



QuiSuite Accounts

Ledgers, stock, orders, jobs, services, banking, VAT and reports: a year in the life of a trade merchant

Example_QSAccounts

Everything in this guide is in the Demo Accounts company on the QuiSuite USB test drive, so you can look at every record yourself.

How to use this guide

Plug in the QuiSuite USB drive, open **TestDrive.bat**, press **1** for QuiSuite Accounts, and log in as **Admin** with the password **Admin**.

Read a page, then find the same window on the screen. Nothing you do can harm anything: the test drive starts afresh every time.

QuiSuite Platform version 1.34

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Contents

Welcome to QuiSuite Accounts.....	3
Starting QuiSuite Accounts.....	3
The main window.....	4
Setting up.....	6
The company.....	6
The chart of accounts.....	7
The banks.....	8
Go-live: bringing in the old system.....	9
Customers and suppliers.....	10
Customers.....	10
Suppliers.....	12
Stock.....	14
Buying.....	18
Paying suppliers.....	22
Selling.....	24
From quotation to invoice.....	24
Invoices and credit notes.....	26
Getting paid.....	28
Services and contracts.....	31
Jobs and CIS.....	34
Job costing.....	34
CIS: the Construction Industry Scheme.....	38
Banking.....	40
The nominal ledger and VAT.....	42
Fixed assets.....	45
Reports.....	47
Quick reference.....	52
Every day.....	52
Every month.....	52
Every quarter.....	52
Try it yourself on the test drive.....	52

Welcome to QuiSuite Accounts

QuiSuite Accounts is the complete accounts system at the heart of QuiSuite: sales, purchases, stock, orders, services, jobs, the building industry's CIS scheme, banking, fixed assets, VAT and the nominal ledger, all in one program and one database.

This guide follows one business through its first ten months on QuiSuite. **Demo Accounts** is a plumbing and heating merchant on a trade park in Coleraine. It sells boilers, radiators, copper tube, valves and bathrooms to plumbers on account and over the trade counter; its own engineers fit boilers and look after them on service plans; and it does the heating on new housing sites, with subcontractors under CIS. On 1 January 2026 it moved its books from its old accounts program to QuiSuite.

£405,511 sales in ten months	9,528 lines on the audit trail	£19,520 net profit so far this year
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In this guide you will see how the business:

- set up the company, the chart of accounts and the banks, and brought in its old system's records;
- keeps its customers, suppliers and stock, with pictures and a trade price list;
- buys stock, sells it on account and over the counter, and gets paid;
- bills its service contracts, costs its jobs and works the CIS scheme;
- reconciles the bank, does its VAT returns and keeps its vans on the asset register;
- sees how it is doing, from the dashboard to the balance sheet.

Starting QuiSuite Accounts



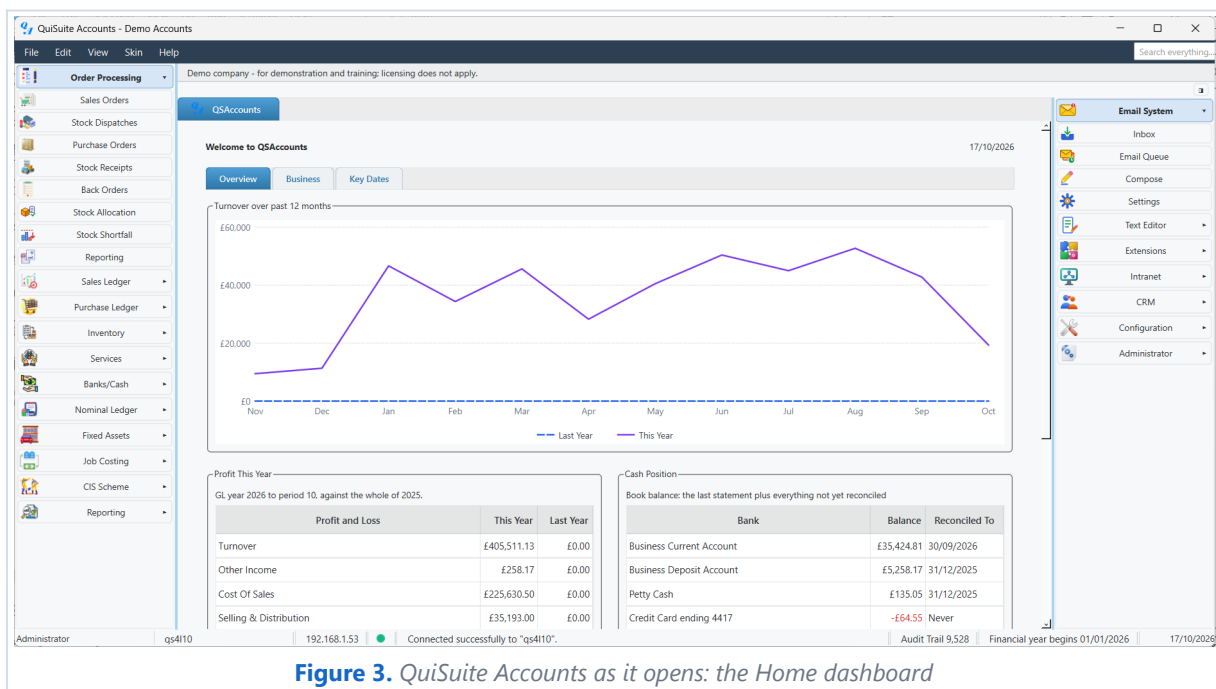
Figure 1. The splash screen



Figure 2. Logging in to Demo Accounts

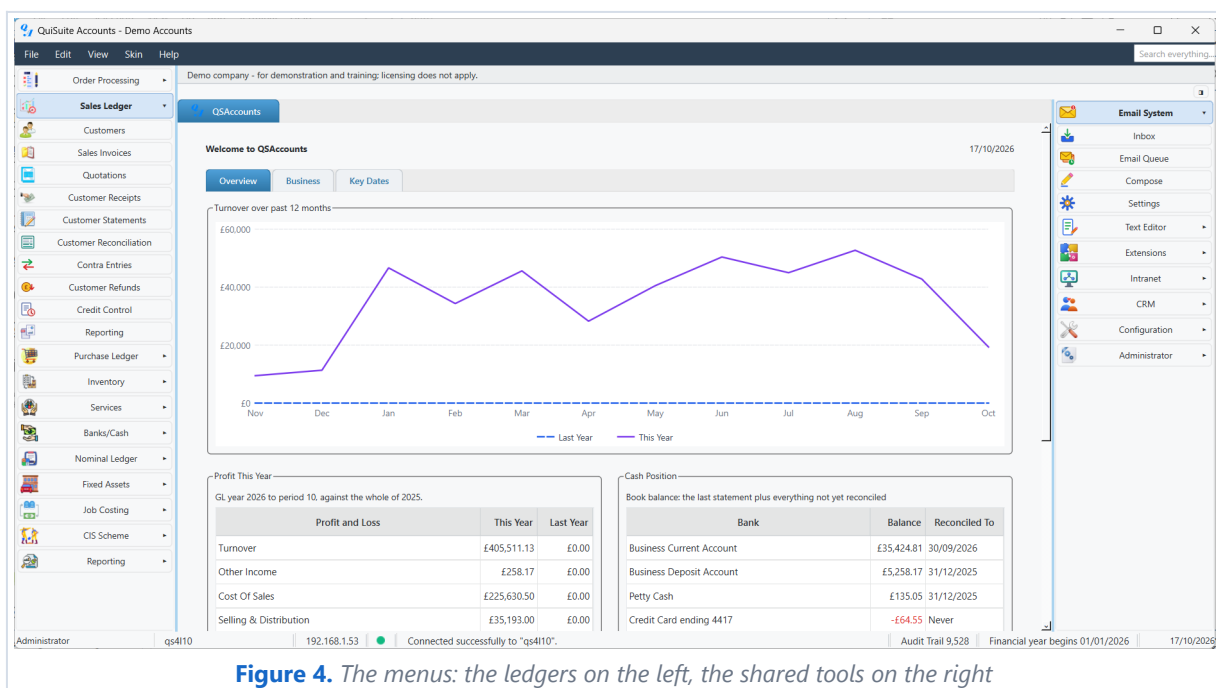
When QuiSuite Accounts starts, its splash screen shows the program and database versions. The login window then lists the companies it may open: on the test drive, **Demo Accounts**. Log in as **Admin**, password **Admin**.

The main window



The **dashboard** fills the middle: turnover month by month over the past year, profit this year, and the **cash position** of every bank, with the date each was last reconciled to. Its other tabs, **Business** and **Key Dates**, show who owes money, what is due to be paid, and the dates coming up.

There is nothing in the **Last Year** column: Demo Accounts only started on QuiSuite this year, and its old system's history stayed behind. Its opening balances came across, and from next year this column fills itself.



The **accounting menus** are on the left: **Order Processing, Sales Ledger, Purchase Ledger, Inventory, Services, Banks/Cash, Nominal Ledger, Fixed Assets, Job Costing, CIS Scheme and Reporting**. Click one and its items open beneath it. On the right are the tools every QuiSuite program shares: **Email, the Text Editor, Extensions, the Intranet** and the **CRM**, then **Configuration** and **Administrator**. The search box at the top right finds any customer, supplier, item or window by name.

Setting up

A new company is set up once, before the first invoice. Demo Accounts did it in an afternoon.

The company

The screenshot shows the 'Entity Settings' window with the 'General' tab selected. The form contains the following fields and values:

Field	Value
Company Name	Demo Accounts
Address Line 1	Unit 6, Ardvarna Trade Park
Address Line 2	Ballycastle Road
Town	Coleraine
County	Co. Londonderry
Postcode	BT52 9QZ
Country	Northern Ireland
Phone	028 9649 6000
Email	accounts@demoaccounts.example
Fiscal Year Start	01/01/2026
Year End	31/12/2026
F.Y.	2026 Month 10 ☐ Locked

Buttons: Cancel, Save

Figure 5. The company: name, address and financial year

Configuration > Entity Settings holds the business itself. **General** has its name, address and contact details, and its **financial year**: January to December, now in month 10. The other pages hold its **VAT** registration and quarters (to March, June, September and December) and the fact that it is based in **Northern Ireland**, which matters for VAT on goods from the EU; which **modules** are switched on; its **logo**; and the words printed on invoices and statements.

The chart of accounts

Chart of Accounts (Active: 188)

Active: 188

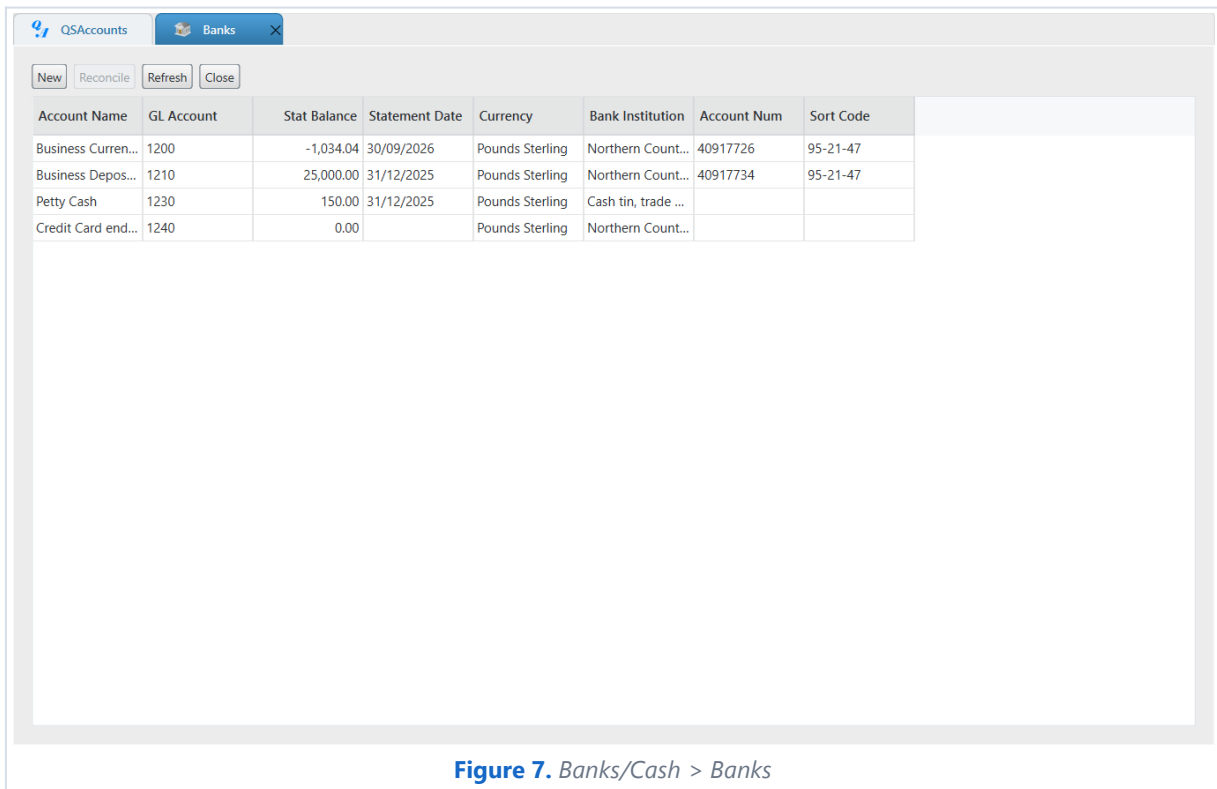
GL Account	Account Name	Notes	Retained Earnings	Account Type	Control Account	Default VAT
0010	Freehold property		☐	Assets	Unallocated	Exempt
0011	Freehold depreciation		☐	Assets	Unallocated	Exempt
0015	Leasehold property		☐	Assets	Unallocated	Exempt
0016	Leasehold depreciation		☐	Assets	Unallocated	Exempt
0020	Plant & Machinery		☐	Assets	Unallocated	Exempt
0021	Plant & machinery depreciation		☐	Assets	Unallocated	Exempt
0030	Office equipment		☐	Assets	Unallocated	Exempt
0031	Office equipment depreciation		☐	Assets	Unallocated	Exempt
0040	Furniture & fixtures		☐	Assets	Unallocated	Exempt
0041	Furniture & fixtures depreciation		☐	Assets	Unallocated	Exempt
0050	Motor Vehicles		☐	Assets	Unallocated	Exempt
0051	Motor vehicles depreciation		☐	Assets	Unallocated	Exempt
0060	Asset Type 1		☐	Assets	Unallocated	Exempt
0061	Asset Type 1 depreciation		☐	Assets	Unallocated	Exempt
0070	Asset Type 2		☐	Assets	Unallocated	Exempt
0071	Asset Type 2 depreciation		☐	Assets	Unallocated	Exempt
0080	Asset Type 3		☐	Assets	Unallocated	Exempt
0081	Asset Type 3 depreciation		☐	Assets	Unallocated	Exempt
0090	Asset Type 4		☐	Assets	Unallocated	Exempt
0091	Asset Type 4 depreciation		☐	Assets	Unallocated	Exempt
1001	Stock		☐	Assets	Unallocated	Exempt
1002	Work in progress		☐	Assets	Unallocated	Exempt
1003	Finished goods		☐	Assets	Unallocated	Exempt
1100	Debtors Control account - Stg		☐	Assets	Unallocated	Exempt
1105	Debtors Control account - Euro		☐	Assets	Unallocated	Exempt

Delete Print Close Cancel Add

Figure 6. The chart of accounts: the standard one, a few accounts named for the trade

Every company starts with a standard **chart of accounts**: the list of accounts the books are kept in, from **0010 Freehold property** onwards. Demo Accounts kept it, and renamed only a few accounts so its reports speak its language: **4000 Sales - Trade accounts**, **4001 Sales - Counter**, **4002 Installation income**, **4100 Service contract income**, **5000 Materials purchased**, **6000 Fitters' wages** and **6002 Sub-contractors (CIS)**.

The banks



Account Name	GL Account	Stat Balance	Statement Date	Currency	Bank Institution	Account Num	Sort Code
Business Curren...	1200	-1,034.04	30/09/2026	Pounds Sterling	Northern Count...	40917726	95-21-47
Business Depos...	1210	25,000.00	31/12/2025	Pounds Sterling	Northern Count...	40917734	95-21-47
Petty Cash	1230	150.00	31/12/2025	Pounds Sterling	Cash tin, trade ...		
Credit Card end...	1240	0.00		Pounds Sterling	Northern Count...		

Figure 7. Banks/Cash > Banks

Banks/Cash > Banks lists every account money goes in or out of: the **Business Current Account** and **Business Deposit Account** at the bank, the **Petty Cash** tin at the counter, and the company **credit card**. Each has its own account in the nominal ledger (1200, 1210, 1230 and 1240), and the date and balance of its last bank statement.

Go-live: bringing in the old system

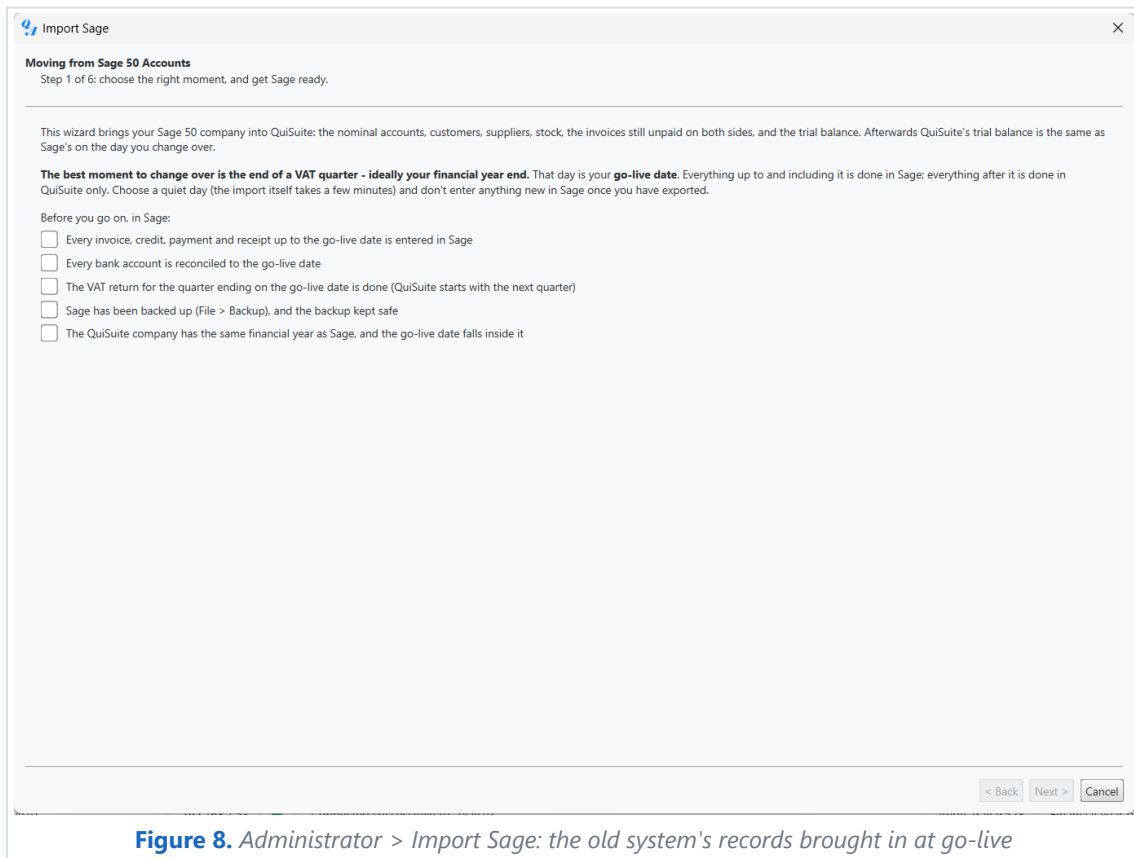


Figure 8. Administrator > Import Sage: the old system's records brought in at go-live

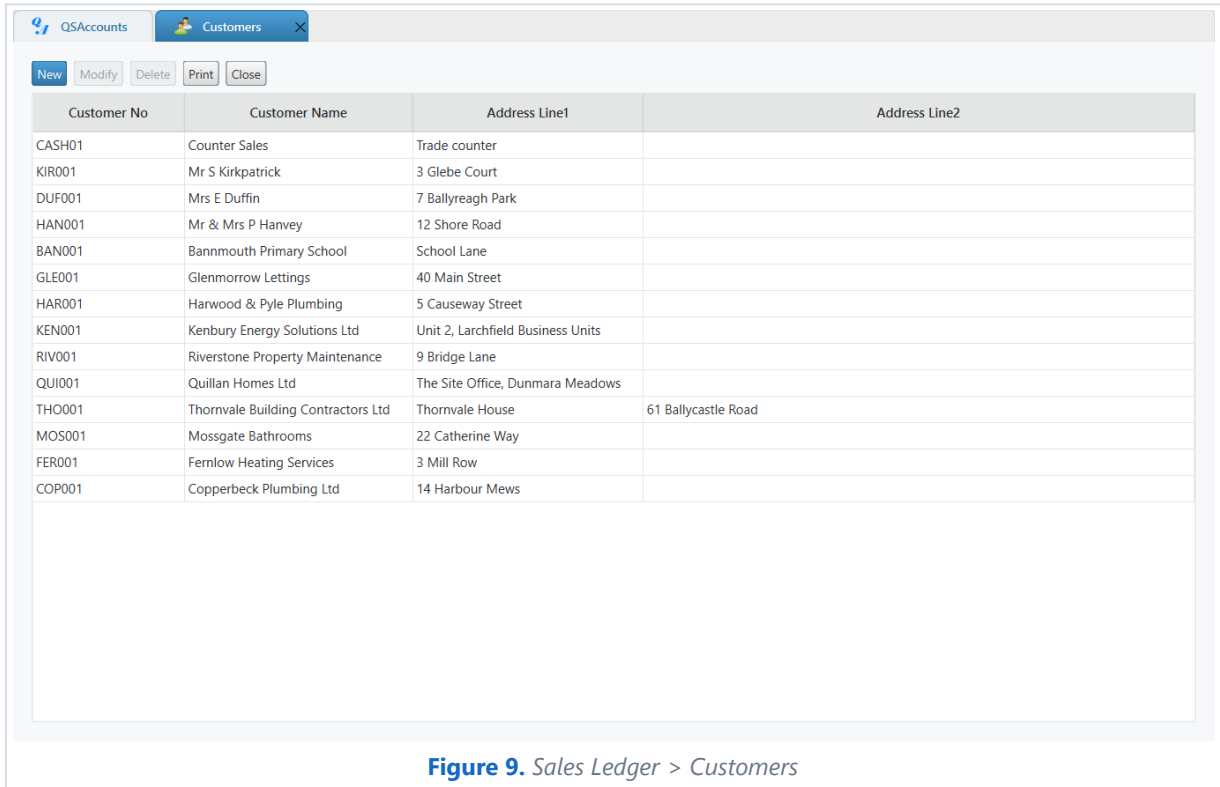
Demo Accounts chose the end of its financial year, **31 December 2025**, as its **go-live date**: everything up to then stayed in the old system, everything after is in QuiSuite. From the old system it exported six files, and **Administrator > Import Sage** brought them in, one step at a time:

File	What came across
Customers	14 customers: plumbers and builders on account, a lettings agent, a school, three householders and the counter
Suppliers	16 suppliers: the wholesalers, the landlord, the utilities, the accountants and three subcontractors
Stock	32 stock items in 9 groups, with their prices, costs and quantities in stock
Open sales items	every customer invoice still unpaid on 31/12/2025
Open purchase items	every supplier invoice still unpaid on 31/12/2025
Trial balance	every account's balance on 31/12/2025: the vans, the stock, the bank, VAT owed, and so on

The wizard checks each file before anything is saved, and only goes on when every row is right. At the end, QuiSuite's trial balance is the same as the old system's, and each bank starts its reconciliation from its balance on the go-live date.

Customers and suppliers

Customers



The screenshot shows the 'Customers' window in the QuiSuite software. It features a toolbar with buttons for 'New', 'Modify', 'Delete', 'Print', and 'Close'. Below the toolbar is a table listing 15 customers. The table has four columns: 'Customer No', 'Customer Name', 'Address Line1', and 'Address Line2'. The data is as follows:

Customer No	Customer Name	Address Line1	Address Line2
CASH01	Counter Sales	Trade counter	
KIR001	Mr S Kirkpatrick	3 Glebe Court	
DUF001	Mrs E Duffin	7 Ballyreagh Park	
HAN001	Mr & Mrs P Hanvey	12 Shore Road	
BAN001	Bannmouth Primary School	School Lane	
GLE001	Glenmorrow Lettings	40 Main Street	
HAR001	Harwood & Pyle Plumbing	5 Causeway Street	
KEN001	Kenbury Energy Solutions Ltd	Unit 2, Larchfield Business Units	
RIV001	Riverstone Property Maintenance	9 Bridge Lane	
QUI001	Quillan Homes Ltd	The Site Office, Dunmara Meadows	
THO001	Thornvale Building Contractors Ltd	Thornvale House	61 Ballycastle Road
MOS001	Mossgate Bathrooms	22 Catherine Way	
FER001	Fernlow Heating Services	3 Mill Row	
COP001	Copperbeck Plumbing Ltd	14 Harbour Mews	

Below the table, there is a large empty rectangular area, likely for additional information or a summary.

Figure 9. Sales Ledger > Customers

Sales Ledger > Customers lists everyone the business sells to. Most of Demo Accounts' trade is with plumbers and builders on account (Copperbeck Plumbing, Fernlow Heating, Thornvale Building Contractors, Quillan Homes); **Glenmorrow Lettings** has its properties' gas certificates done; and **Counter Sales** is the one account for everyone who pays at the trade counter.

Customer: Copperbeck Plumbing Ltd

Details Invoice Addresses Delivery Addresses Contracts

Validate Cancel Print

Customer Or Prospect: Customer Internal Accts No.: COP001 Customer Name: Copperbeck Plumbing Ltd Active

Title: First Name: Last Name:

Address Line1: 14 Harbour Mews Contact Name: Martin Gaughey

Address Line2: Landline: 028 9649 6011 Extension: Mobile: 07700 900112

Town: Portstewart Email address of the contact: accounts@copperbeck.example

Locality: Postcode: BT55 7QX WebPage:

County: Co. Londonderry Country: Northern Ireland

Activity Correspondence Contact More Contacts Authority Defaults Trading Credit Control Bank Analysis Charity

Figure 10. A customer: Copperbeck Plumbing Ltd

Open a customer to see everything about them. **Details** holds who they are: the name, address and the contact (Martin Gaughey) with a phone number, mobile and email. The tabs down the side hold the rest: **Trading** (their VAT number; Copperbeck pays within **30 days**, has a **credit limit** of £6,000, and buys at the **Installer trade** price list), **Credit Control** (reminder letters and holds), **Bank**, **Defaults**, and the **Activity** and **Correspondence** with them. The tabs along the top hold their invoice and delivery addresses and their service contracts.

Suppliers

QSAccounts Suppliers			
New	Modify	Delete	Print Close
Supplier No	Supplier Name	Address Line1	Address Line2
LAF001	K Lafferty Electrical	2 Orchard Close	
BGS001	Bannside Gas Services Ltd	8 Riverside Walk	
DAR001	Ross Darragh Plumbing & Heating	16 Lodge Road	
BRO001	Brookhill Asset Finance Ltd	50 Bedford Row	
FAI001	Fairhaven Insurance Brokers	3 The Diamond	
DUN001	Dunmore Hale Chartered Accountants	27 New Row	
FUE001	Fuelwise Cards Ltd	Fleet House	
COR001	Corlink Telecom	1 Exchange Place	
LUM001	Lumen Energy NI	PO Box 4471	
ARD001	Ardvarna Estates Ltd	Estate Office, Ardvarna Trade Park	
EIR001	Eirmhor Sanitaryware Teoranta	Unit 4, Naas Road Business Park	
KEL001	Kelvinbrook Copper & Tube Ltd	2 Furnace Lane	
VEL001	Vellacourt Boilers UK Ltd	Vellacourt House	Tachbrook Road
NOR001	Northline Radiators Ltd	Calder Works	Wakefield Road
BRA001	Brassford Valves & Fittings Ltd	Unit 9, Foundry Park	
HAL001	Halvergate Merchant Distribution Ltd	18 Kelvin Way	Duncastle Industrial Estate

Figure 11. Purchase Ledger > Suppliers

Purchase Ledger > Suppliers lists everyone the business buys from: **Halvergate Merchant Distribution**, the main wholesaler; **Vellacourt Boilers**, **Northline Radiators** and **Brassford Valves** in England; **Eirmhor Sanitaryware** in Dublin; the landlord, the electricity, the phones, the fuel cards, the accountants and the insurance broker; and three **subcontractors**.

Supplier: Halvergate Merchant Distribution Ltd

General Financial More Contacts Credit Control Bank Trade Analysis Contacts

Vendor No: HAL001 ☐ Suspended Contact: Neil Halvergate

Vendor Name: Halvergate Merchant Distribution Ltd Phone / Phone 2: 028 9649 6301

Address Line1: 18 Kelvin Way Email: orders@halvergate.example

Address Line2: Duncastle Industrial Estate Web Page:

Town: Belfast Notes:

County: Co. Antrim

Postcode: BT3 9QA

Country: Northern Ireland

Creation Date: 17/10/2026 Created by: Administrator

Validate Cancel

Figure 12. A supplier: Halvergate Merchant Distribution Ltd

A supplier's **General** page holds their address and contact. **Financial** holds their **payment terms** and the **default account** their invoices go to (5000 Materials purchased for a wholesaler; 7100 Rent for the landlord), so each invoice is posted to the right place without thinking about it. The other pages hold more contacts, credit control, their bank details for paying them, and trade details.

QA Stock

QA Accounts Stock Items

New Modify Delete Print Refresh Close

Product reference	ProductID	Quantity	U.P. BT	Variation	Description	EC Code	Item Unit	Be
WC-CC	Sanitaryware	7	169.00	Close-coupled WC Pack	Close-coupled toilet with soft-close se...		Each	✓
VLV-PRV	Valves	30	39.95	15mm Pressure Reducing Valve			Each	✓
VLV-BV22	Valves	61	9.50	22mm Lever Ball Valve			Each	✓
VLV-IS15	Valves	120	3.50	15mm Isolating Valve			Each	✓
PF-15C	Copper Tube &...	36	11.95	15mm Push-fit Coupler (bag of 10)			Each	✓
EF-22T	Copper Tube &...	21	14.50	22mm End-feed Tee (bag of 10)			Each	✓
EF-15E	Copper Tube &...	92	6.50	15mm End-feed Elbow (bag of 10)			Each	✓
CU-22-3	Copper Tube &...	45	32.50	Copper Tube 22mm x 3m			Each	✓
CU-15-3	Copper Tube &...	24	16.95	Copper Tube 15mm x 3m			Each	✓
PMP-CP6	Heating Controls	2	99.00	Central Heating Circulating Pump 6m	A-rated circulating pump, 6 metre hea...		Each	✓
CYL-210	Boilers	5	845.00	210 Litre Unvented Cylinder	210 litre unvented hot water cylinder ...		Each	✓
CTL-PRG	Heating Controls	48	72.00	2-Channel Heating Programmer			Each	✓
CTL-WST	Heating Controls	5	79.00	Wireless Room Thermostat			Each	✓
TRV-15	Heating Controls	41	18.95	Thermostatic Radiator Valve 15mm (p...			Each	✓
RAD-TR18	Radiators	8	119.00	Chrome Towel Rail 1800 x 500			Each	✓
RAD-6014	Radiators	6	139.00	Double Panel Radiator 600 x 1400	Type 22 double-panel convector radia...		Each	✓
RAD-6010	Radiators	7	104.00	Double Panel Radiator 600 x 1000	Type 22 double-panel convector radia...		Each	✓
RAD-6060	Radiators	54	72.00	Double Panel Radiator 600 x 600	Type 22 double-panel convector radia...		Each	✓
FLU-60	Boilers	4	86.00	Horizontal Flue Kit 60/100			Each	✓
BLR-18S	Boilers	5	1,020.00	Vellacourt 18kW System Boiler	System boiler for homes with an unve...		Each	✓
BLR-30C	Boilers	4	1,215.00	Vellacourt 30kW Combi Boiler	Wall-hung gas combi, 30kW hot water...		Each	✓
BLR-24C	Boilers	3	1,095.00	Vellacourt 24kW Combi Boiler	Wall-hung gas combi, 24kW hot water...		Each	✓

Figure 13. Inventory > Stock Items

Inventory > Stock Items lists every item with its group, quantity in stock and selling price.

Form Items

Product: Boilers Variation caption: Vellacourt 24kW Combi Boiler

☐ Bydefault Generic Code: BLR-24C EC Commodity Code: Quantity: 3

WACC: 685.00 Standard Cost: 685.00 U.P. BT: 1,095.00

Product reference: BLR-24C Item Unit: Each ☒ Back Ordering

Product description: Wall-hung gas combi, 24kW hot water / 20kW heating. Fits a standard 60/100 flue. Ten-year warranty when fitted by a registered installer.

Reorder Level: 2 Reorder Quantity: 4 Preferred Supplier: Vellacourt Boilers UK Ltd

Net Weight (kg): Supplementary Units: Country of Origin: (not set)

Picture... Remove Picture

Figure 14. A stock item: the Vellacourt 24kW combi boiler

Each item holds its **prices** and **cost**, its **reorder level** and how many to order (QuiSuite suggests an order when stock falls below it), its usual **supplier**, a description the counter staff wrote, and a **picture**: press **Picture...** to add one.

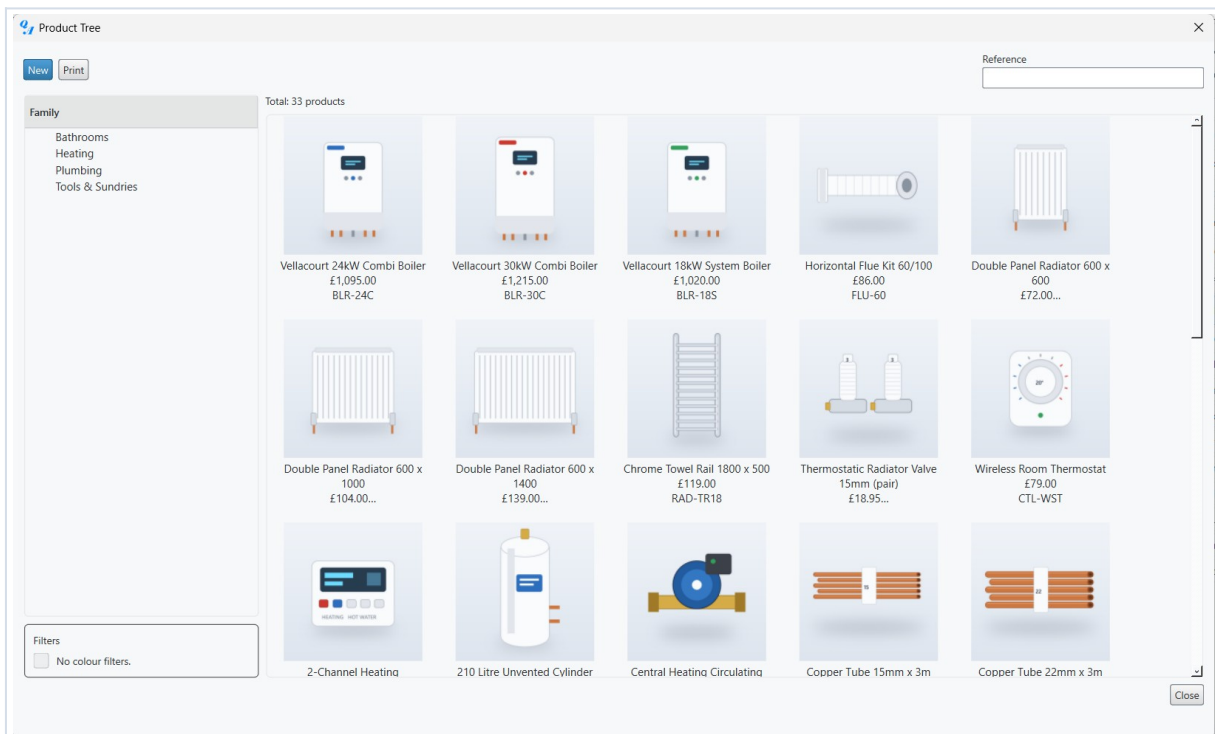


Figure 15. *Inventory > Product Tree: the families, groups and items, with their pictures*

Inventory > Product Tree shows the whole range the way a customer would browse it: four **families** (Bathrooms, Heating, Plumbing, and Tools & Sundries), each with its **groups** (Boilers, Radiators, Heating Controls ...), and every item with its picture, price and code.

Price Lists

Name: ☒ Active

Registered installers on account: 10% off the trade price

Stock Item	Priced By	Price or %	From	To
BAS-550 550mm Basin and Pedestal	% off the selling price	10		
BLR-18S Vellacourt 18kW System Boiler	% off the selling price	10		
BLR-24C Vellacourt 24kW Combi Boiler	% off the selling price	10		
BLR-30C Vellacourt 30kW Combi Boiler	% off the selling price	10		
BTH-1700 Steel Bath 1700 x 700	% off the selling price	10		
CTL-PRG 2-Channel Heating Programmer	% off the selling price	10		
CTL-WST Wireless Room Thermostat	% off the selling price	10		
CU-15-3 Copper Tube 15mm x 3m	% off the selling price	10		
CU-22-3 Copper Tube 22mm x 3m	% off the selling price	10		
CYL-210 210 Litre Unvented Cylinder	% off the selling price	10		
EF-15E 15mm End-feed Elbow (bag of 10)	% off the selling price	10		
EF-22T 22mm End-feed Tee (bag of 10)	% off the selling price	10		
FLU-60 Horizontal Flue Kit 60/100	% off the selling price	10		
INH-1L Central Heating Inhibitor 1 Litre	% off the selling price	10		
PF-15C 15mm Push-fit Coupler (bag of 10)	% off the selling price	10		
PMP-CP6 Central Heating Circulating Pump 6r	% off the selling price	10		

New List Delete List Add Item Save Close

Figure 16. Inventory > Price Lists: the installers' trade prices

Inventory > Price Lists holds special prices. The **Installer trade** list gives registered installers on account 10% off every item. Choose it on a customer's **Trading** page, and every invoice they get is priced from it: four of the plumbers are on it.

Bill of Materials

Assembly:

Components (for one assembly)

Component	Qty Per	Unit Cost	Cost	In Stock
BLR-24C Vellacourt 24kW Combi Boiler	1	685.00	685.00	3
FLU-60 Horizontal Flue Kit 60/100	1	48.00	48.00	4
CTL-WST Wireless Room Thermostat	1	42.00	42.00	5
INH-1L Central Heating Inhibitor 1 Litre	1	8.40	8.40	46
TRV-15 Thermostatic Radiator Valve 15mm (pair)	2	9.40	18.80	41

Add Component Remove Component Save Components

Cost from components: 802.20 each. The stock makes 3.

Build / Un-build

Quantity: Date: Reference: Build Un-build

Builds

Date	Quantity	Cost	Reference	User
09/03/2026	Built 2	1,604.40	BUILD01	Administrator

Close

Figure 17. Bill of Materials: the combi installation pack

Some things are sold as a kit. The **Combi Installation Pack** is a 24kW combi boiler, a flue kit, a wireless thermostat, a litre of inhibitor and two pairs of radiator valves in one box. Its **bill of materials** lists what goes into it; **assembling** a batch takes the parts out of stock and puts the packs in, at their cost.

QA Buying

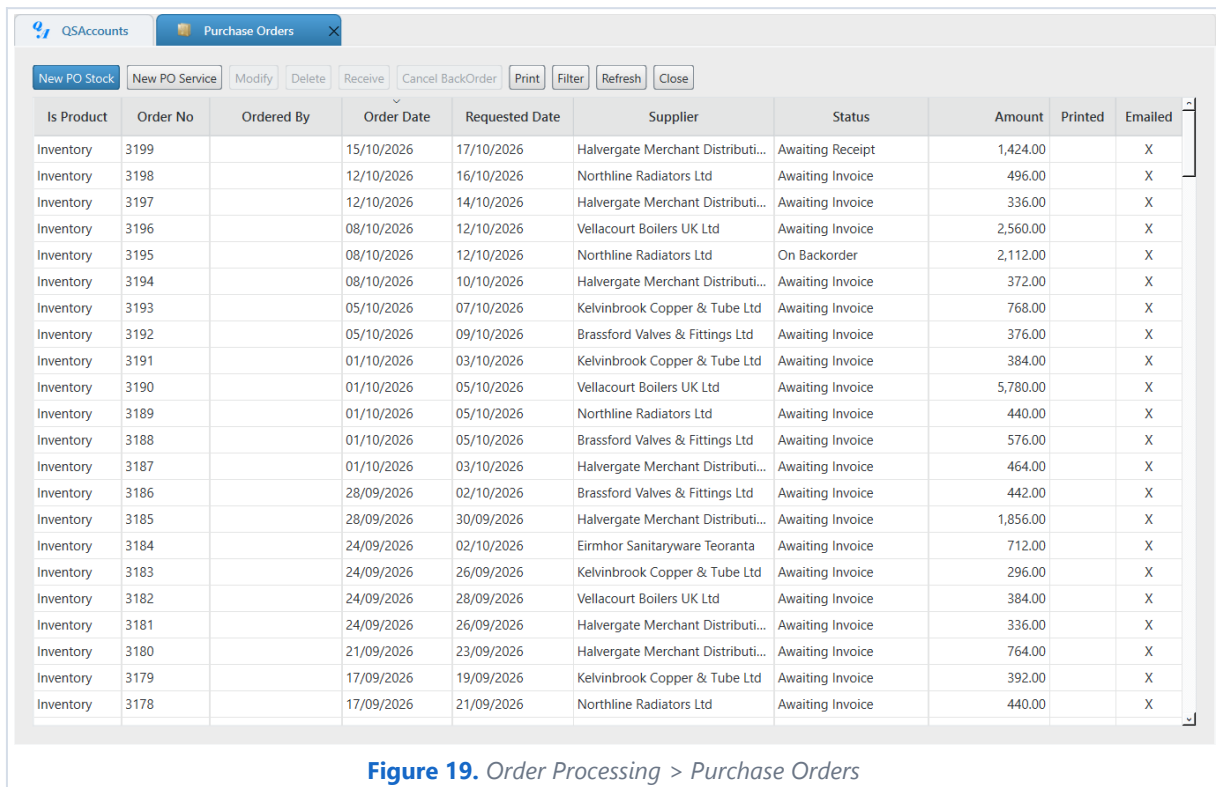
	Code	Item	In Stock	Allocated	On Sales Orders	On Purchase Orders	Reorder Level	Shortfall	Order Qty	Supplier
✓	TL-BEND	Pipe Bender ...	2	0	0	0	4	2	8	Halvergate Merchant Distribution Ltd

Shortfall = on sales orders + reorder level - in stock - on purchase orders. The order quantity is the shortfall, or the item's reorder quantity when that is more; change it if you need to.

☐ Show all stock items

Figure 18. Order Processing > Stock Shortfall: what to order, from whom

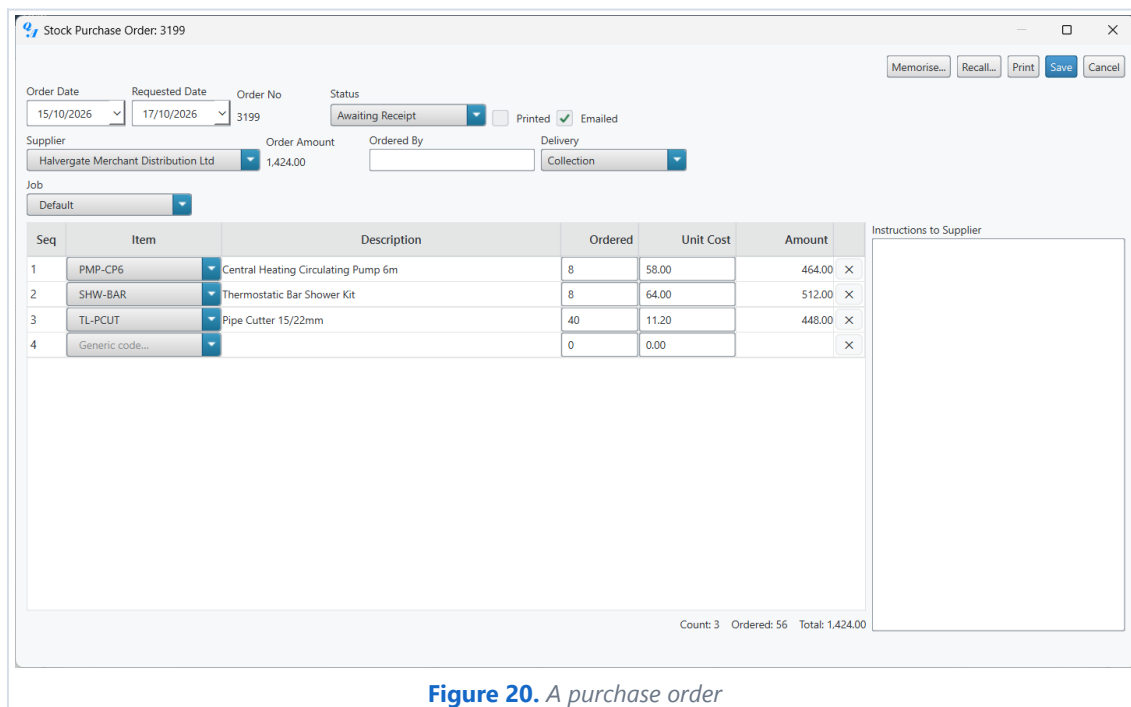
Order Processing > Stock Shortfall lists every item below its reorder level, or needed for a customer's order, with how many to order and from which supplier. Tick the lines and QuiSuite raises the **purchase orders**, one for each supplier.



Is Product	Order No	Ordered By	Order Date	Requested Date	Supplier	Status	Amount	Printed	Emailed
Inventory	3199		15/10/2026	17/10/2026	Halvergate Merchant Distributi...	Awaiting Receipt	1,424.00		X
Inventory	3198		12/10/2026	16/10/2026	Northline Radiators Ltd	Awaiting Invoice	496.00		X
Inventory	3197		12/10/2026	14/10/2026	Halvergate Merchant Distributi...	Awaiting Invoice	336.00		X
Inventory	3196		08/10/2026	12/10/2026	Vellacourt Boilers UK Ltd	Awaiting Invoice	2,560.00		X
Inventory	3195		08/10/2026	12/10/2026	Northline Radiators Ltd	On Backorder	2,112.00		X
Inventory	3194		08/10/2026	10/10/2026	Halvergate Merchant Distributi...	Awaiting Invoice	372.00		X
Inventory	3193		05/10/2026	07/10/2026	Kelvinbrook Copper & Tube Ltd	Awaiting Invoice	768.00		X
Inventory	3192		05/10/2026	09/10/2026	Brassford Valves & Fittings Ltd	Awaiting Invoice	376.00		X
Inventory	3191		01/10/2026	03/10/2026	Kelvinbrook Copper & Tube Ltd	Awaiting Invoice	384.00		X
Inventory	3190		01/10/2026	05/10/2026	Vellacourt Boilers UK Ltd	Awaiting Invoice	5,780.00		X
Inventory	3189		01/10/2026	05/10/2026	Northline Radiators Ltd	Awaiting Invoice	440.00		X
Inventory	3188		01/10/2026	05/10/2026	Brassford Valves & Fittings Ltd	Awaiting Invoice	576.00		X
Inventory	3187		01/10/2026	03/10/2026	Halvergate Merchant Distributi...	Awaiting Invoice	464.00		X
Inventory	3186		28/09/2026	02/10/2026	Brassford Valves & Fittings Ltd	Awaiting Invoice	442.00		X
Inventory	3185		28/09/2026	30/09/2026	Halvergate Merchant Distributi...	Awaiting Invoice	1,856.00		X
Inventory	3184		24/09/2026	02/10/2026	Eirmhor Sanitaryware Teoranta	Awaiting Invoice	712.00		X
Inventory	3183		24/09/2026	26/09/2026	Kelvinbrook Copper & Tube Ltd	Awaiting Invoice	296.00		X
Inventory	3182		24/09/2026	28/09/2026	Vellacourt Boilers UK Ltd	Awaiting Invoice	384.00		X
Inventory	3181		24/09/2026	26/09/2026	Halvergate Merchant Distributi...	Awaiting Invoice	336.00		X
Inventory	3180		21/09/2026	23/09/2026	Halvergate Merchant Distributi...	Awaiting Invoice	764.00		X
Inventory	3179		17/09/2026	19/09/2026	Kelvinbrook Copper & Tube Ltd	Awaiting Invoice	392.00		X
Inventory	3178		17/09/2026	21/09/2026	Northline Radiators Ltd	Awaiting Invoice	440.00		X

Figure 19. Order Processing > Purchase Orders

Order Processing > Purchase Orders lists the orders and how far each has got: **Awaiting Receipt** (ordered, not yet delivered), **On Backorder** (part delivered) and **Awaiting Invoice** (delivered, the supplier's invoice still to come).



Stock Purchase Order: 3199

Order Date: 15/10/2026 Requested Date: 17/10/2026 Order No: 3199 Status: Awaiting Receipt Printed: [checked] Emailed: [checked]

Supplier: Halvergate Merchant Distribution Ltd Order Amount: 1,424.00 Ordered By: [blank] Delivery: Collection Job: Default

Seq	Item	Description	Ordered	Unit Cost	Amount	Instructions to Supplier
1	PMP-CP6	Central Heating Circulating Pump 6m	8	58.00	464.00	X
2	SHW-BAR	Thermostatic Bar Shower Kit	8	64.00	512.00	X
3	TL-PCUT	Pipe Cutter 15/22mm	40	11.20	448.00	X
4	Generic code...		0	0.00		X

Count: 3 Ordered: 56 Total: 1,424.00

Figure 20. A purchase order

QSAccounts

Stock Receipts

Post

New

Modify

Invoice

Filter

Refresh

Close

Print

☐ All users unposted

Print

☐ Select all unposted

Created by

Administrator

Receipt No	Date	PO Num	Supplier	Warehouse	Posted
5227	16/10/2026	3198	Northline Radiators Ltd	Default	X
5226	14/10/2026	3197	Halvergate Merchant Distribution Ltd	Default	X
5225	12/10/2026	3196	Vellacourt Boilers UK Ltd	Default	X
5224	12/10/2026	3195	Northline Radiators Ltd	Default	X
5223	12/10/2026	3194	Halvergate Merchant Distribution Ltd	Default	X
5222	09/10/2026	3192	Brassford Valves & Fittings Ltd	Default	X
5221	07/10/2026	3193	Kelvinbrook Copper & Tube Ltd	Default	X
5220	05/10/2026	3191	Kelvinbrook Copper & Tube Ltd	Default	X
5219	05/10/2026	3190	Vellacourt Boilers UK Ltd	Default	X
5218	05/10/2026	3189	Northline Radiators Ltd	Default	X
5217	05/10/2026	3188	Brassford Valves & Fittings Ltd	Default	X
5216	05/10/2026	3187	Halvergate Merchant Distribution Ltd	Default	X
5215	02/10/2026	3186	Brassford Valves & Fittings Ltd	Default	X
5214	02/10/2026	3184	Eirmhor Sanitaryware Teoranta	Default	X
5213	30/09/2026	3185	Halvergate Merchant Distribution Ltd	Default	X
5212	28/09/2026	3183	Kelvinbrook Copper & Tube Ltd	Default	X
5211	28/09/2026	3182	Vellacourt Boilers UK Ltd	Default	X
5210	28/09/2026	3181	Halvergate Merchant Distribution Ltd	Default	X
5209	23/09/2026	3180	Halvergate Merchant Distribution Ltd	Default	X
5208	21/09/2026	3179	Kelvinbrook Copper & Tube Ltd	Default	X
5207	21/09/2026	3178	Northline Radiators Ltd	Default	X
5206	16/09/2026	3177	Halvergate Merchant Distribution Ltd	Default	X

Figure 21. Order Processing > Stock Receipts: the goods in, against their orders

When the lorry arrives, **Order Processing > Stock Receipts** books the goods in against their order: the stock goes up, and anything not delivered stays on order.

QSAccounts

Supplier Invoices

New

Modify

Delete

Print

Filter

Refresh

Close

Invoice No	Invoice Date	Supplier	crip	Amount	Due Date	Is Invoice	Is Stock Inv	Posted	Owing
NOR-56101	16/10/2026	Northline Radiators Ltd	Pu...	£595.20	15/11/2026	✓	✓	✓	£595.20
HAL-56084	14/10/2026	Halvergate Merchant Distribution Ltd	Pu...	£403.20	13/11/2026	✓	✓	✓	£403.20
VEL-56056	12/10/2026	Vellacourt Boilers UK Ltd	Pu...	£3,072.00	11/11/2026	✓	✓	✓	£3,072.00
NOR-56026	12/10/2026	Northline Radiators Ltd	Pu...	£2,356.80	11/11/2026	✓	✓	✓	£2,356.80
HAL-55989	12/10/2026	Halvergate Merchant Distribution Ltd	Pu...	£446.40	11/11/2026	✓	✓	✓	£446.40
BRA-55981	09/10/2026	Brassford Valves & Fittings Ltd	Pu...	£451.20	08/11/2026	✓	✓	✓	£451.20
LE2610	08/10/2026	Lumen Energy NI	Ele...	£510.68	22/10/2026	✓	☐	✓	£510.68
CT2610	08/10/2026	Corlink Telecom	Tel...	£142.20	22/10/2026	✓	☐	✓	£142.20
KEL-55953	07/10/2026	Kelvinbrook Copper & Tube Ltd	Pu...	£921.60	06/11/2026	✓	✓	✓	£921.60
VEL-55916	05/10/2026	Vellacourt Boilers UK Ltd	Pu...	£6,936.00	04/11/2026	✓	✓	✓	£6,936.00
NOR-55896	05/10/2026	Northline Radiators Ltd	Pu...	£528.00	04/11/2026	✓	✓	✓	£528.00
KEL-55950	05/10/2026	Kelvinbrook Copper & Tube Ltd	Pu...	£460.80	04/11/2026	✓	✓	✓	£460.80
HAL-55845	05/10/2026	Halvergate Merchant Distribution Ltd	Pu...	£556.80	04/11/2026	✓	✓	✓	£556.80
BRA-55860	05/10/2026	Brassford Valves & Fittings Ltd	Pu...	£691.20	04/11/2026	✓	✓	✓	£691.20
EIR-55802	02/10/2026	Eirmhor Sanitaryware Teoranta	Pu...	£712.00	01/11/2026	✓	✓	✓	£712.00
BRA-55806	02/10/2026	Brassford Valves & Fittings Ltd	Pu...	£530.40	01/11/2026	✓	✓	✓	£530.40
FW880530	01/10/2026	Fuelwise Cards Ltd	Fu...	£1,469.30	15/10/2026	✓	☐	✓	£1,469.30
ARD-1026	01/10/2026	Ardvama Estates Ltd	Re...	£2,220.00	08/10/2026	✓	☐	✓	£0.00
RD-2609	30/09/2026	Ross Darragh Plumbing & Heating	Du...	£1,395.00	14/10/2026	✓	☐	✓	£1,135.00
HAL-55767	30/09/2026	Halvergate Merchant Distribution Ltd	Pu...	£2,227.20	30/10/2026	✓	✓	✓	£2,227.20
VEL-55699	28/09/2026	Vellacourt Boilers UK Ltd	Pu...	£460.80	28/10/2026	✓	✓	✓	£460.80
KEL-55740	28/09/2026	Kelvinbrook Copper & Tube Ltd	Pu...	£355.20	28/10/2026	✓	✓	✓	£355.20

Figure 22. Purchase Ledger > Supplier Invoices

When the supplier's invoice comes, it is made from the receipt, so the quantities and prices are already there: check them against the paper and post it.

Modify Supplier Stock Invoice: NOR-56101

Supplier: Northline Radiators Ltd | Description: Purchase Invoice | Type: Invoice | Posted

Supplier Inv No: NOR-56101 | Date: 16/10/2026 | Due Date: 15/11/2026 | Invoice Amount: 595.20 | PO Num: 3198 | Receipt: 5227 | Delivery mode: Collection

Notes:

Job: Default

Seq	Product	Description	Quantity	Unit Cost	Amount	Vat	Vat Amount	Gross Amount
1	RAD-TR18	Chrome Towel Rail 1800 x 500	8	62.00	496.00	99.20	99.20	595.20

Count: 1 | Quantity: 8 | Amount: 496.00 | Vat: 99.20 | Gross: 595.20

Carriage: 0.00 | VAT Rate: 0.00 | Labour Element: 0.00 | CIS Deduction: ☐ | Creation Date: 17/10/2026 | User: Administrator

Figure 23. A supplier's invoice, made from the stock receipt

Modify Supplier Service Invoice: RD-2609

Supplier: Ross Darragh Plumbing & Heating | Description: Dunmara Meadows - plumbing, September 2026 | Type: Invoice | Posted

Supplier Inv No: RD-2609 | Date: 30/09/2026 | Due Date: 14/10/2026 | Invoice Amount: 1,395.00 | PO Num:

Notes:

Job: Dunmara Meadows phase

Expenditure Analysis	Amount	Vat Rate	Vat	Total
Sub-contractors (CIS)	1,300.00	0.00	0.00	1,300.00
Sub-contractors (CIS)	95.00	0.00	0.00	95.00

Labour Element: 1,300.00 | CIS Deduction: ☒ 20% CIS 260.00 - amount due 1,135.00 | Creation Date: 17/10/2026 | User: Administrator

Figure 24. A subcontractor's invoice: CIS kept back from the labour

A **subcontractor's** invoice is different: QuiSuite keeps back the **CIS deduction** from the labour (not the materials) at the subcontractor's rate, and that money goes to HMRC instead of to them (see **Jobs and CIS**).

Paying suppliers

Supplier: Halvergate Merchant Distribution Ltd | Bank: Business Current Account | Date: 17/10/2026 | Trans Ref / Cheque No: | Post Payment | Close | Previous Payments...

Pay within Disc | Pay within Terms

Pay	Invoice No	Date	Due	Total	Owing	Disputed	Discount	To Pay
☐	HAL-55505	14/09/2026	14/10/2026	1,099.20	1,099.20		0.00	0.00
☐	HAL-55591	16/09/2026	16/10/2026	537.60	537.60		0.00	0.00
☐	HAL-55652	23/09/2026	23/10/2026	916.80	916.80		0.00	0.00
☐	HAL-55661	28/09/2026	28/10/2026	403.20	403.20		0.00	0.00
☐	HAL-55767	30/09/2026	30/10/2026	2,227.20	2,227.20		0.00	0.00
☐	HAL-55845	05/10/2026	04/11/2026	556.80	556.80		0.00	0.00
☐	HAL-55989	12/10/2026	11/11/2026	446.40	446.40		0.00	0.00
☐	HAL-56084	14/10/2026	13/11/2026	403.20	403.20		0.00	0.00

Total Discount: 0.00 To Pay: 0.00

Figure 25. Purchase Ledger > Supplier Payments: tick what to pay

Purchase Ledger > Supplier Payments lists a supplier's unpaid invoices. Choose the bank, tick what to pay (or press **Pay within Terms** to tick everything due), and press **Post Payment**. Halvergate's invoices of 14 and 16 September fell due this week.

Payments from: 17/09/2026 to 17/10/2026 | Refresh

	Date	Reference	Supplier	Paid From	Amount	Email
☐	17/09/2026	DD	Corrlink Telecom	Business Current Account	142.20	billing@corrlink.example
☐	17/09/2026	DD	Lumen Energy NI	Business Current Account	341.26	business@lumenenergy.example
☐	17/09/2026	DD	Fuelwise Cards Ltd	Business Current Account	1,335.66	fleet@fuelwise.example
☐	25/09/2026	BACS091	Halvergate Merchant Distribution Ltd	Business Current Account	11,688.00	orders@halvergate.example
☐	25/09/2026	BACS092	Brassford Valves & Fittings Ltd	Business Current Account	1,910.40	trade@brassford.example
☐	25/09/2026	BACS093	Northline Radiators Ltd	Business Current Account	2,889.60	sales@northlineradiators.example
☐	25/09/2026	BACS094	Vellacourt Boilers UK Ltd	Business Current Account	14,116.80	orders@vellacourt.example
☐	25/09/2026	BACS095	Kelvinbrook Copper & Tube Ltd	Business Current Account	2,668.80	orders@kelvinbrook.example
☐	25/09/2026	BACS096	Ross Darragh Plumbing & Heating	Business Current Account	1,135.00	ross@darraghplumbing.example
☐	25/09/2026	BACS097	Bannside Gas Services Ltd	Business Current Account	1,950.00	office@bannsidegas.example
☐	01/10/2026	SO RENT	Ardvarna Estates Ltd	Business Current Account	2,220.00	rent@ardvarnaestates.example

Print Remittances | Print Cheques | Email Remittances | BACS File... | Close

Figure 26. Purchase Ledger > Remittances and Cheques

Purchase Ledger > Remittances and Cheques prints or emails a **remittance advice** for every payment, so the supplier knows which invoices it pays.



From quotation to invoice

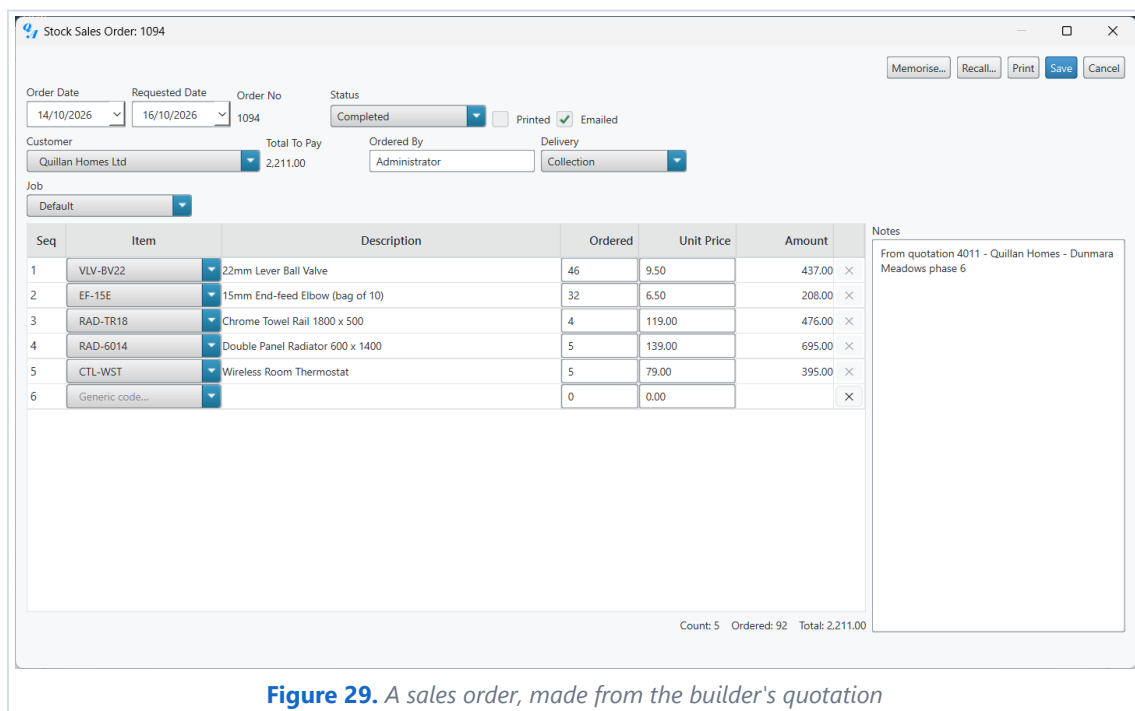
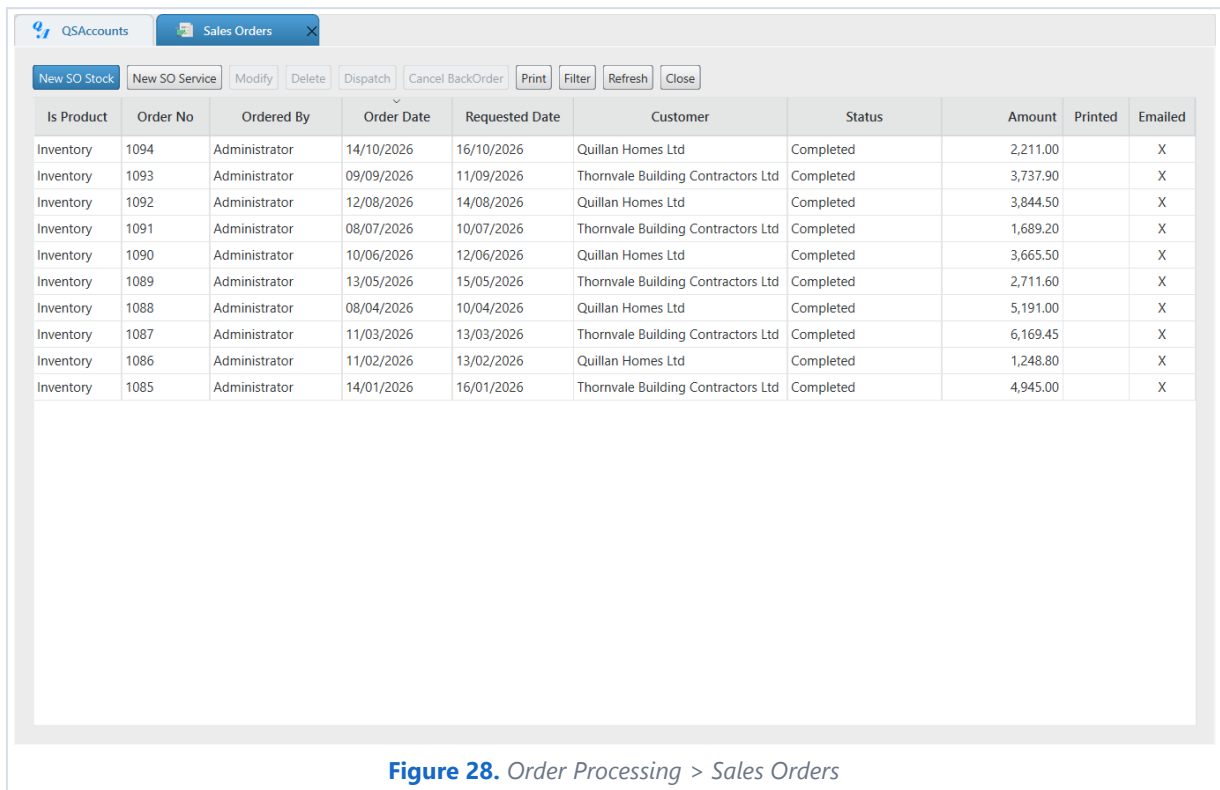
QA Accounts Quotations

New Modify Delete Print Make Order Make Invoice Filter Refresh Close

Quote No	Quote Date	Customer	Description	Amount	Validity Date	Is Stock Quote	Printed	Completed
4012	4/10/2026	Kenbury Energy Solutions Ltd	Heat pump buffer and cylinder ...	2,349.70	13/11/2026	X		
4011	07/10/2026	Quillan Homes Ltd	Quillan Homes - Dunmara Mea...	2,653.20	06/11/2026	X		X
4010	02/09/2026	Thornvale Building Contractors Ltd	Thornvale - Castleroe Park, plot...	4,485.48	02/10/2026	X		X
4009	05/08/2026	Quillan Homes Ltd	Quillan Homes - Dunmara Mea...	4,613.40	04/09/2026	X		X
4008	01/07/2026	Thornvale Building Contractors Ltd	Thornvale - Castleroe Park, plot...	2,027.04	31/07/2026	X		X
4007	03/06/2026	Quillan Homes Ltd	Quillan Homes - Dunmara Mea...	4,398.60	03/07/2026	X		X
4006	06/05/2026	Thornvale Building Contractors Ltd	Thornvale - Castleroe Park, plot...	3,253.92	05/06/2026	X		X
4005	01/04/2026	Quillan Homes Ltd	Quillan Homes - Dunmara Mea...	6,229.20	01/05/2026	X		X
4004	04/03/2026	Thornvale Building Contractors Ltd	Thornvale - Castleroe Park, plot...	7,403.34	03/04/2026	X		X
4003	04/02/2026	Quillan Homes Ltd	Quillan Homes - Dunmara Mea...	1,498.56	06/03/2026	X		X
4002	02/02/2026	Mr & Mrs P Harvey	Combi boiler replacement	4,140.00	04/03/2026			X
4001	07/01/2026	Thornvale Building Contractors Ltd	Thornvale - Castleroe Park, plot...	5,934.00	06/02/2026	X		X

Figure 27. Sales Ledger > Quotations: Make Order and Make Invoice

A big job starts with a **quotation**. **Sales Ledger > Quotations** lists them; when the customer says yes, **Make Order** turns it into a sales order (for goods to be delivered), or **Make Invoice** straight into an invoice.



Quillan Homes' order for the Dunmara Meadows site came from its quotation. QuiSuite **allocates** the stock to it, so the counter cannot sell what the builder is waiting for.

QSAccounts		Stock Dispatches												
Post	New	Modify	Invoice	Filter	Refresh	Close	Print	☐	All users unposted	Print	☐	Select all unposted	Created by	Administrator
Dispatch No	Date	SO Num	Customer	Warehouse	Posted									
1010	16/10/2026	1094	Quillan Homes Ltd	Default	X									
1009	11/09/2026	1093	Thornvale Building Contractors Ltd	Default	X									
1008	14/08/2026	1092	Quillan Homes Ltd	Default	X									
1007	10/07/2026	1091	Thornvale Building Contractors Ltd	Default	X									
1006	12/06/2026	1090	Quillan Homes Ltd	Default	X									
1005	15/05/2026	1089	Thornvale Building Contractors Ltd	Default	X									
1004	10/04/2026	1088	Quillan Homes Ltd	Default	X									
1003	13/03/2026	1087	Thornvale Building Contractors Ltd	Default	X									
1002	13/02/2026	1086	Quillan Homes Ltd	Default	X									
1001	16/01/2026	1085	Thornvale Building Contractors Ltd	Default	X									

Figure 30. Order Processing > Stock Dispatches: the goods out to site

Figure 30. Order Processing > Stock Dispatches: the goods out to site

Order Processing > Stock Dispatches sends the goods: the stock goes down, the delivery note prints, and the order is ready to invoice.

Invoices and credit notes

Sales Invoices

×

New

Modify

Delete

Print

Filter

Refresh

Close

Invoice No	Invoice Date	Customer	Description	Amount	Due Date	Is Invoice	Is Stock Inv	Posted	Owing
2481	16/10/2026	Counter Sales	Trade ...	£1,025.76	16/10/2026	✓	✓	✓	£0.00
2480	16/10/2026	Fernlow Heating Services	Sales ...	£830.59	15/11/2026	✓	✓	✓	£830.59
2479	16/10/2026	Copperbeck Plumbing Ltd	Sales ...	£537.84	15/11/2026	✓	✓	✓	£537.84
2467	16/10/2026	Quillan Homes Ltd	Quilla...	£2,653.20	15/11/2026	✓	✓	✓	£2,653.20
2478	15/10/2026	Copperbeck Plumbing Ltd	Sales ...	£1,200.14	14/11/2026	✓	✓	✓	£1,200.14
2477	15/10/2026	Harwood & Pyle Plumbing	Sales ...	£304.18	14/11/2026	✓	✓	✓	£304.18
2476	14/10/2026	Mossgate Bathrooms	Sales ...	£1,217.16	13/11/2026	✓	✓	✓	£1,217.16
2475	13/10/2026	Counter Sales	Trade ...	£1,199.46	13/10/2026	✓	✓	✓	£0.00
2474	13/10/2026	Fernlow Heating Services	Sales ...	£1,220.11	12/11/2026	✓	✓	✓	£1,220.11
2473	12/10/2026	Riverstone Property Maintenance	Sales ...	£823.92	11/11/2026	✓	✓	✓	£823.92
2472	09/10/2026	Counter Sales	Trade ...	£480.00	09/10/2026	✓	✓	✓	£0.00
2471	09/10/2026	Copperbeck Plumbing Ltd	Sales ...	£1,394.09	08/11/2026	✓	✓	✓	£1,394.09
2470	09/10/2026	Harwood & Pyle Plumbing	Sales ...	£148.07	08/11/2026	✓	✓	✓	£148.07
2469	08/10/2026	Mossgate Bathrooms	Sales ...	£1,020.96	07/11/2026	✓	✓	✓	£1,020.96
2468	08/10/2026	Kenbury Energy Solutions Ltd	Sales ...	£2,178.90	07/11/2026	✓	✓	✓	£2,178.90
2466	07/10/2026	Fernlow Heating Services	Sales ...	£2,679.50	06/11/2026	✓	✓	✓	£2,679.50
2465	07/10/2026	Fernlow Heating Services	Sales ...	£283.42	06/11/2026	✓	✓	✓	£283.42
2464	06/10/2026	Counter Sales	Trade ...	£777.24	06/10/2026	✓	✓	✓	£0.00
2463	06/10/2026	Harwood & Pyle Plumbing	Sales ...	£401.22	05/11/2026	✓	✓	✓	£401.22
2462	05/10/2026	Bannmouth Primary School	Sales ...	£778.20	04/11/2026	✓	✓	✓	£778.20
2461	02/10/2026	Counter Sales	Trade ...	£855.24	02/10/2026	✓	✓	✓	£0.00
2460	02/10/2026	Glenmorrow Lettings	Sales ...	£82.02	16/10/2026	✓	✓	✓	£82.02

Figure 31. Sales Ledger > Sales Invoices

Figure 31. Sales Ledger > Sales Invoices

Modify Sales Stock Invoice: 2479

Customer: Copperbeck Plumbing Ltd Description: Sales Invoice Type: Invoice Invoice No: 2479 Date: 16/10/2026 Due Date: 15/11/2026 Invoice Amount: 537.84 Order No: PO4660 Dispatch: (none) Delivery mode: Collection

Notes:

Job: Default

Seq	Product	Description	Quantity	Unit Price	Amount	Vat	Vat Amount	Gross Amount
1	EF-15E	15mm End-feed Elbow (bag of 10)	5	5.85	29.25	0	5.85	35.10
2	RAD-TR18	Chrome Towel Rail 1800 x 500	2	107.10	214.20	0	42.84	257.04
3	CU-22-3	Copper Tube 22mm x 3m	7	29.25	204.75	0	40.95	245.70

Carriage: 0.00 VAT Rate: 0.00 CIS Recoverable: 0.00 Labour Element: 0.00

Count: 3 Quantity: 14 Amount: 448.20 Vat: 89.64 Gross: 537.84

Creation Date: 17/10/2026 User: Administrator

Figure 32. A sales invoice: the installer's prices, from the price list

An **invoice** lists what was sold, at the customer's prices, with the VAT worked out on every line. **Post** it, and the customer owes the money, the sales go into the nominal ledger, and the stock's cost goes from stock to cost of sales.

Modify Sales Stock Credit: 2394

Customer: Fernlow Heating Services Description: Returned - damaged in transit Type: Credit Note Invoice No: 2394 Date: 18/08/2026 Due Date: 18/08/2026 Invoice Amount: 124.80 Order No: Dispatch: (none) Delivery mode: Collection

Notes:

Job: Default

Seq	Product	Description	Quantity	Unit Price	Amount	Vat	Vat Amount	Gross Amount
1	RAD-6010	Double Panel Radiator 600 x 1000	1	104.00	104.00	0	20.80	124.80

Carriage: 0.00 VAT Rate: 0.00 CIS Recoverable: 0.00 Labour Element: 0.00

Count: 1 Quantity: 1 Amount: 104.00 Vat: 20.80 Gross: 124.80

Creation Date: 17/10/2026 User: Administrator

Figure 33. A credit note: goods returned, back into stock

When goods come back, a **credit note** puts them back into stock and takes the money off the customer's account. QuiSuite sets it against the invoice it belongs to.

Modify Sales Stock Invoice: 2481

Customer: Counter Sales Description: Trade counter takings to 16/10/2026 Type: Invoice ☒ Posted

Invoice No: 2481 Date: 16/10/2026 Due Date: 16/10/2026 Invoice Amount: 1,025.76 Order No: Dispatch: (none) Delivery mode: Collection

Notes:

Job: Default

Seq	Product	Description	Quantity	Unit Price	Amount	Vat	Vat Amount	Gross Amount
1	TL-BEND	Pipe Bender 15/22mm	4	84.95	339.80	0	67.96	407.76
2	PMP-CP6	Central Heating Circulating Pump 6m	2	99.00	198.00	0	39.60	237.60
3	CTL-WST	Wireless Room Thermostat	1	79.00	79.00	0	15.80	94.80
4	SHW-BAR	Thermostatic Bar Shower Kit	2	119.00	238.00	0	47.60	285.60

Count: 4 Quantity: 9 Amount: 854.80 Vat: 170.96 Gross: 1,025.76

Carriage: 0.00 VAT Rate: 0.00 ☐ CIS Recoverable Labour Element: 0.00

Creation Date: 17/10/2026 User: Administrator

Figure 34. The trade counter's takings: a cash sale, paid on the spot

The **trade counter's** sales go on the **Counter Sales** account: each day's takings are one invoice, paid at once into the bank.

Getting paid

QSAccounts Customer Receipts

Customer: Kenbury Energy Solutions Ltd Bank: Business Current Account Date: 17/10/2026 Trans Ref / Receipt No:

Write-off Account:

Pay within Disc: ☐ Pay within Terms: ☐ Bad debt write off: ☐

Pay	Invoice No	Date	Due	Total	Owing	Disputed	Discount	Received	Write Off
☐	2419	04/09/2026	04/10/2026	3,026.16	3,026.16		0.00	0.00	0.00
☐	2439	18/09/2026	18/10/2026	236.18	236.18		0.00	0.00	0.00
☐	2441	21/09/2026	21/10/2026	619.92	619.92		0.00	0.00	0.00
☐	2454	30/09/2026	30/10/2026	1,854.36	1,854.36		0.00	0.00	0.00
☐	2468	08/10/2026	07/11/2026	2,178.90	2,178.90		0.00	0.00	0.00

Total Discount: 0.00 Received: 0.00 Write Off: 0.00

Figure 35. Sales Ledger > Customer Receipts: tick what they have paid

Sales Ledger > Customer Receipts works like paying a supplier: choose the customer and the bank, tick the invoices their payment covers, and post it.

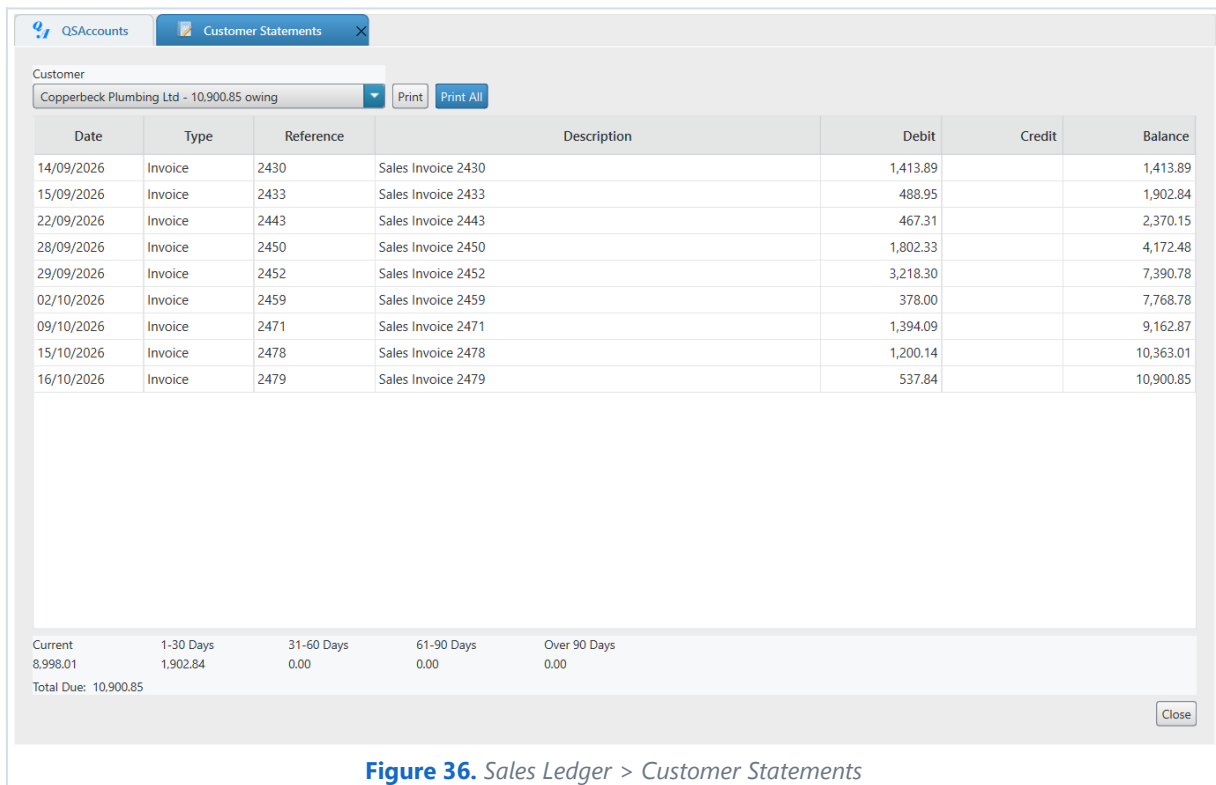


Figure 36. Sales Ledger > Customer Statements

At the end of the month, **Sales Ledger > Customer Statements** prints or emails every customer a **statement** of what they owe.

Credit Control

As at 10/10/2026 ☒ Only accounts with something overdue [Refresh](#)

	Account	Customer	Balance	Credit Limit	Not Yet Due	1-30 Days	31-60 Days	61-90 Days	Over 90	Days Overdue	Letter Due	Last Letter
✓	COP001	Copperbeck ...	10,900.85	6,000.00	8,998.01	1,902.84				3	First	
✓	GLE001	Glenmorrow ...	82.02	4,000.00		82.02				1	First	
✓	HAR001	Harwood & Pyle...	5,569.93	3,500.00	2,456.05	1,680.39	1,433.49			49	Second	
✓	KEN001	Kenbury Energy ...	7,915.52	8,000.00	4,889.36	3,026.16				13	First	
✓	MOS001	Mossgate ...	4,256.76	5,000.00	3,551.46	705.30				1	First	
✓	RIV001	Riverstone ...	4,263.96	3,000.00	1,488.48	1,740.48	1,035.00			57	Second	

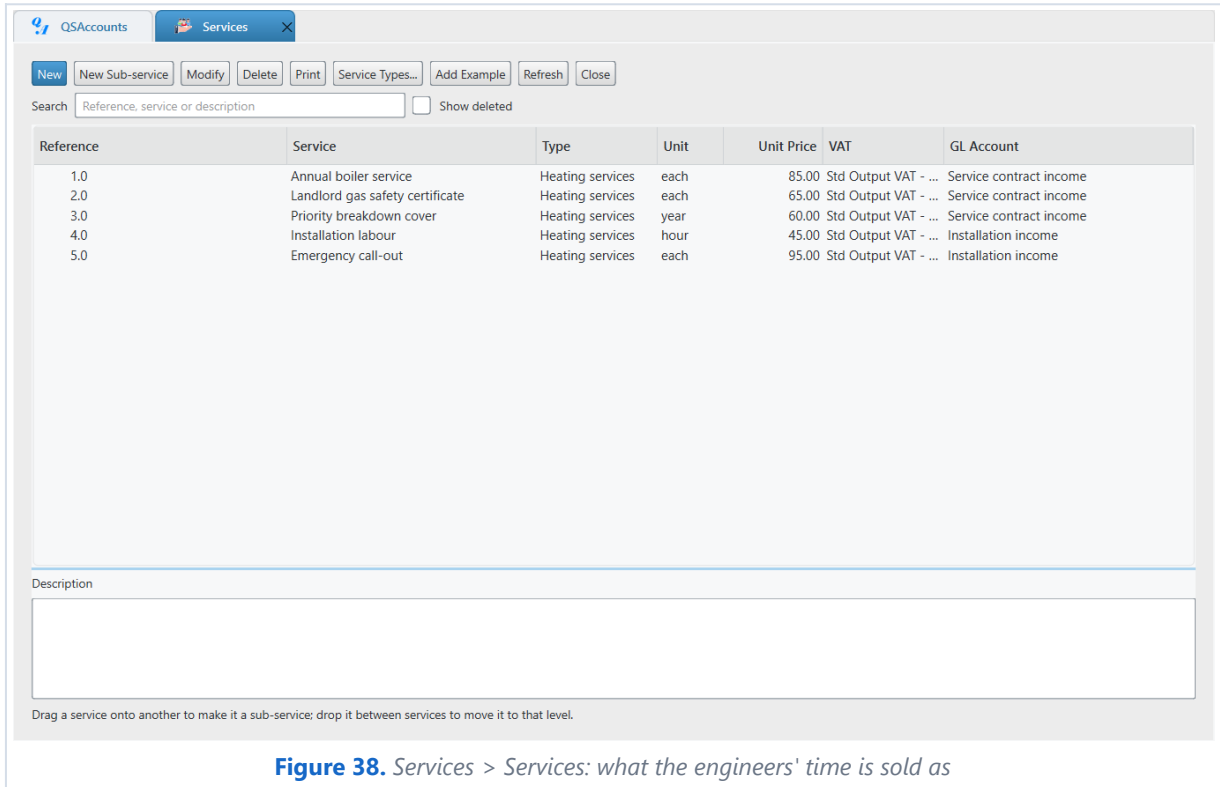
6 account(s), owing 32,989.04, of which 11,605.68 is overdue.

[Print Letters](#) [Diary...](#) [Hold / Release](#) [Apply Automatic Holds](#) [Settings...](#) [Close](#)

Figure 37. Sales Ledger > Credit Control: who is late, and the account on hold

Sales Ledger > Credit Control lists every account with something overdue, how late it is, and which **reminder letter** is due. Harwood & Pyle Plumbing is 49 days late and says two radiators were the wrong size: the account is **on hold** until it is sorted out, so nothing more can be sold to it on account. Riverstone Property Maintenance is over its credit limit and due a second letter.

Services and contracts



The screenshot shows the 'Services' window in the QuiSuite software. The window has a title bar with 'QA QSAccounts' and 'Services'. Below the title bar is a menu bar with options: New, New Sub-service, Modify, Delete, Print, Service Types..., Add Example, Refresh, and Close. A search bar is located below the menu bar with the placeholder text 'Reference, service or description' and a checkbox for 'Show deleted'. The main area of the window contains a table with the following columns: Reference, Service, Type, Unit, Unit Price, VAT, and GL Account. The table lists five services: 1.0 Annual boiler service, 2.0 Landlord gas safety certificate, 3.0 Priority breakdown cover, 4.0 Installation labour, and 5.0 Emergency call-out. Each service has a corresponding unit price and VAT rate. Below the table is a description field with the placeholder text 'Description'. At the bottom of the window, there is a note: 'Drag a service onto another to make it a sub-service; drop it between services to move it to that level.'

Reference	Service	Type	Unit	Unit Price	VAT	GL Account
1.0	Annual boiler service	Heating services	each	85.00	Std Output VAT - ...	Service contract income
2.0	Landlord gas safety certificate	Heating services	each	65.00	Std Output VAT - ...	Service contract income
3.0	Priority breakdown cover	Heating services	year	60.00	Std Output VAT - ...	Service contract income
4.0	Installation labour	Heating services	hour	45.00	Std Output VAT - ...	Installation income
5.0	Emergency call-out	Heating services	each	95.00	Std Output VAT - ...	Installation income

Figure 38. Services > Services: what the engineers' time is sold as

Not everything the business sells comes off a shelf. **Services > Services** lists what the engineers' time is sold as: the **annual boiler service**, the **landlord gas safety certificate**, **priority breakdown cover**, **installation labour** by the hour and the **emergency call-out**.

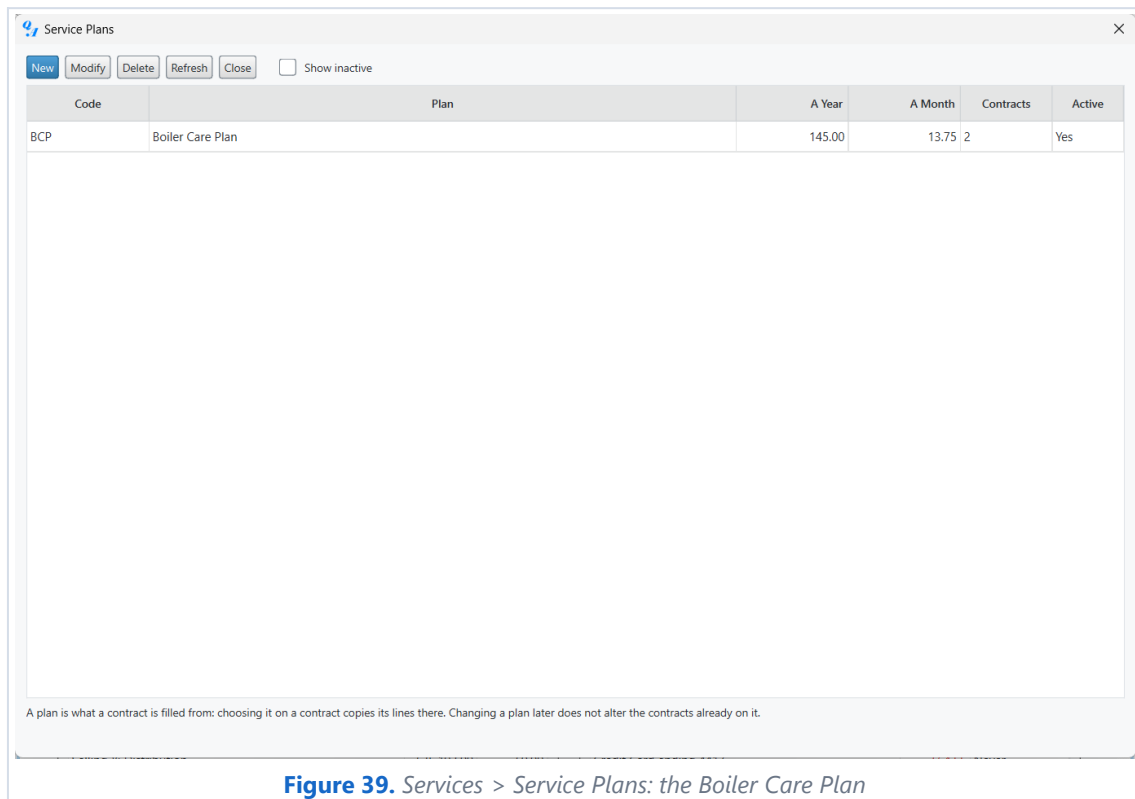


Figure 39. Services > Service Plans: the Boiler Care Plan

A **service plan** is a package of services at one price. The **Boiler Care Plan** is the yearly service and priority breakdown cover: £145 a year, or £13.75 a month.

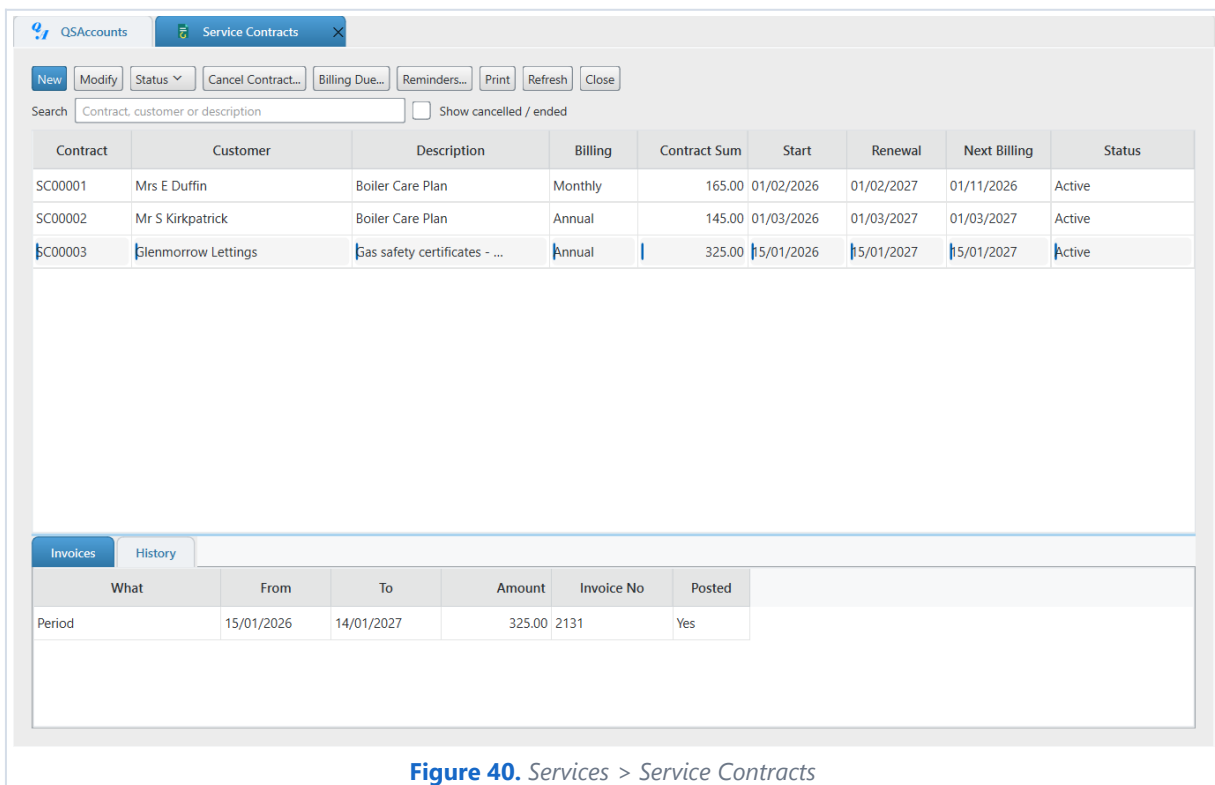


Figure 40. Services > Service Contracts

Each customer on a plan has a **service contract**: Mrs Duffin and Mr Kirkpatrick are on the Boiler Care Plan, and Glenmorrow Lettings has a contract for the gas safety certificates on the properties it manages.

Figure 41. Glenmorrow Lettings' contract

Description	Quantity	Price a Year	Total a Year	VAT	From	To
Landlord gas safety certificate - 40A Main Street, Castlebrook	1	65.00	65.00	264 Output VAT - UK		
Landlord gas safety certificate - 40B Main Street, Castlebrook	1	65.00	65.00	264 Output VAT - UK		
Landlord gas safety certificate - 12 Strand View, Ardara	1	65.00	65.00	264 Output VAT - UK		
Landlord gas safety certificate - 3 Overlook Road, Ardara	1	65.00	65.00	264 Output VAT - UK		
Landlord gas safety certificate - 18 Church Hill, Coleraine	1	65.00	65.00	264 Output VAT - UK		

Figure 42. Its lines: a certificate for each property

No contract invoices are due.

Each ticked period becomes an UNPOSTED sales service invoice dated the first day of its period - check, print or email and post them from Sales Ledger > Invoices. Part-period charges become an invoice and part-period credits a credit note, dated today.

☐ Put each invoice in the Email Queue for the customer, as a PDF

Figure 43. Services > Contract Billing: the month's invoices, in one go

Services > Contract Billing raises every contract's invoice for the period in one go. This month's are done already, so nothing is due: the list fills again at the start of next month.

QA Jobs and CIS

Job costing

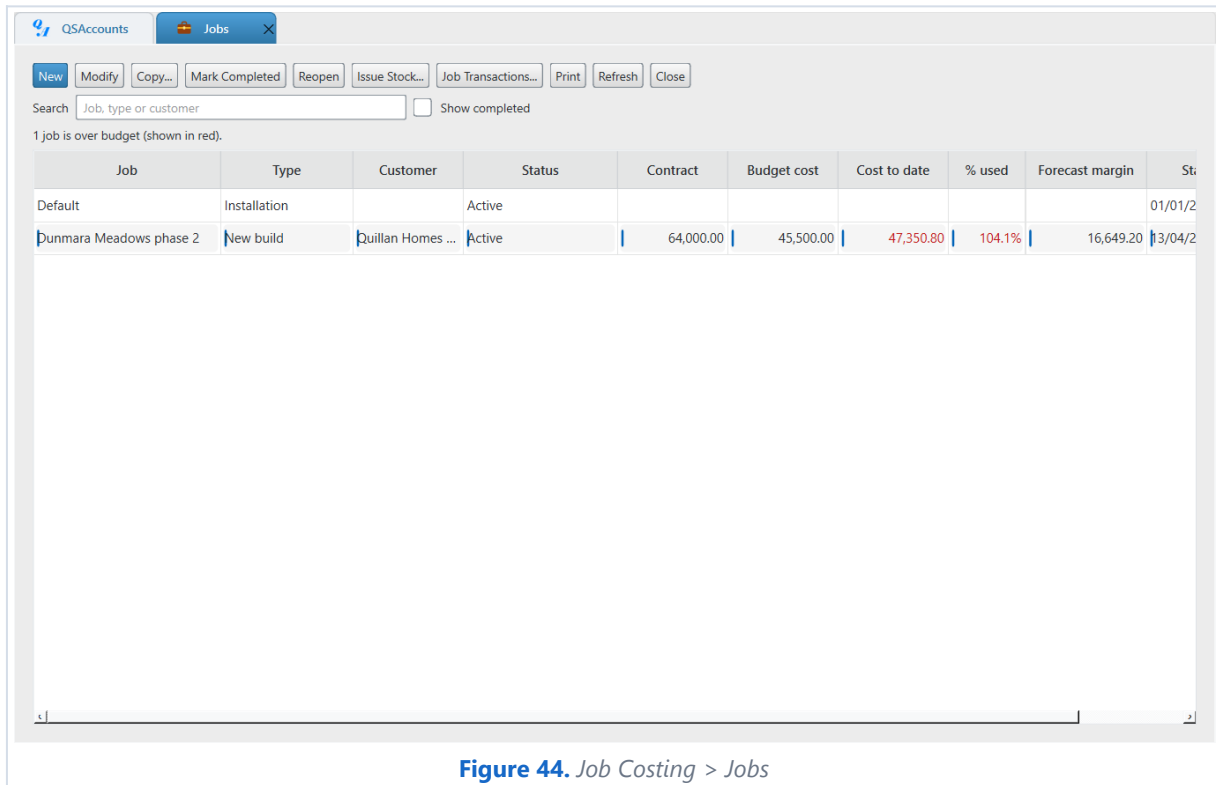


Figure 44. Job Costing > Jobs

A **job** collects every cost and every invoice for one piece of work, so you can see what it made. Demo Accounts has had three this year: a fixed-price **combi replacement** for Mr and Mrs Hanvey (from a quotation), the **Bannmouth Primary School** boiler room in the summer holidays (charged for time and materials), and the heating and plumbing on eight new houses at **Dunmara Meadows** for Quillan Homes. The first two are finished; tick **Show completed** to see them.

Dunmara Meadows is shown in red: its costs so far (£47,350.80) have gone past its budget (£45,500). The contract is £64,000, so it still makes money, but less than planned.

Modify Job

General | Budget | Costs | Variations | Billing

Job: Dunmara Meadows phase 2

Type: New build

Customer: Quillan Homes Ltd

Start: 13/04/2026 End: 27/11/2026

Description: Heating and plumbing for eight houses: boilers, cylinders, radiators, first and second fix, commissioning.

Status: Active

Billing: Fixed price

Contract value: 64,000.00

Retention %: 5.00 % complete: from costs

Manager: (none)

Site address: Dunmara Meadows, Ballycastle BT54 6QY

Customer order ref: QH/DM2/017

Open.

Save Cancel

Figure 45. The job: customer, contract value, retention

The job holds the customer, the site, the **contract value**, and the **retention**: the 5% the builder keeps back until the houses have stood for a year without problems.

Modify Job

General | Budget | Costs | Variations | Billing

Cost type	Hours	Budget	Notes
Labour	900.00	21,500.00	
Materials		16,000.00	
Subcontract		6,000.00	
Plant and Equipment			
Overheads			
Other			

Budgeted cost: 43,500.00 / 900.00 hours

Save Cancel

Figure 46. Its budget

Modify Job

General | Budget | Costs | Variations | Billing

Cost type	Budget	Actual	Committed	Variance	% used	Budget hours	Actual hours
Labour	21,500.00	20,400.00	0.00	-1,100.00	111.2%	900.00	1000.00
Materials	16,000.00	14,325.00	0.00	-1,675.00	90.8%	0.00	0.00
Subcontract	6,000.00	8,925.00	0.00	2,925.00	111.6%	0.00	0.00
Plant and Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overheads	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	43,500.00	43,750.00	0.00	-1,500.00	104.1%	900.00	1000.00

Contract 64,000.00 = approved variations 0.00 = 64,000.00 (pending variations 0.00)
1000% complete earned 64,000.00 (actual 64,000.00) (forecast 64,000.00) (at 27/11/2026) 48% to 144,000.00
Cost to complete 0.00 (forecast 0.00) (actual 0.00) (forecast margin 16,400.00) (unfilled time 0.00)
This job is over budget.

Save Cancel

Figure 47. Its costs so far

Its **budget** says what each part was expected to cost: materials, labour and subcontractors. **Costs so far** lists everything that has gone onto the job: materials issued from stock, the fitters' hours from their timesheets, and the subcontractors' invoices.

Modify Job

General | Budget | Costs | Variations | **Billing**

Progress Claim... Invoice Time... Release Retention...

Date	Kind	Invoice	Gross	Retention	Net	Posted	Notes
30/09/2026	Progress	2455	9,600.00	480.00	9,120.00	X	Progress claim 5 - work to 30/09/2026
31/08/2026	Progress	2412	9,600.00	480.00	9,120.00	X	Progress claim 4 - work to 31/08/2026
31/07/2026	Progress	2370	12,800.00	640.00	12,160.00	X	Progress claim 3 - work to 31/07/2026
30/06/2026	Progress	2334	12,800.00	640.00	12,160.00	X	Progress claim 2 - work to 30/06/2026
29/05/2026	Progress	2295	9,600.00	480.00	9,120.00	X	Progress claim 1 - work to 29/05/2026

Claimed so far 54,400.00 of 64,000.00; retention held 2,720.00; billable time not yet invoiced 0.00.

Save Cancel

Figure 48. Its billing: progress claims and retention

A long job is billed as it goes. Each month a **progress claim** invoices the work done so far, less the retention; the retention is invoiced when the builder releases it.

QSAccounts Timesheets

New Modify Delete Post Labour... Print Refresh Close

From 01/09/2026 To 18/10/2026 Employee (everyone) Job (all jobs) ☐ Unposted only

Date	Employee	Job	Hours	Cost	Charge	Billable	Status	Description
30/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
29/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
29/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
28/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
28/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
23/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
22/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
22/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
21/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
21/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
16/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
15/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
15/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
14/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
14/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
09/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
08/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
08/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...
07/09/2026	Jason Boyd	Dunmara Meadows phase 2	8.00	184.00	0.00		Posted	Dunmara Meadows - first and s...
07/09/2026	Niall Corry	Dunmara Meadows phase 2	8.00	196.00	0.00		Posted	Dunmara Meadows - first and s...

23 entries: 184.00 hours (0.00 chargeable), cost 4,400.00, charge value 0.00

Figure 49. Job Costing > Timesheets: the fitters' hours, job by job

Job Costing > Timesheets records each fitter's hours against a job, at their **cost rate**. **Post Labour...** moves the cost onto the jobs. On a time-and-materials job, the hours are also **chargeable**, and are billed to the customer.

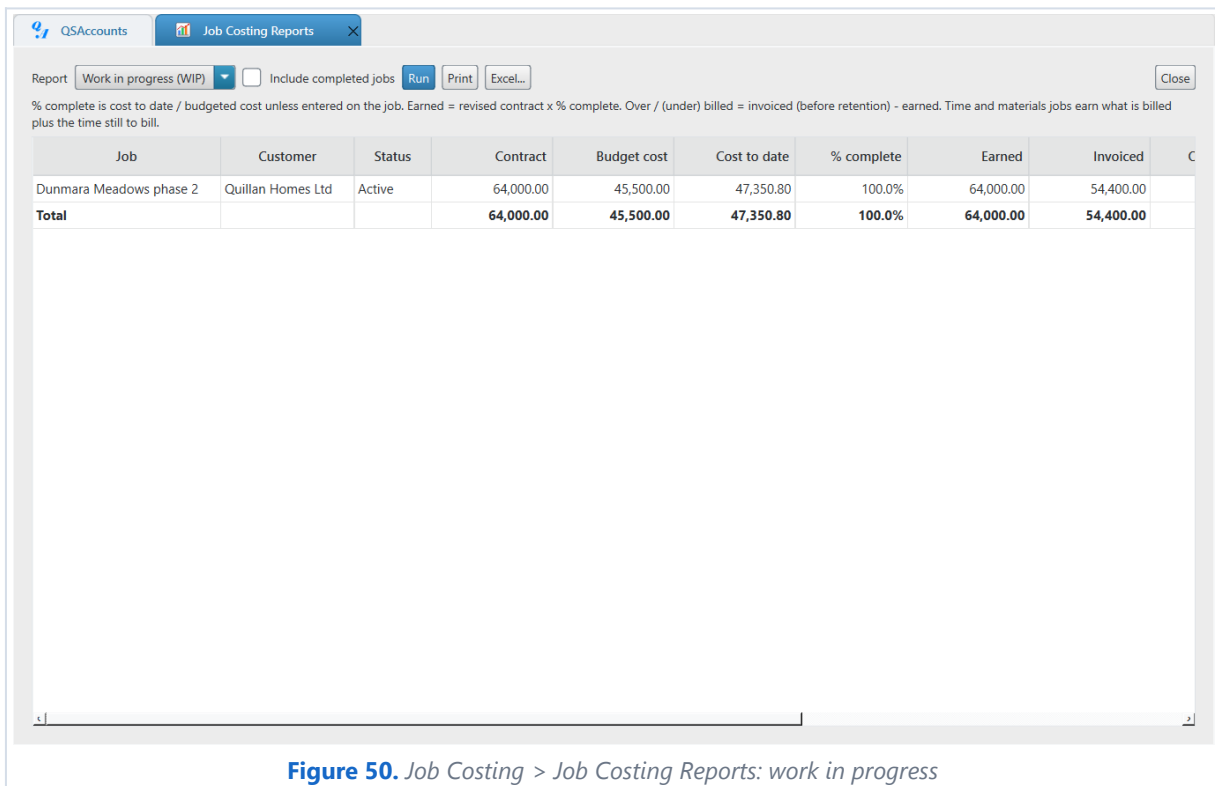
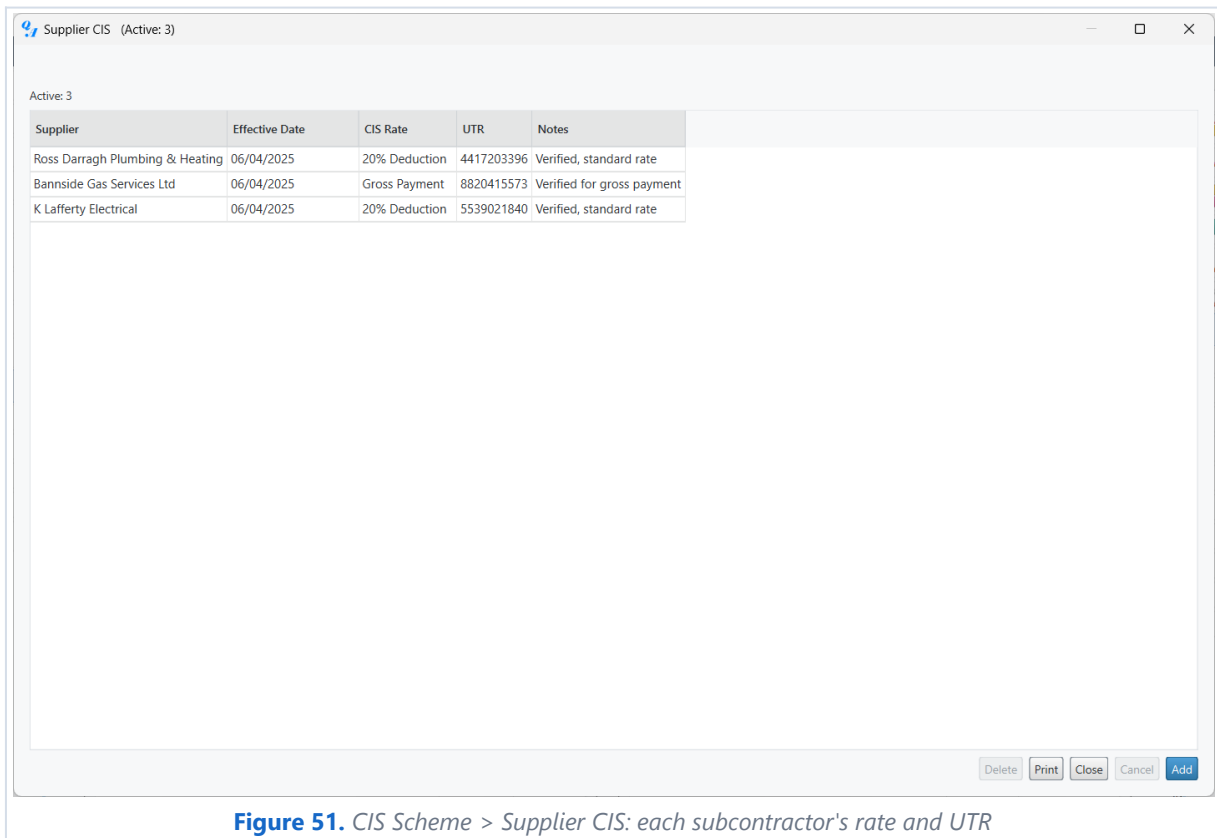


Figure 50. Job Costing > Job Costing Reports: work in progress

The **work in progress** report compares what each job has earned with what has been invoiced, so the accounts show the true profit on jobs that are not finished yet.

CIS: the Construction Industry Scheme



Active: 3

Supplier	Effective Date	CIS Rate	UTR	Notes
Ross Darragh Plumbing & Heating	06/04/2025	20% Deduction	4417203396	Verified, standard rate
Bannside Gas Services Ltd	06/04/2025	Gross Payment	8820415573	Verified for gross payment
K Lafferty Electrical	06/04/2025	20% Deduction	5539021840	Verified, standard rate

Delete Print Close Cancel Add

Figure 51. CIS Scheme > Supplier CIS: each subcontractor's rate and UTR

In the building trade, a contractor paying a subcontractor must keep back tax for HMRC from the labour: 20% at the standard rate, 30% if the subcontractor is not registered, or nothing if HMRC has approved them for **gross payment**. **CIS Scheme > Supplier CIS** holds each subcontractor's rate and **UTR** (their tax reference). Demo Accounts works both ways: it keeps back CIS from its subcontractors, and Quillan Homes keeps back 20% from Demo Accounts' own labour on Dunmara Meadows.

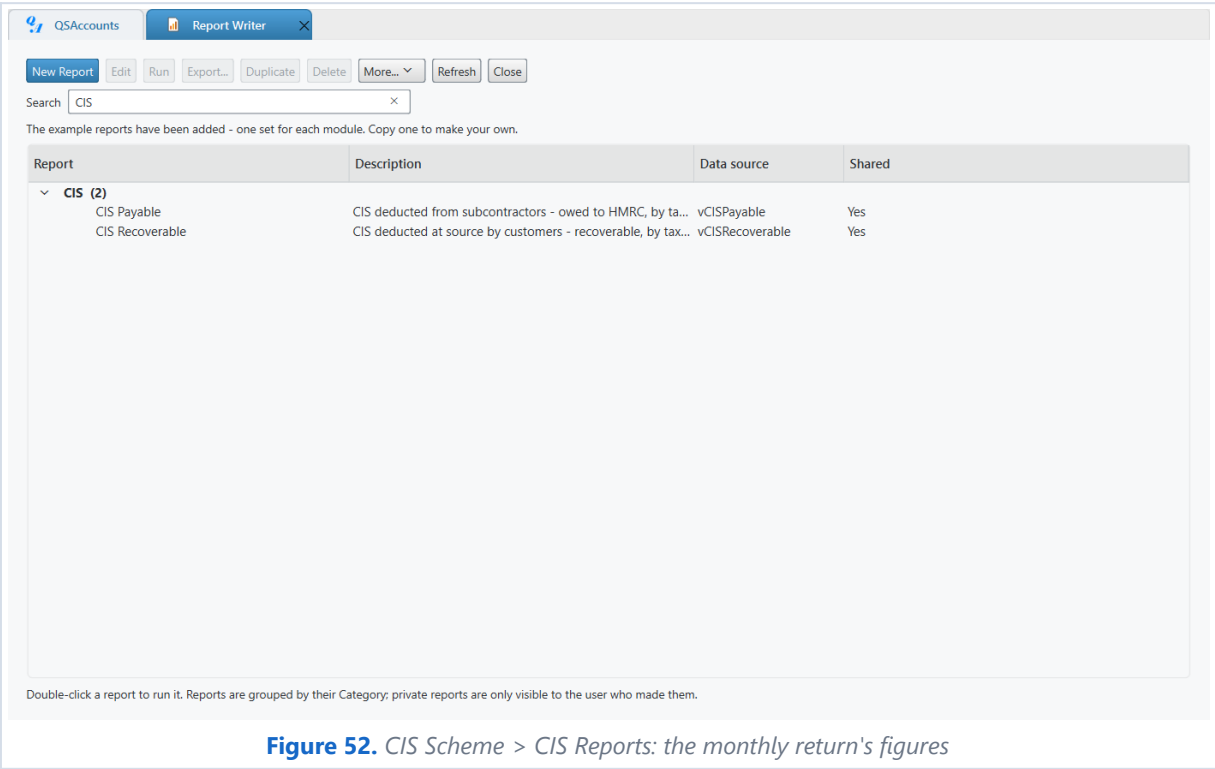
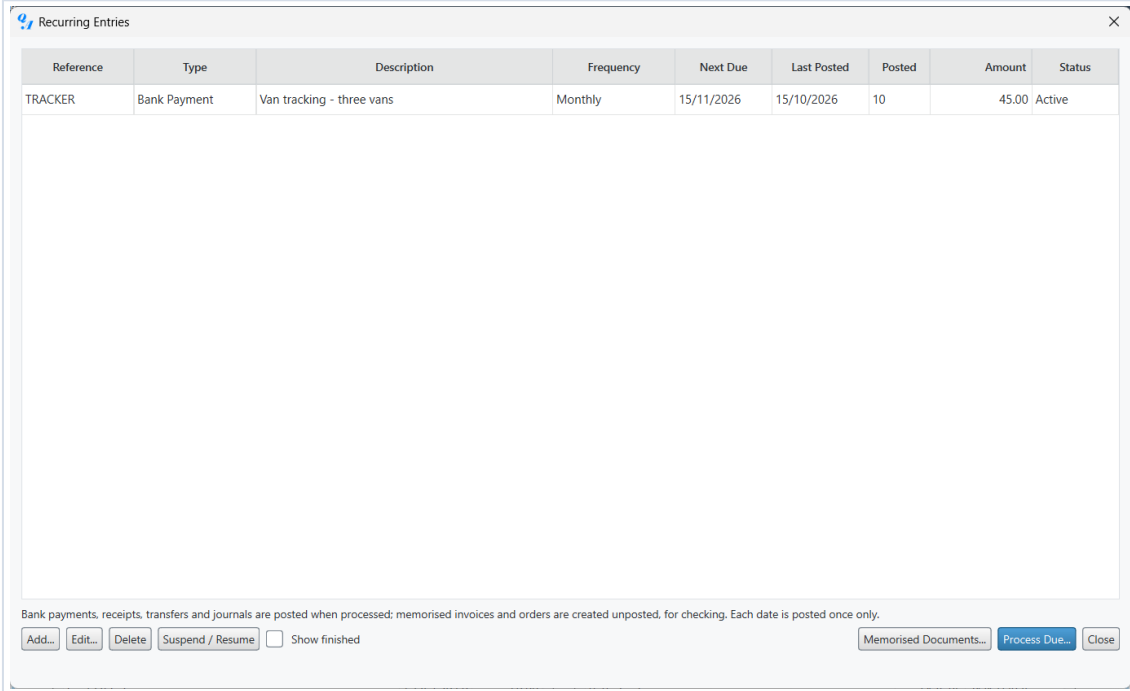


Figure 52. CIS Scheme > CIS Reports: the monthly return's figures

The **CIS Payable** report gives the figures for the monthly return to HMRC; **CIS Recoverable** lists what customers have kept back, which comes off the business's own PAYE bill.

QA Banking



Recurring Entries

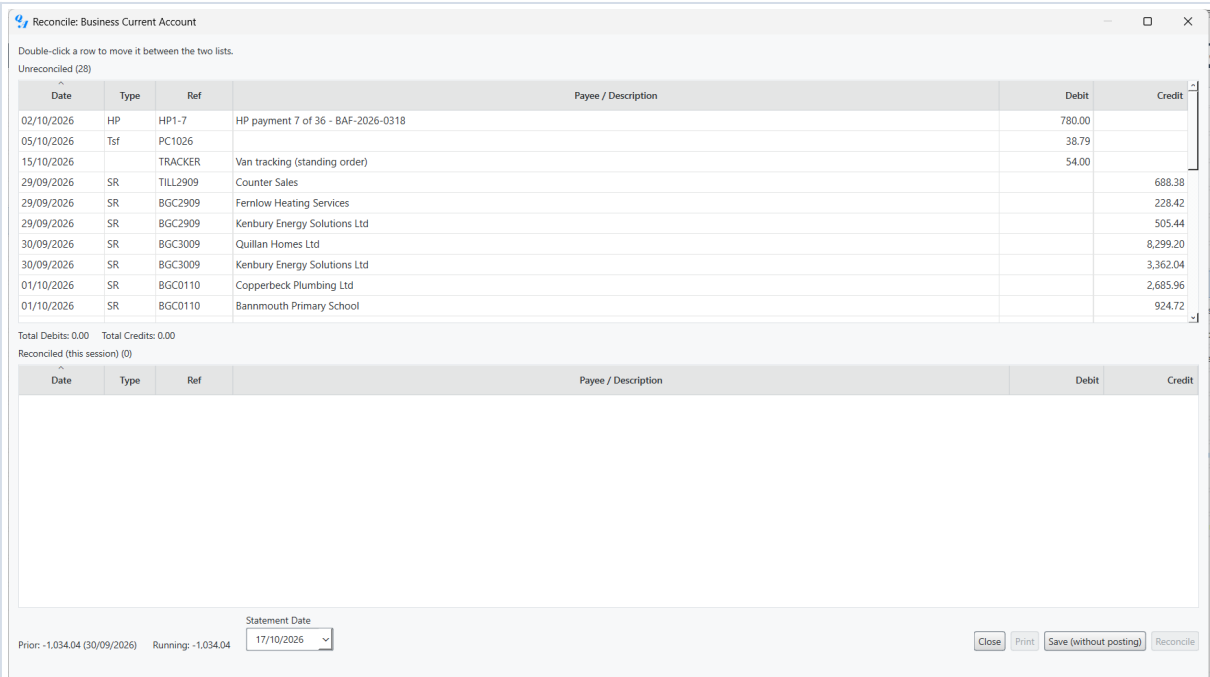
Reference	Type	Description	Frequency	Next Due	Last Posted	Posted	Amount	Status
TRACKER	Bank Payment	Van tracking - three vans	Monthly	15/11/2026	15/10/2026	10	45.00	Active

Bank payments, receipts, transfers and journals are posted when processed; memorised invoices and orders are created unposted, for checking. Each date is posted once only.

☐ Show finished

Figure 53. Banks/Cash > Recurring Entries: the standing orders

Banks/Cash > Recurring Entries holds the payments that go out by themselves: the **van tracking** standing order of £54 a month. QuiSuite posts each one when it falls due.



Reconcile: Business Current Account

Double-click a row to move it between the two lists.

Unreconciled (28)

Date	Type	Ref	Payee / Description	Debit	Credit
02/10/2026	HP	HP1-7	HP payment 7 of 36 - BAF-2026-0318	780.00	
05/10/2026	Tsf	PC1026		38.79	
15/10/2026		TRACKER	Van tracking (standing order)	54.00	
29/09/2026	SR	TILL2909	Counter Sales		688.38
29/09/2026	SR	BGC2909	Fernlow Heating Services		228.42
29/09/2026	SR	BGC2909	Kenbury Energy Solutions Ltd		505.44
30/09/2026	SR	BGC3009	Quillan Homes Ltd		8,299.20
30/09/2026	SR	BGC3009	Kenbury Energy Solutions Ltd		3,362.04
01/10/2026	SR	BGC0110	Copperbeck Plumbing Ltd		2,685.96
01/10/2026	SR	BGC0110	Bannmouth Primary School		924.72

Total Debits: 0.00 Total Credits: 0.00

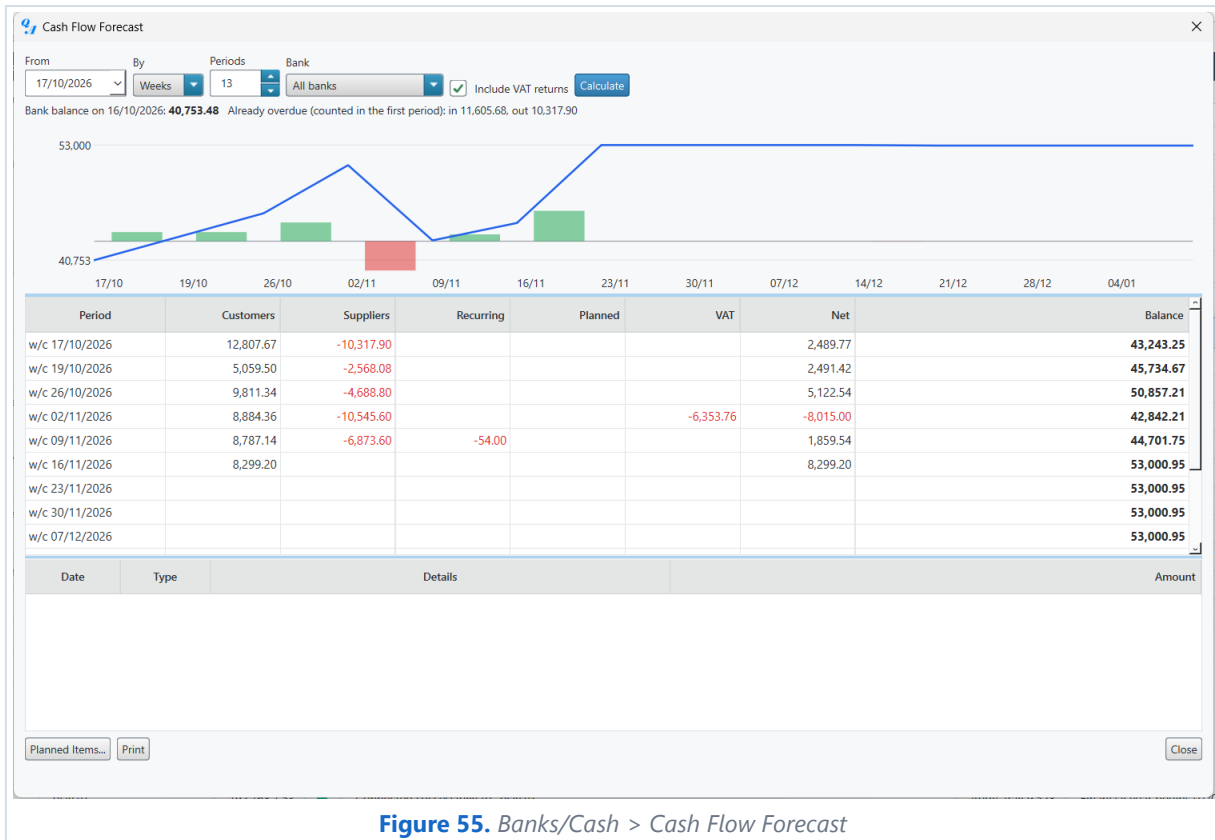
Reconciled (this session) (0)

Date	Type	Ref	Payee / Description	Debit	Credit
------	------	-----	---------------------	-------	--------

Prior: -1,034.04 (30/09/2026) Running: -1,034.04 Statement Date: 17/10/2026

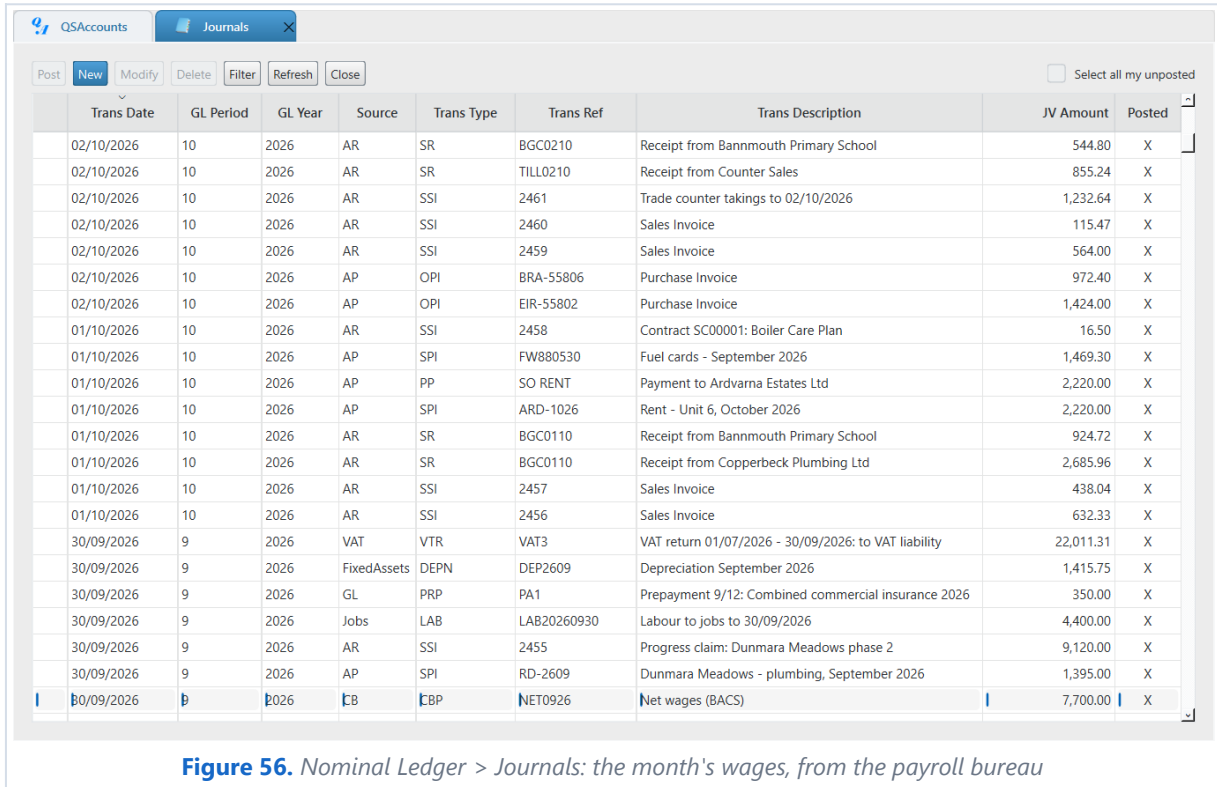
Figure 54. Bank reconciliation: what is not yet on a statement, ready to tick off

Every month, **reconcile** each bank: open **Banks/Cash > Banks**, choose the account and press **Reconcile**. The top list is everything in the books that has not yet been on a statement. Double-click each line that is on this statement to move it to the bottom list; when the **Running** balance matches the statement's closing balance, press **Reconcile**. Demo Accounts' current account is reconciled to 30 September; October's statement has not come yet.



Banks/Cash > Cash Flow Forecast looks ahead: what is due in from customers and out to suppliers, week by week, and what that leaves in the bank.

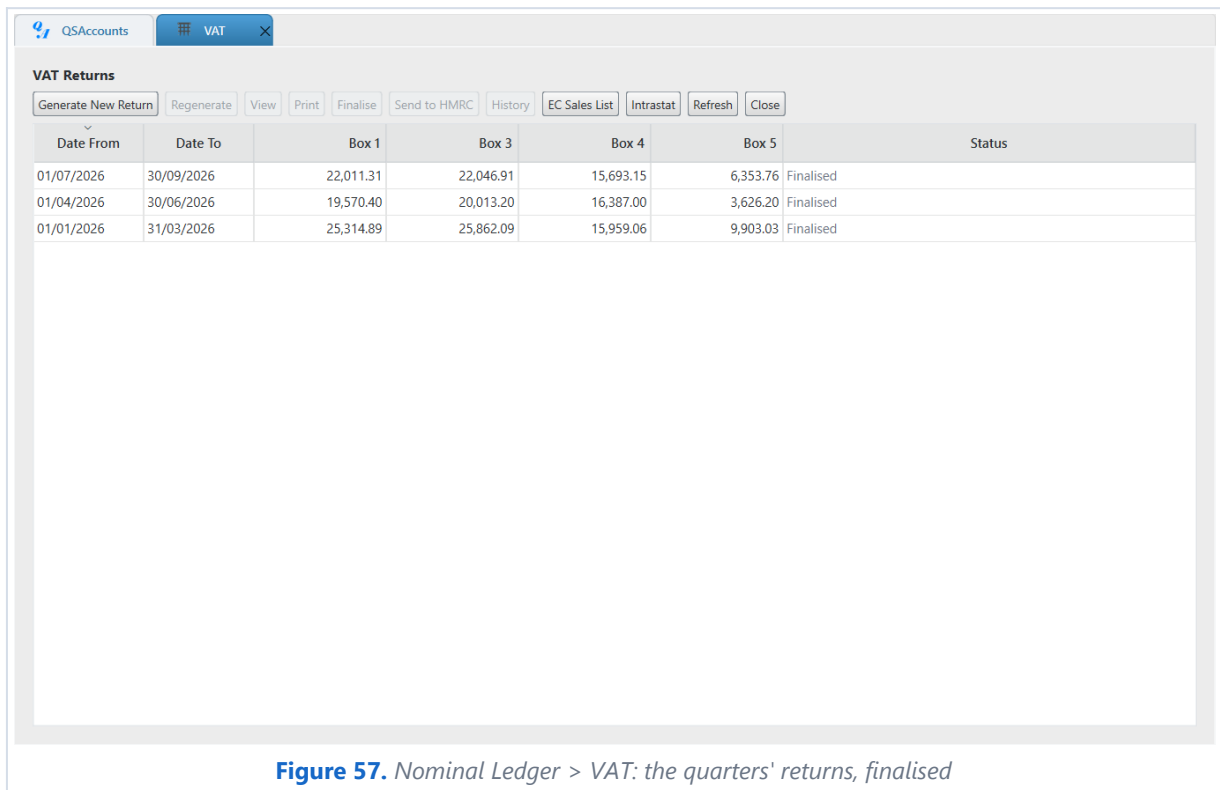
The nominal ledger and VAT



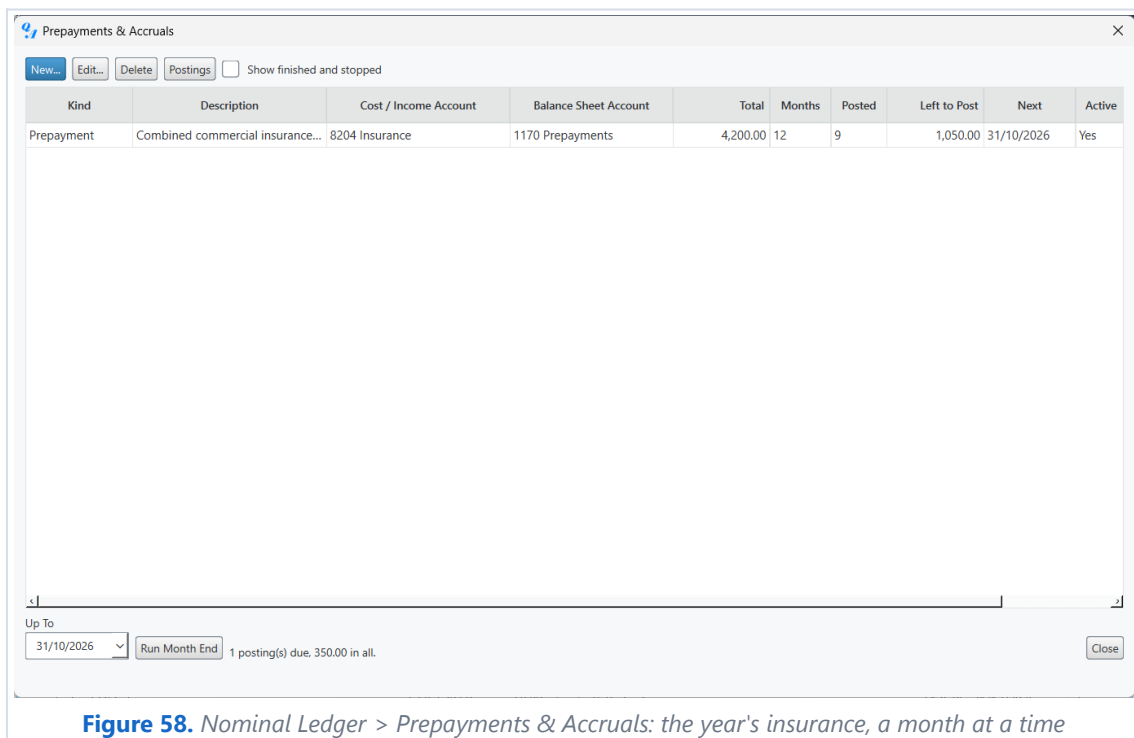
Trans Date	GL Period	GL Year	Source	Trans Type	Trans Ref	Trans Description	JV Amount	Posted
02/10/2026	10	2026	AR	SR	BGC0210	Receipt from Bannmouth Primary School	544.80	X
02/10/2026	10	2026	AR	SR	TILL0210	Receipt from Counter Sales	855.24	X
02/10/2026	10	2026	AR	SSI	2461	Trade counter takings to 02/10/2026	1,232.64	X
02/10/2026	10	2026	AR	SSI	2460	Sales Invoice	115.47	X
02/10/2026	10	2026	AR	SSI	2459	Sales Invoice	564.00	X
02/10/2026	10	2026	AP	OPI	BRA-55806	Purchase Invoice	972.40	X
02/10/2026	10	2026	AP	OPI	EIR-55802	Purchase Invoice	1,424.00	X
01/10/2026	10	2026	AR	SSI	2458	Contract SC00001: Boiler Care Plan	16.50	X
01/10/2026	10	2026	AP	SPI	FW880530	Fuel cards - September 2026	1,469.30	X
01/10/2026	10	2026	AP	PP	SO RENT	Payment to Ardvana Estates Ltd	2,220.00	X
01/10/2026	10	2026	AP	SPI	ARD-1026	Rent - Unit 6, October 2026	2,220.00	X
01/10/2026	10	2026	AR	SR	BGC0110	Receipt from Bannmouth Primary School	924.72	X
01/10/2026	10	2026	AR	SR	BGC0110	Receipt from Copperbeck Plumbing Ltd	2,685.96	X
01/10/2026	10	2026	AR	SSI	2457	Sales Invoice	438.04	X
01/10/2026	10	2026	AR	SSI	2456	Sales Invoice	632.33	X
30/09/2026	9	2026	VAT	VTR	VAT3	VAT return 01/07/2026 - 30/09/2026: to VAT liability	22,011.31	X
30/09/2026	9	2026	FixedAssets	DEPN	DEP2609	Depreciation September 2026	1,415.75	X
30/09/2026	9	2026	GL	PRP	PA1	Prepayment 9/12: Combined commercial insurance 2026	350.00	X
30/09/2026	9	2026	Jobs	LAB	LAB20260930	Labour to jobs to 30/09/2026	4,400.00	X
30/09/2026	9	2026	AR	SSI	2455	Progress claim: Dunmara Meadows phase 2	9,120.00	X
30/09/2026	9	2026	AP	SPI	RD-2609	Dunmara Meadows - plumbing, September 2026	1,395.00	X
30/09/2026	9	2026	CB	CBP	NET0926	Net wages (BACS)	7,700.00	X

Figure 56. Nominal Ledger > Journals: the month's wages, from the payroll bureau

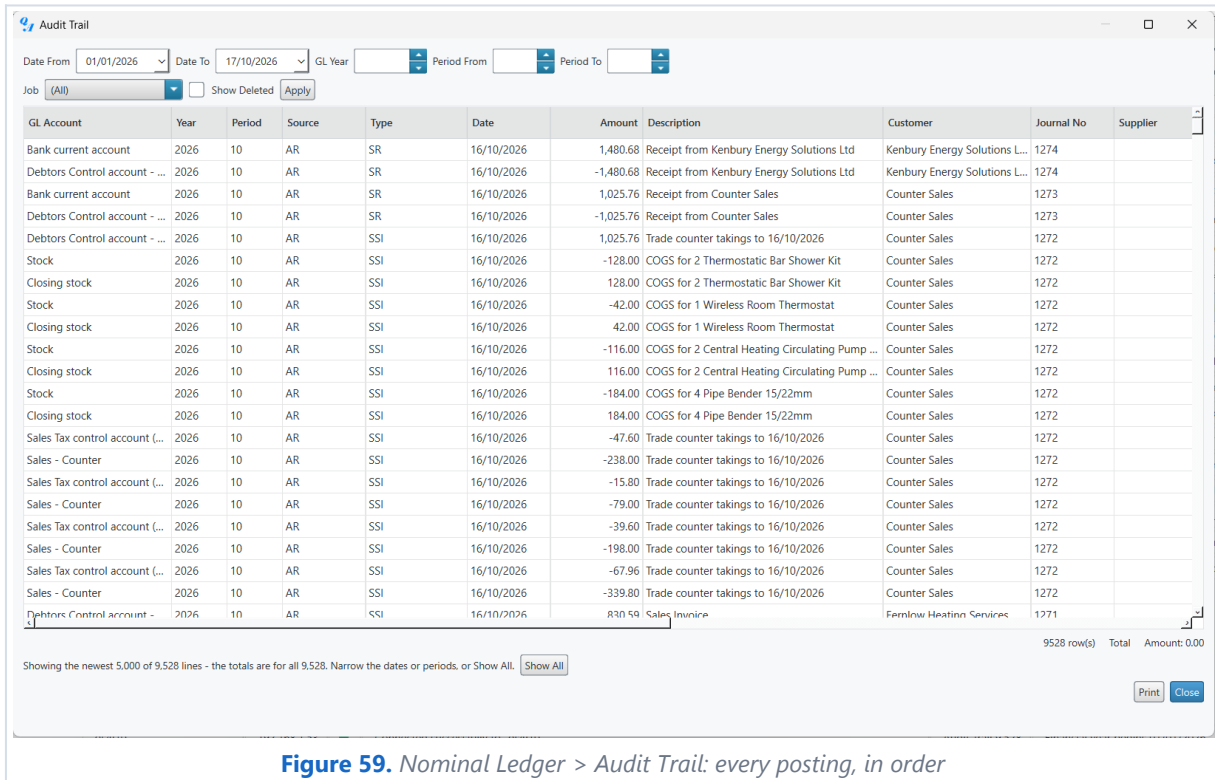
Most entries in the nominal ledger come from the ledgers by themselves. The rest are **journals**: Demo Accounts' payroll is done by a bureau, and each month a journal puts the wages, PAYE and National Insurance into the books.



Nominal Ledger > VAT makes the VAT return. **Generate New Return** works out the nine boxes for the quarter from everything posted; check it, **Finalise** it (so nothing in it can be changed), and **Send to HMRC** under Making Tax Digital. Demo Accounts has done three quarters this year: the September quarter's £6,353.76 is owed to HMRC.

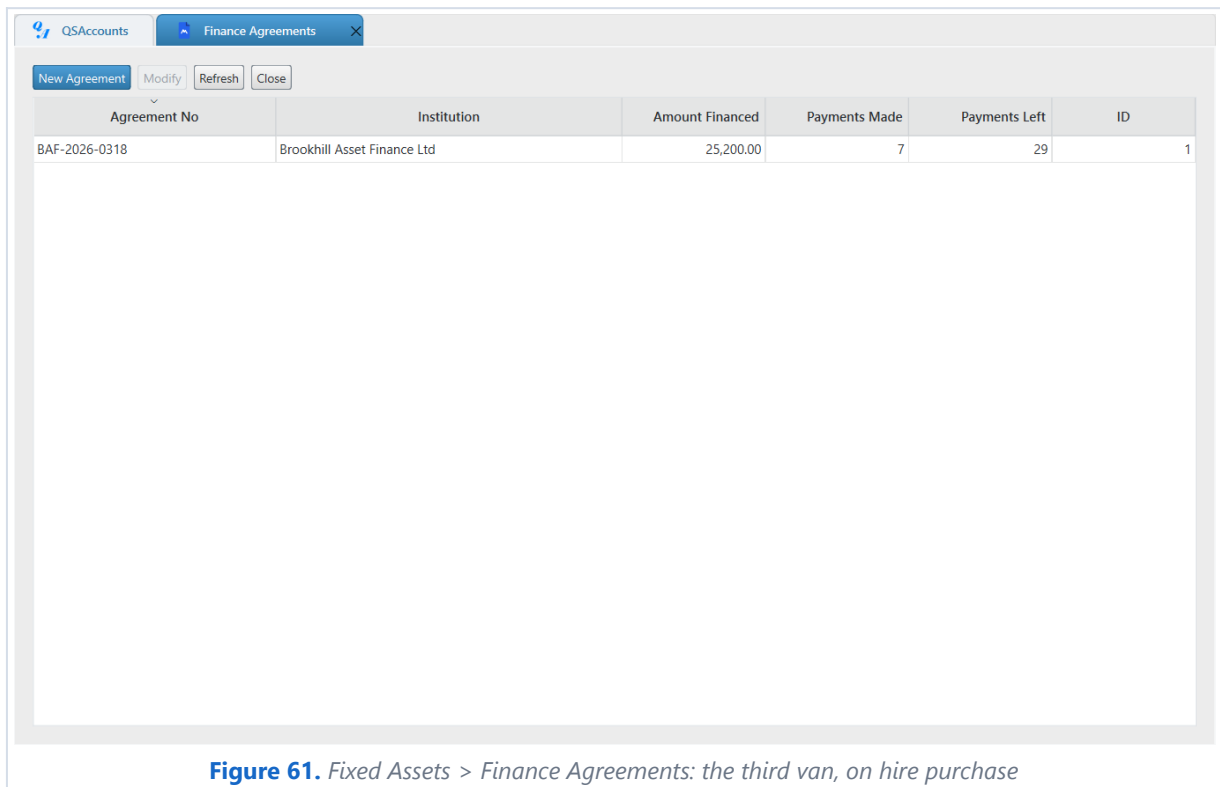


The business insurance is paid once a year, but belongs to every month of it. A **prepayment** spreads it: QuiSuite charges one twelfth to each month, so the monthly profit is right.



The **audit trail** lists every line ever posted, newest first: what, when, which account, and from where. Nothing can be posted without leaving a line here: 9,528 in Demo Accounts' first ten months.

Fixed Assets > Asset Register lists what the business owns for the long term: three panel vans, the pipe press and threading tools, the computers and tills, and the racking and counter. Each is **depreciated** month by month, and the register shows what each cost and what it is worth now.



The screenshot shows the 'Finance Agreements' window in the QuiSuite software. At the top, there are tabs for 'QSAccounts' and 'Finance Agreements'. Below the tabs, there are buttons for 'New Agreement', 'Modify', 'Refresh', and 'Close'. The main area contains a table with the following data:

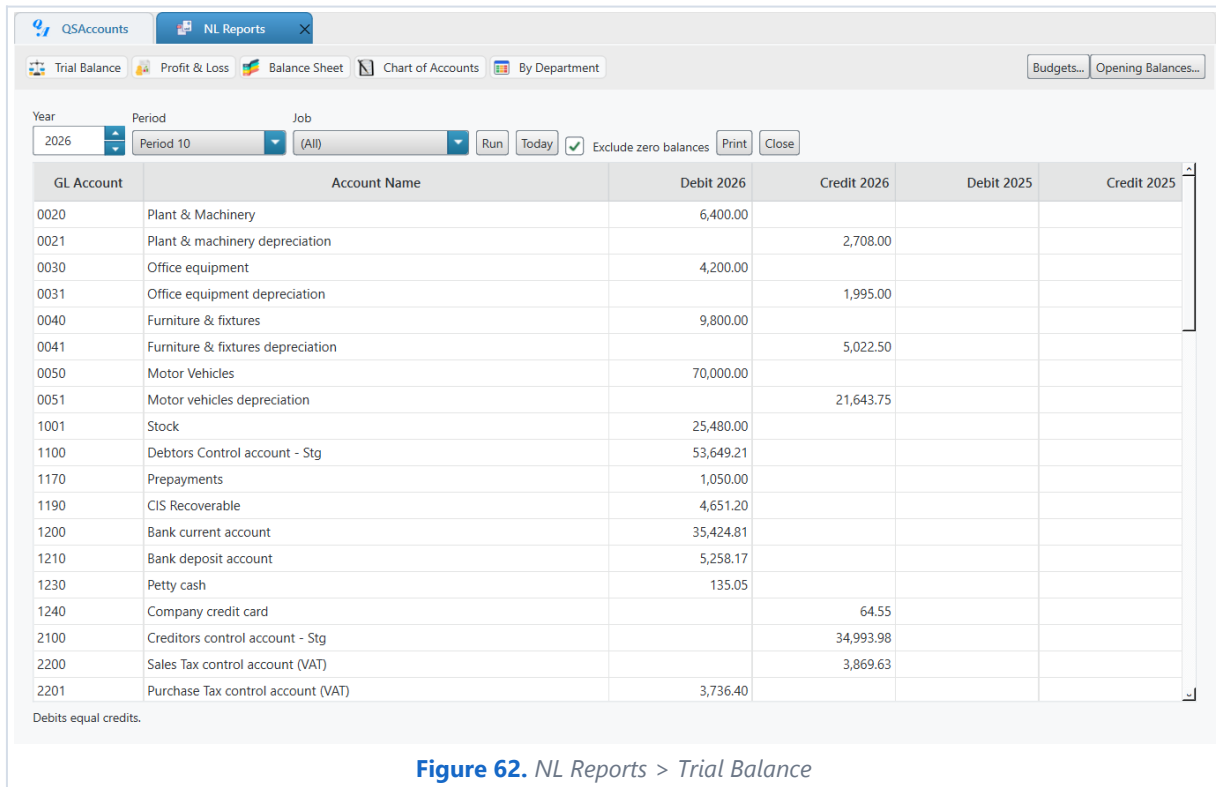
Agreement No	Institution	Amount Financed	Payments Made	Payments Left	ID
BAF-2026-0318	Brookhill Asset Finance Ltd	25,200.00	7	29	1

Figure 61. Fixed Assets > Finance Agreements: the third van, on hire purchase

The third van, bought in March for £31,500, is on **hire purchase**: £6,300 down, then 36 payments of £780 to Brookhill Asset Finance. **Fixed Assets > Finance Agreements** holds the agreement; **Process Monthly Payments** pays each instalment from the bank and splits it between the loan and the interest.

QA Reports

Every ledger has its own reports, and the nominal ledger has the financial statements. Open **Nominal Ledger > NL Reports**, choose a report, the year and the period, and press **Run**.



The **trial balance**: every account's balance. Underneath, "Debits equal credits."

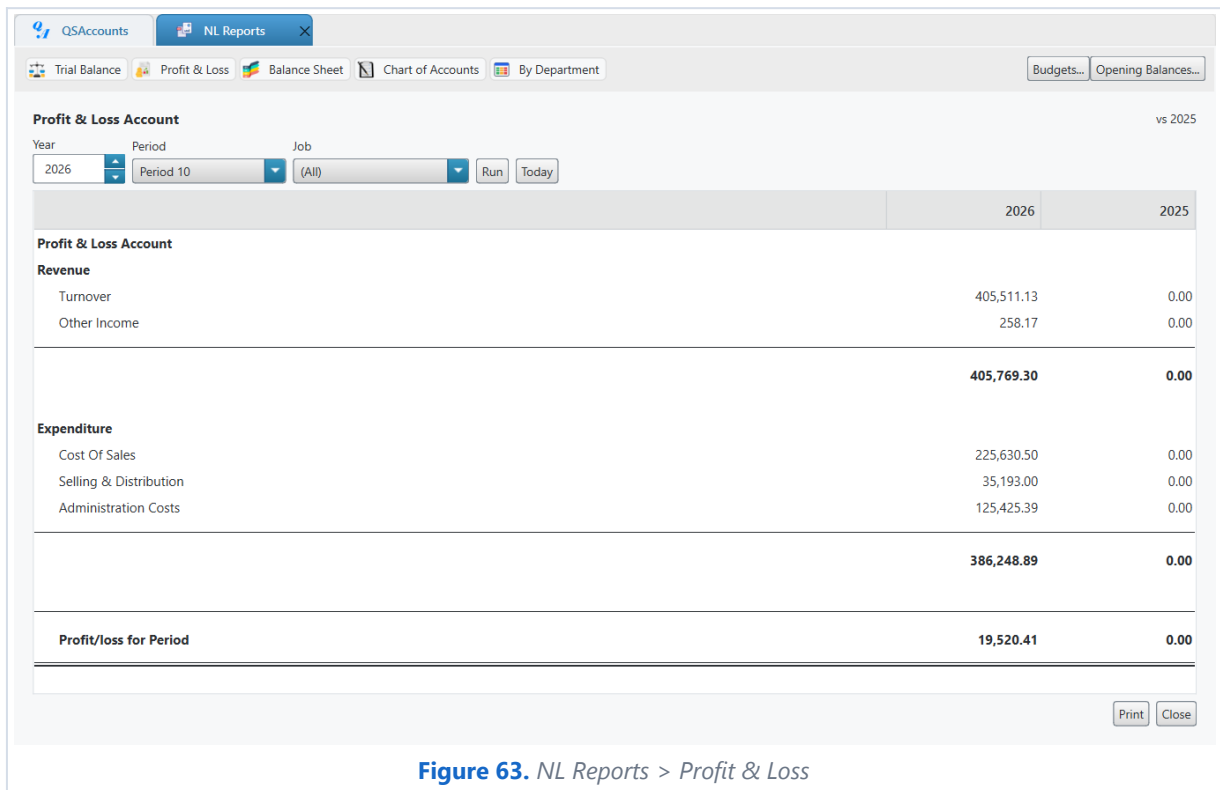


Figure 63. NL Reports > Profit & Loss

The **profit and loss account** for the year so far: £405,511 of sales, £225,631 cost of sales, and £19,520 net profit after the overheads.

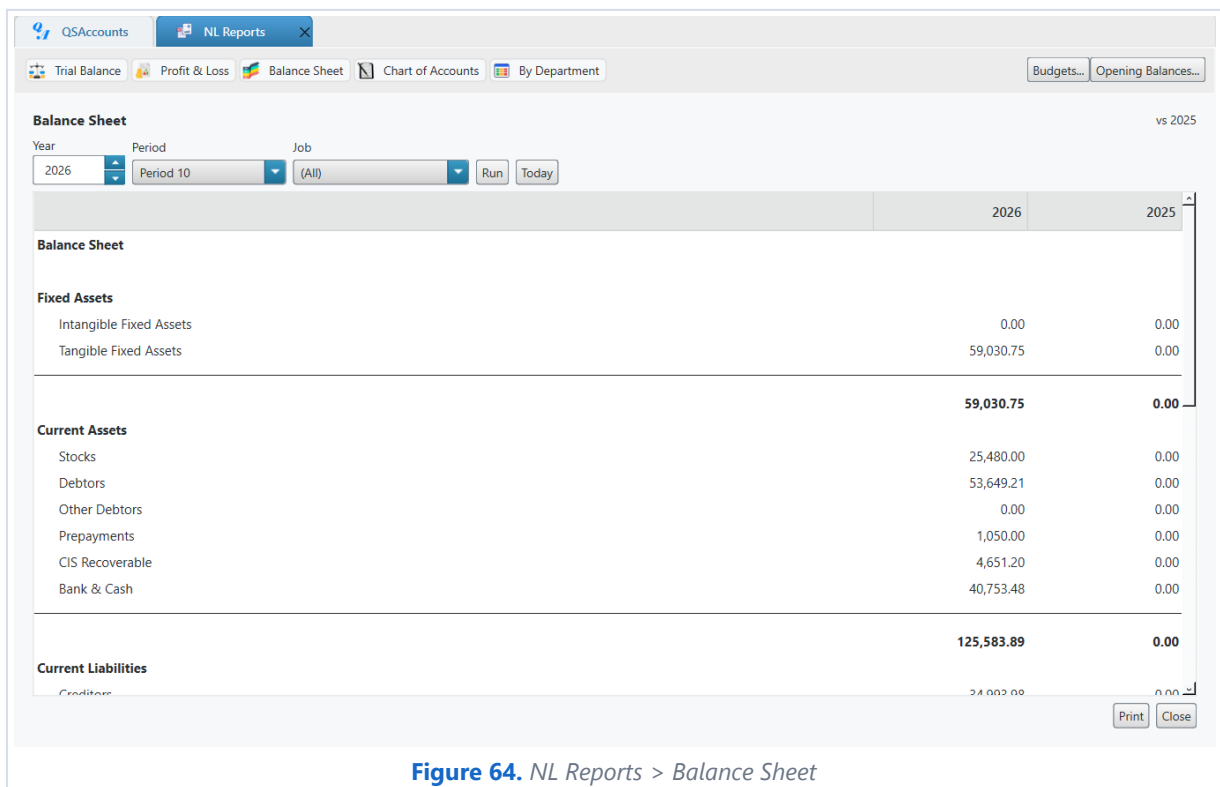


Figure 64. NL Reports > Balance Sheet

The **balance sheet**: what the business owns and owes today.

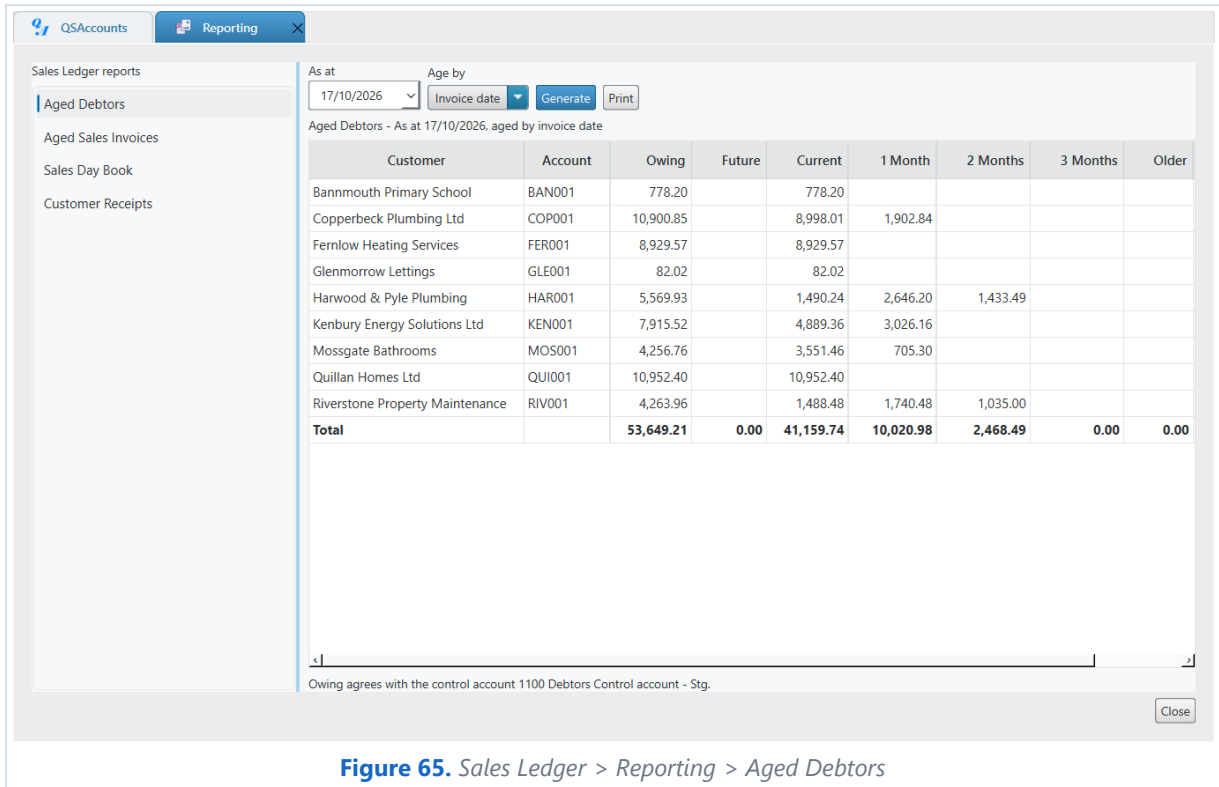


Figure 65. Sales Ledger > Reporting > Aged Debtors

Aged debtors: who owes what, and how old it is.

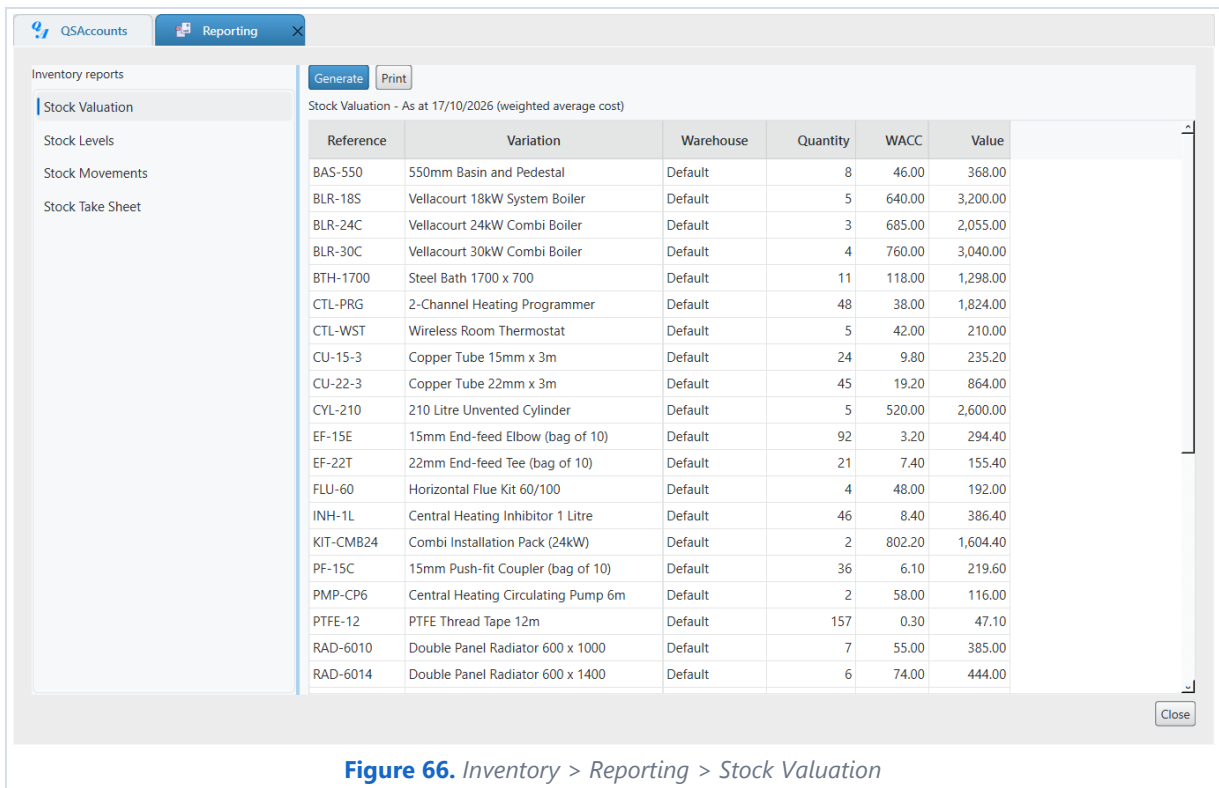


Figure 66. Inventory > Reporting > Stock Valuation

Stock valuation: every item in stock at its **weighted average cost**, the figure the balance sheet's stock comes from.

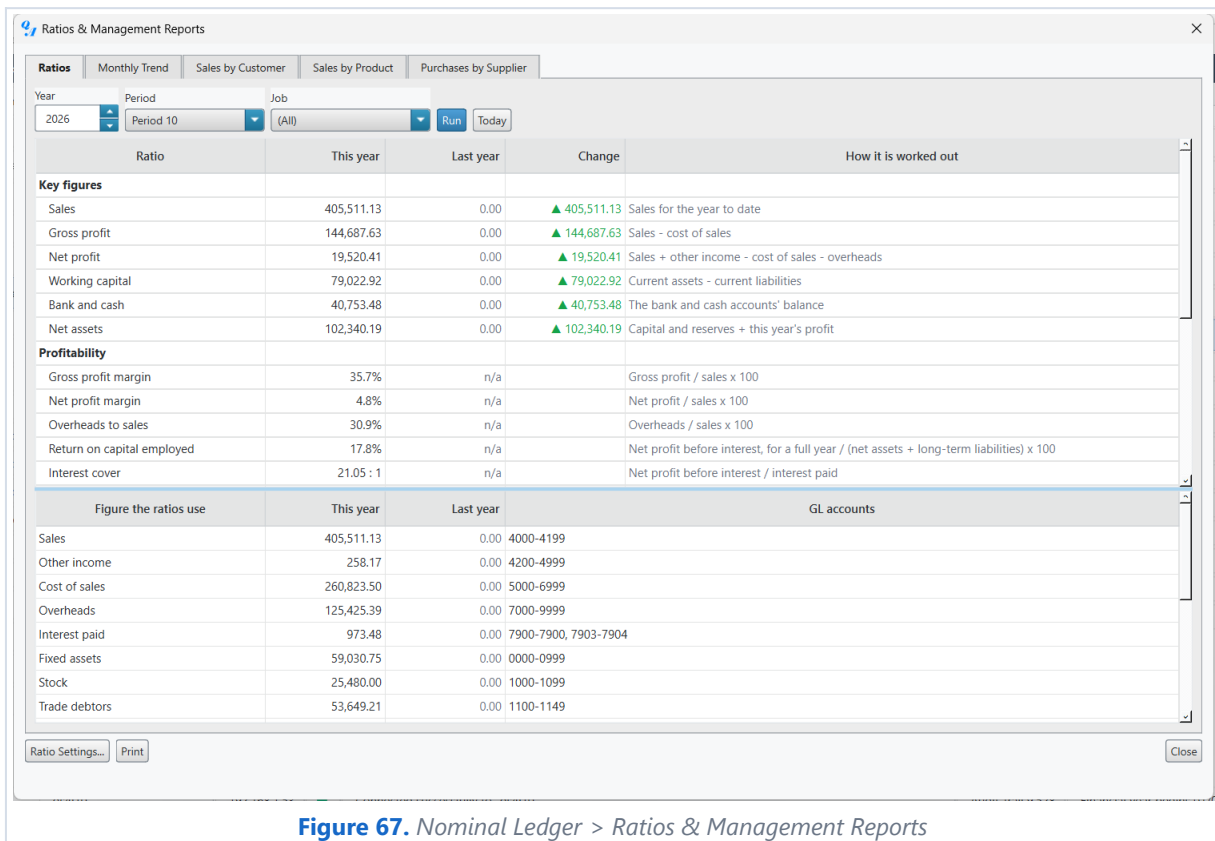


Figure 67. Nominal Ledger > Ratios & Management Reports

Nominal Ledger > Ratios & Management Reports turns the figures into the questions a bank manager asks: the **gross profit margin** (35.7%), the **net profit margin**, **working capital**, **interest cover**, and how quickly customers pay. Its other tabs show the monthly trend, and sales by customer and product.

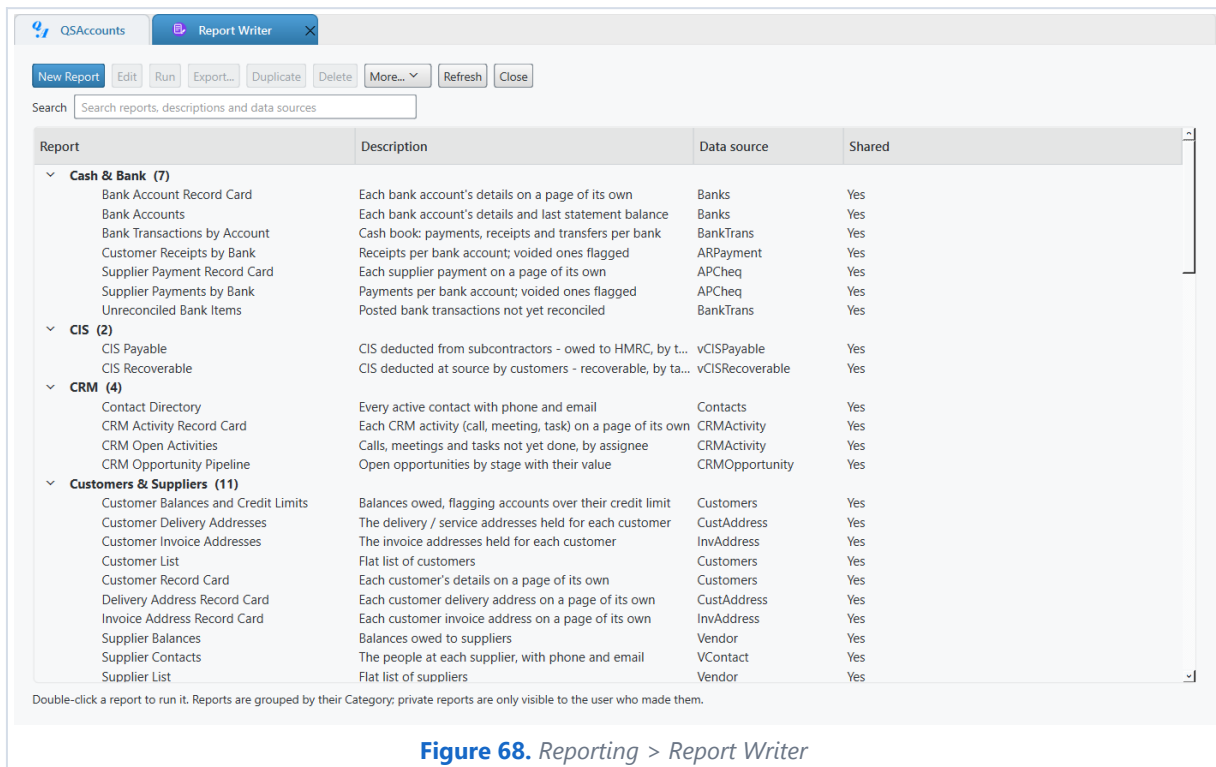


Figure 68. Reporting > Report Writer

Anything the standard reports do not cover, the **Report Writer** can: choose the data, the columns, the filters and the totals, and save it for next time. It comes with example reports for every module to copy.

QA Quick reference

Every day

1. Raise the invoices for what went out, and the counter's takings.
2. Book in the deliveries in **Order Processing > Stock Receipts**.
3. Post the customers' payments in **Sales Ledger > Customer Receipts**.

Every month

1. Post the suppliers' invoices, and pay what is due in **Purchase Ledger > Supplier Payments**.
2. Raise the contract invoices in **Services > Contract Billing**, and post the fitters' timesheets.
3. Reconcile every bank to its statement.
4. Post the wages journal, and the CIS return.
5. Send the customer statements, and work through **Sales Ledger > Credit Control**.
6. Run the profit and loss account and the balance sheet.

Every quarter

1. Make the VAT return in **Nominal Ledger > VAT**: generate, check, finalise and send it.

Try it yourself on the test drive

1. Sell a Vellacourt 24kW combi boiler to Fernlow Heating Services, and see the stock go down.
2. Record Fernlow's payment for it.
3. Find the boiler on the audit trail.
4. Reconcile the current account for October.