Liquid Accounts Client Manager Product Specification

Included in Client Manager Module	
General	• Designed specifically for accountants/bookkeepers (rather than their clients) to include all the tax and compliance functionality • Available free to any accountant or bookkeeper working with a paying Liquid customer • Allows you to login to each client's accounts via one interface • Gives you 24/7 access to their data and figures whenever you need • Note: only works in conjunction with a client who has a current Liquid Accounts' subscription. Cannot be used as a stand-alone product.
Client List	• Lists all clients using Liquid Accounts and their year end • Allows you to access their package remotely whenever you need for bookkeeping, problem solving or tax and compliance • Allows you to login at the same time as a client and view/work on the same information • One login/interface allows you to move between client accounts • New clients can be added at any time • New users can be added at any time and clients can be assigned to specific users
Reports	Report Writer • Customisable reports either user-defined or based on balance sheet or profit and loss groups Profit and Loss • Automatically takes all relevant inputs to create a profit and loss. • Snapshot of P&L with full drill down at any time • Traditional P&L can be viewed • Period Summary P&L, by year end and period • P&L viewed by cost centre (if client has job costing enabled) Balance Sheet • Automatically takes all relevant inputs to create a Balance Sheet • Balance Sheet with full drill down at any time (by cost centre if job costing enabled) • Traditional Balance Sheet can be viewed, by year end and period

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	Trial Balance • Displays current TB, by year and period, (and by cost centre if job costing enabled) • Bulk amend entries **Aged Credit** • Current aged balances with drill down **Aged Debt** • Current aged balances with drill down **Debt Dated** • Produces report for debtors at a specified date **Credit Dated** • Produces report for creditors at a specified date
Nominal	• Allows nominal codes to be viewed and altered. • Allows addition of new nominal codes • Shows all Nominal codes and what group they are allocated to • Drill down to Nominal Transactions • Allows maintenance, deletion and addition of Nominal Groups • Shows full activity report against each nominal, can also be split down into Sales and Purchase Ledger, or specific Nominal Ledger • Allows for default settings for each client's company, for example; default bank account, year end date, or last invoice number. • Ability to run a year end for each client your • Ability to review, create and clone (repeat for another period) journal entries
Audit	• Shows any unbalanced accounts • Can be used to see entries made by audit reference • Links to year end and period checks to find any entries outside of period under review that relate to the period under review • Shows material variances by user defined amount and year • Scans the ledger for non-ledger bank entries, from a specified date, that are not purchase payments or sales receipts (audit test) • Allows for transfer of sales/purchase invoices between clients, if entered in error • Allows search of all Nominal Transactions by user specified detail
Accounts Production	• Allows transfer of TB to your accounts production software • Allows input of transfer codes

Included as Standard
(for you and your clients)

Telephone, Email and Webinar Support	• Telephone support available between 9am and 5pm Monday to Friday • Email support available as required • One to one webinars available if you need to someone to talk through how to do something or show you how to do it
Getting Started Webinars	• Free webinar covering everything you need to get started on Liquid and giving you the tools to customise Liquid Accounts to suit your business/practice.
Import of Data	• Existing opening balances can be imported straight into Liquid from Sage or from a csv file or Excel
Automated Upgrades	• 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.
Automated Multiple Back-ups (for more information see 'Is It Safe To Do My Accounts Online')	• Back-ups are done automatically 4 times a day • All back-ups are done to several servers in several locations • We are accredited by the BASDA Cloud Vendor Charter
Secure Hosting and Maintenance (for more information see 'Is It Safe To Do My Accounts Online')	• All data is held on secure professionally managed servers in the UK • All data is encrypted using SSL encryption • We are accredited by the BASDA Cloud Vendor Charter
Remote Access	• Liquid can be accessed from any device with an internet connection

Included in Your Client's Subscription	
Liquid Accounts Standard Package (see Liquid Accounts Product Specification for further details)	• Sales • Purchases • Banking • P&L • Balance Sheet • Turnover • Sales Analysis • HR and Employment Resources • Factoring (optional) • VAT including online filing (optional) • Integrated Help Centre • User Management • Year End • File Export Button • Report Writer
Optional Additional Modules	• Payroll • Stock Control • Items • Multi-currency/Advanced Multi-currency • Job Costing (including Timesheet Entry) • Purchase Order Processing • Sales Order Processing • Salesman • SOAP integration with e-commerce systems • Document Uploader • Contact Management
Optional One-off Extras	• Webinar Training • One-day classroom based training • Bespoke Data Import • Bespoke Invoice Template