

Procountor learning assignment

A Procountor environment has been created for each student group (24 groups in total). Every student has their own personal login credentials (e.g. username studentX.aalto / password studentX.aalto). The login page is <https://secure.procountor.com/procountor/>.

You can find the User manual from the "?" icon on the left hand side in Procountor, or by going to <https://procountor.finago.com>.

You can create valid company IDs, bank account numbers and identity numbers with this generator (in Finnish):

<http://www.telepartikkeli.net/tunnusgeneraattori>. Please use this when coming up with your own information in the system, as Procountor checks the validity of bank accounts, person and company IDs etc.

1.

Fill in the basic information of the company (*Management > Company info > Basic info*):

Company address: add address

Company ID: 123456-2 (leave the drop-down menu choice empty).

You can also add *Contact persons*.

Fill in bank account information (*Management > Company info > Bank account information*):

A test bank account has already been added in your environment. The bank account must be filled in, so that sales invoices can be sent from this company. The bank account number must pass the verification and it must be different in each company.

Fill in your own information in *Management > Personal information and settings*.

2.

Fill in the current year as the financial year in the accounting info (*Management > Accounting info > Financial years*)

3.

Add basic information:

Management > Accounting info > Tax information: add 45698765 as *My Tax reference number* and FI2516603000116775 as *Tax payment bank account*. Choose 1 month as the *VAT period length*.

Management > Salary info (new) > Salaries basic info > Employees' pension insurance: click **Add contract** and choose a pension insurance provider. Add 10-11111111 as the agreement number.

Add LähiTapiola as the *Occupational accident insurance* provider (ID 8055870-8) and 123456789 as the policy number.

Management > Salary info (new) > Salary periods: add salary periods for one year.

4.

Add a new customer with the following information. (*Sales > Customer register > Add customer*):

Name: **Come up with your own company name**

Address: **Come up with your own company address, e.g. Maapallonkuja 1 A, 02210 Espoo**

Company ID: 123123-1

Invoice channel: Email (add your own email address)

5.

Add a new product in the Sales product register (*Sales > Sales product register > Add product*):

Come up with your own product name, price with no tax XX €, VAT 24 %.

6.

Create a new sales invoice for PR Oy (*Sales > New sales invoice*).

Choose PR Oy from the customer list (**Search customer**). Add 500 calendars on the invoice and send the invoice to yourself via email.

7.

Create a new purchase invoice in *Purchases > New purchase invoice*.

Supplier **Come up with your own company name**

Invoice date dd.mm.yyyy

Bank reference code 5555

Monthly charge for accounting software 50 €, incl. VAT 24 %

Choose *Bank transfer* as the *Payment method* and add FI55 4322 0842 0008 98 as the bank account number.

8.

Go to the front page, on the *Invoice waiting for verification* view. Accept the purchase invoice you just created. Go back to the front page. Choose *Quick links > Purchase invoices waiting for payment* and choose the invoice you created. In the *Payment* view, click **Mark as paid elsewhere**. This replaces the actual payment transaction.

9.

Add a new person with the following mandatory information (*Payroll (new) > Person register > Add person*)

Name: **come up with your own name, e.g. Matti Virtanen**

ID: e.g. 101070-UUUU. Choose gender. You can make up an ID by using the format DDMMYY-UUUU.

Address: Kielotie 2, 02120 Espoo (or any other address). Choose Finland from the *Country* drop-down menu. Add the same information as *Address in home country*.

Account number: FI96 9000 9000 1234 57 (or any other account number. You can create account numbers using <http://www.telepartikkeli.net/tunnusgeneraattori>)

10.

Save basic info for Matti Virtanen (*Payroll (new) > Employee register > Edit salary info*).

Add **New employment**. Valid from dd.mm.yyyy

Base salary 2000 € / month

Add **New tax card**. Choose *One income limit* as *Type*. Set *Base* percentage to 20 % and *Additional* percentage to 35 %, *Annual income limit* to 25 000 / year.

Choose Employees' Pension Act (TyEL) as the *Pension insurance* and choose the agreement from the drop-down menu.

Choose the *Accident insurance policy number* from the drop-down menu.

Add a *Statistics Finland's classification of occupations (TK10)*. You can find the codes from this link: https://www.tilastokeskus.fi/meta/luokitukset/ammatti/017-2018-05-15/index_en.html

Add a telephone benefit of 20 € from the salary types (*Payroll (new) > Employee register > Edit Salary base > Add salary type*).

11.

Add a new salary list for Matti (*Payroll (new) > New salary list*). Add a *payment period, Salary list name, Accounting date, Due date* and *Payday*.

Save and approve the salary list.

12.

Mark the salary list as *Paid elsewhere*.

13.

Find the sales invoice you created earlier for PR Oy (*Sales > Sales invoice search*).

Choose *Go To > Special situations > Add payment transaction* and add *Payment date*. Choose *External bank transfer* as *Payment method*. After this, the status of the invoice is *Marked paid*, so the invoice is not shown in the *Search for open sales* view.

14.

Add a new receipt in *Accounting > Ledger entry tool (new)*. Use the receipt to save the bank statement for dd.mm.yyyy.

- Name the receipt as Bank statement mm/yy and add receipt date dd.mm.yyyy.
- Add 4 transactions on the receipt:
 - 2880 Payment transaction account + net salary € (Matti's salary has been paid)
 - 1700 Trade debtors - gross sum € (PR Oy has paid the invoice)
 - 1910 Cash in bank + gross sum € (PR Oy has paid the invoice)
 - 1910 Cash in bank - net salary € (Matti's salary has been paid)
- You can find the receipt in *Accounting > Journal receipt search*.

15.

After finishing all the assignments above and making sure there are no unfinished invoices, create a VAT summary in *Accounting > VAT summary*. The accounting page of the VAT summary automatically creates an entry on the account 2930 (VAT liability). After this, the accounting for the month is in balance.

Create a tax return for self-assessed taxes in *Notifications > Tax return for self-assessed taxes*. Include VAT information and employer's contributions.

16.

You can find the accounting reports in *Reports > Accounting reports* once you have updated the reporting database. By clicking **Update reporting database**, the receipts you just created and/or changes you made will show on the reports.

17.

You can now check the fiscal year's profit from the income statement. You can check the balances of the accounts from the account inspection report (*Accounting > Reconciliation tools > Account inspection report*).

18.

Keep on practicing by adding customers in the customer register and creating sales invoices for these clients. You can also try the Group invoice function or add customers using the Import data function. Date the new receipts on the following month, create a VAT summary and update the reporting database. Check if your company is making profit.

19.

Set up dimensions in *Management > Accounting info > Dimensions*. You can choose the objects you want to track with different dimensions.

20.

Dimension all the receipts for one month in *Reports > Receipt search > Go to > Dimensions > Set receipt dimension*. Then check the report from *Accounting reports > Income statement > Every dimension code and total sum*. Under *Dimensions*, choose the items you wish to add on the report.

21.

Add a supplier in the supplier register. Add a default account and default dimension (*Purchases > Supplier register > Defaults > Default dimensions / Default accounts*). Create a sales invoice for the said supplier.

22.

Create a travel invoice for Matti Virtanen in *Travel and expense invoices > New travel or expense invoice*. Search for Matti's information. Use the *Travel calculator* and add daily allowance for travelling to Turku / Firma Oy for training. Set departure time as 1.2. 7am and return time as 2.2. 19:20pm. Add a kilometre allowance for 300 km and expenses for pastries for the customer for 10 €. Add a receipt from *Attachments*.

23.

Implement the Documents function in *Management > Company info > Usage settings > Documents*. Add a document (e.g. a contract) in *Management > Company info > Basic info > Attachments*. You can find the document in *Documents*.

24.

Add your colleague as a user in *Management > Users and privileges > Add existing user*. You can add them with their username and delete them afterwards.

25.

You can add accounts in the chart of accounts in *Management > Accounting info > Chart of accounts > Edit chart of accounts*. You can add accounts of 4 digits. Try using the account you just added on a receipt.

26.

Save your search in *Accounting > Accounting reports > My searches*.

27.

Open the *Guided setup* from the "?" icon and check all the tasks in the list. Did you finish all the tasks?

28.

You can add business partners by importing data in your own environment. Create e.g. a person register and import it from *Management > Import data*. You can find the description of the file from the Procounor Guide: <https://procounor.finago.com/hc/en-us/articles/360000256437-Business-partner-data-import-file>

29.

You can save the previous year's comparison data using the *Ledger entry tool (new)*, the *Import data* function or directly with a journal receipt. In the *Ledger entry tool (new)*, you can copy and paste transactions from Excel with the **Paste transactions** function. You can save the data on the previous year's last day.

30.

You can view transactions with the graphical reports in the *Reports* menu. The graphical reports are updated every couple of hours, so the transactions you have just entered will not show on the reports. You can view *Sales reporting* by product or customer. In the *Travel and expense reporting* view, you can see the content of the travel invoices by product. All the travel expenses can be posted on the same account, as you can drill down to the kilometer expenses and daily allowances from the report.

Enjoy the assignment!

I am happy help with any additional questions.

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