

Title of document	How to add deposits and prepayments
Author	Huma Mahmood-Khan
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Purpose

This procedure has been created to detail the methods through which a user can add deposits and prepayments in SQLWorks.

Scope

This procedure applies to all Lineal Software Solutions staff, as well as any prospective customers or clients who intend to utilise SQLWorks within their business environment. The procedure is aimed at the end user, who will be operating the SQLWorks client for the first time.

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Procedure

Nominal allocation for deposits and prepayments

To understand how deposits and prepayments are posted in SQLWorks you should refer to the accounts preferences to review which nominal codes the debtors and prepayments are posted to.

SQLWorks Accounts Preferences - Audit Setup

Default Group: Purchase Ledger 144, Sales Ledger Nom 244

Report Group: Trial Balance Sort Order Default: Nominal, P&L - B/S Sort Order Default: Nominal, Heading Naming Convention: Use Nominal, Report Column Type: Wide (Landscape), Display Format: Display as Positive

Setup Group: CreateGL Jnl with Stock Value Amendments: Auto Validate & Audit prior to TB, P&L & BS, Enable Last Year, Calculate Stock Valuation from Cost of Sales, Allow Prepayments, Default GL to to Active Audit View, Show Audit No when saving Journal, GL Tx List Clear on Year Change, Nominal / General Ledger Spelling: Nominal, Nominal / General Ledger Spelling Abbreviated: Nom, Nominal Reconcile Mode: Nom+Anl, Compress Display Mode: 3D

3D Audit Setup: 3D Floating, Anl->Nom (free)+ Dept, Anl->Nom (lock) + Dept, Just Nominal, Custom

Nominal Group:

	Nominal	Analysis	Dept
Creditor's VAT code	444	000	MISC
Debtor's VAT code	445	000	MISC
VAT payments code	446	000	MISC

Audit Group:

	Nominal	Analysis	Dept
Debtors code	447	000	MISC
Creditors code	448	000	MISC
Exchange/Variance	449	000	MISC
Settlement Nominal	450	000	NOTE - Settlement Dept - set by account
Stock On Hand	451	000	MISC
Cost of Sales	300	000	MISC

End of Year Group:

	Nominal	Analysis	Dept
Appropriation A/c	422	000	MISC
SQLWorks A/c	400	000	MISC
Suspense	998	000	MISC

CTRL Codes Group (Automatically calculated from PL Amount and SL Cost):

	Nominal	Analysis	Dept
Stock in Transit	205	000	MISC
Stock Rec Not Inv Suspense	205	000	MISC
Open & Closing Stock	205	000	MISC
Open & Closing WIP	205	000	MISC

Default Codes:

	Nominal	Analysis	Dept
Bad Debt Creditor PL	555	000	MISC
Bad Debt Debtor SL	557	000	MISC
Duty Nominal	888	000	MISC
Freight Nominal	999	000	MISC
Prepayments Nominal	111	000	MISC
Labour	777	000	MISC
Service Charge	976	000	MISC

Go to SQLWorks Nav bar>Preferences>Accounts preferences>Click on the Audit Setup tab (1,2).

When you make a regular payment to the 'Debtors' via Sales Accounts it is posted to the nominal code of its bank account and also the nominal code set against 'Debtors Code' in Accounts Prefs' (3).

SQLWorks Accounts Preferences - Audit Setup

Default Group: Purchase Ledger 144, Sales Ledger Nom 244

Report Group: Trial Balance Sort Order Default: Nominal, P&L - B/S Sort Order Default: Nominal, Heading Naming Convention: Use Nominal, Report Column Type: Wide (Landscape), Display Format: Display as Positive

Setup Group: CreateGL Jnl with Stock Value Amendments: Auto Validate & Audit prior to TB, P&L & BS, Enable Last Year, Calculate Stock Valuation from Cost of Sales, Allow Prepayments, Default GL to to Active Audit View, Show Audit No when saving Journal, GL Tx List Clear on Year Change, Nominal / General Ledger Spelling: Nominal, Nominal / General Ledger Spelling Abbreviated: Nom, Nominal Reconcile Mode: Nom+Anl, Compress Display Mode: 3D

3D Audit Setup: 3D Floating, Anl->Nom (free)+ Dept, Anl->Nom (lock) + Dept, Just Nominal, Custom

Nominal Group:

	Nominal	Analysis	Dept
Creditor's VAT code	444	000	MISC
Debtor's VAT code	445	000	MISC
VAT payments code	446	000	MISC

Audit Group:

	Nominal	Analysis	Dept
Debtors code	447	000	MISC
Creditors code	448	000	MISC
Exchange/Variance	449	000	MISC
Settlement Nominal	450	000	NOTE - Settlement Dept - set by account
Stock On Hand	451	000	MISC
Cost of Sales	300	000	MISC

End of Year Group:

	Nominal	Analysis	Dept
Appropriation A/c	422	000	MISC
SQLWorks A/c	400	000	MISC
Suspense	998	000	MISC

CTRL Codes Group (Automatically calculated from PL Amount and SL Cost):

	Nominal	Analysis	Dept
Stock in Transit	205	000	MISC
Stock Rec Not Inv Suspense	205	000	MISC
Open & Closing Stock	205	000	MISC
Open & Closing WIP	205	000	MISC

Default Codes:

	Nominal	Analysis	Dept
Bad Debt Creditor PL	555	000	MISC
Bad Debt Debtor SL	557	000	MISC
Duty Nominal	888	000	MISC
Freight Nominal	999	000	MISC
Prepayments Nominal	111	000	MISC
Labour	777	000	MISC
Service Charge	976	000	MISC

When you make a prepayment/deposit entry into SQLWorks Sales Accounts using the 'Refundable payment' option, the transaction is still posted to the 'Debtors Nominal' code but the value is automatically journaled to the 'Prepayments Nominal' code (4). The 'Prepayments Nominal' (4) code can be found in the 'Default codes' section of Accounts Prefs.

Once a prepayment balance is allocated against an invoice or refunded back via the Sales Receipt window or 'Reconcile' function in SQLWorks Sales Accounts, the value of your transaction is automatically journaled back from the 'Prepayment Nominal' to the 'Debtors Nominal' code.

Activating Prepayments

To be able to use the prepayments feature in SQLWorks Sales Accounts you first must activate it via SQLWorks Preferences. To do this go to the SQLWorks Navbar>Preferences>Accounts Prefs>Click on the Audit Setup tab (A) > Go to the Report Group section (B) and tick 'Allow Prepayments' (C).

Cancel Save & Close

Company Stock Quotes / B2B Orders Debtors (SL) Creditors (PL) Finance, Anl, Dept & VAT **Audit Setup** Sort MTD

Default Group
Purchase Ledger: 3444 Sales Ledger Nom: 134

Report Group
Trial Balance Sort Order Default: ☒ Nominal ☐ Nom & Anl - Dept ☐ Nom & Dept - Anl ☐ 3D ☐ Dept & Nom - Anl
P&L - B/S Sort Order Default: ☒ Nominal ☐ Nom & Anl - Dept ☐ Nom & Dept - Anl ☐ 3D ☐ Dept & Nom - Anl
Heading Naming Convention: ☒ Use Nominal ☐ Use Specified ☐ Join Specified
Report Column Type: ☐ Narrow (Portrait) ☒ Wide (Landscape)
Display Format: ☒ Display as Positive ☐ Display as Dbt/Crd ☐ Display ALL as Dbt/Crd

Setup Group **B**
Create GL Jnl with Stock Value Amendments: ☐
Auto Validate & Audit prior to TB, P&L & BS: ☒
Enable Last Year: ☐
Calculate Stock Valuation from Cost of Sales: ☐
Allow Prepayments: ☒ **C**
Default GL to to Active Audit View: ☐
Show Audit No when saving Journal: ☐
GL Tx List Clear on Year Change: ☐
Nominal / General Ledger Spelling: Nominal
Nominal / General Ledger Spelling Abbreviated: Nom
Nominal Reconcile Mode: ☒ Nom+Anl ☐ Nom ☐ Anl ☐ Dept
Compress Display Mode: ☐ 3D ☐ Nom+Anl ☒ Nominal

3D Audit Setup
☒ 3D Floating
☐ Anl->Nom (free) + Dept
☐ Anl->Nom (lock) + Dept
☐ Just Nominal
☐ Custom

Nominal Group
Creditor's VAT code: 555 Analysis: 000 Dept: MISC
Debtor's VAT code: 666 Analysis: 000 Dept: MISC
VAT payments code: 777 Analysis: 000 Dept: MISC

Audit Group
Debtors code: 999 Analysis: 000 Dept: MISC
Creditors code: 664 Analysis: 000 Dept: MISC
Exchange/Variance: 332 Analysis: 000 Dept: MISC
Settlement Nominal: 667 Analysis: 000 Dept: MISC
Stock On Hand: 214 Analysis: 000 Dept: MISC
Cost of Sales: 788 Analysis: 000 Dept: MISC

End of Year Group
Appropriation A/c: 111 Analysis: 000 Dept: MISC
SQLWorks A/c: 234 Analysis: 000 Dept: MISC
Suspense: 456 Analysis: 000 Dept: MISC

CTRL Codes Group
(Automatically calculated from PL Amount and SL Cost)
Nominal Analysis Dept
Stock in Transit: 235 000 MISC
Stock Rec Not Inv Suspense: 765 000 MISC
(Automatically calculated from PL Amount and SL Cost)
Open & Closing Stock: 432 000 MISC
Open & Closing WIP: 213 000 MISC
Addition Ctrl Accounts (csv):

Default Codes
Nominal Analysis Dept

How to add a deposit or prepayment

Go to SQLWorks Navbar>Accounts>Sales Accounts>Click on the Transactions tab>Click on the New Receipt button>This will open the Sales Ledger Receipt window>In the Defaults tab check the 'Refundable Payment' box before you save your receipt.

Once you have ticked the 'Refundable Payment' box, your receipt is classed as a prepayment. This option cannot be edited later on or activated on an already existing payment. The prepayment function can only be activated when you first add a new payment onto an account in SQLWorks. The entire value of the transaction is automatically journalled to the 'Prepayment Nominal' ledger code if you have ticked the 'Refundable Payment' box and saved your changes.

When you allocate a saved refundable payment balance to an invoice or issue it as a refund, the value of the prepayment will be journalled automatically to the 'Debtor Nominal' ledger code from the 'Prepayment Nominal' ledger code. Any outstanding prepayment balance will remain journalled to the prepayment nominal ledger. To learn more about payment allocation, please refer to [1.4.3.8 – How to add Sales Ledger Payments \(and Reconcile\)](#)

The screenshot shows the SQLWorks Sales Ledger Receipt window. The left sidebar contains the navigation menu with 'Accounts' and 'Sales Accounts' expanded. The main window is divided into several sections:

- Sales Invoice Address:** Company Name (2196 Lineal Staff), Name (Lineal Staff), Address 1 (Commercial House), Address 2 (11 The Strand), Address 3, Town (Barnstaple), County (Devon), Postcode/Country (EX31 1EU Great Britain), Telephone No., Fax No., and E-Mail.
- Group Ref:** 11111
- Bank Account:** B £ Lloyds Bank
- Fx Currency:** 0 £ 1.000000 0.00
- Date:** 12 Sep 2023
- Receipt Amount:** 0.00
- Prev Allocated:** 0.00
- Remaining To Alloc:** 0.00
- Settlement Disc:** 0.00
- Variance:** 0.00 -ve = loss, +ve = gain
- Account Name:**
- Account No:**
- Sort Code:**
- Receipt Ref:** CHQ
- Next Receipt Ref:** 12672
- Receipt Method:** Chq
- Refundable Payment?** (checked and highlighted with a red box)
- Credit On Account:** 0.00
- Reset** button

The bottom of the window shows a table with columns: Invoice No, Dspt, Crdt, Branch, Invoice Date, Due By Date, Fx, Exch Rate, VAT, Amt (+ VAT), Allocated, To Pay, Allocate, All, St, Take, Ig, Offered, Variance, and Settle Date. The table is currently empty.

Allocating and Deallocating prepayment Values

Once you allocate an entire outstanding prepayment value with no remaining prepayment balance to an invoice and save, the full amount will automatically be posted to the 'Debtor Nominal' code, this value cannot be deallocated at a later time and is no longer refundable. However if you add a partial prepayment and still have a remaining balance, this can be deallocated and edited until the final prepayment balance is settled via allocation. SQLWorks will automatically post journals to the relevant nominal ledger codes while you are making these adjustments.



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