## General Comments:

1. This is a project that is about halfway through development
2. The goal is to have a simple accounting system that small organizations can use that is still functionally complete.
3. While it requires Excel to be installed on the host computer, Access is NOT required as it has been set as a back end that the app connects to via ADO.
4. The Excel and Access files need to be in the same local or OneDrive directory.  It has NOT been tested using other network drives.  The other files (including this one) are not necessary to run the program.

## Files in folder / zip file:

1. index.pdf - this file with status and structure
2. PinebankAccounting.xlsb - Host Excel file with GUI
3. AccountingData.accdb - Data file with stored procedures to control data
4. DataModelDesign_220426.pdf - DMD showing tables in accdb file and relationships

## Tabs on user form:

When the app (Excel file) is opened it opens the main user form with the 5 tabs below.

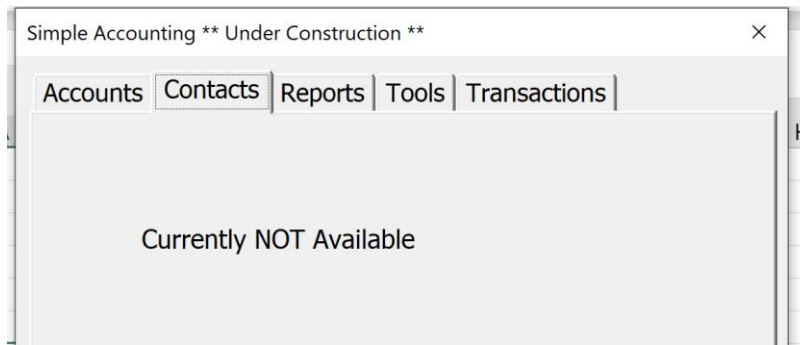## Accounts



All objects on this form function. Please note that the close account button notifies the user if the account to be closed has an open balance, but does not allow the user to automatically write off an asset account if there is a balance

## Contacts

Simple Accounting ** Under Construction **                                    ✕

Accounts | **Contacts** | Reports | Tools | Transactions |

Currently NOT Available

In the future, this tab will allow users to set up contacts for the account to allow invoices to be sent, etc.  It will also be possible to import or link to Outlook contacts.

# Reports

Simple Accounting ** Under Construction **                    ×

| Accounts | Contacts | Reports | Tools | Transactions |

**Report Type**

Accounts Payable
Accounts Receivable
Balance Sheet
General Journal
General Ledger
Income Statement

**Output Format**

Standard
Excel

**End / Effective Date**

03/25/2022

**Start / Previous Date**

Run Report

The objects on this tab currently do not function.  However, it has been set up to display how users will be able to define and generate standard accounting reports.

Currently all reports are generated as stand-alone Excel XLSX workbooks that are saved in the Reports sub-folder.  Other formats will be added in the future.

## Tools



Currently, this form only supports automatically closing an accounting period.  Since the accrual functionality has not been built, the code closes a period by offsetting the open balance in any income expense account and moving the balance to Retained Surplus account, which is the same thing as a Retained Earnings account. Selecting a row in the Tool listbox will change the other object's visibility, enabled state and caption/label as appropriate. This tab will have the following functions available in the future: bulk loading of receivables (for billing dues etc.), and bulk invoicing / statement generation and other to be determined functions.

# Transactions

| Simple Accounting ** Under Construction ** | × |
|---|---|

Accounts | Contacts | Reports | Tools | Transactions

Trans Type  [ Credit Expense ▼ ]    [ Add Trans ]

Desc  [ Setup fees ]    Date [ 03/25/2022 ]

Debited Accounts        Amount        [ Add Debit ]

[ Other Events ▼ ]    [ 100 ]

| Other Events | 100.00 |
|---|---|

Credited Accounts        Amount        [ Add Credit ]

[ Other Accounts Payable ▼ ]    [ 100 ]

| Other Accounts Payable | 100.00 |
|---|---|

This form simplifies the loading of transactions by prepopulating the debited and credited account lists based on the transaction type selected. Also, the listboxes allow transactions to be split between multiple accounts such as discounts or processing fees. Finally, the code checks to make that the debits and credits match before saving the transaction.