MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

**O. M. BEKETOV NATIONAL UNIVERSITY
OF URBAN ECONOMY in KHARKIV**

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GUIDELINES
for the individual work
"Working with Directories in the Program "1C Accounting "
for the discipline

"1C-ACCOUNTING"

(in english)

*(for 4th year full-time students and 5th year distance learning
students-field of study 6.030509 – "Accounting and Auditing")*

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Methodological guidelines drawn up in accordance with the requirements of credit-modular system of school organization and structure are consistent with the indicative content of the discipline recommended by the European Credit Transfer System (ECTS).

Методичні вказівки складені відповідно до вимог кредитно-модульної системи організації навчального процесу та узгоджені з орієнтовною структурою змісту навчальної дисципліни, рекомендованою Європейською кредитно-трансферною Системою (ECTS).

INTRODUCTION

The "1C-Enterprise" has acquired such popularity that has become "de facto" standard for the organization is so great that the Guidelines are intended for students of the fourth course in 7.050104 - finance full-time for the performance of laboratory work on the PC with the course "Information Technology in accounting and control". Recommendations include the following sections of the course:

• setting of "1C: Enterprise";

• A household transactions in the system "1C: Enterprise";

• Payroll in the system "1C: Enterprise".

Purpose

• developing and deepening students' knowledge of information systems of accounting based on new information technologies;

• acquisition of practical skills to work with the system "1C: Enterprise".

The execution of

• Enter the new user in the "Configurator" to ask him the right of access, user interface and password to login.

• Customize the system constants, complete directories needed for record keeping.

• Learn to perform service functions of the service information database "1C".

• Enter the initial balance of accounts of the company.

Implementation of key milestones illustrate the example demo database configuration for the complex of Ukraine.

Registration the new user

To enter a new user, run the system using the "Configurator": "Start → Programs → 1C Enterprise 7.7 → Konfynurator". A window will appear with a list of available databases "1C" (Pic. 1).

Select the line "Accounting Accounting for Ukraine (demo)". Demo database partially filled with data, so it is useful for studying the basic tools of the system. To create your own database to use the base "Accounting Accounting for Ukraine", contains no data. To work with a personal copy of the database makes sense to copy it to a separate directory. This can be done by standard means of Windows. Recall that after the generation of the configuration database is located on the «X: \ Program Files \ 1Cv77 \ 1SBUKR», where "X" - the symbol ID of the drive. Once your database is done, you need to connect it to the system "1C". To use this form as shown in Pic. 1 designated button. Button "Add" adds a separate line in the list of databases in the box below.
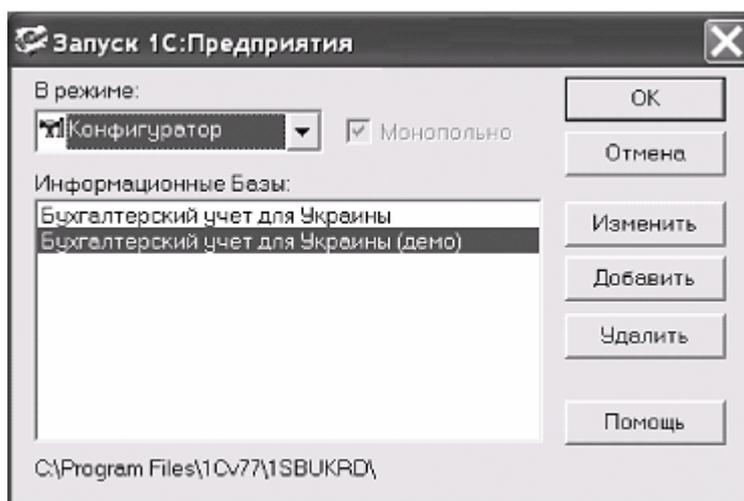
Pic. 1 – A window will appear with a list of available databases "1C"

To register an additional database of "1C" to fill out the form shown in Pic. 2. The first line specify a database name. The second line - route to the file where it is. For example in Pic. 2 attached base with name "Ynformatsyonnaya base # 1", which is located in the directory «X: \ Program Files \ 1Cv77 \ 1SBUKRD».
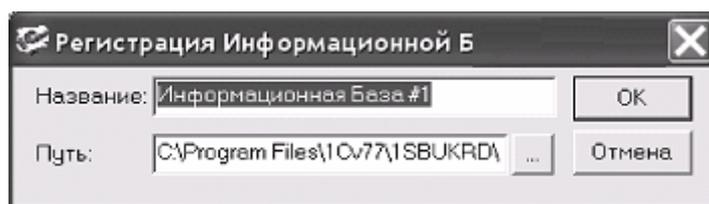
Pic. 2 – Attached base with name "Informational base # 1"

Before the performance of laboratory work, create and register a copy of the database "1C". According to the original base take «1SBUKR»: Installed Configuration "1C" in this directory are "empty" database. It contains all the necessary documents, manuals, etc. At the same time not spent in the documents and transactions. For guidance, we will mostly work with the demo database, which is part of "1C Accounting" (a typical configuration for Ukraine version 2.61)

Once established and registered in the database, you can proceed to register a new user.

Important! User registration is appropriate only when dealing with "1C" in network mode.

Register a new user can only administrator. User registration is meaningful not only in terms of data protection. Registration lets you see the name of the user that performed the introduction and correction data. For the chief accountant of this information is very important.

In the demo configuration manager primarily serve users Adminov "and" Administrator. In the "Access Log" (Pic. 3) select administrator and press "OK".
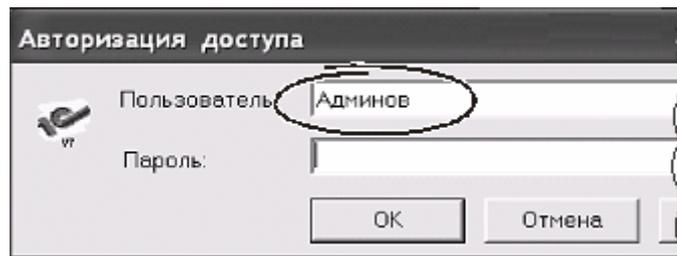

Pic. 3 – "Access Log"

Password in this case may be specified. When you first call the program "Configurator" screen will appear "Council is the day". We close it.

To view and adjust the list of users entering the menu "Administration → Korystuvachi". A registration window koryctuvachiv (Pic. 4). In left of the screen are two icons: "New element", "Delete". Select "New element" (You can hit «Ins»).
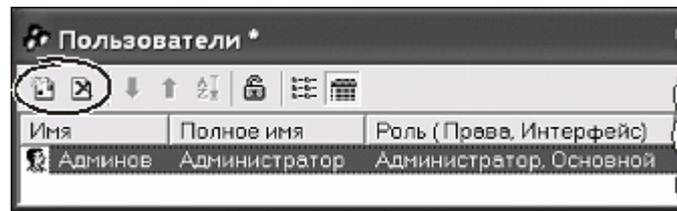
Pic. 4 – A registration window koryctuvachiv

Window formation parameters of the new guide (Pic. 5) has two favorites: "Attributes" and "Role". On the tab "Attributes" indicates full and abbreviated name of the user. On the tab "Role" (Pic. 5) can determine the category of user rights (in this case, specify "Administrator") and type of interface.
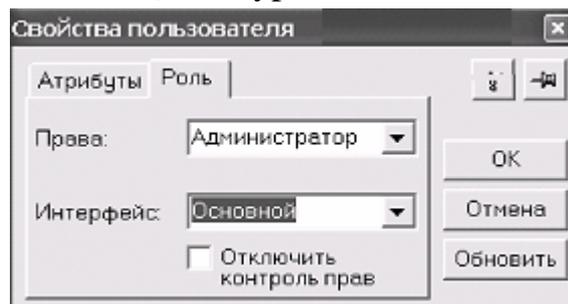
Pic. 5 – The tab "Role"

User rights determine the set of operations that can make for their functional responsibilities, and access to relevant files database interface specifies a set menu, which promotes activation of user functions. The user interface must meet his rights. Thus, if a user with rights to ask an accountant complete interface (corresponding to an administrator), then he will see all the menu items are available but it will only items according to his rights. To save changes click "OK".

The administrator can set the password yourself as well as any user of the system. To do this, select the user you set a password and click on the icon ("Change password") or refer to this function through the right mouse button. To avoid possible errors password is entered twice. On the characters you type a password appear with asterisks. When exiting the reference system will ask users to confirm saving changes. Save the changes and proceed with "Konfigurator".

Getting started with the program "1C"

To start entering and processing information, run the system in the main mode: "Start → Programs → 1C Enterprise → 1C Enterprise 7.7 ". In our cases - a "1C: Enterprise".

Important! First call programs to do only in exclusive mode. This is due to the fact that at the time of initial application to the database, "1C" generates index files and adjust the working files. In this case, work in network mode is irrelevant. Thus, the first call "1C" should be implemented through the "Start → Programs → 1C Enterprise 1C→ Enterprise 7.7 → monopoly"

Choose at the start personal database. In the access authorization choose the name. if necessary, enter the password.

Once downloaded, the database program "1C" offers complete list of constants that are important for organizing your work. The process of filling organized in Master mode. The component that controls the filling of constants is called "Master filling the constants".

Important! If automatic call "Masters filling the constants" disabled, you can turn to the menu "Help → Assistant filling the constants"

In the first box, click "Next". In the second stage "1C" you specify information about our company and a number of options for provider units TMS others. All parameters of the window (Pic. 6) lists the elements, as evidenced by their gray color. This means that information required parameters we have to store in a directory and then substitute it in the appropriate field.
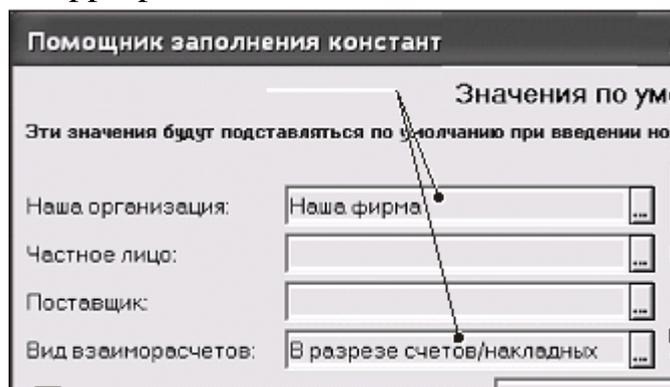

Pic. 6 – Assistant filling the constants

In this window we will be interested in two parameters: "Our organization" and "Type vzaymoraschetov". Let's start with the latter.

The "Type vzaymoraschetov" can take one of two values: "In razreze treaties" and "In razreze schetov / nakladnih".

Where the payment and delivery of TMS clearly agreed it makes sense to keep track of "In razreze schetov / nakladnih". However, in practice there are often situations where the same contractor and acts as supplier and buyer. Working with the contractor may be conducted in a "random" mode. For example, payment for the goods or services may not precisely coincide with their values. At intervals the quality our company may have debitovu debt to the contractor, in others - lending. In this case, should keep records of holdings "in razreze treaties". With one contractor can make some agreements: the supply of goods, purchase of goods, services and more. Later statements "1C" will enable mutual analyze how the whole contractor and for each contract.

Now form the information about our company. Let's click your mouse on the "Our organizations". We get to the guide "firm" (Pic. 7).
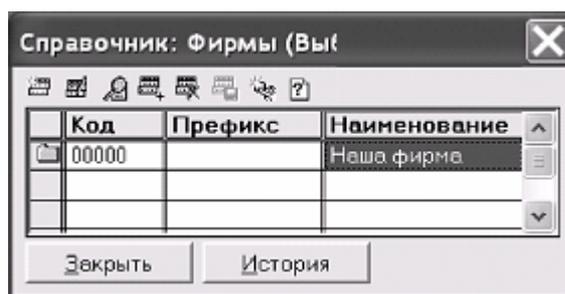
Pic. 7 – The guide "firm"

Work with directories usually can be done with just the right mouse button. Yes we do. If the firm is in the directory, right-click on the appropriate line and from the context menu "Edit". If the directory is empty, take it, but from the context menu select "New".

The "1C" displays a form with the parameters of the organization. It has three tabs: "The main note", "Registration and Codes", "Advanced" (Pic. 8). Examine in detail all the options (and there are a lot of blank) does not make sense. Most of them realized with the same name.

Pic. 8 – The parameters of the organization

The "Name of" and "Full, Name of "- the name of the company. Entered from the keyboard; you are not part of listing.

Group settings "Responsible Faces" (director, chief accountant, etc.) are elements of directory "hundred mines". How to fill in this guide we say later.

Check "RBC lytso" means that your firm E individual. If it is set to the left appear Fields passport of the person representing the company.

Setup addresses and phone ownership and the "industry of" filled arbitrarily. They do not affect the calculations, but may appear in printed form.

The "Essential Bankovskye", "DOS. valyutny p / expense "is a handbook elements" expense your firm. Enter the information to them and the reasons given in the field.

Bookmark "Registration and Codes" consists mainly of conventional fields. Enter the login information to them of his company. The only field that is taken from the handbook "Nalohove inspections" a field "Nalohovaya inspection".

On the tab "Advanced" you can select "Place of storage" (ex. composition), which is transmitted mainly products. Starting selected from the directory "of space storage". The "1C" requires that at least was a wholesale warehouse.

Important! The system does not need to registered staff there physically. But at least a virtual warehouse for the work required. Without it, the system can not properly carry out analytical accounting TMS.

Obligatory field, fill in the "Prefix number". The "1C" "implies" that within the same framework can be kept records of several organizations (or affiliates). To distinguish between documents belonging to different companies, they have different prefixes. There is no difference what type of documents as prefix. Enter, for example, the first letter of your company.

Let's turn now to bookmark "The main note". We did not fill options Responsible Faces. They are elements of directory "vicar". Enter the director. Let's click your mouse on a parameter "Director", see the box listing "hundreds of mines" (Pic. 9).
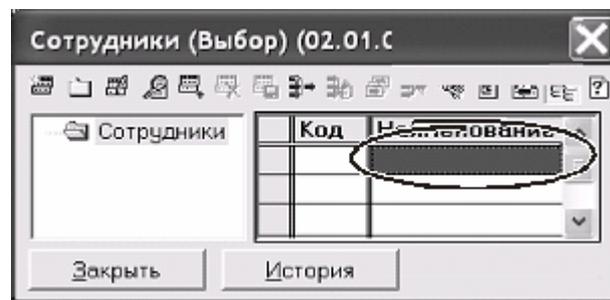
Pic. 9 – Enter the director

To enter a new employee right-click on the line, which highlighted. From the context menu Yank "New". On the employee zichvytsya card that includes 4 tab "General", "DATA FOR n / a", "Pasporte DATA", "Nalohove DATA".

On the tab "General" are the most general information about the individual - full name, gender, position, telephone and so on. It is important to specify the type of employee "Community". If this flag is not set, the system will consider the employee working part-time. Date of hiring will affect payroll. Therefore, this option should be introduced carefully.

Bookmark "DATA on / or" combines a number of important parameters. First, a salary and advances received. This information is not required to enter: data on wages can be specified in the document charges. But if the salary is constant, it makes sense to introduce it in the directory. Options "The number of children" and "Quantity Lgota" must be set, because they directly affect the process payroll. For the same reason, note the options "Pensyoner", "member associations", "Invalyd".

Note the options "cost type" and "type activities". For pratsivnikiv administration indicate "type costs" – "Salary admynystratyvnoho apparatus", "type activities" – "Primary". The "expense cost" does not fill.

Some details of the reference to "1C" is periodic, that may change over time. Examples of such details is the exchange rate, position, size, salary and so on. When

you try to change the details of the periodic system requires a date from which these details take effect. At initialisation periodic props for this date is automatically "01/01/80". On further change periodically requisite program offers a register of the current date. The date of registration can be changed by contacting the calendar. In any case, the history of the periodic values of props can be viewed and corrected by clicking the "History".

! Watch the date of registration changes. Especially when planning to create and adjust documents past. For example, registering changes in salaries date 15/01/07 should not expect that the payroll for 110/01/07 these changes will be included.

Reading "Pasportne DATA" and "Nalohove DATA" parameters to combine data and passport details of registration with the Revenue Commissioners. Fill in the fields to be able to print the form without further elaboration.

Tip! Move from one tab to another convenient keys Ctrl + PgUp, Ctrl + PgDn.

Similarly, enter the cashier and chief accountant and head of the trade union.

After the formation of information managers, the system returns us to a form shown in Pic. 8. Let's click your mouse on a button "OK" and record the parameters of our organization. Double-click on the reference line with our company and thus introduce it to the form shown in Pic. 6. Other options on the form are optional in nature. If you specify, for example, employees in the field "Who othruzhaet goods on", then the formation of appropriate documents relevant names will pidstavlyatysya automatically. Of course, if necessary, the document can be changed.

Push the button "Next" and get to the next screen Master filling constants "Uchetnaya politics". First among the parameters of this window is "Methods partyonnoho record the holdings". It can take values"in batch", "on the price of srednevzveshennoy", "FIFO", "LIFO". Set it to "in the batch". In this case, each income holdings will form a new party. Control of the parties in writing off TMS performs accountant.

Another important parameter window "Uchetnaya politics" is "What are the ispolzuyutsya klass schetov rashodov?". Possible values are "only 8 class", "only 9 class" and "8 and 9 klass". Leave the value "8 and 9 klass" unchanged.

The remaining parameters do not change, then click "Next". The next two windows "Tools, Options" and change nothing else. Just press the button "Next". Leave unchanged the user interface settings and parameters of periodic values. Press the "Next" to finish with Master filling constants.

Service functions of the service information database

When working with Database necessarily be required for special functions: removing objects from reference books, magazines, change the reporting period. These features in the "1C" running in exclusive mode. To enter the system in

exclusive mode should be run in a window (Pic. 1) has a mark "Exclusive" or call the program via "Start → Programs → 1C Enterprise 7.7 → 1C Enterprise monopoly".

Removing objects

The program "1C" objects extraction is performed in two stages. First object to the withdrawal notice. This marked the objects remain in the database, but do not participate in the formation of reports, documents and more. To permanently delete items marked for deletion should go to the special menu.

Mark to remove objects (elements directory, documents, wiring) can be key «Del». There are alternatives: right-click on the object and choose from the context menu "Remove droppings to" use the icon or refer to the menu "Actions → Remove droppings on".

To remove items marked with a need:

• Close all windows

• refer to the menu "operation → Delete pomechenih facilities".

The system "1C" in a separate window will list the objects that will be removed from the database. Before you do this, the program needs to check the integrity of the base. So the button "Delete" at this stage is not available. To check the database press the "Control". The system will analyze references to objects that are removed. If they are used to create other objects, the program will not remove them. To exclude such objects must be removed from the base and also objects to which they refer. List of references systheme returns in the bottom. In the same window shows the number and list of facilities available for deletion from the database. To permanently delete items, press the "Delete" (which becomes active after control). Button "Close" Closing a window.

Installing the reporting period

To program "1C" to properly display turnovers and balances, you must correctly set the current reporting period. This can be done only in exclusive mode. Are part of "Operation → The outcome of accounting".

In the "Management accounting basis" does the following.

1. In the "Set for calculation:" indicates the current quarter.

2. Push "Set calculation". The current quarter will be transferred to the field "Calculation ytohov set by" and in the "Set calculation to" is automatically set to the next quarter.

3. Push "Polniy pereschet itohov", then refresh program value of all accounting totals.

4. We go out the window by clicking the "Exit".

Changes in the reporting period and the opening of a new period of storage up is done via the menu "Operation → Manage operatyvniy my outcome of". In the "Date

actuality itohov" indicates the date of the new point of urgency (current date), press "Install". At the request of "Change point actuality itohov?" Answer "Yes". On screen will be prompted to conduct and document list. The window consists of two lists. Both lists contain a list of documents that may be conducted. The left list is for selecting of non-document right - Selection conducted. Pointing to documents in the left list, we are initiating a second document was not conducted. Pointing to documents in the right pereprovedennya initiating documents have already been held. Button "to choose all" notes of all documents. Check "Output Messages at provodymih documents" enables to control the process of documentation.

Installing the options press "Run". A point of relevance is changed. If the process is completed successfully, the screen will be displayed message "Changing AND over!". In this case, the actual point totals of 0 hours 00 minutes 00 seconds, the date chosen as the date of actual results. Later at the end of the reporting period (month) to change the point of relevance in the "Manage operation my outcome of" need to click "Open" under "Opening sleduyuscheho perioda". At the end of the quarter in the "Office of Accounting outcome of" need to click "Install" and list the results.

Recovery sequence of documents

Dos to changes in your document system issues a message to the violation of their chronological sequence. This can lead to errors, such as statements that reflect the operation of household dynamics. To restore the sequence location of documents in time, close all windows and from the main menu "Operation → Provedennye documents …". In carrying out the documents go to the tab "sequence" click "to choose everything". To closely monitor the recovery process check box "Output Messages at pereschytanied documents". After that click "Run". After issuance of notice of successful completion of the restoration sequence close the window.

Introduction of residues

Prior to registration of the accounting transactions necessary to enter the initial (input) balances of accounts. Date of transactions forming residues has initial date of the reporting period. The remains entered date 30 (31) of the month preceding the current year.

The remains entered transactions containing entries in pondentse correspondent account with a special 00 "Support Account":

• Debit account balances are entered on the debit of the account and credit account 00;

• Credit balances account entered on the credit of this account and debit account 00.

Balances on accounts for which the chart of accounts asked of analytical accounting, introduced in pointing subkonto. The input fields subkonto required.

The procedure entry we look at this sample.

Some Blahodetelev BB founded the company with sales of clothing and made to the authorized fund amount of UAH 40,000 . This amount includes the cost of the car (25000 USD, listed by the Director Ivanov II) and the sum of the current account (15,000 USD). At the time of entry remains were relationships with contractors:

• unpaid supply 10 sweaters at a price of $ 100 (Excluding VAT) from the supplier Ltd "They would give".

• prepayment of buyer Ltd "She" for 5 sweaters at a price of 180 USD VAT inclusive.

Objective: to determine the date of administration balances, prepare a list for making accounting entries balances based analytics accounts "1C", form the elements of intelligence and bring them to the appropriate directories, make using manual operations and documents residues form a turnover saldovuyu statement for validation introduced residues.

Run the program "1C" in exclusive mode. Through the menu "Tools → Options" tab "General" set the "Rabochaya date" on the tally input residues, for example on 31/12/06. It is very easy: all postings and documents issued by the formation of residues one date. Now we do not need to adjust it every time you create a new document.

First, draw up a list of entries on paper and analyze the elements of intelligence in the accounts that will be involved. To account 6415 "VAT" display ending balance (50 USD). What happened after surgery:

- Ward holdings without prepayment from your 6415/631 200.00

281/631 1000,00

- Cancellation by the buyer 311/6811 900.00

643/6415 150.00

The first four entries we introduce by hand operation, posting the fifth-document "Remains of TMS" the sixth and seventh documents "Remains of settlements" for provider "They would give" the buyer and "She". After formation documents and postings make a turnover saldovuyu roll and make sure that the balance of the support account "00" is zero, and the total balance is 42,100.00 USD.

Introduction of residues "manual" entries do in the "Journal of Operations" or "Journal entries". Go to menu "Operations → Operations Log" or "journal entries". Add a new line by pressing «Ins».

 Complete reference "Place of storage", "expense of our firm," "Kontragent" and "Neoborotnie assets of" do directly in the process of posting. Directory "Nomenclature" differs more complex structure than those that we used so far. So it makes sense to fill it to the formation documents, operating data directory

"Nomenclature". We must add to this guide product "Svyter" with its input price and price realization.

Forming owner "Nomenclature" immediately create its structure so that in future was to make it search for information. For this purpose create a directory "Nomenclature" separate group "Goods". We assume that our company sells several varieties of products, each of which we will create a separate group: "Haberdashery", "Cosmetics" and "Clothing". The group "Clothing" are making the product "Svyter". To do this, click the right mouse button on the line "Obezhda" and from the context menu vybrayemo "New". You see the shape of the characteristics of TMS.

Under the task purchase price do not include VAT. The value "100" enter directly into the field "price including" group settings "Marketplace". Here's the field I see a value price with VAT: 120 USD. As for implementation, it is shown including VAT at is 180 USD. Push the "VAT" right of the "price including" group settings "Otpusknie prices". In the window that appears, enter the value 180 and press «Enter». In the "price including" see "150": a negative value between the cost of implementation and VAT. Having prepared the necessary directories, introduce documents to reflect balances on inventory holdings and mutual. Are part of the menu "Documents → Enter → ostatkov remnant inventory holdings". Push "OK". Call log documents through "Operation → Magazines → Polnie documents". Find typed document. Click on the right mouse button. From the context menu item Yank "Go to journal entries". We see the wiring: D281 (Our warehouse Svyter, by Party of umolch) / K00 1000 10 shth 100 USD).

Remnant of settling fill documents "remnant vzaymoraschetov". Are part of "Documents → Enter → ostatkov vzaymoraschetov remnant". After entering all the documents forming turnover balance in the statement: "Reports → Turnover salodova Vedomost".

If the wiring is not correct, you must carefully check the balance of each account in terms of sub-and subkonto. You can use the report "balance sheet in a row" ("Otchet → Turnover saldovaya Vedomosti on expense").

Exercise

Teacher receives in input data for the initial formation of residues. Divide the system constants for your business. Enter data into the program. Construct a balance sheet. The results of the report write. Report volume – 12-15 s. The report should include a description of the company printed constants rationale for the choice of accounting TMS, the structure of directories and more. For each typed document print screen form with data, the list of operations document, the original form document. Print balance sheet accounts and cards.

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Навчальне видання

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з дисципліни

«1С БУХГАЛТЕРІЯ»

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