

2013



# Online accounting

A guide for clients





# Online accounting

## A guide for clients

BWM Online is our online bookkeeping and accounting service, operated by Twinfield, who are the European market leader in the area of online accounting. It provides a cost effective & totally accessible way for you to work with us. Because BWM Online works as a web application, users can access and exchange financial reports online anywhere and anytime via a secure internet connection.

With BWM Online you get:

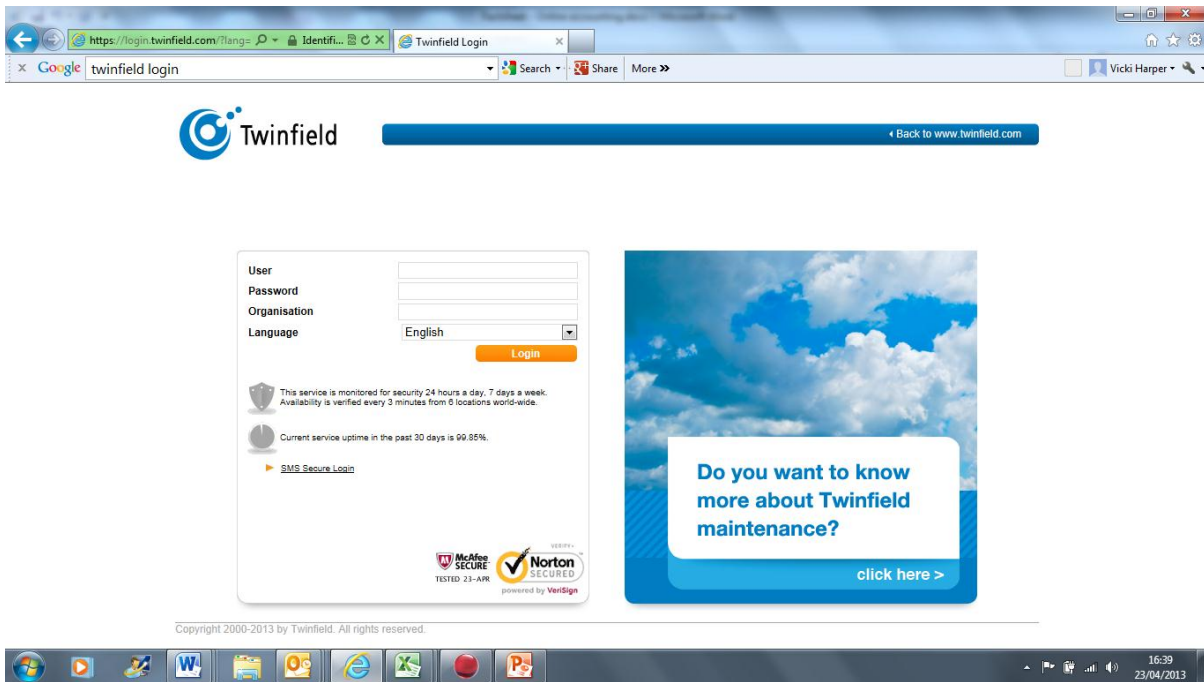
- Exceptionally secure online accounting with built-in safeguards for client data
- The ability to assess the impact of business problems based on the most up-to-date information
- The advice to strategically grow and develop your business
- Safe login, even via your smart phone with SMS Secure Login. Next to your own password, you will be sent a unique access code with every login, only to be used once.

Under our expert guidance, BWM Online allows us to work with you seamlessly in processing your accounting records online, tailoring our involvement to suit your individual requirements. It integrates easily with your existing software packages. Some of the uses include:

- Invoices – both sales & purchase
- Drillable reports – drill down to the original transaction
- Online VAT submissions
- Credit management
- Self-auditing – it matches as you go, no need for a reconciliation report



BWM online with Twinfield is a simple to use internet based interface, once we have set you up with a password you are able to log on from any internet enabled device:



Here are example screen shots of just some of the many functions that can be carried out through BWM Online:

### 1. Data Entry Purchases

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#### Data entry - Purchase invoice

Credit purchase invoice

Invoice date	Period	Supplier	Currency	Amount (incl. VAT)	Invoice no.	Due date	User
29/04/2013	2013/04		UK Pounds		Invoice no.		HOLMES1
				Not in payment run <input type="checkbox"/>		Description	
Image Code		Scan					

Destination	General ledger acct.	Cost centre	Project/asset	Amount (excl. VAT)	VAT
Current					P-STD %
				Description	
Current					P-STD %
				Description	
				VAT	Amount
				Total VAT	0.00
				Remainder	0.00

1 + Line Final Provisional Save draft Clear screen

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## 2. Sales Invoice Report – Simple view

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Transaction line	Transaction date	Transaction status	Invoice number	Period	General ledger account		Cust./supp./Cost centre		Description
					Code	Name	Code	Name	
<b>BWM (HOLMESLLP)</b>									
<b>Transaction type: Sales invoice (SLS)</b>									
<b>Transaction number: 201300001</b>									
1	15/01/2013	Final	201304000	January 2013	1100	Debtors Control Account (Accounts Receivable)	1000	Intel	
2	15/01/2013	Final	201304000	January 2013	4000	Sales Type A			Sales
3	15/01/2013	Final	201304000	January 2013	2200	Sales Tax Control Account			
<b>Transaction number: 201300002</b>									
1	15/02/2013	Final	20130061	February 2013	1100	Debtors Control Account (Accounts Receivable)	1000	Intel	
2	15/02/2013	Final	20130061	February 2013	4000	Sales Type A			Sales
3	15/02/2013	Final	20130061	February 2013	2200	Sales Tax Control Account			
<b>Transaction number: 201300003</b>									
1	15/03/2013	Final	20130046	March 2013	1100	Debtors Control Account (Accounts Receivable)	1000	Intel	
2	15/03/2013	Final	20130046	March 2013	4000	Sales Type A			Sales

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### 3. Profit & Loss report

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Criteria

- Reporting structure: EZORA-EN (EZORA-EN) (Show entire structure incl. general ledger)
- Company: BWM (HOLMESLLP)
- Period to (YYYY/PP): 2013
- General ledger account: All (Profit and Loss)
- Show details of: Accounts Payable, Accounts Receivable
- Status: Provisional transactions, Final transactions
- Rounding: Whole amounts
- Show: Non attached general ledger accounts (Yes)  
Empty general ledger accounts (No)  
Profit & Loss amounts X-1 (No)

	Opening balance	Period 1 to 54	Period 55	Balance
<b>BWM (HOLMESLLP)</b>				
Base currency: GBP				
<b>Profit and Loss</b>				
<b>Turnover</b>				
<b>Sales type 1</b>				
4000 - Sales Type A		-98,390		-98,390
Total: Sales type 1		-98,390		-98,390
Total: Turnover		-98,390		-98,390
<b>Cost of sales</b>				
<b>Cost of Sales</b>				
5000 - Materials Purchased		4,137		4,137
Total: Cost of Sales		4,137		4,137

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	Opening balance	Period 1 to 54	Period 55	Balance
7304 - Miscellaneous Motor Expenses		11,301		11,301
Total: Motor expenses		15,468		15,468
<b>Office expenses</b>				
7104 - Premises Insurance		6,667		6,667
7200 - Electricity		11,250		11,250
Total: Office expenses		17,917		17,917
<b>Rent and rates</b>				
7100 - Rent		17,789		17,789
Total: Rent and rates		17,789		17,789
<b>Legal and Professional fees</b>				
7601 - Audit Fees		5,264		5,264
7602 - Accountancy Fees		3,217		3,217
Total: Legal and Professional fees		8,481		8,481
<b>Travel expenses</b>				
7400 - Travelling		4,541		4,541
7401 - Car Hire		6,453		6,453
Total: Travel expenses		10,994		10,994
<b>Other expenses</b>				
7500 - Printing		4,705		4,705
7552 - Computers & Software		83		83
7906 - Exchange Rate Variance		0		0
Total: Other expenses		4,788		4,788
Total: Expenses		75,437		75,437
<b>Total: Profit and Loss</b>		-18,818		-18,818

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## 4. Bank Reconciliation

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### Electronic bank statements

**Bank statement**

Bank	BNK	Opening balance	0.00	Show lines:	<input type="checkbox"/> Allocated (0 of 6)
Account number / IBAN	8484888	Received	3 282.80		<input type="checkbox"/> To be matched (0 of 6)
Statement	20130128	Paid	-8 226.00		<input checked="" type="checkbox"/> Suspense account (0 of 6)
Date	28/01/2013	Closing balance	-4 943.20		<input checked="" type="checkbox"/> based on new allocation rules (0 of 6)
Currency	GBP	Suspense	0.00		<input type="checkbox"/> With error(s) (0 of 6)

Record 1 of 6. Progress 0%

**Line information**

<input type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input type="checkbox"/>	Account no.			
<input type="checkbox"/>	IBAN			
<input type="checkbox"/>	Account name			
<input type="checkbox"/>	Transaction code			

**Amount**  Received (credit)

**Account type**  
 Suspense  Customer  
 General ledger  Supplier  Cheque from supplier

**Description**

Save to allocation rule

VAT /  Open items

https://c1.twinfield.com/bankstatement/wizard.aspx?code=BNK&number=20130128&subid=1

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## 5. Online VAT

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Page Safety Tools

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**Electronic Return**

Year 2013

Period	Status	Created	On	Modified	On	Sent	On	Payable/Repayable
January	Not created							
February	Not created							
March	Not created							
April	Not created							
May	Not created							
June	Not created							
July	Not created							
August	Not created							
September	Not created							
October	Not created							
November	Not created							
December	Not created							

There is no gateway that you can use to send the tax return.

100%

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https://c1.twinfield.com/taxes/vatreturns/details.aspx?docId=22&action=showpdf - Windows Internet Explorer

https://c1.twinfield.com/taxes/vatreturns/details.aspx?docId=22&action=showpdf Twinfield International N.V. [NL]

**Before you fill in this form please read the notes on the back and the VAT leaflets "Filling in your VAT return" and "Flat rate scheme for small businesses", if you use that scheme. Fill in all boxes clearly in ink, and write 'none' where necessary. Don't put a dash or leave any box blank. If there are no pence write "00" in the pence column. Do not enter more than one amount in any box.**

		£	p
<b>For official use</b>	VAT due in this period on <b>sales</b> and other outputs	9 8 3 2	2 0
	VAT due in this period on <b>acquisitions</b> from other <b>EC Member States</b>	n o n e	0 0
	<b>Total VAT due (the sum of boxes 1 and 2)</b>	9 8 3 2	2 0
	VAT reclaimed in this period on <b>purchases</b> and other inputs (including acquisitions from the EC)	9 6 5 6	4 2
	<b>Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)</b>	1 7 5	7 8
	Total value of <b>sales</b> and all other outputs excluding any VAT. <b>Include your box 8 figure</b>	4 9 1 6 1	0 0
	Total value of <b>purchases</b> and all other inputs excluding any VAT. <b>Include your box 9 figure</b>	4 8 2 8 2	0 0
	Total value of all <b>supplies</b> of goods and related costs, excluding any VAT, to other <b>EC Member States</b>	n o n e	0 0
	Total value of all <b>acquisitions</b> of goods and related costs, excluding any VAT, from other <b>EC Member States</b>	n o n e	0 0

**DECLARATION:** You, or someone on your behalf, must sign below.

I, ..... declare that the  
(Full name of signatory in BLOCK LETTERS)

If you are enclosing a payment please tick this box

20:18 28/04/2013



## 6. Menu of Bank Accounts

**Twinfield UK – SME dashboard**  
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### Cash books and Banks

Code: [ ]  
Name: [BNK My Bank, CASH Petty Cash GBP]  
Line 1-2 of 2  
< Desktop Next >

#### Automatic processing

**ABN-AMRO** Click [here](#) to sign-up for the ABN AMRO connection, for the connection to be completed the sign-up at both sides must be performed.

**Rabobank** To sign-up for the Rabobank please login to RIB Pro and start the sign-up process from there. If the bank account belongs to someone without access to Twinfield. Please click [here](#) to send him/her a one time invite to make the connection.

Line 1-4 of 4. (max 10 lines)

#### Logged actions

Filter on current company

Date	User	Company	Action	Bank	Statement	Transaction number
15/04/2013 11:07:25	Nicole Hall (HOLMES1)	SME dashboard (EZORA-001)	Manual Import	My Bank (BNK)	20130128	
15/04/2013 11:04:44	Nicole Hall (HOLMES1)	SME dashboard (EZORA-001)	Manual Import (Failed)			
26/03/2013 20:13:26	Kevin McLoughlin (KEVIN)	SME dashboard (EZORA-001)	Manual Import	My Bank (BNK)	7	
14/03/2013 15:31:23	Kevin McLoughlin (KEVIN)	SME dashboard (EZORA-001)	Manual Import	My Bank (BNK)	7	

Here you can fill in the code of the bank. Click Next for the Settings screen.

## 7. Extended Trial Balance

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Period (YYYY/(PP)) 2013 to

General ledger account  Balancesheet  Profit and Loss

Cust./supp./Cost centre to

Project/asset to

Show details of  Accounts Payable  Accounts Receivable  Cost centres  
 Fixed Asset  Projects

Status  Provisional transactions  
 Final transactions

Rounding  None  
 Whole amounts  
 Thousands  
 Hundred thousands

Show  Non attached general ledger accounts  
 Empty general ledger accounts  
 Profit & Loss amounts X-1

Export Next >

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General Accounting Credit management Projects Documents New window v0.19.2

	Opening balance	Transactions (Period 1 - 55)	Balances	Year-end adjustments	General Ledger balance
<b>Trade debtors</b>					
1100 - Debtors Control Account (Accounts Receivable)					
1000 - Intel		8,028	8,028		8,0
1002 - Binatone		33,649	33,649		33,6
1003 - Toshiba		12,104	12,104		12,1
1004 - Nokia		5,310	5,310		5,3
1006 - Panasonic		8,557	8,557		8,5
1007 - Indesit		12,542	12,542		12,5
1008 - Whirlpool		7,463	7,463		7,4
1009 - Marks and Spencer 1004		7,886	7,886		7,8
Total: Trade debtors		95,539	95,539		95,5
Total: Debtors		95,539	95,539		95,5
<b>Current assets</b>					
<b>Bank</b>					
1201 - Bank Current Account 2		-3,556	-3,556		-3,5
1215 - Bank of Scotland					
2000 - Apple		-900	-900		-9
2001 - Blackberry		-41	-41		-
2002 - Google		-128	-128		-1,
2003 - FireFox		-1,800	-1,800		-1,8
2004 - Safari		-1,200	-1,200		-1,2
2005 - Hotmail		-83	-83		-
2006 - Outlook		-540	-540		-5

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	Opening balance	Transactions (Period 1 - 55)	Balances	Year-end adjustments	General Ledger balance
Total: Current assets		-12,300	-12,300		-12,300
<b>Short term creditors</b>					
<b>Trade creditors</b>					
2100 - Creditors Control Account (Accounts Payable)					
2000 - Apple		-3,178	-3,178		-3,178
2001 - Blackberry		-312	-312		-312
2002 - Google		-4,489	-4,489		-4,489
2003 - FireFox		-9,000	-9,000		-9,000
2004 - Safari		-4,249	-4,249		-4,249
2005 - Hotmail		-5,210	-5,210		-5,210
2006 - Outlook		-2,160	-2,160		-2,160
2008 - Yahoo		-6,784	-6,784		-6,784
2009 - Sky		-3,747	-3,747		-3,747
2010 - Samsung		-5,736	-5,736		-5,736
2013 - Howard Accountancy		-8,479	-8,479		-8,479
2014 - Viking		-3,614	-3,614		-3,614
2019 - Floors & Units		-75	-75		-75
2022 - Complete Car Lease		-5,000	-5,000		-5,000
2031 - Any		-8,000	-8,000		-8,000
2034 - Units & Floors		-15,000	-15,000		-15,000
Total: Trade creditors		-85,033	-85,033		-85,033
<b>Wages</b>					
2220 - Net Wages		6,401	6,401		6,401

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## **Virtual FD Service**

If required, BWM Online also provides a 'virtual finance director' service to give the same high-quality financial and business expertise to smaller businesses as enjoyed by larger companies who employ a Finance Director.