

# Banana Accounting 7

Introductory Quick-start guide to Banana Accounting.

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## How to install the Program

The installation of the program is completely automatic and requires no detailed technical knowledge:

- Insert the disk into the CD-ROM drive
- In case the Setup program doesn't display automatically, start executing the program yourself with a double click on the **setup.exe** file (Windows) or **Install Banana 7.dmg** (Mac).  
For Linux, launch the CD and execute the specific installation file for one's own Linux distribution.

The program can also be installed directly from our website

[http://www.banana.ch/cms/en/download\\_en](http://www.banana.ch/cms/en/download_en)

### Installation under Windows

All the steps of the installation and the related images can be consulted at the page

<http://www.banana.ch/cms/en/node/3623>

### Installation under Mac

All the steps of the installation and the related images can be consulted at the page

<http://www.banana.ch/cms/en/node/3625>

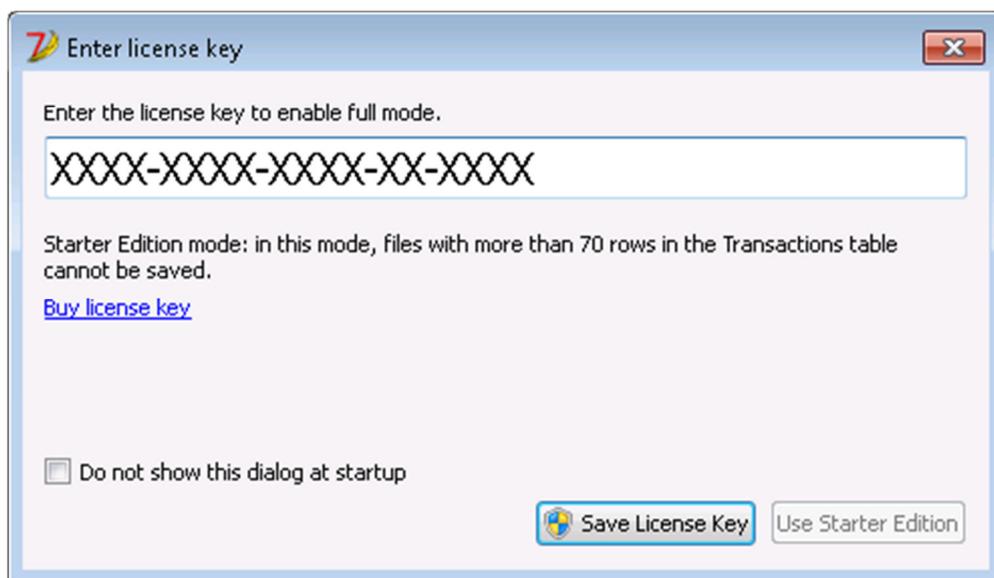
### Installation under Linux

All the steps of the installation and the related images can be consulted at the page

<http://www.banana.ch/cms/en/node/4661>

**At the end of the installation process, the program asks for the license key.**

**Warning! If the license key is not being entered, the program functions in the Starter Edition mode** (where only 70 transaction rows can be entered).



In case Banana has already been installed but the license key has not yet been entered, it can be entered through the **Manage license keys** command of the **Help** menu.

The installation does not alter main or system files and installs nothing in the system directory. A program to remove all the files that have been installed (un-install), is installed at the same time.

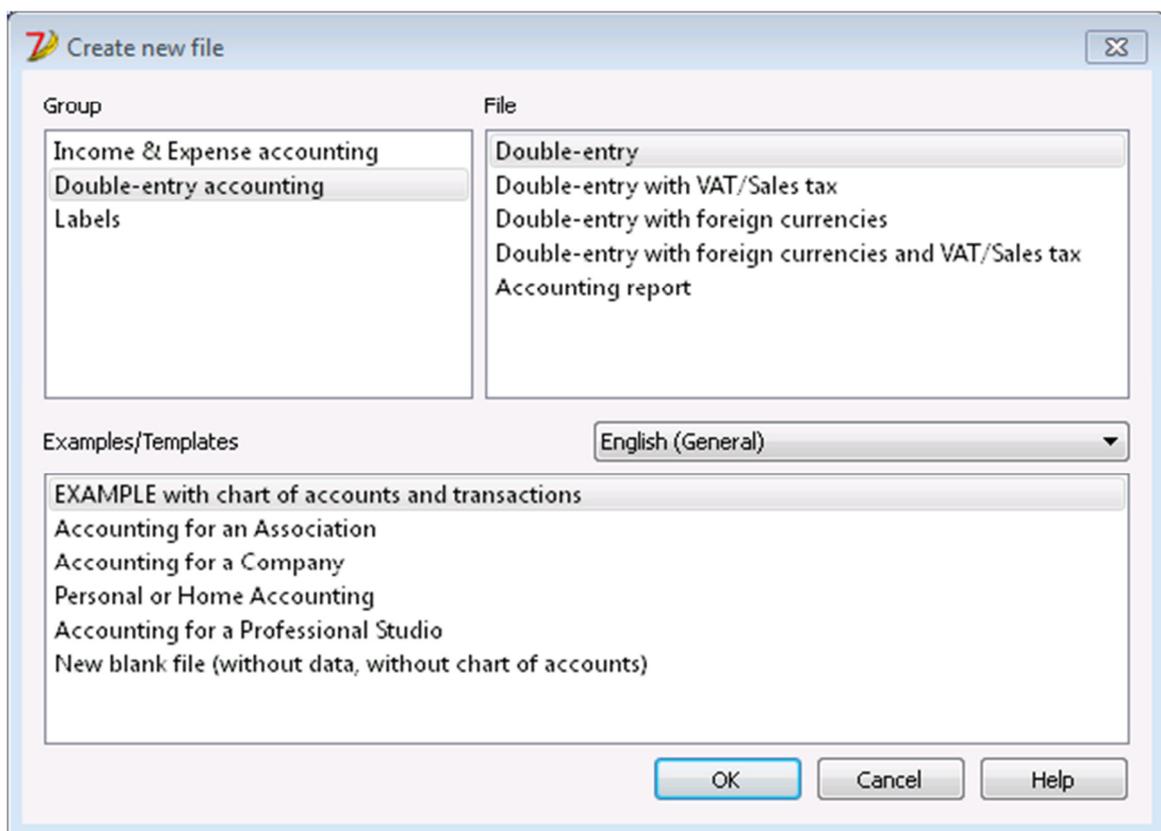
## Create a new Accounting

Creating one's own accounting is easy (a working knowledge of the Operating system is being assumed). The program is equipped with a series of templates of specific charts of accounts for individual nations. In order to set up an accounting, it is better to adapt an existing chart of accounts to one's own needs than to start an accounting without a template to work with.

There are templates available with a preconfigured chart of accounts as well as accounting examples with, added to the chart of accounts, opening balances and example transactions.

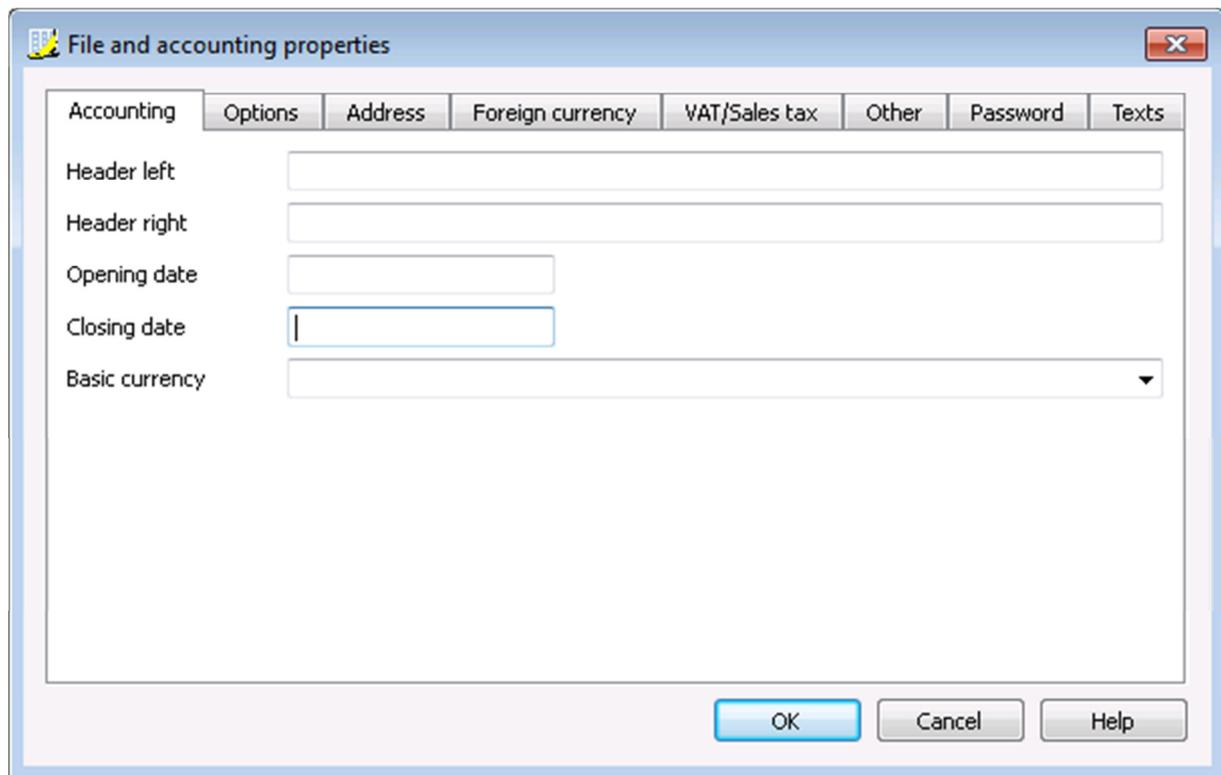
- Launch Banana Accounting and select the **New** command from the **File** menu.

A window opens in which the desired type of accounting can be indicated and the template that is closest to the user's specific needs.



- Press **OK** to continue ...

A new window will appear, where the main accounting parameters of one's own accounting should be entered; according to the type of file that has been selected, there can be added sections (Foreign currency and VAT).



For detailed explanations on the different sections for the File and accounting properties (Basic data), please consult our page <http://www.banana.ch/cms/en/node/2001>

- Press **OK** to continue.

Now the accounting template that has been selected is being opened; before modifying it, it needs to be saved through the **Save as...** command from the **File** menu.

The saved file becomes the user's own accounting file, in which the necessary modifications can be entered to adapt it to the personal needs.

The Basic data of the accounting can be modified by selecting the **File and accounting properties (Basic data)** command of the **File** menu.

In order to customize an accounting, the user should:

- **Adapt the Chart of accounts** – in the Accounts table, the Chart of accounts can be modified according to the one's own wishes. Accounts, groups and subgroups can be added or deleted. More information can be found on the web page: <http://www.banana.ch/cms/en/node/3637#1>
- **Enter the opening balances** in the **Opening** column of the Accounts table. The balances of the Liabilities' accounts have to be entered preceded by the minus sign. Upon completion of entering the opening balances, check in the information window (bottom part of the screen) that there is no difference indicated in the opening balances.
- **Enter the Transactions**- Go to the Transactions table and enter the accounting transactions.

In the information window (bottom part of the screen), no error (red color) should be indicated. In the Totals table, there should be no difference (difference should be = 0). If there is a difference, it means that there are errors in the transactions or in the opening balances.

After correcting possible errors, recheck the accounting with the **Recheck accounting** command (**Shift +F9**).

For more information on how to set up the chart of accounts, go to the following pages:

<http://www.banana.ch/cms/en/node/3968> - The accounts of the accounting

<http://www.banana.ch/cms/en/node/3261> - The groups

<http://www.banana.ch/cms/en/node/3638> - The sections

<http://www.banana.ch/cms/en/node/3703> - The segments

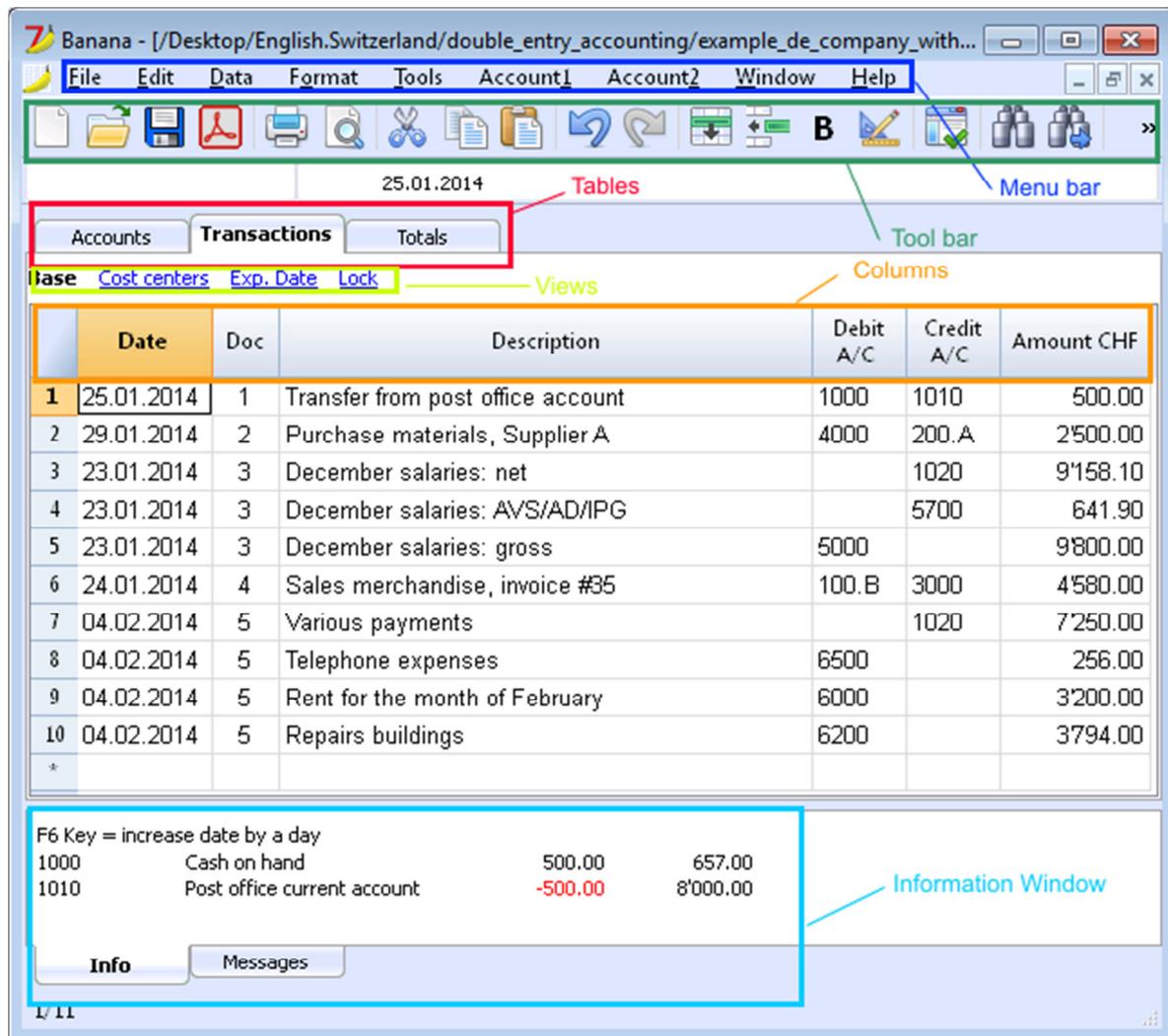
## Different types of accounting

The program offers the possibility to create different accounting types:

Cash book	Manages income/expenses of one single account, for example the bank or the cash account. Also indicated for separate projects.
Income/Expense	Manages income/expenses of several accounts (managing, at the same time, the cash account, bank, customers, etc.). Very suitable for managing the household's accounting.
Double-entry	The basis for all the others, because it takes into consideration all the necessary functions to keep a Double-entry accounting, as is being taught in the school books. Without VAT it is ideal for Non-profit, private, condominiums or entities governed by public law not submitted to VAT.
Double-entry with VAT	Includes also the VAT Codes table and the VAT columns in the Transactions table. The program automatically separates the VAT and calculates the VAT report by period. Ideal for companies, small companies and freelancers, that need to present their VAT declaration.
Multi-currency accounting	For managing accounts in foreign currencies. Includes the Exchange rate table, in which the different currencies and exchange rates can be defined.
Addresses / Labels	Database management of clients, members, suppliers, customers, partners, etc. Listings with names of which the columns and the printouts can be customized.

The Tables

Banana Accounting interface



**Menu bar** Contains all the commands grouped by Menu. These can vary according to the table in which the user is positioned.

**Tool bar** The most used commands of the Menu bar are being represented here, in order to access them faster (with a double mouse click).

**Information window** Here, useful information for the operations is being displayed, related to the table and the cell in which the user is positioned. It also shows eventual error messages in red.

**Tables** These are the different accounting sheets. There are main tables and auxiliary tables; they can vary according to the used accounting type.

**Views** There are various ways to display the accounting. In every view, different accounting aspects are being highlighted. Views can also be customized.

For more information, please consult our page: <http://www.banana.ch/cms/en/node/2189>

## The Accounts table

This is the table where the chart of accounts is being set up, where the various additions and groupings of the accounting are being organized; it is highly important that the setup is correct.

## The Totaling system

In Banana Accounting the calculations (totaling) are being based on the BClass number.

## The BClass

In the **BClass** column, specific numbers have to be entered and only in the rows where an account number is present:

- 1 – for ASSETS accounts      3 – for EXPENSES accounts      5 – for OFF BALANCE SH. ASSETS accounts  
 2 – for LIABILITIES accounts      4 – for REVENUE accounts      6 – for OFF BALANCE SH. LIABILITIES acct

For more information on the BClass, see our page: <http://www.banana.ch/cms/en/node/3968>

In the existing templates, various totaling types have been set up, but there are some that are present in all of them:

**Sum of Assets/Liabilities**      The Liabilities are being entered in negative (preceded by the minus sign), therefore the sum of the Assets and Liabilities (including the Profit or Loss of the current year) has to be zero.

**Sum of Expenses/Revenue**      The Revenue accounts are being indicated in negative (preceded by the minus sign), therefore the sum of the Expenses and Revenue gives the Profit/Loss of the Profit & Loss Statement; if this amount is negative, there is a Profit; if it is positive, there is a Loss. The Profit/Loss of the Profit & Loss Statement is then being totaled in the Liabilities.

## Account, Group and Gr

Account

Every account needs to have its own number or code (free for the choosing), in the Account column. This account number will then be entered when entering data in the Transactions table.

Gr

In the **Gr** column, enter a code that can be freely chosen for the rows of which the amounts have to summed up together.

Group

If there is a code in the Group column of a row, the program sums up in that Group the amounts of all the rows that have a Gr with the same code. It is not possible to have both a Group and a Gr in the same row. This totaling system can also take place at more than one level, and makes it possible to organize the chart of accounts in different groups and subgroups.

Accounts								
Transactions								
Totals								
Base <a href="#">Transaction</a> <a href="#">Budget</a> <a href="#">Previous</a> <a href="#">Other</a> <a href="#">Print</a>								
	Section	Group	Account	Description	BClass	Gr	Opening CHF	Balance CHF
4	1			<b>ASSETS</b>				
5			1000	Cash on hand	1	1	157.00	157.00
6			1010	Post office current account	1	1	8'500.00	8'500.00
7			1020	Bank account	1	1	45'800.00	45'800.00
8			1100	Due from Clients or Debtors	1	1	12'500.00	12'500.00
9			1176	Withholding tax	1	1	600.00	600.00
10			1200	Goods for resale	1	1	15'200.00	15'200.00
11			1301	Accrued income	1	1	250.00	250.00
12			1500	Machinery	1	1	85'700.00	85'700.00
13			1510	Office equipment	1	1	15'000.00	15'000.00
14			1512	Store fixtures	1	1	25'000.00	25'000.00
15	1			<b>TOTAL ASSETS</b>		00	208'707.00	208'707.00
16								
17	2			<b>LIABILITIES</b>				
18			2000	Suppliers or Creditors	2	2	-4'000.00	-4'000.00
19			2100	Due to banks short-term	2	2	-25'000.00	-25'000.00
20			2400	Due to banks long-term	2	2	-25'000.00	-25'000.00
21			2800	Share capital	2	2	-140'000.00	-140'000.00
22			2850	Private account	2	2	-2'000.00	-2'000.00
23			2900	Legal reserves	2	2	-7'500.00	-7'500.00
24			2990	Profit (Loss) carried forward	2	2	-5'207.00	-5'207.00
25		299		Profit/Loss for the period		2		
26	2			<b>TOTAL LIABILITIES</b>		00	-208'707.00	-208'707.00
27								
28		00		<b>Difference should be = 0 (blank cell)</b>				

In the example image, the accounts from 1000 to 1512 have the number 1 in the Gr column, the same number that is also being entered in the Group column in the Total row (TOTAL ASSETS). Thus, the program sums up, in the TOTAL ASSETS row, the amounts of the rows of the Cash, Post office current account, Bank account, etc.

In the chart of accounts, this totaling system can be repeated at unlimited levels. In the example image, we see that in fact the TOTAL ASSETS and TOTAL LIABILITIES have in turn the 00 code for a Gr, that is being totaled in the Difference should be = 0 (blank cell) row.

For more information on the Chart of accounts and the totaling system, visit the page

<http://www.banana.ch/cms/en/node/3261>.

## Sections

The Sections give the possibility to also print selected parts of the Balance sheet only, imparting the **Enhanced Balance Sheet with groups** command (from the **Account1**). In order to use this function, the chart of accounts needs to be set up with a specific code in the Section column of the Accounts table.

For more information, visit our page <http://www.banana.ch/cms/en/node/3638>.

## Cost- and Profit Centers

In the chart of accounts, there can also be **Cost- and Profit Centers**; these are useful when one wants to obtain, at the side of the main accounting, different totals without modifying the accounting itself. They are entered at the bottom of the chart of accounts and have as a characteristic that their account number is preceded by a period, a comma or a semicolon. In the Transactions table, when the transactions are being entered, just enter the account number or the code of the Cost center in the CC1, CC2, CC3 column (Cost center view) without the period, comma or semicolon. In the Accounts table, in the rows where the Cost centers are being set up, the totals of the Cost centers are being displayed. These totals are equally displayed in the Enhanced Balance sheet with groups.

For more information, visit our page <http://www.banana.ch/cms/en/node/3764>.

## The Segments

Thanks to the segments, extra entities can be created to which the transaction amounts can be attributed. Segments are being used to obtain accounting reports subdivided by Department, Project, Branch.

For more information, visit our page <http://www.banana.ch/cms/en/node/3703>

## The Transactions table

This is the table in which the accounting transactions are being entered. There are different columns: Date, Document, Description, Debit A/C, Credit A/C, Amount. The columns vary according to the accounting type selected and according to personal options.

For example, in an accounting with VAT/Sales tax, there are also the columns to record the VAT, while for a Multi-currency accounting, there are additional columns for the exchange rates.

The columns of the table can be sorted, displayed or cancelled. It is equally possible to enter new columns according to one's own needs. Select the **Columns setup** command from the **Data** menu.

The Transactions table has different views: the Base view (includes the most used columns), the Complete VAT view (with all the detailed VAT columns), Cost centers (with the three Cost center columns), Expiry date, etc.

For more information, visit our page <http://www.banana.ch/cms/en/node/3240>.

Accounts Transactions Totals VAT codes Exchange rates 1521 CHF IT Hardware													
Base Complete VAT Cost centers Exp. Date Lock													
	Date	Doc	Description	Debit A/C	Credit A/C	Currency Amount	Currency	Exchange Rate	Amount CHF	VAT Code	%VAT	NonDec	VAT Acc CHF
10	31.12.2014	7	Purchase computer in EUR	1521	1090	1200.92	CHF	1.000000	1200.92	180	8.00		88.96
11	31.12.2014	7	Payment invoice computer	1090	1030	1000.00	EUR	1.200920	1200.92				
*													

F6 Key = import row values with similar text													
1090	Internal transfers		1'200.92										
1030	Bank account EUR		-1'200.92	14'640.58	EUR	-1'000.00	12'000.00						

Info Messages

In the example, the Transaction table of a Multi-currency accounting with VAT is being shown.

**The Totals table**

The Totals table contains the groupings of the classes with its constantly updated balances: 1 Assets, 2 Liabilities, 3 Expenses, 4 Revenue, 5 Off Balance sheet Assets, 6 Off Balance Sheet Liabilities, etc. This table makes it possible to immediately check whether the opening balances balance, if there is a profit or a loss and if there are accounting differences.

Accounts		Transactions		Totals		
Base <a href="#">Complete</a>						
	Group	Description	Gr	Opening CHF	Balance CHF	
1	1	Total Assets	01	357'817.00	345'988.90	
2	2	Total Liabilities	01	-357'817.00	-360'317.00	
3	01	Net Profit(+) Loss(-) from Balance Sheet	00		-14'328.10	
4	3	Total Expenses	02		18'908.10	
5	4	Total Revenue	02		-4'580.00	
6	02	Loss(+) Profit(-) from Profit & Loss Statement	00		14'328.10	
7	00	Difference should be = 0 (or empty)				
8	5	Total off balance sheet: Assets				
9	6	Total off balance sheet: Liabilities				
10	7	Total class 7				
11	8	Total class 8				
12	9	Total class 9				

**The VAT Codes table**

If, in the program, an existing template with VAT has been selected, the VAT Codes table has already been set up with the codes and percentages pertaining to the selected nation.

The VAT Codes allow the program to separate the VAT automatically according to the various percentages and to debit or credit it on the Automatic VAT account or the specific VAT accounts. While entering the accounting transactions, enter the specific code, according to the type of accounting transaction (purchase or sales), in the VAT Code column.

In case the Automatic VAT account is being used, it is advised to define it in the File and accounting properties of the File menu. If one wants to use several VAT accounts, these need to be defined in the VAT Codes table, VAT account column.

The code number as well as the percentage of the VAT Codes can be modified.

Accounts	Transactions	Totals	VAT codes
----------	--------------	--------	-----------

Base [Complete](#)

	Group	VAT Code	Description	Gr	Gr1	Due VAT	Amount type	%VAT	VAT% on Gross
12			<b>VAT Due</b>						
13		V0	Exempt services (220)	1.1	200;220	Yes			
14		V0-E	Export services abroad (221)	1.1	200;221	Yes			
15		V0-T	Transfers in the reporting procedure (225)	1.1	200;225	Yes			
16		V0-N	Non-taxable services (230)	1.1	200;230	Yes			
17			Decrease of income from services, see discounts						
18		V0-D	Various (280)	1.1	200;280	Yes			
19		V80	Sales and services 8.0%	1.1	200;301;	Yes		8.00	
20		V80-B	Sales and services 8.0% (chosen)	1.1	200;205;3	Yes		8.00	
21		V25	Sales and services 2.5%	1.1	200;311;	Yes		2.50	
22		V38	Sales and services 3.8%	1.1	200;341;	Yes		3.80	
23		VS80	Discount Sales and services 8.0%	1.1	235;301;			8.00	
24		VS25	Discount Sales and services 2.5%	1.1	235;311;			2.50	
25		VS38	Discount Sales and services 3.8%	1.1	235;341;			3.80	
26	1.1		<b>Taxable turnover (299)</b>	<b>1</b>					

With the **VAT/Sales tax report** command of the **Account1** menu, detailed reports can be obtained, even by period.

For Switzerland, from the **Account1** menu and selecting the **Swiss VAT reports** command, it is possible to obtain a fac-simile of the official forms, for the Effective method as well as for the Flat tax rate.

Afterwards, the amounts can simply be copied onto the official form.

For more information on managing the VAT, visit the page <http://www.banana.ch/cms/en/node/3679>

### The Exchange Rate table

The Exchange Rate table can only be found in the Multi-currency accounting. In this table, the codes for the currencies that are being used in the accounting, are being defined. Each currency has its own symbol and exchange rate referring to the Reference currency.

The **Mult.** is the multiplier of the exchange rate so that the effective change can be obtained. Usually 1, 100 or 1000. There are indeed currencies that are not worth much in units so that instead of using lots of zeros, a multiplier is used. The multiplier can also be negative. In this case the program uses the exchange rate in the opposite way.

For more information, visit our page <http://www.banana.ch/cms/en/node/3665>

Accounts Transactions Totals Exchange rates							
Base History Complete							
	Date	Ref.Currency	Currency	Text	Mult.	Exchange rate	Rate Opening
1		CHF	EUR	Euro	-1.00	1.220920	1.216750
2		CHF	USD	US Dollar	-1.00	0.904190	0.939590
3	15.01.2014	CHF	EUR	Euro	-1.00	1.224130	
4	15.01.2014	CHF	USD	US Dollar	-1.00	0.915590	
5	15.02.2014	CHF	EUR	Euro	-1.00	1.231930	
6	15.02.2014	CHF	USD	US Dollar	-1.00	0.920100	
*							

Info Messages

## Other tables

Other auxiliary tables also exist, such as the **Recurring transactions** table, **Expiry dates**, **Extract rows**, etc., depending on the specific functions asked for in the program.

For more details on this subject, please consult our online [Documentation](#).

## Technical characteristics and accounting characteristics

### Fast entries

In Banana Accounting, there are several features that speed up the entry of the accounting transactions:

- **Smart Fill** - As soon as you begin typing, the program, where possible, will try to suggest how to complete the text to avoid having to spell out completely the date, a phrase, or an account number. When there are various possibilities, these are being displayed in a dropdown list: just select the appropriate option with the arrow and press the **F6** key.  
For more information, visit our page <http://www.banana.ch/cms/en/node/3250>.
- **Recurring Transactions table** - In order to avoid rewriting always the same texts, it is possible to store transaction groups in the Recurring transactions table, **Account2** menu. These can be retrieved and entered into the Transactions table by means of a code.  
For more information, visit our page <http://www.banana.ch/cms/en/node/4865>.

Other features to speed up the work (visit the corresponding pages):

- [Copy, cut and paste](#)
- [Rename an account](#)
- [Importing the movements of bank statements](#)

## Recheck the Accounting

- Recalculate group totals** From the **Account1** menu, selecting the **Recalculate group totals (Accounts table)** command, or simply by pressing the **F9** key on the keyboard (**Cmd+9** for Mac), totals on the chart of accounts are being updated. In case of errors in the chart of accounts, error messages will be displayed. Correct the errors and repeat **F9**.
- Recheck accounting** From the **Account1** menu, selecting the **Recheck accounting** command, or simply by pressing the **Shift + F9** key on the keyboard (**Shift +Cmd+9** for Mac), the entire accounting is recalculated and rechecked to see that there are no errors or omissions. The program resets all the balances to zero and recalculates/verifies the entire accounting transaction after transaction, as if rewriting all the transactions manually. It also recalculates the VAT percentage (not in locked rows). If there are many errors, press **Don't warn**, the messages are in any case saved in the message window and can be read later. Further, when double clicking on the message in the message window, one goes directly to the row that generated the error. It is advised to use this command often.

## Sort/Lock/Unlock Transactions

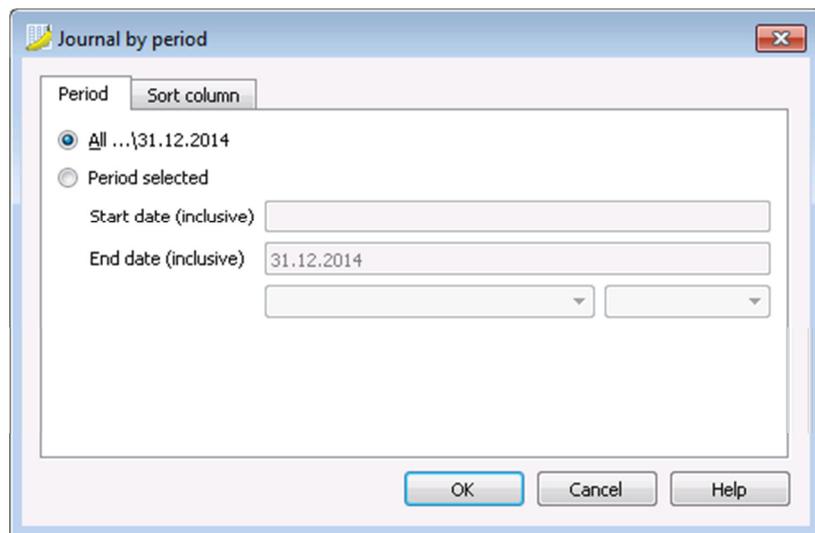
- Sort transactions** From the **Data** menu, selecting the **Sort rows** command, a window appears in which the transactions can be sorted according to various criteria (it is not always necessary to have them sorted by date). However, attention needs to be paid to the fact that once the transactions have been sorted according to a different criteria, it might be difficult to return to its previous order.
- Lock transactions** From the **Account2** menu, the **Lock transactions** command locks the transactions in a permanent way. This might be necessary for legal reasons or for auditing. Activating the command, a window opens in which it is necessary to indicate the date of the lock. Confirm with **OK**. Then the **Lock** view is being displayed. Locked data can no longer be modified. Rows with errors or transactions without dates cannot be locked. When the transactions are being locked, the program numbers them with a progressive number as well as with a unique number that cannot be repeated. To check whether an accounting has been locked, use the **File info** command (Tools menu).
- Unlock transactions** When the transactions are being locked, the program associates a unique, unrepeatable number to the lock. The transactions can be unlocked using the **Unlock transactions** command from the **Account2** menu but if they are locked once again, the number for the second lock will be different from the first and there will thus be proof that these transactions have been altered.

**Protect rows**

When only temporary protection is needed, in order to avoid that the rows are being altered by mistake, it is advised to use the **Protect rows** command from the **Edit** menu. The protected rows, unlike locked ones, can be unprotected.

**Journal by period /Show Expiry dates****Journal by period**

With the **Journal by period** command of the **Account1** menu, the movements of all the accounts during the period specified in the window that appears, are being calculated:



After confirming with **OK**, the **Journal** table will open itself with the specified period in the header; all the movements included in the period will be displayed.

For more information, visit our page <http://www.banana.ch/cms/en/node/2155>

**Show expiry dates**

The expiry dates are managed with the **Expiry dates** view, that appears in the upper part of the **Transactions** table. To keep the unpaid invoices under control, just enter the payment deadline in the **Date Exp.** column. Afterwards, when the payment has been received, the payment date has to be entered on the same row. With the **Show expiry dates** command of the **Account2** menu, a list of the pending payments appears.

For more information, visit our page <http://www.banana.ch/cms/en/node/3647>.

In the Experimental version, that can, at the moment, only be downloaded from our website, at the following page <http://www.banana.ch/cms/en/node/4617>, there are advanced features available that automate the expiry dates and that show the customers and suppliers data.

For more information, visit our page <http://www.banana.ch/cms/en/node/4838>.

## Import/Export Data

**Importing** With the **Import to accounting** command of the **Account1** menu, one can import transactions, accounts, changes or VAT codes into the accounting from various file formats. The feature that helps the user to accelerate data entry is certainly the possibility to **import the movements of the bank statements, obtained through e-banking**.

For more information, visit our page <http://www.banana.ch/cms/en/node/3963>

**Exporting** With the **Export rows** command of the **Data** menu or with the **Export file** command of the **File** menu, one can export several rows or the entire accounting file in various formats (Txt, Html, Xml, Excel). The data of the accounting can be exported to external archives.

For more information, visit our page <http://www.banana.ch/cms/en/node/3935>

**Create PDF dossier** With the **Create Pdf dossier** command of the **File** menu, it is possible to save the entire accounting (Chart of accounts, Transactions, Account cards, Balance sheet and Profit & Loss statement, etc.) in a single accounting file. The data saving options can be customized.

For more information, visit our page <http://www.banana.ch/cms/en/node/2124>

## Checking / Closing of accounts / New Year

**Differences** The program constantly updates the totals of the Debit and Credit transactions and indicates whether there is a difference. This could be caused by the fact that an account, used in a transaction, would not exist in the Chart of accounts, or (in the majority of the cases) when a transaction on multiple rows is incomplete. The **Search for transaction difference** command of the **Account1** menu finds the transaction from which the total transactions Debit and the total transactions Credit no longer correspond. If there is indeed a difference, the cursor will be positioned on the row where the Debit transactions and the Credit transactions no longer balance. As a precaution, in case it is difficult to locate the incorrect transaction, it is useful to Recheck the accounting.

For more information, visit our page <http://www.banana.ch/cms/en/node/3653>

**Exchange rate differences** If you are working with accounts in foreign currencies, there will always be exchange rate or rounding variations. The exchange rate difference exists because amounts in foreign currency are converted into the national currency (basic currency) and since the exchange rate fluctuates each day, there will

always be differences. The program uses the exchange rates from the Exchange rate table. The user needs to update the table with the exchange rates of the day that he wants to use. When closing the accounts, the exchange rates need to be updated with the official exchange rates on December 31st. These exchange rates will then become the opening exchange rates of the following year. In order to have a correct accounting, the Exchange rate differences have to be recorded with the **Create transaction for exchange rate variation** command of the **Account2** menu (in the window that appears, enter the transaction date, usually the 31<sup>st</sup> of December of the current accounting year). After confirming with **OK**, the program creates the requested exchange rate difference transactions immediately in the Transactions table (one for every account with a foreign currency).

For more information, visit our page <http://www.banana.ch/cms/en/node/4019>

### Year's End

The program automatically calculates the profit at any time, without having to close the accounting. **It is thus possible to proceed directly with the Opening balance of the new year, without having to close the accounting.**

In the Multi-currency accounting, before creating a new year, one should:

- Update the Exchange rate table with the closing exchange rates (these correspond then to the opening exchange rates of the new year).
- Record the Exchange rate- and rounding differences, otherwise these would be carried forward to the next year; if, afterwards, more accounting operations are being entered, check once more whether there are accounting differences or not.

### Provisional Closure

It is possible to create a new year, even if the current one is not yet closed; the opening balances of the new year are provisional and can be updated at a later date. For the Multi-currency accounting, if balance sheets are being printed at certain times during the year, it is good to update the Exchange rate table every time with the new exchange rates and to record the related exchange rate differences, otherwise there might be accounting differences that will also influence the result of the accounting period.

### Create New Year

This is the command that one uses when a year comes to an end and a new accounting needs to be created for the next year, with the same chart of accounts that includes the opening balances. From the **Account2** menu, selecting the **Create New Year** command, a window opens in which one can indicate the accounts for which the opening balances need to be carried forward (Assets and Liabilities), and select the account(s) to allocate the profit or loss of the accounting period.

After having checked the opening balances, one needs to verify the basic data of the new accounting (**File** menu, **File and accounting properties** command), automatically proposed by the program and save the file under a new name. The

program transfers the final balances also in the **Balance from previous year** column of the **Previous** view of the **Accounts** table.

For more information, visit our page <http://www.banana.ch/cms/en/node/3652>

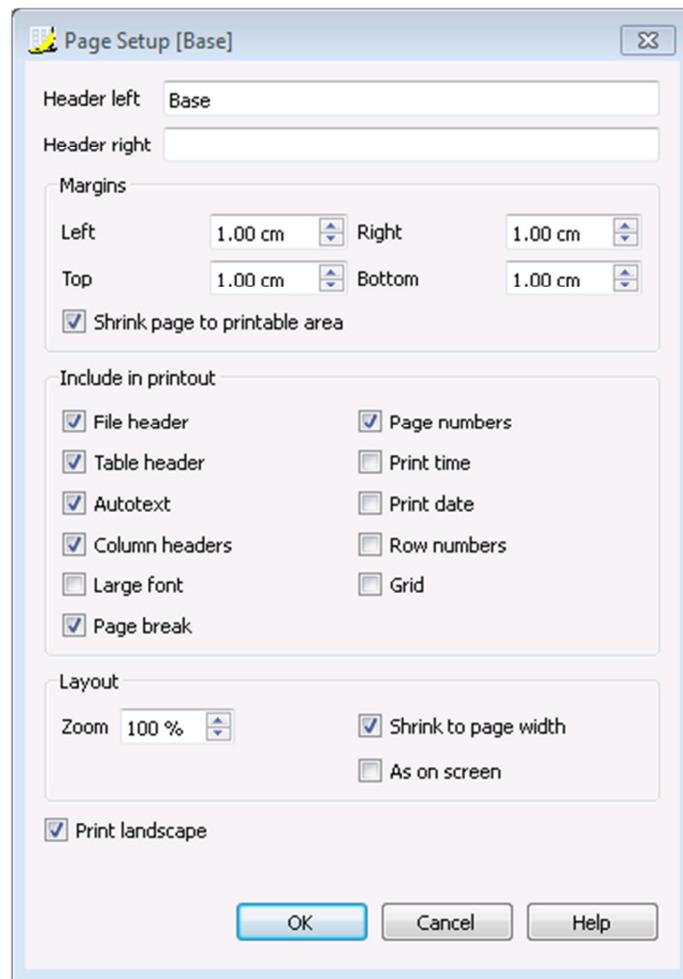
**Update opening balances**

It is possible that the accounting of the last year is still being modified and that the closing balances change (when a new year is being opened without having closed the previous one). When afterwards the accounting of the previous year is definitely closed, the final balances can be transferred to the new year. This is possible with the **Update opening balances** command (**Account2** menu); a window opens in which the file name (\*.ac2) of the previous year's accounting should be indicated. After confirming with **OK**, the window of the **Create New Year** command appears and has to be completed.

For more information, visit our page <http://www.banana.ch/cms/en/node/3652#1>

**Printouts**

With the **Page setup** command, **File** menu, a window opens in which different printing options can be selected, referring to the active table (for every table, the operation needs to be repeated). Before printing, it is advised to make a print preview (File menu, Print preview). The contents of the active table can be printed with the **Print** command from the **File** menu. A single page can be printed, several pages or only selected rows.



Banana Accounting provides various printouts, and each one of them can be customized:

- Journal
- Enhanced balance sheet
- Enhanced balance sheet with groups
- Accounting report
- Account card
- End-of-year printouts in pdf
- Printouts VAT reports (for Switzerland reports are available in effective and flat tax rate method)

We refer to our webpage where detailed explanations of each printout can be found, with specific options for each accounting type: <http://www.banana.ch/cms/en/node/3678>

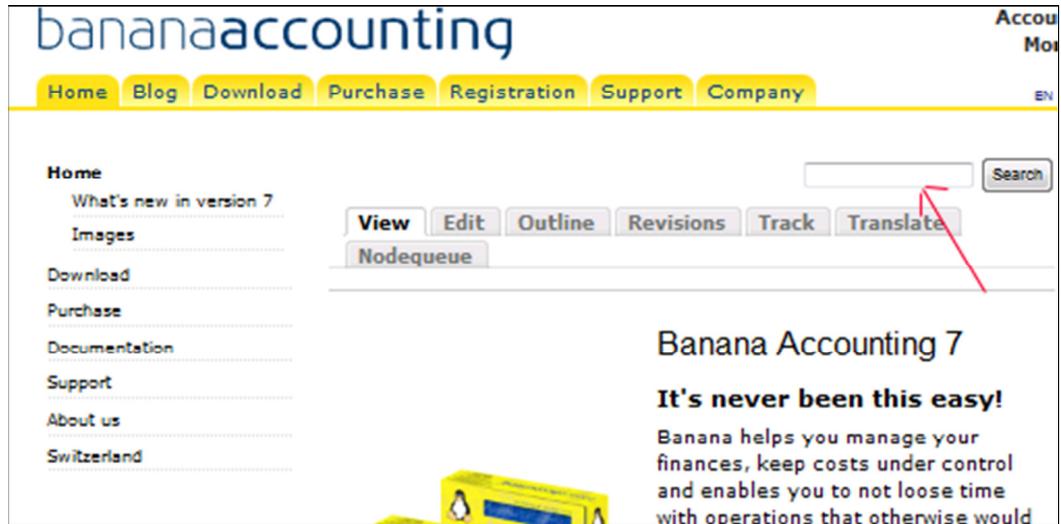
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The company Banana.ch SA, with more than 20 years of experience, has developed an efficient and fast assistance and support system for its own users.

**Online Help** always available for the user, supplies detailed and in-depth instructions on the different subjects. By clicking on the **Help** button of any dialogue window of the program, the user is directly transferred to related online explanation page.

## Internet

Extensive documentation on all the various accounting and technical subjects is present on our website, and is being constantly updated. Just enter the key words in the search box to immediately find solutions.



Also, our [Support page](#), organizes the main subjects by theme.

## Email

Our email [support@banana.ch](mailto:support@banana.ch) is always available, to receive a quick and competent answer.

## Address

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