| Add Change Journal code | 252 |
| Add Change Memorised | 148 |
| Add Change Multiple Lodgement Payment | 93 |
| Add Change NHS Ledger code | 158 |
| Add Change NHS Ledger Entry | 89 |
| Add Change Nhs Template | 160 |
| Add Change Vat Rate | 261 |
| Add or Change | 154, 193, 196 |
| Direct Debit/Credit | 154 |
| Payee Record | 196 |
| Purchase Record | 193 |
| Add or Change a Payee Record | 196 |
| Add or Change a Purchases Record | 193 |
| Add or Change Fees record | 171 |
| Adding or Changing a Direct Debit/Credit | 154 |
| Alter NHS Open Exeter Mappings | 231, 232, 238 |
| Alterations to Dispensing Vat facilities | 57 |
| Analysis reports | 109, 163, 164 |
| Another Group | 255 |
| Move Accounts | 255 |
| Archive Groups | 76, 121 |
| Automatic Transfers | 96 |

B

| | |
|-------------------------|---|
| Backup | 3, 5, 59, 64, 67, 69, 72, 117, 121, 123, 129, 140, 145, 146, 206, 208, 210, 211, 212, 253, 272, 273 |
| Backup Cache | 145, 146, 206, 208, 211 |
| Backup Setup | 206, 211 |
| Balances | 3, 5, 28, 53, 74, 78, 84, 87, 96, 101, 117, 127, 129, 130, 142, 145, 162, 241, 243, 246, 256 |
| Budget Graphing Options | 248 |
| Budget Reports | 22, 24, 26, 28, 35, 164, 241, 243, 246 |

C

| | |
|--|----------------------|
| CA Export Links | 272 |
| CA Setup settings | 273 |
| Cashbook Copy, Move, Delete and Totalling facilities | 84 |
| Cashbook Display | 24, 104 |
| Cashbook Filters Text Code Tag Doctor | 103 |
| Cashbook Link | 3, 11, 175, 193, 197 |

| | |
|---|---|
| Cashbook Reports | 3, 32, 109, 117, 162, 256 |
| Cashbook Views | 3, 78, 87, 93, 96, 97, 100, 103, 127, 129, 161, 165 |
| Choose | 76, 121 |
| Account | 76, 121 |
| Choose an Account | 76, 121 |
| Client Setup Fees | 173 |
| Code or Sub-code | 107, 110, 112, 125, 135, 164 |
| delete | 107 |
| Deleting | 112 |
| Contact IRIS Healthcare Solutions | 66, 131 |
| Contra facilities | 53 |
| conversion | 64, 206 |
| Create a Reconciliation Point from a Backup | 146 |
| Creating Contra Entries | 130 |
| Current and Previous Years | 120 |

D

| | |
|---------------------------------------|----------|
| Delete | 107 |
| Deleting | 112 |
| Code or Sub-code | 107, 112 |
| Deleting a Code or Sub-code | 107, 112 |
| Direct Debit/Credit | 154 |
| Adding or Changing | 154 |
| Direct Debits Standing orders Credits | 153 |

E

| | |
|-------------------------------------|---|
| eBank Reconciliation | 127, 135 |
| Edit Fees tracking letter | 184 |
| Email Facilities | 59, 67 |
| Email Setup | 67, 69 |
| End | 5, 52, 53, 67, 69, 74, 78, 89, 109, 117, 120, 121, 127, 153, 155, 167, 189, 190, 205, 246 |
| Year | 5, 52, 53, 74, 109, 117, 120, 121, 153, 189, 205 |
| End of Year | 5, 52, 53, 74, 109, 117, 120, 121, 153, 189, 205 |
| Enhanced Fees and Purchases Reports | 52 |
| Entering a Date | 105 |

F

| | |
|----------------------------|--------------------|
| Fee Codes Setup | 180 |
| Fee Tracking Letters Setup | 182 |
| Fees Display options | 167, 186 |
| Fees Mail-merge Fields | 185 |
| Fees only Account | 3, 72, 170, 192 |
| Fees Reports | 189 |
| Fees Tracking Setup | 167, 173, 178, 187 |

G

| | |
|---------------------------------|----------|
| Global Codes | 109, 112 |
| GMS download import Open Exeter | 240 |
| GP Accounts 2008 Overview | 5 |
| Groups Accounts | 253 |

I

| | |
|--|-----|
| Income / Expenditure Code Analysis Reports | 164 |
| IRIS GP Payroll Links | 213 |

J

| | |
|--------------|-----------------------------------|
| Journal Code | 110, 241, 246, 249, 250, 252, 273 |
|--------------|-----------------------------------|

| | |
|--|--|
| Journal Layout | 250, 273 |
| M | |
| Main codes and Sub-codes... | 24, 35, 80, 100, 107, 175, 197, 273 |
| Memorised..... | 55, 80, 84, 106, 147, 148, 149, 150 |
| Memorised Reference Numbers | 149 |
| Move Accounts | 255 |
| another Group..... | 255 |
| Move Accounts to another Group | 255 |
| Moving items in and out..... | 95 |
| Multiple Lodgements..... | 95 |
| Moving items in and out of Multiple Lodgements | 95 |
| Msdos | 64 |
| Multiline Invoices..... | 187 |
| Multiline Purchase Record..... | 195 |
| Add | 195 |
| Multiple Copy, Move, Delete and Totalling facilities.. | 55 |
| Multiple Lodgements | 95 |
| Moving items in and out | 95 |
| Multiple lodgements and payments..... | 92 |
| N | |
| Navigating Data entry screens..... | 83 |
| NHS Ledger Codes..... | 157, 158, 231, 232, 238, 256, 259, 269 |
| NHS Ledger GMS | 87 |
| NHS Ledger Vat coding | 269 |
| NHS Templates | 89, 159, 160, 267 |
| Non-Recoverable Vat Report..... | 271 |
| O | |
| Open Exeter | |
| PPA Drug Statement Downloads | 56 |
| Other enhancements..... | 59 |
| P | |
| Partial Cheque Pages..... | 217 |
| Password .3, 67, 69, 72, 74, 123, 126, 170, 192, 227, 232, 240 | |
| Password User Security Login | 123 |
| Pay in Direct Debit Credit | 155 |
| Pay Overdue Bills..... | 190, 193, 202, 217, 224 |
| Payee Record | 196 |
| Add or Change..... | 196 |
| Paying in Pending Debits and Credits | 156 |
| PMS Contract Adjustments..... | 91, 232 |
| PPA Dispensing Statements..... | 232, 267 |
| Preprinted Cheque Stationery..... | 221 |
| Print Overdue Invoices and Reminders | 183 |
| Print Preview | 161, 166, 167, 183, 190 |
| Purchases Reports..... | 205 |
| Purchase Record..... | 193 |
| Add or Change..... | 193 |
| Purchases Display options | 204 |
| Purchases only account | 192 |
| Purchases Tracking..... | 190 |
| Purchases Tracking Setup..... | 193, 200 |
| Q | |
| Quick Reports | 52, 129, 165, 167 |

| | |
|--|---|
| R | |
| Reconciliation ... 3, 53, 74, 78, 92, 93, 100, 117, 127, 129, 130, 131, 135, 138, 140, 141, 142, 145, 146, 256, 270 | |
| Reconciliation Discrepancy Reports..... | 142 |
| Reconciliation Recovery..... | 140, 141, 146 |
| Reconciliation Recovery Point | 141, 145, 146 |
| Restore..... | 145 |
| Update | 141 |
| reconverting | 64 |
| Recording Drug purchase discounts | 270 |
| Reports 3, 5, 8, 26, 32, 35, 52, 57, 59, 65, 67, 69, 80, 96, 103, 107, 109, 110, 114, 117, 131, 138, 142, 151, 161, 162, 163, 164, 165, 166, 167, 178, 180, 189, 190, 205, 222, 223, 224, 241, 246, 250, 256, 259, 265, 270, 271 | |
| Restore . 3, 44, 64, 67, 129, 130, 142, 145, 146, 182, 206, 208, 210 | |
| Reconciliation Recovery Point..... | 145 |
| Restore Backup Email | 208 |
| Restore from Email | 210 |
| Restore the Reconciliation Recovery Point | 145 |
| S | |
| Setting up Cheque Printing | 216 |
| Setting up Open Exeter Direct | 227 |
| Setting up the BACS Payment facility..... | 223 |
| Setup Budget Reports..... | 243 |
| Setup Facilities | 71 |
| Starting the package for the first time | 64, 72 |
| Suggested codes..... | 114 |
| T | |
| Tag Code | 80, 125 |
| The 1-month Trial package | 65 |
| The BACS payment process..... | 224 |
| The Budget Report Screen | 246 |
| The Cashbook Ledger..... | 78, 87, 93, 103, 165 |
| The Cheque Printing process..... | 217 |
| The eBank Statement..... | 131, 135, 138, 145 |
| The Filter / Search Panel..... | 97, 127, 135 |
| The Open Exeter Import Helper..... | 232 |
| The Private Fees Register | 167 |
| U | |
| Update | 3, 59, 89, 141, 142, 193, 215, 217, 224 |
| Reconciliation Recovery Point..... | 141 |
| Update the Reconciliation Recovery Point..... | 141 |
| V | |
| Vat and Partial Exemption Reports | 265 |
| Vat Dispensing | 259 |
| Vat for GP Practices..... | 256 |
| W | |
| Welcome..... | 63 |
| Y | |
| Year ... 3, 35, 52, 53, 63, 74, 78, 109, 117, 120, 121, 125, 127, 130, 153, 161, 189, 205, 213, 241, 243, 246 | |
| End 52, 53, 74, 109, 117, 120, 121, 153, 189, 205 | |

Z

Zero Account..... 77