CCH Accounts Production

2019.3

General User Guide

CCH
a Wolters Kluwer business
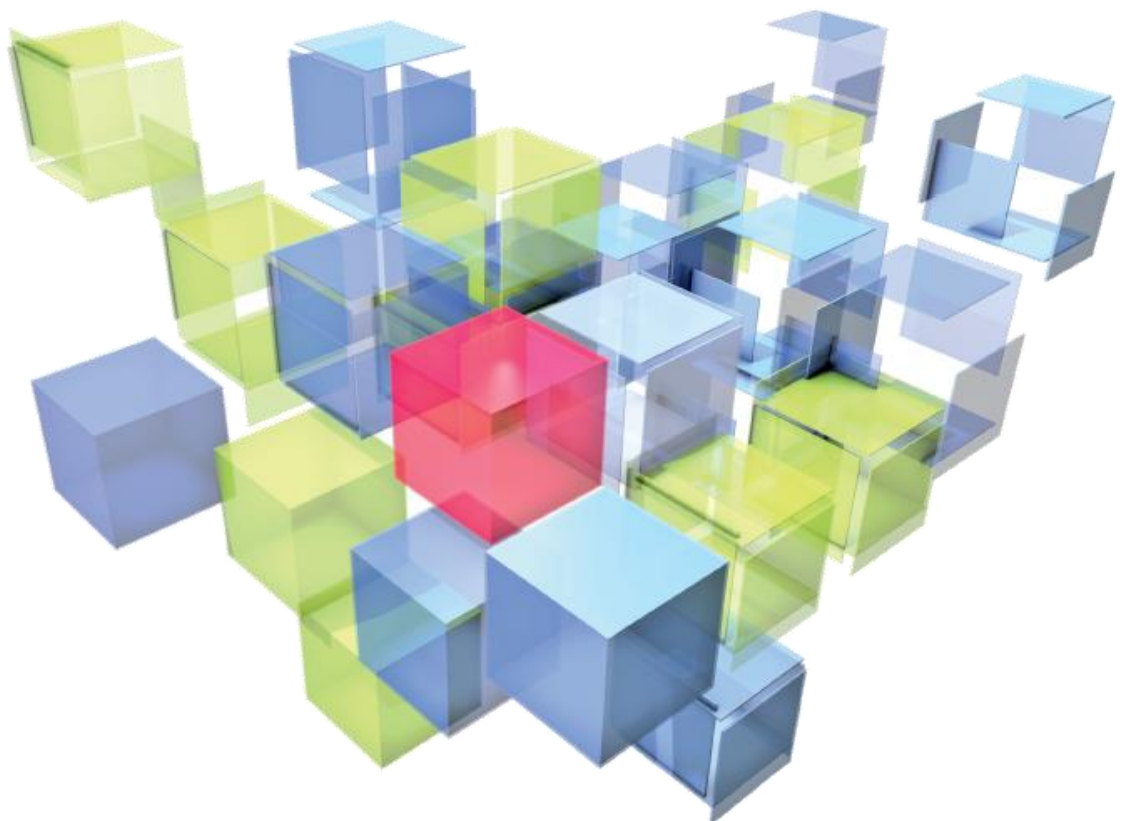
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CCH Accounts Production

This User Guide provides a brief introduction to CCH Accounts Production (CCH AP). It is designed to assist existing CCH Accounts Production (VAP) users as they convert to CCH AP, as well as providing first time users with an introduction to the program.

Installation

It is recommended that you use the CCH Central Suite Installer to install AP 2018.2. This will ensure that all pre-requisite requirements are available and installed in the correct sequence.

For more information, please see the CCH Support Website here.

Introduction

CCH AP is deployed within the CCH Central framework. If you already use CCH Central you will be familiar with the user interface adopted in CCH AP and you will benefit from the sharing of the Central client and contact databases with CCH AP and your other modules. Users who are new to Central will benefit from the core features of the Central environment; centralised client and contact databases, task management, basic document management, reporting and home pages.

Twinfield

AP integrates with CCH's cloud based bookkeeping system – CCH Twinfield. For AP sites that have purchased Twinfield, slight variations in functionality and screen layouts will occur when compared to the information in this User Guide. For full details about the Twinfield integration, please see the Twinfield User Guide.

Licensing

CCH AP is licenced based on a maximum number of concurrent users. Each combination of user/workstation which opens one or more accounting periods within Central will use up one of the available licences. Additionally, your licence will contain a restriction on the maximum number of jobs that can be created for the specialist master packs, for example '25 Academy accounts'.

To view the current licencing arrangements and to see how many of the available licenses are being used, in Central click Help > About > Licensing. If you require additional licences, please contact your Account Manager.

CCH AP Basics

To access CCH AP, launch CCH Central and open the client that you want to work on. The client opens in a tab in the work area that itself contains a number of sub-tabs.

Click the **Accounts Production** tab, and then double-click the accounting period that you want to process.

The main **Accounts Production** tab will be opened showing the Homepage.

Accounts Production Homepage

The CCH AP **Task Bar** on the left is divided into two main areas. The **Actions** panel and the **Navigation Area. The Navigation Area** allows you to move between the different functional areas and the **Actions** panel displays the options that are available for the information currently displayed.

If you use CCH Central in "Ribbon" mode, then the task bar Actions area is moved to the top of your screen, freeing up more space. In this document, where references are made to actions on the task bar, you will instead find these on the ribbon bar.

In most areas, Accounts Production works within a single tab. When you select a function from the **Navigation Area**, the system updates the **Accounts Production** tab, replacing the information currently displayed. To enable you to have access to multiple windows displaying different functional areas, the options are provided to open a function in a new tab and in a detached window. To do this, right-click on the functional

area in the **Navigation Area** and select **Open In new tab** or **Open detached.** If you open a function detached, you may now resize and move the detached window and place it on any monitor attached.
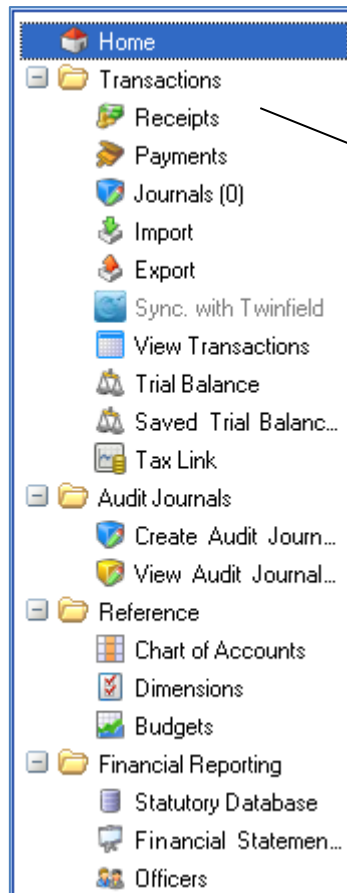
You can right-click functional areas and open the detached as floating windows, or in a new tab.

Task Bar Navigation Area

The **Actions** area displays tasks related to the selected functional area.

Ribbon Bar Actions Area in "Ribbon" mode;
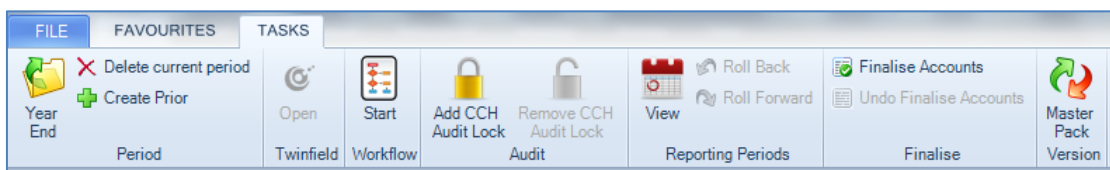
Task Bar Actions Area in "Classic" mode;
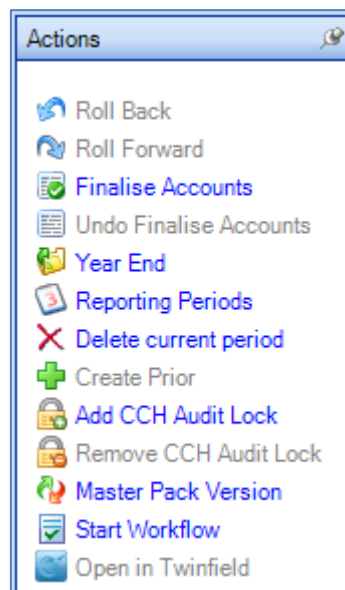
Accessing Prior Years' Data

The **Accounts Production** Homepage also contains the **Period End** drop-down:
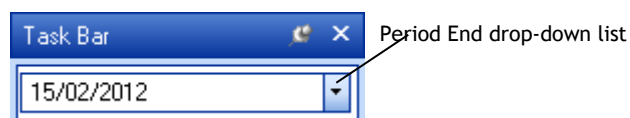
Period End on the CCH AP Homepage

Period End   This shows the period end date of the data currently being accessed. If you have more than one years' data held, then you can click the down arrow to select an alternative period to work on. You can also select different accounting periods from the client's **Accounts Production** tab as described earlier in CCH AP Basics.

Summary Errors and Exceptions

CCH AP provides both real time and passive reporting on potential issues that affect the validity of the accounts being produced. There are three sources of information that can assist the user:

1)   A list of real-time errors and exceptions that have occurred during the entry of accounts data appears under **Summary** at the bottom of the CCH AP Homepage.

Errors and Exceptions on the CCH AP Homepage

You can double click on an entry in the list to display the functional area within CCH AP that requires your attention.

The buttons that run along the top of the **Errors and Exceptions** panel allows you to filter the messages shown e.g. if the **Warning** button is selected then only warnings are displayed.

Hint: If you use CCH Workflow or CCH Working Paper Management, then the Errors and Exceptions Panel will also contain tabs relating to these modules:
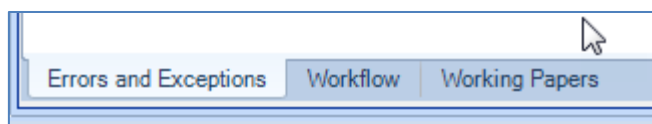
Hint: The errors and exceptions panel can also be viewed within the Statutory Database screen if required. Simply drag the splitter located at the bottom of the tree up to reveal the errors and exceptions panel.

2) In the FRS102 master packs, certain formats have reconciliation checks and warning messages that will be triggered if certain conditions are not met, for example if the cash flow is out of balance.

3) Thirdly, additional errors, exceptions and warnings are shown on the Exception Report formats. These can be found in the Management Collection for certain entity types.

"Job Summary" Homepage

There is a Central home page control provided which lists all the clients that have one or more accounting periods. This list can be filtered to display only those linked to the current Employee's Office, Department, Manager or Partner etc.

To add this control to your home page, click the Home Page tab, then click the "Customise homepage" task, select the Accounts group and drag the **Job Summary** control onto the tab, then position and resize as required.
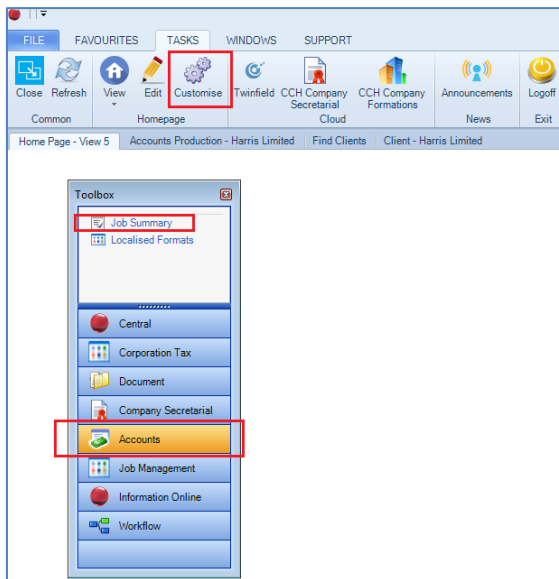
Simply click the hyperlink on the Period End date to open that accounting period in a new tab.

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Client Management

Creating a New Client

To create a new Central client, select **File ▸ New ▸ Client** from the menu. This opens the **Add New Client Wizard**. This wizard contains 6 steps and tabs:

Main Details	This contains 2 mandatory fields, **Code** and **Last Name**, plus other information about the client being created. Enter the Code to be used for the client and the other data requested. For a company, the last name field will be relabelled **Main Name** and you should enter the name of the company here.
Extra Fields	If your practice has defined any mandatory extra fields, you will need to click **Next**, or click on the **Extra Fields** tab and enter these.
Accounts	The **Accounts** tab is where you enter the data relating to the first accounting period to be created. You can access it by clicking on the tab or by clicking on **Next** until it is displayed.

The other tabs in the wizard contain optional data which can either be completed when the client is created or may be entered later.

As indicated, the **Accounts** tab allows you to create the Accounts Production related data for the client. The default setting is not to create accounting data. If you create a client without accounting data, this can be added later via the **Accounts Production** tab, for details refer to the next section. Please refer to the Central documentation for full details of the client creation process.

To create accounting data when creating the client, select the **Create accounting data for this client** option:

Client Creation Wizard Accounts tab

The only field in this dialog that may be left blank is **Registration No.**

Type	Allows you to select the entity type from a drop down list of entities defined for the system. When you select an entity, the system will populate the remaining mandatory fields with the default data defined in the associated master pack.
	HINT; You can hide entities you do not use from the maintenance screen; Maintenance > Accounts > Entities. Tick the "Hidden" box.
Master Pack	This will default to the latest version of the master pack available. Select a different version if you wish to use an earlier version of the master pack. You may wish to do this if the current master pack reflects current legislation but you are preparing a set of accounts under previous legislation.
Chart	Some master packs contain multiple charts and you can select the chart to be used from the drop down.
Year Start	Enter the first day of the accounting period to be created and the system will auto populate the **Year End** field.
	Note on comparatives
	The system draws the comparative data directly from the prior year's accounting data. In the first year you process a client's data, you will need to set up at least 2 accounting periods, the current year and the prior year to hold the comparatives. You can therefore either set up the prior period as the first year, enter the TB and any comparative statutory database data required and balance forward to the first

	year to be processed, or create the current year and later create a prior year from the Homepage **Actions** option.
Year end	Will be generated automatically based on the year start date, but can be edited to reflect periods of less than or greater than a year.
Theme	The **Theme** drop-down defaults to the **CCH Theme** if no others are installed. If you are using additional themes then the **Theme** drop-down defaults to the first theme based on alphabetical order. Themes are used to allow you to select system wide fonts and styles for use when printing accounts and are maintained via Maintenance ▸ Accounts ▸ Themes.
Twinfield	If you have purchased CCH Twinfield, our cloud-based bookkeeping system, you can connect the AP dataset to the Twinfield job here.
Workflow type	Central Workflow. This refers to the usual Workflow option in Central. If selected, then you can choose which Workflow to use by default when the first Accounting Period is created for a client. It is also the default when you roll forward to a new year, even if a different Workflow was selected for the earlier year.
	None. In this case no Workflow will be selected by default when an Accounting Period is created for a client, either for the first Accounting Period or at Year End for a subsequent period.

Click on **Finish** and the client will be created.

Create Accounting Data for an Existing Client

For a client currently with no accounting data

If you wish to create accounting data for a client that already exists in Central but for which no accounting data currently exists, you can do this via the **Accounts Production** tab. When you select this tab you will see the following:

New Period on the Accounts Production Tab

Click the row entitled: **Click here to add new Accounting Period** and the **Create Accounting Period** dialog will be displayed. This dialog requests the same information as the **Accounts** tab of the wizard described above.

Creating comparative data for a client with accounting data

If you have created the first accounting period that you are going to process but you have not yet created the prior period to hold the comparative data, you can do this by selecting **Create Prior** under **Actions** when the **Homepage** is displayed.
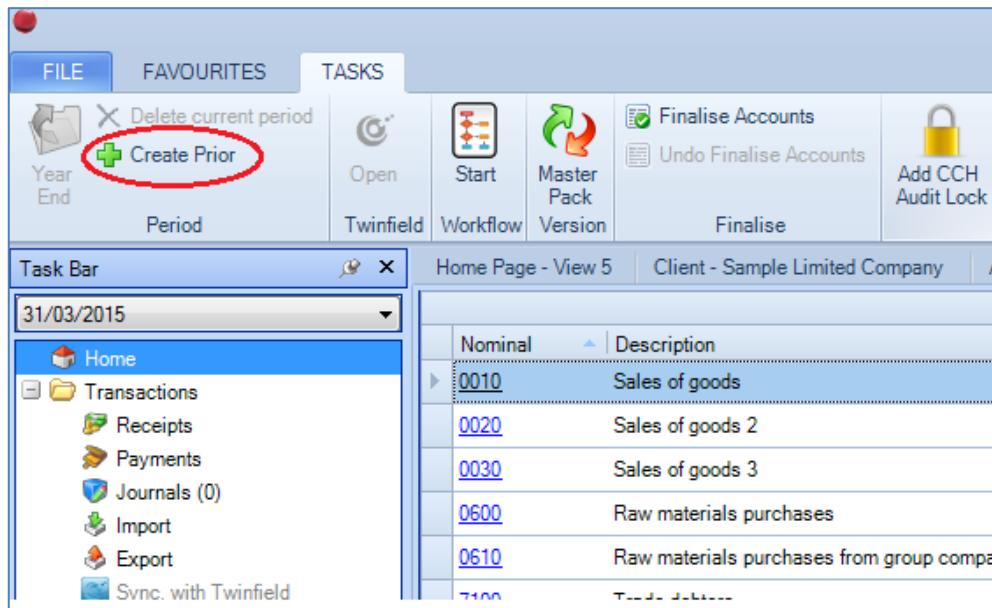
On selecting this, the system will display the **Create Accounting Period** dialog, populated with the required information. In this case the only fields available for edit will be **Name, Year Start** and **Theme**.

Create Accounting Period Dialog

Opening an Existing Client

To open an existing client, click the **Clients** button on the toolbar to display the **Find clients** tab.

This initially contains an empty list. To search for a client, enter part or all of the client's name or code in the **Search for** field and then click **Search**. A list of all clients meeting the entered criteria appears. To open the client, double-click the client's name. To display a list of all clients, leave the **Search for** field blank and click on the **Search** button.

The system also maintains a list of recently accessed clients and contacts and displays them in the **File** menu. You may also open a client by selecting it from this list.

For more information regarding client creation, opening clients and other related options refer to CCH Central's Help via **Help ▸ Help Topics** on the main menu.

Travel Clients

Travelling clients allows you to take the Accounts Production and associated Central data for clients out of the office to work on offline. To travel data, click the **Clients** button on the toolbar to display the **Find clients** page. Locate the client that you want to travel, select the check box to the left of the client code and then click the **Travel Client** option under the **Find Tasks** group on the **Task Bar**. A local copy of the data will be created and a confirmation message displayed once the process is complete. See Opening an Existing Client for further information on searching for clients.

The next time that you log into Central on the computer on which you travelled data, you will see a new Central data set in the list bearing the code of the client that you have travelled. If you select this then a new Central environment will be created on the local computer, this will allow you to edit the Central data and work on the accounting data for the travelled client while away from the office.

You may travel any number of clients each of which will be stored in a separate data set for use out of the office.

While working in a travelled client, it is possible to create ad-hoc backups of your data by clicking Help > About > Backup Database.

Restoring Travelled Data

To restore travelled data, open the Central data set containing the travelled client and select **File ▸ Synchronise** from the menu. The system will merge the updated travelled data into the office database displaying a progress messages as it proceeds. At the end of the process it will back up the offline database in case you need to access it later. Finally, the offline Central data set is removed from the list of available data sets.

After restoring the travelled accounting data, it is necessary to synchronise any changes made to the Central contact records. This is done using a homepage control that displays a list of any restored clients where changes to the Central records have not been reviewed and accepted.

Adding Central homepage control

To add the homepage control, ensure that the current homepage displayed has space to hold the control, select **Customise homepage** from **Other tasks** in the toolbar and a **Toolbox** will appear.

If the Central controls are not visible, click on the **Central** button. Drag the **Data to import** control to a clear area on the homepage and resize it by dragging the borders as required. You can rename the homepage by clicking on its current name in the **Task Bar** under **Views**. Close the **Toolbox** using the close button identified by the red cross.

Using the homepage control

This control lists any restored travelled data where any changes to Central records have not yet to be reviewed and accepted. To review the changes, double click on the entry

and a new tab will appear listing any changes that have been made to the Central data while offline. To accept the changes click on **Apply** from the **Task Bar.** If you do not want the local changes reflected in the office Central database, click on **Cancel changes**. You instruction will be processed, the tab closed and the record will be removed from the homepage control.

Import/Export of Clients (new method)

A new facility has been added to allow users to transfer Accounts Production clients from one Central database to another via an Export from one database and an Import into the second. The option is similar to the facility that is available in other Central applications such as Personal Tax, Fixed Asset Register and Corporation Tax.

Export Screen

The Export screen is accessed through **File > Open > Import/Export**. It is used to export CCH Accounts Production data for a client (or clients) so that it can be imported on another Central
database.

The Export screen leads you through a wizard with several screens.
1. Select Client(s) to Export
– A **Search** control at the top of the screen allows you to limit the clients displayed to those matching part of a Code or Name
– Click the columns headings to sort by Code or Name.
– Tick the clients you wish to export.
– Click **Next** to move to the next screen.

2. Select Export Folder

– Click **Browse** to choose the folder where you want to save the exported client(s).
– Click **Next** to move to the next screen.

3. Exporting

This screen shows the progress of the export.

4. Export Complete
− This screen notifies you of success or failure.
− Click **Finish** to exit the wizard.

Notes
- The export creates one zip file per client.
- Exporting a client does not remove it from the source database or lock it in any way.
- The new Export option should not be confused with the old **Actions > Export** option. The old
- option was used to send a client into CCH Software Support for investigation. The data could
- not be sent back. The new option comes with a matching Import option, creates smaller files
- and runs more quickly. It is possible that the old Export option will eventually be removed.
- Access to the Export option is controlled by Task Permission: **Accounts Production > Other>"#Accounts #Export Clients"**.

Import Screen

The **Import** screen is accessed through **File > Open > Import/Export**. It is used to import Accounts Production data for a client (or clients) that was previously exported.

The Import screen leads you through a wizard with several screens.

1. Select the Source of the Import
− There are two ways to import data
- **Click here to select the file to import** Use this link to browse to an import file.
- **Batch import data from a folder** Use this link to select a folder containing multiple import files to import

− Click **Next** to move to the next screen.

2. Select data to import

− If a folder was selected containing multiple files, you can select which files you wish to import.

− The client is shown and if it already exists on the Central database, a warning is displayed "Warning: Client code already exists. Existing Accounts Production data will be deleted".
If you wish to avoid this happening, you can enter a substitute code under **Import As**. In the example below BAL1 already exists on the database and the user has decided to import the data on a new code, NEW1.
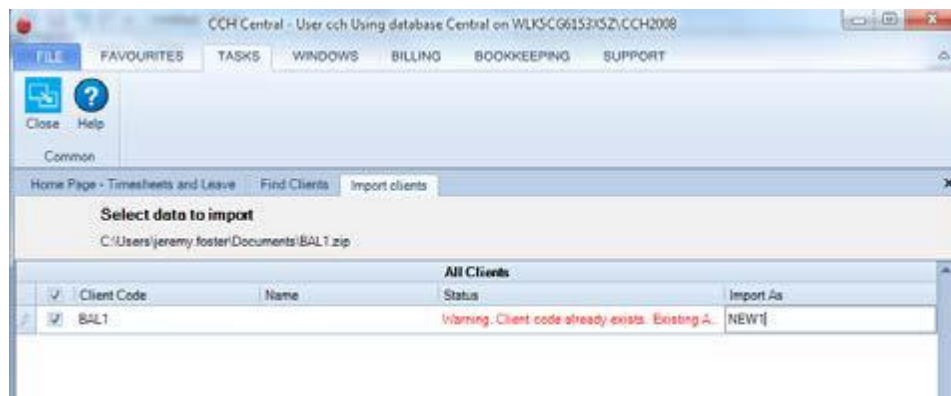
– Click **Next** to move to the next screen.

– If any clients will be overwritten, you are asked if you wish to proceed. Click **Yes**.

3. Importing Data

– This screen shows the progress of the import.

4. Import Complete

– This screen notifies you which clients have been imported, which failed and of any warnings that the Import tried to correct.
– You can now Export the notifications to Excel.
– Click **Finish** to exit the wizard.

Notes

- If the client already exists in the destination database, only its Accounts Production data is overwritten on import. Data relating to other products, eg CCH Personal Tax, is untouched.
- The AP export file contains the AP data and a little data about the client. If the client does not already exist in the destination database, then the client data in the export file is used to create it before the AP data is imported. But this will not be a full record of everything on the client that was on the source database. For instance, the client's Department, Company, Office, Partner and Team Member are all missing as they are "outside" the client. Also the Initials are not refreshed from the First and Middle names. You may wish to make these changes manually
- If you wish to duplicate an AP client on a Central database, you can export the client and immediately reimport it. On reimporting, give the client a new code. The client is then created a second time.
- If you import a group, including its parent and subsidiaries, then the group company is automatically imported after the parent and subsidiaries. On importing the group company, the parent and subsidiaries are set up in the **Consolidation Group** screen. If you just import a single subsidiary (or parent) that already belongs to a group in the destination database, the subsidiary accounting periods are deleted first, removing the company from the **Consolidation Group** screen and the new subsidiary is imported, but it is not re-added to the **Consolidation Group** screen. So, if you need to import just a single subsidiary then you should update the **Consolidation Group** screen manually afterwards.

➢ Access to the Import option is controlled by Task Permission: **Accounts Production > Other>"#Accounts #Import Clients"**.

Limitations

- The Export only exports client data. No master data is exported or imported. So, if a practice master pack is created on the source database, then it should also be created on the destination database, which is a manual process. Although the Export cannot transfer a practice master pack, any local pages are transferred across as they are part of the client data.
- If the master pack version of the exported data is not found on the destination database, then the Import uses the next highest master pack version number. This could cause the imported client to have fewer (or more) accounts pages than the exported client if the exported client used a practice master pack that does not exist on the destination database.
- The Export only covers Accounts Production data. The Fixed Asset Register has its own Import/Export functionality. Working Papers Management data is not included.
- If the version of Central on the destination database is different from that on the source database, then the user is warned, and the data is not imported. This means that the Export function cannot be used as a method for backing up individual clients, eg at Year End, as you would not be able to restore the backup after upgrading to a new version of Central.
- There are two types of error that can occur during the Import:
  - o Warning. A warning is a problem that the Import tries to recover from. It is listed in the notifications at the end but does not prevent the Import from completing.
  - o Error. An error is a problem that the Import cannot recover from. It is listed in the notifications screen and none of the new accounting periods are imported. If the client existed before, the old accounting periods are not overwritten (or they are reinstated if they had already been deleted when the error occurred). If the client did not exist before, then the new client is imported but with no accounting periods.

Export a Client (old method)

Exporting a Client allows you to create a set of files containing the Accounts Production data for a Central Client. These files can then be sent to CCH Support if required, so that the data can be investigated. This is significantly easier than having to provide entire SQL database backups.

Note that there is no facility to "import" the data into another Central database.

To export data, click the **Clients** button on the toolbar to display the **Find Clients** page. Locate the client that you want to travel, select the check box to the left of the client code and then click the **Export Client** option under the **Find Tasks** group on the **Task Bar**. A local copy of the data will be created and a confirmation message displayed once the process is complete.

Contacts

Central has the facility to maintain details of contacts as well as clients. Contacts are created via **File ▸ Add contacts** and on selecting this you will be presented with the same Wizard used for creating clients. However, for contacts a number of the fields, e.g. **Code** will be disabled and the **Accounts Production** tab will not be visible.

Contacts are used to hold data centrally that can be linked to any number of clients' accounts data to record such things as:

- Directors and other officers
- Auditor or accountant
- Banks
- Solicitors
- Other more specialised third parties such as Investment advisors

They can also be used to store the registered office address, or this can be stored as an address record, see below.

Associations

Association is the mechanism by which contacts are associated with clients. Any number of association types can be set up to describe any relationship. Each association type has two sides to describe the association from both sides, the client and the contact, e.g.

For client	**For contact**
Has Director of	Is Director of
Has Bank of	Is Bank of

Once the association is made in Central its details become visible in any accounting period to which it is relevant. Relevance is determined by the start and end date set for the association. If the start date is before the accounting period end date and/or the end date is after the accounting period start date, the association will be relevant to the period and will be used in the financial statements.

To add an association

From within the client or the contact's record, select the **Association** tab. The system will display the existing associations for the record:

To add an association, select **Add** from the **Association** group in the **Task Bar**. The system will display the **Associate existing contact** dialog:
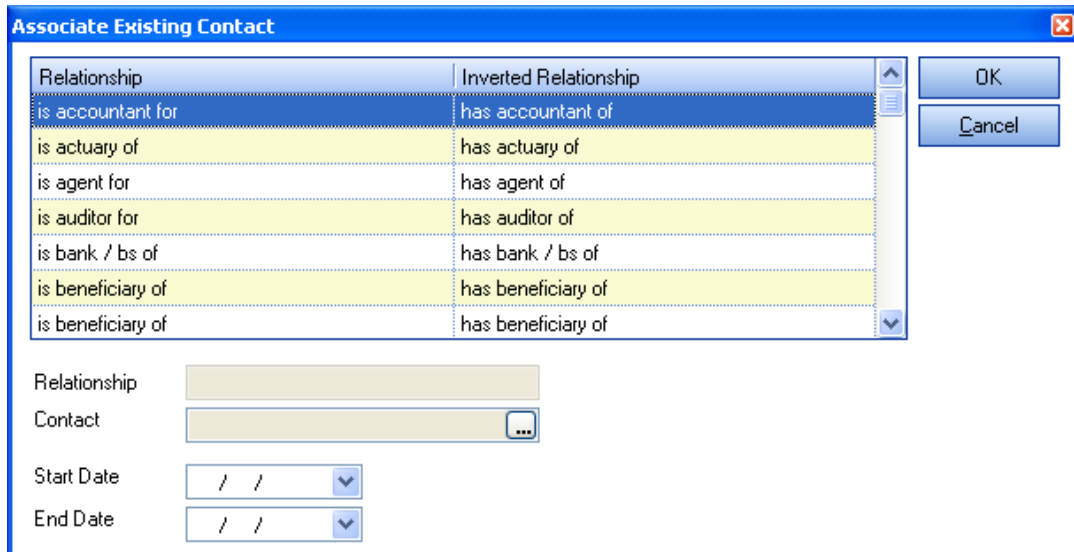
Select the type of relationship being crated, for example if you were adding details of a director and you were in the company's record, click on **Has Director of**.
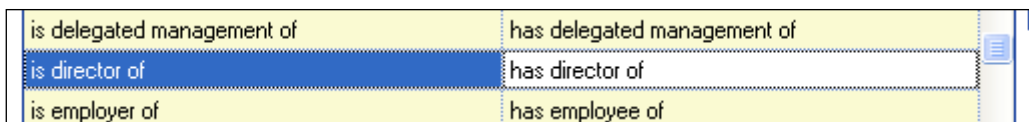
(If you were doing this from the Director's record you would select **Is director of**.)

Next, click on the **Browse** button at the end of the **Contact** field to find the contact that is the director:
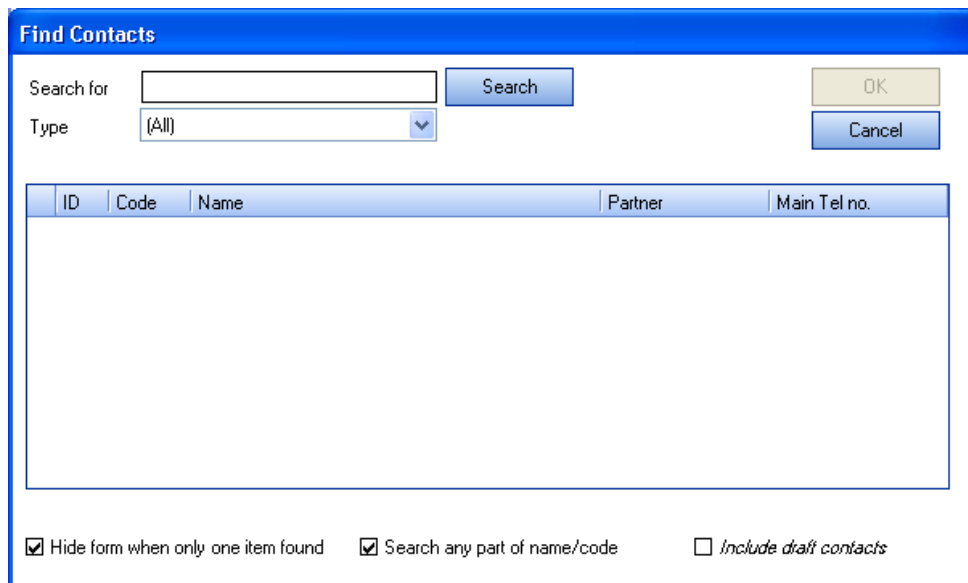
Enter the name, or part of the name, of the person you are looking for and click on **Search**.

If you have the system set to automatically select the contact if only 1 record is returned, and only 1 is found, the contact will be auto selected, otherwise highlight the contact required and click on **OK.** You can also double click on a contact's name to select it.

Enter the start and/or end dates for the association and click on **OK.**

For some associations, such as Directors, you need to provide additional information to be disclosed in the financial statements and this is covered later.

Addresses

Any number of address records can be created and addresses can be linked to multiple clients. Address records are used to store the main business address and can also be used to store the registered office. How the accounts formatter obtains details of contacts and addresses is user definable and is described below.

To view or maintain addresses, open a client and select the **Addresses** tab.

Select the option **Add/ Maintain** on the **Task Bar** and the system will display the **Address maintenance** tab from which you can view, add, edit, link, or delete a client's Address.

You can toggle between the grid and card view by using the **Card View** option at the bottom.

You can add a new address using one of the following:

In Card View

- Click in the address field under **Add a new address here**.

In Grid View

- Type the address details in the data entry row at the top.

On completion of the entry, when you move away from the card or press **Enter** on the entry row, the system will ask:
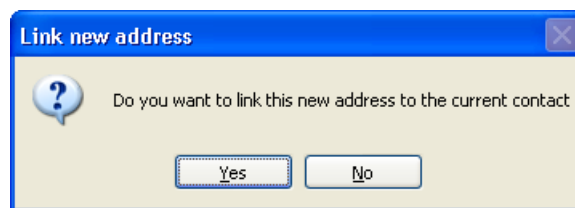
Click **Yes** and you will then be asked to select the type of address you are adding:
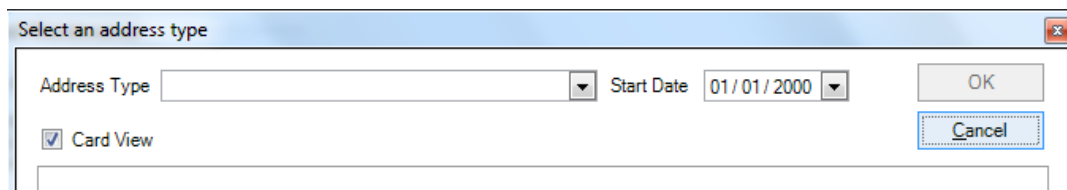
Select the address type from the drop down list and click on **OK.**

To remove an address, highlight the row or card and select **Delete** from the **Task Bar**.

You can also select an existing address by using the **Address Search and Maintenance** search box and then create a link to the address. This allows you to enter an address once and link it to multiple client records.

To do this, enter the search criteria that will find the address you are interested in and click on **Search**.
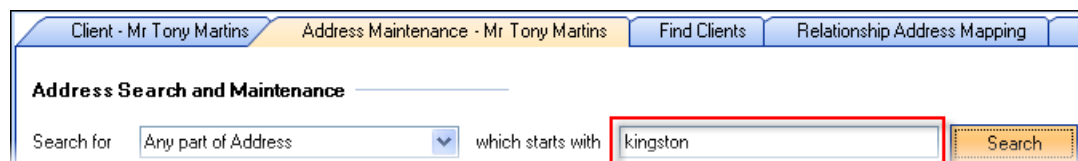
Address Maintenance Search

Select the address to be used and click on **Link** in the **Task Bar**. The system will display the **Select address type** dialog for you to select the type of address you are adding. This dialog displays the existing addresses in use by the client for information.

Start and end dates

Each address has a start and end date. The start and end dates determine if an address is relevant to an accounting period. Hence, if the start date falls before the last day of the accounting period and/or the end date falls after the date the accounts are signed, the address will be used in the financial statements. If they fall outside of this range then the address will be ignored.

The benefit of this approach is that you can have a history of different addresses and the system will chose the correct one for each accounting period.

Note that for both Associations and Addresses, if you leave the start and end dates blank then it will be taken that the record is relevant for all accounting periods.

Relationship mapping

Relationship Mapping allows you to specify which associations and addresses are used for data presented in the financial statements. Most users will not need to access this area as it is a one-time setup for a practice. To access, select **Maintenance** ▸ **Accounts** ▸ **Relationship Address Management** from the main menu and the **Relationship Address Mapping grid** will be displayed.

Role Name	Alias	Relationship	Address Type
Actuary	#at	has actuary of	Main
Auditor	#au	has auditor of	Main
Bank	#bk	has bank /bs of (accts prod)	Main
Beneficiary	#be	has beneficiary of	Main
Business Address	#ba	<None>	Business
Custodian	#cu	has custodian of the scheme's assets of	Main
Deceased	#de	has testator of	Main
Delegated Manager	#dm	has delegated management of	Main
Investment advisor	#ia	has investment advisor of	Main
Other advisors	#oa	has other advisor of	Main
Personal Representative	#pe	has personal representative of	Main
Property manager	#pp	has property manager of	Main

Relationship Address Mapping Grid

Some relationships are fixed and at present cannot be changed, such as **Has Director Of**.

The columns in this grid are as follows:

Role Name	The name of the data that is presented in the financial statements. This is fixed and is read only.
Alias	The code used in formats to insert the data. This is fixed and is read only.
Relationship	The Relationship type that is used to provide the data. For example, in the case of the Auditor's name and address, this is picked up from the contact record that is associated by the type **has auditor of**. This is editable and when you click in a cell a drop down list is available for you to select from. This list includes and

entry of **<None>**. If you select this, as seen in **Business Address** in the above screen shot, then this tells the system to not look via an associated contact to find the address but look in the client record itself.

Address type	This determines the address type to use to retrieve the address to use. In the screen shot these are all set to **Main**, so the main address of the related contact, or the client will be used. You can edit this and if you click in an **Address Type** cell a drop down list will become available for you to select from.

As an example, take the line containing the **Registered Address**. This indicates that the address of the registered office will be drawn from the contact record that is associated with the client via the association type **Has registered office**. Alternatively, you may wish to record the registered office as an address record in the client's address tab. You can do this by changing the line to read:

Registered Address	#ra	<None>	Registered office

Providing Registered Office has been set up as an address type. From this point that is where the system will draw this data. However, this is a system wide setting so it should not be changed lightly once you have started setting up your records.

Working with Grids

CCH AP makes widespread use of grids to display and for the entry of data. Grids display data in a tabular format and are characterised by rows and columns. This section summarises the basic elements of using grids within CCH AP.

The data in grids is displayed in rows with a set number of columns containing column titles. If the grid is designed to allow you to make new entries, the first row of the grid will be a data entry row separated from existing entries by a bar. To add a new entry, you type the information into the cells in the data entry row. In certain circumstances, the system will auto populate cells with predetermined values and these can be accepted or changed.

Extract of the Receipts Grid

Entering data in grids

In some instances it will be possible to either type data in or select options from drop-down lists. A common drop-down is the nominal accounts list which will be available wherever you need to enter a nominal accounts number.

Nominal Analysis Drop-down

For this field you can type the nominal account code, or type part of the description of the account to drop down a filtered list of accounts containing the string entered in the account name. Once the list appears, you can carry on typing to refine the filter, use the up and down arrow keys to select a code and press **[Enter]** or select an account by pointing to it and clicking the left mouse button.

Some grid cells contain this small ⃞ button, which allows you to add or select more information. Examples of this:

- **Description** cell of the **Receipts** grid. When you click on this the system opens a dialog that allows you to enter and see the text for very long descriptions.

Details: **Name** cell in the **Officers** grid. When you click on this the system opens the **Find contacts** dialog to allow you to search for a contact to add.

Total line

Where appropriate, the grid will contain a total line at the foot of the grid identified by the icon ∑ .

ID	Date	Nominal Analysis	Debit	Credit
33	01/01/2016	7800 - Bank current account 1		77,301.00
36	01/01/2016	9900 - Retained profit		11,531.00
37	01/01/2016	9990 - SOFP Balance sheet suspense		1,111.00
29	01/01/2016	6200 - Freehold property cost brought forward	5,000.00	
30	01/01/2016	6789 - Non current other debtors	5,555.00	
∑			295,752.11	295,752.11

Transactions - Burgess Bearings Ltd (31/12/2016)

Extract of View Transactions with Totals

Shortcut menu

You can right-click on some grids to gain quick access to common tasks via the shortcut menu. Some of the options available on the shortcut menu are also accessible under **Actions** on the **Task Bar**.

Print

Export to Exel

Filter

Group By

Show Field Chooser

Receipts Shortcut Menu

Field chooser

The option to **Show Field Chooser** allows you to select the columns that appear in the grid. On selecting this, the system will present a dialog that lists any available columns that are not currently visible in the grid. For example, for the **Receipts** grid there is an additional column that could be displayed in addition to those shown by default, called **Account**:

Field Chooser
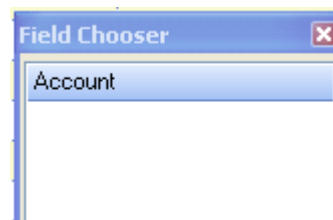
Account

This column displays the account to which the double entry will be posted, the **Logged in account**. If you wish to display this, point to the entry in the **Field chooser** and drag it to the position in the grid where you would like it to appear.

You may move any column displayed to a new position by dragging it in the column heading row, and remove a column by dragging it up or down off the column header row. Some columns are set as not been optional and you will not be able to remove these from the grid.

Sort

You can change the order by which items are displayed by clicking on the column title of the field on which you wish to sort. For example, if you want to sort the date by ascending or descending order then click the **Date** column title. An arrow icon appears in the column title indicating the selected sort order. Click the column title again to reverse the sorting options.

TIP: You can use [CTRL] + left click the column title of the currently sorted column to return to the default sort sequence for the grid.

Task bar options

When a grid is displayed, two common options will normally appear in the **Actions** area:

Filter

Filters can be added to restrict the contents of the grid to only display items that match a specified criterion, e.g. transactions where the amount exceeds £250,000. To enter a filter, click the **Filter: OFF** option under **Actions** on the **Task Bar**. This displays the Filter Creation tool above the grid. You then add single or multiple conditional filters to apply to the grid below.

Note: Refer to the Central Help topics for a detailed description of how to use filters. From the menu select **Help ▸ Help Topics**.

Group By

To analyse the contents of the grid by grouping, click the **Group By: OFF** option on the **Task Bar.** This displays the **Group** panel at the top of the grid and you can drag the column title to the group area at the top of the grid to group by that category. You can add sub groupings by dragging further column titles to the area. To remove a grouping, drag the group title back to the grid.

Neither the filter and group settings are persistent, they are a run time setting that will only apply to the grid displayed.

Chart of Accounts

When you create the first accounting period for a client, you select the chart of accounts that will be used. This chart is bound to the client and once set cannot be changed. As with other master pack data, the data is not copied to the client but records are drawn from the master as and when required. Hence, when initially viewing the chart from within the client data you are in effect viewing the master chart. As indicated below, you may customise this chart for the client, adding, editing or deleting accounts and sub accounts.

To view and edit the chart, load the accounting period and select **Chart of Accounts** from the **Functions** area of the Task Bar. The **Chart of Accounts** grid will be displayed.

Chart of Accounts Grid

The default view in this grid includes the columns shown in the above screenshot; however, in common with most grids displayed by CCH AP you can customise the view.

Editing the chart

Editing the Chart of Accounts is carried out directly in the grid.

Adding a new account

To add a new account, click in the data entry row and type the information to be added. You can press **Tab** or **Enter** to move to the next cell. To commit the row press **Enter** in the last cell or press **Ctrl** + **Enter** at any time. The columns are as follows:

Nominal code   Enter the account code. The length of the code must match that defined for the chart selected. This will normally be 3 or 4 characters for the main code. If you enter he wrong number

of characters then the system will advise you this when you move off the cell.

Description	Enter the name of the account.
Close off account	This is the account that the balance on the current account will be closed off to at the end of the year. Accounts in the profit and loss account range will normally be closed off to Retained Profit. Accounts in the balance sheet range will either be closed off to themselves or an account rolling up the total of a number of other accounts, such as cost brought forward on a fixed asset account. Details of the facilities available when entering an account code in a cell are provided in the section covering <u>Data entry</u>.
Chart category	The chart categories are defined in the master pack and are used to identify the area of the chart in which an account falls. This is useful where you have accounts with the same name appearing in multiple areas of the chart, e.g. Wages and Salaries in Cost of Sales, Distribution Costs, etc. You can either select the category from the drop down list by clicking on the down arrow, or start to type the name of the category to display a filtered list to select from.
Quantity	If the chart of accounts has had "Quantities" enabled, you will see a check box column in the grid. Ticking the box will result in a prompt when subsequently posting a transaction to the nominal code to also input the quantity amount of the transaction.

Some fields are mandatory and CCH AP will not allow you to save the new account until they have been completed.

Adding Sub Accounts

In addition to a chart having a fixed account length it will also gave a fixed length for sub codes. For example, the FRS102 Limited company chart has a code length of 4 and a sub code length of 2. For this chart wherever you type a code of 4 digits you are referring to the main account code and when you type a code of 6 digits you are referring to the sub code of an account.

You can add sub codes to existing accounts quickly using the **Chart of Accounts** grid. For example, to create sub code 01 for code 0700 type 070001 in the **Nominal Code** cell of the data entry row. Proceed to enter the details relating to the **Description**, **Close off Account** and the **Chart Category**.

Once you have entered the details, press **[Enter]** and if this is the first sub code added to a main account, the following confirmation message appears:
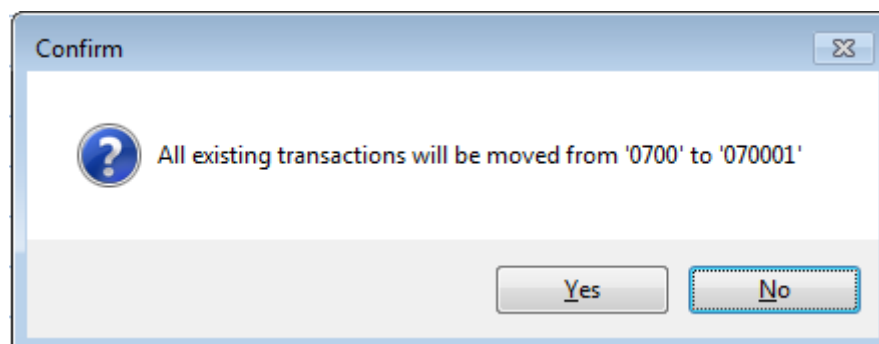
Click **Yes** to confirm the move. The system does this as once a main account has sub accounts you can no longer post entries to the main account, you can only post to the sub account codes. Hence, when you create the first sub accounts, the system needs to move any transactions that are currently posted to the main accounts to the first sub account created.

If you are adding further sub accounts to an account that already has sub accounts, e.g. if you now add 070002 as a new code, this will be added without the above question being asked.

The new account will appear in the grid with an icon [icon] displayed in the **Local** column to indicate that the account has been defined at client level.

If you type the code of an existing account in the entry line, and the details are retrieved but you will only be able to commit the line if you change the code. This does not edit the code retrieved but will create a new code with the data shown. If you have retrieved a line and do not want to proceed, press **[ESC]** twice to remove the data from the entry row.

A warning message will appear if you try to create a nominal using a code that already exists.

Once you have created your new sub account then it is selectable using the **Close Off Account** drop-down from the Chart grid and the **Nominal Analysis** drop-down in grids such as **Payments** and **Receipts**.

Editing an Existing Account

Locate the account that you want to modify. Under **Actions** on the **Task Bar** you can use the **Search Code or Description** field to locate the account. As you make an entry in the search field, the system filters the contents of the grid to display the result. Simply click in the column cell containing the data that you want to edit. Change the data as required and then press **[Enter]**, or click away from the cell to commit the change to the database. The [icon] icon appears in the **Local** column to indicate that the account has been modified for the client.

Deleting an Existing Local Account

You can remove local accounts provided that the account does not contain transactions. Local accounts are identified by this [icon] icon, which appears in the **Local** column. First select the account, to do this, click in the left most column in the row that contains the account. An arrow appears in the selected column and the row is also highlighted.

Dimensions	Local	Nominal Code ▲	Description	Close Off Account	Chart Category
*			Click here to add a new Nominal Code		
		0660	Finished goods purchases from group companies	9900 - Retained profit	Cost of sales
		0700	Direct costs	9900 - Retained profit	Cost of sales
		070001	Direct costs type 1	9900 - Retained profit	Cost of sales
		0710	Carriage inwards and import duty	9900 - Retained profit	Cost of sales
		0720	Spare direct costs	9900 - Retained profit	Cost of sales
		0730	Spare direct costs	9900 - Retained profit	Cost of sales

Row Selection on the Chart of Accounts Grid

Press the [**Delete**] button or select **Delete** from the **Task Bar**. CCH AP asks for confirmation before deleting the account.

If the account cannot be deleted, either because it contains transactions or it is a master code, an appropriate message is displayed.

Reverting to Master

If you have edited the details of an account that was drawn from the master chart, you can restore the details to the defaults contained in the master by selecting the row and clicking on **Revert to master** in the **Task Bar** or from the popup menu.

Under **Actions** on the **Task Bar** the following additional options are available:

- Local Nominals – Filters view to display local nominals only
- All Nominals – Remove filters and display all nominals
- View Dimensions – Opens the Dimensions dialog for the selected nominal, see below.

Dimensions

Dimensions allow you to provide more details in financial reports by allowing posting to a nominal account to be sub analysed by dimensions. This can be used to provide, for example departmental analysis, branch or area figures, or any other common sub analysis that you may wish to see across a range of accounts.

Dimensions are user definable and can be set up using the **Dimensions** function under **Reference** in the functions area of the **Task Bar**.

These routines allow you to set up Dimensions and Dimension Members. The Dimension is the concept that you would like to report on and the Dimensions Members are the analysis of that concept. You can have any number of dimensions associated with an account. For example, if you have a client with 3 shops, you could set up a Dimension called Shop Analysis and have 3 Members; Shop 1, Shop 2 and Shop 3.

In the chart of accounts, you can indicate which accounts you wish to analyse by Shop, by adding the dimension to the accounts.

Creating Dimensions

1. Select **Dimensions** under **Reference** on the **Task Bar** to open the grid.

2. Enter the description for the dimension in the first row, **Shop Analysis** in our example and press **Enter**, repeat if necessary to create additional dimensions.

3. To add the Dimension Members, select the row containing the Dimension in the grid and click **View Options** from the **Task Bar**.

4. Enter the description of the first member in the first row, **Shop 1** in our example and press **Enter**. Repeat for Shop 2 and 3. A blue dot will appear by the name of the Dimension in the grid to indicate that members have been defined for the Dimension.
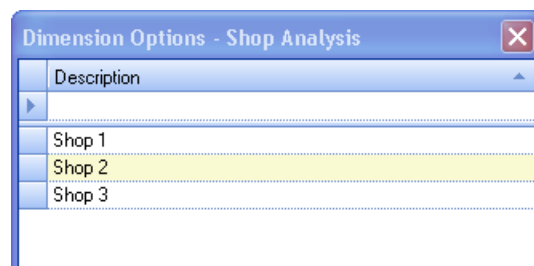
5. Click on **Close** to close the dialog.

Now that the dimension has been set up you can indicate which Nominal Accounts should be analysed by this dimension.

Assigning Dimensions to Nominals

Single Selection:

1. Select **Chart of Accounts** under **Reference** on the **Task Bar**. The **Chart of Accounts** grid appears.

2. Select the row containing the account you wish to be able to analyse and select **View Dimensions** from the **Task Bar** or the popup menu. The **Dimensions** dialog appears containing the dimension that you created earlier.

> **Tip:** Use the **Search Code or Description** field on the **Task Bar** to quickly find the nominal account you are looking for.

3. Click in the first row and select the dimension that you want to assign to the account from the drop-down and press **Enter**. You can repeat this process to add further dimensions to use if appropriate.

4. You can leave the **Dimensions** dialog open and select another account and repeat step 2 to link the dimension to further accounts. As you add dimensions to accounts, the [icon] icon appears in the **Dimension** column of the accounts grid to indicate that the account has dimensions associated with it.

5. Click **Close** when you have finished adding dimensions.

Multiple Selection:

1. To select more than one nominal to which dimensions are to be added, you can use the standard grid multi selection options:

   a. Select the row of the first account to be included, hold down the [Shift] key and select the last row. All rows will be highlighted.

    b. You can also click with the mouse pointed to the Row Selection Column of the first row to include and drag the pointer to the last row to include.

    c. Holding the [CTRL] key while at the same time left click each nominal line will toggle the inclusion or removal of the line from the selected items.

2. Select **View Dimensions** from the **Task Bar** or the popup menu.

3. Select the dimension that you want to assign, as described above.

4. Click **Close**. The dimensions will be assigned to the selected nominals and the ☑ icon will appear by the selected accounts in the grid.

Nominal roles

Nominal roles allow you to specify which accounts will be used for predefined actions carried out by the system. For example, when the system rounds the trial balance it may not balance due to rounding differences. The system corrects this by adjusting nominal accounts in the profit and loss and balance sheet areas to ensure that the rounded profit figure is correct and the balance sheet balances. The accounts that will be adjusted are shown by the associated role in the **Nominal Role** dialog.

To view the **Nominal Role** dialog, select **Rounding and Suspense** from the **Actions** panel of the **Chart of Accounts** task bar:
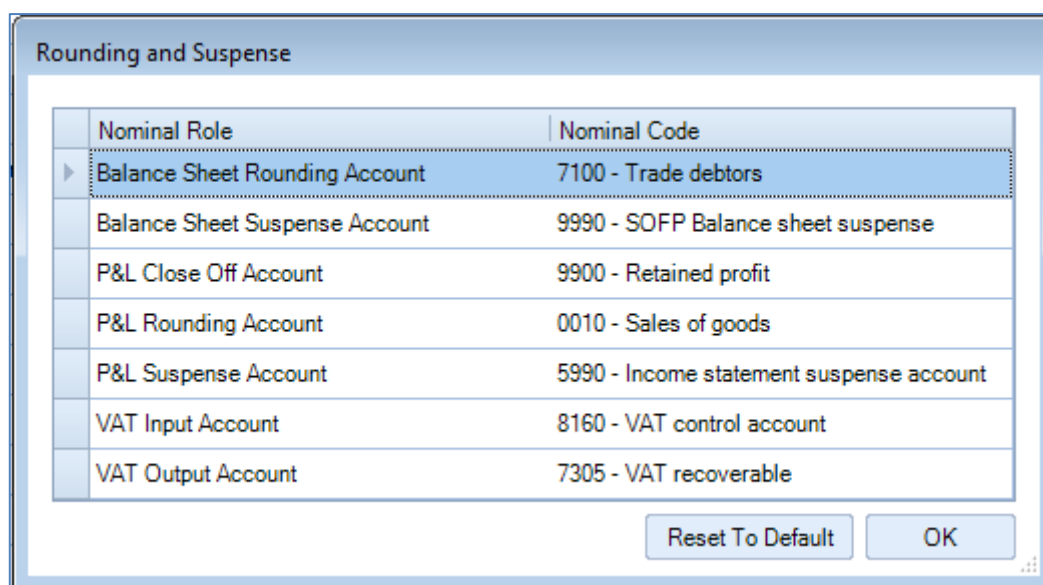
The dialog contains a list of all predefined roles and the nominal accounts assigned to each. To change the nominal account in use, click in the appropriate line in the **Nominal Code** column and enter the new account to use.

If you need to reset the Nominal Roles to the default values, you can do this by clicking the **Reset to Default** button.

Data Entry

Editing an Existing Transaction

Click in the cell on the grid that you want to modify and then make the necessary changes. If the cursor icon does not appear within the selected cell then you cannot edit it.

Cancelling out of a Transaction

If you are mid-way through inputting a transaction, you cannot close or navigate to a different area within CCH AP without finalising the transaction first. If you want to cancel the current entry, press the **[ESC]** key twice to clear the transaction. You can then close the current view.

Receipts and Payments

The entry of Receipts and Payments are similar and are described in this section.

1. Select the accounts production client that you want to add payments or receipts for.

   Note: See Client Management for further information on selecting or creating a client.

2. Click the **Accounts Production** tab and then double-click the account period that you want to work on.

3. Click the **Receipts** or **Payments** option on the **Task Bar** to open the data entry grid.

4. The **Logged In Account** (required) is shown at the top and shows the account that CCH AP will use to debit the transaction for receipts or credit for payments, i.e. the account to which the system will complete the double entry.

5. Click in the entry row at the top of the grid above the dividing bar, or press **[Enter]** if the row is highlighted. Complete the fields in the row, clicking on **[Enter]** or **[Tab]** to move from column to column. Note that the **Date** and **Nominal Analysis** fields are mandatory. The fields are as follows:

   - **Date:** Enter the date, or this can be left blank if you want the date to default to the period end date. You may type the date with or without separators, e.g. you can type 010911 or 01/09/11 or you can use the drop down to select the date from the calendar.

   - **Batch Ref:** Add a reference number or other relevant information. Entry can be alphanumeric.

   - **Description:** Describe of the transaction.

   - **Nominal Analysis:** Type or select the nominal account that you want to post the entry to. Note that you can type the nominal account code, or type part of the description of the account to drop down a filtered list of accounts containing the string entered in the account name. Once the list

appears, you can carry on typing to refine the filter, use the up and down arrow keys to select a code and press **[Enter]** or select an account by pointing to it and clicking the left mouse button.

If the account to which you wish to post the item is not in the chart, you may create a new account by pressing **[F10]**. See below.

■ **Amount:** Enter the monetary value.

6. To save the transaction press **[Enter]** or **[TAB]** off the last field on the grid. The transaction will be committed to the database and will appear in the grid below the entry line. Posting is real time so the Trial Balance totals are updates as each line is committed.

Notes:

At any point while entering a new transaction you can press **[Ctrl]** + **[Enter]** to commit the transaction.

If you have started to enter data and wish to abort the entry, press **[Esc]** twice.

When you commit a transaction, a warning message appears when you have not completed all fields required. Correct the error and then save the transaction with **[Ctrl]** + **[Enter]**.

If you have set up multiple reporting periods, as described later in this document, the **Reporting Periods** drop-down is visible when more than one reporting period is in use.

Data Entry Aids

In the "Repeat" Group on the Ribbon, (or under **Actions** on the **Task Bar**) there are a number of data entry options that are provided to speed up date entry. The options available vary from screen to screen.
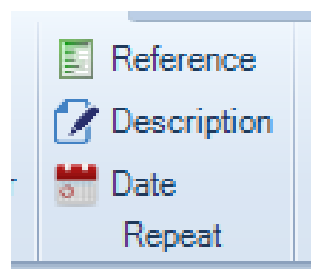
Receipt and Payment Data Entry Aids

Click each option on the ribbon to set the repeats appropriate to the data you are entering. These settings persist from one data entry run to the next and can be changed at any time.

Task Bar Options

The options covered here are also available on numerous other functions and will operate as described below.

Print

This option allows you to print the current contents of the grid displayed. On selecting the option, the **Print** dialog appears from where you can print or preview the transactions using the default settings. Advanced options are accessible via the **Options** button. These allow you to change the heading, footer and set various other print options as well as change the column widths.

Export to Excel

Select the option **Export to Excel** from the **Task Bar** to create a worksheet in Excel containing the information currently displayed in the grid. This feature supports MS Excel 2007, 2010, 2013.

Show shortcut keys

There are a number of shortcut keys that are available to you when working in grids. To see the list of these select **Show shortcut keys** from the **Task Bar**.
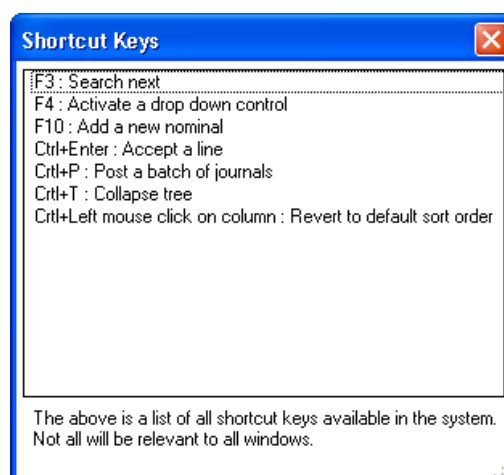
Show Field Chooser

The **Show Field Chooser** option displays the **Field Chooser** dialog, which allows you to add or remove columns from a grid using drag and drop. See Customising Grids for further details on adding and removing columns.

Filter

Filters can be added to restrict the contents of the grid to only display items that match a specified criterion, e.g. transactions where the amount exceeds £250,000. To enter a filter, click the **Filter: OFF** option under **Actions** on the **Task Bar**. This displays the Filter Creation tool above the grid. You then add single or multiple conditional filters to apply to the grid below.

Note: Refer to the Central Help topics for a detailed description of how to use filters. From the menu select **Help ▸ Help Topics**.

Group By

To analyse the contents of the grid by grouping, click the **Group By: OFF** option on the **Task Bar.** This displays the **Group** panel at the top of the grid and you can drag the column title to the group area at the top of the grid to group by that category. You can add sub groupings by dragging further column titles to the area. To remove a grouping, drag the group title back to the grid.

Neither the filter and group settings are persistent, they are a run time setting that will only apply to the grid displayed.

Sort

You can change the order by which items are displayed by clicking on the column title of the field on which you wish to sort. For example, if you want to sort the date by ascending or descending order then click the **Date** column title. An arrow icon appears in the column title indicating the selected sort order. Click the column title again to reverse the sorting options.


TIP: You can use [CTRL] + left click the column title of the currently sorted column to return to the default sort sequence for the grid.

Changing the Order of Columns

You can change the order of columns by positioning the mouse pointer over a column title and dragging the column left or right with the left mouse button pressed. When the column is positioned in a drop area, a red arrow appears indicating where the new column will rest when you release the mouse button.

Removing or Adding Columns

You can remove columns form the grid and add columns if all available columns are not shown. To do this, position the mouse pointer in the grid, right-click and then select **Show Field Chooser** from the shortcut menu. The **Field chooser** dialog opens.
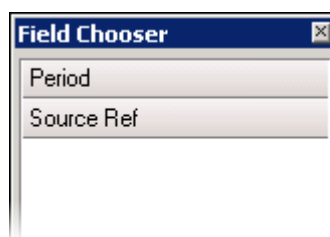
Field Chooser View Transactions Hidden Columns

To remove a column, position the mouse pointer over the column title and drag it to the **Field Chooser** dialog with the left mouse button pressed. Release the button and it will appear in the list in the **Field Chooser**.

To add a column, drag the name of the column to the column title row in the position where you want it to appear.
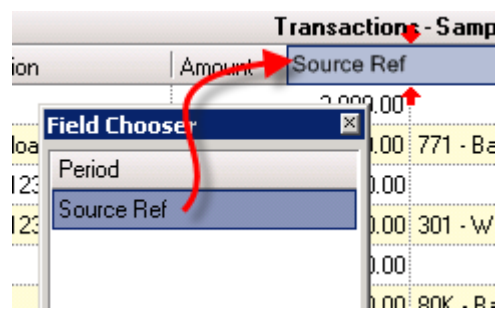
Adding Columns to a Grid

Entering Journal Data

The entering of data for journals is similar to that for receipts and payments, but there is no concept of a Logged in Account, however there is a concept of a batch reference and date for the journal batch being entered. In all other respects you enter journals as described for payments and receipts.

Note: See the Adding Payments or Receipts section for further information on entering transactions.

To display the journals grid, select the **Journals** option on the CCH AP **Task Bar** under **Transactions**.

To Add a Journal Item

1. Enter the Batch Reference number e.g. A123 Batch 1. This is optional and will appear against the journals lines entered when they are viewed elsewhere, e.g. in the nominal ledger.

2. Select one of the following options from the **Type** drop-down:

   - Journal (default)

   - Opening Balance

   - Restatement

   - Reversing

3. Select the appropriate **Date** and **Reporting Period** if required.

4. Enter the journal lines. There is no restrictions on the number of lines that can be entered in a journal batch.

As you enter each journal line, the amount by which the journal batch is out of balance is shown in the total field at the foot of the grid (indicated by this icon Σ). You will not be able to Post the Journal entries until it is balanced and the total field displays zero. You can, however leave a journal batch unposted by saving the batch. The system will retain the entries as draft journals and provide a visual indication of this by showing the Journal Task Bar option in bold with the number of entries in ().

Note: The **Reporting Period** drop-down is only visible if you have several reporting periods in use.

Using Debits and Credits Mode

The **Dr/Cr mode** option provides you with alternative ways of entering the amount of each journal line.
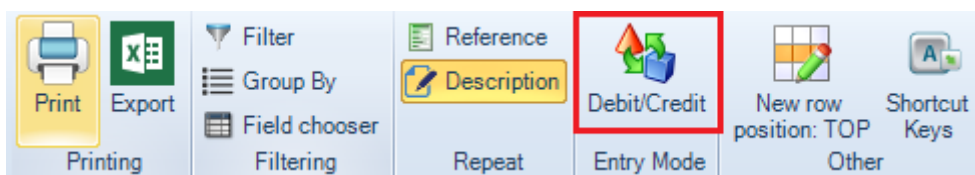
Dr/Cr mode on the Journal Ribbon Bar

When **OFF**, the system displays a single column for the amount and you enter debits unsigned and credits as negative values. When **ON**, two value columns are shown, one for Debit and one for Credit. In this mode you enter all figures unsigned in the appropriate column to indicate if the amount is a debit or a credit.

The option **Dr/Cr mode** is a toggle, so clicking on it toggles the view on and off.

New Row Position

When entering a series of journals, you can control if the most recent line appears at the top or the bottom of the grid. This preference can be set per user by clicking the New row position button on the ribbon.

Journal Types

There are 4 journal types recognised by the system:

Journals

Standard journal entries to debit or credit accounts in the accounting period.

Opening balances

Entries of this type are normally automatically generated by the system when you carry out a year end procedures to balance forward to the new accounting period. The system creates the opening balance journals required to record balance brought forward from the previous accounting period.

You may also use this routine to enter opening balances if this is the first accounting period you are processing for the client.

Restatement

The system draws the comparative TB data from the prior accounting period, comparative figures are not held in the current accounting period. However, there are occasions where you need to restate comparatives. This journal entry type allows you to enter journals that will adjust the comparative data shown for the accounting period in which the journals are processed. They do not affect the current period's balances in the accounting period's trial balance.

The benefit of having this entry type is that you can adjust the comparative data without changing the actual TB recorded in the prior accounting period.

Reversing

This journal type allows you to enter transactions that will be reversed in the next accounting period, e.g. an accrual or prepayment.

Entries in the next period reversing the journals made using this type will automatically be generated when you close a reporting period or carry out a year end balance forward.

Viewing Transactions

To view the transactions, load the accounting period and select **View Transactions** from the **Functions** area of the Task Bar. A grid containing a list of the transactions entered for the period will be displayed.

The grid contains an "ID" field which can be used to uniquely identify each transaction and assist in sorting the data in the grid.

You may select the Debit/Credit Mode option to alter the column layout to your preference.

Editing a transaction

You can edit any of the information displayed, apart from the entry type. To do this, click on the data to be changed in the transaction line and the cell will become editable. Any changes that you make are committed to the database as soon as you move focus away from the cell.

If you edit the amount of a journal entry, the imbalance created will be displayed in the total bar at the foot of the grid. The system will not allow you to close the transactions window, the client, or Central, until you have corrected the imbalance changing the amount of further transactions until the imbalance if shown as zero.

All changes made to the transactions listed will be recorded in the audit trail.

Sort, filter and group transactions

You can sort, filter and group the transactions listed. Please refer to <u>Working with grids</u> for more information.

List report

A Smart Report is provided that generates a formatted report of the transactions listed. Select **List Report** from the **Actions** list to produce this report.

Export to Excel

Using the option **Export to Excel** form the **Actions** list allows you to export the list of transactions displayed to Excel. On selecting this option, the system will open Excel and display the exported transactions.

Audit trail

The system maintains an audit trail of all transactions entered and all amendments made to them. A quick link is provided in the **Actions** list of the **View Truncations**

screen to allow you to display the audit trail. Select **Audit Trail – All Transactions** from the **Actions** list and the following dialog will be displayed:

This will contain a list of the history of transaction entry and edit. You can sort the list by clicking in the column headings and when you select an entry in the list the details of the change will be shown in the **Before** and **After** grids.

It is also possible to obtain access to the full list of audit trail entries, including details of changes in Central and other products, via **Maintenanace ▶ Audit trail ▶View Audit Trail**.

Import

CCH AP includes the ability to import trial balances and transactions from delimited files. CCH AP provides a set of default file structures which represent commonly occurring data fields. To use the import options you can use one of the default file structures, or setup your own structure relating to the file to import and optionally a nominal mapping so that CCH AP understands how to import the data.

Data may also be imported into a travelled database using the same method.

The Mapping and File Structure areas are contained within the **Maintenance** menu and allow you to save the mappings once created.

Nominal mappings - Maintenance Menu

To specify the details of how imported nominal codes are mapped to CCH AP codes, select M**aintenance ▸ Accounts ▸ Import TB ▸ Nominal Mapping** from the menu and the **Import TB Nominal Mappings** tab will be displayed.

This allows you to create new and also to edit existing mapping files.

New system nominal mapping

Ensure that the **Create Mapping File** radio button is selected and select the Entity, Chart and Master Pack version for which the mapping is being created. You can either create the mapping file from scratch, manually entering the information relating to the **External Code**, optional **External Name** and the CCH **Account Code** it is to be mapped to, or you can import the data for the first 2, or all 3 columns from a text file.

Manual entry

For manual entry, you do not need to enter anything in the **Import File Name** or **Formatting** fields. Click in the entry line and enter the information for the each line, as follows:

External Code	The code of the nominal account in the system to be imported from.
External Name	The name of the account as entered in the system to be imported from.
Account Code	The CCH nominal account code that transaction bearing the external code should be posted to in CCH AP.

Import

To import a mapping file, enter the **Import File Name**, or use the **[Browse]** button to select it, set the format of the file being imported, e.g. **Comma Separated**, and click **[Import]**. The file will be imported and the information presented in the grid in the lower half of the screen.

If the checkbox **Import AP Code** is not ticked, the first 2 columns will be populated with the first 2 field on each line of the import file, which must contain the code from the third party system and the account description. If the checkbox is ticked, the system will also import the 3rd field and insert it in the **Account Code** column.

After import, you can edit the data presented in the grid, completing, or changing, the **Account Code** being mapped to.

If you have previously created a System mapping file and you wish to edit it select the **Edit System Mapping File** radio button, select the Mapping Name and then amend the mapping as per above.

If you have previously created a Client Mapping file and you wish to edit it select **Edit Client Mapping File,** amend the file as required and then save the changes you have made. If you wish to promote your changes to a system mapping then select the Promote **to system mapping file button.**

Saving the nominal mapping data

After you have defined the mappings, enter a unique **Mapping Name** to identify the mapping file and click **[Save]**. Note: You are prevented from saving with a system mapping name that already exists.

Import/Export file structure

To define the format of files that you wish to import, or generate on an export, select
M**aintenance ▸ Accounts ▸ Import/Export Definition ▸ File Structure** from the menu and
the **File Structure** tab will be displayed;

This allows you to create new and also to edit file structure definitions.

Create a new structure

Ensure that the **Create Mapping Structure** radio button is selected and select the
structure type to be created. You can view a file to determine its structure while
entering the definition. To do this, enter the name of the file to view in the **File Name**
field, or select it using the **[Browse]** button and click on ⊙ View File .

To create a structure, you first define the format of the file and then the fields to be
imported from it.

|	
Separator	Enter the formatting details for the file, selecting from **Comma Separated**, **Line feed separated** or **User defined**. For user defined, enter the separator used in the file, e.g. ";".
Has Headers	If the file that will be imported using the definition has header information that should be ignored, tick this checkbox and enter the number of lines that should be ignored.
Number of fields	Select the number of fields in each record using the scroll buttons. Fields are read in order so if there are any field that you wish to skip in the file they should be included in the number entered here and they can be mapped to **<None>**. On entering the number of fields, the system will display a grid in the lower half of the screen representing the number of fields to be mapped.
Mapping Structure Name	Enter the unique name which you wish to use to identify the file structure.
Mapping structure type	Select the required mapping structure for the type of file you are importing (trial balance, payments / receipts, journals), this will be defined by the contents of your import file
Map fields	Against each field position, **Column1** to **ColumnN** in the grid, select the CCH AP field that the data is to be posted to. To do this, click in the **PA Field Name** column and select the field form the dropdown list.

Delete csv file after successful import	If ticked, AP will automaticaly delete the CSV file after completing the import.
Verify that Import file name matches Client Code	If ticked, AP will check before importing that the csv filename is an exact match for the current Central Client Code. If it is not, the import will be stopped.

After you have completed the definition click **[Save]**.

Editing structure

To edit an existing structure definition, select the **Edit Mapping Structure** radio button and a drop down arrow will appear at the end of the **Mapping Structure Name** field. Select the name of the definition to edit and it will be loaded and presented in the grid. You may edit any of the information displayed in the grid and add new line to the definition. After making the changes, click on the **[Save]** button.

CCH AP provides 6 default structures for importing Trial Balance data;
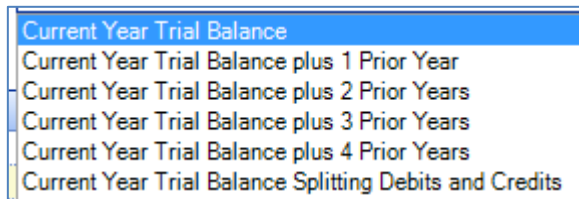
And 1 default structure for importing Transactions;
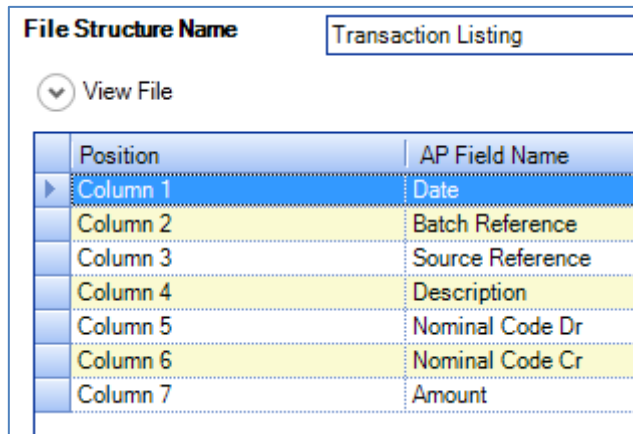
In practice, getting the transaction data into this format can be difficult. The problem is that the nominal code should be in one of two columns. A simpler approach that works is to always put the nominal code in "Nominal Code Dr" and to set the Amount as negative when it is a credit.

Importing data

To import trial balances select **Import** from the CCH AP **Task Bar**:

Import Data Window

Importing a trial balance

Select the source of the data you wish to import, either "From CSV File" or "From Software". Currently CCH AP supports importing directly from two third party bookkeeping systems, QuickBooks and Xero. Further systems will be added in future updates.

Select **Trial Balance** from the drop down list, the name of the Mapping to use and the name of the Structure that relates to the file to be imported (these will be set by default if you are importing From Software).

If importing from CSV File, select the file containing the trial balance to import using the ⬚ button.

Then click the Preview button to load the data.

If importing From Software, at this point you will be prompted to enter your credentials for the bookkeeping system. CCH AP will securely store your credentials for future use.

Pick the required organisation.

CCH AP will then display a confirmation screen to highlight the details of the client in CCH AP and the organisation selected from the bookkeeping system. This is a safeguard to reduce the risk of selecting the wrong organisation.

The data will then be displayed in the grid, showing:

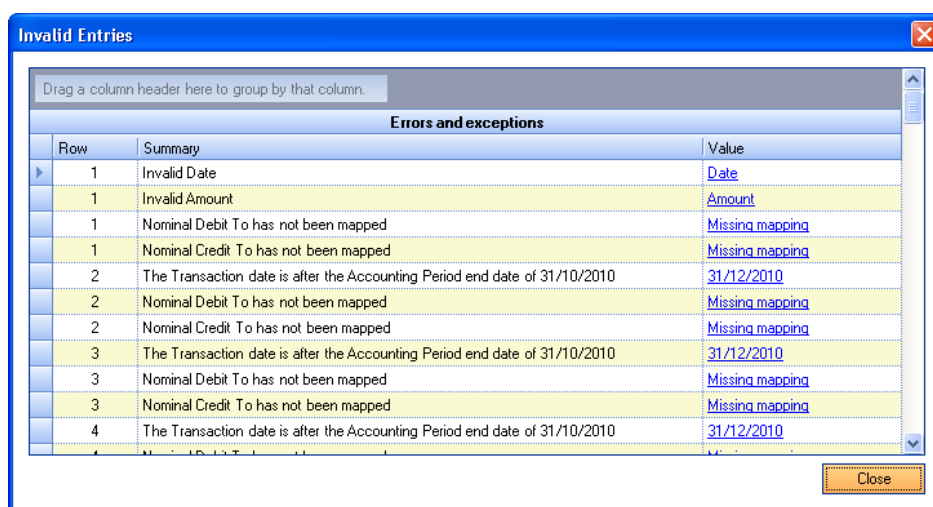|	
From	The nominal codes from the system being imported from.
To	The CCH AP nominal account that the balance will be posted to.
N columns	The remaining data that will be posted to the fields shown in the column headings.

If there are any header rows in the csv file that need to be ignored, you can mark these by ticking the "Has headers" checkbox and then entering the number of rows to be skipped.

If there are any nominal codes in the file to be imported that are not included in the mapping file, they will be shown in the grid but the **To** field will be blank. You can restrict the grid to only show these unmapped lines using the checkbox **Show Unmapped Only**. You can enter the missing codes by typing directly into the grid.

Once you have reviewed the contents of the grid, and provided any missing codes, click on **[Import]** to import the data. The system will reverse the current balances in the trial balance and generate a journal batch posting the imported balances. Provided the imported data balances it will be posted into the system, otherwise you will receive a message that the data does not balance and the batch will be left unposted so that you can load and correct it before it is committed.

Errors in the import file

If there is an error in the import file then a window will open after selecting the import button, this includes a hyperlink in the final column which will highlight the error in the grid containing the data enabling you to easily adjust the data.

Importing transactions

The process for importing transactions is exactly the same as described for importing a trial balance but with **Import type** set to **Transactions**. In this case, the current trial balance is not reversed but the transactions imported will be appended to the existing transactions in the system.

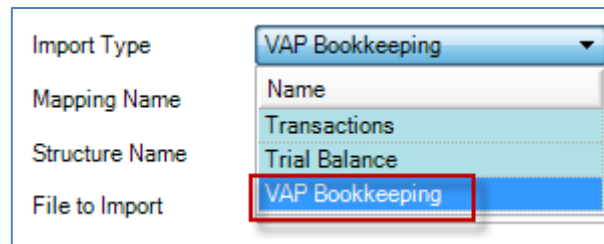|	
Nominal Debit From	The nominal debit codes from the system being imported from.
Nominal Debit To	The CCH AP nominal debit account that the balance will be posted to.
Nominal Credit From	The nominal credit codes from the system being imported from.
Nominal Credit To	The CCH AP nominal credit account that the balance will be posted to.
N columns	The remaining data that will be posted to the fields shown in the column headings.

Importing Ledger transactions from CCH Accounts Production (VAP)

Sites who continue to use CCH Accounts Production (VAP) for recording sales and purchase ledger transactions may import that data into AP for the purpose of generating year end statutory accounts.

A Configuration Key enables this option, which can be entered **in Maintenance > User Defined > Configuration**;
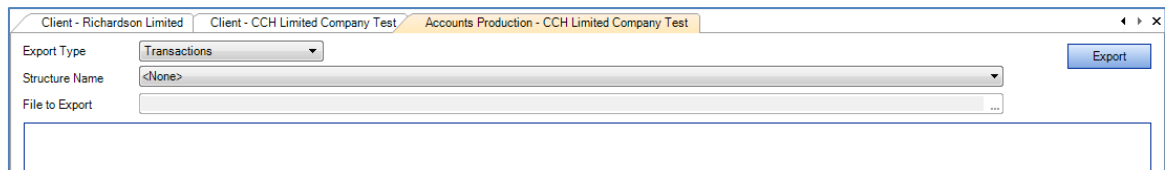
VAPBookkeeping with a Value = 1

This will then expose a third Import mode;

Import Type	VAP Bookkeeping ▼
Mapping Name	Name
Structure Name	Transactions
	Trial Balance
File to Import	VAP Bookkeeping

Full instructions on how to use this mode are available in the CCH AP 2014.3 Release Notes.

Export

To export transactions or trial balances select **Export** from the CCH AP **Task Bar**:

Client - Richardson Limited	Client - CCH Limited Company Test	Accounts Production - CCH Limited Company Test	◀ ▶ ×
Export Type	Transactions ▼		Export
Structure Name	<None> ▼		
File to Export	...		

Select the **Export Type**; either Transactions or Trial Balance.

Select the structure of the file to be exported from the drop down list. For a structure to be appropriate it must contain the CCH AP field **Nominal code**. If it does not contain this a message will be displayed and you will not be able to proceed.

Click in the filed **File to Export** and the Windows **Save file** as dialog will be displayed. Browse to the path where the file is to be saved and enter the name to be used.

Finally, click **[Export]** to export the data.

You can also export the Trial Balance in a single action directly from the Trial Balance screen using the Export for Support button on the ribbon:

FILE	FAVOURITES
Print	Export	Export For Support
	Printing	

Tax Link

If you also use CCH Personal Tax or CCH Corporation Tax, you can easily share data with those applications to avoid the need for rekeying.

Click the Tax Link option on the CCH AP Task Bar.

The screen then shows a number of tax related balances, which you can edit disallowable totals for.

You may use the Range Contents task to identify which nominal codes are making up the range balances displayed.

To share that disallowable data with Tax, simply click Update Tax;

You may also configure CCH Central to automatically share this data with tax. Any time a journal is input or edited within Accounts Production, the system will detect this and automatically share the latest balances with tax. This may be enabled by setting up a Configuration Key in **Maintenance > User Defined > Configuration**. The key is AccountsUpdateTaxLink, with a value = 1.

Depending on the configuration choices made in Tax, this will either update the relevant Tax Return automatically, or store the data in a 'waiting room' until the Tax user decides to update the Tax Return manually.

Trial Balance

To view the Trial Balance, select **Trial Balance** from the CCH AP **Task Bar** and the **Trial Balance** grid appears.

By default the trial balance will only contain accounts that have a balance to report in either the current or prior year. If you would also like to include accounts where there are transactions but the resulting balance is zero, tick the checkbox **Include Zero Balances** in the **Actions** panel.

If you have selected Enable Quantities on the Chart of Accounts screen, you can display the Quantity balance of each nominal code by ticking the **Include Quantities** option in the **Actions** panel.

Printing reports

You can produce a printable report of the trial balance using **Print Trial Balance** from the **Actions** panel. This will result in a print preview of a Smart Report that can be printed or exported to Excel.

A printable nominal ledger is also available using Smart Reports including some or all accounts. To include all accounts, click the checkbox in the heading of the first column of the grid. To only include selected accounts, tick the checkbox for each account to include. Finally select **Print Nominal Ledger** to generate the report.

Viewing Nominal Details

You can view the transactions associated with a particular nominal code. To do this, click the code shown as a hyperlink in the **Nominal** column and a dialog will be opened displaying the transactions for the selected nominal account.

To display the details of another nominal, select the nominal code on the **Trial Balance** grid. This updates the transactions displayed in the open dialog with those associated with the selected nominal code.

By default the transactions shown on the **Nominal** grid are read-only. However, you can tick the **Edit Transactions** checkbox to switch to edit mode. In this mode, the transactions are displayed in a different format and any field that cannot be edited is shaded. You can click into any cell that is not shaded and edit the information recorded.

If you wish to change any of the shaded data, e.g. the amount of journal entries, you can click the hyperlink on the ID column to jump to the **View Transactions** screen.

Filter Trial Balance

You can filter the transactions that are included to arrive at the trial balance displayed using the option **Filter Trial Balance** from the **Actions** panel. On selecting this, the following dialog will be displayed.

The top panel contains any reporting periods that have been defined for the client and the lower panel any dimensions that have been set up. When you initially display a TB all periods and dimensions are included giving the year to date TB for the whole company. However, you can change this by removing ticks to restrict the figures to that require, e.g. a single period for 1 department. Click on **[Filter]** and the filter will be applied. Once the required figures are shown you can close the filter dialog.
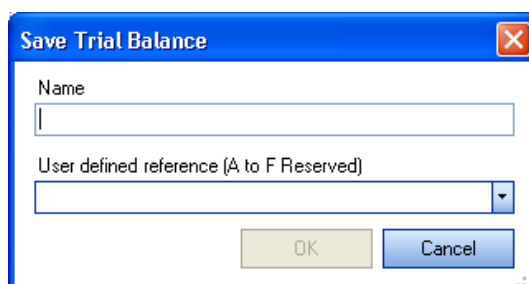
The "None" option allows you to identify any balances that were not assigned to any dimension during transaction entry. These are potential oversights that can subsequently be corrected as necessary.

Note that when you filter by dimensions it is possible that the filtered TB will not balance. This is not an error as we do not enforce double entry within dimensions.
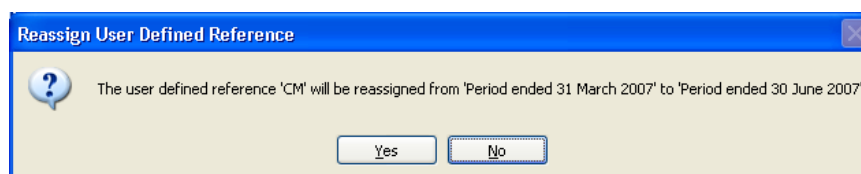
Save Trial Balance

The **Saved Trial Balance** option under **Actions** on the **Task Bar** allows you to save the currently displayed Trial Balance. This could be the default year to date TB or a filtered TB.

When you click the **Saved Trial Balance** option the **Save Trial Balance** dialog appears:

Enter a name to identify the trail balance and enter the **User defined reference** by which you wish to refer to this trail balance data in reports. The reference entered here can be used in formula in financial reporting to pick up the balances for inclusion in reports. References A to F are reserved, but other than that you are free to use references of your choice. In this release references are restricted to a single character. E.g. you could use "M" to represent the current months figures. You can use the drop down to see a list of any existing references in use. If you enter a reference that is currently associated with another source will advised of this and offered the option to continue, for example:

In this example, you could define a report using "M" in the formulas and produce it each period, after the period's TB had been saved, to show the current periods figures.
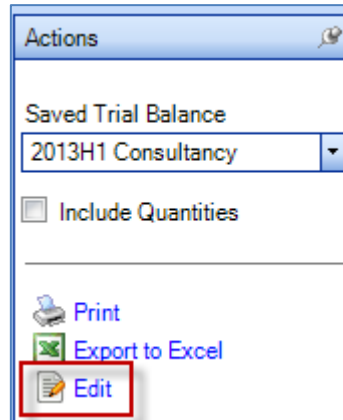
Viewing Saved Trial Balances

To view a list of saved trial balances, click the **Saved Trial Balance** option on the CCH AP **Task Bar**. The system will display the first trial balance in the list. To switch to view another Trial Balance, select the name of the trail balance from the **Saved Trial Balance** drop-down in the **Actions** panel.

The drop down list also shows the **User defined reference** allocated to each saved trail balance.

To maintain the list of saved trial balances and their associated UDRs, click the Edit task;

This displays the Saved Trial balance Maintenance screen;

You can display the User Defined References allocated in other accounting periods for the Client by using the "Current" and "All" radio buttons.

Deleting a Trial Balance

From the **Saved Trial Balance Maintenance** screen, use the **Row Selection Column** to select the trial balance that you want to delete and press the <**Delete**> key. The system will ask you to confirm that you wish to remove the trial balance before carrying out your instruction.
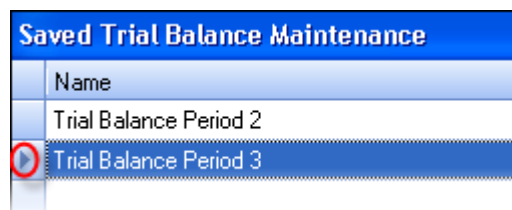
Saved Trial Balance Row Selection

Repeat the process if you have more than one trial balance saved. Finally, click on **[OK]** to close the dialog.

Advisor Journals

To create audit journals, select **Create Advisor Journals** from the CCH AP **Task Bar and the Create Advisor Journals** grid will appear.

Entering advisor journals follows a similar process to entering normal journals, however for advisor journals you can save any number of batches of unposted journals which will be considered potential journals not yet agreed with the client.

To Create an Advisor Journal

Enter the optional Batch Reference e.g. A123 Batch 1. This reference will be associated with all entries made in the batch.

Select the type of the adjustment being entered form the **Type** drop-down:

- Adjusting
- Group Elimination
- Potential
- Reclassification

Enter the journal batch lines as appropriate. Note that, as with journals, you can toggle between entering amounts as positive for debits and negative for credits, or using a debit/credit column format.

The system will not allow you to post or save the entries until the batch balances.

Potential journals

If the batch of journals are potential entries that have not yet been agreed with the client, click on **[Save]** to save the batch. Note that you cannot save some entries in a batch but leave others unposted so ensure that each batch represents entries that will be approved as a single concept. Unposted entries will have no effect on the balances in the trial balance.

Agreed journals

If the journals being entered are agreed, then click **[Post]** to commit the batch. Once you post advisor journals they will appear in the View Transactions grid and update the Trial Balance.

Viewing Potential Advisor Journals

To view Potential Advisor Journals, select **View Advisor Journals** on the CCH AP **Task Bar**. A grid appears showing any potential advisor journals for the dataset.

You cannot edit entries directly on this grid, to edit entries click on the Edit hyperlink. This opens the batch in a separate tab to allow you to edit or add to the batch. You can edit any of the information shown and add new lines.

To post a batch, click on the Post hyperlink.

Viewing Posted Advisor Journals

To view posted Advisor Journals, select **View Advisor Journals** on the CCH AP **Task Bar**. A grid appears showing any posted advisor journals for the dataset. Click the **Posted** button on the ribbon to see all posted Advisor Journal batches.

This grid is laid out in the same way as the potential journals grid, however the Post hyperlink becomes an Unpost option. Select this to reverse the posting of any advisor journals posted in error.

There are four Smart Reports that can be run to present information about the Advisor Journals;

- Adjusting Journals Report
- Reclassification Report
- Potential Journals Report
- Advisor Details Report

These are accessed from the View Advisor Journals window.

The Adjusting Journals Report reconciles the Results as per draft accounts to the Results as per the financial statements.

The Reclassification Journals Report is a report to show any journals made to re-analyse or reclassify items.

The Potential Journals Report shows the potential adjustments to the Results as per the financial statements.

The Advisor Details Report is a summary report showing all Advisor Journals of all types.

Year End

The Year End performs a balance forward of financial data to the next accounting period. Select the client to be balanced forward click the **Accounts Production** tab and load the latest accounting period.

The **Year End** option appears in the **Actions** panel of the Accounts Production **Home Page.** Note that this option will only be enabled if you have the latest accounting period open and, if there is more than one reporting period, you are in the last reporting period. Refer to <u>Reporting Periods</u> for more information. Select the **Year End** option and the **Year End Wizard** dialog will appear:

Year End Wizard Dialog

Zero trial balance

If this radio button is set to Yes then CCH Accounts Production sets the balance on all accounts to zero in the new accounting period created on the balance forward. If it is set to No, then balances on accounts will be carried forward accordance with the close off settings on each account, producing the Opening TB in the new accounting period.

FRS102, FRS105 and IFRS

Limited company and LLP clients will be required to adopt the FRS102, FRS105 or IFRS accounting standards or related SORPs. This process is facilitated during the year end routine. Please see the CCH AP 2015.2 Release Notes for full details.

Workflow

If you are using CCH Workflow, then the Year End wizard will allow you to select a workflow template to attach to the new accounting period.

Following the year end, the list of accounting periods shown in the client's **Accounts Production** tab will be updated to reflect the new accounting period created. You can open it by selecting it from the list, or switching the open accounting period to the new one using the drop down list above the **Actions** panel when the **Home Page** is displayed.
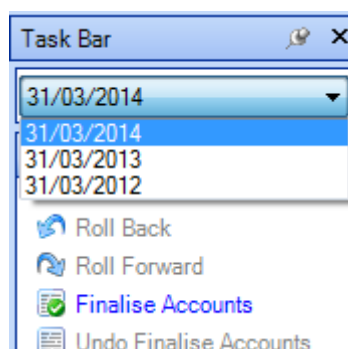
Note: If you have entered reversing journals, they will be automatically reversed in the new accounting periods after the balance forward,

Finalise

Finalise indicates to the system that the accounts for the accounting period have been finished and approved and that no further changes are allowed. To finalise the accounting period, click the **Home** 🔵 icon on the **Task Bar** and then select **Finalise Accounts**.

You can also simultaneously commence the Year End process by selecting the **Finalise Accounts & Year End**.
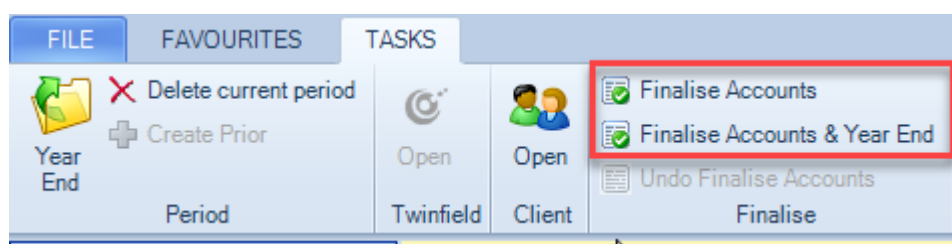
Note that where you have multiple reporting periods the option to finalise the accounts will only be available if you have closed off earlier reporting periods and you are processing the final reporting period. See Reporting Periods for more information.

Finalising an accounting period places it into "read only" mode. You will not be able to edit transactions, statutory database or formats once the accounting period has been finalised. It is possible to un-finalise the accounting period by using the "Undo Finalise Accounts" task (this is controlled by a task permission #client #can undo finalise accounts);
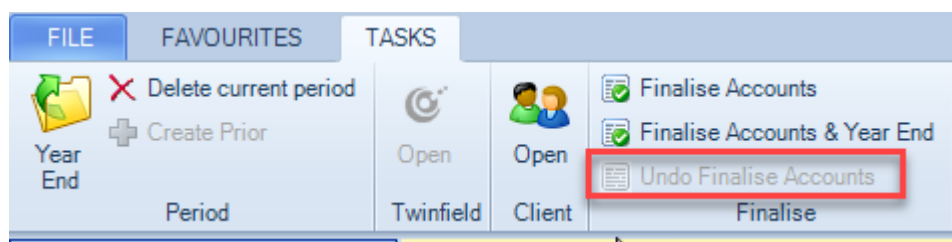
Please note that amenments made to the master pack via the Maintenance > Accounts menus can potentially impact a finalised accounting period.

For this reason, Wolters Kluwer recommend that you generate a PDF set of accounts when finalising in order to guarantee you have the ability to reprint an **exact** replica of the accounts as they were when finalised.

Statutory Database

The Statutory Database allows you to select and maintain the non-trial balance based information that appears in the Final Accounts. To display the statutory database select **Statutory Database** under **Financial Reporting** on the CCH AP **Task Bar.**

The **Statutory Database** is presented in a "tree" structure; the tree consists of a number of folders each containing a number of nodes, which may themselves have sub nodes.

Each node has an icon to identify the type of data it contains. A node may also be identified with a red or blue icon. A red icon indicates that the disclosure is not required for the organisation being processed and a blue icon that the disclosure is optional.

The icons used are as follows:

📄	Node containing multiple fields of data or a data entry grid
📄	Paragraph node
🏷️	Flag – can be Yes, No or Not Applicable
📅	Date node
▦	Fixed grid node

To expand a folder, click on the "+" symbol to the left of the node, click on the "-" symbol to collapse it. To collapse all nodes, select **Collapse Tree** on the **Action** panel.

When you select a node, the area to the right of the tree displays the data held in the node.

Multiple field nodes

When you select a multiple field node, you will either be presented with multiple fields or a data entry grid.

General information - example of a multiple field node

You cannot edit shaded fields, however all other fields can be edited. The shaded fields will either be auto generated or relate to prior year's data which will be drawn from the previous accounting period. If you wish to change the prior year's data, load the previous year's data set and edit it there.

Subsidiary undertaking – example of a data entry grid node

Data entry grids work in exactly the same way as other data entry grids in the system.

Paragraph nodes

When a client is created, some paragraph nodes will be populated with default wording based on a set of standard paragraphs defined for the entity type. For a Paragraph node type, the system displays the current text relating to the paragraph in the **Node details** area. To edit a paragraph, click the **Edit** button. In addition, you can use the drop-down list under **Node Details** to select the wording from a different standard paragraph. To remove the selected text, click the **Clear** button. If you see **[Customised]** in the drop down field, this indicates that the text in the paragraph has been edited for the client.

When editing a paragraph node, it is possible to paste in text copied from a MS Word file. Sometimes the source text can contain hidden Rich Text formatting, and this can have an unintended influence on how that paragraph is rendered on the face of the accounts. To control this, AP will default to "paste plain text" whenever you paste into the paragraph. This removes any hidden RTF code and improves the consistency of the rendered accounts.

Flag node

Flag nodes contain a description and either a checkbox if there response required is to toggle something on or off, or radio buttons for **Yes**, **No** or **N/A:**

Date node

A date node contains a description and an edit field for the date.

You can use the drop down arrow to display a calendar from which you can select a date, or you can type the date into the edit box.

Fixed grid node

A fixed grid node allows you to enter data into a grid:

The cell that has focus is surrounded by a double border. Enter the data and press **<Enter>** to move to the next editable cell. You can also use the arrow keys to move from cell to cell but note that not all cells will be editble.

Statutory Database Search

There is a powerful search function to help you locate the node you require. Simply type a key word in the **Search** field on the **Task Bar** and press Enter. The first node that matches your criteria is highlighted. You can then press [F3] to skip to the next node that matches your search criteria. To display all nodes again, clear the value from the **Search** field.

It is also possible to search for the code of the database field in which the disclosure is stored. For example searching for "#cd80" will position the cursor to select "Depreciation – Investment properties".

Alternatively, you may search for a key word and use the Previous and Next search arrows to jump to the previous/next matching node;
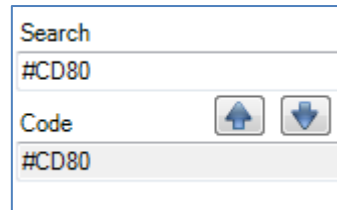
View Custom Paragraphs

You can filter the statutory database tree so that it only displays paragraphs that have been customised for the dataset. To do this, click the **Custom Paragraph Nodes** check box on the **Task Bar**. Click the check box again to remove the filter.
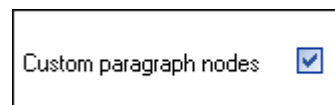
Custom Paragraph Filter Option

General Information

The **General Information** node allows you to view and modify company details, including date settings and rounding units. Select **General Information** under the **General** folder to display the selected company details. These details appear under **Node Details** in the right pane:
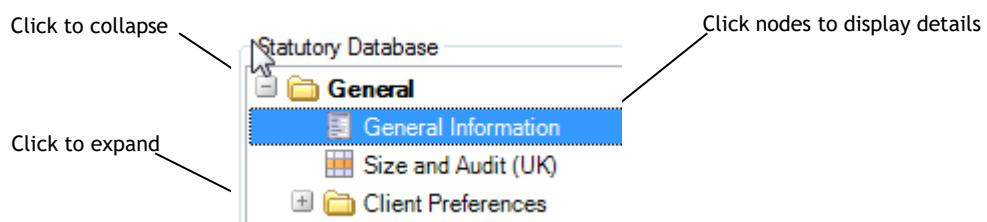
General Information Node

Size and Audit

This grid is available for some entities and provides guidance information on the size of the entity relative to Companies Act thresholds, as well as guidance on the Audit requirement:

Node Details

For Accounting periods commencing on or after 1 January 2015					Small Limits	Medium Limits
Year	2016	2015				
	£	£				
Turnover	30,950	-	-	-	10,200,000	36,000,000
Gross assets	30,744	-	-	-	5,100,000	18,000,000
No. of employees	-	-	-	-	50	250
RESULTS						
Size in the year	Small	Small	Small	Small		
Size for accounts purposes	Small	Small	Small	Small		
Is an audit required?	No	No	No	No		

The current size as set by the #Size1 field is :   **Small**

The current Audit settings as set by #CD22 field is :   **Fully Exempt – Accountants report**

Information

Do you need to set the 1st Year flag?

This grid is for information purposes only
You will also need to refer to s384 CA06 to establish whether the company is ineligible on grounds other than size.

Disclosure Information Node Details

CCH AP populates some of the information shown e.g. some details are populated based on the company type and business size. The system will calculate the company size and audit required based on information obtained from the current, comparative and pre-comparative accounting periods. The guidance is highlighted in the red-bordered cells.

You must make the final selection of the size and audit requirement using separate question nodes in the Client Preferences section of the tree:

Client Preferences
- Compliance terminology
- Companies Limited By Guarantee (CLGs)
- Single shareholder?
- Reduced Disclosure Framework
- Exempt from Audit?
- Size of entity
- FRS102 Section 1A – Small Companies Exemptions
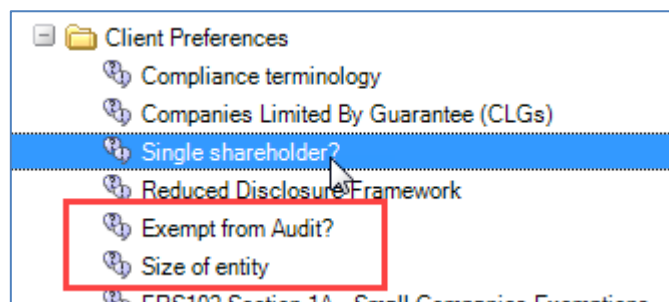
CCH Working Paper Management

If the accounting period has activated Working Papers, then the Statutory Database will also display within the tree any working papers that are present.

The tree can be filtered using the options at the top as follows:
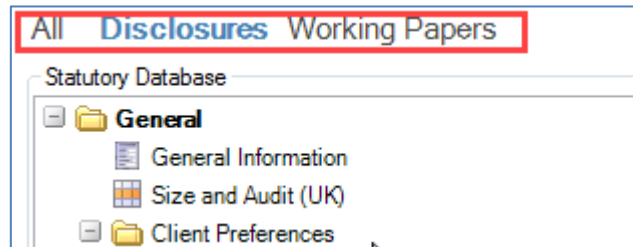
All – displays all statutory database nodes and all working papers

Disclosures - hides the working papers and only displays the statutory database nodes

Working Papers – hides the statutory database nodes and only displays the working papers

Officers

All clients and contacts are maintained in the **Central** database, hence to disclose an officer in CCH AP you first need to set the individual up as a contact or client in Central. Once they are present in the database, you can either set the association in Central, to say indicate that the contact is a director of a company, or set the association via the accounting period in CCH AP. If you set the association in Central, the officer will automatically appear in the Officers grid, provided the start and end dates for the association indicate that the contact was an officer during the accounting period.

To maintain officers' details in CCH AP, select **Officers** from the **Financial Reporting** group on the CCH AP **Task Bar**. This displays a grid showing the contacts that are associated as officers.

Dispense with Company Secretary ☐	Secretary	Mr Glenn Turner	...							Sign Directors Report ☐

		Details			**Appointment**			**Share Holdings**		**Signatories**	
	Order	Name	Type	Appointed	Resigned	Retiring	Deceased	Holdings	Directors' Report	Signatory Capacity	Balance Sheet
✳											
▶	1	Mr Geoffrey Richardson	Director			☐	☐	Edit	☐	None	☐
	2	Mr Glenn Turner	Director			☐	☐	Edit	☐	None	☑
	3	Ms Terri May	Director			☐	☐	Edit	☐	None	☐

To add a new Officer, click in the first row of the grid in the **Name** column. Click the button in the **Name** field to search for the required contact. Once you have located the contact, either double click on the line containing the contact, or select it and click on **OK.**

The remaining columns contain dat that is required for disclosure in respect of the officer.

If the there is no secretary, select the checkbox at the top of the window, otherwise you can select the Secretary at the top of the window by clicking the ellipsis button in the **Secretary** field.

Checkboxes are available for you to indicate if the secretary is signing the directors' report, or one of the directors, along with checkboxes to indicate which directors are going to sign the balance sheet.

If you need to change the presentation of an Officer's name on the face of the accounts, you can use the **Name Override** task. This shows a new column in the Officers grid, where you can type the exact name as you wish it to appear on the accounts.

Reporting periods

CCH AP supports reporting for multiple reporting periods within the accounting period. This allows the production of regular management accounts, such as monthly or quarterly.

From the CCH AP **Homepage**, select **Reporting Periods** from the **Actions** panel and the following dialog will be displayed.

By default, all accounting periods have 1 reporting period representing the whole accounting period. This will have a period end date that equates to the accounting period end date. If you are only preparing annual accounts then you do not need to make any changes to this.

If you wish to report over multiple reporting periods, enter each period end date in the entry line. E.g. for quarterly accounting for the data shown above, you would enter:

31/12/2016

30/09/2017

30/06/2017

Resulting in 4 periods being shown.

As you enter each period, the system will ask you if you wish to profile transactions, this will automatically allocate any existing transactions to the appropriate accounting period based on their date.

If there are no transactions, or they all fall in the first reporting period, all reporting periods will remain open. If there are existing transactions and any fall in periods after the first period, the system will automatically close any earlier periods.

During data entry, if reporting periods exist, the system will default to posting the data you enter to the first open reporting period. You can post to prior periods by selecting an earlier period from the drop down list.

When you have completed entries to the current period, you can close it and move forward to the next reporting period using the **Roll forward** option from the **Actions** panel of the **Homepage.** If you do this in error you can use **Roll Back** to reverse this. Note that you will not be able to roll back once you have posted transactions to the new period.

Note: if you use reversing journals, these will be automatically reversed when you roll forward.

You can use the predefined reporting periods to generate saved trail balances and report on the figures.

Financial Statements

The Financial Statements option provides you with access to routines to maintain the report formats, preview and print accounts and other financial statements. To access the routines, select **Financial Statements** from the **Financial Reporting** group on the CCH AP **Task Bar**.
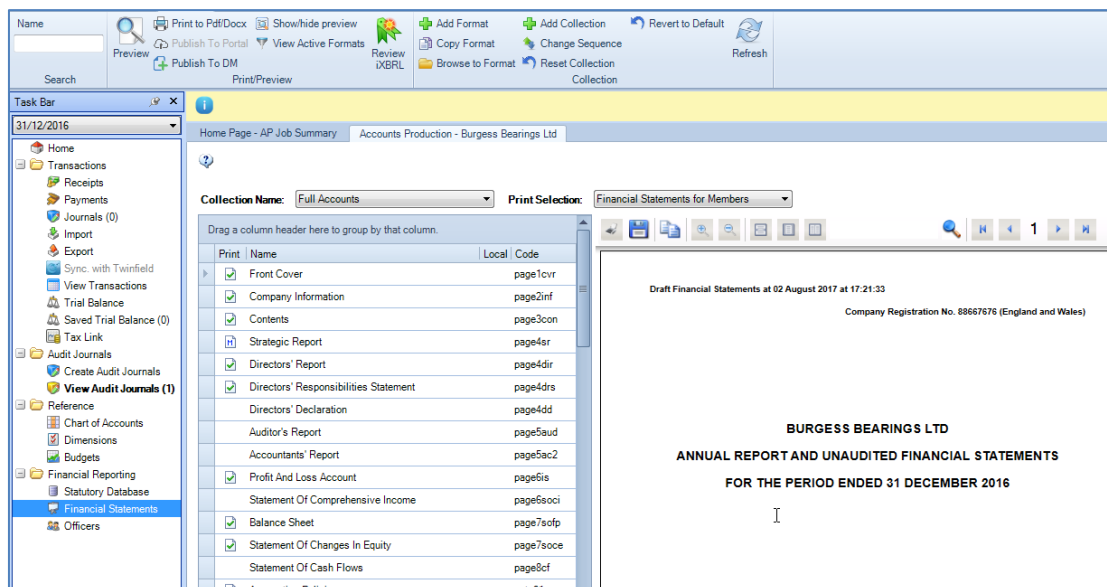
Financial Statements Main View

The grid shows the formats that make up the selected Collection.

Collections

A collection is a group of formats that together make up the financial report to be produced. Any number of collections can be present for an entity and our master packs are shipped with standard collections representing the main reports that you will want to produce. For example, the FRS102 Limited Company master pack is shipped with the following collections:
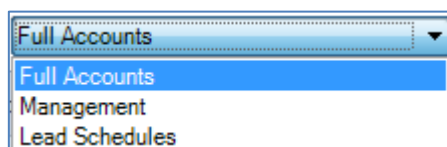
To display a list of the formats in a collection, select the collection name from the drop down list.

In addition to the standard collection, you can add your own collections at a client level. To do this, select **Add Collection** from the **Actions** panel. The system will ask you to provide a name for the collection and it will be added to the list.

Initially, the collection will be empty, but you can add, edit and copy formats as described below to populate it with the required formats.

Format list and preview panel

The format list contains the list of formats in the selected collection. Formats can have conditions on them which will automate the inclusion of relevant formats in a financial report. Any format that will be included when the report is previewed or printed is marked with a tick in the **Print** column.

If you would like to see only the "active" formats in the collection, you can enable **View Active Formats**. Once clicked it will remember this for that user, for all accounting periods/clients from then onwards. You can deactivate this by clicking on the View Active Formats button high-lighted in the ribbon.

The panel to the right of the list shows a preview of the selected format. As only one format is being previewed in this panel, page and note numbers will only relate to the single format and cross references to notes will not be resolved. These will be correctly resolved when you preview the full report.

The formats selected for the collection will, where appropriate, be driven by the size of the organisation as calculated or set in the Statutory Database. In the above screen shot, the unaudited accounts would have been for a small company. However, there are occasions when there are some disclosures in the accounts where you would like to use the rules relating to a large company. You can do this by bringing in the format that relates to the disclosures for the large company. This is done using **Add Format** from the **Actions** panel.

Add Format

Select the line in the format grid where you would like to insert the new format, select **Add Format** and the system will present you with the following dialog:
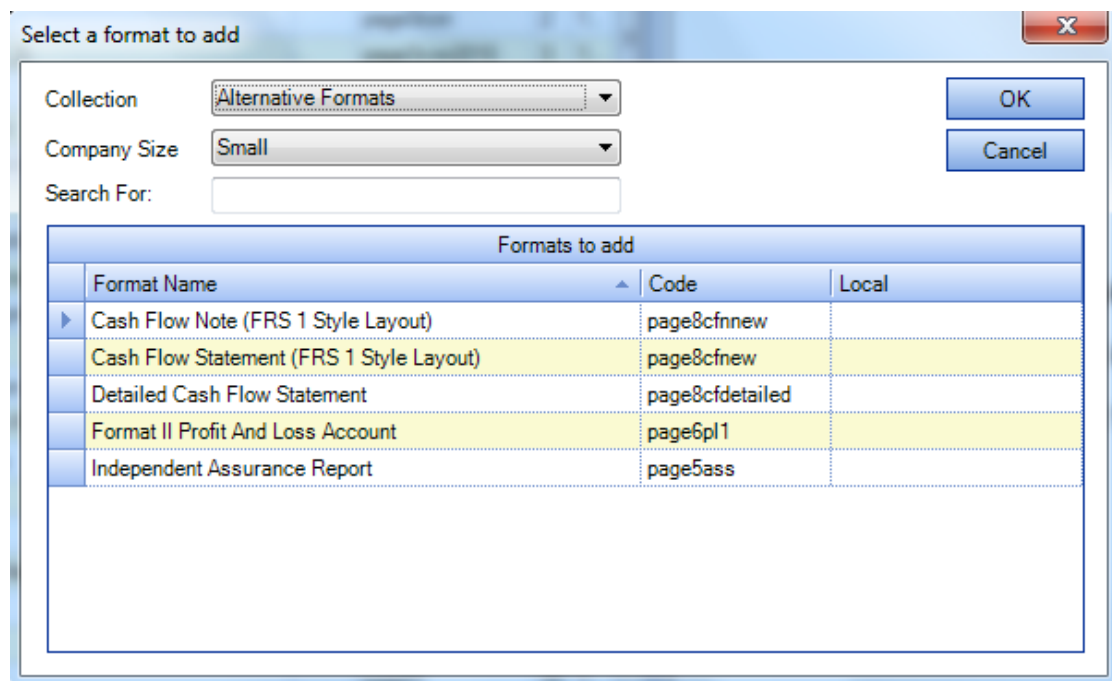
Select the collection and size of the company that contains the disclosure format you wish to use, say Medium. Scroll, or search, to find the relevant format, select it and click on **OK.** The selected format will be inserted indicating that the disclosures for the format relate to a different size organisation:

In the example shown, we have inserted a Creditors note based on medium company disclosures. We now have 2 creditors notes in the list so we can either exclude the one that is not required or remove it from the list.

Excluding and including a format

If a format has a tick by it but you do not want to include it in the financial report, point to the format, click the right mouse button and select **Exclude From Print** from the popup menu. The tick will change to a blue cross and the format will no longer be included.

You can also force a format to always be included by selecting **Include In Print** from the same popup menu. A blue tick icon indicates that the format has been force included.

The final option in this area of the popup menu is to **Revert to print condition**. This sets to format to be included or excluded based on the print condition originally associated with the format.

Removing a format

It is also possible to remove a format form the collection by selecting **Remove** from the popup menu. The system will ask you to confirm that you wish to remove the format before completing your request.

Exporting a format to MS Excel

You can right click on a format in the grid and select "Export format data to Excel". This may be beneficial as a quick and simple way of getting the data contained within the format into Excel for further analysis or manipulation.

Editing a Format

You can edit any format to customise it for the client. All formats that have been customised are flagged with the icon ![icon] in the **Local** column.

You can view a list of all the localised formats in your database via a Home Page Control "Localised Formats";
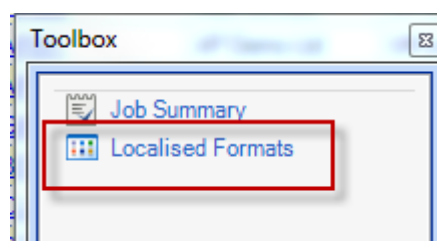
This displays all the local formats for every Client (for the most recent 2 accounting periods). It can be sorted or filtered by Employee, Office, format etc to help give you visibility of who, where and why formats are bring localised.

Also, you may use the =LocalFormats() command to display a list of all the local formats in the current job. This command could be added to the bottom of the Exception Report format for example. Please see the 2015.1 Release Notes for more details.

It is possible to allow users to edit some formats whilst preventing them from editing specific formats by identifying them as a Protected Format. If required, this can be done via Maintenance > Accounts > Format Designer, right clicking the format you wish to protect and select the Protect Format option.

To open a format for editing, double-click the format on the grid and the definition of the format will be displayed in a separate tab.

By default, the format appears with draft mode off. This means that any rows in the spread sheet that are included based on a condition will not be shown if they would not be included in the final report. I.e. the data shown is that which will form the final report.

To expose the suppressed rows, select **Draft mode** under **Tasks** in the **Tabs Bar**. This option acts as a toggle to switch draft mode on and off.

If you edit a format and want to save your changes, you can select **Save** from the **Task Bar**. If you have not saved your changes, you will be prompted to do so when you close the format. Any edit that you carry out through a client's accounting period will only apply to the accounting period loaded and will make the format local.

When editing a format, the format toolbar provides cut, copy, paste, undo and redo options. The formatting fields and the toolbar are for information only and cannot be edited.

Format Toolbar

Lookup References

When editing a format, you may see references to certain variable values. These are designed to allow a greater degree of flexibility in the reporting. If you need to find out more information about a specific variable, you can use the lookup tools to help.

Lookup tools are provided for five types of variable;
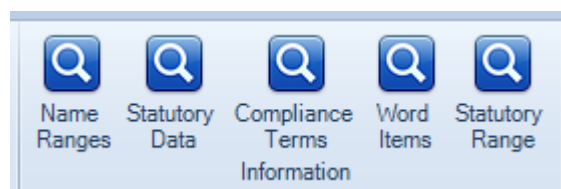
Name Ranges (for example [a,**POOABT**]).

Will show you the nominal codes that make up that range and any nominal balances that are present.

Statutory Database items (for example **#on51** or **#cd68**).

Will display the title of the Statutory Database field and its Parent field, along with various other properties of the Statutory Item. There is also a "go to" hyper link to open the Statutory Database on the selected field.

Compliance Terms (for example **#term2**, only valid for IFRS and FRS102 entities). Allows user to see details relating to the selected Term.

Words (for example **#WD3**).

Allows user to see details relating to the selected Word.

Statutory Range

Displays which individual statutory database fields are summed within the selected Statutory Range.

Styles

Each cell has a style attached to it to specify the font settings which will be used on the resulting report. Each style has a name to identify it and when you select a cell the style name and the formatting settings it contains are displayed in the toolbar. You can change the style used for a cell by selecting the cell and choosing a new style from the list of styles that appears when you hover over the **Styles** tab on the right of the spread sheet.

The formatting settings for the style are defined in the Theme that is applied to the client. The Theme applied to the client can be changed via the **Maintenance ▶ Accounts ▶ Job Themes** menu option.

You can copy the style assigned to one cell to another easily using the Style Painter

button on the toolbar;

Excel Functions

The spread sheet used for editing formats supports standard MS Excel functions, for example =sum(), =average(), etc. It also supports an additional function for the extraction of data from the Accounts Production database, =AP(…), where … is the formula to execute. The formula within the AP() function currently follows the syntax of the formula used in VAP. The following are some of the most commonly used formulae;

Nominal Formulae

The following lists some simple formulae:

=AP("#ld0010")	Returns the name of account 0010. (Note ld is LD not ID – if you type LD in capitals, the system will capitalise the description.)
=AP("a,0010")	Returns the balance of account 0010 for the current period (a=current period). To return the

	figure for the comparative period use b as in **=AP("b,001")**
=AP("a,0010..049Z")	Returns the balance of a range of accounts for the current period.
=AP("a,0010+a,0020")	Returns the sum of the accounts shown.
=AP("{a,0010-b,0010}")	Returns the difference between the balance on the account in the current and prior years.
=AP("{(a,0010-b,0010)/b,0010}")	Returns the percentage difference between the current and comparative years when the cell is formatted as a percentage type.

Range Formula

Range names exist for every nominal account and can be viewed from the **Maintenance ▶ Accounts ▶Name Range** menu option. Name Ranges are retrieved in formulae as follows:

=AP("[a,*TOTREV]")	Turnover (current year).
=AP("[b,*AE]")	Administrative expenses (comparative year).
=AP("[a,*AE]+[a,*DC]")	Total of administrative and distribution expenses.
=AP("[a,*TOTREV]-[b,*TOTREV]")	Difference between current and comparative turnover.

Range Commands

These allow the descriptions, balances and differences between a range of nominal accounts to be displayed using a single formula for each element to be included:

=AP("RangeDef,[*AE],s,a,-1,0,ab")

This command inserts a list of nominal descriptions (in this case based on a name range of Administration Expenses) on a number of rows based on the specified range and conditions applied. It is normally used in conjunction with the RangeCode formula to insert a listing if nominal account balances in a report.

The structure of the formula is explained below:

RangeDef	The definitions (long description) of a range of nominal accounts.
,[*AE]	The range of accounts to be included (the example refers to the global range of AE but can also refer to actual nominal codes, see below).
,s	Optional field to control if subcodes are displayed. If the "s" is included in the command, then each subcode will be displayed. If the "s" is deleted from the command, then the balances of any subcodes will be consolidated and shown as a single row for their parent nominal code.
,a	Required field. In RangeCode below, this refers to the period of the data to be included, a for current year or b for prior year.
-1	-1 (True) or 0 (False) indicating the sort order to use. If this is 0 then the data will be sorted alphabetically by nominal code

0	description. If this is -1 then the data will be sorted by nominal code.	
	-1 (True) or 0 (False) indicating if rows with zero values are to be included. If this is -1 then the test referred to next would be ignored.	
ab	The periods to be scanned for balances on account. In this case look at both this year and the prior year and if either has a balance include it. If this was just 'a' the test would only be done on the current year and 'b' on the prior year.	

=AP("RangeCode,[*AE],s,a,-1,0,ab")

As can be seen, this command takes the same format as that for the RangeDef and would normally appear in a column where the figures are to appear on the same line as the RangeDef command. This command inserts a range of nominal values on a number of rows based on the specified range and the conditions applied, as described for range def.

Example

To list all accounts that make up turnover on a detailed report you would use the following:

	B	C	D
10	=AP("RangeDef,[*TO],s,a,-1,0,ab")	=AP("RangeCode,[*TO],s,a,-1,0,ab")	=AP("RangeCode,[*TO],s,b,-1,0,ab")
11			
12		=SUM(C10:C11)	=SUM(D10:D11)
13			

As lines are inserted the sum range will be increased. Alternatively you could have created the total by referring to the total of the global range using =AP("[a,*TOTREV]) and =AP("[b,*TOTREV]).

Range Commands using Nominal Accounts

In addition to using name ranges to insert a list of nominal accounts, you can also specify a range of nominal codes. This is achieved by replacing the *RANGE_CODE in the above format with a list of codes in brackets. Apart from this the format is the same.

For the Nominal Descriptions

=AP("RangeDef,[(0010..049Z)],s,a,-1,0,ab")

Inserts a listing of all accounts in the range 0010 to 049Z where there is an active balance in either the current or the prior year for the account.

For the Nominal Balances

To insert the balances for the current year next to each account, use:

=AP("RangeCode,[(0010..049Z)],s,a,-1,0,ab")

Example

To list all accounts that make up turnover, based on their account numbers you would use the following:

	B	C	D
10	=AP("RangeDef,[(0010..049Z)],s,a,-1,0,ab")	=AP("RangeCode,[(0010..049Z)],s,a,-1,0,ab")	=AP("RangeCode,[(0010..049Z)],s,b,-1,0,ab")
11			
12		=SUM(C10:C11)	=SUM(D10:D11)
13			

As lines are inserted the sum range will be increased. Alternatively you could have created the total by referring to the total of the global range using =AP("a,0010..049Z) and =AP("b,0010..049Z]).

RangeDif command

The RangeDif command is used in variance analysis to show the difference between two periods.

If the command is:
=AP("RangeDif,[*TOTREV],u,q,0,uqab")

Then it prints a value if any of balances u, q, a or b are nonzero. Further parameters , S (optional) for include sub accounts can be added as the 7th parameter and ,Deb or ,Cred can be added as an 8th parameter.

Further detail can be found in the Help documented here:
https://www.help.cch.co.uk/003_CCH_Accounts_Production/020_Getting_Started/120_Working_with_Formats/050_Formulae/RangeDif_and_Dif_commands

ColumnFlex Command – automatic adjustment of column width

Some pages have a variable number of columns. In this situation, it is common to want the rightmost column on each page of the accounts to line up. In the past this has been done by inserting formulae that count how many numeric columns are going to print and then increasing the width of an earlier description column by the width of the suppressed columns. Changing the column width of the description column was complicated. It required using one WC command for each number of numeric columns that could be printed. The ColumnFlex command is designed to simplify this.

Suppose we have the following columns:

Col1 | Col2 | ColumnFlex(1.2) | Col4 | Col5 | Col6 | Col7 | Col8

Where some of columns 4 to 8 will be suppressed using a CS command if they contain no figures. When some of these columns are suppressed, we wish to add their column widths to the width of column 3 so that the right edge of the last printed column remains the same as on other accounts pages. All that is required is the following command in column 3:

=ColumnFlex(1.2)

This command tells the system to adjust the width of column 3 so that the rightmost column lines up with right margin of the page and to ensure that column 3 is at least 1.2 inches wide.

Notes

- The command does not use the =AP("...") syntax.
- If too many columns are printed to allow the ColumnFlex command's minimum column width in portrait mode and the page **Orientation** in **Page Setup** is set to **Autodetect**, then the page automatically switches to landscape.
- It is possible to use the ColumnFlex command to distribute the width of suppressed columns across more than one column. For instance consider the following columns:

  Col1 | Col2 | ColumnFlex(1.2) | Col4 | Col5 | ColumnFlex(0.5) | Col7 | Col8

  The width saved by the suppressed columns is distributed to columns 3 and 6, ensuring that column 3 is at least 1.2 inches wide and column 6 is at least 0.5 inches wide. The width is distributed proportionately, i.e. in the ratio 1.2:0.5 between columns 3 and 6.
- The ColumnFlex command was introduced in version 2017.4 and an example can be seen in the FRS102 Statement of changes in Equity (SOCIE).

Example used in FRS 102 Limited - Statement of changes in Equity (SOCIE) – Page7soce

Page Setup – Orientation set to **Autodetect**

Cell B2 – formula added to cell: =ColumnFlex(1.6)

Columns D to L return a 1 or 0 based on whether anything printing in the particular column.

Column M – is the **Total** column and the formula in cell M2 tests if a Total column is required i.e. there are more than one column printing =IF(B1<=1,AP("cs"),"print"). Cell B1 counts the number of columns printing and is used as a reference for the Total column.

Referencing Data from a Saved TB or a Budget

It is possible to modify the above commands so that instead of returning the current year-to-date balances or comparative year balances, the commands return data from a saved trial balance or a budget which you have previously created. To do this, simply amend the command and replace the accounting period letter (ie "a" for current year, b for comparative") with the User Defined Reference. For example;

=AP("[g,*TOTREV]")

This will return the Turnover balance for the data set (either a saved trial balance or a budget) which has been assigned the user defined reference "g".

For more complex commands, such as RangeDef and RangeCode, make the following changes;

Original command; =AP("RangeDef,[*TOTREV],S,a,-1,0,ab")

Amended command; =AP("RangeDef,[*TOTREV],S,**g**,-1,0,ab**g**")

You may wish to use the "Edit and Replace" feature to update several commands on a format in bulk. To do this, highlight the column or cells, right click and select **"Find/Replace…"**.

- Enter the text to find, for example to replace the current year "a" you should enter find "a,".

- Enter the text to replace, to point to the user defined reference "g", enter "g,".

- Then click **Replace All**.
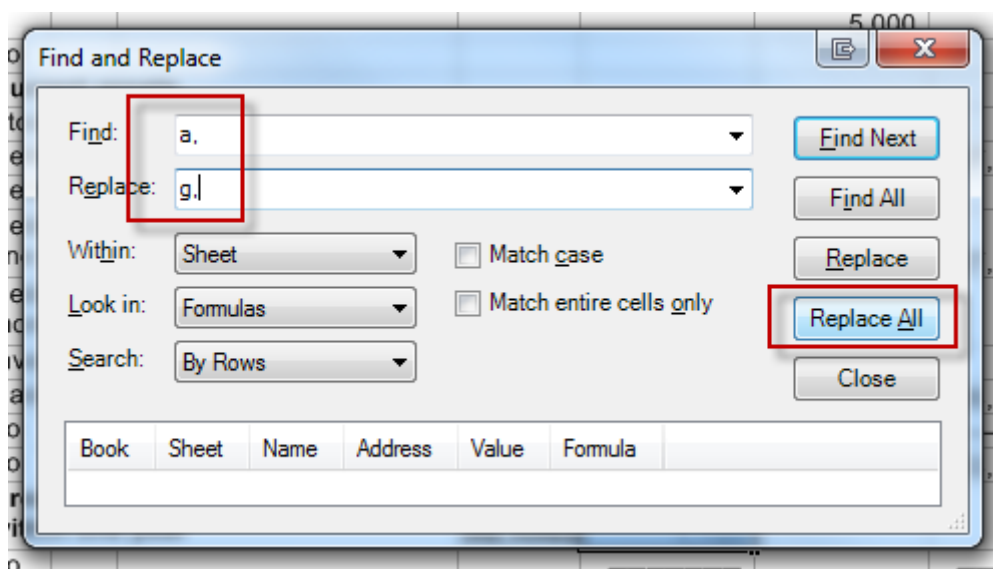
Images

It is possible to display an image on the face of the accounts, such as a logo or graph. AP supports .png, .jpeg, .jpg and .bmp image files.

The images you wish to print can be uploaded to the Image Library, click Maintenance > Accounts > Images.

To reference an image from the library on the face of a format, use the =IMAGE command.

This command has various parameters that control the image's size and its position on the format.

An example image command is shown below for reference;

=IMAGE("CCHLogo","100%","Page","Right","Top","1cm","1cm")

The =IMAGE command may also be used in conjunction with a **Theme** to define an image which prints in the header or footer of multiple formats.

For full details, please see the Accounts Production 2014.1 Release Notes.

Tables

If you wish to include a table within the financial statements, for example as part of a Trustees Report, this can be done as follows.

AP does not allow you to 'design' the table itself. Instead you must first create the table within MS Word, and then the table to can copied and pasted into a Statutory Database paragraph within AP.

The table data can then be edited within AP, but its structure cannot (e.g. you cannot add a new column).

The table may contain an AP command such as AP("#cd2") or AP("[a,*TOTREV]"), which will then be evaluated when previewing the accounts.

However please note that the formatting of the result of such commands will be determined by the Style in use on the cell in which the statutory database paragraph is referenced. Only a single Style can be used which may limit the presentational control of the contents of the table.

The table will be rendered correctly in Review & Tag, and the content of the table can also have individual tags applied to it if required.

Previewing/Printing/Saving Financial Reports

To preview a single format, first open the format for editing and then select **Preview/Print** from the **Task Bar**.

To preview a the full report generated by the collection, select the **Collection Name** using the drop-down list and click **Preview/Print** to view the report. From the preview, you can select the print icon in the toolbar or save the preview to PDF or Docx.
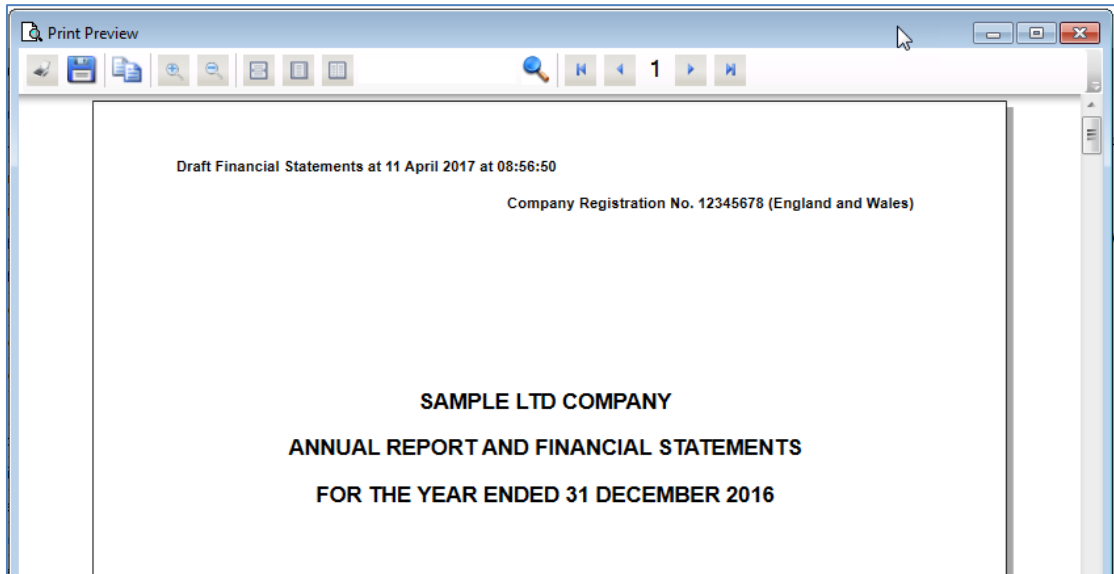
Other options in the toolbar allow you to zoom in and out and show the report in various preset modes.

Drill down from preview

If you point to a print element in the preview and click the left mouse button, the system will drill down to the source of that element of the report and allow you to edit it. For example, if you click on the principal activities text, you will see the following edit dialog:
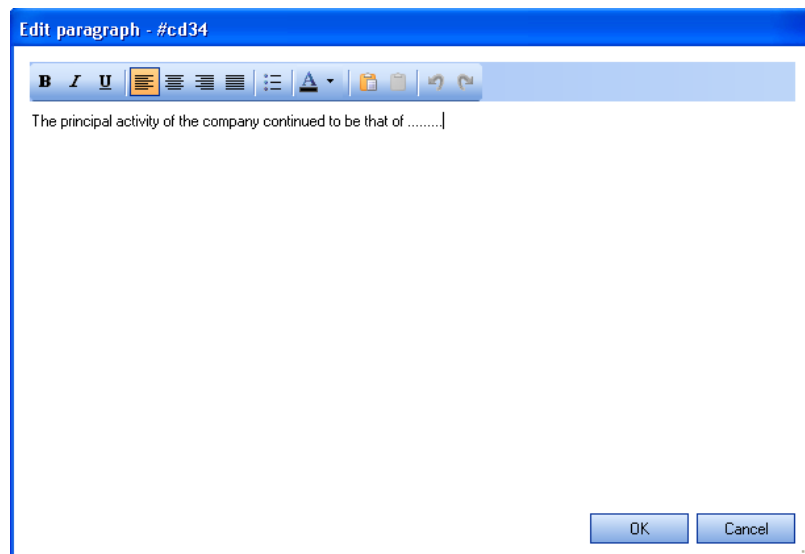
If you click on text that has been drawn from a cell in a format, the format will be displayed in a separate tab.

Clicking on figures will drill down to a dialog listing the nominal accounts that make up the figure.

Export to PDF/Word

The option **Print to Pdf/Docx** in the **Actions** panel allows you to save the Financial Statements as a PDF or MS Word file. To do this, select the Collection and click **Print to PDF/Docx** and the **Save As** dialog will appear. Choose the format that you wish to generate form the **Save as type** drop-down, specify the file name, and then click **Save**.

If you wish to apply encryption to the resulting PDF, then choose the **Pdf Document [Encrypted]** option, and you will be prompted to enter and confirm a password.

CCH Document Management

If you have purchased CCH Document Management, you will be prompted at this point to upload the PDF or Docx file to the Document Centre.

Alternatively you may directly upload the set of accounts to the Document Centre by clicking the action "**Publish to DM**".

CCH Portal

If you have purchased CCH Portal, you can publish the accounts to the Portal by selecting the "Publish to Portal" task. You can also set if the accounts require approval from the recipient. Any subsequent approval action can act as a trigger within CCH Workflow to advance to the next step in a process.

Resetting/Reverting collections

If you have changed a collection by adding and removing formats, you may wish to return the collection back to its original state containing the list of default formats. There are two ways to do this; Reset Collection or Revert to Default.

To do this, select the collection to reset in **Collection Name** and click on **Reset Collection or Revert to Default** from the **Actions** panel. The will result in the behaviour listed below.

The can be used to, for example, revert back to the default Creditors note that was change to that for a Medium company in Add Format above.

Reset Collection (soft);

- local formats - will remain in the collection
- force include/exclude (print condition has been overridden) - no change to the overridden print condition
- removed format from FS collection - removed formats will come back into the collection
- new format (added into Format Designer collection) - new formats will appear in the collection

Revert to default (hard);

- Local formats - will be removed from the collection
- force include/exclude - all print conditions will be reverted back to master

- removed format from FS collection - removed formats will come back into the collection

- new format (added into Format Designer collection) - new formats will appear in the collection

Revert to default is only accessible for users with access to the Task Permission **#Financial Statements #Revert Collection** and a warning message will be displayed;
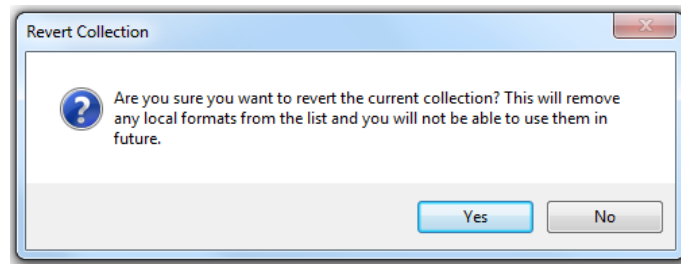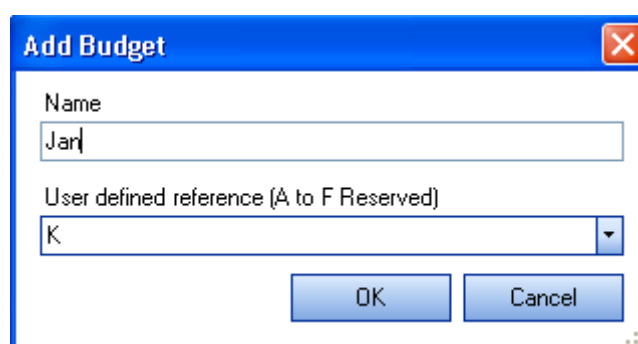
Budgets

The Budgets option allows you to record an unlimited number of budgets for the client. These can then be referenced on the face of financial statements.

To Create a Budget:

1. Select **Budgets** under **Reference** in the CCH AP **Task Bar**

2. Click **Add new budget** in the **Actions** panel and the **Add Budget** dialog appears:

Add Budget Dialog

3. Enter a name for the budget e.g. Jan.

4. To enable you access these figures in Financial Reports, enter an optional User Reference in the **User defined reference** field. The reference entered here can be used in formula in financial reporting to pick up the budget for inclusion in reports. References A to F are reserved, but other than that you are free to use references of your choice. Note that in this release references are restricted to a single character. E.g. "K" in the above example. You can use the drop down to see a list of any existing references in use. If you enter a reference that is currently associated with another source will advised of this and offered the option to continue

5. Click **OK**. A new budget column appears on the grid with the budget name you entered.

6. Enter the figures in the budget column.

General Maintenance Options

A number of maintenance options are accessible from the **Maintenance** menu. The changes you make here are practice level changes and will impact all new clients. Some changes, such as changes made in the format designer will also have an effect on existing clients.

To view these options select **Maintenance ▸ Accounts**:

Accounts

Auto Publish	Compliance Terminology	Format Updater	Job Themes	Master Pack Conversion	Officer Range	Statutory Database Defaults	Virtual Expressions
Chart Categories	Entities	Format Updater History	Master Asset Classes	Master Pack Difference Analyser	Paragraphs	Statutory Database Designer	Word Items
Chart Nominals	Entity Copy	Images	Master Pack	Master Pack Publish	Relationship Address Mapping	Statutory Range	Workflow Defaults
Charts	Format Designer	Import/Export Definition ▾	Master Pack Changes	Name Range	Statutory Auditor	Themes	

Maintenance Accounts Menu Options

The following is a brief explanation of the main options:

- Auto Publish – allows you receive future updates from CCH and automatically publish them
- Charts - lists of nominal charts
- Chart Categories – manage nominal categories
- Chart Nominals – manage existing and add new nominals
- Compliance Terminology – maintain the list of compliance terms used for IFRS and FRS102 disclosures
- Entities – maintain the lists that appears in the **Entity** drop-down
- Entity Copy – used to create a new Entity and Master Pack based on a CCH Entity

- Format Designer – allows the editing of all formats (may change existing clients if the format changed here is used in an existing clients reports. I.e. it has not been localised for the client.)

- Images – loads the Image Library, where you can add and maintain a collection of images which can be printed on the accounts

- Import/Export Definition – add and maintain the Nominal Mappings and File Structures used when importing or exporting a Trial Balance or transactions

- Job Themes – define and maintain the Themes assigned to clients (changes will affect existing clients)

- Master Pack – allows you to create new master pack versions for your entities

- Master Pack Difference Analyser – allows you to compare your current pack content with a new pack issued from CCH

- Master Pack Publish – Allows you to publish a master pack version so it is available for use in an Accounting Period

- Name Range – add or maintain the list of Ranges (groups of nominal codes) that are referenced in Formats (changes will affect existing clients)

- Officer Range – facilitates the creation of multiple nominal codes linked to officers within the chart of accounts

- Paragraphs – add or maintain the list of standard Paragraphs used in the Statutory Database (changes will affect existing clients)

- Relationship Mapping - specify what addresses appears within the Financial Statements (changes will affect existing clients)

- Statutory Auditor – maintain a list of Central Contacts that represent the Senior Statutory Auditors used within your firm

- Statutory Database Defaults – set certain parameters to apply to your firm, for example Country of Incorporation and Professional Body

- Statutory Database Designer – tool to allow modifications to the design of the Statutory Database for copied entities only

- Statutory Range – maintain a list of statutory ranges that are referenced within formats. These are groups of individual statutory database fields

- Themes – define the Themes and Styles that are available to apply to a client

- Virtual Expressions – view a list of date tests that are used within paragraphs and formats

- Word Items – add or maintain the dictionary of keywords referenced in Paragraphs and Formats

Appendix 1 – List of VRM values

VRM	Name	Test	Date
VRM1	Current Year Start date	>=	15/12/2004
VRM2	Current Year Start date	>=	01/01/2005
VRM3	Current Year Start date	>=	01/04/2005
VRM4	Current Year End date	>=	22/06/2006
VRM5	Current Year End date	>=	22/06/2005
VRM6	Current Year Start date	>=	01/10/2005
VRM7	Current Year End date	>=	31/03/2006
VRM8	Current Year Start date	<	01/04/2005
VRM9	Current Year Start date	>=	01/01/2007
VRM10	Current Year Start date	>=	06/04/2007
VRM11	Current Year Start date	>=	06/04/2008
VRM12	Current Year Start date	>=	01/10/2008
VRM13	Current Year Start date	>=	06/04/2009
VRM14	Current Year Start date	>=	01/10/2009
VRM15	Current Year Start date	>=	01/04/2008
VRM16	Current Year End date	>=	05/04/2009
VRM17	Current Year End date	>=	30/01/2004
VRM18	Current Year End date	>=	30/03/2004
VRM19	Current Year End date	>=	26/07/2000
VRM20	Current Year End date	>=	26/05/2004
VRM21	Current Year Start date	>=	17/07/2004
VRM22	Current Year Start date	>=	24/12/2006
VRM23	Current Year Start date	>=	24/02/2007
VRM24	Current Year End date	>=	15/12/2010
VRM25	Current Year Start date	>=	01/01/2010
VRM27	Current Year Start date	>=	01/10/2012
VRM28	Current Year End date	>=	30/09/2013
VRM29	Current Year Start date	>=	01/01/2015
VRM30	Current Year Start date	>=	01/06/2015

VRM31	Current Year Start date	>=	01/01/2016
VRM32	Current Year Start date	>=	17/06/2016
VRM33	Current Year Start date	>=	01/01/2017
VRM34	Current Year Start date	>=	01/01/2019
VRM35	Current Year Start date	>=	01/01/2018

Appendix 2 - General Data Protection Regulation (GDPR)

Two features have been added to Central to cater for GDPR compliance. Both are accessed from the **Main** tab of the client in Central:

- Delete client. Previously you could not delete a client if it had an Accounting Period. You had to delete the Accounting Period(s) first. This was inconsistent with some other Central applications. Now you can delete a client with Accounting Periods unless the client is part of a group of companies, in which case you are asked to remove the client from the group before deletion.

- GDPR Data Request. Before using this, you need to set up two folders in **File > Maintenance > Documents > Mail Settings**. The folders are called **Templates path** and **GDPR path**.

  Two buttons are available:

  - o **Generate PDF**. Exports client data into PDF files in a subfolder of the GDPR path folder. For CCH Accounts Production, files are generated for the trial balance and a set of accounts.

  - o **Generate XML**. XML files are generated for the client in the same folder. Again for CCH Accounts Production, files are generated for the trial balance and a set of accounts.

Notes

- If you are licensed for CCH Document Management, then the files are uploaded into Document Management rather than being saved in the folder.

- There are options for exporting files just for the Current Year and for Other Years. So for all years, tick both.

Further details are available in the Central Release Notes.