



Implementation Manual

Putting QuiSuite in, step by step, for a real business

The plain-English guide for people who have never set up an accounts package before.

Worked example: Antrim Motor Factors Ltd, a motor parts wholesaler in Newtownabbey, Co. Antrim.

How to use this manual

Work through it **in order**, from the first chapter to the last. Each chapter builds on the one before.

Every step was really done in QuiSuite, and every picture is a screenshot of the real program taken straight afterwards. What you see is what you will get.

QuiSuite Platform version 1.30

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1. Before You Start

Putting in a new accounts package sounds frightening. It isn't, as long as you do things **in the right order** and **one at a time**. This manual walks you through every step, from an empty computer to a Balance Sheet, using a real example company.

What "implementing" means

Implementing simply means getting the program ready to keep your books. There are four stages, and this manual follows them:

1. **Install and connect:** tell QuiSuite where its database is, and create your company.
2. **Set up:** enter your company's details, bank accounts, stock, customers and suppliers. This is called your "standing data" - it hardly ever changes.
3. **Trade:** enter invoices, receipts and payments as they happen.
4. **Check and report:** reconcile the bank, do the VAT return, and print the reports that show how the business is doing.

Gather these before you begin

You will save a lot of time if you have these to hand:

- Your company's **full name, address, phone number and email**.
- Your **financial year:** the day it starts and the day it ends.
- Your **VAT registration number** and which months your **VAT quarters** end in.
- Your **bank account** name, number and sort code, and your most recent **bank statement**.
- A list of your **customers** and **suppliers**, with addresses and payment terms.
- A list of the **stock** you sell, with what each item costs you and what you sell it for.
- Your **licence key** from QuiSoft (you can start on the free 30-day trial without one).

Why this matters

Accounts software is only as good as what goes into it. Ten minutes spent gathering the right information now saves hours of corrections later.

Meet the example company

Throughout this manual we set up **Antrim Motor Factors Ltd**, a small motor parts wholesaler based at Mallusk Enterprise Park, Newtownabbey. It buys filters, brakes, batteries, oils and other parts from five suppliers and sells them to eight local garages. (All the names and addresses are made up.)

Detail	Antrim Motor Factors Ltd
Address	Unit 4, Mallusk Enterprise Park, Mallusk Road, Newtownabbey, Co. Antrim BT36 4GN
Financial year	Starts 01/01/2026, ends 31/12/2026
VAT	Registered (GB 384 2716 59), standard scheme, quarters ending March, June, September and December, based in Northern Ireland
Trading in this manual	From 1 July 2026: 20 purchase invoices, 20 sales invoices, receipts and payments, bank reconciliation, VAT return and reports
Stock	20 motor parts in a hierarchy: 4 families, 9 stock groups
Customers / suppliers	8 customers, 7 suppliers

Five golden rules

- 1. Do one thing at a time** and check it before moving on.
- 2. Keep the paperwork.** Every entry should match a piece of paper or an email: an invoice, a receipt, a bank statement.
- 3. Enter things as they happen**, not in a heap at the end of the quarter.
- 4. Reconcile the bank every month.** It is the single best check that your books are right.
- 5. Back up.** QuiSuite does it for you (Administrator > Backup), but make sure someone checks that it is running.

2. Connecting to the Database

QuiSuite keeps your books in a **database** on a computer called the **database server**. This can be the same computer you are sitting at, or a server in the office. The first time QuiSuite starts on a new installation it asks where that database is.

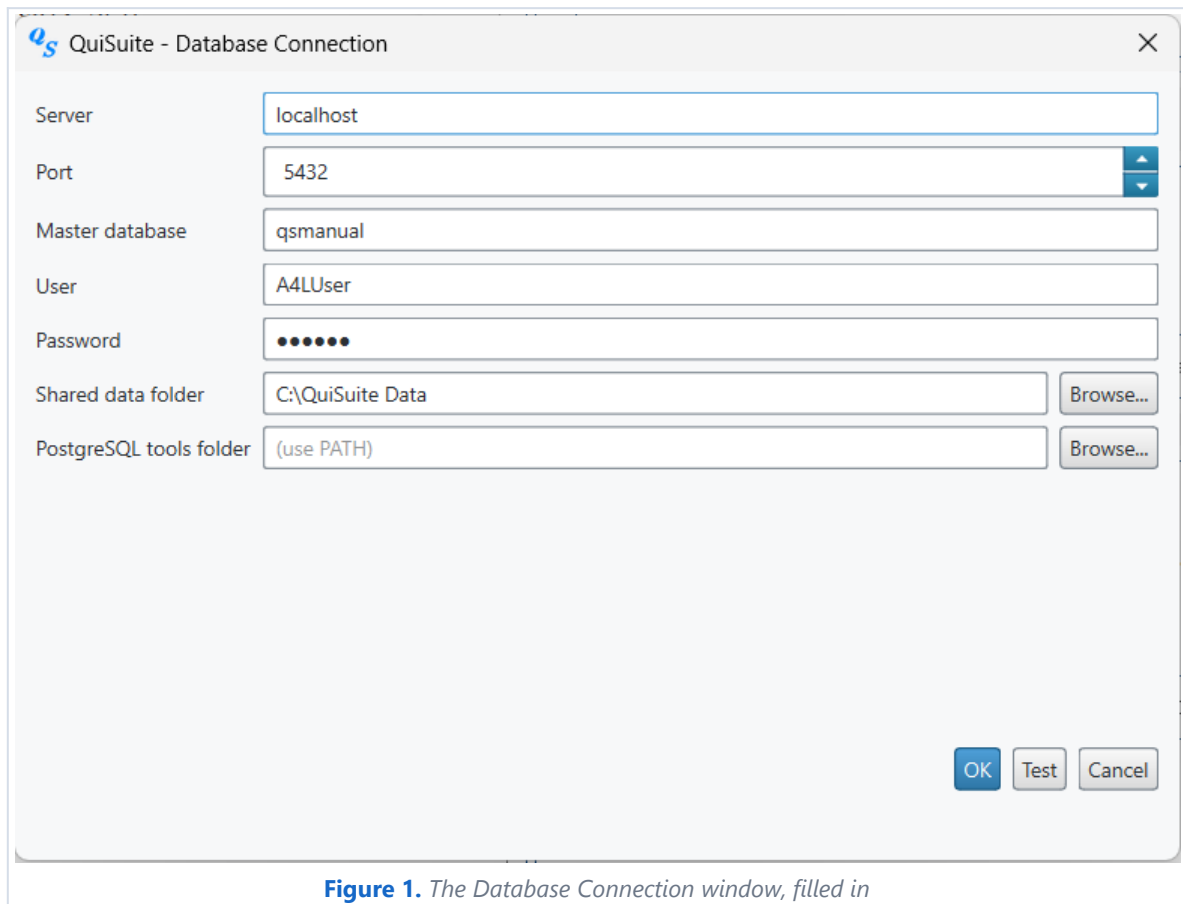
Jargon buster

Database server: the computer that stores your accounts. Everyone who uses QuiSuite connects to it.

Master database: a small database that holds the list of your companies. Each company then has its own databases.

Fill in the connection settings

1. Start QuiSuite. On a new installation the **Database Connection** window opens by itself.
2. **Server:** the name of the database server, or `localhost` if it is this computer. Leave **Port** at 5432 unless you were told otherwise.
3. **Master database:** the name for your list of companies. Antrim Motor Factors uses `qsmanual`.
4. **User** and **Password:** the database login your installer gave you.
5. **Shared data folder:** a folder every user can reach, where QuiSuite keeps each company's files, e.g. `C:\QuiSuite Data` or a network share.



1. Press **Test**. On a brand-new installation QuiSuite tells you the server answered, but that the master database does not exist yet. That is exactly what we expect.

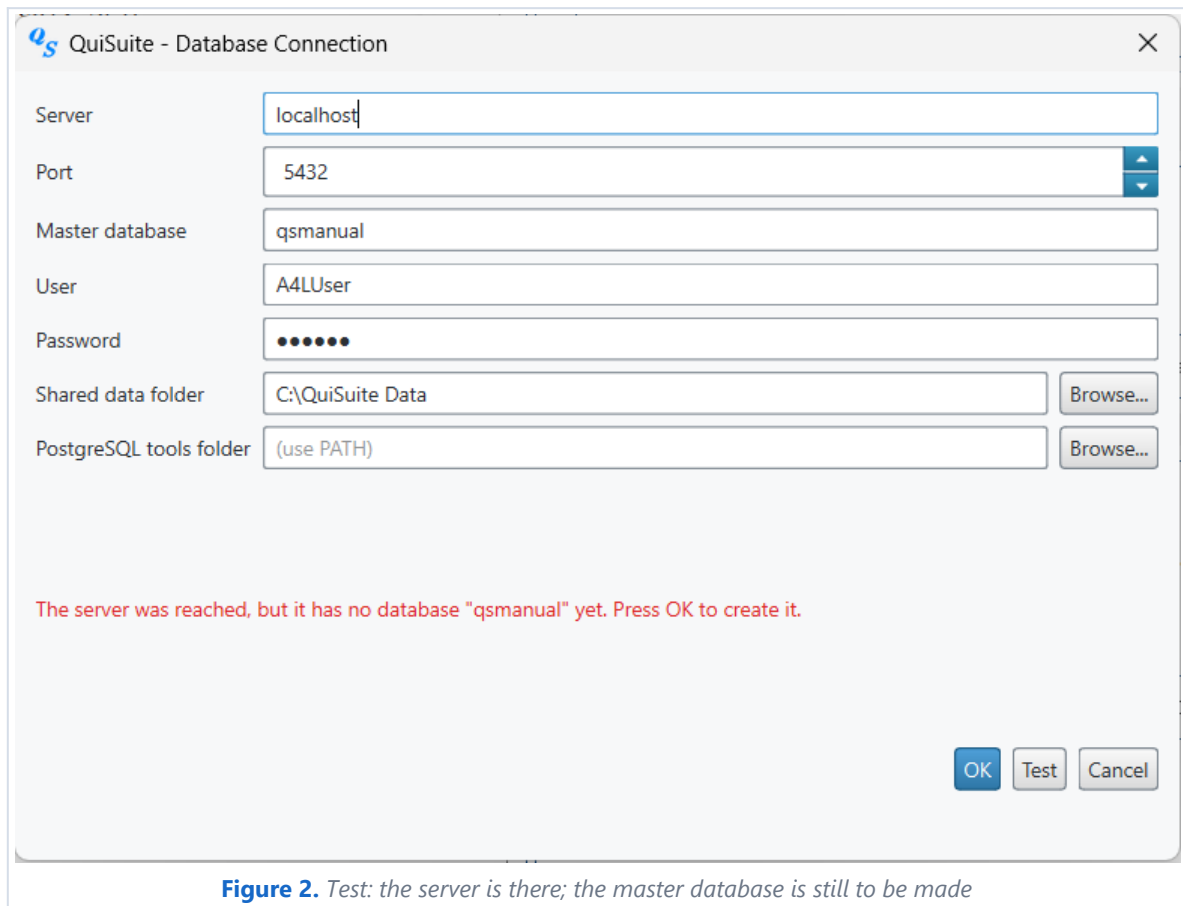


Figure 2. Test: the server is there; the master database is still to be made

1. Press **OK**. QuiSuite offers to create the master database. Press **Yes**.

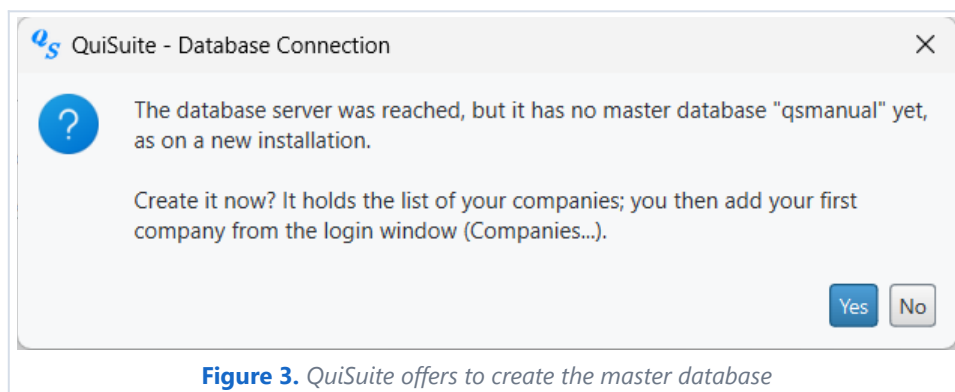


Figure 3. QuiSuite offers to create the master database

Tip

If Test says it **cannot connect at all**, check the server name and password, and that the database server is switched on. Nothing is created until the connection works.

3. Creating Your Company

With the master database in place, the **login window** appears. On a new installation there are no companies yet, so the Company box is empty.



Figure 4. The login window on a new installation

Open the company list

1. Press **Companies...** at the bottom of the login window.
2. Because nobody has logged in yet, QuiSuite asks for the **database login's password** (the one from the connection settings). Type it and press **OK**.

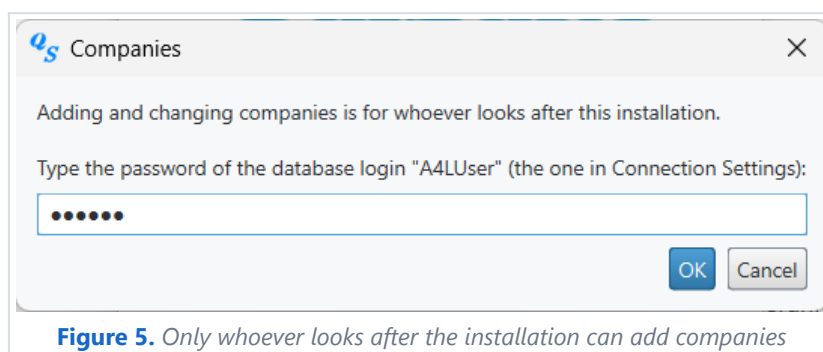


Figure 5. Only whoever looks after the installation can add companies

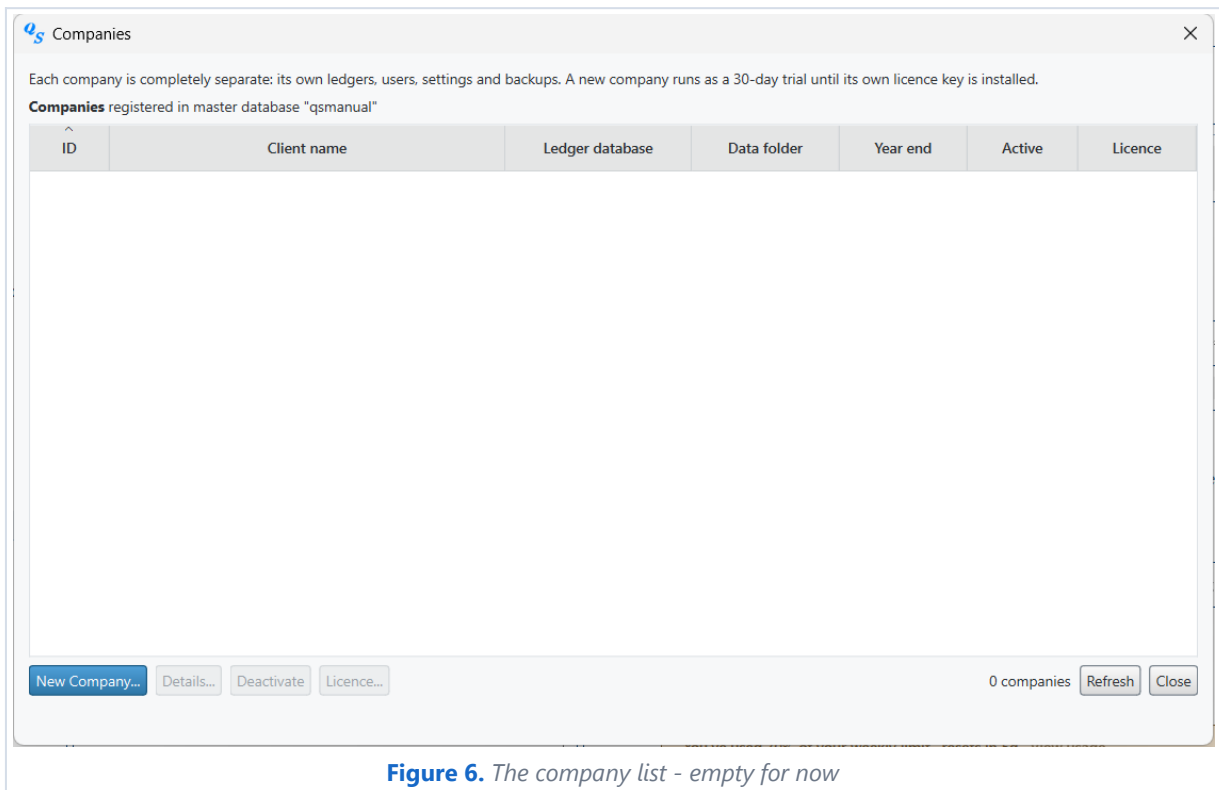


Figure 6. The company list - empty for now

Create the company

1. Press **New Company...**
2. Type the company's name exactly as you want it on invoices and reports: **Antrim Motor Factors Ltd.** Leave **Demo company** unticked - this is a real company.
3. Press **Create**. QuiSuite builds the company's databases and data folders. It takes a few seconds.

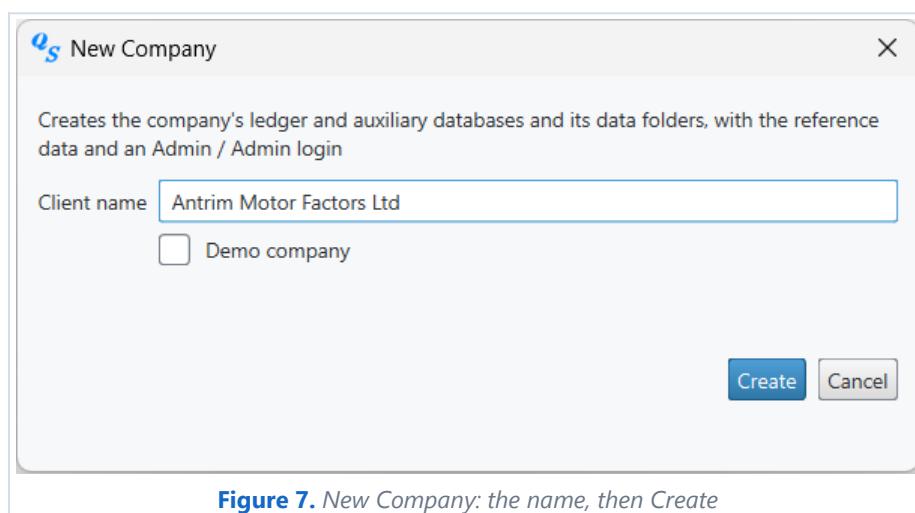


Figure 7. New Company: the name, then Create

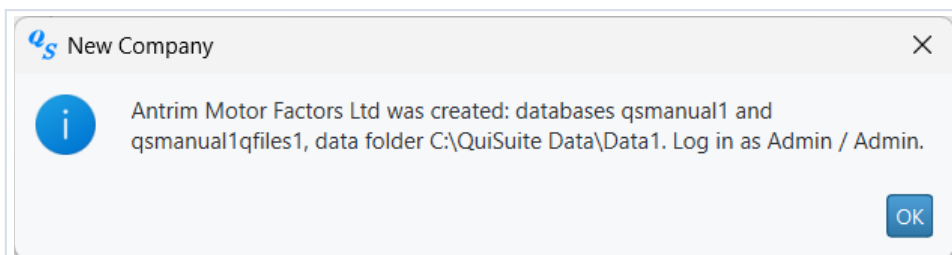


Figure 8. Done: the databases and the data folder are made, with an Admin / Admin login

Watch out

The new company comes with one login: **Admin**, password **Admin**. Change that password as soon as you are in (Administrator > Users), and give everyone their own login.

Set the year end

1. The new company is now in the list. Click it, then press **Details...**
2. Check the **Year end**: for Antrim Motor Factors it is **31/12/2026**. Press **Save**, then **Close** the company list.

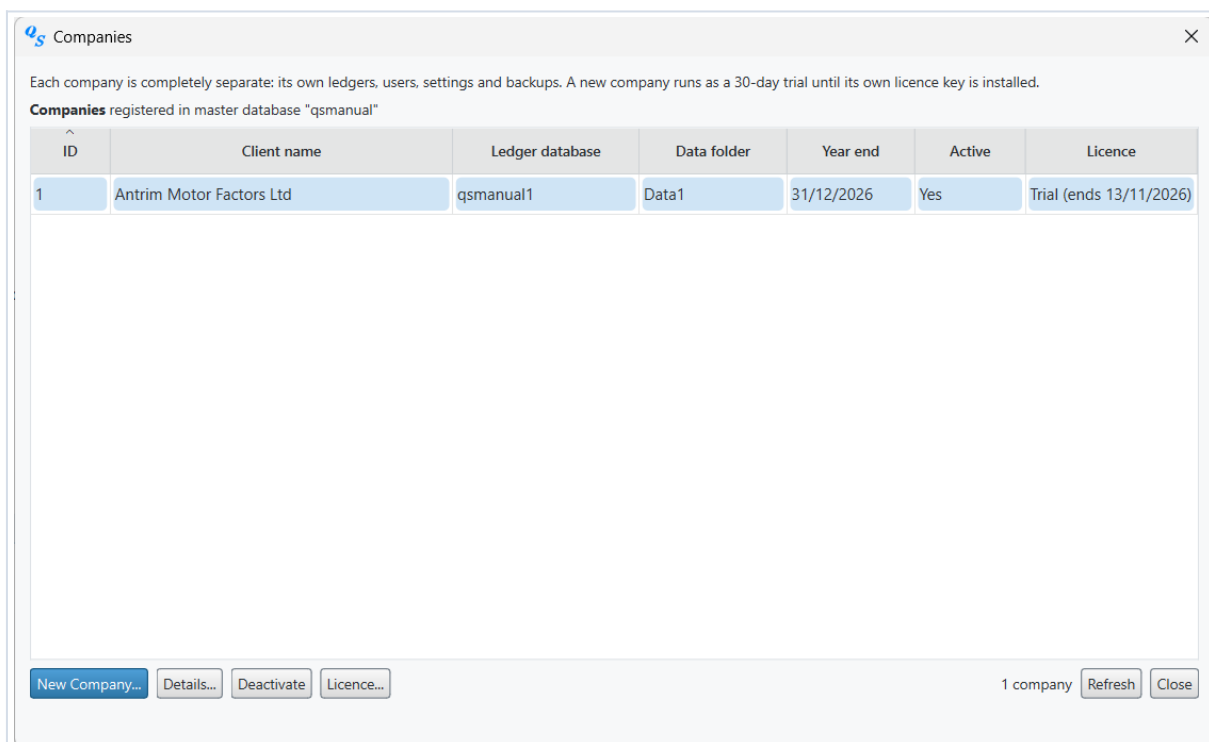


Figure 9. The company list with Antrim Motor Factors Ltd

 Company Details

Client name

Antrim Motor Factors Ltd

Year end

31/12/2026

Type

Business

Sub type

Company

☐ Demo company

☒ Active

Ledger database

qsmanual1

Data folder

Data1

Save

Cancel

Figure 10. Company Details: the year end

4. Logging In for the First Time

1. Back at the login window, choose **Antrim Motor Factors Ltd** in the Company box.
2. Type **Admin** as the Login and **Admin** as the Password, then press **OK**.

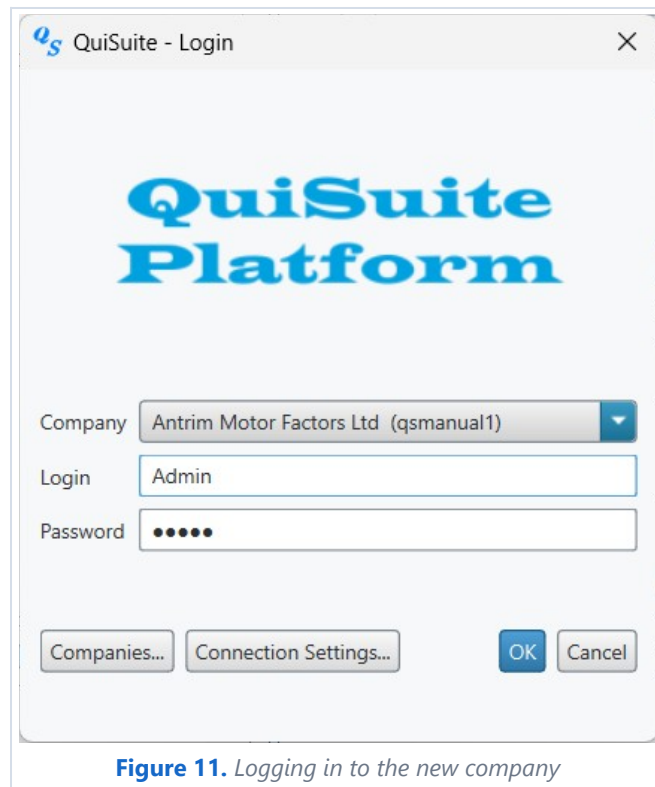


Figure 11. Logging in to the new company

A tour of the main window

This is where you will spend your working day. It looks busy at first, but it is laid out simply:

- **Left-hand menu:** the day-to-day work, grouped by ledger: Sales Ledger, Purchase Ledger, Inventory, Banks/Cash, Nominal Ledger and so on. Click a heading to open it, then click an item.
- **Right-hand menu:** email, desk tools, the CRM, and the **Configuration** and **Administrator** menus for settings.
- **The middle:** the Home dashboard. Each screen you open appears as a tab across the top, so you can have several open at once.
- **The bottom line:** who is logged in, which company, and the financial year.

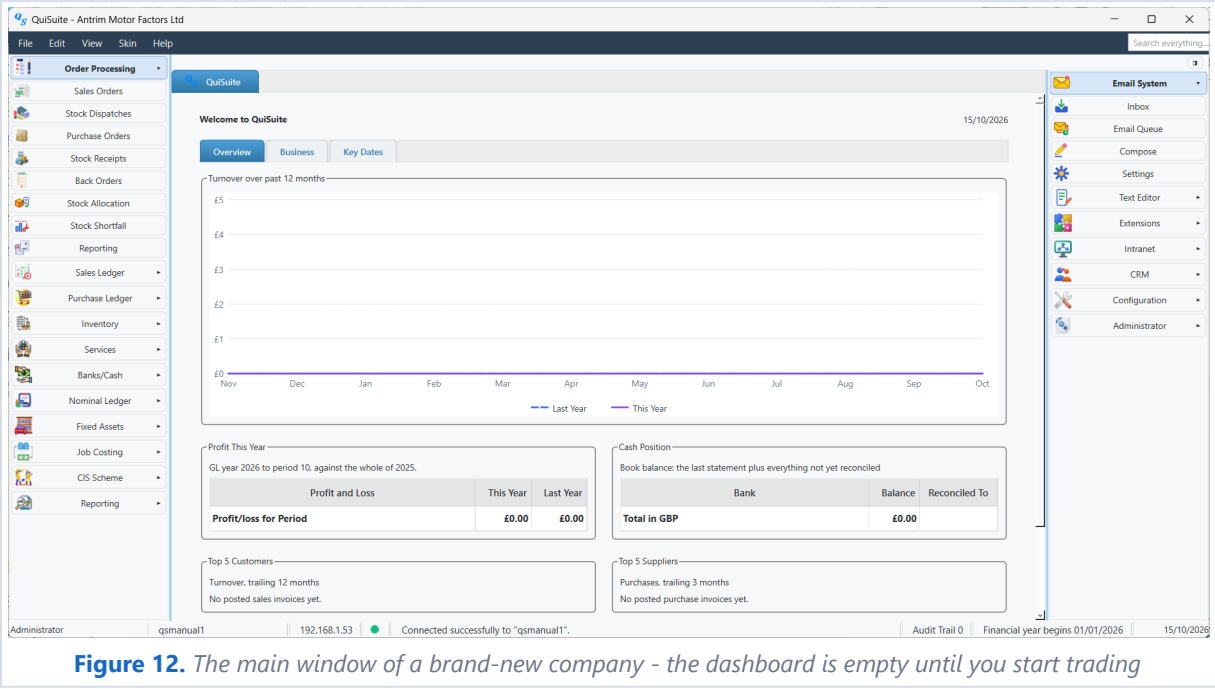


Figure 12. The main window of a brand-new company - the dashboard is empty until you start trading

Tip

Rest the mouse on almost anything and a hint appears at the bottom of the window. Press **F1** on any screen for its help page.

5. Entering Your Licence

A new company runs on a free **30-day trial** with everything switched on. When you buy QuiSuite you are sent a **licence key** - a long line of letters and numbers - for that company. The key also decides which **Modules** and **Applications** you have.

1. Open **Help > Licence....** It shows the trial, and a **request code** you send to QuiSoft when you buy.

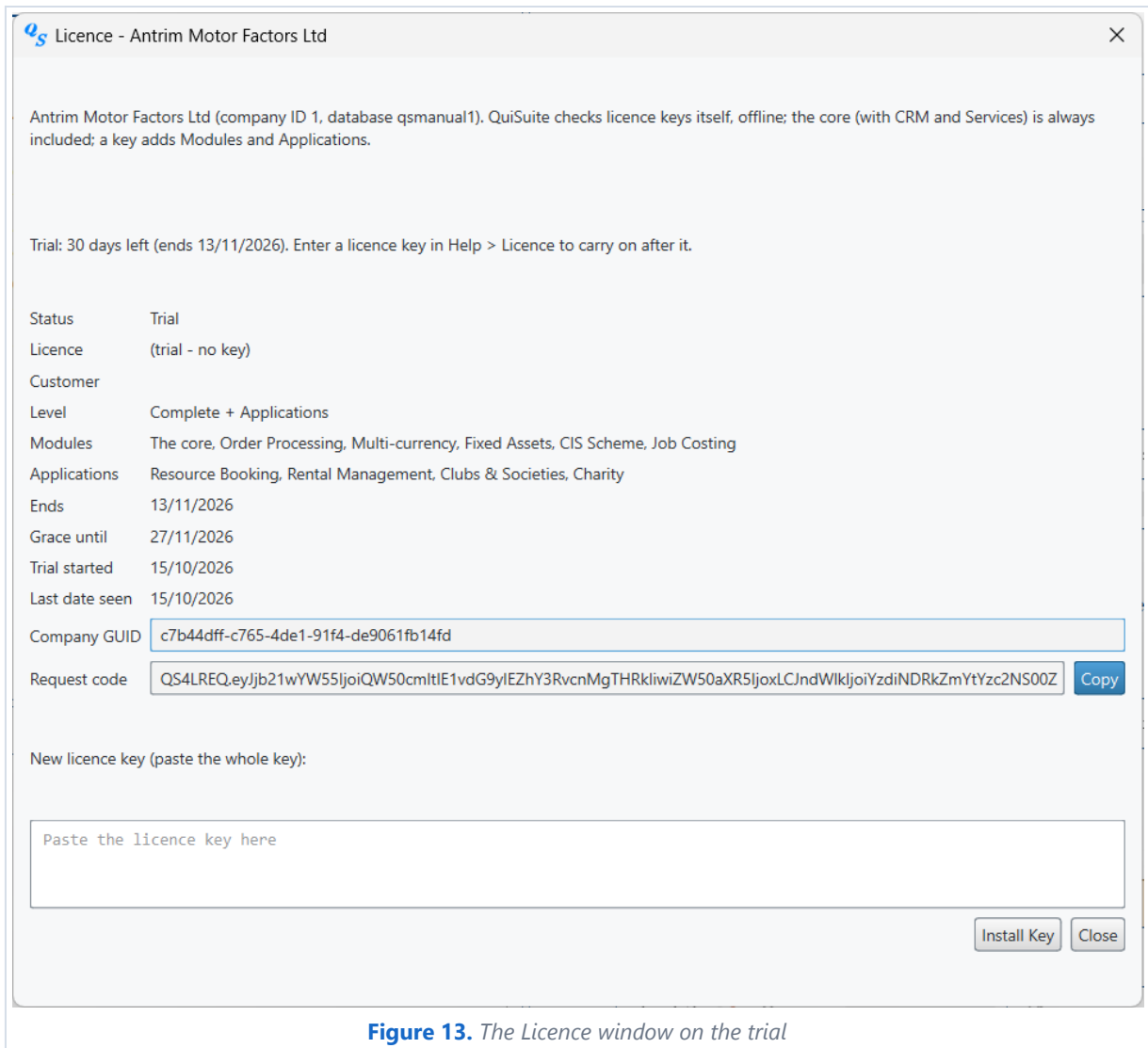


Figure 13. The Licence window on the trial

1. Paste the whole key you were sent into the box at the bottom and press **Install Key**.

Antrim Motor Factors bought the **Complete** licence: every optional Module (Order Processing, Multi-currency, Fixed Assets, CIS, Job Costing) but **none of the Applications** - it has no need of Rental Properties, Resource Booking / Diary, Clubs & Societies or Charity, so they are switched off.

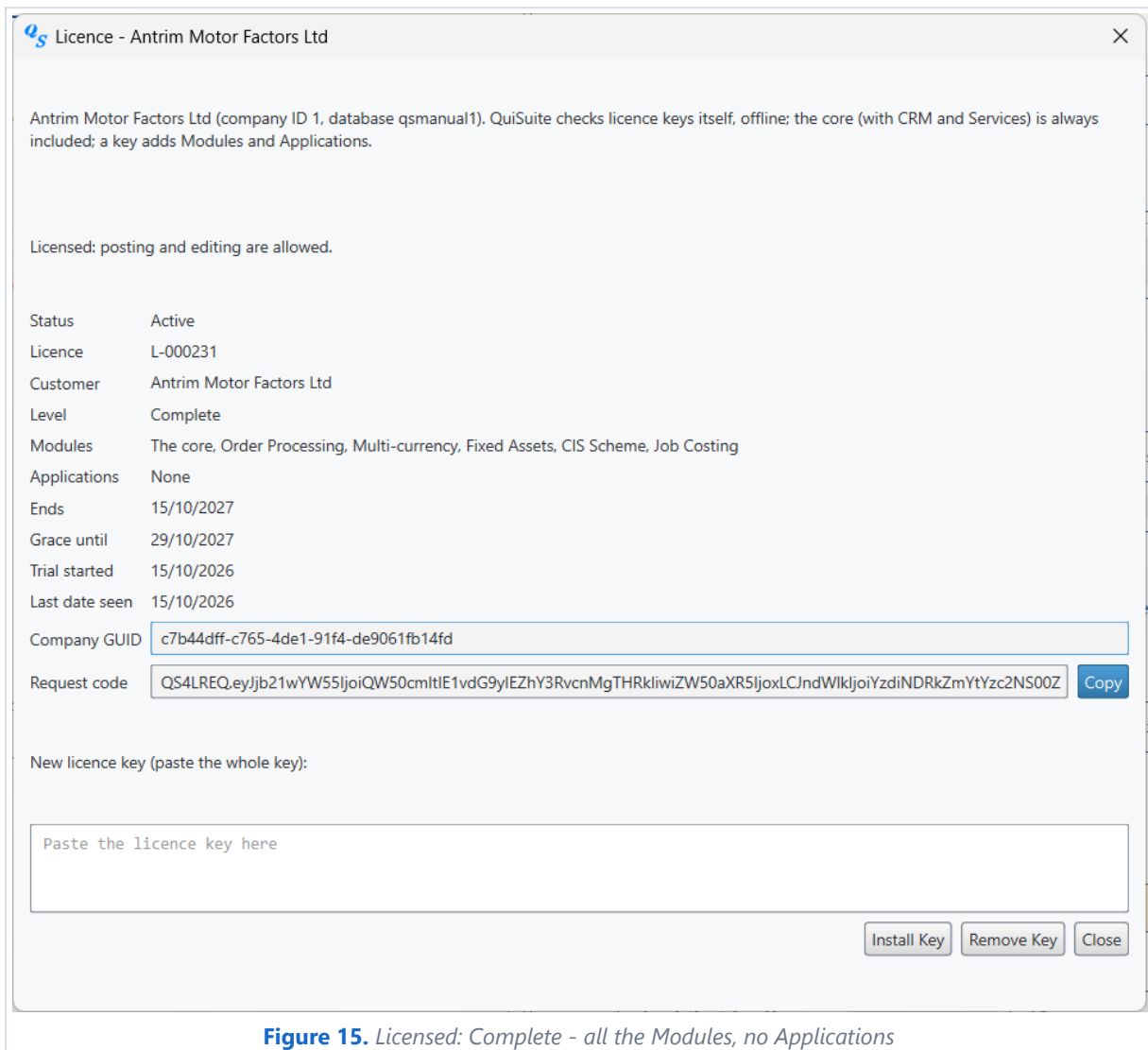


Figure 15. Licensed: Complete - all the Modules, no Applications

Jargon buster

Modules: extra parts of the accounts program itself, such as Fixed Assets or Job Costing.

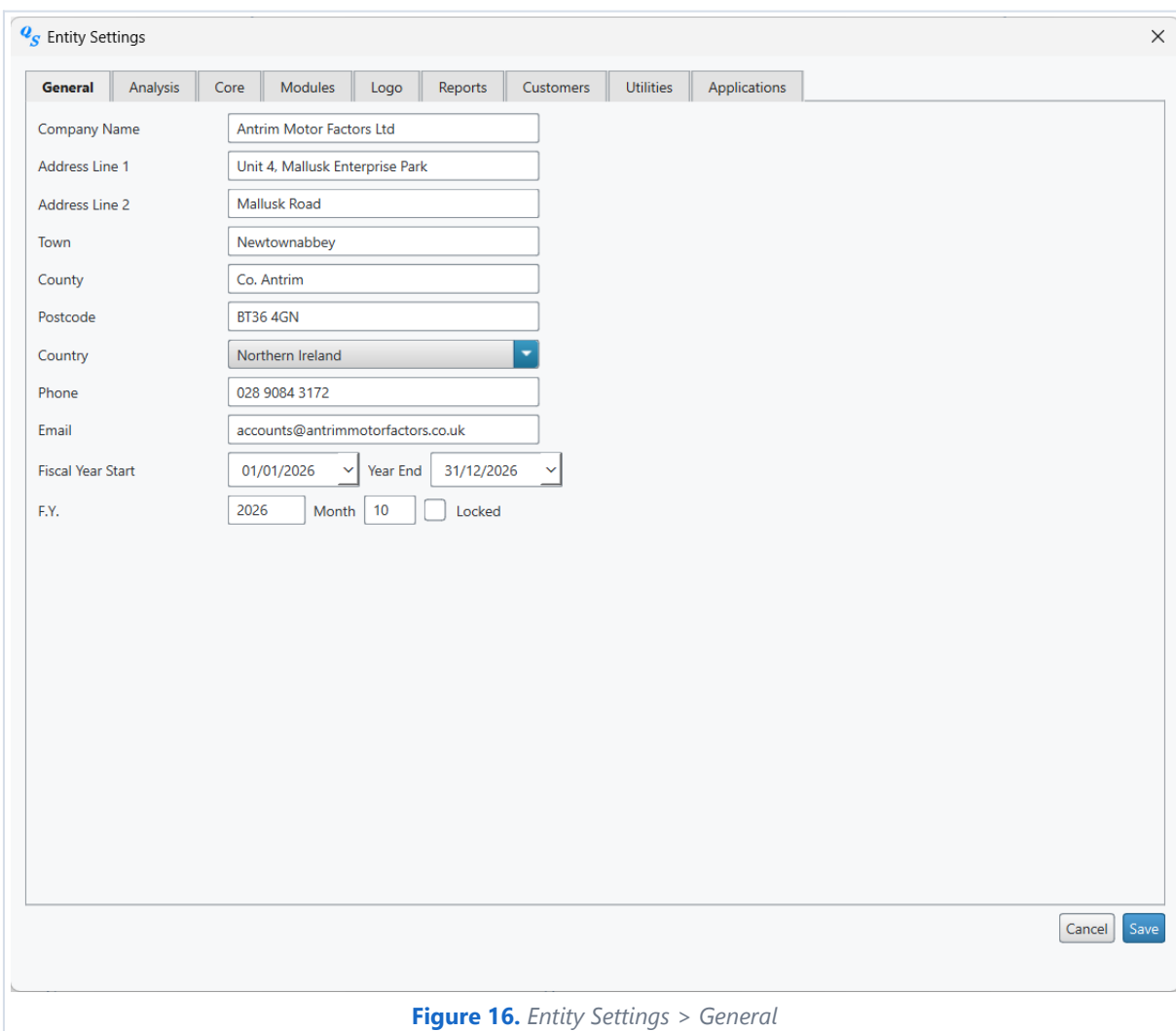
Applications: separate programs for particular kinds of business (letting agents, clubs, charities) built on the same accounts.

6. Your Company's Details (Entity Settings)

Entity Settings holds everything about the company itself. It is on the right-hand menu: **Configuration > Entity Settings**. It has several tabs across the top; we only need a few of them.

General: address and financial year

1. On the **General** tab fill in the address, phone number and email. These appear on your invoices and statements.
2. Set the **Fiscal Year Start** to **01/01/2026** and the **Year End** to **31/12/2026**.



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

Field	Value
Company Name	Antrim Motor Factors Ltd
Address Line 1	Unit 4, Mallusk Enterprise Park
Address Line 2	Mallusk Road
Town	Newtownabbey
County	Co. Antrim
Postcode	BT36 4GN
Country	Northern Ireland
Phone	028 9084 3172
Email	accounts@antrimmotorfactors.co.uk
Fiscal Year Start	01/01/2026
Year End	31/12/2026
F.Y.	2026 Month 10 Locked

At the bottom right of the form are 'Cancel' and 'Save' buttons.

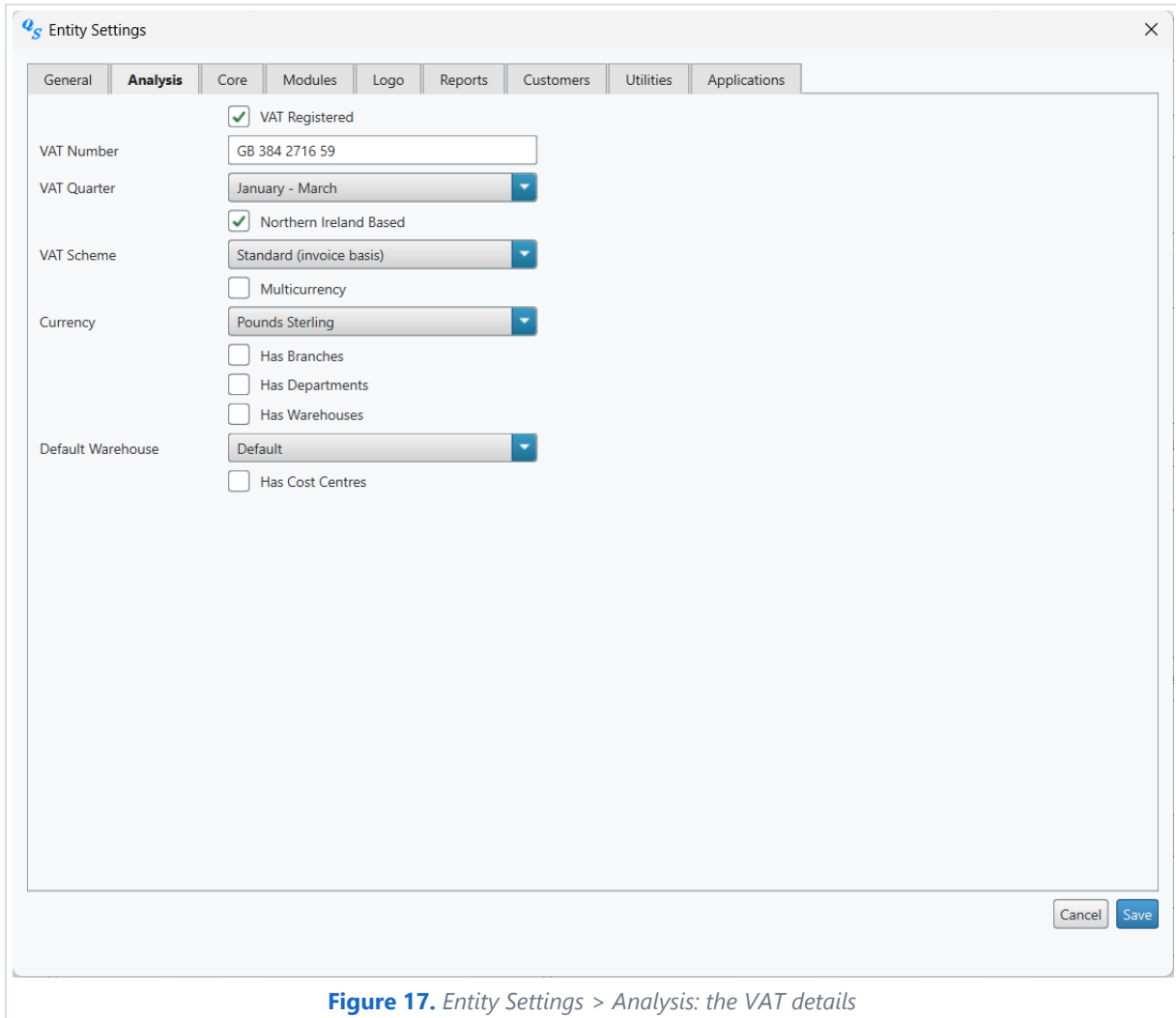
Figure 16. Entity Settings > General

Watch out

Get the financial year right **before** you enter any transactions. QuiSuite uses it to decide which period every invoice and payment falls in.

Analysis: VAT

1. On the **Analysis** tab tick **VAT Registered** and type your **VAT Number**.
2. Choose your **VAT Quarter**. Antrim Motor Factors' quarters end in March, June, September and December, which QuiSuite calls **January - March**.
3. Tick **Northern Ireland Based** if, like Antrim Motor Factors, you are in Northern Ireland. (It matters for goods traded with the EU.)



The screenshot shows the 'Entity Settings' window with the 'Analysis' tab selected. The settings are as follows:

- ☒ VAT Registered
- VAT Number: GB 384 2716 59
- VAT Quarter: January - March
- ☒ Northern Ireland Based
- VAT Scheme: Standard (invoice basis)
- ☐ Multicurrency
- Currency: Pounds Sterling
- ☐ Has Branches
- ☐ Has Departments
- ☐ Has Warehouses
- Default Warehouse: Default
- ☐ Has Cost Centres

Buttons: Cancel, Save

Figure 17. Entity Settings > Analysis: the VAT details

Core, Modules and Applications

The **Core** tab lists the nominal accounts QuiSuite uses by default - for sales, stock, cost of sales and so on. A new company comes with sensible ones: **leave them alone** unless your accountant tells you otherwise.

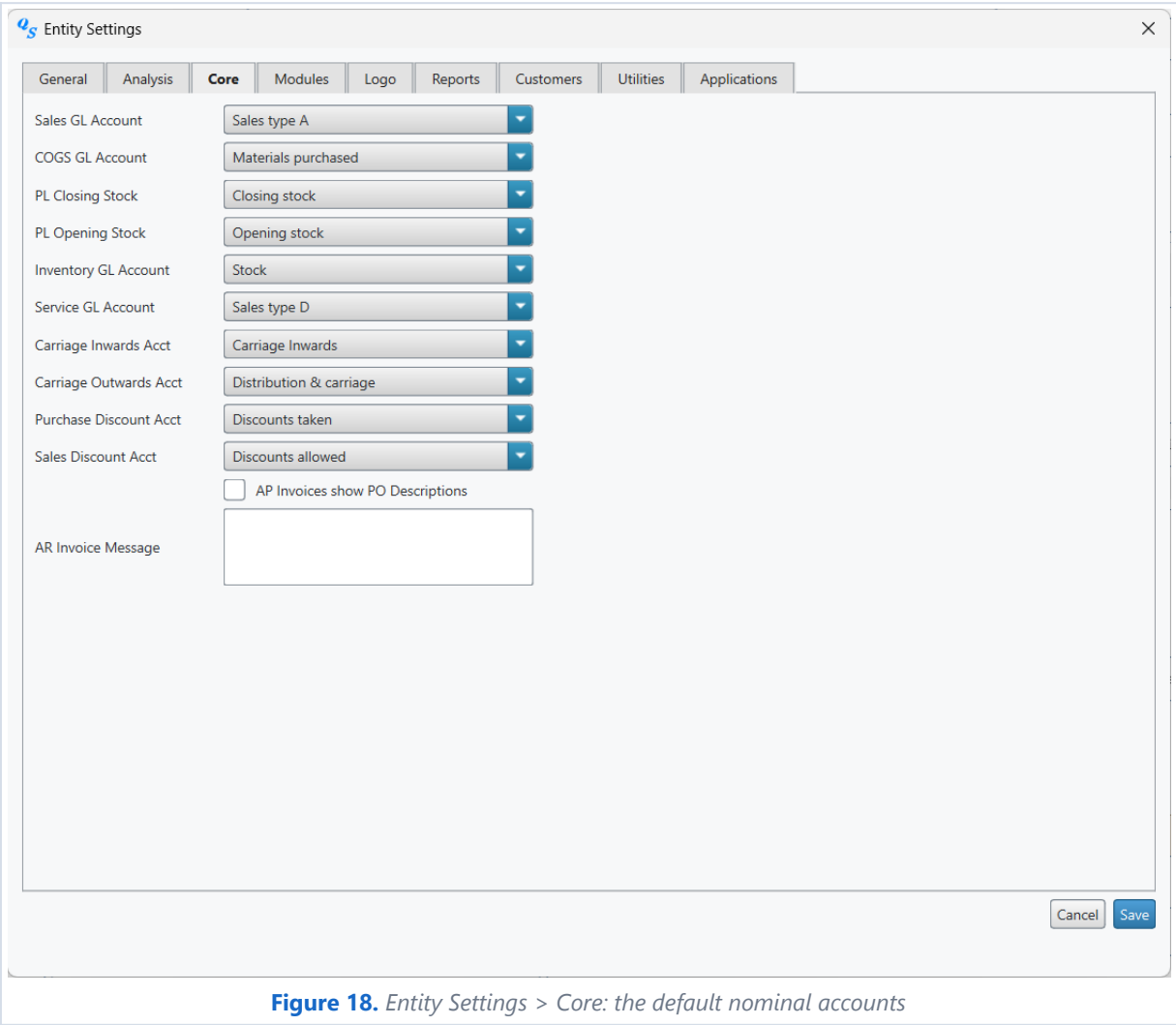


Figure 18. Entity Settings > Core: the default nominal accounts

The **Modules** and **Applications** tabs show what your licence switches on. You cannot change them here; they follow the licence.

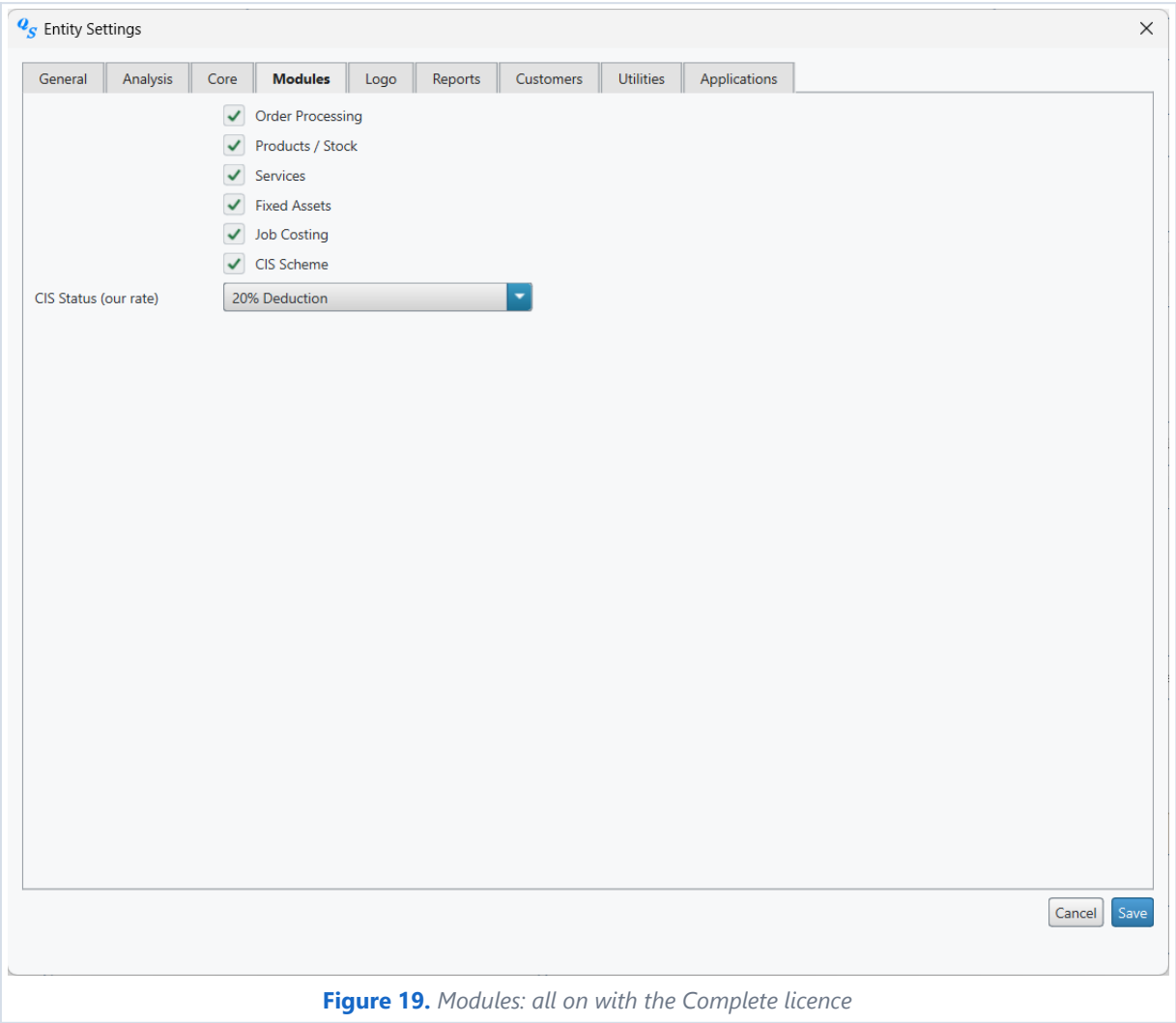


Figure 19. Modules: all on with the Complete licence

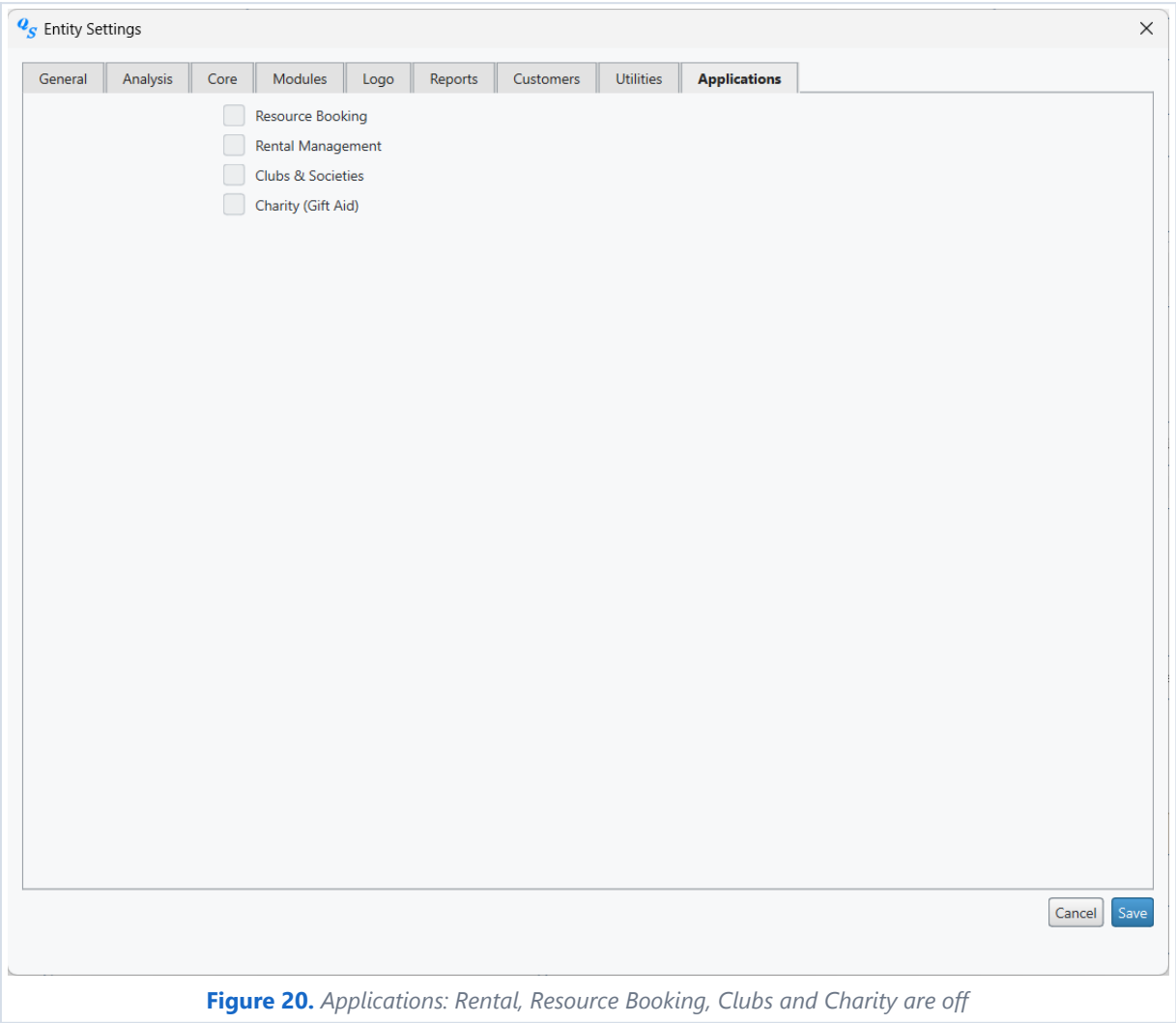


Figure 20. Applications: Rental, Resource Booking, Clubs and Charity are off

1. Press **Save**.

7. The Chart of Accounts

Every amount in your books ends up in a **nominal account**. The list of them is the **chart of accounts**. QuiSuite gives every new company a standard UK chart, numbered so that like goes with like:

Codes	What they hold	Examples
0010 - 0099	Fixed assets	Property, vehicles, equipment
1000 - 1299	Current assets	1001 Stock, 1100 Debtors, 1200 Bank, 1230 Petty cash
2000 - 2399	Liabilities	2100 Creditors, 2200 / 2201 VAT, 2300 Directors' loan
3000 - 3299	Capital and reserves	3000 Shares, 3200 Profit & Loss
4000 - 4999	Income	4000 Sales
5000 - 5299	Cost of sales	5000 Purchases, 5201 Closing stock
6000 - 8999	Overheads	7100 Rent, 7502 Telephone, 7901 Bank charges

You will rarely need to add accounts, but it is worth renaming a few so your reports read well. Antrim Motor Factors renamed **4000** to "Sales - Motor Parts", **4001** to "Sales - Trade Counter" and **5000** to "Purchases - Motor Parts". The chart is at **Configuration > x Files > Accounting Core > Nominal Accounts**: click a name, type over it, and it is saved.

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

Figure 21. The chart of accounts

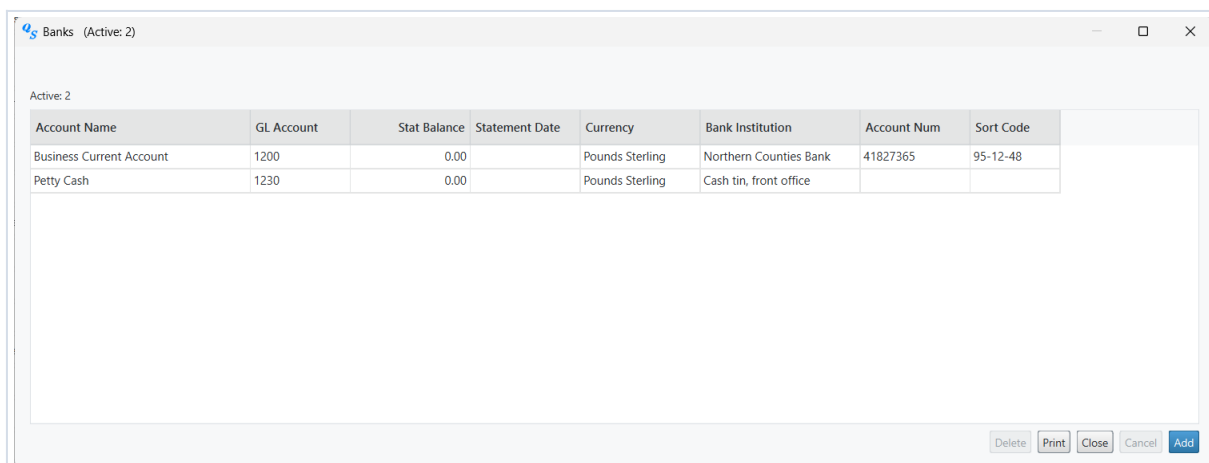
Jargon buster

Nominal ledger (also called the general ledger): the full set of nominal accounts. Every transaction posts to at least two of them, one debit and one credit, which is why the books always balance.

8. Bank Accounts and Petty Cash

QuiSuite needs a **bank account** record for each real bank account, and one for **petty cash** (the cash tin). Each is tied to its own nominal account.

1. Open **Banks/Cash > Banks** and press **New**. The Banks list opens.
2. Press **Add** and fill in the new line: **Account Name** "Business Current Account", **GL Account 1200**, the bank's name, the account number and sort code.
3. Press **Add** again for petty cash: **Account Name** "Petty Cash", **GL Account 1230**.



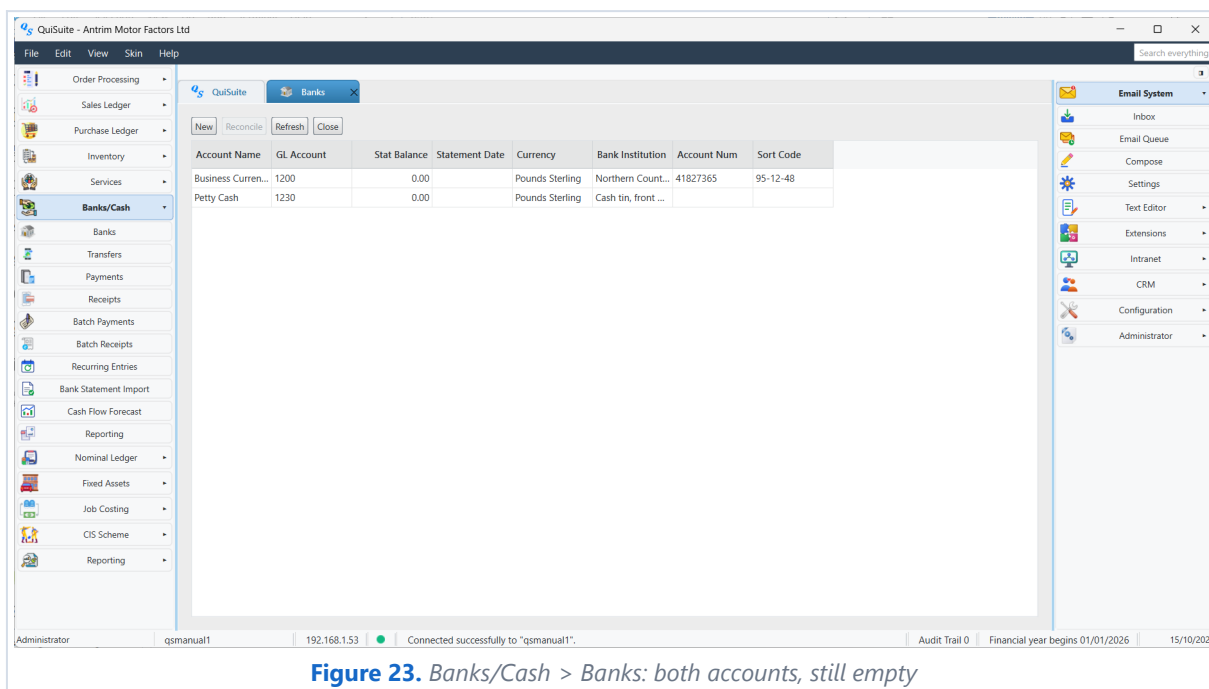
QuiSuite Banks (Active: 2)

Active: 2

Account Name	GL Account	Stat Balance	Statement Date	Currency	Bank Institution	Account Num	Sort Code
Business Current Account	1200	0.00		Pounds Sterling	Northern Counties Bank	41827365	95-12-48
Petty Cash	1230	0.00		Pounds Sterling	Cash tin, front office		

Buttons: Delete, Print, Close, Cancel, Add

Figure 22. The current account (1200) and petty cash (1230)



QuiSuite - Antrim Motor Factors Ltd

File Edit View Skin Help

Search everything...

Order Processing
Sales Ledger
Purchase Ledger
Inventory
Services
Banks/Cash
Banks
Transfers
Payments
Receipts
Batch Payments
Batch Receipts
Recurring Entries
Bank Statement Import
Cash Flow Forecast
Reporting
Nominal Ledger
Fixed Assets
Job Costing
CIS Scheme
Reporting

QuiSuite Banks

New Reconcile Refresh Close

Account Name	GL Account	Stat Balance	Statement Date	Currency	Bank Institution	Account Num	Sort Code
Business Curren...	1200	0.00		Pounds Sterling	Northern Count...	41827365	95-12-48
Petty Cash	1230	0.00		Pounds Sterling	Cash tin, front ...		

Email System
Inbox
Email Queue
Compose
Settings
Text Editor
Extensions
Intranet
CRM
Configuration
Administrator

Administrator qsmannual1 192.168.1.53 Connected successfully to "qsmannual1". Audit Trail 0 Financial year begins 01/01/2026 15/10/2026

Figure 23. Banks/Cash > Banks: both accounts, still empty

Tip

Give each bank account its own nominal account. Never share one nominal account between two bank accounts - you would not be able to reconcile them.

9. Suppliers

Suppliers are the businesses you buy from. Set them up before you enter their invoices. Antrim Motor Factors has seven: five parts suppliers, the landlord and the telephone company.

1. Open **Purchase Ledger > Suppliers** and press **New**.
2. Fill in the account code (a short code of your own, e.g. **NMD001**), the name, address, contact, phone, email and **VAT number**.
3. On the **Trading** tab set the payment terms (**30** days) and the **default nominal account** their invoices usually go to - **5000** for parts, **7100** for the rent, **7502** for the telephone.
4. Press **Validate** to save.

The screenshot shows a web-based form for creating a new supplier record. The title bar reads "Supplier: Northern Motor Distributors Ltd". The form has several tabs: General, Financial, More Contacts, Credit Control, Bank, Trade, Analysis, and Contacts. The "General" tab is active. The form fields are organized into two columns. The left column contains: Vendor No (NMD001), Vendor Name (Northern Motor Distributors Ltd), Address Line1 (18 Duncrue Crescent), Address Line2 (Duncrue Industrial Estate), Town (Belfast), County (Co. Antrim), Postcode (BT3 9BW), and Country (Northern Ireland). The right column contains: Contact (Gareth Wilson), Phone / Phone 2 (028 9077 4410), Email (orders@northernmotordist.co.uk), Web Page, and Notes. There is a "Suspended" checkbox next to the Vendor No field. At the bottom right, there are "Validate" and "Cancel" buttons. The footer of the form shows "Creation Date 15/10/2026" and "Created by".

Figure 24. A supplier's record

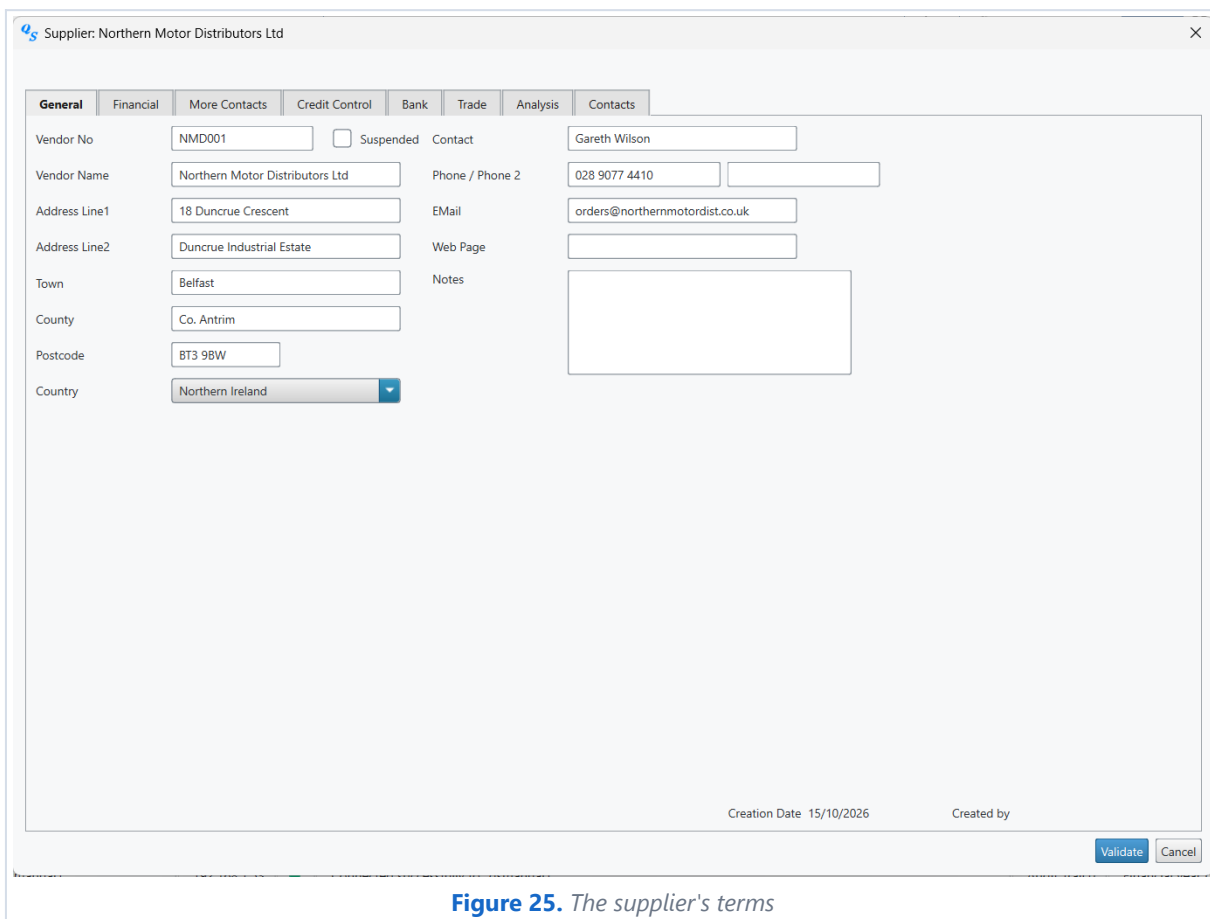


Figure 25. The supplier's terms

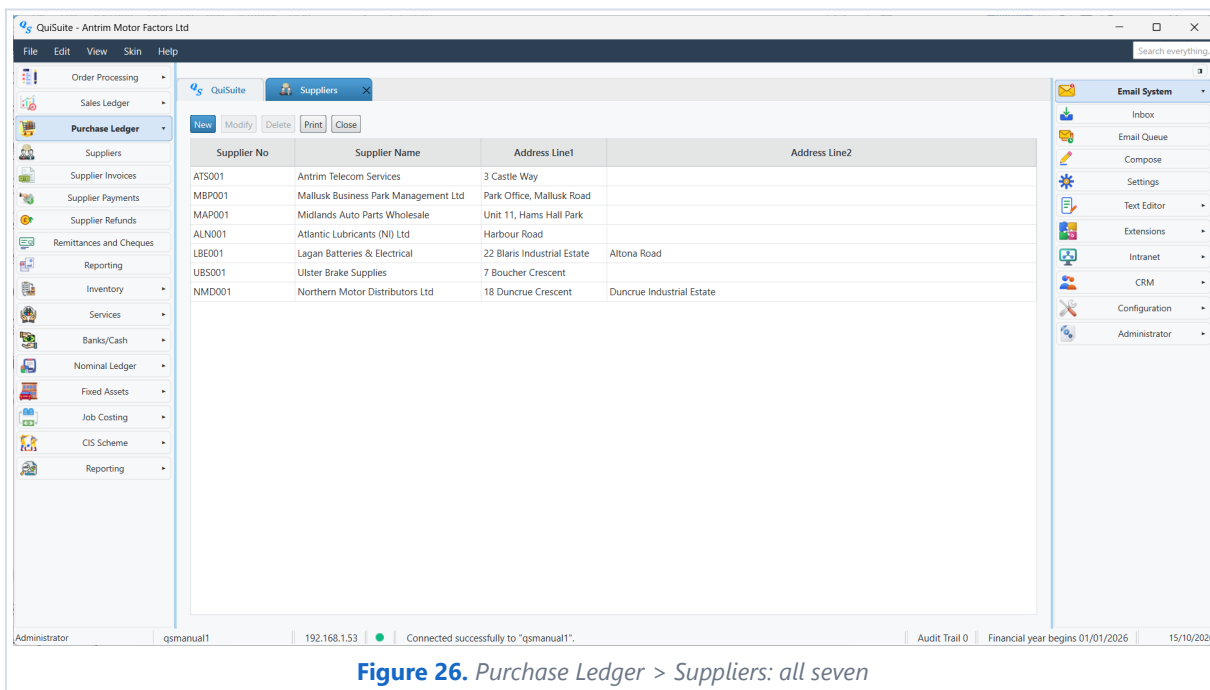


Figure 26. Purchase Ledger > Suppliers: all seven

Code	Supplier	Supplies	Default account	Terms
NMD001	Northern Motor Distributors Ltd	Filters and ignition parts	5000 Purchases	30 days

Code	Supplier	Supplies	Default account	Terms
UBS001	Ulster Brake Supplies	Brake pads, discs, fluid	5000 Purchases	30 days
LBE001	Lagan Batteries & Electrical	Batteries and bulbs	5000 Purchases	30 days
ALN001	Atlantic Lubricants (NI) Ltd	Oils and antifreeze	5000 Purchases	30 days
MAP001	Midlands Auto Parts Wholesale	Belts and wiper blades (Birmingham)	5000 Purchases	30 days
MBP001	Mallusk Business Park Management Ltd	Rent of Unit 4	7100 Rent	14 days
ATS001	Antrim Telecom Services	Telephone and broadband	7502 Telephone	14 days

10. Stock

Antrim Motor Factors sells parts from stock, so it needs **stock items**. QuiSuite keeps them in a three-level **hierarchy**, which makes them easy to find and to report on:

Level	What it is	Example
Product family	The broad kind of part	Engine
Stock group	A group of similar parts within a family	Filters
Stock item	The actual thing you buy and sell	OF-101 Oil Filter - Spin-on

Product families

Antrim Motor Factors uses four families: **Engine**, **Braking**, **Electrical** and **Servicing**. Add them at **Configuration > x Files > Stocks > Product Families**.



Figure 27. The four product families

Stock groups

1. Open **Inventory > Stock Groups** and press **Add**.
2. Give each group a reference, a caption (e.g. **Filters**) and pick its **family** (Engine).

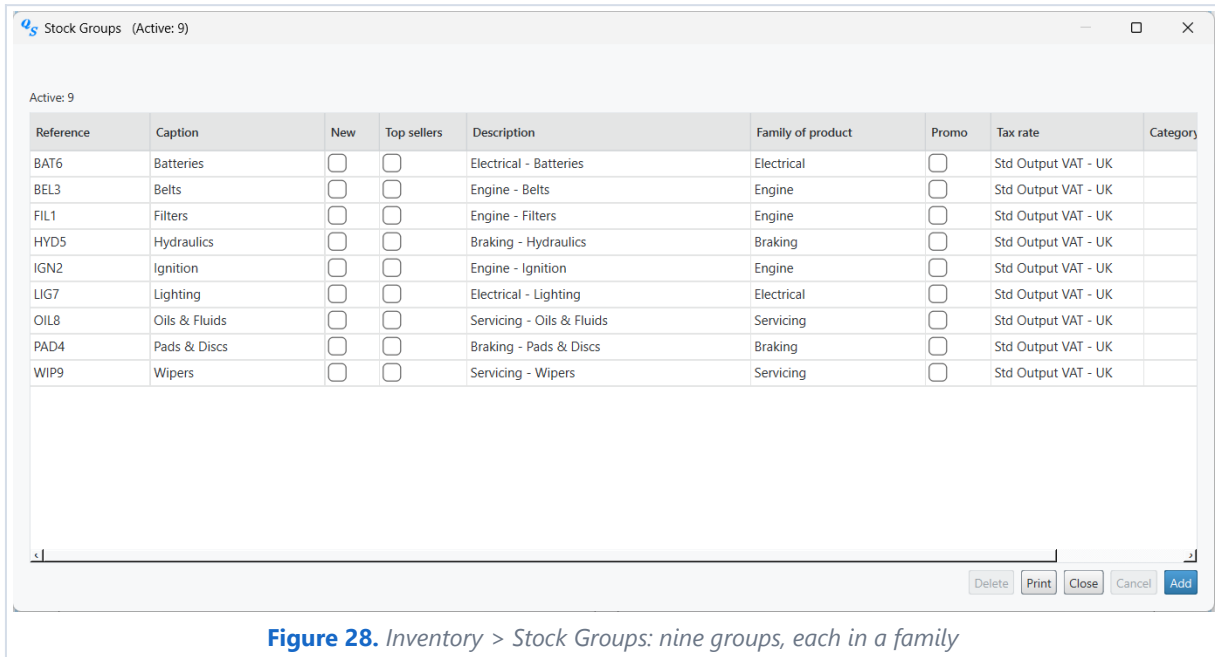


Figure 28. Inventory > Stock Groups: nine groups, each in a family

Stock items

1. Open **Inventory > Stock Items** and press **New**.
2. Type the **Product reference** (your part number, e.g. **OF-101**) and the description.
3. Pick the **stock group** it belongs to.
4. Enter the **Standard Cost** (what you pay) and the **Unit Price** (what you sell it for, before VAT).
5. Set a **re-order level** and **re-order quantity** and the usual supplier, so QuiSuite can warn you when you are running low.
6. Leave the quantity at **0**. Stock arrives through purchase invoices (chapter 13), which keeps the quantities and values right.
7. Press **Validate**.

Form Items

Product: Variation caption:

☒ Bydefault

Generic Code: EC Commodity Code: Quantity:

WACC: Standard Cost: U.P. BT:

Product reference: Item Unit: ☒ Back Ordering

Product description:

Oil Filter - Spin-on

Reorder Level: Reorder Quantity: Preferred Supplier:

Net Weight (kg): Supplementary Units: Country of Origin:

Buttons: Validate, Cancel, Print, Pricing..., Components...

Figure 29. A stock item: reference, group, cost and selling price

QuiSuite - Antrim Motor Factors Ltd

File Edit View Skin Help

QuiSuite Stock Items

New Modify Delete Print Refresh Close

Product reference	ProductID	Quantity	U.P. BT	Variation	Description	EC Code	Item Unit	Back
WB-950	Wipers	0	13.95	Wiper Blade 22in Flat	Wiper Blade 22in Flat		Each	✓
AN-920	Oils & Fluids	0	22.95	Antifreeze Concentrate - 5 Litre	Antifreeze Concentrate - 5 Litre		Each	✓
EO-901	Oils & Fluids	0	38.95	Engine Oil 5W-30 Fully Synthetic - 5 Li...	Engine Oil 5W-30 Fully Synthetic - 5 Li...		Each	✓
BL-855	Lighting	0	4.95	W5W Side Light Bulb - Pack of 10	W5W Side Light Bulb - Pack of 10		Each	✓
BL-850	Lighting	0	11.95	H7 Headlamp Bulb - Twin Pack	H7 Headlamp Bulb - Twin Pack		Each	✓
BT-805	Batteries	0	114.95	Car Battery 096 - 70Ah	Car Battery 096 - 70Ah		Each	✓
BT-801	Batteries	0	84.95	Car Battery 063 - 45Ah	Car Battery 063 - 45Ah		Each	✓
BF-750	Hydraulics	0	8.95	Brake Fluid DOT 4 - 1 Litre	Brake Fluid DOT 4 - 1 Litre		Each	✓
BD-720	Pads & Discs	0	79.95	Brake Disc Pair - Front Vented	Brake Disc Pair - Front Vented		Each	✓
BP-702	Pads & Discs	0	27.95	Brake Pad Set - Rear	Brake Pad Set - Rear		Each	✓
BP-701	Pads & Discs	0	32.95	Brake Pad Set - Front	Brake Pad Set - Front		Each	✓
AB-630	Belts	0	19.95	Auxiliary Drive Belt 6PK	Auxiliary Drive Belt 6PK		Each	✓
TB-610	Belts	0	129.00	Timing Belt Kit with Water Pump	Timing Belt Kit with Water Pump		Each	✓
IC-540	Ignition	0	49.95	Ignition Coil Pack	Ignition Coil Pack		Each	✓
GP-520	Ignition	0	16.50	Glow Plug - Diesel	Glow Plug - Diesel		Each	✓
SP-501	Ignition	0	9.95	Spark Plug - Iridium	Spark Plug - Iridium		Each	✓
CF-412	Filters	0	9.50	Cabin Pollen Filter	Cabin Pollen Filter		Each	✓
FF-310	Filters	0	17.95	Fuel Filter - Diesel In-line	Fuel Filter - Diesel In-line		Each	✓
AF-205	Filters	0	11.50	Air Filter - Panel Type	Air Filter - Panel Type		Each	✓
OF-101	Filters	0	6.95	Oil Filter - Spin-on	Oil Filter - Spin-on		Each	✓

Administrator qsmannual1 192.168.1.53 Connected successfully to "qsmannual1". Audit Trail 0 Financial year begins 01/01/2026 15/10/2026

Figure 30. Inventory > Stock Items: all twenty parts

Inventory > Product Tree shows the whole catalogue by family:

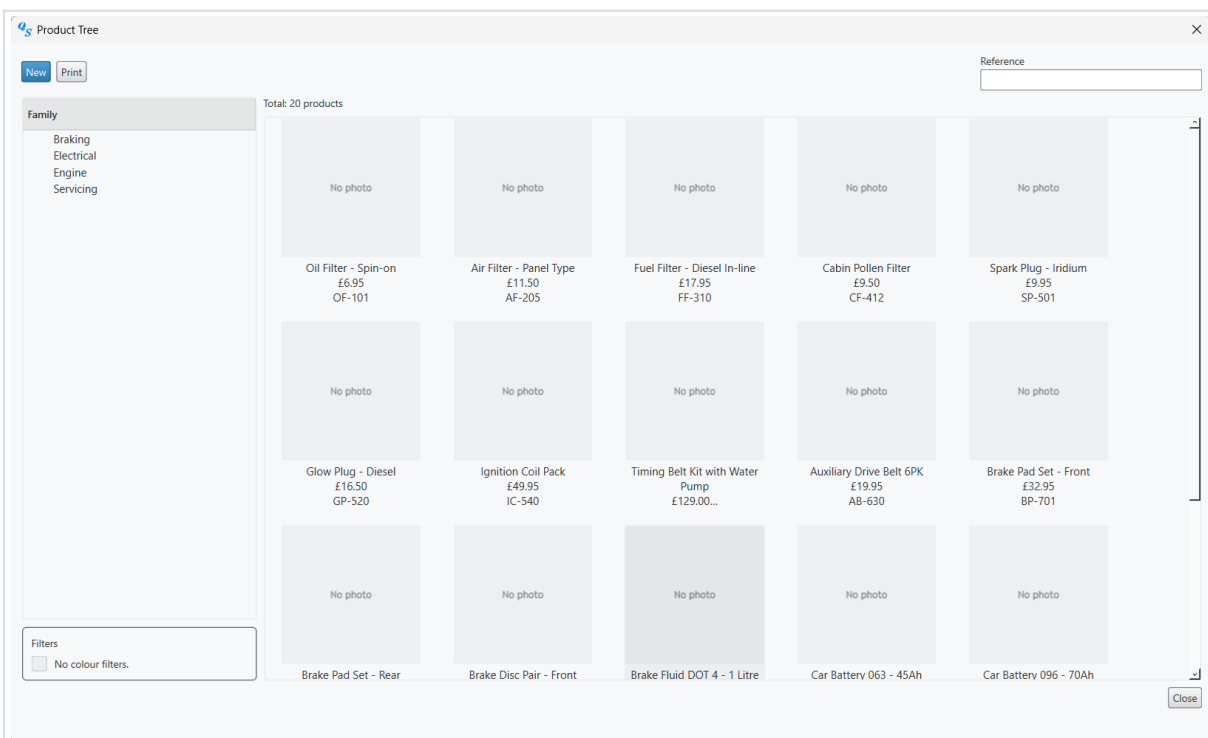


Figure 31. *Inventory > Product Tree*

Watch out

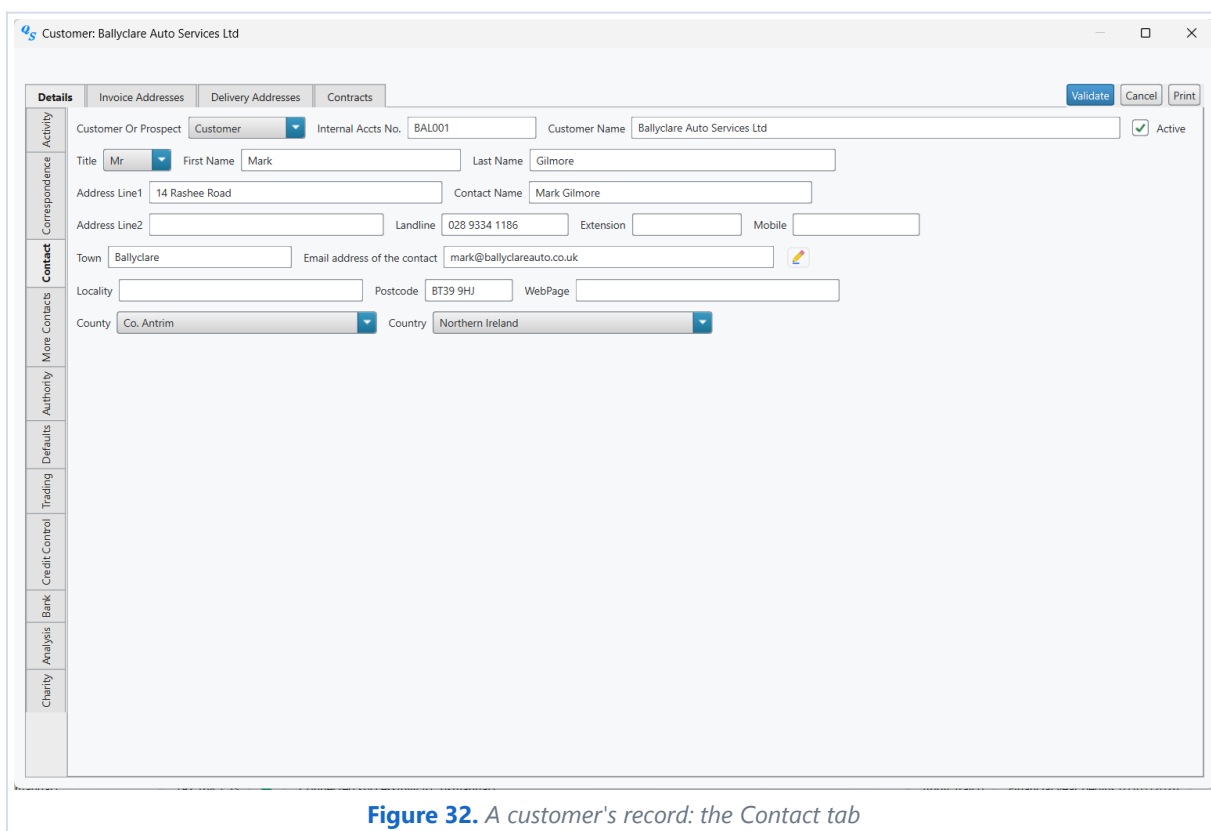
Do not type stock quantities in by hand once you are trading. Let invoices, receipts and stock adjustments move them, so there is always a record of why a quantity changed.

The full list of Antrim Motor Factors' parts is in Appendix A.

11. Customers

Customers are the businesses you sell to on credit. Antrim Motor Factors has eight garages.

1. Open **Sales Ledger > Customers** and press **New**.
2. On the **Contact** tab set **Customer Or Prospect** to **Customer**, then type an account code (e.g. **BAL001**), the name, address, contact and email.
3. On the **Trading** tab set the **credit limit** and the payment terms (**30** days). Leave the VAT code as standard rate.
4. Press **Validate**.



The screenshot shows a web application window titled "Customer: Ballyclare Auto Services Ltd". The window has a sidebar on the left with tabs: Details, Invoice Addresses, Delivery Addresses, Contracts, Activity, Correspondence, Contact, More Contacts, Authority, Defaults, Trading, Credit Control, Bank, Analysis, and Charity. The "Contact" tab is selected. The main area contains a form with the following fields:

- Customer Or Prospect:** Customer (dropdown)
- Internal Accts No.:** BAL001
- Customer Name:** Ballyclare Auto Services Ltd
- Active:** ☒
- Title:** Mr (dropdown)
- First Name:** Mark
- Last Name:** Gilmore
- Address Line1:** 14 Rashee Road
- Contact Name:** Mark Gilmore
- Address Line2:** (empty)
- Landline:** 028 9334 1186
- Extension:** (empty)
- Mobile:** (empty)
- Town:** Ballyclare
- Email address of the contact:** mark@ballyclareauto.co.uk
- Locality:** (empty)
- Postcode:** BT39 9HJ
- WebPage:** (empty)
- County:** Co. Antrim (dropdown)
- Country:** Northern Ireland (dropdown)

At the top right of the form area are buttons: Validate, Cancel, and Print.

Figure 32. A customer's record: the Contact tab

Customer: Ballyclare Auto Services Ltd

Details Invoice Addresses Delivery Addresses Contracts

Validate Cancel Print

Default Vat Charge Std Output VAT - UK Vat Number Vat Exemption No

CreditLimit 5,000.00

Disc % 0.00 Disc Days 0 Nett Days 30

☐ COD ☐ Prepayment ☒ Print Statement ☐ Allow Back orders

Suspend Customer Suspended Reason (none) ☐ Suspended

CustomerMessage

Turnover This Month 0.00 This Year 0.00 Last Year 0.00

Trade Discount % 0.00 ☐ Override Stock VAT ☐ Override Stock Nominal

Price List (none)

Default Nominal (none) Payment Method (none)

EORI Number Incoterms (none)

DUNS Number Company Reg. No.

Figure 33. The Trading tab: credit limit and terms

QuiSuite - Antrim Motor Factors Ltd

File Edit View Skin Help

Order Processing Sales Ledger Customers Sales Invoices Quotations Customer Receipts Customer Statements Customer Reconciliation Contra Entries Customer Refunds Credit Control Reporting Purchase Ledger Inventory Services Banks/Cash Nominal Ledger Fixed Assets Job Costing CIS Scheme Reporting

QuiSuite Customers

New Modify Delete Print Close

Customer No	Customer Name	Address Line1	Address Line2
RMC001	Randalstown MOT Centre	44 Station Road	
BFM001	Belfast Fleet Maintenance Ltd	120 Duncrue Street	
TCW001	Templepatrick Coachworks	9 Antrim Road	
BVR001	Ballymena Vehicle Repairs	31 Pennybridge Industrial Estate	
LTE001	Lisburn Tyre & Exhaust Centre	Unit 2, Knockmore Business Park	Ballinderry Road
GMW001	Glenavy Motor Works	5 Main Street	Glenavy
LRG001	Larne Road Garage	82 Larne Road	
BAL001	Ballyclare Auto Services Ltd	14 Rashee Road	

Email System

Inbox Email Queue Compose Settings Text Editor Extensions Intranet CRM Configuration Administrator

Administrator qsmannual1 192.168.1.53 Connected successfully to "qsmannual1". Audit Trail 0 Financial year begins 01/01/2026 15/10/2026

Figure 34. Sales Ledger > Customers: all eight

Code	Customer	Address	Contact	Limit £
BAL001	Ballyclare Auto Services Ltd	14 Rashee Road, Ballyclare BT39 9HJ	Mark Gilmore	5,000
LRG001	Larne Road Garage	82 Larne Road, Carrickfergus BT38 7NJ	Stephen Hamill	3,000

Code	Customer	Address	Contact	Limit £
GMW001	Glenavy Motor Works	5 Main Street, Glenavy, Crumlin BT29 4LN	Paul Quinn	2,500
LTE001	Lisburn Tyre & Exhaust Centre	Unit 2, Knockmore Business Park, Lisburn BT28 2EJ	Karen Moore	4,000
BVR001	Ballymena Vehicle Repairs	31 Pennybridge Industrial Estate, Ballymena BT42 3HB	Ian Crawford	3,500
TCW001	Templepatrick Coachworks	9 Antrim Road, Templepatrick BT39 0AP	Declan Murray	2,500
BFM001	Belfast Fleet Maintenance Ltd	120 Duncrue Street, Belfast BT3 9AR	Joanne Fitzpatrick	10,000
RMC001	Randalstown MOT Centre	44 Station Road, Randalstown BT41 3AA	Noel Scott	2,000

Tip

Pick a pattern for account codes and stick to it - for example the first three letters of the name and a number. Short, consistent codes make the reports much easier to read.

12. Money In: Starting the Bank Account

A new company needs money before it can buy anything. On **1 July 2026** the directors of Antrim Motor Factors lent the company **£25,000** and bought **100 £1 shares**. £200 was then drawn out as a petty cash float.

1. Open **Banks/Cash > Receipts** for money that does not come from a customer. Enter the date, bank, a reference ("DIRLOAN"), a description, the amount and the nominal account: **2300 Directors' Current Account** for the loan, **3000 Ordinary shares** for the shares. No VAT.
2. Open **Banks/Cash > Transfers** to move money between your own accounts: £200 from the current account to petty cash.

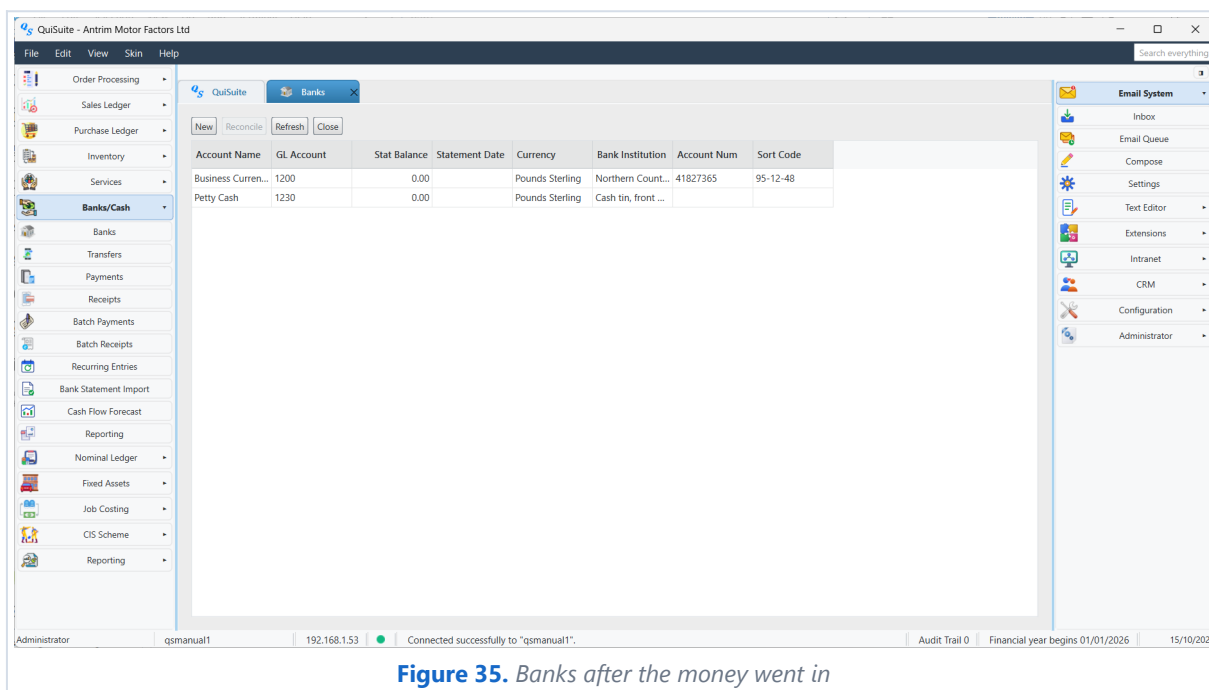


Figure 35. Banks after the money went in

Jargon buster

Bank receipt / bank payment: money in or out of the bank that is **not** against a customer or supplier invoice - loans, bank charges, petty cash spending and so on.

13. Purchase Invoices

When a supplier's invoice arrives, enter it straight away. There are two kinds:

- **Stock invoices:** for parts you will sell. Each line is a stock item, so the stock quantity goes up when the invoice is posted.
- **Expense invoices:** for everything else - rent, telephone, repairs. Each line goes to an overhead account.

Entering a stock invoice

1. Open **Purchase Ledger > Supplier Invoices** and press **New** (stock).
2. Choose the **supplier**, type **their** invoice number, and the **date on the invoice**. The due date fills itself in from the supplier's terms.
3. Add a line for each part: pick the stock item, type the quantity and the price. QuiSuite works out the VAT at 20%.
4. Check that the total matches the paper invoice **to the penny**, then press **Save**.

Modify Supplier Stock Invoice: RENT-0726

Supplier: Mallusk Business Park Management Ltd Description: Rent - Unit 4, July 2026 Type: Invoice

Supplier Inv No: RENT-0726 Date: 01/07/2026 Due Date: 01/07/2026 Invoice Amount: 0.00 PO Num: Receipt: (none) Delivery mode: Collection

Notes:

Job: Default

Seq	Product	Description	Quantity	Unit Cost	Amount	Vat	Vat Amount	Gross Amount
1	Generic code...		0	1,250.00		I		

Carriage: 0.00 VAT Rate: I Vat: 0.00 CIS Deduction: Labour Element: 0.00

Paid now (cash purchase) Paid From: Business Current Account Reference: Invoice No

Count: 0 Quantity: 0 Amount: 0.00 Vat: 0.00 Gross: 0.00

Creation Date: 15/10/2026 User: Administrator

Figure 36. A stock invoice from Northern Motor Distributors

Entering an expense invoice

The same, but press **New** (service) and give each line a nominal account instead of a stock item. Antrim Motor Factors' rent of £1,250 a month plus VAT goes to **7100 Rent**.

Modify Supplier Service Invoice: RENT-0726

Supplier: Mallusk Business Park Management Ltd Description: Rent - Unit 4, July 2026 Type: Invoice

Supplier Inv No: RENT-0726 Date: 01/07/2026 Due Date: 01/07/2026 Invoice Amount: 1,500.00 PO Num:

Notes:

Job: Default

Expenditure Analysis	Amount	Vat Rate	Vat	Total
Rent	1,250.00	1	250.00	1,500.00

Labour Element: CIS Deduction 0.00

Paid From: Business Current Account Reference: Invoice No

Creation Date: 15/10/2026 User: Administrator

Figure 37. The rent invoice, to 7100 Rent

Posting

A saved invoice is a draft: you can still change it. **Posting** puts it into the books for good. Open **Nominal Ledger > Post Control**, choose **Purchase Invoices**, tick the ones to post (or **Select All**) and press **Post**.

Post Control

Purchase Invoices Sales Invoices

Post Select All Refresh Close

Post	Invoice No	Date	Supplier	Amount	Type	Created By
☐	RENT-0726	01/07/2026	Mallusk Business Park Management Ltd	1,500.00	Invoice	Administrator
☐	NMD-48247	02/07/2026	Northern Motor Distributors Ltd	2,164.92	Invoice	Administrator
☐	UBS-48284	03/07/2026	Ulster Brake Supplies	2,159.04	Invoice	Administrator
☐	LBE-48321	03/07/2026	Lagan Batteries & Electrical	1,996.80	Invoice	Administrator
☐	ALN-48358	06/07/2026	Atlantic Lubricants (NI) Ltd	1,932.00	Invoice	Administrator
☐	MAP-48395	07/07/2026	Midlands Auto Parts Wholesale	1,228.80	Invoice	Administrator
☐	AT7730417	28/07/2026	Antrim Telecom Services	102.48	Invoice	Administrator
☐	RENT-0826	01/08/2026	Mallusk Business Park Management Ltd	1,500.00	Invoice	Administrator
☐	NMD-48432	04/08/2026	Northern Motor Distributors Ltd	723.36	Invoice	Administrator
☐	UBS-48469	11/08/2026	Ulster Brake Supplies	1,085.76	Invoice	Administrator
☐	LBE-48506	18/08/2026	Lagan Batteries & Electrical	1,314.24	Invoice	Administrator
☐	ALN-48543	25/08/2026	Atlantic Lubricants (NI) Ltd	1,440.00	Invoice	Administrator
☐	AT7730418	28/08/2026	Antrim Telecom Services	102.48	Invoice	Administrator
☐	RENT-0926	01/09/2026	Mallusk Business Park Management Ltd	1,500.00	Invoice	Administrator
☐	NMD-48580	08/09/2026	Northern Motor Distributors Ltd	820.56	Invoice	Administrator
☐	UBS-48617	15/09/2026	Ulster Brake Supplies	724.80	Invoice	Administrator
☐	AT7730419	28/09/2026	Antrim Telecom Services	102.48	Invoice	Administrator
☐	MAP-48654	29/09/2026	Midlands Auto Parts Wholesale	974.40	Invoice	Administrator
☐	RENT-1026	01/10/2026	Mallusk Business Park Management Ltd	1,500.00	Invoice	Administrator
☐	LBE-48691	06/10/2026	Lagan Batteries & Electrical	705.60	Invoice	Administrator

Administrator qsmmanual1 192.168.1.53 Connected successfully to 'qsmmanual1' Audit Trail 0 Financial year begins 01/01/2026 15/10/2026

Figure 38. Post Control: twenty purchase invoices waiting

Invoice No	Invoice Date	Supplier	Amount	Due Date	Is Invoice	Is Stock Inv	Posted	Owing
LBE-48691	06/10/2026	Lagan Batteries & Electrical	£705.60	05/11/2026	✓	✓	✓	£705.60
RENT-1026	01/10/2026	Mallusk Business Park Management Ltd	£1,500.00	01/10/2026	✓	✓	✓	£1,500.00
MAP-48654	29/09/2026	Midlands Auto Parts Wholesale	£974.40	29/10/2026	✓	✓	✓	£974.40
AT7730419	28/09/2026	Antrim Telecom Services	£102.48	12/10/2026	✓	✓	✓	£102.48
UBS-48617	15/09/2026	Ulster Brake Supplies	£724.80	15/10/2026	✓	✓	✓	£724.80
NMD-48580	08/09/2026	Northern Motor Distributors Ltd	£820.56	08/10/2026	✓	✓	✓	£820.56
RENT-0926	01/09/2026	Mallusk Business Park Management Ltd	£1,500.00	01/09/2026	✓	✓	✓	£1,500.00
AT7730418	28/08/2026	Antrim Telecom Services	£102.48	11/09/2026	✓	✓	✓	£102.48
ALN-48543	25/08/2026	Atlantic Lubricants (NI) Ltd	£1,440.00	24/09/2026	✓	✓	✓	£1,440.00
LBE-48506	18/08/2026	Lagan Batteries & Electrical	£1,314.24	17/09/2026	✓	✓	✓	£1,314.24
UBS-48469	11/08/2026	Ulster Brake Supplies	£1,085.76	10/09/2026	✓	✓	✓	£1,085.76
NMD-48432	04/08/2026	Northern Motor Distributors Ltd	£723.36	03/09/2026	✓	✓	✓	£723.36
RENT-0826	01/08/2026	Mallusk Business Park Management Ltd	£1,500.00	01/08/2026	✓	✓	✓	£1,500.00
AT7730417	28/07/2026	Antrim Telecom Services	£102.48	11/08/2026	✓	✓	✓	£102.48
MAP-48395	07/07/2026	Midlands Auto Parts Wholesale	£1,228.80	06/08/2026	✓	✓	✓	£1,228.80
ALN-48358	06/07/2026	Atlantic Lubricants (NI) Ltd	£1,932.00	05/08/2026	✓	✓	✓	£1,932.00
UBS-48284	03/07/2026	Ulster Brake Supplies	£2,159.04	02/08/2026	✓	✓	✓	£2,159.04
LBE-48321	03/07/2026	Lagan Batteries & Electrical	£1,996.80	02/08/2026	✓	✓	✓	£1,996.80
NMD-48247	02/07/2026	Northern Motor Distributors Ltd	£2,164.92	01/08/2026	✓	✓	✓	£2,164.92
RENT-0726	01/07/2026	Mallusk Business Park Management Ltd	£1,500.00	01/07/2026	✓	✓	✓	£1,500.00

Figure 39. All twenty purchase invoices, posted

Posting the stock invoices has brought the parts into stock:

Product reference	ProductID	Quantity	U.P. BT	Variation	Description	EC Code	Item Unit	Back
WB-950	Wipers	88	13.95	Wiper Blade 22in Flat	Wiper Blade 22in Flat		Each	✓
AN-920	Oils & Fluids	64	22.95	Antifreeze Concentrate - 5 Litre	Antifreeze Concentrate - 5 Litre		Each	✓
EO-901	Oils & Fluids	108	38.95	Engine Oil 5W-30 Fully Synthetic - 5 Li...	Engine Oil 5W-30 Fully Synthetic - 5 Li...		Each	✓
BL-855	Lighting	80	4.95	WSW Side Light Bulb - Pack of 10	WSW Side Light Bulb - Pack of 10		Each	✓
BL-850	Lighting	64	11.95	H7 Headlamp Bulb - Twin Pack	H7 Headlamp Bulb - Twin Pack		Each	✓
BT-805	Batteries	20	114.95	Car Battery 096 - 70Ah	Car Battery 096 - 70Ah		Each	✓
BT-801	Batteries	40	84.95	Car Battery 063 - 45Ah	Car Battery 063 - 45Ah		Each	✓
BF-750	Hydraulics	72	8.95	Brake Fluid DOT 4 - 1 Litre	Brake Fluid DOT 4 - 1 Litre		Each	✓
BD-720	Pads & Discs	28	79.95	Brake Disc Pair - Front Vented	Brake Disc Pair - Front Vented		Each	✓
BP-702	Pads & Discs	52	27.95	Brake Pad Set - Rear	Brake Pad Set - Rear		Each	✓
BP-701	Pads & Discs	88	32.95	Brake Pad Set - Front	Brake Pad Set - Front		Each	✓
AB-630	Belts	44	19.95	Auxiliary Drive Belt 6PK	Auxiliary Drive Belt 6PK		Each	✓
TB-610	Belts	14	129.00	Timing Belt Kit with Water Pump	Timing Belt Kit with Water Pump		Each	✓
IC-540	Ignition	20	49.95	Ignition Coil Pack	Ignition Coil Pack		Each	✓
GP-520	Ignition	48	16.50	Glow Plug - Diesel	Glow Plug - Diesel		Each	✓
SP-501	Ignition	128	9.95	Spark Plug - Iridium	Spark Plug - Iridium		Each	✓
CF-412	Filters	60	9.50	Cabin Pollen Filter	Cabin Pollen Filter		Each	✓
FF-310	Filters	50	17.95	Fuel Filter - Diesel In-line	Fuel Filter - Diesel In-line		Each	✓
AF-205	Filters	60	11.50	Air Filter - Panel Type	Air Filter - Panel Type		Each	✓
OF-101	Filters	200	6.95	Oil Filter - Spin-on	Oil Filter - Spin-on		Each	✓

Figure 40. The stock items now show what was bought

Watch out

Once posted, an invoice cannot be changed or deleted. If it was wrong, enter a **credit note** to reverse it and then the correct invoice. Your accountant will thank you for the clear trail.

14. Sales Invoices

Between 8 July and 13 October Antrim Motor Factors raised 20 sales invoices, numbered 2085 to 2104, worth **£18,593.04** including VAT.

1. Open **Sales Ledger > Sales Invoices** and press **New** (stock).
2. Choose the **customer**. Type their order number if they gave you one.
3. Add a line for each part sold: pick the stock item and type the quantity. The price comes from the stock item, and VAT is added at 20%.
4. Press **Save**. QuiSuite gives the invoice the next number. Press **Print** to print it or save it as a PDF to email.

Modify Sales Stock Invoice: 2085

Customer: Ballyclare Auto Services Ltd Description: Sales Invoice Type: Invoice Posted

Invoice No: 2085 Date: 08/07/2026 Due Date: 07/08/2026 Invoice Amount: 2,001.96 Order No: PO 4100 Dispatch: (none) Delivery mode: Collection

Notes:

Job: Default

Seq	Product	Description	Quantity	Unit Price	Amount	Vat	Vat Amount	Gross Amount
1	BP-701	Brake Pad Set - Front	6	32.95	197.70	O	39.54	237.24
2	EO-901	Engine Oil 5W-30 Fully Synthetic - 5 Litre	10	38.95	389.50	O	77.90	467.40
3	CF-412	Cabin Pollen Filter	18	9.50	171.00	O	34.20	205.20
4	BP-702	Brake Pad Set - Rear	19	27.95	531.05	O	106.21	637.26
5	AB-630	Auxiliary Drive Belt 6PK	19	19.95	379.05	O	75.81	454.86
6	Generic code...		0	0.00		O		

Count: 5 Quantity: 72 Amount: 1,668.30 Vat: 333.66 Gross: 2,001.96

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

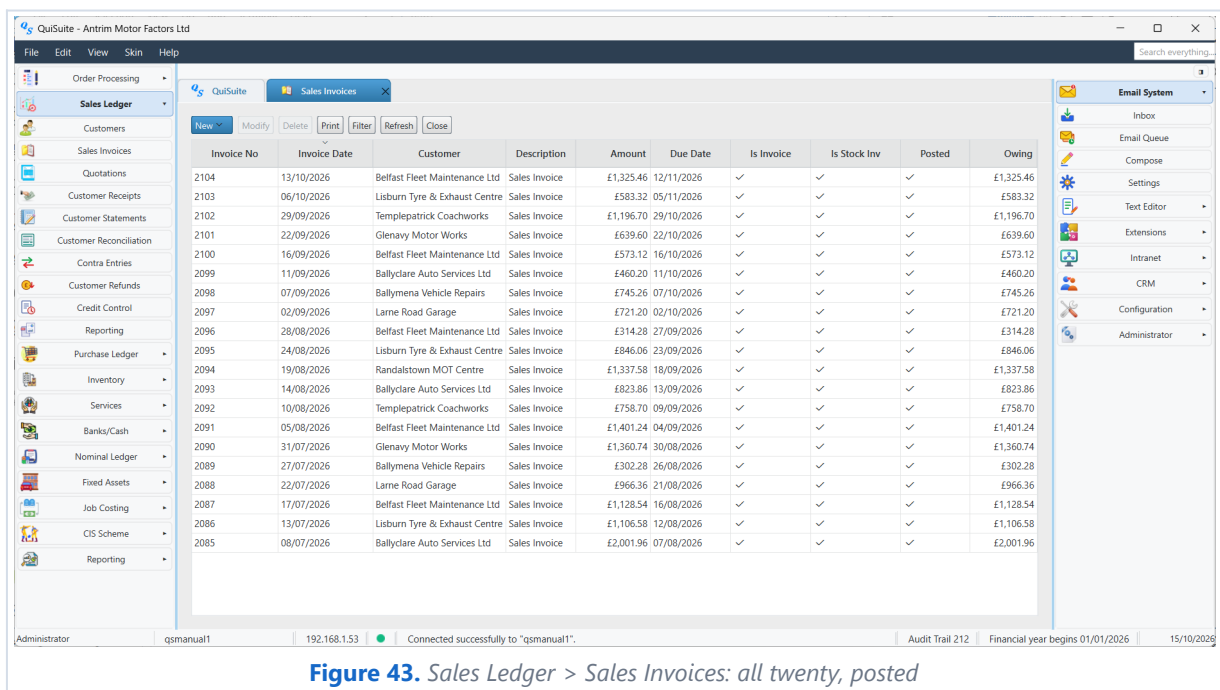
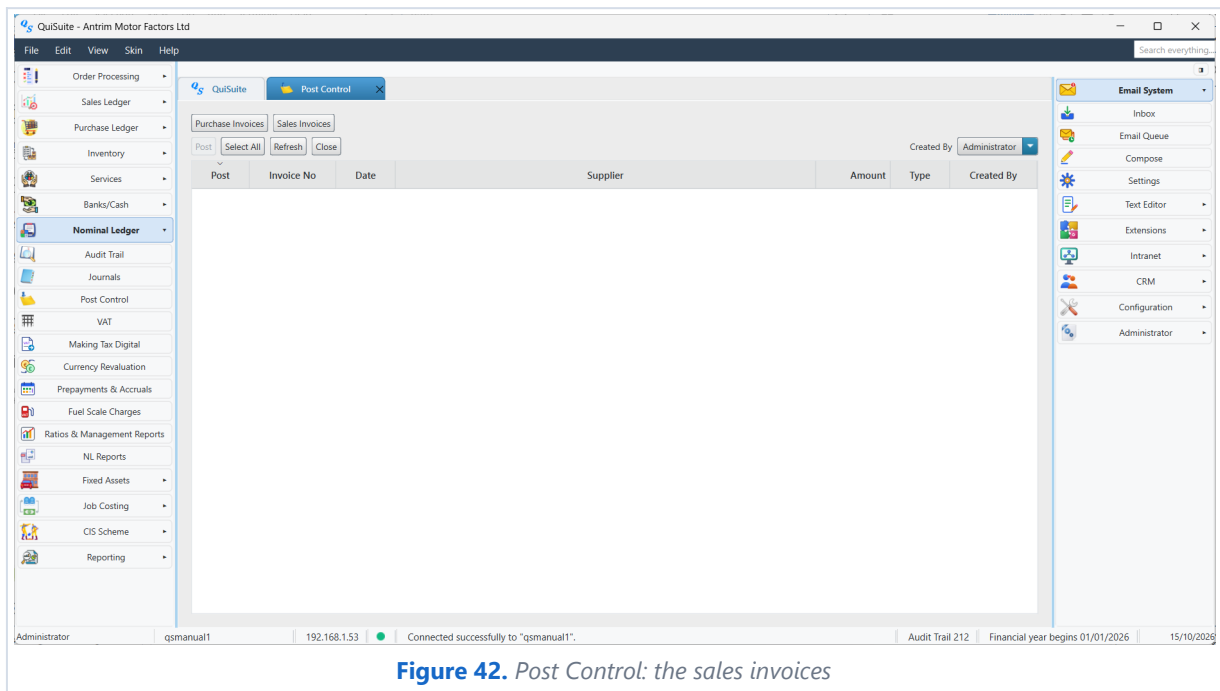
Paid Into: Business Current Account Reference: Invoice No

Paid now (cash sale)

Creation Date: 15/10/2026 User: Administrator

Figure 41. A sales invoice to Ballyclare Auto Services

Post sales invoices exactly as purchase invoices, in **Nominal Ledger > Post Control > Sales Invoices**. Posting takes the parts out of stock and records their cost as **cost of sales**.



Tip

QuiSuite will not let you sell more than you have in stock unless you allow back orders - one more reason to enter purchase invoices promptly.

15. Receiving and Paying Money

Antrim Motor Factors' customers pay by bank transfer two to four weeks after the invoice, and it pays its suppliers the same way. Everything dated up to the middle of September has been paid; later invoices are still owed.

Customer receipts

1. Open **Sales Ledger > Customer Receipts**.
2. Choose the **customer** and the **bank** the money went into, the **date** it arrived and a **reference** (from the bank statement).
3. Tick each invoice the payment covers. The amount fills in for you - change it if they paid only part.
4. Press **Post Receipt**.

The screenshot shows the 'Customer Receipts' window in QuiSuite. The 'Customer' is 'Ballyclare Auto Services Ltd' and the 'Bank' is 'Business Current Account'. The 'Date' is '29/07/2026' and the 'Trans Ref / Receipt No' is 'BGC2085'. The 'Post Receipt' button is highlighted. Below this, there is a table of invoices to be paid.

Pay	Invoice No	Date	Due	Total	Owing	Disputed	Discount	Received	Write Off
☒	2085	08/07/2026	07/08/2026	2,001.96	2,001.96	0.00		2,001.96	0.00
☐	2093	14/08/2026	13/09/2026	823.86	823.86	0.00	0.00	0.00	0.00
☐	2099	11/09/2026	11/10/2026	460.20	460.20	0.00	0.00	0.00	0.00

At the bottom of the window, a summary bar shows: Total: 2,001.96, Discount: 0.00, Received: 2,001.96, Write Off: 0.00. The status bar at the very bottom indicates the user is 'Administrator', the session is 'qsmannual1', and the system is connected successfully.

Figure 44. Customer Receipts: invoice 2085 paid

Supplier payments

The same, in **Purchase Ledger > Supplier Payments**: choose the supplier and bank, tick the invoices you are paying, and press **Post Payment**. The rent is paid by standing order on the 1st of each month.

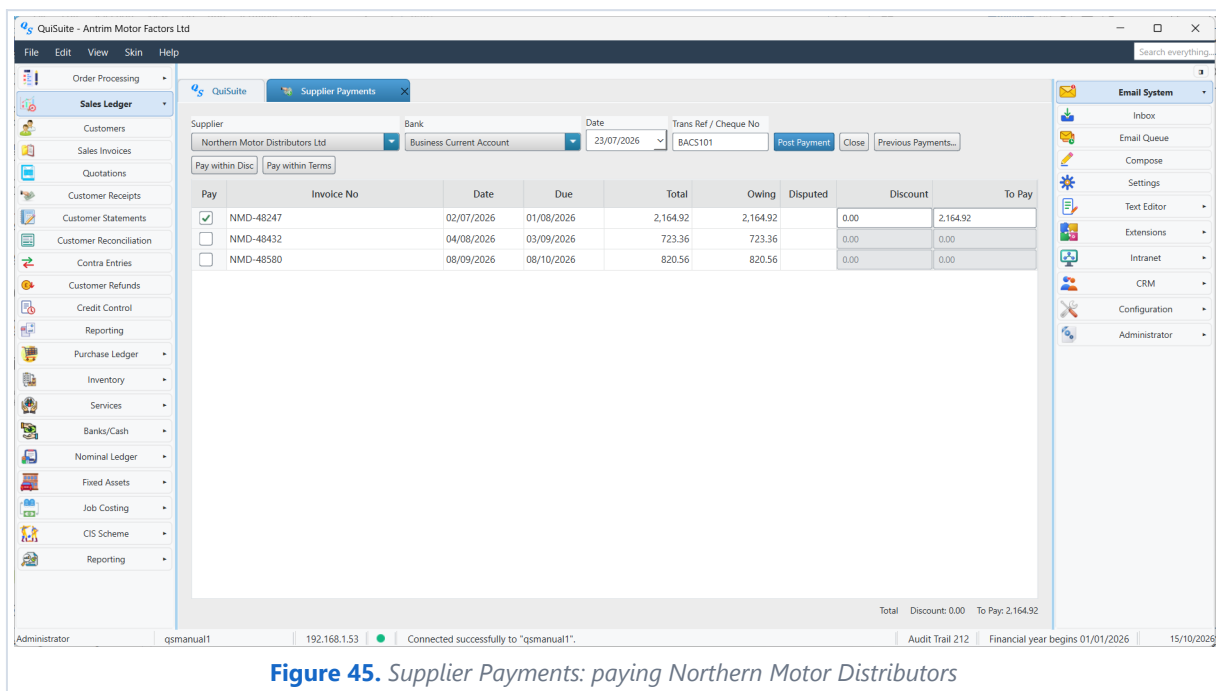


Figure 45. Supplier Payments: paying Northern Motor Distributors

Bank charges and petty cash

Small amounts that are not against an invoice go through **Banks/Cash > Payments**: the bank's monthly charge of £18.50 to **7901 Bank charges**, and from the **Petty Cash** account postage (7501), cleaning materials (7801, with VAT) and tea and milk (8205).

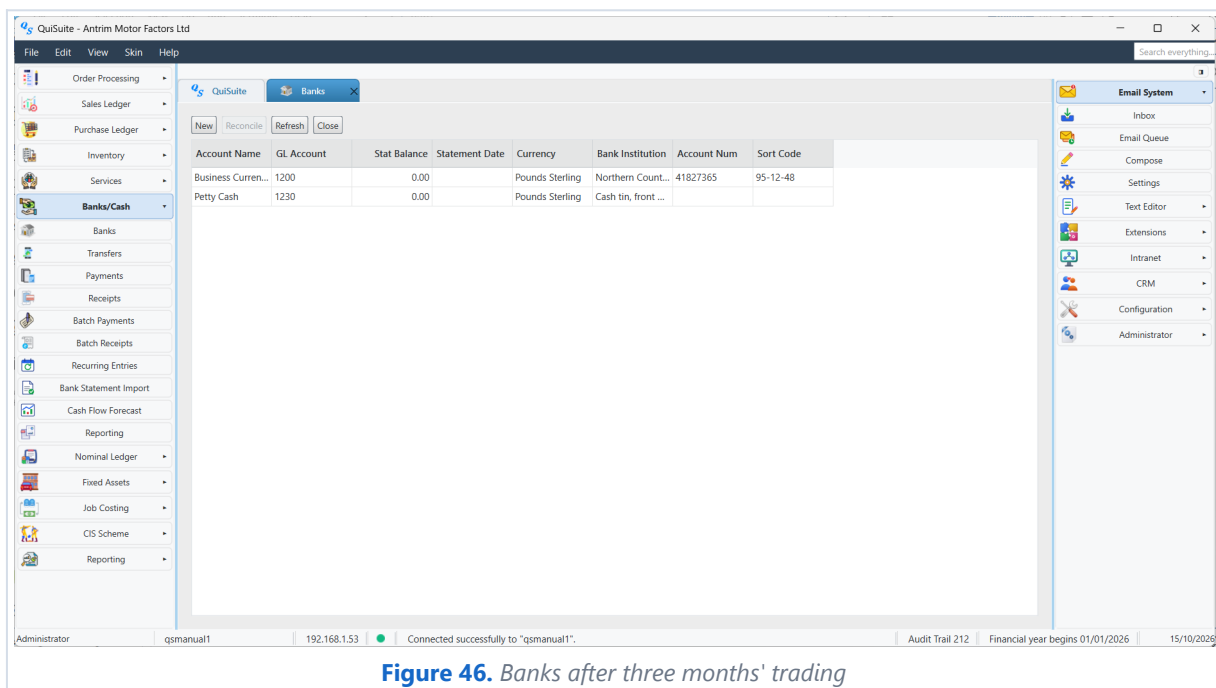


Figure 46. Banks after three months' trading

Why this matters

Always tick the **actual invoices** a payment is for. Then the customer's statement, the aged debtors report and the credit control screens all show the right invoices as outstanding.

16. Bank Reconciliation

A bank reconciliation checks that **QuiSuite's record of the bank agrees with the bank's statement**. Do it every month, as soon as the statement arrives. It is the best way to catch mistakes: a missed receipt, a payment entered twice, a wrong amount.

1. Open **Banks/Cash > Banks**, click the account and press **Reconcile**.
2. Set the **Statement Date** to the date of the bank statement: **30/09/2026**.
3. Go down the bank statement line by line. For each line, find it in the **Unreconciled** list and **double-click** it, which moves it to **Reconciled**.
4. When every line on the statement has been ticked, the **Running** balance at the bottom must equal the **closing balance on the statement**.
5. Press **Reconcile**.

Reconcile: Business Current Account

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

Unreconciled (4)

Date	Type	Ref	Payee / Description	Debit	Credit
03/10/2026	SR	BGC2098	Ballymena Vehicle Repairs		745.26
10/10/2026	SR	BGC2099	Ballyclare Auto Services Ltd		460.20
29/09/2026	PP	BACS112	Northern Motor Distributors Ltd	820.56	
05/10/2026	PP	BACS113	Ulster Brake Supplies	724.80	

Total Debits: 19,005.38 Total Credits: 38,169.38

Reconciled (this session) (33)

Date	Type	Ref	Payee / Description	Debit	Credit
01/07/2026		DIRLOAN	Directors' loan account		25,000.00
01/07/2026		SHARES	100 Ordinary shares of 1.00		100.00
01/07/2026	Tsf	FLOAT		200.00	
31/07/2026		CHARGES	Bank charges	18.50	
31/08/2026		CHARGES	Bank charges	18.50	
30/09/2026		CHARGES	Bank charges	18.50	
29/07/2026	SR	BGC2085	Ballyclare Auto Services Ltd		2,001.96
04/08/2026	SR	BGC2086	Lisburn Tyre & Exhaust Centre		1,106.58
13/08/2026	SR	BGC2087	Belfast Fleet Maintenance Ltd		1,128.54
17/08/2026	SR	BGC2088	Larne Road Garage		966.36

Prior: 0.00 (never) Running: 19,164.00 Statement Date: 30/09/2026

Buttons: Close, Print, Save (without posting), Reconcile

Figure 47. Bank reconciliation to 30/09/2026

For Antrim Motor Factors the running balance came to **£19,164.00**, the same as the statement. The items left unreconciled are ones the bank had not yet received by 30 September (a supplier payment made on 29 September) or that happened after it. They will be on next month's statement.

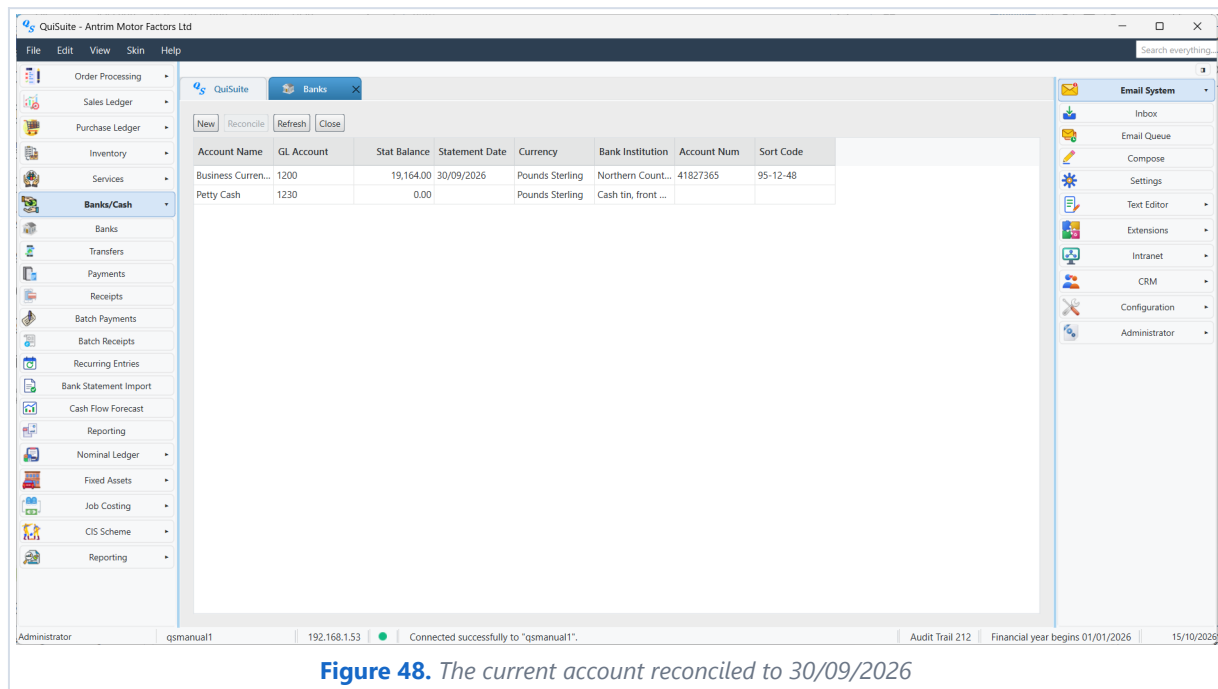


Figure 48. The current account reconciled to 30/09/2026

If it does not balance

Do not press Reconcile. Look for: a line on the statement you have not entered (bank charges and interest are favourites), an amount typed wrongly (try dividing the difference by 9 - if it divides exactly, two digits may be swapped), or a line ticked that is not on the statement.

17. The VAT Return

Every quarter you tell HMRC how much VAT you charged your customers (output tax) and how much you paid your suppliers (input tax). QuiSuite works it all out from the invoices and bank entries you have posted.

1. Reconcile the bank to the end of the quarter first (chapter 16).
2. Open **Nominal Ledger > VAT** and press **Generate New Return**. The dates fill in for the next quarter: **01/07/2026** to **30/09/2026**.

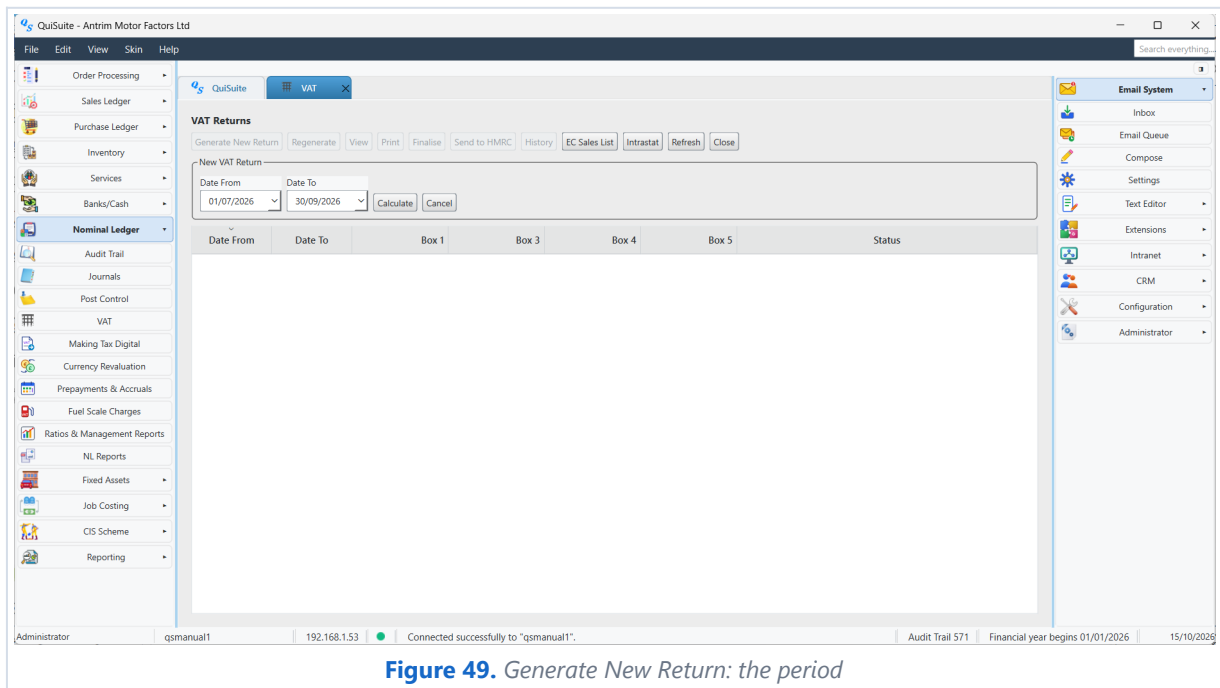


Figure 49. Generate New Return: the period

1. Press **Calculate**. The nine boxes are filled in. Check them, then press **Save**.

Figure 50. The VAT return for July to September 2026

Box	What it is	Antrim Motor Factors
1	VAT due on sales	£2,780.71
3	Total VAT due	£2,780.71
4	VAT reclaimed on purchases	£3,565.02
5	Net VAT to pay / (reclaim)	-£784.31
6	Sales excluding VAT (whole pounds)	£13,904
7	Purchases excluding VAT (whole pounds)	£17,832

Box 5 is negative: **HMRC owes Antrim Motor Factors £784.31**. That is normal for a new business that has spent more than it has sold while building up its stock.

1. Press **Finalise**. QuiSuite locks the return, marks every transaction in it as claimed (so nothing is ever counted twice) and saves a spreadsheet copy.
2. Press **Send to HMRC** to file it under Making Tax Digital (you sign in to HMRC once, through **Nominal Ledger > Making Tax Digital**).

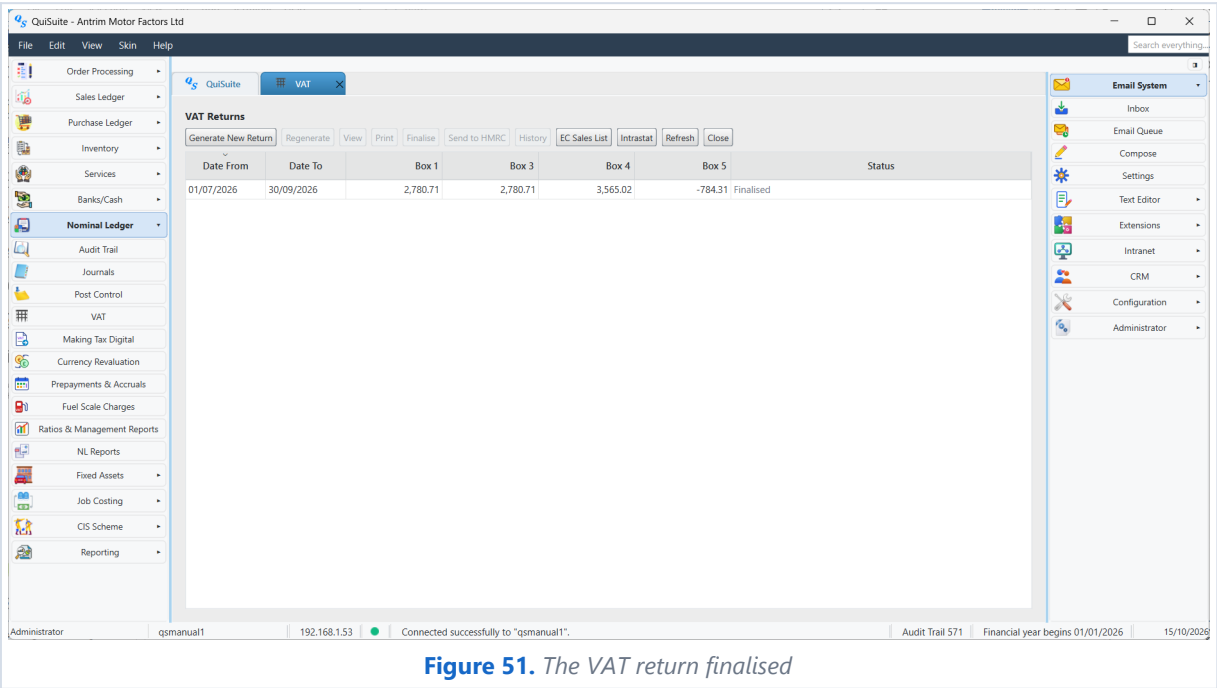


Figure 51. The VAT return finalised

Watch out

Finalise only when you are sure. A finalised return cannot be changed; a mistake found later is put right on the next return.

18. The Trial Balance, Profit & Loss and Balance Sheet

These three reports are the heart of your accounts. They are all in **Nominal Ledger > NL Reports**: click the report across the top, check the year and period, and press **Run**. **Print** shows the page ready to print or save as a PDF.

The Trial Balance

The trial balance lists the balance on every nominal account. Because every transaction is a debit and an equal credit, **the two columns must always add up to the same total**. For Antrim Motor Factors both are £54,072.97.

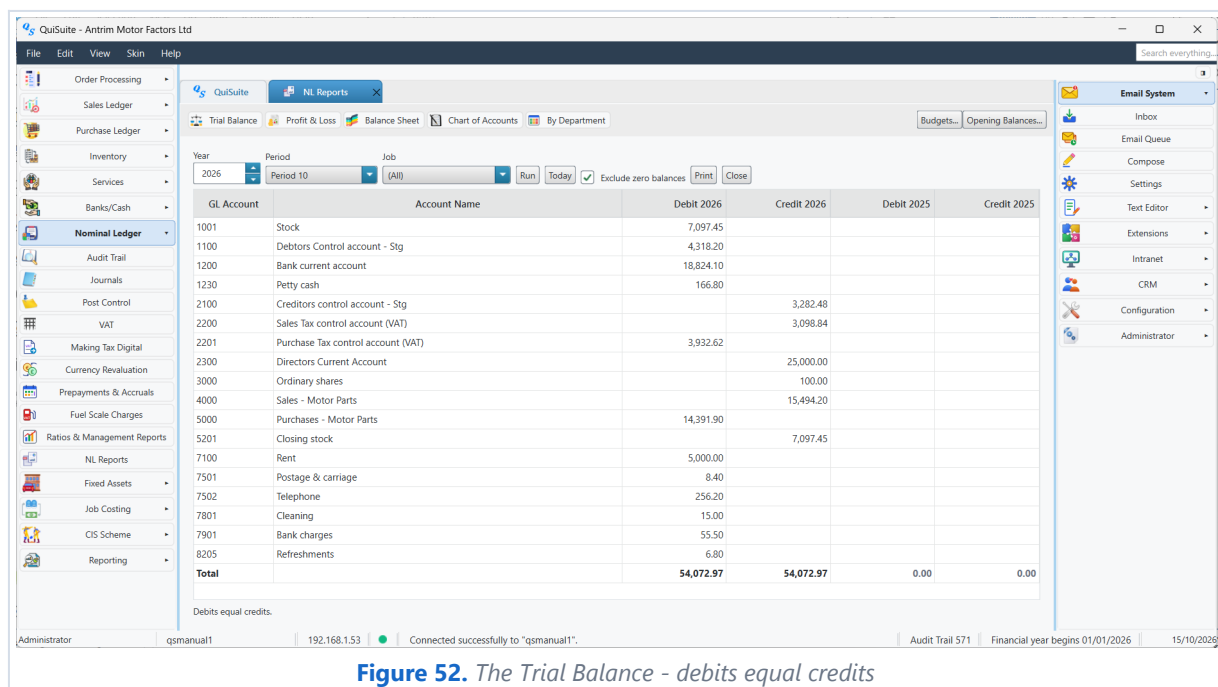


Figure 52. The Trial Balance - debits equal credits

Jargon buster

Debit and credit: the two sides of every entry. Money into the bank is a debit to the bank; the sale it came from is a credit to sales. You don't need to remember which is which - QuiSuite does it for you - but the trial balance proves it has.

The Profit & Loss account

The profit and loss account shows whether the business is making money: sales, less what the goods sold cost, less the running costs.

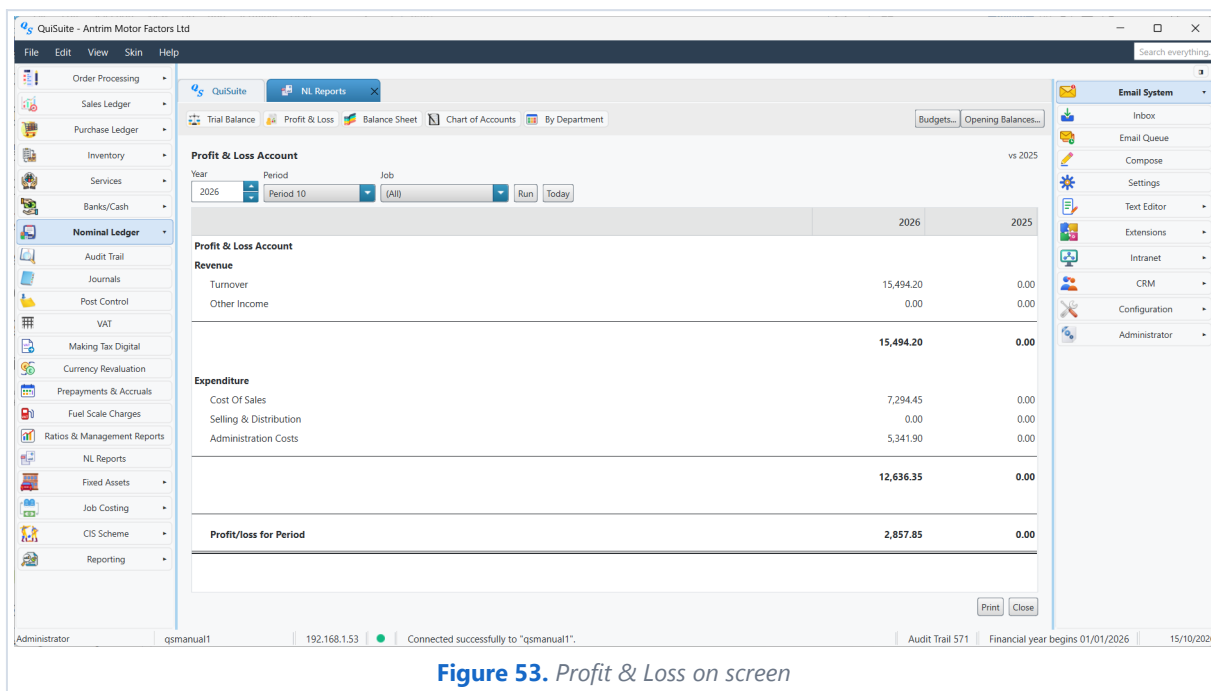


Figure 53. Profit & Loss on screen

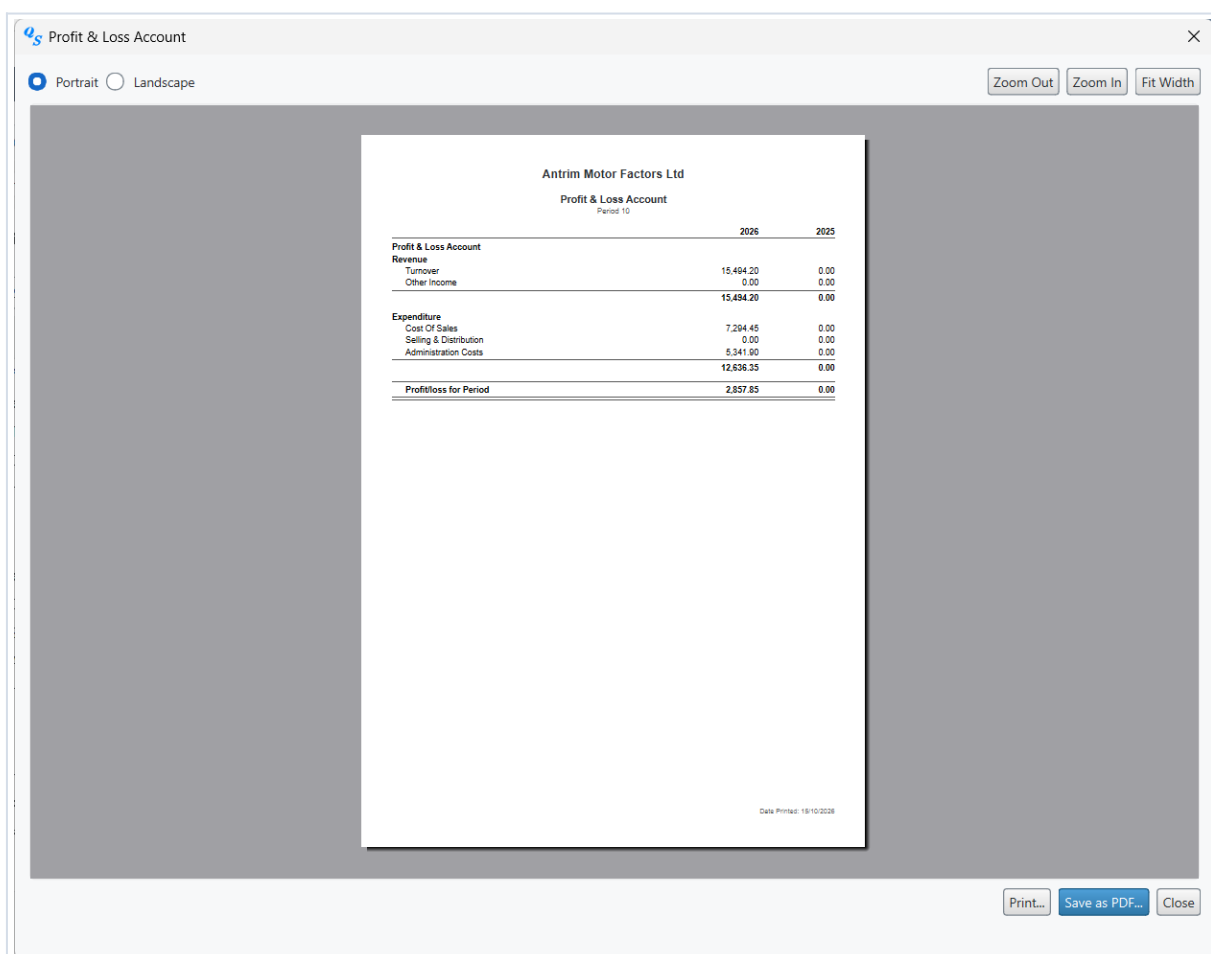


Figure 54. The Profit & Loss Account as printed

	£
Turnover (sales, excluding VAT)	15,494.20
Less cost of sales (what the parts sold had cost)	7,294.45
Less administration costs (rent, telephone, bank charges...)	5,341.90
Profit for the period	2,857.85

The Balance Sheet

The balance sheet is a snapshot of what the company **owns** (stock, money owed to it, cash in the bank) and what it **owes** (suppliers, VAT, the directors' loan) on one day. The difference is what the business is worth to its owners - and it must equal the share capital plus the profit so far.

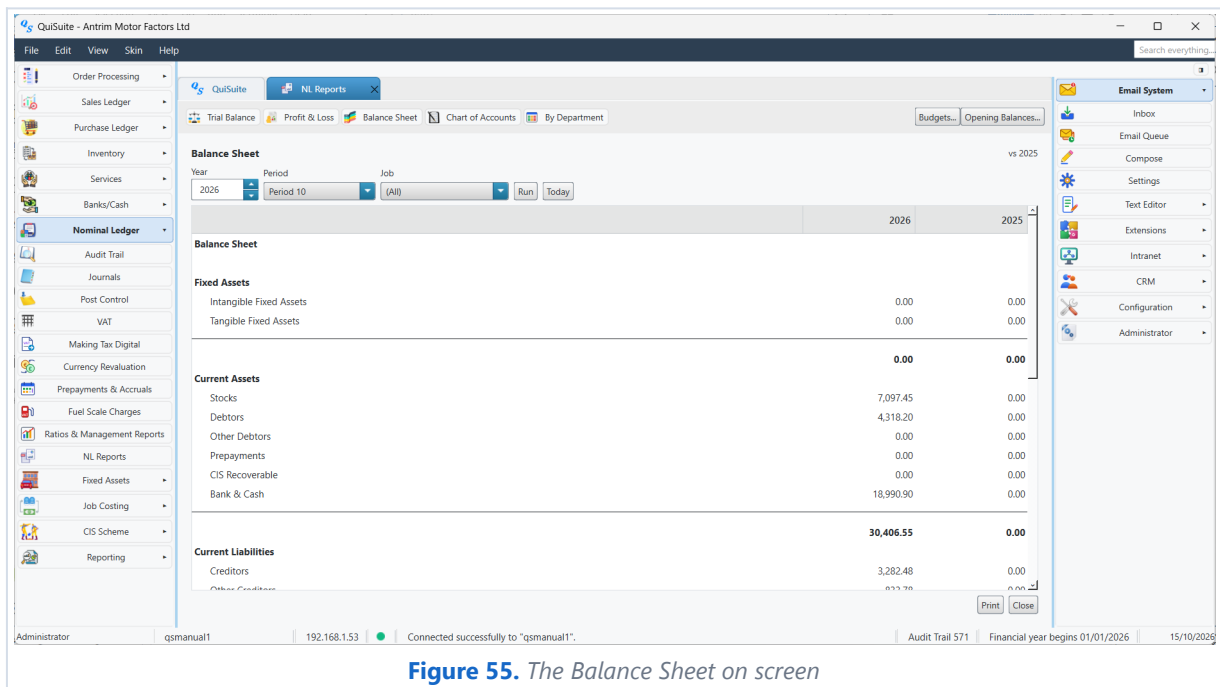


Figure 55. The Balance Sheet on screen

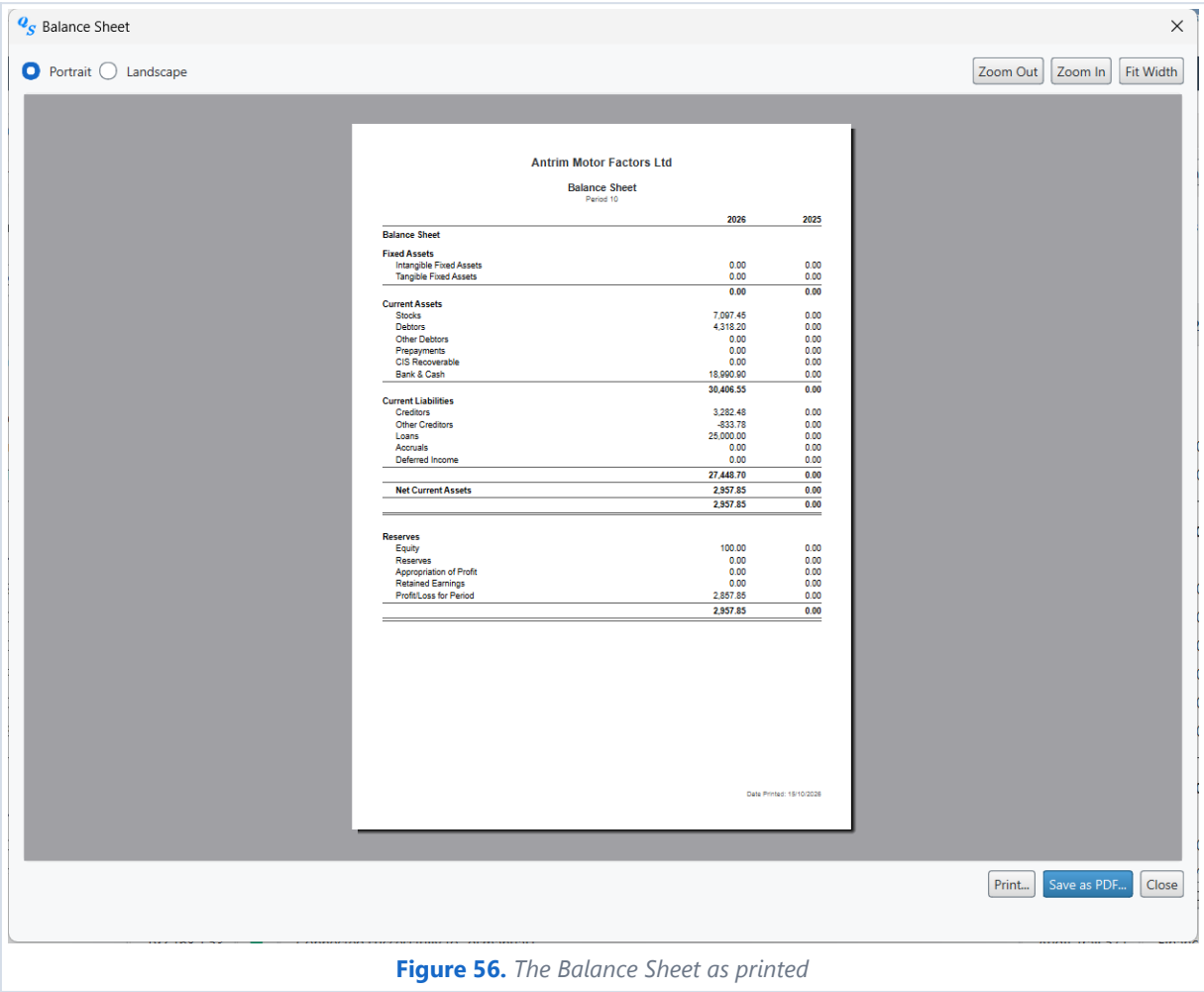


Figure 56. The Balance Sheet as printed

Tip

Stock appears twice in the reports: as an asset on the balance sheet (1001 Stock), and as **closing stock** taken off the cost of purchases in the profit and loss account (5201). That is how only the cost of the parts actually **sold** reaches your profit.

19. Debtors, Creditors and Stock Listings

These listings are in the **Reporting** item of each ledger's menu. Choose the report on the left, check the date and press **Generate**. **Print** prints it or saves it as a PDF.

Debtors: who owes you

Sales Ledger > Reporting > Aged Debtors lists every customer who owes money, split by how old the debt is. Antrim Motor Factors is owed **£4,318.20**, all of it current.

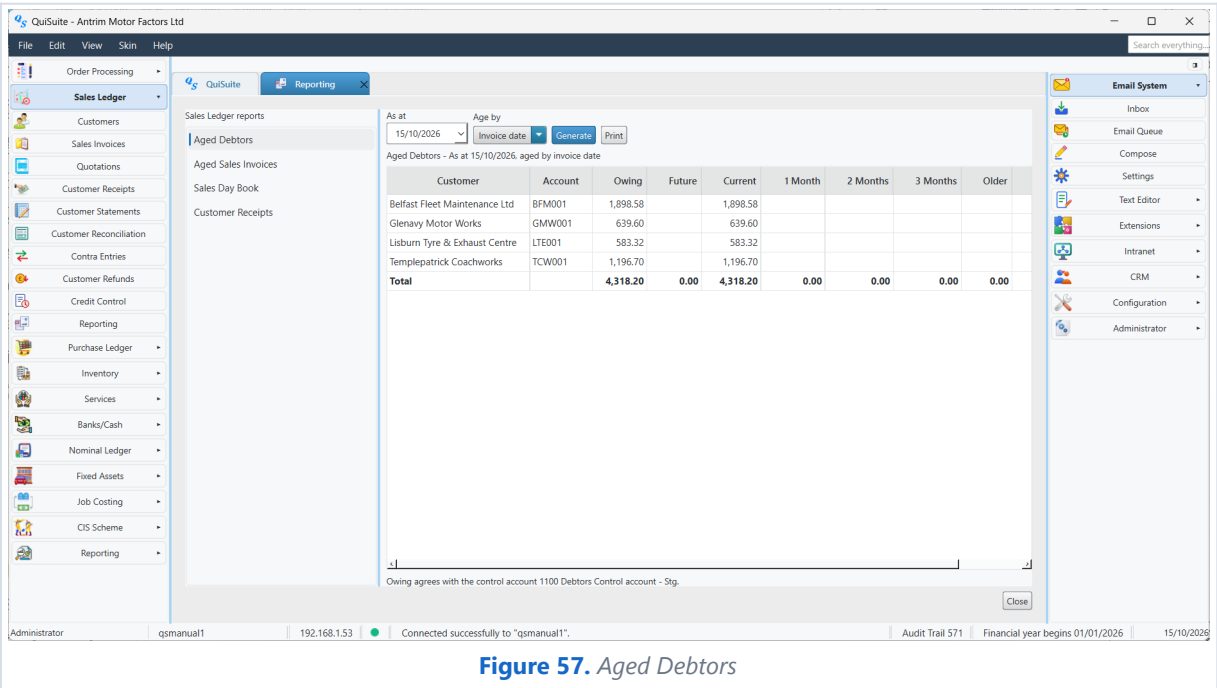


Figure 57. Aged Debtors

Creditors: who you owe

Purchase Ledger > Reporting > Aged Creditors is the same for suppliers. Antrim Motor Factors owes **£3,282.48**.

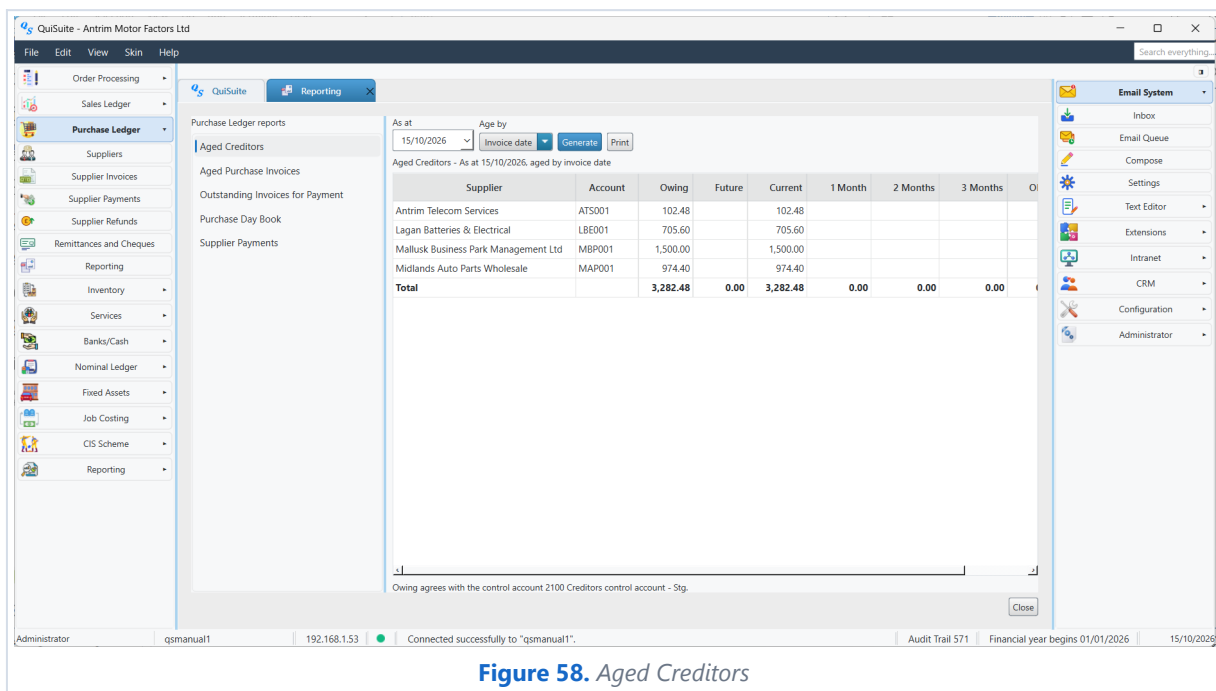


Figure 58. Aged Creditors

Stock listings

Inventory > Reporting > Stock Valuation lists every item in stock, how many, and what they are worth at their average cost. The total (£7,097.45) is the stock figure on the balance sheet. **Stock Levels** shows the quantities against the re-order levels.

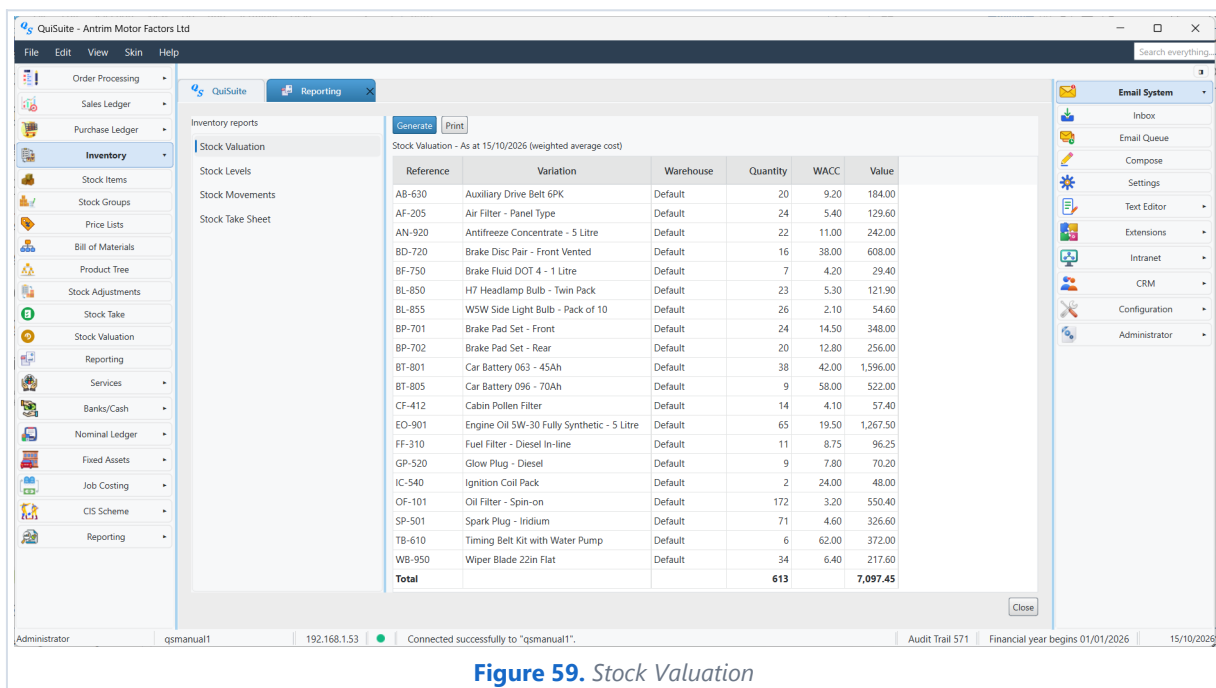


Figure 59. Stock Valuation

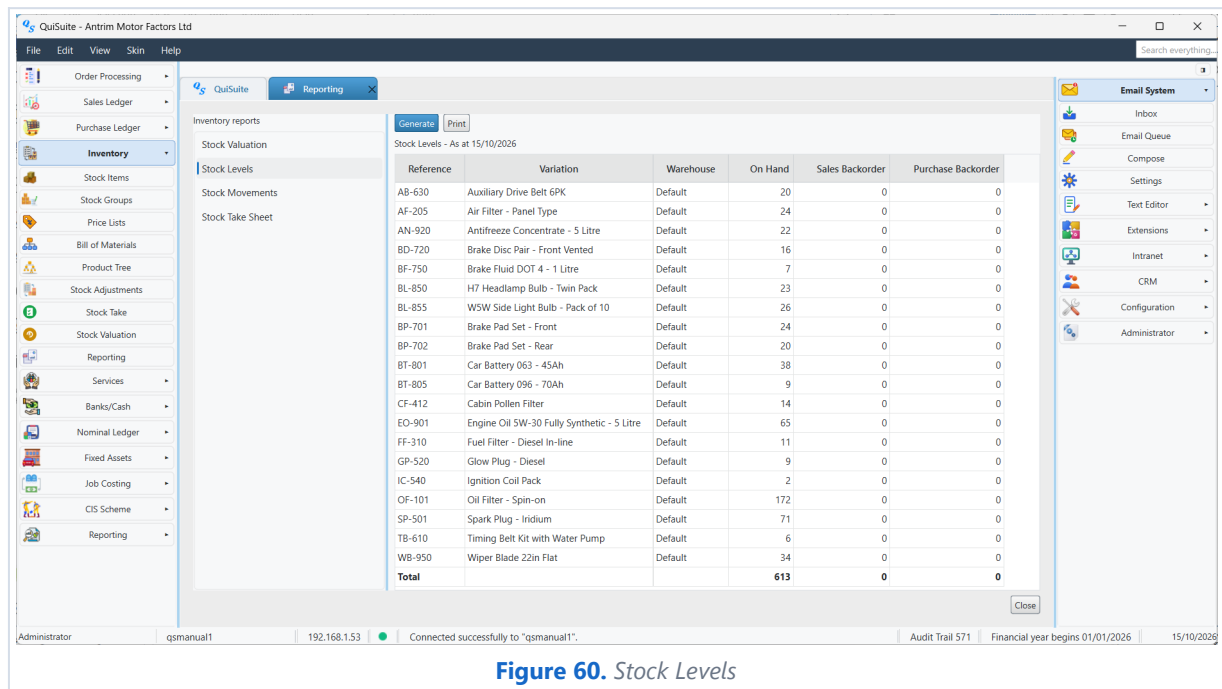


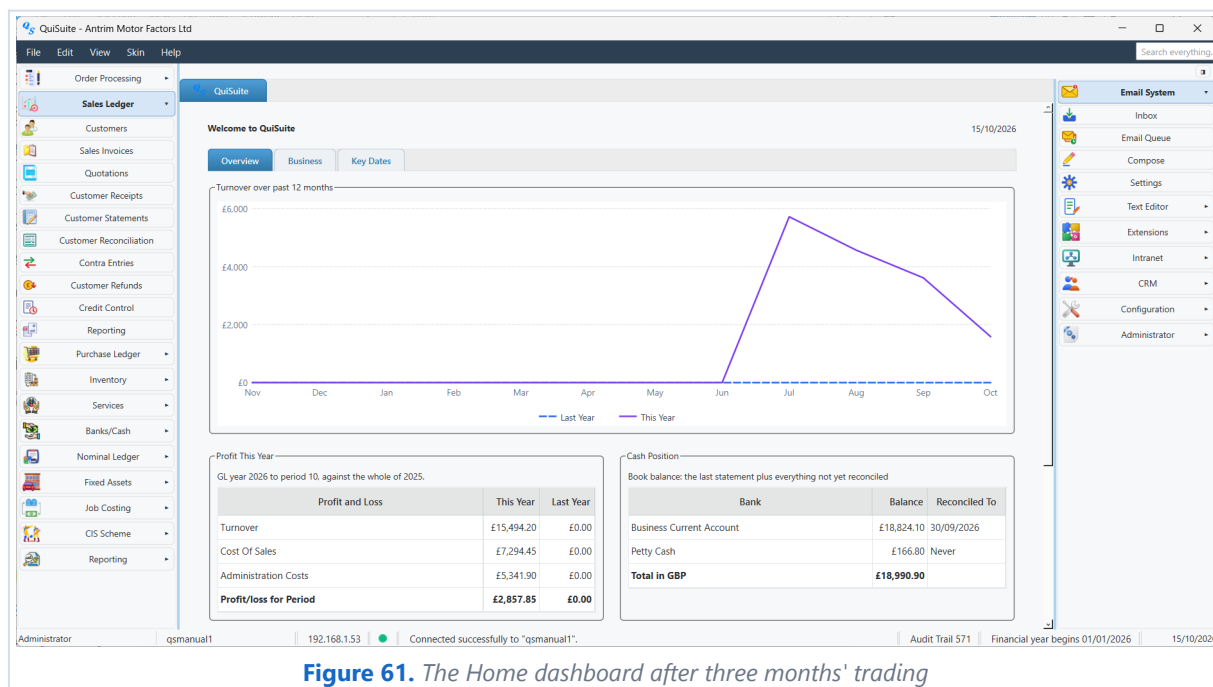
Figure 60. Stock Levels

Why this matters

Check that each listing agrees with the balance sheet: debtors with 1100, creditors with 2100, stock with 1001. QuiSuite says so under the aged reports ("Owing agrees with the control account"). If they ever disagree, stop and find out why.

20. You're Up and Running

That is the whole cycle: set up, trade, check, report. The Home dashboard now shows it at a glance - sales month by month, profit so far and the bank balances.



Your month-end checklist

1. All purchase and sales invoices for the month entered and **posted**.
2. All receipts and payments entered, **ticked against their invoices**.
3. Bank and petty cash **reconciled** to the statements.
4. Customer statements sent; overdue accounts chased (Sales Ledger > Credit Control).
5. Aged debtors, aged creditors and stock valuation **agree with the balance sheet**.
6. Trial balance, profit and loss and balance sheet printed and filed.
7. At the quarter end: the **VAT return** calculated, checked, finalised and sent.

What next

- **Users:** give everyone their own login and only the menus they need (Administrator > Users, User Access).
- **Backups:** make sure the automatic backups are running and that a copy goes off site.
- **Invoices by email:** set up the email system so invoices and statements can be emailed straight from QuiSuite.
- **Year end:** at 31/12/2026, Entity Settings > Utilities > Calculate Year End carries the balances into the new year. Talk to your accountant first.

Help is always one key away

Press **F1** on any screen for its help page, or open the manuals on the QuiSuite website.

Appendix A: The Example Company's Stock

The twenty parts Antrim Motor Factors set up in chapter 10, by family and stock group. Prices exclude VAT.

Family	Group	Ref	Description	Cost £	Price £
Engine	Filters	OF-101	Oil Filter - Spin-on	3.20	6.95
Engine	Filters	AF-205	Air Filter - Panel Type	5.40	11.50
Engine	Filters	FF-310	Fuel Filter - Diesel In-line	8.75	17.95
Engine	Filters	CF-412	Cabin Pollen Filter	4.10	9.50
Engine	Ignition	SP-501	Spark Plug - Iridium	4.60	9.95
Engine	Ignition	GP-520	Glow Plug - Diesel	7.80	16.50
Engine	Ignition	IC-540	Ignition Coil Pack	24.00	49.95
Engine	Belts	TB-610	Timing Belt Kit with Water Pump	62.00	129.00
Engine	Belts	AB-630	Auxiliary Drive Belt 6PK	9.20	19.95
Braking	Pads & Discs	BP-701	Brake Pad Set - Front	14.50	32.95
Braking	Pads & Discs	BP-702	Brake Pad Set - Rear	12.80	27.95
Braking	Pads & Discs	BD-720	Brake Disc Pair - Front Vented	38.00	79.95
Braking	Hydraulics	BF-750	Brake Fluid DOT 4 - 1 Litre	4.20	8.95
Electrical	Batteries	BT-801	Car Battery 063 - 45Ah	42.00	84.95
Electrical	Batteries	BT-805	Car Battery 096 - 70Ah	58.00	114.95
Electrical	Lighting	BL-850	H7 Headlamp Bulb - Twin Pack	5.30	11.95
Electrical	Lighting	BL-855	W5W Side Light Bulb - Pack of 10	2.10	4.95
Servicing	Oils & Fluids	EO-901	Engine Oil 5W-30 Fully Synthetic - 5 Litre	19.50	38.95
Servicing	Oils & Fluids	AN-920	Antifreeze Concentrate - 5 Litre	11.00	22.95
Servicing	Wipers	WB-950	Wiper Blade 22in Flat	6.40	13.95

Appendix B: Jargon Buster

Word	What it means
Aged debtors / creditors	Lists of who owes you, and who you owe, split by how long it has been owed.
Balance sheet	What the business owns and owes on a given date.
Bank reconciliation	Checking your books against the bank statement, line by line.
Chart of accounts	The list of nominal accounts.
Control account	A nominal account that holds the total of a ledger: 1100 for all customers, 2100 for all suppliers.
Cost of sales	What the goods you sold cost you.
Credit note	A negative invoice, to cancel all or part of one.
Creditor	Someone you owe money to - usually a supplier.
Debtor	Someone who owes you money - usually a customer.
Financial year	The twelve months your accounts cover, e.g. 01/01/2026 to 31/12/2026.
Input / output VAT	VAT you pay on purchases (input) and charge on sales (output).
Nominal account	One heading in your books: Sales, Rent, Bank and so on, each with a code.
Posting	Putting a transaction into the books for good.
Profit and loss account	Income less costs over a period: whether you made money.
Standing data	Details that rarely change: customers, suppliers, stock, bank accounts.
Trial balance	The balance on every nominal account; debits must equal credits.
WACC	Weighted average cost: the average price paid for each stock item, used to value stock.