



Omni Accounts Simple Daily Processing Guide

Periods

Before you can start processing you will need to ensure that your Omni date falls within the periods you have specified when you set up your company.

If your Omni date button on the toolbar displays in green , then you have set up your periods correctly and can continue to work.

If your Omni date button displays in dark red , then this means that you are processing outside of your current period. You have a few choices here:-

1. Continue to process.
2. Change your Current period ([File| Monthly Functions| Change Current Period](#))
3. Change your default date to be within the Current period.
4. If you have not yet processed any transactions check that your periods are set up correctly in [Tool| Options| Setup Periods](#).

If your Omni date button displays in bright red , then this means that your date falls into a financial period where processing has been disallowed. This will mean that all menu options which entail processing will be greyed out or unusable. You have the following choices to make to rectify this:-

1. Change your Omni date to one that falls within the current financial year.
2. Tick 'allow processing for this financial year'. To do this, go to [Tools|Options| Setup Periods](#). Then select the financial year for which you wish to process and tick the tick box to allow processing.
3. Do a Year End ([File| Yearly Functions|Process Year End](#))

For more information see the Omni Help Topics **Omni Dates, Default Date Button, Change Current Period** and **Financial Year / Period Setup**

Customers

Customer Invoices

Make sure the customer accounts have been created and that the next invoice numbers have been set in your Customer Options.

1. Make sure the Customer Account exists. If not then create it by selecting [Customers| Customer Accounts| New Customer Account](#).
2. Select menu option [Customers| Invoices| New Sales Invoice](#) or the New Sales Invoice icon on the side bar under the Customers group.
3. Select the account number.
4. Fill in information on all the tabs.
5. On the Lines tab use the Add Stock or Non Stock buttons to add in the line items on the Invoice.
6. When you are finished, check the totals on the Totals tab.
7. Once you are happy click the **Invoice** button.
8. Select the stationery template and printer you wish to use and then click on **Print**.

Customer Receipts.

All monies received and paid out must go through a Bank Account. First make sure you have a Bank Account created. This entails creating a Nominal ledger account with a Financial type 500 and the Balance Sheet type set to 'Bank Account'. See the Omni Help Topic **New Bank Account**

1. Select menu option [Banking| Receipt](#) or the [Other Banking](#) Transaction icon on the Side Bar under Banking.
2. Select the bank account into which you are receipting the money and click **OK**
3. Choose a transaction type of 'Receipt' and then choose the receipt type, i.e. Cash, Cheque etc.
4. Give the transaction a reference number.
5. Enter the amount received.
6. Enter a narrative e.g. invoice number being paid.
7. Choose 'Customers' under Target Ledger and select the Customer's Account Code under the Target Account.
8. Check all the information and click **Process**.
9. You will be asked if you wish to Allocate the receipt, click **Yes**.
10. You are then shown a list of unpaid invoices on the Customer's account. Tick the invoices being paid or otherwise click the Auto Allocate button to allocate from the oldest.
11. Click **Update**.

Suppliers

Supplier Journal Invoices & Supplier Invoices

First make sure the supplier accounts have been created. There are two method you can use to post Supplier Invoices. One is by using Supplier Journal Invoices which do not update stock and must be used if you have not purchased Switch No 25 – Supplier Invoices which is part of the Business and Enterprise bundles. The other method is by using Supplier Invoices (Switch No 25 – Supplier Invoices), which prints documents and can also optionally update Stock.

Supplier Journal Invoices

1. Make sure the Supplier Account exists. If not then create it by selecting [Suppliers| Supplier Accounts| New Supplier Account](#).
2. Select menu option [Suppliers| Supplier Accounts| Supplier Journal Entries| Supplier Journal Invoice](#).
3. Select the account number.
4. Fill in the information.
5. Once you are finished click the **Process** button and the invoice will be posted.

Supplier Invoices

Make sure the next invoice numbers have been set up correctly in your Supplier Options.

1. Make sure the Supplier Account exists. If not then create it by selecting [Suppliers| Supplier Accounts| New Supplier Account](#).
2. Select menu option [Suppliers| Invoices| New Supplier Invoice](#) or the New Supplier Invoice icon on the side bar under the Suppliers group.
3. Select the account number.
4. Fill in information on all the tabs.
5. On the Lines tab use the Add Stock or Non Stock buttons to add in the line items on the Invoice.
6. When you are finished, check the totals on the Totals tab.
7. Once you are happy click the **Invoice** button.
8. Select the stationery template and printer you wish to use and then click on **Print**.

Supplier Payments.

All monies paid out must go through a Bank Account. First make sure you have a Bank Account created. This entails creating a Nominal ledger account with a Financial type 500 and the Balance Sheet type set to 'Bank Account'. See the Omni Help Topic **New Bank Account**

1. Select menu option [Banking| Payment](#) or the [Other Banking](#) Transaction icon on the Side Bar under Banking.
2. Select the bank account out of which you are paying the money and click **OK**
3. Choose a transaction type of 'Payment' and then choose the payment type, i.e. Cash, Cheque etc.
4. Give the transaction a reference number.
5. Enter the amount paid.
6. Enter a narrative e.g. invoice number being paid.
7. Choose 'Suppliers' under Target Ledger and select the Supplier's Account Code under the Target Account.
8. Check all the information and click **Process**.
9. You will be asked if you wish to Allocate the payment, click **Yes**.
10. You are then shown a list of unpaid invoices on the Supplier's account. Tick the invoices being paid or otherwise click the Auto Allocate button to allocate from the oldest.
11. Click **Update**.

Nominal Ledger

Expense Payments

This option is used for monies that you need to pay from your bank account, where you have not created a Supplier Account. Payments that fall into this category are electricity payments, salary & wage payments, PAYE payments etc.

All monies paid out must go through a Bank Account. First make sure you have a Bank Account created. This entails creating a Nominal ledger account with a Financial type 500 and the Balance Sheet type set to 'Bank Account'. See the Omni Help Topic **New Bank Account**

1. Select menu option [Banking| Payment](#) or the [Other Banking](#) Transaction icon on the Side Bar under Banking.
2. Select the bank account out of which you are paying the money and click **OK**
3. Choose a transaction type of 'Payment' and then choose the payment type, i.e. Cash, Cheque etc.
4. Give the transaction a reference number.

5. Enter the amount paid. This will be the VAT Inclusive amount.
6. Enter a narrative e.g. what is being paid.
7. Choose 'Nominal Ledger' under Target Ledger and select the Nominal Ledger Code under the Target Account. This will usually be the Expense code.
8. You will be able to select a VAT Code. This is should do if you are registered for VAT and you are able to claim back the VAT on the payment you are making. If VAT does not apply to the payment at all, for example, a wages payment then set the VAT Code to Z Not Registered.
9. You may alter the VAT Amount. If the VAT Amount that Omni calculates does not agree with the VAT on the invoice you are paying due to a rounding error, then alter the VAT amount to agree with the VAT stated on the invoice.
10. Check all the information and click **Process**.