Getting Started Guide

We have designed Comprehensive Accounts to be straightforward to use and hope that users will soon familiarise themselves with the menu-driven system, questions, tips and automatic reports and printed output.

This Getting Started document intends to explain the menu structure and step through initial setup.

If the answer to a question you may have is not apparent in this document or within the software, or you require technical support, please visit the support pages on our web site.

Ask a question on the support page www.comprehensivesoftware.co.uk/support and the web page will display articles from our knowledgebase which might answer your question. If a satisfactory answer is not displayed, you can submit a support ticket from the link immediately below or browse the knowledgebase for yourself at www.comprehensivesoftware.co.uk/support/knowledgebase where you can also ask a question to help narrow down your search.

We will keep our customers up to date on developments with regular emails, but please visit our web site at any time to see the latest news as we develop our software towards iXBRL and beyond.

# Menu Structure

The software is controlled using a traditional menu. Click each menu item to view the items in that menu. We will explain the contents of each menu in the following sections.

File menu

This menu controls creation of and access to your different companies' accounts. Each company's accounts is identified by a two-character code.

- *Change Company* opens a form which will allow you to move between the accounts of existing companies.
- *New Company* opens a form which will allow you to create a new database for the accounts of a company that is not yet in the system. This is not to be confused with creating new accounts for an existing company, which is explained in the Accounts menu.
- *Copy Company* opens a form which will allow you to copy the database for the current company to a new or an existing company database. The contents of an existing company database will be overwritten, so please take care. This creates an exact copy of the current company database in the system and is not to be confused with Backup which creates a zipped file containing the current company database for you to save elsewhere for business continuity etc.
- *Erase Company* will erase the current company database including all history – proceed with caution.
- *Reorganise Databases* will run routines to tidy up the current company database – e.g. purge deleted and temporary records, re-index tables etc.
- *Backup & Restore* allows you to create and restore backups of some or all of the existing companies' databases. For each selected company database, a zipped file will be created which you can then save to removable media for business continuity etc.
- *Exit* will close the application.
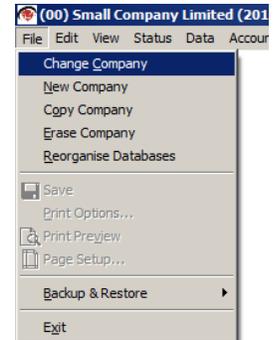
Edit menu

This includes standard text editing tools – Copy, Cut, Paste etc.

View menu

This menu is where you set the key parameters for the Accountants' details and the Business type for this company.

- *Accountant Parameters* Enter then name, type of firm and address in this form. These details will be automatically included for any new company database, where they may be changed any time for the specific requirements of that business.
- *Business Parameters* Enter the business name, type (e.g. sole trader, company) and the source of the trial balance (e.g. manual entry). The business name is automatically included for the accounts of a new business and for new accounts for an existing business, where it may be changed for those accounts if required.

Once business type has been activated for a new company by leaving this form, it cannot be changed for that company.

For a new company, the Data menu will be greyed out an inactive until you have opened and set the details in these menu items.

Status menu

This will open a form to summarise the status of the database – e.g. number of companies, number of produced accounts for the companies etc. This feature is not yet activated.

Data menu

This menu is the engine of the database and is where you enter all the data which will make up the company's accounts.

- *Business Details* Enter the business name, address etc.
- *Document and Disclosure* Choose options that will determine the overall contents of the accounts.
- *Accountants Details* This is the same as the overall parameters form, but you can change the details specifically for the current company database.
- *Directors* For companies only, enter the directors' and company secretary details.
- *Other Information* Enter the optional other information, such as Bankers details etc.
- *Directors' Report* Choose and edit the sections of the Directors' report of a company. Mandatory sections and headings will be included automatically.
- *Accountants Report* Choose the type of accountants report to be included with the accounts. The form and content of each report is not editable as they are mandatory and/or standard.
- *Trail Balance* Enter the figures from the extended trial balance of the company. The form has a number of tabs, each of which contains familiar sections of the profit & loss account and balance sheet.
- *Other Financial Data* Enter relevant financial data that is not included in the trial balance – e.g. geographical

turnover.
- *Accounting Policies* Standard accounting policies will be included according to the FRSSE. Text is pre-populated, but you can edit to your own requirements.
- *Notes* Mandatory notes and notes required according to the data entered to the trial balance. The form includes a tab for each note to the accounts that can potentially be included. A tab will be inactive if that note is not required. Active tabs will display a preview of the note and include entry fields and text boxes to further specify the disclosure in the note.
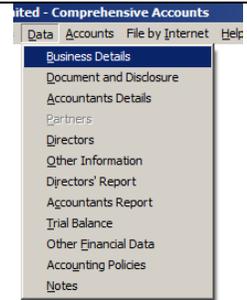
Accounts menu

This menu will control what you do with the current company's accounts:
- *Preview* To preview the accounts to screen or print to paper or PDF before they are finalised for production. You may preview the accounts any number of times. Preview the full or abbreviated accounts (if selected).
- *New Accounts* To create next year's accounts for an existing company database. This is not to be confused with the creation of a new database for the accounts of a company that is not yet in the system, which is explained in the File menu. New accounts can be created only after existing accounts have been finalised.
- *Status* This will display a status of the current company's database. This feature is not yet activated.
- *History* To open and view historical finalised accounts for the current company.
- *Prepare* To finalise the draft accounts of the current company. Draft watermarks will be removed from printed and documents and iXBRL tags included in files for online submission. On licences which limit the number of accounts to be produced, only now will this company's accounts be registered as utilising one of the limited number.

Help menu

To access further help and activation menus:
- *Online Support* To go to the help pages on our web site where you will find further detailed help and documentation as well as practical examples and FAQs. This requires an internet connection.
- *Activation* To enter licence details and register your installation of our software.
- *About* To display details specific to this installation of our software – e.g. release version and date, licence details.

Initial setup

When the software is first installed, it will include one empty company database and will open with this company database automatically when the program starts. This company database will have the two-character ID code 00 and be named YOUR COMPANY NAME HERE. Being a blank database, the first thing to do is to tell the program the fundamental accountant and business parameters. This is explained in the *View menu* section above.

Having entered these parameters, the other menus will be activated and certain of them will be pre-populated, shown or hidden based on the parameter selections made. Then the user can step through the *Data menu* items as explained above, entering the figures, text and choosing options particular to this company.

Having entered the data, then move on to preview and process the accounts in the *Accounts menu* – also explained above.

To create a database for a different company, select *New Company* from the *File menu* new and follow the same process for the new company details and preferences.

To create a New Year for the current company, select *New Year* from the *Accounts menu*.

As we introduce more features and functionally to the software, we will add to these explanations and to the support pages of our web site www.comprehensivesoftware.co.uk.