

Checking the Profit & Loss and Balance Sheet Layouts

It is important to ensure that your Profit & Loss and Balance Sheet reports are still set up correctly and containing accurate information. This is particularly relevant if you had been adding new Nominal Ledger accounts to your system.

1. Select options: Accounting System – Nominal Ledger – Utilities –Parameters
-Amend Financial Layouts
2. Select: Profit & Loss Layout
Press return (x2) to select P&L Layout
3. Check that the report column headings are satisfactory. We would suggest the following headings (with no split columns):
 1. This Month
 2. Year to Date
 3. Budget YTD
 4. Period Last YTD

Press Escape from Report Column Headings and Accept.

4. The screen then displays the Profit & Loss Layout. Press Escape if you do not wish to amend the layout at this stage.

Note: it is possible to amend the layout if required (ie. to include additional headings etc). Please refer to Sage Line 100 Nominal ledger User Guide or contact Curat Lex Help Desk for further assistance.

5. Select 'Print' and select 'List Report'
6. Select 'Print' again and select 'Print Accounts'.
This is the print out of all N/L a/c's by category code.

Exit & Escape.

Repeat above procedure from step 2 to step 5 for Balance Sheet layout. (You do not need to select the 'Print Accounts' option again).

(In Windows version, exit from program by clicking on X's in top right corner of screens and subsequent menus).

You should then have the following print outs: P&L Layout
List of all Nominal Ledger Accounts by Category
Balance Sheet Layout

It is then important to check that every single account (which is listed in the Accounts by Category report) has an 'appropriate' category code to enable it to be included in either the Profit & Loss or Balance Sheet layouts otherwise your monthly financial reports will NOT contain accurate information. Make sure that your accounts are set up as the correct type (ie. P&L or Balance Sheet).

For more information about the set up and maintenance of the P&L and Balance Sheet layouts, refer to the Sage Line 100 Nominal Ledger User Guide or contact Curat Lex Help Desk for further assistance.

Curat Lex recommend that you liaise with your Accountants to ensure that your Nominal Ledger is set up correctly and that the financial reports are satisfactory