

## Liquid Accounts Product Specification

<b>Included in Standard Package</b>	
<b>General</b>	<ul style="list-style-type: none"> <li>• Unlimited users</li> <li>• Unlimited number of transactions</li> <li>• Unlimited storage</li> <li>• Choice of plain English (such as Check My Statements) or standard accounting terminology (such as Bank Reconciliation)</li> <li>• Dashboard showing an instant summary of your turnover, profit and loss, outstanding money that's owed to you, and bills that you need to pay</li> <li>• Ability to manage own subscription and additional modules</li> </ul>
<b>Sales</b>	<ul style="list-style-type: none"> <li>• Captures customer details</li> <li>• Customisable invoice and statement template</li> <li>• One click email of invoices and statements</li> <li>• Displays all sales to date</li> <li>• Tracking of all payments received</li> <li>• Easily view all money owed and when</li> <li>• Easy input of recurring sales (such as regular monthly fees or subscriptions – via Banking tab)</li> <li>• One click recording of cash sales</li> <li>• Reports on, invoicing, turnover, customer sales analysis, money collected list</li> </ul>
<b>Purchase</b>	<ul style="list-style-type: none"> <li>• Captures supplier details</li> <li>• Easy invoice entry</li> <li>• Display all purchase invoices received</li> <li>• Easy input of recurring purchases (such as rent and utilities – via Banking tab)</li> <li>• One click email of remittance advice notes</li> <li>• Controls what payments are due and when</li> <li>• View all money to be paid</li> <li>• Make payments to suppliers</li> <li>• Payments to be tracked</li> <li>• Reports on invoices to pay, payments made and all invoices received.</li> </ul>
<b>Banking</b>	<ul style="list-style-type: none"> <li>• Allows multiple bank accounts</li> <li>• Shows balances of all accounts</li> <li>• Automatically shows payments made through sales and purchases</li> <li>• Cash book entries</li> <li>• Fix entries</li> <li>• Allows statements to be reconciled</li> <li>• Allows multiple currencies</li> <li>• Easy input of recurring transactions</li> </ul>

<b>Budgeting</b>	<ul style="list-style-type: none"> <li>Budgets can be set for the year against cost centres and then actual spend can be measured against budget.</li> </ul>
<b>Profit and Loss</b>	<ul style="list-style-type: none"> <li>Automatically takes all relevant inputs to create a profit and loss.</li> <li>Snapshot of P&amp;L with full drill down at any time</li> <li>Traditional P&amp;L can be viewed</li> <li>P&amp;L viewed by cost centre</li> </ul>
<b>Balance Sheet</b>	<ul style="list-style-type: none"> <li>Automatically takes all relevant inputs to create a Balance Sheet</li> <li>Snapshot of Balance Sheet with full drill down at any time</li> <li>Traditional Balance Sheet can be viewed</li> <li>Balance Sheet viewed by cost centre</li> </ul>
<b>Turnover</b>	<ul style="list-style-type: none"> <li>Breaks down turnover by customer for specific time periods and location</li> </ul>
<b>Sales Analysis</b>	<ul style="list-style-type: none"> <li>Allows analysis of sales for a specific customer by specific time periods</li> </ul>
<b>Report Writer</b>	<ul style="list-style-type: none"> <li>Customisable reports either from scratch or based on balance sheet or profit and loss groups</li> </ul>
<b>H.R.</b> (provided by our HR partner Sentient UK)	<ul style="list-style-type: none"> <li>Provides resources, standard letters and templates for human resources, employment, and health and safety and optional helpline for advice</li> </ul>
<b>VAT</b> (optional)	<ul style="list-style-type: none"> <li>One click VAT return generation</li> <li>Online filing with HMRC</li> <li>Full archiving of all previous returns</li> <li>Full availability of all entries</li> <li>Additional VAT rates can be added</li> <li>Supports different VAT schemes including cash accounting</li> </ul>
<b>Factoring</b> (optional – set-up fee payable)	<ul style="list-style-type: none"> <li>Allows customer invoices to be exported to factoring companies.</li> </ul>
<b>Integrated Help Centre</b>	<ul style="list-style-type: none"> <li>Help button within the app takes you to a library of videos and step-by-step guides for all main functionality</li> </ul>
<b>User Management</b>	<ul style="list-style-type: none"> <li>Allows maintenance of existing users and new users to be added</li> </ul>
<b>Year End</b>	<ul style="list-style-type: none"> <li>Locks current year so that new information can't be posted into it</li> <li>Calculates opening balances for next financial year</li> </ul>
<b>File Export Button</b>	<ul style="list-style-type: none"> <li>Downloads to csv/Excel</li> <li>Choose from: <ul style="list-style-type: none"> <li>Contacts</li> <li>Nominal Master (accounting structure)</li> <li>Transactions (by year)</li> </ul> </li> <li>Complies with BASDA Cloud Vendor Charter</li> <li>Also any data can be cut and pasted into Excel at any time, complete with links and drill-downs</li> </ul>

## Included in Subscription

<p><b>Liquid Client Manager</b> (see Client Manager Product Specification for further details)</p>	<ul style="list-style-type: none"> <li>Accounting module that allows your accountant or bookkeeper to work with you on your tax, compliance and bookkeeping and help you save time and costs and improve efficiency</li> </ul>
<p><b>Telephone, Email and Webinar Support</b></p>	<ul style="list-style-type: none"> <li>Telephone support available between 9am and 5pm Monday to Friday</li> <li>Email support available as required</li> <li>One to one webinars available if you need to someone to talk through how to do something or show you how to do it</li> </ul>
<p><b>Getting Started Webinars</b></p>	<ul style="list-style-type: none"> <li>Free webinar covering everything you need to get started on Liquid and giving you the tools to customise Liquid Accounts to suit your business.</li> </ul>
<p><b>Import of Data</b></p>	<ul style="list-style-type: none"> <li>Existing opening balances can be imported straight into Liquid from Sage or from a csv file or Excel</li> </ul>
<p><b>Automated Upgrades</b></p>	<ul style="list-style-type: none"> <li>All software upgrades, updates and bug fixes are done centrally and automatically. You will be notified or any changes before and after they are made.</li> </ul>
<p><b>Automated Multiple Back-ups</b> (for more information see 'Is It Safe To Do My Accounts Online')</p>	<ul style="list-style-type: none"> <li>Back-ups are done automatically 4 times a day</li> <li>All back-ups are done to several servers in several locations</li> <li>We are accredited by the BASDA Cloud Vendor Charter</li> </ul>
<p><b>Secure Hosting and Maintenance</b> (for more information see 'Is It Safe To Do My Accounts Online')</p>	<ul style="list-style-type: none"> <li>All data is held on secure professionally managed servers in the UK</li> <li>All data is encrypted using SSL encryption</li> <li>We are accredited by the BASDA Cloud Vendor Charter</li> </ul>
<p><b>Remote Access</b></p>	<ul style="list-style-type: none"> <li>Liquid can be accessed from any device with an internet connection</li> </ul>

<b>Additional Modules</b>	
<b>Payroll</b>	<ul style="list-style-type: none"> <li>• Works out pay and posts into integrated accounts</li> <li>• Changes to rules and regulations automatically updated</li> <li>• One click email of payslips</li> <li>• Allows you to create a BACS report that can be manually inputted into your banking system or can be uploaded and paid automatically (if your bank account allows this)</li> <li>• Allows you to re-run the payroll if you make a mistake</li> <li>• Includes End of Year Process which generates all returns and files them online with HMRC</li> <li>• Works with departments or costings</li> <li>• Allows you to set or modify nominal codes</li> <li>• Includes Payroll Analysis and Make up to Net report (showing how the net amount was achieved from the gross and deductions)</li> <li>• Allows you to quickly and easily start running the payroll mid-tax year</li> <li>• Includes facility to email a pay summary to contractors or workers who aren't employees or as part of a CIS system</li> <li>• Allows for bulk amends, paying people at different times or over different periods</li> <li>• Includes HMRC 'Yellow Book' facility summarising all payments</li> <li>• Includes Year End to clear and reset everything when you move from one tax year to the next</li> </ul>
<b>Items</b>	<ul style="list-style-type: none"> <li>• Allows quick entry of standard invoice items</li> </ul>
<b>Stock Control</b>	<ul style="list-style-type: none"> <li>• List all stock items with details of each item</li> <li>• Allows stock to be entered into groups</li> <li>• Stock locations to be tracked</li> <li>• Allows storage costs to be calculated</li> <li>• Full integration with sales and purchase ledgers</li> <li>• Manufacturing and component identification and tracking for audit trail</li> </ul>
<b>Multi-Currency</b>	<ul style="list-style-type: none"> <li>• Allows transactions to be done in multiple currencies</li> <li>• Tracks exchange rate variances</li> </ul>
<b>Advanced Multi-Currency</b>	<ul style="list-style-type: none"> <li>• Allows bank accounts in different currencies.</li> <li>• Allows the transferring of money between bank accounts in different currencies.</li> <li>• Allows reconciling and allocating of invoices across multiple currencies</li> </ul>
<b>Job Costing</b>	<ul style="list-style-type: none"> <li>• Allows departmental or specific job costing to be tracked</li> <li>• Includes timesheet entry for service companies</li> </ul>

<b>Purchase Order Processing</b>	<ul style="list-style-type: none"> <li>• Allows purchase orders to be raised and tracked</li> <li>• Fully integrates with stock control</li> <li>• Set delivery status</li> <li>• Clones existing purchase orders</li> <li>• Automatically posts purchase invoices to purchase ledger</li> </ul>
<b>Sales Order Processing</b>	<ul style="list-style-type: none"> <li>• Allows sales orders to be raised and tracked</li> <li>• Creates quotes</li> <li>• Creates dispatch notes</li> <li>• Raises performance invoices</li> <li>• Creates order acknowledgements</li> <li>• Clones existing orders</li> <li>• Automatically posts invoice to sales ledger</li> </ul>
<b>Salesman</b>	<ul style="list-style-type: none"> <li>• Ability to track sales against different salesmen</li> </ul>
<b>SOAP Integration</b>	<ul style="list-style-type: none"> <li>• Allows Liquid to be integrated with an existing ecommerce system to post sales straight into Liquid</li> </ul>
<b>Document Uploader</b>	<ul style="list-style-type: none"> <li>• Upload and store invoices and documents attached to the relevant record in Liquid</li> <li>• Upload invoices for your accountant or bookkeeper to process</li> <li>• 5MB of space included (more available on request)</li> </ul>
<b>Contact Management</b>	<ul style="list-style-type: none"> <li>• Record company and contact details</li> <li>• Record history and notes</li> <li>• Create groups of contacts</li> <li>• Email or see a location on Google Maps direct from within Liquid Accounts</li> <li>• Export details for analysis, reports or marketing opportunities</li> <li>• Cross reference customer and supplier details with sales and purchase information in your accounts</li> </ul>

<b>One-Off Extras</b>	
<b>Webinar Training Course</b>	<ul style="list-style-type: none"> <li>• Four 1-hour modules covering all the basics of Liquid Accounts, including:               <ul style="list-style-type: none"> <li>○ Customers and Sales</li> <li>○ Suppliers and Purchases</li> <li>○ Bank Accounts and Nominal Ledger</li> <li>○ Reports, VAT Returns and Running a Year End</li> </ul> </li> <li>• Includes training materials and exercises</li> </ul>
<b>One-Day Training Course</b>	<ul style="list-style-type: none"> <li>• Classroom-based course</li> <li>• Small groups of up to 10 people</li> <li>• Practical exercises</li> <li>• Includes refreshments, lunch and training materials</li> <li>• Course created and delivered by an experienced accounting and bookkeeping trainer who is a Certified Bookkeepers who runs her service on Liquid Accounts</li> <li>• Covers:               <ul style="list-style-type: none"> <li>○ Customers and Sales</li> <li>○ Suppliers and Purchases</li> <li>○ Bank Accounts</li> <li>○ Nominal Ledger</li> <li>○ Reports, VAT Returns and Running a Year End</li> </ul> </li> </ul>
<b>Bespoke Import of Existing Data</b>	<ul style="list-style-type: none"> <li>• Import historical data from back-ups or csv files</li> <li>• Create a bespoke nominal structure</li> <li>• To discuss your requirements and get a quote, speak to our Sales Team</li> </ul>
<b>Bespoke Invoice Template</b>	<ul style="list-style-type: none"> <li>• Add logos, terms, messages</li> <li>• To discuss your requirements and get a quote, speak to our Sales Team</li> </ul>

<b>Coming Soon</b>	
<b>Integrated Sugar CRM</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>
<b>Advanced Stock Control</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>
<b>Stock Builder</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>
<b>Treasury</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>
<b>Bar Code Scanning</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>
<b>EPOS</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>
<b>Sales Discount for VAT</b>	<ul style="list-style-type: none"> <li>• Contact us for further information</li> </ul>