



procedure contabili per le piccole e medie imprese [axel]

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Sheet 01 : \ Introduction /



Enter first your personal details. This is what you find.

USER of this system is:	N.I. / VAT	Activation code
<input type="text" value="Enter your name here"/>	<input type="text"/>	<input type="text"/>
Address:		

After your:

You are free to personalize your System

OWNER of this system is:	N.I. / VAT	Activation code
<input type="text" value="MY HOUSE"/>	<input type="text" value="123456789"/>	<input type="text" value="AAA-1234-BBB"/>
Address: <input type="text" value="99, Here is my address"/>		

Subsequently, any printed sheet will bring your details

If this system fulfills your needs, you can unlock it for years to come, keeping an archive: year 2013 - 2014 - 2015 for commercial uses too. Ask at any time your Activation code.

Sheet nr. 6 of 10 of the system ACB 2.0 - Advanced Communal Bookkeeping
OWNER of this system is: MY HOUSE N.I. / VAT 123456789

Enter LANDLORD'S name, starting date, ordinary time-base of your System and due amount. This is what you find.

Initial System Configuration:

MY HOUSE

is going to use this system to record and analyse **income** and **expenditure** amounts, each RESIDENT'S **debit** or **credit** position and settlement against the **owner of the house** who is fixed as:

Name	<input type="text" value="LANDLORD'S NAME"/>	to which is paid this price:
GBP	<input type="text"/>	Every <input type="text" value="Enter > 0"/> <input type="text" value="dd/mm/yyyy"/>
1st due date on system		
The System permits an extra 2 rental amounts to be considered during its life, when you get any rent-change.		
GBP	Every <input type="text"/>	Change I - Starting FROM date <input type="text"/>
GBP	Every <input type="text"/>	Change II - Starting FROM date <input type="text"/>

After you:

Initial System Configuration:

MY HOUSE

is going to use this system to record and analyse **income** and **expenditure** amounts, each RESIDENT'S **debit** or **credit** position and settlement against the **owner of the house** who is fixed as:

Name	<input type="text" value="MY LANDLORD"/>	to which is paid this price:
GBP	<input type="text" value="1.000,00"/>	Every <input type="text" value="2"/> <input type="text" value="Week"/>
1st due date on system		<input type="text" value="01/04/2013"/>
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> This can be a typical start case. </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> This is one of dropdown menus you will find for an easier and properly use of system. </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;"> You can start whenever you want. Automatic entries however will not be unlimited. Based on your settings the system warns you. You will simply start with a new file, where settings are already done for your house. </div>		

How long can I use 1 System?

It's up to you, you can also have 2 or more systems simultaneously. Let's see how and why.

With our previous settings the System does not enter any automatic record after **14/02/2016**

GBP Every 1st due date on system

This file allows you to book a maximum of 1.500 personal records up to 14/02/2016
 After this date we recommend you to continue in another file (your matrix) starting with your Opening Balance Value and a **1st due date on system** setted on: **15/02/2016**
 Further You will get all the simple instruction to start any **new file** and bookkeeping your records for years.

Your system is based on: WEEK - Per year: 52 - Each counts: 7 days - Start: 01/04/2013

1.500 personal records that 1 file can store.
 If you need more lines, you will free download some additional sheet or, if you know Excel, you can make your own additional sheet as it better suit your needs, and then put on system only the total amount referred to 2 weeks.

Of course - if you prefer this way - it would mean no difference for the System

14 DAYS = 2 WEEKS
SEE ABOVE

GBP Every 1st due date on system

This file allows you to book a maximum of 1.500 personal records up to 14/02/2016
 After this date we recommend you to continue in another file (your matrix) starting with your Opening Balance Value and a **1st due date on system** setted on: **15/02/2016**

Otherwise here is what you get trying different time-base:

GBP Every 1st due date on system

This file allows you to book a maximum of 1.500 personal records up to 07/09/2014

Every

This file allows you to book a maximum of 1.500 personal records up to 29/05/2019

Every

This file allows you to book a maximum of 1.500 personal records up to 12/03/2088

This is not a trivial matter! Basically you do not have time limitations, you can use 1 system to store total amounts of several years (till 2088), and 1 system to enter weekly data for the current one. With a bit of confidence, possibilities are really very open for this System.

Let's see what happen **when I get some change by my landlord** during the life time of the System.
 This is what you find:

The System permits an extra 2 rental amounts to be considered during its life, when you get any rent-change.

GBP	<input type="text"/>	Every	<input type="text"/>	Week	Change I - Starting FROM date	<input type="text"/>
GBP	<input type="text"/>	Every	<input type="text"/>	Week	Change II - Starting FROM date	<input type="text"/>

After you:

Enter > 0

GBP **1.000,00** Every **2** **Week** **1st due date on system** **01/04/2013**

The System permits an extra 2 rental amounts to be considered during its life, when you get any rent-change.

GBP **1.800,00** Every **3** **Week** Change I - Starting FROM date **27/05/2013**

GBP **2.500,00** Every **4** **Week** Change II - Starting FROM date **27/05/2013**

Enter here any change during the lifetime of your System

1st change after time-base 2 Weeks: the system suggest some right date, so that you can not open overlapping debt positions for the house.

2nd change after time-base 3 Weeks: the system suggest some right date, so that you can not open overlapping debt positions for the house.

The expiry date of your current file updates accordingly.

This file allows you to book a maximum of 1.500 personal records up to **30/09/2018**

After this date we recommend you to continue in another file (your matrix) starting with your Opening Balance Value and a **1st due date on system** set on: **01/10/2018**

Further You will get all the simple instruction to start any **new file** and bookkeeping your records for years.

So we finish to see the basic configurations for:

your personal details
terms of payment to a common landlord

After this, the System requires the right configuration concerning DEBIT position of **PERMANENT RESIDENT** living in "MY HOUSE". The System open automatically their debit position **ADVANCED** at any due date as you can set on the second part of this sheet.

The first window you see is almost only a reminder for the House.

Important:
The system allows you to consider and run automatically at any due date this following operations:

I - YES default

This is a default option you can NOT change! It is just a reminder.

Rent Invoice by landlord to MY HOUSE
This record opens a **DEBT** account for the house at any due date. Based on current settings, the system will issue this fictitious invoice - **automatically** - up to

01/02/2016 Typical Record Text: **Landlord Advance Inv.**

After this date the system will stop generating invoices automatically. No debt position will be booked.

If you look our first example above, according to your settings, you can enter personal records up to **14/02/2016**; last DEBT position for the house is **01/02/2016**; first due date on next system is **15/02/2016**. **Dates are controlled automatically** by the System.

This is a suggestion. Enter as you prefer to be seen on your statements.

This file allows you to book a maximum of 1.500 personal records up to **14/02/2016**

After this date we recommend you to continue in another file (your matrix) starting with your Opening Balance Value and a **1st due date on system** set on: **15/02/2016**

The second window is much more important and it is composed.

We have 3 different ways to charge our RESIDENT:

- II - FIXED AMOUNT** at any due date - ALL RESIDENTS
III - DIFFERENT AMOUNT at any due date - ONE BY ONE

FIXED + DIFFERENT. This option is meant to exceptional circumstances - for example in case of medium-term guests in the house to which a **contribution-charge** is requested. We will see later this case, let's focus now on the first two.

Here is basically what you have to understand to use properly this System.

YES
YES
NO

Make your choice using dropdown menu.

II - YES Select Every RESIDENTS is charged the same **FIXED AMOUNT** at any due date.

II - NO Select

III - NO default Charge each resident a **DIFFERENT AMOUNT**, to be entered in **\RESIDENT** sheet.

III - YES default

IMPORTANT: These two options are linked together. Basically one excludes the other. Further exceptions.

Here is what we find after your typical configuration:

II - **YES**
Select

Every **RESIDENTS** is charged the same **FIXED AMOUNT** at any due date.

1st. Charge for **RESIDENT** **EVERY** Enter > 0 **ALL RESIDENTS** **2** Week **200,00** GBP From DATE **01/04/2013**

The System permits an extra 2 rental amounts to be considered during its life, when you get any rent-change.

Charge

	Week		GBP From DATE	
Charge	Week		GBP From DATE	

Landlord's charge period can be different than resident's charge period. The System can manage this properly.

Start date. Fixed before, you can change it here

To be used exactly as we've seen about landlord. See above.

These are 2 typical cases you may have.

III - **YES**
default

Charge each resident a **DIFFERENT AMOUNT**, to be entered in \ **RESIDENT** / sheet.

From **01/04/2013** Charge the Resident **EVERY** Enter > 0 **2** Week

Start date. Fixed before, you can change it here

IMPORTANT: These settings then remain valid for the file during the whole period.

Typical Record Text: **Rent Resident Charge**

This is a suggestion. Enter as you prefer to be seen on your statements.

So we finish to see the basic configurations for:

RESIDENT'S CHARGE

After this, the System requires the last personal basic configuration. This one is meant for those more familiar with bookkeeping and only in case the HOUSE may consider that a RESIDENT can receive back money he has paid more when he leaves.

This is what you find to choose with the dropdown menu YES or NO:

IV - **NO**
Select

When the system registers a **surplus (deficit)** between resident's contribution and total expenses, this will be gathered in a SURPLUS FUND.

Typical Record Text: **Allocation to surplus fund**

In this System all Permanent Residents are in a position of CREDIT or DEBIT towards the HOUSE. In accordance with your memorandum of association/constitution, you are in this way able to account for any surplus/deficit which can be requested or refunded to residents at the end of the year. For those of you more familiar with bookkeeping you can edit your special FUND in \ **FUNDS** / sheet.

Skip to second sheet

BACK

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