

Protean Software

Protean Accounts Integration Setup & Best Practice

Protean accounts setup v2.00

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Protean accounts integration setup & best practice

The purpose of this guide is to outline the setup in relation to the integration of Protean with an accounts system, highlighting some of the key principles and best practice.

1. Protean accounting principles

The following section reviews the key principles followed by Protean if full Protean accounts integration is followed.

These are:

1. Perpetual Stock System
2. Purchase Accruals
3. Work In Progress
4. Labour Recovery
5. Cost of Sales realised at point of sale rather than purchase.

This section also reviews some basic nominal postings made by Protean, for more details please see [Appendix A](#) and [Appendix B](#)

1.1 Perpetual Stock System

Protean operates a *perpetual stock system*, where the stock valuation on Protean is always a live figure, and goods received will add to the stock valuation, and any goods used are removed. This reflects to a balance sheet account on your accounts package. This is different from a *periodic stock system*, where the goods are not entered when received but are counted at the end of the accounting period, and the first posting relating to the purchase will occur when the invoice is received from the supplier. For examples and further detail see the [Purchase Accrual section](#) below.

This principle negates the necessity to raise periodic opening and closing stock journals in your accounts system.

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1.2 Purchase Accruals (sometimes referred to as goods received not invoiced)

It is often the case that goods will be purchased/received from a supplier before the invoice for those goods is received. Because the goods have been received, and under the perpetual stock system they are added to stock valuation account. As the invoice has not been received from the supplier, the liability to pay for the goods cannot be recorded as an accounts payable, and an alternative account needs to be established.

In Protean, these accounts are named '*Purchase Accruals*' (another term used to describe this is the '*Goods received not invoiced*' or '*GRNI*') these account(s) and is shown as a current liability account in the balance sheet.

Protean allows for 3 purchase accruals to separately track the accrual balance in these 3 areas - Parts / Miscellaneous / Equipment.

Purchase Accrual (Goods Received Not Invoiced) Example

Suppose a business has purchased goods from a supplier to the value of 800, and the goods are received before an invoice has been received.

Because a perpetual stock system is in operation, and the first journal needed is to record the receipt of the stock.

Example Entry (Receiving goods)

Book Parts in to Stock

Stock	
DR	CR
800.00	

Purchase Accrual	
DR	CR
	800.00

Since the invoice has not been received, the liability to pay for the goods cannot be posted to accounts payable, and is temporarily posted to the purchase accrual (goods received not invoiced) account.

When the invoice is received from the supplier, the liability can be transferred from the purchase accrual (goods received not invoiced) account to the accounts payable account of the supplier using a second journal entry.

Invoice received journal entry

Purchase Invoice Received

Accounts Payable	
DR	CR
	800.00

Purchase Accrual	
DR	CR
800.00	

The balance on the Purchase Accrual (GRNI) account is now zero, and the net effect of both postings is to record the receipt of the goods into stock and the liability to pay the supplier in the accounts payable account.

Note: - No postings are made at this point to expense accounts (cost of sales) - cost realised when revenue is realised i.e. when goods are sold.

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1.3 Work In Progress

Protean accounts for all work in progress (WIP) based on the cost price of items on jobs, such as Labour, Parts and Misc. Detail and summary reports are available in Protean showing the current work in progress figure for all open jobs Protean, both chargeable and non-chargeable.

An open chargeable job is defined as any status between Unallocated and Completed. (So non-invoiced live jobs).

An open non-chargeable job is defined as any status between Unallocated and Authorisation required. (So non-completed live jobs).

Protean posts to a single nominal code for all WIP, which is configured in the Nominal Links section of the system.

WIP cannot be separated out based on the type of job carried out.

The Protean Work In Progress report will show total work in progress, and split this between Labour / Parts / Misc.

For guidance on reconciliation of current work in progress values see [section 5.2.1](#) of this document.

Example WIP Postings (For Labour WIP postings see labour recovery examples in section 2.4):

Further example postings are available in [Appendix A](#) and [Appendix B](#).

Parts Purchased directly for a job

Book Parts to Job from PO	<table><tr><th colspan="2">WIP</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td>250.00</td><td></td></tr></table>	WIP		DR	CR	250.00		<table><tr><th colspan="2">Purchase Accrual</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td></td><td>250.00</td></tr></table>	Purchase Accrual		DR	CR		250.00
	WIP													
DR	CR													
250.00														
Purchase Accrual														
DR	CR													
	250.00													
Invoice Job	<table><tr><th colspan="2">WIP</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td></td><td>250.00</td></tr></table>	WIP		DR	CR		250.00	<table><tr><th colspan="2">Job Parts Cost</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td>250.00</td><td></td></tr></table>	Job Parts Cost		DR	CR	250.00	
WIP														
DR	CR													
	250.00													
Job Parts Cost														
DR	CR													
250.00														

Parts from Stock used on a job

Book Parts to Job	<table><tr><th colspan="2">WIP</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td>125.00</td><td></td></tr></table>	WIP		DR	CR	125.00		<table><tr><th colspan="2">Stock</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td></td><td>125.00</td></tr></table>	Stock		DR	CR		125.00
	WIP													
DR	CR													
125.00														
Stock														
DR	CR													
	125.00													
Invoice Job	<table><tr><th colspan="2">WIP</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td></td><td>125.00</td></tr></table>	WIP		DR	CR		125.00	<table><tr><th colspan="2">Job Parts Cost</th></tr><tr><td>DR</td><td>CR</td></tr><tr><td>125.00</td><td></td></tr></table>	Job Parts Cost		DR	CR	125.00	
	WIP													
DR	CR													
	125.00													
Job Parts Cost														
DR	CR													
125.00														

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Misc Purchased directly for a job

Book in Misc PO to Job	WIP		Misc Purch. Accrual	
	DR	CR	DR	CR
	500.00			500.00

Invoice Chargeable Job / Complete Non-Charge Job	WIP		Misc Cost*	
	DR	CR	DR	CR
		500.00	500.00	

Misc added on to a job (Using the Process button)

Process Misc to Job	WIP		Misc Valuation	
	DR	CR	DR	CR
	750.00			750.00

Invoice Chargeable Job / Complete Non-Charge Job	WIP		Misc Cost*	
	DR	CR	DR	CR
		750.00	750.00	

*Misc type nominal codes relating to Jobs can be derived from one of two places depending on system configuration see [section 5.1](#) for more guidance.

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1.4 Labour Recovery

The labour recovery account on Protean is used for the corresponding entry for labour costs when labour costs are added to WIP.

The account entered here will receive the credit posting for the notional cost of labour from jobs with the corresponding debit entry coming from the job type labour cost field.

A notional labour cost is recorded against jobs primarily for reporting purposes, but these postings can be configured in a number of ways depending on your treatment of your payroll journal. How you decide to treat these postings is at your discretion, the two most common options have been outlined below.

These are the postings made relating to the job labour costs:

Add Labour to Job	Labour Recovery		WIP	
	DR	CR	DR	CR
		100.00	100.00	
Complete Job (non-charge) Invoice Job (charge)	Labour Cost		WIP	
	DR	CR	DR	CR
	100.00			100.00

Option 1 – Netting off

- This is suitable for companies that already split their payroll journal between their engineer costs and their admin costs, or don't wish to split these costs.
- Set Labour Recovery & Labour Cost (determined on Job Types) to the same code.
- Requires no change to current payroll process.
- Labour recovery accounts should be a balance sheet account.
- Balance of labour recovery account will equal value of current Labour WIP.
- Can be reconciled to WIP report if needed.

Option 2 – Use labour recovery to post engineers costs as a cost of sale

- This is suitable if you don't (or will change process to not) split your payroll journal and wish for engineers costs to be considered a cost of sale.
- This will mean the engineer labour costs effect Gross Profit (above the line) on the P&L report rather just the Net Profit (below the line).
- Labour recovery and labour cost accounts would be P&L accounts.
- Set the labour recovery account as an expense (Typically in the 6000 range in sage 50).
- Set the labour cost account on each job type as a cost of sale account (Typically in the 5000 range in sage 50).
- *Option 2a)* have one cost of sale account used on all job types.
- *Option 2b)* have different cost of sale accounts for different job types.
- E.g. 5005 for Call Out Labour / 5006 for Service Labour / 5007 for non-charge labour.
- If your payroll journal is all being posted to expenses (Typically 6000 upwards) then you can credit out your direct labour using the Labour Recovery CR posting to that nominal range and post it to COS (5000 range) using the Labour Job Cost DR posting.

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1.5 Cost of sales realised at point of Sale

Protean follows the principle of recognising costs at point of sale. Thus ensuring that costs are recognised at same time as revenue in the P&L.

Before this point costs will held on the balance sheet, for example in parts stock, or work in progress.

Note – if work is non chargeable this principle is still followed, and costs are realised upon completion of work.

2. Miscellaneous Accounting

Miscellaneous Nominal Codes are used to categorise purchases, sales and items used on jobs that aren't either Engineer Labour or Stock Parts. As Misc items are essentially description only items, having different Misc Nominal Codes, allows us to differentiate the type of items we are either buying, selling or using.

Here are some examples of the processes in Protean where Misc Nominal Codes are used.

Below each process are some examples of the types of things Misc Nominal Codes could be used to represent.

Please see [section 3.2.4](#) for guidance on configuring Misc types on Protean.

A) Purchase Order – Directly Linked to a Job

Examples: Purchase of one off items such as hotel accommodation, subcontractor labour, parking and tolls, plant hire etc.

B) Purchase Order – Not Linked to a Job

Examples: Overhead items or something that will be used in C/D/E (described below) but not be stock controlled.

C) Added to job without being linked to a Purchase Order

Examples: Extra description only items to be used for charging purposes only (such as training or environmental charges), non-stock-controlled items purchased previously using (B) above, items that are too small to list individually.

D) Miscellaneous Sales Order

Examples: Selling of training, software upgrades, environmental charge, and other intangible items.

E) Equipment Sales Order

Examples: Including additional items such as training / installation with an equipment sales order.

F) Added to job via a Purchase invoice (using job costs tab on Purchase invoice)

Example: Purchase invoice received for one off items from a supplier for items used on a job that were not added to the job initially.

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2.1 Misc Accounting Postings

Here are some examples of the accounts postings made for each of the examples A-F mentioned above.

2.1.1 Cost Postings

These examples deal with any Costs on Misc items (Cost is the cost to you, not what you are charging the customer).

Note - Misunderstanding how to deal with costs from miscellaneous items in Protean is the most common reason for accounts related queries relating to Protean. Particularly around costs that have been add to a job but haven't been purchased directly against the job.

A) Purchase Order – Directly Linked to a Job

Note – no postings to Valuation account with this use of a Misc Item

Book in Misc PO to Job	WIP		Misc Purch. Accrual	
	DR	CR	DR	CR
	500.00			500.00

Invoice Chargeable Job / Complete Non-Charge Job	WIP		Misc Cost*	
	DR	CR	DR	CR
		500.00	500.00	

B) Purchase Order – Not Linked to a Job

Note – it could be relevant here for the valuation account to be either a balance sheet or a P&L account depending on what sort of item has been purchased using a Misc purchase order.

Book in Misc item from PO	Misc Valuation		Misc Purch. Accrual	
	DR	CR	DR	CR
	750.00			750.00

C) Added to job without being linked to a Purchase Order

Process Misc to Job	WIP		Misc Valuation	
	DR	CR	DR	CR
	750.00			750.00

Invoice Chargeable Job / Complete Non-Charge Job	WIP		Misc Cost*	
	DR	CR	DR	CR
		750.00	750.00	

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D) Miscellaneous Sales Order

Note – this could be re-selling an item purchase using (C) above.

	Misc Valuation		Misc Cost	
	DR	CR	DR	CR
Invoice Sales Order		750.00	750.00	

E) Equipment Sales Order

Any posting here are the same as on a Misc Sales order – see (D) above.

F) Added to job via a Purchase invoice (using job costs tab on Purchase invoice)

If the job is open in Protean:

	WIP		Creditors	
	DR	CR	DR	CR
Post Purchase Invoice	1,000.00			1,000.00

If the job is already invoiced / completed:

	Misc Cost*		Creditors	
	DR	CR	DR	CR
Post Purchase Invoice	300.00			300.00

*Misc type nominal codes relating to Jobs can be derived from one of two places depending on system configuration see [section 5.1](#) for more guidance.

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2.1.2 Revenue Postings

These examples review revenue / sales posting relating to Misc items from Protean (What you are charging the customer).

Revenue postings would also include VAT where applicable, however for simplicity we have excluded that from these examples. (VAT Would Debit the debtors control account and credit the Sales VAT control account in all situations)

A) Purchase Order – Directly Linked to a Job

	Misc Sale*		Debtors	
	DR	CR	DR	CR
Invoice Chargeable Job		2,000.00	2,000.00	

B) Purchase Order – Not Linked to a Job

No revenue postings are made.

C) Added to job without being linked to a Purchase Order

	Misc Sale*		Debtors	
	DR	CR	DR	CR
Invoice Chargeable Job		2,000.00	2,000.00	

D) Miscellaneous Sales Order

Note – this could be re-selling an item purchase using (C) above.

	Misc Sale		Debtors	
	DR	CR	DR	CR
Invoice Sales Order		2,000.00	2,000.00	

E) Equipment Sales Order

Any posting here are the same as on a Misc Sales order – see (D) above.

F) Added to job via a Purchase invoice (using job costs tab on Purchase invoice)

If the job is open in Protean - Chargeable value can be passed to open chargeable job, then once the job is invoiced as per item (A) above.

If the job is already invoiced / completed:

No Revenue amounts can be passed to an already invoiced job or a non-chargeable job

*Misc type nominal codes relating to Jobs can be derived from one of two places depending on system configuration see [section 5.1](#) for more guidance.

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3.0 Accounts Setup

The following section runs through the areas of accounts setup required in protean.

Please review [section 3.1](#) regarding best practice and refer back to [section 3.1](#) when reviewing and completing [section 3.2](#) (accounts postings setup).

3.1 Best Practice – Nominal Codes

To assist with reporting and reconciling between Protean and your accounts system we recommend best practice to have accounts in your accounts system that you would only expect transactions from Protean to appear in.

For this reason we recommend either creating new nominal accounts for these items, or using an existing account that has no postings made to it or is likely to have postings to it by any other means, other than by Protean.

If you use an existing account with a balance in your accounts system for these nominal links, then we strongly advise making journals to ensure these accounts balance to the figures produced by the relevant Protean report, to ensure that the account can be reconciled against the relevant report in Protean go forward.

Accounts that should never have postings to, other than by Protean.

- Protean Work in Progress
- Protean Parts Stock
- Purchase Accrual (GRNI) Parts
- Purchase Accrual (GRNI) Misc
- Purchase Accrual (GRNI) Equip
- Protean Equipment Stock
- Protean Labour Recovery (if netting off)

Accounts to be reviewed monthly and posting in these accounts may need to be investigated and appropriate action taken.

- Misc Valuation account(s)
- Protean Suspense account

Optional if depreciating assets in Protean:

- Fixed Assets at cost (Balance Sheet)
- Accumulated Asset Depreciation (Balance Sheet)
- Asset Depreciation Cost (P & L)

Suggested (optional) naming conventions and a description of the purpose of these accounts along with the reconciliation report are listed on the next page.

Protean reporting or reconciliation functions associated with each of these are referred to in [section 5](#).

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Suggested Nominal Code	Purpose	Account
Accounts to never journal from manually in accounts system		
Protean WIP	Balance Sheet Account Store current work in progress – reconcile with Protean Work in Progress report.	
Protean Parts Stock	Balance Sheet Account Value of all parts held in stock Reconcile with stock valuation report	
Purchase Accrual/GRNI Parts	Balance Sheet Account Value of Parts booked in but not had Purchase invoice. Reconcile with Parts Purchase Accrual Report.	
Purchase Accrual/GRNI Misc	Balance Sheet Account Value of Misc booked in but not had Purchase invoice. Reconcile with Parts Purchase Accrual Report.	
Purchase Accrual/GRNI Equip (if relevant)	Balance Sheet Account Value of Equipment booked in but not had Purchase invoice. Reconcile with Parts Purchase Accrual Report.	
Protean Labour Recovery (If using netting off method see 2.4)	Balance Sheet Account (if netting off) P&L or Balance sheet (of not netting off) Reconcile with Labour element of work in process report (If using netting off method see 2.4)	
Protean Equipment Stock (If relevant)	Balance Sheet Account Reconcile with Equipment In stock report.	
Protean – Fixed Assets at cost (If using hire module)	Balance Sheet Account Reconcile with Asset equipment listing – Capitalisation cost column.	
Protean – Accumulated Asset Depreciation (If using hire module)	Balance sheet account Reconcile with Asset equipment listing – difference between capitalisation cost and Net book value.	
Protean – Asset Depreciation cost (If using hire module)	P&L Account for cost of depreciation, postings made after period end routine runs.	
Accounts to review monthly and potentially journal from in accounts system		
Protean Suspense Account	All posting in this account must be investigated and cause ascertained. Posting will need to be rectified appropriately. Protean setup to ensure no future postings are made here. Reconcile with Nominal ledger postings detailed report.	
Misc Valuation Account(s) (If wish to analyse Misc costs - see section 2)	Review balanced in these balance sheet account(s), may need to have journals made in accounts system on monthly basis.	

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3.2 Protean Nominal Postings Setup

Use this as a check list once each area of setup is complete.

For additional information on best practice for any new nominal codes you may need to create in your accounts system see [section 3.1](#).

Note – These are all the areas where nominal codes can potentially be populated but this will be dependent on system configuration, preferences and which modules in Protean are in use.

Setup Area	Notes	Setup complete (Yes/No/NA)
3.2.1 Nominal Accounts	Usually populated by import from accounts system, this is just a list of all available accounts from your chart of accounts.	
3.2.2 Nominal Links	Main place for system wide accounts setup.	
3.2.3 Job Types	Determine which costs and revenue accounts are used for each job type.	
3.2.4 Misc Nominal Codes	Accounts setup for processing of Miscellaneous items in Protean.	
3.2.5 Stock Adjustment Categories	Double entry accounts for increases / decreases to the stock valuation account.	
3.2.6 Maintenance Contract Types	Specify revenue account(s) for maintenance contract revenue.	If using maintenance contracts.
3.2.7 (custom) Job Types	Potential to specify alternative nominal codes if job types behave differently when used as part of a maintenance contract.	If using maintenance contracts.
3.2.8 Hire Contract Types	Nominal codes for hire contract revenue. Only required if using Protean hire module.	If using hire module.
3.2.9 Hire Extras	Costs and Revenue postings for additional items added to hire contracts. Only required if using Protean hire module.	If using hire module.
3.2.10 Make & Model nominal codes	Potential to specify make and model specific codes for some items in (2) above. Note – this is not very commonly used.	N/A in most situations

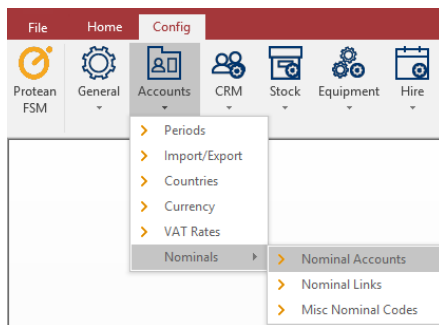
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3.2.1 Nominal Accounts

Usually this will be populated by an import from your accounts system.

To import for the first time or re-import if any changes have been made, see [section 4.1.2](#) for instructions.

To review this list, or add to it manually (if your accounts package doesn't support the import function) - Go to **Config | Nominals | Nominal Accounts** on the menu.



Code	Description	Depts	CCentres
0030	Office / Computer Equipment	<input type="checkbox"/>	<input type="checkbox"/>
0031	Office / Computer Equipment - depn	<input type="checkbox"/>	<input type="checkbox"/>
0050	Motor Vehicles	<input type="checkbox"/>	<input type="checkbox"/>
0051	Motor Vehicles Depreciation	<input type="checkbox"/>	<input type="checkbox"/>
1001	Stock	<input type="checkbox"/>	<input type="checkbox"/>

The list of nominal codes should match the list of accounts on your accounts system.

The 'Depts' column will be ticked if the nominal account is departmentalised in your accounts system.

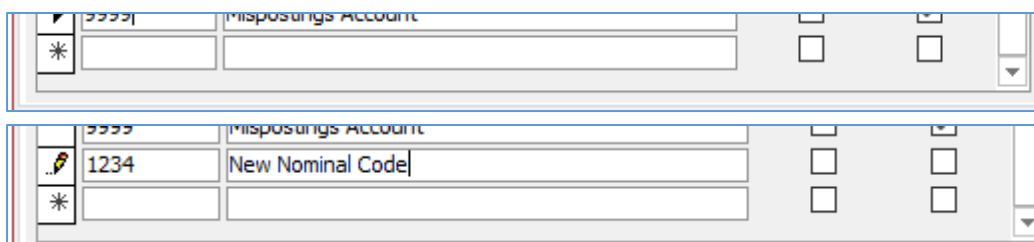
The CCentres column will be ticked if the nominal account has cost centres in your accounts system.

The departments tab will pull in any departments from your accounts system.

The Cost Centres tab will pull in any cost centres from your accounts system.

Please see [section 5.2](#) for more information on cost centre functionality.

To add to any of the tabs manually, scroll to the bottom entry marked with a * - add in the relevant information and then repeat as needed.



3.2.2 Nominal Links

Choosing the correct Nominal Codes to supply in the Nominal Links screen in Protean is an important task. When Protean outputs accounts information (invoices, costings, depreciation etc.) it will use this screen to see in which accounts and departments to place the postings.

The 'Protean Code' column is a description what sort of action in Protean would trigger a posting to this nominal code. The account you select does not have to have that description, but it is there merely as a guide to the use of that account.

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Note – you don't need to populate every entry in this list, if there is something that won't be used in your Protean configuration leave the line blank.

The list below (continued on the next page) is an outline guide of if an entry would need populating (see the **notes** column), for more detailed information about when and how postings would be made to the items in this list please refer to [Appendix A](#).

Also see [Appendix C](#) for a populated example of this list if a chart of accounts was based on a standard sage 50 chart of accounts. Please note, this is just an example as it is very likely your chart of accounts varies from this in some way.

Please use this list and note down which nominal code you have picked for each item.

For additional information on best practice for any new nominal codes you may need to create in your accounts system see [section 3.1](#).

Protean Code	Type	Notes	Code Selected
Accumulated Depreciation	Balance Sheet	Required if using hire module.	
Asset Depreciation Cost	Profit & Loss	Required if using hire module.	
CIS Labour	Control Account	Only required if accounts system includes a CIS module.	
CIS Materials	Control Account	Only required if your accounts system includes a CIS module.	
Cost of Cross Hire	Profit & Loss	Required if using hire module, and cross hire to be used	
Cost of Equipment Asset Sales	Profit & Loss	Required if using hire module, and selling hire equipment direct to customers.	
Cost of Equipment Asset Sales (used)	Profit & Loss	As above – allows the potential to use different account for used equipment. (can set to the same account as above).	
Cost of Equipment Stock Sales	Profit & Loss	Required if selling equipment from stock status on Protean.	
Cost of Equipment Stock Sales (used)	Profit & Loss	As above – allows the potential to use different account for used equipment. (can set to the same account as above).	
Cost of Equipment Transport	Profit & Loss	Required if adding costs to equipment transport notes directly without using purchase orders. Note – it is recommended to leave this entry blank and to raise Purchase orders for transport costs. See Appendix A for guidance.	

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Protean Code	Type	Notes	Code Picked
Cost of Parts Stock Sales	Profit & Loss	Required if using parts sales orders on Protean.	
Equipment Meter Billing	Profit & Loss	Only required if billing to be done using meter readings.	
Equipment Purchase Accrual	Balance Sheet	Usually required. Used if purchasing equipment.	
Equipment Retirements	Profit & Loss	Required if you will own any equipment (equipment stock or hire) and retire the equipment.	
Equipment Revaluations	Profit & Loss	Required if you will own any equipment (equipment stock or hire) and edit the value.	
Equipment Stock	Balance Sheet	Required if you will own any equipment (equipment stock or hire).	
Equipment Stock (used)	Balance Sheet	As above – allows the potential to use different account for used equipment. (Can set to the same account as above).	
Equipment Stock Depreciation Cost	Profit & Loss	Not usually required, required if depreciating equipment stock.	
Equipment Trade-In Discounts	Balance Sheet	Only required if trading in equipment.	
Equipment Trade-In Suspense	Suspense	Only required if trading in equipment.	
Exchange Rate Gains/Losses	Profit & Loss	Required if buying or selling in multiple currencies.	
Fixed Assets at Cost	Balance Sheet	Required if using hire module.	
Goods Inward Carriage	Profit & Loss	Required if any carriage entered on Purchase orders.	
Goods Outward Carriage	Profit & Loss	Required if selling carriage on sales orders.	
Labour Recovery	BS / P&L	Always required.	
Landed Costs Returns	Profit & Loss	Only required if using landed costs module.	
Miscellaneous Purchase Accrual	Balance Sheet	Always required.	
Parts Purchase Accrual	Balance Sheet	Always required.	
Parts Stock	Balance Sheet	Required if using stock module on Protean.	
Purchase Invoice Differences	Profit & Loss	Required if fully integrating accounts.	
Purchase Return Differences	Profit & Loss	Required if fully integrating accounts.	
Sale of Equipment Asset	Profit & Loss	Required if using hire module, and selling hire equipment direct to customers.	
Sale of Equipment Asset (used)	Profit & Loss	As above – allows the potential to use different account for used equipment. (Can set to the same account as above).	
Sale of Equipment Provision	Balance Sheet	Required if selling equipment from stock status on Protean.	
Sale of Equipment Stock	Profit & Loss	Required if selling equipment from stock status on Protean.	
Sale of Equipment Stock (used)	Profit & Loss	As above – allows the potential to use different account for used equipment. (Can set to the same account as above).	
Sale of Parts Stock	Profit & Loss	Required if using parts sales orders on Protean.	
Sale of Parts Stock Accrual	Balance Sheet	Required if using parts sales orders on Protean.	
Sales Batch Suspense	Suspense	Always required.	
Sales Control	Balance Sheet	Always required.	
Work In Progress	Balance Sheet	Always required.	

3.2.3 Job Type Nominal Codes

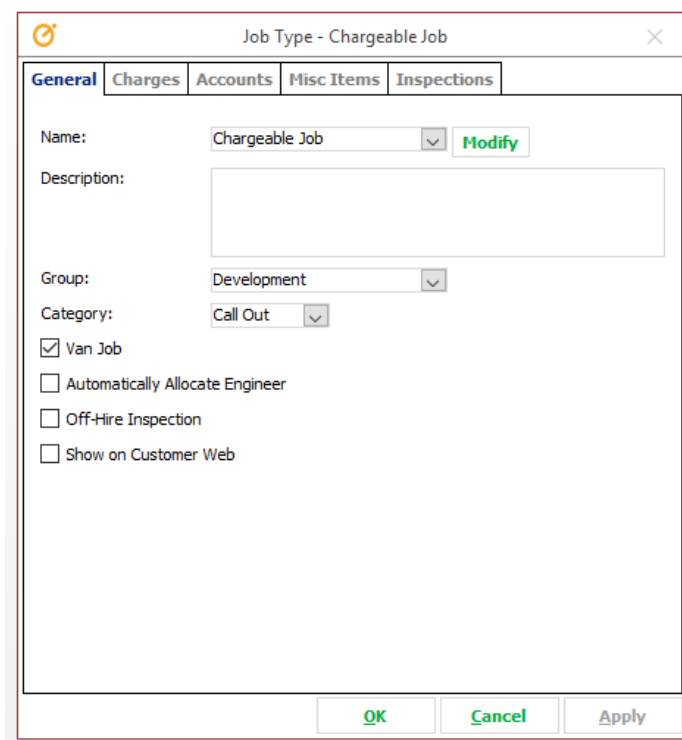
The Nominal Code set up on Job Types is very important. These codes will determine what accounts and departments are posted to on your accounts system when you use the Jobs Module on Protean. The job types give the opportunity to post costs and revenues to different account codes for each different job type. In practice many of the job types could have the same nominal codes setup.

This section of the guide is just related to populating nominal codes, for more information about setting up new job types see [Appendix F](#) or support.proteansoftware.com.

To review or complete the accounts setup, this process needs to be reviewed for each job type.

Click on the Config Tab and then select Job | Job types from the menu.

The system will then display a screen, similar to the one shown below: Use the name dropdown to select a different job type.



The screenshot shows a software window titled "Job Type - Chargeable Job" with a close button (X) in the top right corner. The window has a tabbed interface with five tabs: "General" (selected), "Charges", "Accounts", "Misc Items", and "Inspections". The "General" tab contains the following fields and controls:

- Name:** A dropdown menu currently showing "Chargeable Job" and a green "Modify" button to its right.
- Description:** A large, empty text area.
- Group:** A dropdown menu currently showing "Development".
- Category:** A dropdown menu currently showing "Call Out".
- Checkboxes:**
 - ☒ Van Job
 - ☐ Automatically Allocate Engineer
 - ☐ Off-Hire Inspection
 - ☐ Show on Customer Web

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Apply".

Protean accounts setup v2.00

Accounts Tab:

In the bottom part of the screen for each job type, depending on the choices made when setting up the job type during initial configuration, anywhere from 2 to 6 boxes will be available in the Nominal Codes' section at the bottom of the Nominals Tab (this will be 4 – 12 boxes if your accounts system uses departments). This enables the system to post the correct costs and revenues associated with Jobs, into your accounts system.

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	9999		9999	
Labour Charge	9999		9999	
Parts Cost	9999		9999	
Parts Charge	9999		9999	
Misc Cost				
Misc Charge	9999			

Fill in the appropriate boxes by clicking into the box and then using the drop-down list to select the correct Nominal Code.

Any available boxes on the left hand under Debit refer to costs.

Any available boxes on the right hand side under Credit refer to revenue (sales).

If any boxes are greyed out, and have a nominal code present, this will not get used for any postings generated by Protean.

The table on the next page provides some examples of the nominal accounts often used when populating these nominal codes.

Note – This setup is entirely at your own discretion, if you are unsure about this area you need to seek guidance from your accountants. These examples are based on Sage 50 standard chart of accounts, your chart of accounts may be different.

Protean accounts setup v2.00

	Explanation	Example
Labour Cost	Internal cost of Labour will be posted to here. Could be a Balance sheet or P&L account depending on how you are dealing with Labour Recovery (See section 1.4) If netting off same account entered on all job types.	Balance sheet account e.g. 1003 if netting off labour recovery. P&L account e.g. 5020 if <u>not</u> netting off.
Labour Charge	Sales account for any labour revenue postings from this job type. Not relevant for non-chargeable job type.	P&L account e.g. 4001
Parts Cost	Internal cost of any parts issued to job via parts tab. Realised to P&L at the point of completing a none chargeable job or at invoicing if a chargeable job.	P&L account e.g. 5001
Parts Charge	Sales account for any parts revenue postings from this job type. Not relevant for non-chargeable job type.	P&L account e.g. 4001
Misc Cost*	Internal cost of any Misc issued to job via parts tab. Realised to P&L at the point of completing/invoicing a job*	P&L account e.g. 5001*
Misc Charge*	Sales account for any Misc revenue postings from this job type. Not relevant for non-chargeable job type.*	P&L account e.g. 4001*

*These boxes will be greyed out on all job types if your system is setup to use the Misc type for nominal codes via jobs, see [section 5.1](#) for guidance.

Protean accounts setup v2.00

Example chargeable Job Types

Netting off Labour recovery (Option 1)

Job Type - Call Out

General Charges Accounts Misc Items Inspections

☒ Creates Invoices

☐ Print Fault, Cause & Action

☐ Print job header detail

☒ Print visit summary

☐ Print visit reports

☐ Hide zero parts

☐ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☐ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	1017	0		
Labour Charge			4001	
Parts Cost	5001			
Parts Charge			4001	
Misc Cost				
Misc Charge				

OK Cancel Apply

Labour recovery to cost of sale (option 2)

Job Type - Call Out

General Charges Accounts Misc Items Inspections

☒ Creates Invoices

☐ Print Fault, Cause & Action

☐ Print job header detail

☒ Print visit summary

☐ Print visit reports

☐ Hide zero parts

☐ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☐ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	5006	0		
Labour Charge			4002	0
Parts Cost	5002	0		
Parts Charge			4002	0
Misc Cost				
Misc Charge				

OK Cancel Apply

Example non-chargeable Job Types

Netting off Labour recovery (Option 1)

Job Type - PDI

General Charges Accounts Misc Items Inspections

☐ Creates Invoices

☐ Print Fault, Cause & Action

☐ Print job header detail

☐ Print visit summary

☐ Print visit reports

☐ Hide zero parts

☐ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☐ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	1017	0		
Labour Charge				
Parts Cost	5001			
Parts Charge				
Misc Cost				
Misc Charge				

OK Cancel Apply

Labour recovery to cost of sale (option 2)

Job Type - PDI

General Charges Accounts Misc Items Inspections

☐ Creates Invoices

☐ Print Fault, Cause & Action

☐ Print job header detail

☐ Print visit summary

☐ Print visit reports

☐ Hide zero parts

☐ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☐ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	5009	0		
Labour Charge				
Parts Cost	5002			
Parts Charge				
Misc Cost				
Misc Charge				

OK Cancel Apply

Protean accounts setup v2.00

Example Job types with system setting change for all Job related Misc postings to come from job type
See [section 5.1](#) for guidance

Chargeable Job

Job Type - Call Out

GeneralChargesAccountsMisc ItemsInspections

☒ Creates Invoices

☐ Print Fault, Cause & Action

☐ Print job header detail

☒ Print visit summary

☐ Print visit reports

☐ Hide zero parts

☐ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☐ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	1017	0		
Labour Charge			4002	0
Parts Cost	5001	0		
Parts Charge			4001	0
Misc Cost	5002	0		
Misc Charge			4002	0

OK

Cancel

Apply

Non-Chargeable job

Job Type - PDI

GeneralChargesAccountsMisc ItemsInspections

☐ Creates Invoices

☐ Print Fault, Cause & Action

☐ Print job header detail

☐ Print visit summary

☐ Print visit reports

☐ Hide zero parts

☐ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☐ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

Nominal Codes	Debit		Credit	
	Account	Dept	Account	Dept
Labour Cost	1017	0		
Labour Charge				
Parts Cost	5002			
Parts Charge				
Misc Cost	5003			
Misc Charge				

OK

Cancel

Apply

Protean accounts setup v2.00

3.2.4 Miscellaneous Nominal Codes

Selecting how to setup Misc nominal codes depends on how the Misc Nominal Codes are used, there are three nominal ledger codes that can be entered against each Misc Nominal Code.

Refer to [section 2](#) for examples of how Misc items are used in Protean.

These are:

Valuation	Profit & Loss	Either a Cost of sale (P&L) account. Or
	Or	A valuation account on the Balance Sheet. The current balance will be the value of Misc receipts minus Misc sales or issues to Jobs.
	Balance Sheet	
Cost of Sale	Profit & Loss	When you sell a Misc Item, or use it on a Job, the cost value of the item will be posted to this account.
Sales	Profit & Loss	When you sell a Misc Item, or use it on a Job, the sales value of the item will be posted to this account.

There is essentially three ways in which Misc Items can be used from a nominal ledger point of view.

The setup of the nominal codes is therefore very important, as if used incorrectly can cause discrepancies in the accounts system.

The following table provided some best practice for different ways to setup Misc types in Protean.

Purpose	Valuation Account	Cost Of Sale Account	Sales Account
Overhead Item E.g. Stationary (See (B) in section 2.1)	P&L – E.g. 7400	P&L – E.g. 7400	P&L – E.g. 7400
	In this way the costs of the items get booked to the Profit & Loss automatically on receipt. As the other two boxes cannot be blank we suggest selecting the overhead code applicable for all three boxes. In the event of someone selling an overhead item by mistake will then have a nil effect on the Profit & Loss.		
Items for resale that are not purchased through the system (no Purchase Order /Purchase Invoice) (See (C) and (D) in section 2.1)	P&L – E.g. 5010	P&L – E.g. 5010	P&L – E.g. 4010
	You may also have Misc items that you do not raise purchase orders for, as the costs come into the company in another way. In this scenario the first two columns need to be set to the same code, with the Sales code as normal. This prevents any double accounting of the cost of these items as no costs are posted from Protean – they net off. The costs may already be in the Profit & Loss (e.g. Labour) or be posted from outside (e.g. Credit Card/Petty Cash).		
Items purchased for resale/use on a job	BS – E.g. 2115	P&L – E.g. 5015	P&L – E.g. 4015
	In this case you need to consider all three nominal codes on the form. The first is the Valuation account. If we were to raise a purchase order for this item and book it in, the system would debit this account. The second code is the Cost of Sale. If we continue the example Above, the item you just purchased is then sold out on a Job. The cost of the item would end up in the account specified here in the Profit & Loss (via WIP). The last account is for the revenue in Profit & Loss when this item is sold/used. Note, any valuation accounts will need to be reconciled / reviewed on at least a monthly basis.		

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3.2.5 Stock Adjustment Categories

Stock adjustments are used in Protean for any increase or decrease in stock other than booking goods in or selling via a sales order or job.

Go to **Config | Stock | Adjustment Categories** on the menu

Any adjustments in the following categories require nominal codes, these codes would be for the double entry of any stock adjustment, so could be balance sheet accounts or P&L accounts but should not be the parts stock account.

- **Adjustment** is used for any ad-hoc adjustment that doesn't fit into other categories. Examples are spot check, write-off, scrap etc.
- **Quarantine In/Out** is used for booking in/out quarantine items.
- **Stock Take** is used for performing a stock take (uses auto-fill).
- **Supplier Return** is used to specify reasons for returning a part to the supplier.
- **Transfer** is used to move stock around internally between stocks.

The screenshot shows a window titled "Stock Adjustment Categories" with a standard Windows-style title bar (minimize, maximize, close buttons). Inside the window, there is a "Category" dropdown menu currently set to "Adjustment". Below this is a table with three columns: "Description", "Account", and "Dept". The "Description" column has a small icon to its left. The "Account" and "Dept" columns have dropdown arrows. The table is currently empty. At the bottom right of the window is a green button labeled "Close".

Description	Account	Dept
-------------	---------	------

Protean accounts setup v2.00

3.2.6 Maintenance Contract Types

For each maintenance contract type complete the following.

To access the Maintenance Contract Types screen in Protean, go to the [Config Tab](#), and under the [Maintenance Menu](#), select [Contract Types](#).

[Nominal Sales Account](#)

Select the relevant ledger system nominal code used for Maintenance Contract revenue from the drop down list. If your ledger system is also using Departments, you will be required to select a Department Code.

The image shows two screenshots of the 'Contract Type - Support' window. The left screenshot shows the 'Nominal Sales Account' dropdown menu open, displaying a list of codes including 4001 (Software Support), 40011 (Support Work), 4002 (Training/Installation), 4003 (Sage Software Sales), 4004 (Sales of Hardware/Other third party software), 4005 (PDA software), and 4006 (Mobile business extra license). The right screenshot shows the same window with the 'Nominal Sales Account' dropdown set to 4001 and the 'Dept:' dropdown set to a blank value. A red arrow points from the text 'If your ledger system is also using Departments, you will be required to select a Department Code.' to the 'Dept:' dropdown in the right screenshot.

For additional guidance on setting up maintenance contract types please [Appendix F](#) / support.proteansoftware.com

Protean accounts setup v2.00

3.2.7 (Custom) Job types

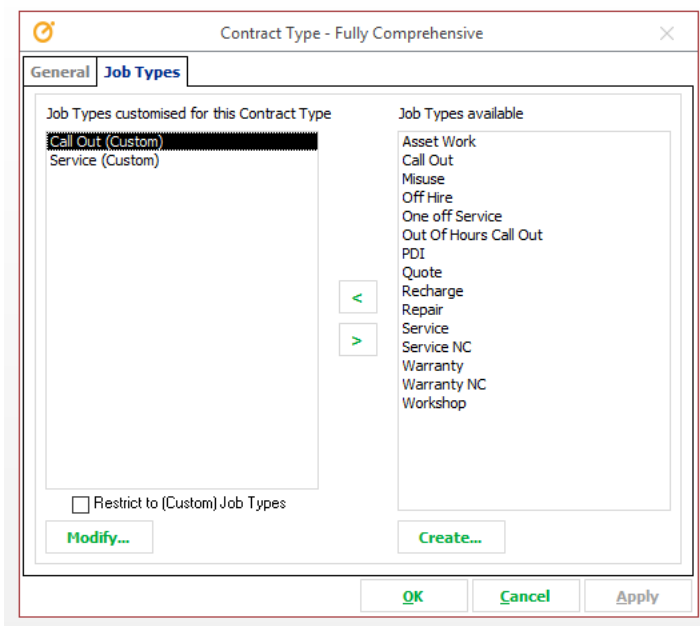
For each maintenance contract type, you need to check for any customised (custom) job types and ensure that nominal codes are setup within the accounts tab.

A (custom) job type is one that behaves differently for equipment covered by a particular maintenance contract type. For example, an in hours breakdown job is usually chargeable, however, if a customer has their equipment on a Fully Comprehensive contract an in hours breakdown job becomes non-chargeable as they are paying a premium for breakdowns to be covered free of charge.

For each maintenance contract type (go to the [Config Tab](#), and under the [Maintenance Menu](#), select [Contract Types](#).)

Click on the 'Job Types' tab. If any job types are in the left hand side of the screen, these have been customised to behave differently when equipment is under this particular sort of maintenance contract.

Hit 'Modify' at the bottom of the screen while highlighting a (custom) job type.



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To populate the nominal codes that are posted to for this Job Type under the selected contract type, click on the *Accounts* tab and select the appropriate nominal codes from the drop down lists.

Please see [section 3.2.3](#) for more guidance on nominal codes within Job types.

For additional guidance on setting up job types / customised job types / maintenance contract types please [see Appendix F](#) / support.proteansoftware.com.

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3.2.8 Hire Contract Types

This section of the guide is just related to populating nominal codes, for more information about setting up new hire contract types see support.proteansoftware.com.

For each hire contract type available, a sales (revenue) account need to be selected.

Go to **Config | Hire | Contract Types** on the menu.

Use the drop down arrow to select the relevant hire contract type, and fill in the Nominal Sales Credit box (2 boxes if using departments).

The screenshot shows a dialog box titled "Hire Contract Type - Casual Hire". It has three tabs: "General", "Defaults", and "Maintenance". The "General" tab is selected. Inside the dialog, there are the following fields:

- Name:** A dropdown menu showing "Casual Hire" with a "Modify" button next to it.
- Description:** A text box containing "Casual Hire".
- Category:** A dropdown menu showing "Short Term".
- Nominal Sales Credit:** A section containing two dropdown menus: "Account" (showing "4002") and "Dept" (showing "0").

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

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3.2.9 Hire Extras

This section of the guide is just related to populating nominal codes, for more information about setting up new hire contract types see support.proteansoftware.com.

Hire Extras are items that can be added to hire contracts for recording extra description only revenue or cost items against a hire contract, such as Delivery or Collection.

There are 3 columns for Nominal codes, any postings from these would be made in the same way as miscellaneous sales orders (see section 2.1 for more details).

Go to **Config | Hire | Contract Extras** on the menu

Ensure the 3 columns are correctly populated for each hire extra added.

- **Valuation Acc / Cost of Sale Acc:** Enter a Cost CR and DR Account (and Dept. if applicable). The cost value just entered will be credited from the first account and debited into the second on invoicing. The first account would be a Balance Sheet 'valuation' type account, and the second a Cost of Sales account.
- **Sale Price:** Enter the selling price in Unit Value. Both the Cost & Value fields are defaults and can be amended when this item is added to a Hire Period.
- **Sale CR Acc:** Select the correct Sales Account (Nominal Link) for the revenue to go to.

Example Postings:

Costs Postings:

	Hire Extra Valuation		Hire Extra Cost	
	DR	CR	DR	CR
Invoice Hire Contract		750.00	750.00	

Revenue Postings:

	Hire Extra Sale		Debtors	
	DR	CR	DR	CR
Invoice Hire Contract		1,000.00	1,000.00	

Protean accounts setup v2.00

3.2.10 Make and Model nominal codes

On each make and model record on Protean, there is a potential facility to specify that accounts postings related to this make and model use different nominal codes to those specified in the Nominal Links ([section 3.1](#) earlier in this document).

These links only need populating if you wish for alternative accounts postings for certain makes and models.

Should you wish to do this, then fill out the relevant entries on the 'Accounts' tab of each make and model that you wish to utilise this function on.

Any fields left blank (white box) postings will revert to those specified in the Nominal Links.

Make & Model - <New>

General Attributes Servicing **Accounts** Other

Nominal Codes	New		Used	
	Account	Dept	Account	Dept
Equipment Stock				
Cost of Equipment Asset Sale				
Cost of Equipment Stock Sale				
Sale of Equipment Asset				
Sale of Equipment Stock				
Fixed Assets at Cost				
Accumulated Asset Depreciation				
Asset Depreciation				
Equipment Stock Depreciation				

Copy from Make & Model...

^ v ≡ [Icon] [Icon] Create Copy Close

Protean accounts setup v2.00

4 VAT Codes

To access the VAT rates screen in Protean, go to the [Config Tab](#), and under the [Accounts Menu](#), select [VAT Rates](#)

VAT Codes

Show Rates Effective on: 14/08/2020

Customer/Supplier Tax Codes

- Standard
- Exempt
- EU
- *

Product Tax Codes

- Exempt
- Fuel
- Standard
- *

VAT Codes

Code	Rate
1	20.00%
2	0.00%
5	5.00%
6	23.00%

Tax Codes

Cust/Supp Code	Product Code	Code	Rate
EU	Fuel	2	0.00%
EU	Exempt	2	0.00%
EU	Standard	6	23.00%
Exempt	Fuel	2	0.00%
Exempt	Exempt	2	0.00%
Exempt	Standard	2	0.00%
Standard	Fuel	5	5.00%
Standard	Exempt	2	0.00%
Standard	Standard	1	20.00%

Miscellaneous Codes

Code	Tax Code
Despatch Carriage	Standard
Hire Contract	Standard
Job Flat Charge	Standard
Labour	Standard
Maintenance Contract	Standard
Mileage	Standard

Buttons: Delete, Add..., Apply, Close

The aim of this screen is to populate the tax codes Grid to ensure transactions are given the correct code in your accounting Software.

Customer / Supplier Tax Codes

These are applied to either customers or suppliers, and will usually match the naming convention of your accounts system.

Product Tax Codes

These are applied to different products to account for the need to apply a different tax rate to different products, for example work clothing may be zero rated for tax, and domestic fuels could be charged at 5% tax.

VAT Codes

This section will need to match the list of available tax codes in your accounts Software.

Protean accounts setup v2.00

E.g. if tax codes T0, T1, T2, T3, T4, T9 exist in sage, then we need this section to have 0, 1, 2, 3, 4, 9 set up, and the correct VAT rate inserting.

Miscellaneous Codes

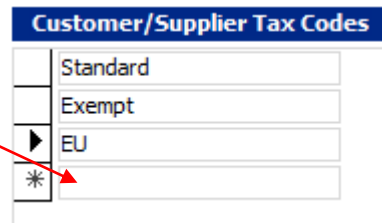
These are used in case anything needs to be directed to an alternative tax code in your accounts Software.

Setting Up new Codes

Customer / Supplier

Simply enter the new name required in this box.

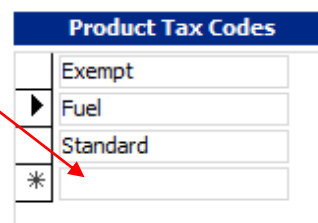
Repeat as required.



Product

Simply enter the new name required in this box.

Repeat as required.

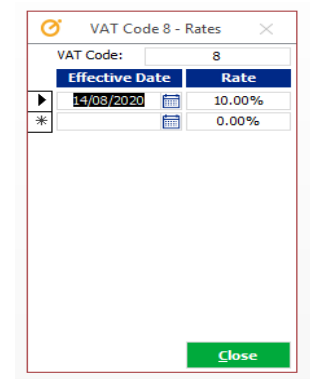
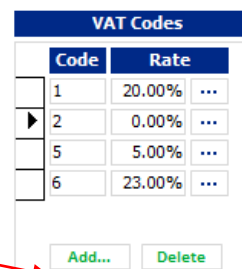


VAT Codes

Hit the 'Add' button.

Enter the new vat code details in the box that appears.

Repeat As required.

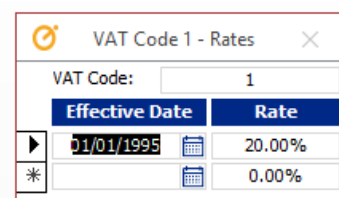


Adjusting a VAT Rate

If a Vat rate changed for example if the usual VAT rate was due to be raised to 25% from 1st Jan 2017.

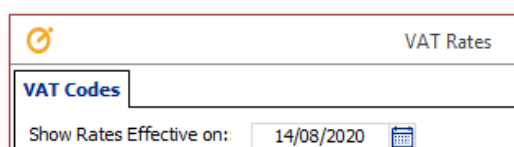
Hit the (...) next to the Vat rate that is due to change.

Enter the new rate and the date it's applicable from.



Show Rates Effective From

This section will show which Vat Rates were / will be applicable as of a certain date.



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Setting up a new combination

To set up a new combination and add it to the tax codes grid, hit the select the desired combination at the top of the page (you can see the black arrows point to what is selected).

Then hit apply at the bottom, this will add the new combination to the grid.

VAT Rates

Show Rates Effective on: 18/08/2020

Customer/Supplier Tax Codes

- Standard
- Exempt
- ▶ EU
- *

Product Tax Codes

- Exempt
- ▶ Fuel
- Standard
- *

VAT Codes

Code	Rate	
1	20.00%	...
2	0.00%	...
5	5.00%	...
6	23.00%	...
8	10.00%	...

Tax Codes

Cust/Supp Code	Product Code	Code	Rate
▶ EU	Fuel	2	0.00%
EU	Exempt	2	0.00%
EU	Standard	6	23.00%
Exempt	Fuel	2	0.00%
Exempt	Exempt	2	0.00%
Exempt	Standard	2	0.00%
Standard	Fuel	5	5.00%
Standard	Exempt	2	0.00%
Standard	Standard	1	20.00%

Miscellaneous Codes

Code	Tax Code
▶ Despatch Carriage	Standard
Hire Contract	Standard
Job Flat Charge	Standard
Labour	Standard
Maintenance Contract	Standard
Mileage	Standard

Buttons: Delete, Add..., Apply, Close

Adjusting an existing combination

Follow the above logic for adjusting an existing combination.

Protean accounts setup v2.00

5 Daily / Monthly / Yearly accounting functions

5.1. Daily Functions

- Batch Update
- Customer Import / Export
- Supplier Import / Export

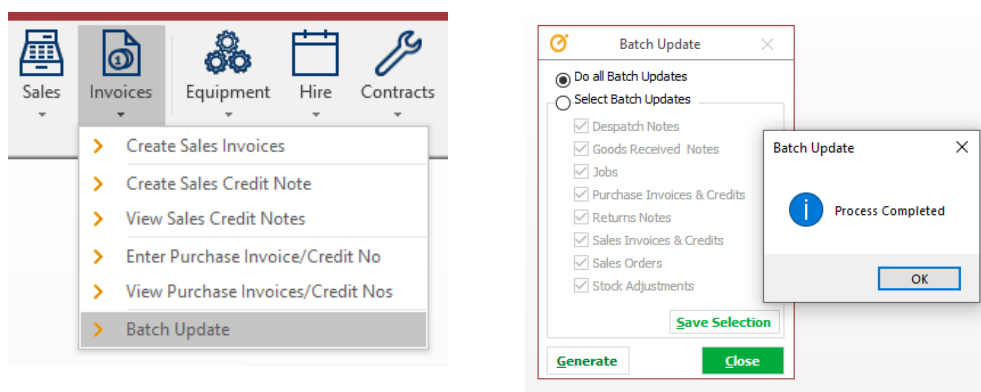
5.1.1 Batch Update

Batch updating sends all nominal, sales and purchasing postings across to your Accounts System.

This can be performed whenever appropriate on an ad-hoc basis.

This function can also be scheduled to happen automatically (typically outside working hours) by the Protean scheduler.

- Ensure that **all users log out of Protean** whilst you run the Update. This will prevent any record locking occurring.
- Go to **Invoicing** | select **Batch Update** from the menu:
- We recommend that you leave the default position of '**Do all Batch Updates**' unless not following full Protean accounts integration ([see Appendix D](#)).
- Once you have made your selection click the **Generate** button. Protean will process the selected elements, collate any pending transactions since the last Batch Update was run and then output it to your accounts.
- On completion a message stating "**Process Complete**" will be displayed.



If carrying out 'Select Batch Updates' the system requires nominal integration to be setup in a specific way to prevent anomalies in your accounts system. We advise you seek guidance from protean consultants prior to running any selected batch updates.

Protean accounts setup v2.00

5.1.2 Import / Export (Customers & Suppliers)*

See notes on Parent/Child system before running either of these.

The Import function(s) update Protean with any new invoice customers/suppliers (Sales or Purchase accounts), address changes on existing customers and account information from your accounts system, for example credit hold status, credit limit, and current balance.

The Export function(s)* update your accounts system with any new invoice customers/suppliers (Sales or Purchase accounts), address changes, and some other key information, for example credit hold status and credit limit.

*Note the customer export function cannot be performed when linking to some accounts packages

These functions can be performed whenever appropriate on an ad-hoc basis, and do not require users to be logged out of either Protean or your accounts system.

This function can also be scheduled to happen automatically (typically outside working hours) by the Protean scheduler.

Note – the Parent System for creating and updating records in needs to be defined, and this can be either Protean or your accounts system, and can be different for Customers / Suppliers. This is important because address changes in the Primary system will pass to the child system. Once a primary system has been selected, this will influence the order that the import / exports should take place.

Please see below table for more information.

Parent System	1 st Process	2 nd Process	3 rd Process	4 th Process
Protean	Export Customers	Import Customers	Export Suppliers	Import Suppliers*
Accounts System	Import Customers	Export Customers*	Import Suppliers	Export Suppliers*

*these processes are not necessarily required unless new accounts are potentially created in both Parent and child systems.

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5.2 Monthly Functions

- Reconciliation
- Period End

5.2.1 Reconciliation

To follow best practice it is advised that reconciliations between Protean and your accounts system are carried out on a periodic (at least monthly basis). The reasons for this are as follows.

- Consolidate understanding of the Protean accounting principles and the postings made to your accounts system.
- Promptly Identify any errors or mis-postings made due to incorrect or inconsistent accounts setup (see items in [section 3](#)).
 - This could be either due to original setup, or if setup has been amended by an end user – e.g. a new job type added.
 - Any errors can be amended in your accounts system and then the Protean setup ([section 3](#)) can be amended so that future transactions go to the correct place.
- Promptly identify any incorrect journals made directly in your accounts system on nominal codes that should only have entries made to them from Protean
 - For example a journal incorrectly made to adjust Work In Progress or Parts stock.

Note – It is best practice to carry out a batch update between Protean and your accounts system prior to reconciling the two systems.

- a) Perform batch update (see 5.1)
- b) Run (print / save to file for and audit purposes) reports from Protean to check against balances / postings in your accounts system.

Reports System	Report from Protean	Reconcile with
The following reports should match the exact balance of the nominal codes in your accounts system.		
Job	Work In Progress (Project vs Non Project WIP if following full staged payment method.)	Work In Progress Nominal code
Goods Received	Parts Purchase Accrual	Parts Purchase Accrual
Goods Received	Miscellaneous Purchase Accrual	Misc Purchase Accrual
Goods Received	Equipment Purchase Accrual	Equip Purchase Accrual
Stock	Stock Valuation	Parts Stock
Equipment	Equipment In Stock	Equipment Stock
The following reports will assist with general reconciliation		
Equipment	Asset Equipment Listing	Save to file to assist with audit trail
Sales Invoicing	Nominal Ledger Postings Summary	Review for current period, will summarise all Protean postings for period.
Sales Invoicing	Nominal Ledger Postings Detailed	Reconcile any individual postings if any of the above reports do not match.
Sales Invoicing	Nominal Ledger Postings Detailed – Protean suspense account	Ensure balance for period is Zero

Protean accounts setup v2.00

Sales Invoicing	Nominal Ledger Postings Detailed – Misc valuation account(s) if relevant.	Review – Potentially journal items from this account(s) in your accounts system.
-----------------	--	--

- c) Review above reports and carry out actions if necessary
 - a. Work In Progress – Complete / Invoice jobs
 - b. Purchase accrual reports – review open goods received notes from prior months

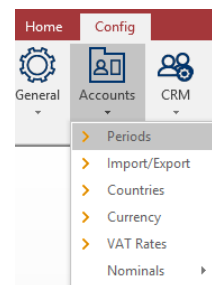
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5.2.2 Period End

A period end is required to be run at the beginning of a new financial period. Running a period end performs several operations these are:

- Move tax point on so invoices automatically get raised in the new period.
- Calculate period profit information used by the profit analysis system.
- Depreciate any equipment that have been capitalised as assets.
- Perform any finance calculations on leased/financed equipment.

1. Go to **Config | Accounts | Account Periods** on the menu:



2. The Current Period is displayed at the top of the form:

A screenshot of the 'Accounting Periods' form in Protean. The form has a header section with 'Protean', 'Accounts System', and 'Financial Year' tabs. Below this, there are fields for 'Period' (set to Apr-2020), 'Nominal Period' (set to Feb-2020), 'Purchase Period' (set to Dec-2019), 'Start Date' (01/01/2020), and 'End Date' (31/12/2020). The main part of the form is a table with columns: Ledger Month, End Date, Ledger Period, Working Days, Nominal Ledger, and Purchase Ledger. The table lists months from Apr-2020 to Dec-2021. The 'Apr-2020' row is highlighted. At the bottom of the form, there are buttons: 'Add Next', 'Delete Last', 'Period End', and 'Close'.

On the **Accounts Periods** screen there are two drop down fields that allow you to tell Protean what your current open periods are for your Nominal & Purchase ledgers. By doing this Protean can detect which periods have been closed and prevent any transactions being generated that will hit the accounts system with incorrect dates on them.

If Protean detects a transaction date for a closed period then it automatically changes the date to the first day of the current month.

For example:

Current Nominal Period is Aug-2020. This means that July-2020 and all previous periods have been closed. Protean detects a transaction date of 15th July 2020 and changes it to 1st August 2020

In order for this to work correctly you must ensure that when the period is closed on your accounts that you update the periods here in the **Account Periods** screen.

Protean accounts setup v2.00

If after your Period End you do not want any Nominal or Purchase Transactions going into previous periods then you can manually change them ready for the next period.

To do this

1. Go to **Config | Accounts | Account Periods** on the menu.
2. Click on the drop down boxes for Nominal and Purchase and select the new period that you are now in.
3. Check to make sure that the Period you wish to move into has been created at the bottom of the list of Periods. If not, create it now by clicking the Add Next button at the bottom of the screen. Also add the Ledger Period (if your accounts package is period based). Working Days will be calculated automatically by the system.
4. Click the **Period End** Button. The system will ask you if you are sure you want to perform the period end, in case you clicked it by accident. Click on the Yes button.
5. The Period End will now run and when finished will display the message: *'Period End Completed'*.

Why do I need to run a Period End?

If your accounts software is period based e.g., Pegasus Opera, then keeping up to date on the Period Ends in Protean is very important. Protean is performing the functions of an Invoicing Ledger, Stock Control, Job Costing and so forth and it is important to generate the postings from Protean so that they tie up with the correct periods in your accounts software. Running Period Ends on Protean is just as important as any ledgers in your accounts.

Even if your software is not period driven e.g. Sage line 50, the Period End routine still performs an important function in advancing the Tax Point for invoicing purposes and running equipment depreciation.

Best Practice

No matter what accounts software you operate or even if Protean is not linked to an accounts package, you may still need to run regular Period Ends. This will ensure that users cannot mistakenly date transactions with invalid dates.

5.3 Yearly accounting functions

There are no end of year accounting functions in Protean.

Protean accounts setup v2.00

6 Additional Accounts Settings

6.1 Method for dealing with Misc positing's related to jobs.

The key protean system setting for accounts related to how miscellaneous cost of sales, and sales postings are made when Misc items are used for Jobs.

This system setting is: *Job Analyse Misc Items from Job type nominals*.

This setting will define the behaviour of **all** Misc postings related to Jobs.

This setting can only be changed by contacting Protean support.

To check which option is currently selected in your Protean, either contact Protean support, or check any job type setup on Protean as detailed below.

Job Analyse Misc Items from Job type nominals – Set to No

If this is set to No, then all Misc postings will use the nominal codes from the Miscellaneous Nominal Codes setup screen on Protean – see [sections 2](#) and [3.2.4](#) for more information.

Valuation Account - Misc Type

Cost of Sale Account - Misc Type

Sales Account - Misc Type

Example job type – No White boxes or nominal codes in Misc Cost / Charge Section

A screenshot of a software interface showing the 'Misc Cost' and 'Misc Charge' sections. The 'Misc Cost' section has a blue header and a white input field. The 'Misc Charge' section has a blue header and a white input field. Below these fields are three buttons: 'OK', 'Cancel', and 'Apply'.

Job Analyse Misc Items from Job type nominals – Set to Yes

If this is set to Yes, then some Job related Misc postings will use the nominal codes from the Job types setup screen on Protean – see [sections 2, 3.3, 3.6](#) for more information.

Valuation Account - Misc Type

Cost of Sale Account - Job Type

Sales Account - Job Type

Example job type – White boxes and nominal codes in Misc Cost / Charge Section.

A screenshot of a software interface showing the 'Misc Cost' and 'Misc Charge' sections. The 'Misc Cost' section has a blue header and two white input fields containing '5002' and '0'. The 'Misc Charge' section has a blue header and two white input fields containing '4002' and '0'. Below these fields are three buttons: 'OK', 'Cancel', and 'Apply'.

Protean accounts setup v2.00

6.2 Cost Centres and Departments

Protean facilitates the use of both departments and cost centres as additional levels of analysis in most of the accounts systems that it integrates with, when posting transactions to the nominal ledger. There are some variations on the extent of the integration, with some accounts systems supporting both departments and cost centres, while others only departments. All the main systems support departments whilst some of the large accounts systems support both. Please check with Protean which levels of analysis your account systems supports, prior to setting up.

Departments are generally better suited when you want to analyse transactions based the type of work carried out or the service being provided. Cost Centres are generally better suited when analysis is required based on a division, depot or profit centre.

Departments

Department analysis is available in all places where you assign nominal codes throughout Protean and are directly associated to the nominal code.

Please see some examples below:

Miscellaneous Nominal Codes					
Description	Cost	Price	Valuation (BS) Acc	Cost of Sale Acc	Sales Acc
	Stock Type	Valuation (BS) Dpt	Cost of Sale Dpt	Sales Dpt	
▶ Consumables	£0.00	£20.00 5002	5002	4002	
	Consumables	0	0	0	
Environmental Charge	£0.00	£0.00 5002	5002	4000	
	Consumables	0	0	0	

Job Type - Call Out

General Charges Accounts Misc Items Inspections

☒ Creates Invoices

☒ Print Fault, Cause & Action

☒ Print job header detail

☒ Print visit summary

☐ Print visit reports

☒ Hide zero parts

☒ Summarise parts

☐ Print equipment list

☐ Print combined Labour Rates

☐ Summarise

☐ Average Rates

☒ Combine Travel

☐ Print equipment category summary

☐ Print equipment with parts and misc

☐ Updates Equipment Value

☐ Recharge for labour

☐ Recharge for parts

☐ Recharge for misc

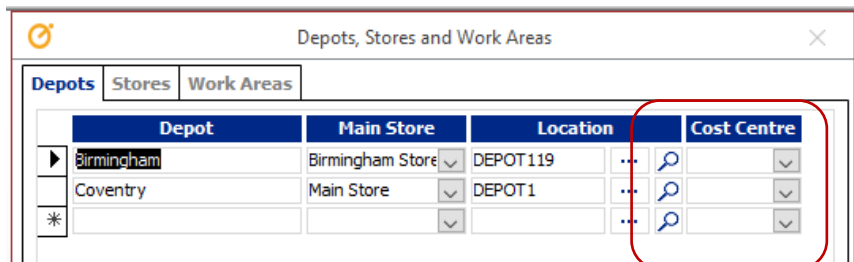
Nominal codes	Account	Dept	Account	Dept
Labour Cost	1017		1002	0
Labour Charge	4000	0	4000	
Parts Cost	5000		1002	0
Parts Charge	4000	0	4000	
Misc Cost				
Misc Charge	4000	0		

OK Cancel Apply

Protean accounts setup v2.00

Cost Centres

Cost Centres are associated to Depots and as such are generally assigned to transactions depending on the depot that the person raising the transaction is linked to. However, if you have the setting 'Job Default Depot From Site' this may cause inconsistencies in the application of cost centres, based on users.



Depot	Main Store	Location	Cost Centre
Birmingham	Birmingham Store	DEPOT119	
Coventry	Main Store	DEPOT1	
*			

Swapping Department for Cost Centres and Vice versa

In some account systems, Departments are the primary level of analysis after nominal codes, whilst in others it's Cost Centres. To manage this you can use the System - Setting 'Ledger Swap Analysis' which determines if Departments will be treated as Cost Centres and Cost Centres will be treated as Departments, when the postings are made to the accounts system.

Protean accounts setup v2.00

6.3 Currencies

This area of Protean allows you to maintain unlimited currencies and exchange rates for use in Protean:

No	Currency	Code	Sign	Exchange Rate	
				Purchases	Sales
1	Pound Sterling	GBP	£	1.000000	1.000000
2	Euro	EUR	€	1.191250	1.100000
3	US Dollar	USD	\$	1.500000	1.500000
*					

Base Currency: Pound Sterling

Buttons: Delete, Close

1. Go to **Config | Accounts | Currency** on the menu.
2. Locate the correct Exchange Rate you wish to change and simply overwrite it with the new rate.
3. Click **Close** to close the Currency screen and save your changes.

Note: - These are used as default suggested exchange rates for Purchases / Sales and can be amended if needed on a transactional basis (e.g. on the job / sales order / purchase order). Exchange rates can also be adjusted for purchases at the purchase invoice stage.

Protean accounts setup v2.00

6.4 Other Config Settings

The following settings within **Config ! General ! Settings** set or change default behaviour relating to accounts integration. For more information about system settings please see [Appendix F / support.proteansoftware.com](#) - a consultancy session may be required if you need further guidance.

Accounts System

Select your current accounts system for integration from this setting.

Note – if you are due to upgrade your accounts system, check if the latest version is in this setting prior to upgrading your accounts system, if it is not please contact Protean support for guidance.

Carriage Apportionment default

If you want to have Carriage Apportionment turned on by default then set the *Purchase Carriage Apportionment Default* to 'Yes'. This will mean that by default on every goods received note the Carriage Apportionment box is ticked.

Multi-Currency

If you wish to operate in multiple currencies then this setting needs to be set to 'Yes'.

NOTE – if you are integrating with an accounts system, then this system must also be capable of working in multiple currencies.

Credit Limit Zero means no credit allowed

This setting is very important to understand – if set to YES, then a zero credit limit means a customer has no credit facility and would need to pay in advance for goods.

If set to NO – this means a customer with a zero credit limit has no limit applied – so unlimited credit.

Customer Balance Excludes Pending Charges

Typically the customer balance on Protean shows values of items in Protean that have yet to be invoiced (any jobs or sales orders currently in progress). Changing this setting to 'Yes' would mean that the customer balance in Protean would be the balance from your accounts system plus any invoices raised in Protean that haven't yet been batch updated to your accounts system.

Customer Due Date Code Default

The default payment terms applied to new customers created in Protean.

Ledger Sales Ledger Posting Narrative

This setting gives some control over the information passed to an accounts system from a sales invoice – not this is only applicable to certain accounts packages.

Ledger Replace Maintenance Contract No with Reference

This setting controls whether the contract number, or customers order number is passed to your accounts package with a maintenance contract invoice.

Ledger Swap Analysis

This setting would determine if departments in Protean post to Cost Centres in your accounts package and vice versa.

Note – we strongly advise this setting does not get changes without having a consultancy session with a Protean consultant.

Protean accounts setup v2.00

Supplier Due Date Code Default

This setting controls the default payment terms for any supplier created in Protean.

Job Analyse Misc Items from Job Type Nominals

See [section 5.1](#) for more guidance, this setting can only be changed by contacting Protean support.

Depreciation Method

If running equipment asset or equipment stock depreciation then this setting determines the method used. The choices are: Straight Line / Reducing Balance.

Invoicing Tax Point Default from Today

When you generate a Sales Invoice the system pops up the Tax Point for you to confirm. This can either look at the current Accounts Period or simply default to 'today' using this setting.

For example: Today is 5th September. You have not yet run your August period end. If you were to create an invoice with this setting set to 'NO', then the Tax Point would default to 31st August. If it was set to 'YES' it would default to 5th September.

Note – we strongly advise this setting does not get changes without having a consultancy session with a Protean consultant.

Protean accounts setup v2.00

Appendix A – Nominal Links Postings

Below is a description of the postings made by each of the above nominal links.

Accumulated Asset Depreciation

Type: Balance Sheet

Outline: The control account for asset depreciation.

Postings Made:

Sell Asset Equipment

DR Cost of Equipment Asset Sales
CR Fixed Assets at Cost
CR Sale of Equipment Assets
CR Fixed Assets at Cost
DR Accumulated Depreciation

Run Depreciation

DR Asset Depreciation Cost
CR Accumulated Depreciation

Retire Asset Equipment

DR Equipment Retirements
CR Fixed Assets at Cost
DR Accumulated Depreciation

Return Equip to Stock

DR Equipment Stock
CR Fixed Assets at Cost
DR Accumulated Depreciation

Asset Depreciation Cost

Type: Profit & Loss

Outline: This P&L account records the monthly depreciation values for the capital assets on Protean.

Postings Made:

Run Period End (runs depreciation)

DR Asset Depreciation Cost
CR Accumulated Depreciation

CIS Labour (Sage 50 only)

Type: Control Account

Outline: This account is used to update Sage 50 CIS module with subcontractor labour postings. This needs to be the same account as the default CIS Labour account in Sage e.g. 6500.

Postings Made:

Run Batch Update

DR CIS Labour
CR CIS Labour

CIS Materials (Sage 50 only)

Type: Control Account

Outline: This account is used to update Sage 50 CIS module with subcontractor material postings. This needs to be the same account as the default CIS Materials account in Sage e.g. 6501.

Postings Made:

Run Batch Update

DR CIS Materials
CR CIS Materials

Protean accounts setup v2.00

Cost of Cross Hire

Type: Profit & Loss

Outline: This account holds the costs of cross-hiring equipment.

Postings Made:

Book In a Equip Hire Purchase Order

DR	Cost of Cross Hire
CR	Purchase Order Accrual
DR	Goods Inward Carriage

Cost of Equipment Asset Sales

Type: Profit & Loss

Outline: This account holds the costs associated with the sale of Asset Equipment.

Postings Made:

Raise Invoice for sale of Asset Equipment

DR	Cost of Equipment Asset Sales
CR	Fixed Assets at Cost
CR	Fixed Assets at Cost
CR	Sale of Equipment Assets
DR	Accumulated Depreciation

Cost of Equipment Asset Sales (used)

Type: Profit & Loss

Outline: This account holds the costs associated with the sale of Asset Equipment.

Postings Made:

Raise Invoice for sale of Asset Equipment

DR	Cost of Equipment Asset Sales (used)
CR	Fixed Assets at Cost
CR	Fixed Assets at Cost
CR	Sale of Equipment Assets (used)
DR	Accumulated Depreciation

Cost of Equipment Stock Sales

Type: Profit & Loss

Outline: This account holds the costs associated with the sale of Stock Equipment.

Postings Made:

Raise Invoice for sale of Equipment

DR	Cost of Equipment Sales
CR	Sale of Equipment
CR	Equipment Stock

Protean accounts setup v2.00

Cost of Equipment Stock Sales (used)

Type: Profit & Loss

Outline: This account holds the costs associated with the sale of Stock Equipment.

Postings Made:

Raise Invoice for sale of Equipment

DR	Cost of Equipment Sales (used)
CR	Sale of Equipment (used)
CR	Equipment Stock (used)

Cost of Equipment Transport

Type: Profit & Loss

Postings Made:

Mark transport note as arrived

DR	Cost of Equipment Transport
CR	Miscellaneous Purchase Accrual

Cost of Parts Stock Sales

Type: Profit & Loss

Outline: This account records the cost of Parts sold on Sales Orders (over counter).

Postings Made:

Raise Invoice from Parts Despatch Note

DR	Cost of Stock Sales
CR	Sale of Stock
CR	Goods Outward Carriage
CR	Sale of Stock Accrual

Equipment Meter Billing

Type: Profit & Loss

Outline: Holds the value of maintenance contract invoice revenue based on equipment meter readings.

Postings Made:

Raise Invoice

DR	Trade Debtors
CR	Equipment Meter Billing

Equipment Purchase Accrual

Type: Balance Sheet

Outline: The Equipment Purchase Accrual account holds the balance of Equipment you have received (booked in) but not yet been invoiced for. It receives postings when you book-in a Purchase Order and then you analyse your Purchase Invoices to this account, they net off leaving you with a balance representing un-invoiced deliveries.

Postings Made:

Book-In Purchase Order

DR	Equipment Stock
CR	Equip Purchase Accrual
DR	Goods Inward Carriage

Post Purchase Invoice

DR	Equip Purchase Accrual
CR	Trade Creditors

Protean accounts setup v2.00

Equipment Retirements

Type: Profit & Loss

Outline: This account is used to record the scrapping/writing off of equipment

Postings Made:

Retire Stock Equipment

DR Equipment Retirements
CR Equipment Stock

Retire Asset Equipment

DR Equipment Retirements
CR Fixed Assets at Cost
DR Asset Depreciation

Equipment Revaluation

Type: Profit & Loss

Outline: This account is used to record the revaluing of equipment. IE Change the Current Value on the equipment record.

Postings Made:

Revalue Stock Equipment

Increase equipment value

CR Equipment Revaluation
DR Equipment Stock

Decrease equipment value

DR Equipment Revaluation
CR Equipment Stock

Equipment Stock

Type: Balance Sheet

Outline: The Balance Sheet account that acts as a holding account for your Stock of Equipment (for resale).

Postings Made:

Capitalise Equipment

DR Fixed Assets at Cost
CR Equipment Stock

Return Equip to Stock

DR Equipment Stock
CR Fixed Assets at Cost
DR Asset Depreciation

Sell Stock Equipment

DR Cost of Equipment Sales CR
CR Equipment Stock
CR Sale of Equipment Stock

Retire Equipment

Equipment Stock
DR Equipment Retirements

Purchase Equipment

DR Equipment Stock
CR Purchase Order Accrual
CR Goods Inward Carriage

Equipment Revaluation (inc)

DR Equipment Stock
CR Equipment Revaluations

Equipment Revaluation (dec)

DR Equipment Revaluations
CR Equipment Stock

Protean accounts setup v2.00

Equipment Stock (used)

Type: Balance Sheet

Outline: The Balance Sheet account that acts as a holding account for your Stock of Equipment (for resale).

Postings Made:

Capitalise Equipment

DR Fixed Assets at Cost
CR Equipment Stock (used)

Return Equip to Stock

DR Equipment Stock (used)
CR Fixed Assets at Cost
DR Asset Depreciation

Sell Stock Equipment

DR Cost of Equipment Sales (used)
CR Equipment Stock (used)
CR Sale of Equipment Stock (used)

Retire Equipment

CR Equipment Stock
DR Equipment Retirements

Purchase Equipment

DR Equipment Stock (used)
CR Purchase Order Accrual
CR Goods Inward Carriage

Equipment Revaluation (inc)

DR Equipment Stock (used)
CR Equipment Revaluations

Equipment Revaluation (dec)

DR Equipment Revaluations
CR Equipment Stock (used)

Equipment Stock Depreciation Cost

Type: Profit & Loss

Outline: This P&L account records the monthly depreciation/write down values for the equipment stock assets on Protean.

Postings Made:

Run Period End (runs depreciation/write down)

DR Stock Depreciation Cost
CR Accumulated Depreciation

Equipment Trade-In Discount

Type: Profit & Loss

Outline: This account holds the sales value of the trade-in, i.e. the amount you would take off the bill for the new equipment purchased.

Postings Made:

Raise Invoice for sale of Equipment

DR Trade Debtors
CR Equipment Trade-In Discounts

Protean accounts setup v2.00

Equipment Trade Suspense

Type: Profit & Loss

Outline: This account holds the cost value of the trade-in equipment you are receiving i.e. the current value.

Postings Made:

Book-In Trade-In Item

DR Equipment Stock
CR Equipment Trade-In Suspense

Exchange Rate Gain/Loss

Type: Profit & Loss

Outline: This account is used for recording any differences between the goods received note and the purchase invoice values that relate to exchange rate differences. The other side of any journal would be the appropriate accrual account.

Postings Made:

Batch Update Purch Inv (that has diff. exch. rate to PO/GRN)

DR Received Stock Accrual / Misc Purch Accrual / Equip Stock Accrual
CR Exchange Rate Gain/Loss

NB: Signs on journal dependant on whether gain or loss.

Fixed Asset at Cost

Type: Balance Sheet

Outline: The Balance Sheet account that acts as a holding account for your fixed (capital) assets.

Postings Made:

Capitalise Equipment

DR Fixed Assets at Cost
CR Equipment Stock

Return Equip to Stock

DR Equipment Stock
CR Fixed Assets at Cost
DR Asset Depreciation

Sell Asset Equipment

DR Cost of Equip Asset Sales
CR Fixed Assets at Cost
DR Asset Depreciation
CR Fixed Assets at Cost
CR Sale of Equipment Assets

Retired Asset Equipment

DR Equipment Retirements
CR Fixed Assets at Cost
DR Asset Depreciation

Goods Inward Carriage

Type: Profit & Loss

Outline: Any carriage costs from Purchase Orders will be posted here.

Postings Made:

Book-In Order (Parts, Equip or Misc)

DR Goods Inward Carriage
DR Bal Sheet Valuation Account (various)
CR Received Stock or Purchase Order Accrual

Protean accounts setup v2.00

Goods Outward Carriage

Type: Profit & Loss

Outline: Any carriage revenues from Sales Orders will be posted here.

Postings Made:

Raise Sales Invoice (for Parts, Equip or Misc)

CR	Goods Outward Carriage
DR	Costs of Sales Account (various)
CR	Sales Account (various)

Labour Recovery

Type: Balance Sheet/Profit & Loss

Outline: The Labour Recovery account serves as an accumulation point for all the labour values posted to Jobs (WIP) whether through a timesheet or straight onto a Job. Protean makes no further postings to this account. These credits should be used to go against the Cost of Sale values (debits) posted when Jobs are completed.

Postings Made:

Add Labour Session to Job

CR	Labour Recovery
DR	Work In Progress

Post Timesheet to Job

CR	Labour Recovery
DR	Work In Progress

Landed Cost Returns

Type: Profit & Loss

Outline: This account is used for recording the value of any Landed Costs on items being returned to the Supplier. For example if a Part has been booked in at £120 (£100 cost of part and £20 LC) then if returned the system splits out the Landed Cost element as below.

Postings Made:

Return a Landed Cost Part

DR	Landed Cost Returns (with value of LCs)
DR	Received Stock Accrual (with value of Part)
CR	Parts Stock (with total value)

Miscellaneous Purchase Accrual

Type: Balance Sheet

Outline: The Miscellaneous Order Accrual account holds the balance of Misc Items you have received (booked in) but not yet been invoiced for. It receives postings when you book-in a Purchase Order and then you analyse your Purchase Invoices to this account, they net off leaving you with a balance representing un-invoiced deliveries (for Misc Items).

Postings Made:

Book-In Purchase Order

DR	Misc account
CR	Misc Purchase Accrual
DR	Goods Inward Carriage

Post Purchase Invoice

DR	Misc Purchase Accrual
CR	Trade Creditors

Protean accounts setup v2.00

Parts Purchase Accrual

Type: Balance Sheet

Outline: The Received Stock Accrual account holds the balance of Parts you have received but not yet been invoiced for. It receives postings when you process a GRN and then you analyse your Purchase Invoices to this account, they net off leaving you with a balance representing uninvoiced deliveries (for Parts only).

Postings Made:

Raise Goods Received Note (Parts)

DR Parts Stock (or WIP if for a Job)
CR Received Stock Accrual
DR Goods Inward Carriage

Post Purchase Invoice

DR Received Stock Accrual
CR Trade Creditors

Parts Stock

Type: Balance Sheet

Outline: This is the valuation account for Stock Parts. Receipts are added in and issues taken from this account. The balance on this account should agree to the Stock Valuation report in Stock Report in Protean.

Postings Made:

Raise GRN for Parts Receipt

DR Parts Stock
CR Received Stock Accrual
DR Goods Inward Carriage

Raise Despatch Note

CR Parts Stock
DR Sale of Stock Accrual

Issue Parts to Job

CR Parts Stock
DR Work In Progress

Stock Adjustment (inc)

DR Parts Stock
CR Account Specified in Stock Adj Categories

Stock Adjustment (dec)

CR Parts Stock
DR Account Specified in Stock Adj Categories

Purchase Invoice Differences

Type: Profit & Loss

Outline: This account is used for recording any differences between the goods received note and the purchase invoice values. The other side of any journal would be dependent on whether the items were still in stock or had already moved on. In the following example we will look at Parts Stock purchases.

Postings Made:

Batch Update Purch Inv (that has different value to PO/GRN) where Parts already sold

DR Purch Inv Differences
CR Received Stock Accrual

Batch Update Purch Inv (that has different value to PO/GRN) where Parts still in stock

DR Stock Valuation
CR Received Stock Accrual

NB Signs on journal dependant on whether 'gain' or 'loss' on value.

Protean accounts setup v2.00

Purchase Return Differences

Type: Profit & Loss

Outline: This account is used for recording any differences between the Credit Note and Returns Note raised.

Sale of Equipment Assets

Type: Profit & Loss

Outline: Holds the value of sales of equipment assets (capital items).

Postings Made:

Raise Invoice

CR	Fixed Assets at Cost
CR	Sale of Equipment Assets
DR	Cost of Equipment Asset Sales
DR	Asset Depreciation
CR	Fixed Assets at Cost

Sale of Equipment Assets (used)

Type: Profit & Loss

Outline: Holds the value of sales of equipment assets (capital items)

Postings Made:

Raise Invoice

CR	Fixed Assets at Cost
CR	Sale of Equipment Assets (used)
DR	Cost of Equipment Asset Sales (used)
DR	Asset Depreciation
CR	Fixed Assets at Cost

Sale of Equipment Provision

Type: Profit & Loss

Outline: This P&L account records the sales value of Equipment Sales that have been invoiced prior to despatch.

Postings Made:

Invoice Prior to Despatch

DR	Trade Debtors
CR	Equipment Sales Provision

Despatch after Invoice

DR	Equipment Sales Provision
CR	Sale of Equipment Stock

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Sale of Equipment Stock

Type: Profit & Loss

Outline: Holds the value of sales of equipment stock.

Postings Made:

Raise Invoice

CR Equipment Stock
CR Sale of Equipment Stock
DR Cost of Equipment Sales
DR Trade Debtors
CR VAT Control

Sale of Equipment Stock (used)

Type: Profit & Loss

Outline: Holds the value of sales of equipment stock.

Postings Made:

Raise Invoice

CR Equipment Stock (used)
CR Sale of Equipment Stock (used)
DR Cost of Equipment Sales (used)
DR Trade Debtors
CR VAT Control

Sale of Parts Stock

Type: Profit & Loss

Outline: Holds the value of sales of Stock Parts (over counter).

Postings Made:

Raise Invoice from Parts Despatch Note

CR Sale of Stock
DR Cost of Stock Sales

Sale of Parts Stock Accrual

Type: Balance Sheet

Outline: The Sale of Stock Accrual account is designed to enable you to see the value of Parts despatches you have not yet invoiced. It does this by receiving one posting when a parts despatch note is processed and another when the invoice, from the despatch note, is raised. Thus the balance on the account represents un-invoiced despatches.

Postings Made:

Raise a Parts Despatch Note

DR Sale of Stock Accrual
CR Parts Stock

Raise the Sales Invoice

CR Sale of Stock Accrual
CR Sale of Stock
CR Goods Outward Carriage
DR Cost of Stock Sales
AND other relevant invoice postings

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Sales Batch Suspense

Type: Balance Sheet / Suspense Account

Outline: The Batch Suspense account serves as a temporary posting account for sales invoice runs generated from Protean. All invoices 'bounce' in and out of this account. As with other suspense accounts the balance should always be zero. We recommend that you create a separate suspense account for Protean, rather than using your normal suspense account due to the number of transaction that will pass through.

Postings Made:

Raise Sales Invoices

DR Batch Suspense (Individual invoices)
CR Batch Suspense (Run Total)

Sales Control

Type: Balance Sheet

Outline: The Sales Control account (also known as Trade Debtors) receives postings from transactions that take place in the Sales Ledger. When an invoice is posted on a sales account the total gross value is posted here, and when the customer pays the invoice the cash received also comes here. Therefore the balance on the Trade Debtors account is your current debtors (sales) value.

Postings Made:

Raise Invoice

DR Batch Suspense
CR Batch Suspense
DR Sales Control
CR VAT Control
CR Sales Account

Also posts invoice to relevant SL account

Raise Credit Note

DR Batch Suspense
CR Batch Suspense
DR VAT Control
CR Sales Control
DR Sales Account

Also posts credit note to relevant SL account

Work In Progress

Type: Balance Sheet

Outline: The Work In Progress account, or WIP as it is usually known, serves as a holding account for jobs currently in progress (hence the title). When you put Part or Labour on a Job the cost value of these items is added to WIP. When a Job is completed the values for that Job are removed. Hence the balance on the WIP account is your current spending on Jobs.

Postings Made:

Adding a Labour Session to a Job

DR Work In Progress
CR Labour Recovery

value of Parts)

Complete a Job

CR Misc Cost of Goods Sold Account
CR Work In Progress (with value of Labour)
CR Work In Progress (with

DR Labour Cost Account from Job Type
DR Material Cost Account from Job Type
DR Misc Cost of Sales Account

Timesheet Posting to a Job

DR Work In Progress
CR Labour Recovery

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Adding Part(s) to a Job

DR Work In Progress
CR Parts Stock

Book in a Part for Job Purchase Order

DR Work In Progress
CR Received Stock Accrual
DR Goods Inward Carriage

Removing a Labour Session from a Job

DR Labour Recovery
CR Work In Progress

Removing Part(s) from a Job

DR Parts Stock
CR Work In Progress

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Appendix B – Breakdown of Protean nominal postings

Purchasing Postings

Parts for Stock

DR	Parts Stock	With Cost of Parts
CR	Parts Purchase Accrual	With GRN Total
DR	Goods Inward Carriage	With Carriage

Parts for Job

DR	Work In Progress	With Cost of Parts
CR	Parts Purchase Accrual	With GRN Total
DR	Goods Inward Carriage	With Carriage

Equipment

DR	Equipment Stock	With Cost of Equipment
CR	Equipment Purchase Accrual	With GRN Total
DR	Goods Inward Carriage	With Carriage

Equipment Hire

DR	Cost of Cross Hire	With Cost of Cross Hire Equipment
CR	Equipment Purchase Accrual	With GRN Total
DR	Goods Inward Carriage	With Carriage

Miscellaneous

DR	Specified Misc Account	With Cost of Misc Item(s) - defined in Misc
NL Codes		
CR	Miscellaneous Purchase Accrual	With GRN Total
DR	Goods Inward Carriage	With Carriage

Miscellaneous for Job

DR	Work In Progress	With Cost of Misc Item(s) - defined in Misc
NL Codes		
CR	Purchase Order Accrual	With Order Value
DR	Goods Inward Carriage	With Carriage

Job Cost Postings

Labour Session

DR	Work In Progress	With Cost of Labour
CR	Labour Recovery	With Cost of Labour

Timesheet Posting

DR	Work In Progress	With Cost of Labour
CR	Labour Recovery	With Cost of Labour

Remove Labour Session

CR	Work In Progress	With Cost of Labour
DR	Labour Recovery	With Cost of Labour

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Parts on Job

DR	Work In Progress	With Cost of Materials
CR	Parts Stock	With Cost of Material

Remove Parts from Job

CR	Work In Progress	With Cost of Materials
DR	Parts Stock	With Cost of Materials

Complete Non-Invoicing Job

CR	Specified Misc Account	With value of Misc Items on Job
CR	Work In Progress	With value of Labour
CR	Work In Progress	With value of Parts
DR	Cost of Parts (Job Type)	With Cost of Parts
DR	Cost of Labour (Job Type)	With Cost of Labour
DR	Cost of Misc Cost of Sales Account Codes	With Cost of Misc Items - defined in Misc NL

Invoicing Postings

Jobs

CR	Work In Progress	With Cost value of Labour
CR	Work In Progress	With Cost value of Parts
CR	Misc Account (Misc NL Codes)	With Cost value of Misc Items
DR	Cost of Labour (Job Type)	With Cost value of Labour
DR	Cost of Parts (Job Type)	With Cost value of Parts
DR	Cost of Misc Items (Misc NL Codes)	With Cost value of Misc Items
CR	Sale of Parts (Job Type)	With Sales value of Parts
CR	Sale of Labour (Job Type)	With Sales value of Labour
CR	Misc Sales Account (Misc NL Codes)	With Sales value of Misc Items
DR	Trade Debtors	With Gross value of Invoice(s)
CR	VAT Control	With VAT element
Also posts Invoice to Sales Ledger Account		

Despatch Notes

CR	Sale of Parts Stock Accrual	With Cost value of Parts
DR	Cost of Parts Stock Sales	With Cost value of Parts
CR	Goods Outward Carriage	With Carriage value
CR	Sale of Parts Stock	With Sales value of Parts
DR	Trade Debtors	With Gross value of Invoice(s)
CR	VAT Control	With VAT Element
Also posts Invoice to Sales Ledger Account		

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Hire Contract

CR	Sales of Hire Extras (Hire Extras)	With Sales value of Hire Extras
DR	Cost of Hire Extras (Hire Extras)	With Cost value of Hire Extras
CR	Sales Account (Hire Contract Type)	With Sales value of Hire Contract
DR	Trade Debtors	With Gross value of Invoice
CR	VAT Control	With VAT Element
Also posts Invoice to Sales Ledger Account		

Maintenance Contract

CR	Sales Account (Maintenance Contract Type)	With Sales value of invoice
DR	Trade Debtors	With Gross Invoice values
CR	VAT Control	With VAT Element
Also posts Invoice to Sales Ledger Account		

Equipment Sale - Stock

CR	Equipment Stock	With Cost value of Equipment
DR	Cost of Equipment Stock Sales	With Cost value of Equipment
CR	Sale of Equipment Stock	With Sales value of Equipment
DR	Trade Debtors	With Gross Invoice value
CR	VAT Control	With VAT Element
Also posts Invoice to Sales Ledger Account		

Equipment Sale - Asset

DR	Cost of Equipment Asset Sales	With Cost of Asset
CR	Fixed Assets at Cost	With Cost of Asset
DR	Accumulated Asset Depreciation	With Accumulated Depreciation
CR	Fixed Assets at Cost	With Accumulated Depreciation
CR	Sale of Equipment Assets	With Sales value
DR	Trade Debtors	With Gross Invoice value
CR	VAT Control	With VAT Element
Also posts Invoice to Sales Ledger Account		

Miscellaneous

CR	Misc Account (Misc NL Codes)	With Cost value of Item
DR	Misc Cost of Sales Account (Misc NL Codes)	With Cost value of Item
CR	Misc Sales Account (Misc NL Codes)	With Sales value of Item
DR	Trade Debtors	With Gross Invoice value
CR	VAT Control	With VAT Element
Also posts Invoice to Sales Ledger Account		

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Stock Postings: Adjustments

Increase Stock

DR	Parts Stock	With value of increase
CR	Adjustment Account (Stock Adjustment Categories)	With value of increase

Decrease Stock

CR	Parts Stock	With value of decrease
DR	Adjustment Account (Stock Adjustment Categories)	With value of decrease

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Appendix C – Sample Nominal links if chart of accounts is based on standard sage 50 setup

Please note, this is just an example – it is very likely your chart of accounts varies from this in some way.

Any decisions about which nominal code to select is your responsibility, if in doubt check with your accountant.

Description	Account Code	Account Code Name (From Sage)
Accumulated Asset Depreciation (BS)	0081	Protean Asset Depreciation
Asset Depreciation Cost (P & L)	8000	Deprecation
CIS Labour	6500	CIS Labour
CIS Materials	6501	CIS Materials
Cost of Cross Hire	5030	Cost of sales - Hire
Cost of Equipment Asset Sales	5021	Cost of Equipment Asset Sales
Cost of Equipment Asset Sales (Used)	5021	Cost of Equipment Asset Sales
Cost of Equipment Stock Sales	5020	Cost of Equipment Stock Sales
Cost of Equipment Stock Sales (Used)	5020	Cost of Equipment Stock Sales
Cost of Equipment Transport	5021	Cost of Equipment Transport
Cost of Parts Stock Sales	5001	Cost of Sales - Parts Stock
Equipment Meter Billing	4005	Sales - Maintenance Contracts
Equipment Purchase Accrual	2110	Protean GRNI - Equipment
Equipment Retirements	6950	Equipment Revaluation & retirements
Equipment Revaluations	6950	Equipment Revaluation & retirements
Equipment Stock	1040	Equipment Stock
Equipment Stock (Used)	1040	Equipment Stock
Equipment Stock Depreciation Cost	8000	Deprecation
Equipment Trade-In Discount	4020	Sales - Equipment
Equipment Trade-In Suspense	5020	Cost of Equipment Stock Sales
Exchange Rate Gains/Losses	7900	Currency Adjustments
Fixed Assets at Cost	0080	Protean - Asset Equipment
Goods Inwards Carriage	5010	Cost of Sales - Carriage
Goods Outwards Carriage	4010	Sales - Carriage
Labour Recovery	1017	Protean Labour Recovery
Landed Cost Returns	5050	Costs of Sales - Landed Costs
Miscellaneous Purchase Accrual	2111	Protean GRNI - Misc
Parts Purchase Accrual	2112	Protean GRNI - Parts
Parts Stock	1003	Protean - Parts Stock
Purchase Invoice Differences	5040	Cost of Sales - Other
Purchase Returns Differences	5040	Cost of Sales - Other
Sale of Equipment Asset	4021	Sales - Hire Machine Asset
Sale of Equipment Asset (Used)	4021	Sales - Hire Machine Asset
Sale of Equipment Provision	4025	Sales - Invoiced Prior to dispatch
Sale of Equipment Stock	4020	Sales - Equipment
Sale of Equipment Stock (Used)	4020	Sales - Equipment
Sale of Parts Stock	4001	Sales - Parts Stock
Sale of Parts Stock Accrual	2113	Protean - Parts Dispatched not invoiced

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Sales Batch Suspense	9997	Protean Suspense Account
Sales Control	1100	Debtors Control Account
Work in Progress	1002	Work In Progress

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Appendix D – Considerations if not following full integration with accounts package.

This section advised on considerations if you are not batch updating all items to your accounts package.

Note – This is only suitable for batch updating either:

- **sales invoices/credits only**
- **Sales invoices/credits and Job**

Any other combination will result in inconsistent accounts postings. (For example an entry to a purchase accrual when receiving goods, but no removal entry from a Purchase invoice).

1. All areas of applicable accounts setup ([section 3](#)) need to be completed.
2. A nominated 'Protean Suspense' nominal code will be required to ensure any transactions that are not required will contra from one to another, this nominal code will receive transactions, but should always have a total balance of zero.
3. Populate these setup areas with valid sales accounts codes (typically in the 4000 range is using sage 50) for any revenue items.
 - a. Nominal links
 - i. Equipment Meter Billing (if applicable)
 - ii. Goods Outwards Carriage
 - iii. Sale of Equipment Asset
 - iv. Sale of Equipment Asset (Used)
 - v. Sale of Equipment Stock
 - vi. Sale of Equipment Stock (Used)
 - vii. Sales of Equipment Provision
 - viii. Sales of Parts Stock
 - b. Job Types
 - i. Chargeable job types only - Any white boxes for sales figures – usually any on the right hand side of the accounts nominal codes box.
 - c. Maintenance contract types
 - i. Sales account code in each maintenance contract type..
 - d. (custom) Job types
 - i. Chargeable job types only - Any white boxes for sales figures – usually any on the right hand side of the accounts nominal codes box.
 - e. Miscellaneous Nominal codes
 - i. The Sales Account column for each nominal code.
 1. This is the right hand column.
 - f. Hire contract types
 - i. Sales account code in each hire contract type.
 - g. Hire extras
 - i. The Sales Account column for each hire extra.
 1. This is the right hand column.
4. Populate these setup areas with the nominated Protean suspense accounts – best practice would be to set one of these up in your accounts system (e.g. code 9997 if using sage 50).
 - a. Nominal links
 - i. All lines not covered by (4a) above.
 - b. Job Types

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- i. All job types - Any white boxes for cost figures – usually any on the left hand side of the accounts nominal codes box.
 - c. Maintenance contract types
 - i. No action other than to review (custom) job types).
 - d. (custom) Job types
 - i. All job types - Any white boxes for cost figures – usually any on the left hand side of the accounts nominal codes box.
 - e. Miscellaneous Nominal codes
 - i. Valuation account column and the cost of sales account column for each nominal code.
 - 1. This is the left hand and middle column.
 - f. Hire contract types
 - i. No action.
 - g. Hire extras
 - i. Valuation account column and the cost of sales account column for each nominal code.
 - 1. This is the left hand and middle column.
- 5. Within the Batch update screen, save the required confirmation
 - a. Sales invoices/credits only.
 - b. Sales invoices/credits and Job.

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Appendix E – Advanced / Alternative behaviour settings

The following settings or configuration items are available within Protean, **to use any of these we strongly advise scheduling a consultancy session with a Protean consultant**, as using or changing these items without reviewing necessary considerations could result in incorrect or inconsistent accounts postings depending which accounts package you are integrating with.

Ledger Swap Analysis

This setting would mean that any department selected in Protean, would post to a cost centre in your accounts system. (Where cost centres are available). And also any cost centre in Protean would post as a department in your accounts system (where available).

Update Equipment Value Job Type(s)

With these the cost of the Job are transferred from Work-In-Progress to the nominated Equipment Stock Account (i.e. it increases the value of equipment stock by the cost of the Job).

More information on setting up these Job Types is contained on page 10 of the guide found here on our Support Website: <https://support.proteansoftware.com/knowledge-base/job-types-setup-guide/>

Recharge Job Type(s)

These would be used if you want to be able to have Jobs that don't raise an invoice but instead recharge the sales value to another department.

More information on setting up these Job Types, is contained on page 9 of the guide found here on our Support Website: <https://support.proteansoftware.com/knowledge-base/job-types-setup-guide/>

Landed Costs

Protean can add landed costs to transactions from supplier's e.g for import duty.

More information on what Landed Costs are and how they're set up, is contained in the two guides found here on our Support Website:

- Landed Costs Types – An Explanation: <https://support.proteansoftware.com/knowledge-base/landed-cost-types-an-explanation/>
- Landed Cost Types – Creation: <https://support.proteansoftware.com/knowledge-base/landed-cost-types-creation/>

Manual Matching

A protean system setting can allow for manual matching of goods received without having a purchase invoice. This can be used if no accounts integration is in place, or if manual journals are going to be completed in your accounts package following any manual matching. **It is strongly advised you consult Protean software before enabling this.**

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Appendix F – Further guidance

End user functions including PI patching documented in End User Protean Accounts user guide.

System Settings Webinar

More information on some of the Global Settings available, is contained in the following webinar:

<https://support.proteansoftware.com/knowledge-base/webinar-global-settings/>

Access rights info

More information on how to administer user access rights, is contained in the user guides found here on our Support Website:

- Standard Guide: <https://support.proteansoftware.com/knowledge-base/access-rights-security-roles-user-guide/>
- Restricting access to certain Reports: <https://support.proteansoftware.com/knowledge-base/access-rights-reports/>
- Restricting Roles from being able to invoice: <https://support.proteansoftware.com/knowledge-base/access-rights-and-invoicing/>
- You might also find the webinar useful as well: <https://support.proteansoftware.com/knowledge-base/webinar-employee-setup-and-security-access-rights/>

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Version Control

Version	Comments	User	Date	Approver
2.0	Amended to Protean 7.4	GB	19/08/20	MH