Yukon Accounting
Basic Operational Guideline

The Menu Structure of Yukon Accounting could differ from one company to another but would contain most of the following –

🖥 Summary		
🏛 Bank Accounts	1	
🖬 Cash Accounts	1	
🖬 Receipts & Payments	18	
↻ Inter Account Transfers	0	
✔ Bank Reconciliations	0	
👪 Customers	2	
✉ Sales Invoices	1	+1
⚡ Credit Notes	0	
🏢 Suppliers	2	
🗓 Purchase Invoices	1	
🗄 Fixed Assets	0	
🖻 Depreciation Entries	0	
✒ Journal Entries	6	
@ Emails		
🖨 Reports		
⚙ Settings		

Company Setup
Business Details

1. Go to   **⚙ Settings**

2. Then   **🏷 Business Details**

3. Then   Enter your

        Business Name
        Address

    and if required
        Phone Number
        Email Address

Business Logo

1. Go to   **⚙ Settings**

2. Then   **🖼 Business Logo**

3. Then   Follow the indicated steps

Chart of Accounts

The Creation, Editing, and Deletion of General Ledger Accounts are dealt with under Chart of Accounts

There are several System Accounts e.g. "Accounts Receivable" which cannot be deleted – you can only rename these Accounts

Customer and Supplier Accounts are created / edited under their resective menu structure from the main menu

Creating a New Account

1. Go to   **⚙ Settings**

2. Then   **📊 Chart of Accounts**

Balance Sheet Accounts are on the Left

Income and Expense Accounts on the Right

3   Determine if the account to be created is a Balance Sheet or Income/Expense Account Type

Accounting consist of 5 Basic Account Types / Groups

C   Capital

I   Income

E   Expenses

L   Liabilities

A   Assets

(Acronym "**CIELA**")

Liabilities and Assets are further classified into Current and Non-Current

3. Then   if you wish to create another Account

Enter the Account Name
Account Code is optional
Link the Account to the appropriate Account Group
Press "Create"

Editing an Account

Select the Account you wish to delete or rename

- The Account Code displays behind the Account Name, If you created Account Codes

Account Groups

Groups can be a useful function if needed

      e.g.   you have 2 accounts for Motor Expenses

                Fuel

      and   Repairs & Maintenance

Create a Grou – "Motor Expenses"

      then edit the Group linking of these 2 accounts from Expenses to Motor Expenses

Account Display Sequence

You can re-arrange the display sequence of your Chart of Accounts
There is a little Icon with arrows on the right-hand side of Account Descriptions – click it and then move the selected account into the desired position

Sales Invoices

You need to create your Customers

before you can proceed with Sales Invoices

- Activating Auto Numbering

Your 1st Invoice
      Determine the number of your next invoice from your present system and enter it in the number field
           Leave the Tick Box empty

Your 2nd Invoice
           Do not enter a number

Just tick the box

The system will use the number of your 1st Invoice and automatically increment numbers.

Banking Transactions

Banking transactions are captured under

The system allows for multiple bank accounts.

Transactions can be captured manually or imported

If you have used the Banking Feed system in previous systems then by all means do what you are used to.

If not, then we suggest the following system –

Register your business at 22seven (an Old Mutual Application)
http://www.22seven.com/

This is an extremely user-friendly system to export your banking transactions to be imported into Yukon Accounting
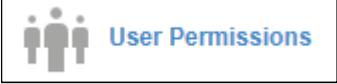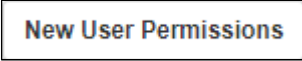
Recurring Journal Entries

1. Go to

2. Then

3. Select

User Permissions

Access Permissions can be set in detail by the User and also allowing your Accountant access to the system.

1. Go to   **⚙ Settings**

2. Then   **👥 User Permissions**

3. Then   **New User Permissions**

4. Select   Full Access, if the User should have unrestricted access

     The default to all functionality is   No Access

You now select the appropriate access you wish to allocate to this User