



# Online accounting

A guide for clients



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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 (cloud) accounting with built-in safeguards for client data
- The ability to assess the impact of business problems based on real-time information
- The support to strategically grow and develop your business, without ever outgrowing your software
- Safe login, even via your smart phone with SMS Secure Login.
- All data is held within the European Union
- Ongoing support provided with seamless updates

Under our expert guidance, BWM Online allows us to work with you collaboratively in processing your accounting records online, tailoring our involvement to suit your individual requirements. It integrates easily with your existing software packages. Features at a glance:

### **General Ledger- flexible, efficient and always in balance**

- Flexible, multidimensional chart of accounts
- Multi-currency and multi-company transaction handling
- Dual based currency
- Inter-company transactions and reporting
- Multiple reporting structures for country specific and group reporting
- User and role based dashboards, providing *real time* visibility

### **Accounts Payable- Scan and post**

- Receive / send invoices via email and use BWM online self-learning software to reduce input and errors
- Drill down to original invoice from on-line reporting
- Control your payment runs with credit terms and pay routines
- Ensure that settlement discounts and not missed or duplicate invoices processed
- Pay by BACS or cheques
- Use sophisticated self-learning software
- Check aged analysis to control cash flow



### ***Accounts Receivable – Simple and configurable***

- Create invoices from quotations
- Select goods or services from easy drop down lists
- Manage your days of debt. Automatic calculation of due dates
- Aged debtor analysis with full drill-down to documents
- Online credit management
- Statements and reminder letters – email or PDF
- Task creation for debt management
- Automatic allocation of payments from Bank Statements

### ***VAT***

- File your VAT returns online with HMRC

### ***Fixed Asset Register***

- Register your business assets by class & asset
- Fully integrate with General Ledger
- Depreciate by straight line or reducing balance
- Acquire, dispose, add to and revalue

### ***Project Accounting***

- Time & Billing
- Record invoices & expenses
- Bill from project

### ***Reporting***

- Over 50 Standard reports
- Export to PDF, CSV, Webpage and Excel
- Copy, reformat and save as new reports

### ***Twinfield Analysis***

- Excel plug-in
- Pre-defined data cubes for quick data access
- Merge with non-financial data

### **Pricing**

We agree with you the service package that is right for you, typically agreeing one low, flat monthly fee so you can budget accordingly.

BWM Online pricing is very competitive compared to other major online accounting packages. There are also considerable savings versus offline software costs and in relation to time savings.

For further information please contact Lesley Malkin- [lesley.m@bwm.co.uk](mailto:lesley.m@bwm.co.uk)

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:

**Welcome to BWM Client Area**

To access our Client Area, please enter your email and password below. By accessing your account you agree to our [terms and conditions of use](#).


Username:

Password:

[Forgot Password?](#)

If you are a new user to the BWM Client Area please contact V





[ Log out ]




**Welcome Twinfield Test,**


From here you can access our client services, resources and news updates. If you have any questions or updates please contact [Vicki Harper](#).

### Client Services

-  Online Book-keeping
-  Secure Document Exchange
-  Client Business Hub
-  Trustee Match









**BWMACFARLANE**  
Welcome Demo | Log off



General | Accounting | Credit management | Projects | Documents | New window v8.35.0


### My Desktop

**Messages**

-  Data entry (Accounting)
-  Transaction lines
-  Pay & collect (Pay & collect)
-  Matching
-  Data entry (Invoicing)
-  Reports (Overview)

[Generate verification number](#)  
You are in role Level 3. There are higher roles available with more functions.

**KPI Dashboard** | Notifications | Active processes

No data was found.	No data was found.	No data was found.	
VARIOUS	CASH FLOW	TOP 5 DEBTORS	% BILLABLE TIME

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

### 1. Data Entry Purchases

**Twinfield UK – BWM**  
Welcome | Log off

General Accounting Credit management Projects Documents New window v6.19.2

**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	<input type="text"/>	UK Pounds	<input type="text"/>	Invoice no.	<input type="text"/>	HOLMES1
<input type="text"/>		<input type="text"/>		Not in payment run <input type="checkbox"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	

Image Code  Scan

Destination	General ledger acct.	Cost centre	Project/asset	Amount (excl. VAT)	VAT
Current	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	P-STD % <input type="text"/>
Current	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	P-STD % <input type="text"/>
				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>									
Transaction type: Sales invoice (SLS)									
Transaction number: 201300001									
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			
Transaction number: 201300002									
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			
Transaction number: 201300003									
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

### 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

## 4. Bank Reconciliation

**Twinfield UK – SME dashboard**  
Welcome | Log off 

General Accounting Credit management Projects Documents New window v8.19.2

### Electronic bank statements

#### Bank statement

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

Record 1 of 6. Progress 0%

#### Line information

Account no.

IBAN

Account name

Transaction code

Amount  Received (credit) ▼

Account type:  Suspense  Customer  
 General ledger  Supplier  Cheque from supplier

Description   Save to allocation rule

[VAT](#) / [Open items](#)

## 5. Online VAT

**Twinfield UK – SME dashboard**  
 Welcome | Log off Twinfield

General | Accounting | Credit management | Projects | Documents New window v6.19.2

### Electronic Return

Year: 2013

Period	Status	Created	On	Modified	On	Sent	On	Payable/Repayable					
<input checked="" type="checkbox"/> January	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> February	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> March	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> April	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> May	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> June	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> July	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> August	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> September	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> October	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> November	Not created								★	🔄	🗑️	🔍	📄
<input checked="" type="checkbox"/> December	Not created								★	🔄	🗑️	🔍	📄

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

**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	1	9 8 3 2   2 0
	VAT due in this period on <b>acquisitions</b> from other <b>EC Member States</b>	2	n o n e   0 0
	<b>Total VAT due (the sum of boxes 1 and 2)</b>	3	9 8 3 2   2 0
	VAT reclaimed in this period on <b>purchases</b> and other inputs (including acquisitions from the EC)	4	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>	5	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>	6	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>	7	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>	8	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>	9	n o n e   0 0

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

If you are enclosing a payment please I, ..... declare that the  
 (Full name of signatory in BLOCK LETTERS)



## 6. Menu of Bank Accounts

**Twinfield UK – SME dashboard**  
Welcome | Log off

General Accounting Credit management Projects Documents New window v6.19.2

### Cash books and Banks

Code

Name   
  
Line 1-2 of 2

< Desktop **Next** >

#### Automatic processing

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.

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

Project/asset

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 >

**Twinfield UK – BWM**  
Welcome | Log off  Twinfield

General Accounting Credit management Projects Documents New window v6.19.2

	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
<b>Total: Trade debtors</b>		<b>95,539</b>	<b>95,539</b>		<b>95,5</b>
<b>Total: Debtors</b>		<b>95,539</b>	<b>95,539</b>		<b>95,5</b>
<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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Welcome | Log off

Twinfield

General Accounting Credit management Projects Documents New window v6.19.2

	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

## FOR GENERAL INFORMATION ONLY

Please note that this guide is not intended to give specific technical advice and it should not be construed as doing so. It is designed to alert clients to some of the capabilities. It is not intended to give exhaustive coverage of the topic.

Professional advice should always be sought before action is either taken or refrained from as a result of information contained herein.

### About Us

#### **Professional, Personal, Affordable.**

We are one of the leading, independent chartered accountancy practices in Liverpool. At BWMacfarlane we provide a wide range of accountancy and business support services to organisations and individuals throughout the North West of England and beyond. Our experienced and skilled partners and their teams are ready to support you with high quality, individual yet affordable services however complex your personal or business needs.

For more details of how we can help you transform your business, please visit [www.bwm.co.uk](http://www.bwm.co.uk) or call us on 0151 236 1494