

# 1 Installing Light Accounting

After unzipping the **Light Accounting.zip** file to a location of your choice double click the setup.exe file. This will initiate the installation program of Light Accounting.



Figure 1: Set up initialisation window.

Ensure that you have closed all other running applications as instructed in this dialog box. To continue click on the OK button. The dialog below will appear.

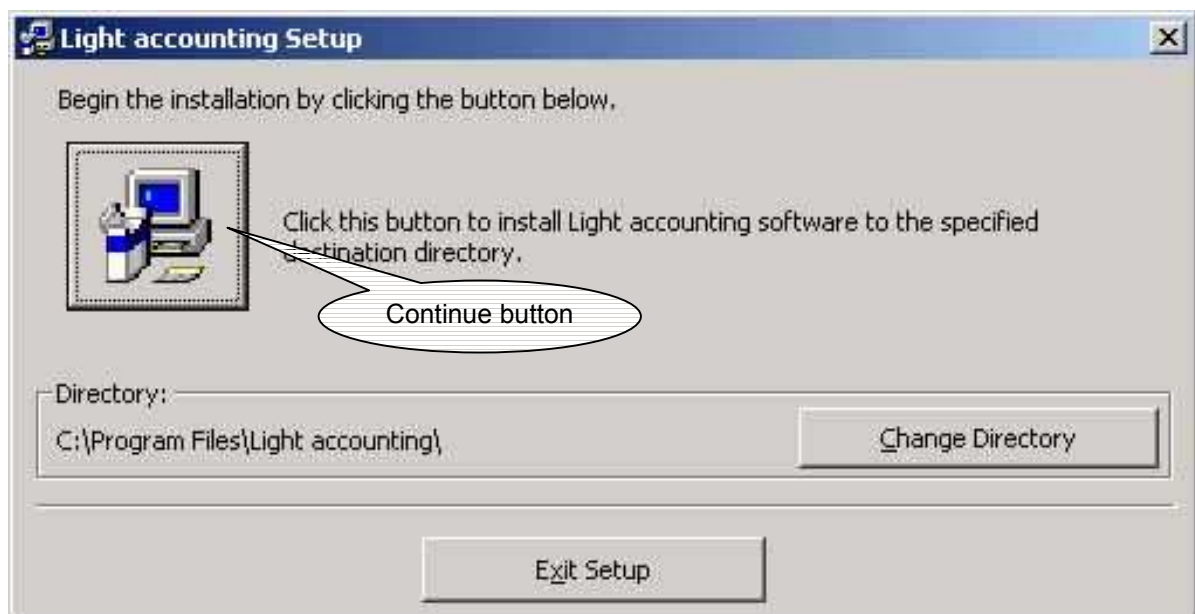


Figure 2: Specify installation directory.

It is recommended to maintain the default settings. Click the Continue button.

The setup process will take off and the progress indicator below will appear.



**Figure 3: Set up progress indicator**

If the set up program identifies name conflicts the following window will appear.



**Figure 4: Name conflict with files to be installed**

Normally you want to keep the newer files so click "Yes" to keep the newer file. After the installation is completed you will be informed through the dialog below.



**Figure 5: Setup completed**

Click OK to finish the installation.

## 2 First use of Light accounting.

The installation program will have added a shortcut to Light Accounting programme in the Start menu.

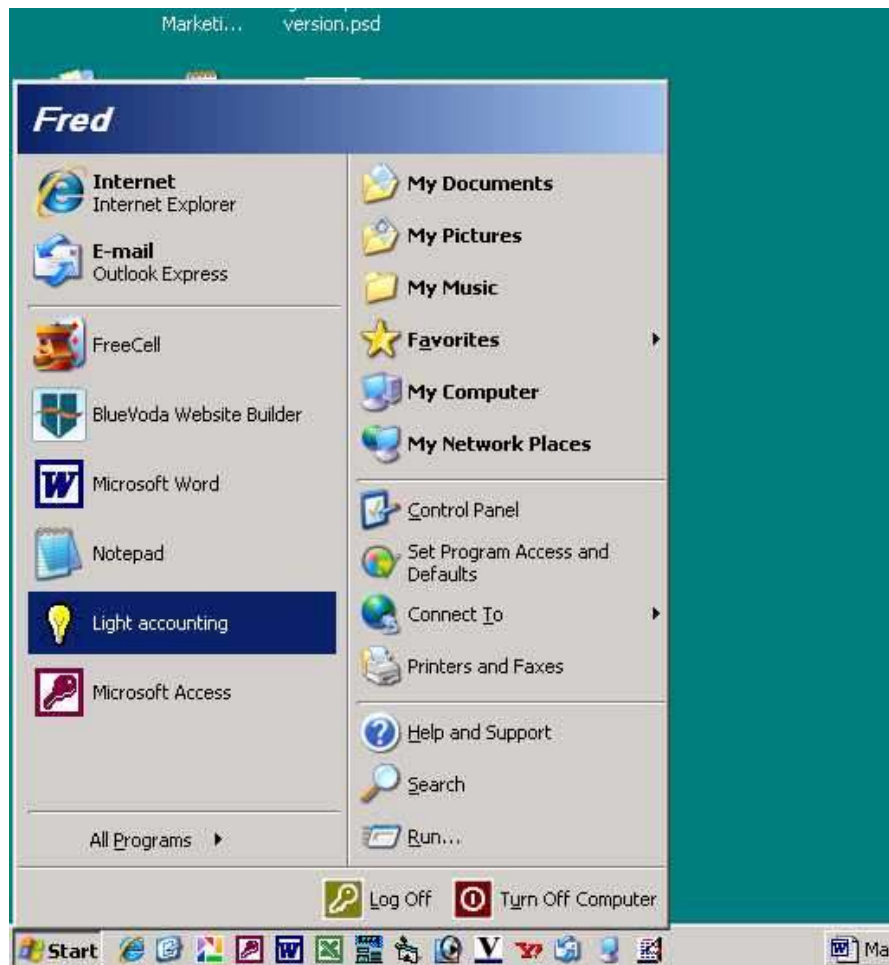


Figure 6: Start menu

Click the Light accounting menu item to start the application.



Figure 7: Light accounting first use

The first time you run the application the above shown dialog will appear informing you that there is a 30 days window to try and test the application. Click on OK to continue.

To start entering and editing receipts and expenditures some initial information has to be entered. Click n the file menu in the start up window. The menu below will appear.



**Figure 8: Main menu**

First we need to tell Light accounting for which companies we intend to record transactions. Select the Businesses menu item under the File menu as shown above.

The window below will show.

Business/Account name	Business Id	VAT Nr.

**Details**

Business/account name

VAT number

Account number

**Figure 9: Businesses window**

Enter the name of a business in the first text box. If available enter the VAT number in the next textbox. This will enable the save button at the top of the window.

Click the save button to save the new business.

This will add the new business to the top list.

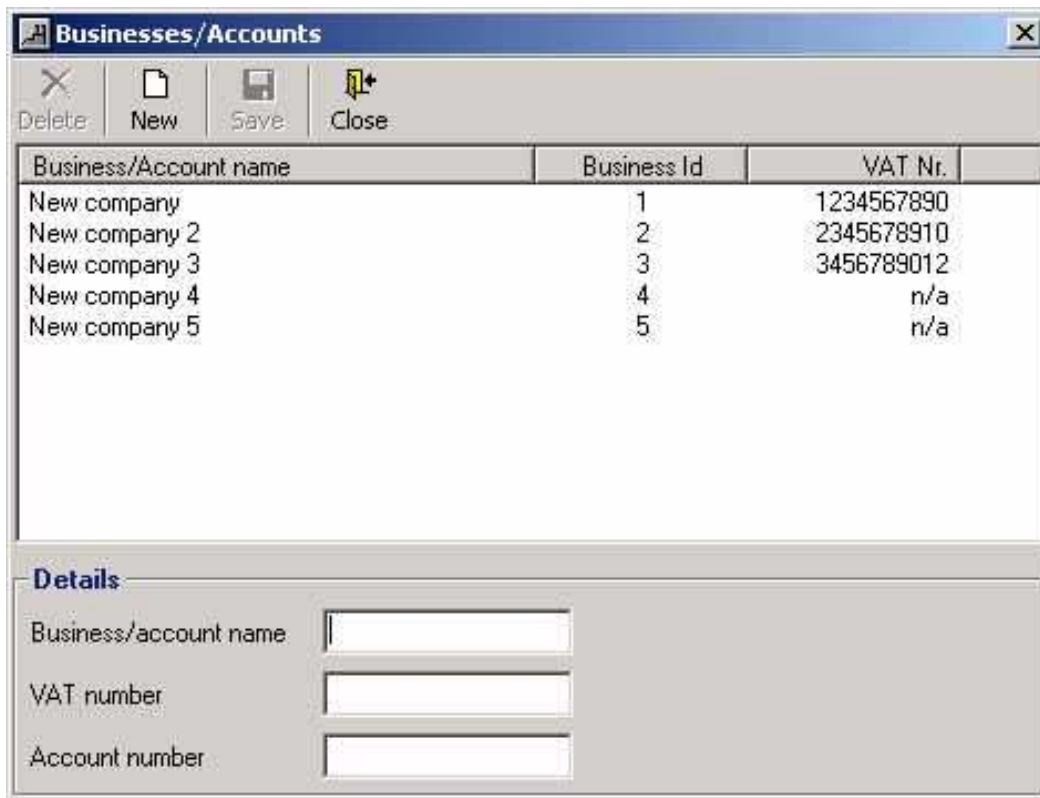


Figure 10: Business added to list

To add an additional business click the New button at the top of the window. Repeat the process to add as many businesses as needed.

Close the window when you are done.

Since different types of transactions need to be dealt with in separate ways we need to be able to allocate each transaction to a transaction category. Different categories of transactions might be the following:

Category	Description
Stationary	Categories grouping expenses. These expenses can be debited from cash or from your bank account. These categories would play the role of budget lines.
Transport costs	
Salaries	
Deposit from cash into bank account	Categories that group internal money traffic. The first would only be available as cash transaction. The second would only be available as bank transaction. Such a transaction would require two entries in your account, one under cash the other under bank.
Withdrawal from bank into petty cash	
Sales Low VAT	Categories grouping credits to either your cash or bank account.
Sales High VAT	
Interest received	
Tax refund	

To open the **categories window** select the **Categories menu** item in the file menu in the start up window as shown below.



Figure 11: main menu

The Categories window will be displayed as shown below.

Category	Type	VAT %	Business	VatNr.

**Details**

Category name:

VAT %:

Category type:

Available in:

Figure 12: Editing expense categories/budget lines

To create a new transaction category click the New button, enter the name of the category in the Category name and the VAT percentage for that category in their respective textboxes, select whether it is a category that can only include expenses or receipts and whether it can be used in cash transactions, bank transactions or both. The default category is Expense and categories are by default available to both cash and bank transactions.

When you are done click the Save button and the new category will be added to the left hand list.

If you have two companies, one growing trees and another designing websites it is clear that they most likely have totally different budget lines. It would be strange if the website design company spends large amounts of money on pruning tools, fertiliser or insecticides therefore it is necessary to tell the application for which business the category must be available.

So it is likely that not all categories need to be available to all businesses or accounts. A category can be made available to a business or account by checking the checkbox for each of the accounts/businesses for which the category must be available.

Each change in the right hand ***businesses/accounts list*** will be saved to the database immediately, so the save button does not need to be pressed to link a category to a business.

When done click the close button to close the window.

Now all preparations are done to start entering transactions in the transactions window. It is always possible to add new businesses/accounts and transaction categories.

### 3 Entering or editing transactions.

To open the transactions window select the menu item 'Transactions' in the file menu in the start up window.



Figure 13: Main menu

This will open the transactions window.

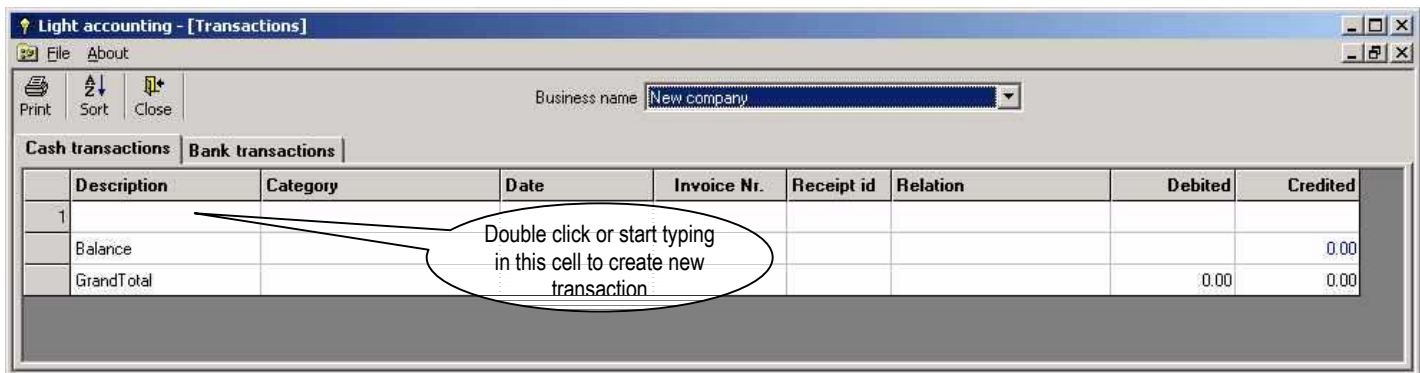


Figure 14: Adding and editing transactions

Before creating transactions a business or account has to be selected in the drop down list at the top of the window.

Subsequently select the correct tab for the transaction in question, either a cash or bank transaction.

Move the focus to the left top most empty cell and start typing or double click and start typing a description for the transaction. When you have finished typing the description press **Enter** to move to the next cell. Cells in columns 2, 3, etc. will be disabled when the cell immediately to the left of it does not have an entry. This feature ensures that all information is entered. When all required cells are completed, the transaction will be saved automatically and a new row will be added to the sheet.

Transactions can be sorted by positioning the focus to the column to be sorted. Subsequently click the **Sort button** at the top of the window.

Transactions can be deleted by pressing the **delete key** on your keyboard, while the transaction to be deleted is selected.



## 4 Printing reports

To print a report click the Print button in the Transactions window or select Print in the start up window.



Figure 15: Printing from transaction window

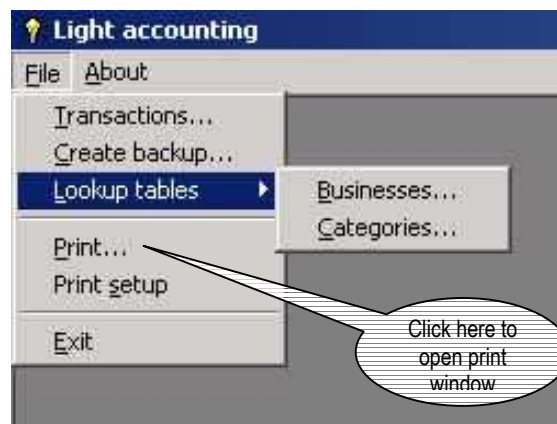


Figure 16: Printing from start up window

This will display the print window.

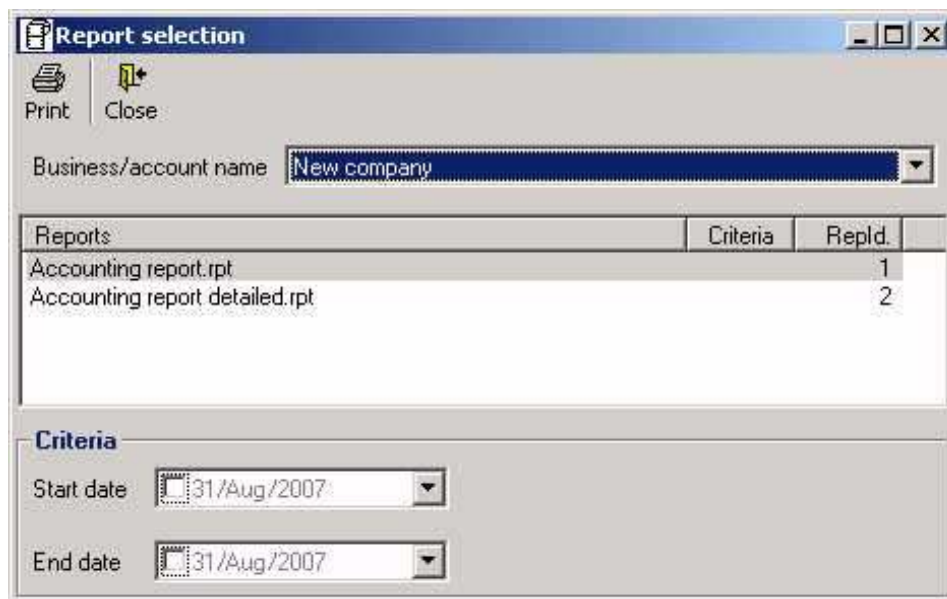
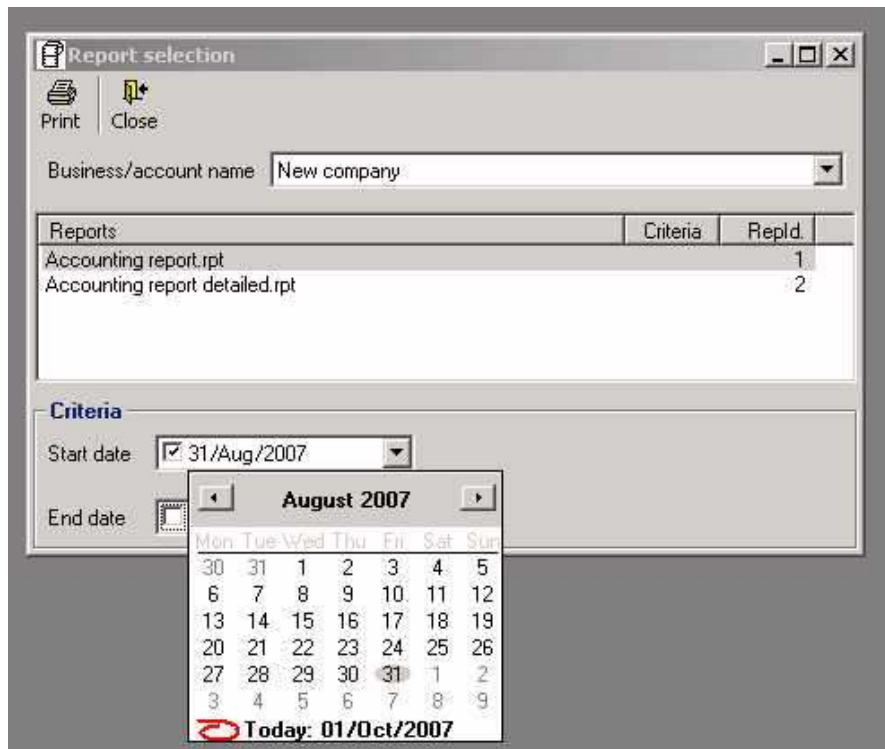


Figure 17: Print window

Select the company or account name for which you need to print a report. Subsequently select the report you need to print.

Light accounting makes it possible to also select a period, so that only transactions done during the selected period will be included in the report.



**Figure 18: Date selection for reports**

If you click on the down arrow next to the date a calendar will drop down as shown above. To change the month click on the month and select another month. To change the year click on the year and select another year. Clicking on the right or left pointing arrows moves the calendar back or forward in time by one month.

Finally click on the date you want and the calendar will close and the selected date will be displayed in the box.

It is also possible to type the date directly in the box.

If only a start date is selected only transactions after that date will be included, if only an end date is entered, only transactions before that date will be included. If no date at all is entered all transactions will be included in the report.

When done, click the Print button. This will display a preview window as shown below.

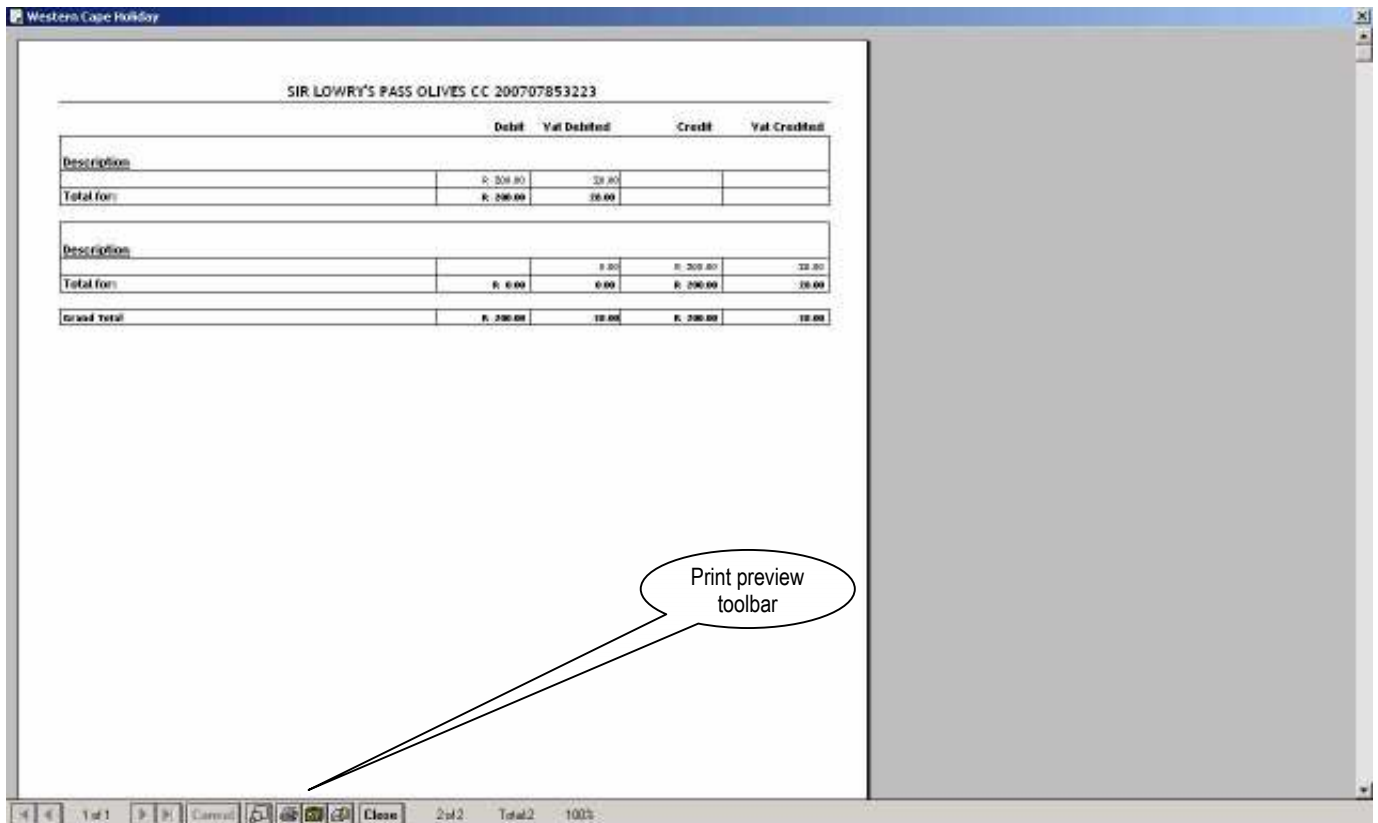


Figure 19: Print preview

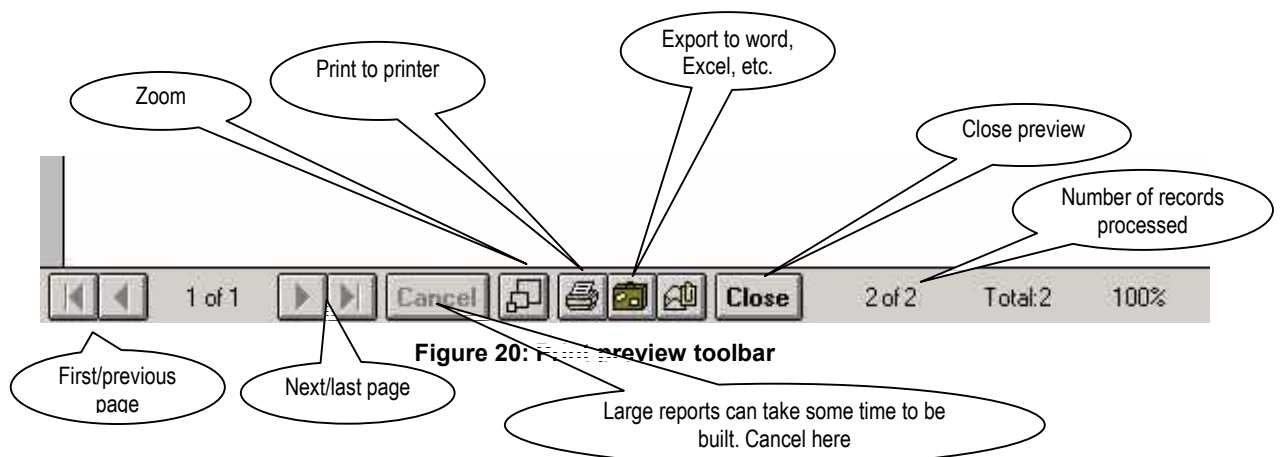


Figure 20: Report preview toolbar

When satisfied about the report click the print button to print the report to your printer. This will display the dialog below.

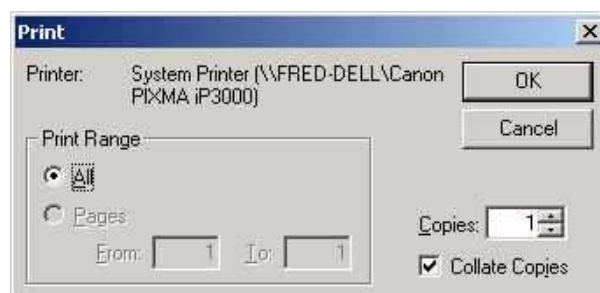


Figure 21: Select range dialog

In this dialog the required number of copies or the pages to be printed can be set. Click OK and the report will be printed.

## 5 Making a backup of the database

It is highly recommended to make regular backups of your work. In order to make this as easy as possible Light accounting includes a menu item in the start up window which does this work for you.



Figure 22: Main menu

If you click the Create backup menu item the save as dialog as shown below will display.

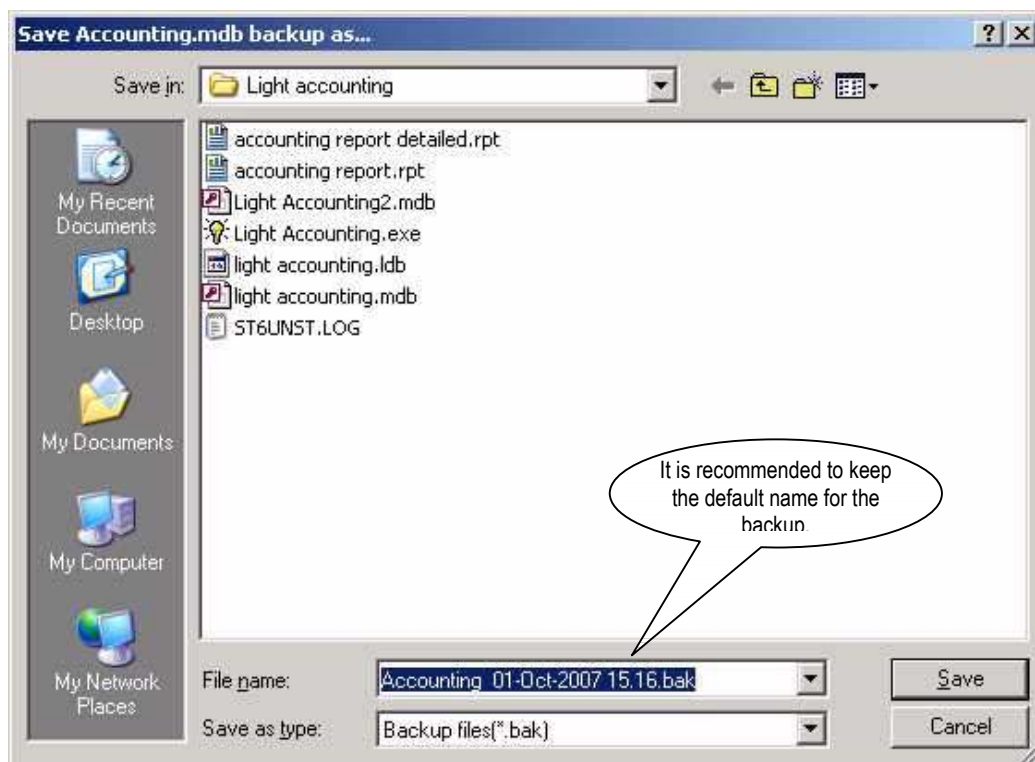


Figure 23: Save as dialog

It is recommended to keep the default name for the back up file, since it does include date and time of the backup. If necessary the backup can be saved to a different folder.

Click the Save button to save the backup to disk.

## 6 Registration

To register follow the instructions given in the registration dialog.

To open the registration dialog click on the about drop down menu at the top of the main window, subsequently select registration.

This will open the registration window as shown below.



**Figure 24: Registration window**

## 7 Support

For bug reports, support requests, a full license or suggestions regarding additional functionality contact Fred van Leeuwen at

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