



Online accounting

A guide for clients



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BWM Online is our online bookkeeping and accounting service, operated by Twinfield, who are the European market leader in the area of online accounting. It provides a cost effective & totally accessible way for you to work with us. Because BWM Online works as a web application, users can access and exchange financial reports online anywhere and anytime via a secure internet connection.

With BWM Online you get:

- Exceptionally secure online accounting with built-in safeguards for client data
- The ability to assess the impact of business problems based on the most up-to-date information
- The support to strategically grow and develop your business, without ever organizing your software
- Safe login, even via your smart phone with SMS Secure Login. Next to your own password, you will be sent a unique access code with every login, only to be used once.
- All data is held within the European Union
- Ongoing support provided with seamless updates

Under our expert guidance, BWM Online allows us to work with you seamlessly in processing your accounting records online, tailoring our involvement to suit your individual requirements. It integrates easily with your existing software packages. Some of the uses include:

- Invoices – both sales & purchase
- Drillable reports – drill down to the original transaction
- Online VAT submissions
- Credit management
- Self-auditing – it matches as you go, no need for a reconciliation report

Pricing

We agree with you the services menu package that is right for you, typically agreeing one low, flat monthly fee so you can budget accordingly.

BWM Online pricing is very competitive compared to other major online accounting packages. There are also considerable savings versus offline software costs and in relation to time savings.

For further information on Cloud Accounting contact Lesley Malkin- lesley.m@bwm.co.uk



BWM online with Twinfield is a simple to use internet based interface, once we have set you up with a password you are able to log on from any internet enabled device:

Welcome to BWM Client Area

To access our Client Area, please enter your email and password below. By accessing your account you agree to our [terms and conditions of use](#).

Username:

Password:

Login

Forgot Password?

If you are a new user to the BWM Client Area please contact V

BWM Macfarlane
CHARTERED ACCOUNTANTS

[Log out]

Client Area

Welcome Twinfield Test,

From here you can access our client services, resources and news updates. If you have any questions or updates please contact [Vicki Harper](#).

Client Services

Online Book-keeping

Secure Document Exchange

Client Business Hub

Trustee Match

BWMonline

BWMACFARLANE

Welcome Demo | Log off

General

Accounting

Credit management

Projects

Documents

New window v6.35.0

My Desktop

Messages

Data entry (Accounting)

Transaction lines

Pay & collect (Pay & collect)

Matching

Data entry (Invoicing)

Reports (Overview)

[Generate verification number](#)

You are in role Level 3. There are higher roles available with more functions.

KPI Dashboard

Notifications

Active processes

No data was found.

No data was found.

No data was found.

VARIOUS

CASH FLOW

TOP 5 DEBTORS

% BILLABLE TIME

Here are example screen shots of just some of the many functions that can be carried out through BWM Online:

1. Data Entry Purchases

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Welcome | Log off

General Accounting Credit management Projects Documents New window v6.19.2

Data entry - Purchase invoice

Credit purchase invoice ☐

Invoice date	Period	Supplier	Currency	Amount (incl. VAT)	Invoice no.	Due date	User
29/04/2013	2013/04		UK Pounds		Invoice no.		HOLMES1
Image Code				Not in payment run <input type="checkbox"/>			
Scan				Description			

Destination	General ledger acct.	Cost centre	Project/asset	Amount (excl. VAT)	VAT	
Current					P-STD	%
Current					P-STD	%
VAT				Amount		
Total VAT				0.00		
Remainder				0.00		

1 + Line Final Provisional Save draft Clear screen

< Back

2. Sales Invoice Report – Simple view

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Transaction line	Transaction date	Transaction status	Invoice number	Period	General ledger account	Cust./supp. /Cost centre	Description
					Code Name	Code Name	
BWM (HOLMESLLP)							
Transaction type: Sales invoice (SLS)							
Transaction number: 201300001							
1	15/01/2013	Final	201304000	January 2013	1100 Debtors Control Account (Accounts Receivable)	1000 Intel	
2	15/01/2013	Final	201304000	January 2013	4000 Sales Type A		Sales
3	15/01/2013	Final	201304000	January 2013	2200 Sales Tax Control Account		
Transaction number: 201300002							
1	15/02/2013	Final	20130061	February 2013	1100 Debtors Control Account (Accounts Receivable)	1000 Intel	
2	15/02/2013	Final	20130061	February 2013	4000 Sales Type A		Sales
3	15/02/2013	Final	20130061	February 2013	2200 Sales Tax Control Account		
Transaction number: 201300003							
1	15/03/2013	Final	20130046	March 2013	1100 Debtors Control Account (Accounts Receivable)	1000 Intel	
2	15/03/2013	Final	20130046	March 2013	4000 Sales Type A		Sales

3. Profit & Loss report

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Criteria

Reporting structure	EZORA-EN (EZORA-EN) (Show entire structure incl. general ledger)
Company	BWM (HOLMESLLP)
Period to (YYYY/MM)	2013
General ledger account	All (Profit and Loss)
Show details of	Accounts Payable, Accounts Receivable
Status	Provisional transactions, Final transactions
Rounding	Whole amounts
Show	Non attached general ledger accounts (Yes) Empty general ledger accounts (No) Profit & Loss amounts X-1 (No)

	Opening balance	Period 1 to 54	Period 55	Balance
BWM (HOLMESLLP) Base currency: GBP				
Profit and Loss				
Turnover				
Sales type 1				
4000 - Sales Type A		-98,390		-98,390
Total: Sales type 1		-98,390		-98,390
Total: Turnover		-98,390		-98,390
Cost of sales				
Cost of Sales				
5000 - Materials Purchased		4,137		4,137
Total: Cost of Sales		4,137		4,137

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General Accounting Credit management Projects Documents New window v8.19.2

	Opening balance	Period 1 to 54	Period 55	Balance
7304 - Miscellaneous Motor Expenses		11,301		11,301
Total: Motor expenses		15,468		15,468
Office expenses				
7104 - Premises Insurance		6,667		6,667
7200 - Electricity		11,250		11,250
Total: Office expenses		17,917		17,917
Rent and rates				
7100 - Rent		17,789		17,789
Total: Rent and rates		17,789		17,789
Legal and Professional fees				
7601 - Audit Fees		5,264		5,264
7602 - Accountancy Fees		3,217		3,217
Total: Legal and Professional fees		8,481		8,481
Travel expenses				
7400 - Travelling		4,541		4,541
7401 - Car Hire		6,453		6,453
Total: Travel expenses		10,994		10,994
Other expenses				
7500 - Printing		4,705		4,705
7552 - Computers & Software		83		83
7906 - Exchange Rate Variance		0		0
Total: Other expenses		4,788		4,788
Total: Expenses		75,437		75,437
Total: Profit and Loss		-18,818		-18,818

4. Bank Reconciliation

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Welcome | Log off

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Electronic bank statements

Bank statement

Bank	BNK	Opening balance	0.00	Show lines: <input type="checkbox"/> Allocated (0 of 6) <input type="checkbox"/> To be matched (0 of 6) <input checked="" type="checkbox"/> Suspense account (0 of 6) <input checked="" type="checkbox"/> based on new allocation rules (0 of 6) <input type="checkbox"/> With error(s) (0 of 6)
Account number / IBAN	8484888	Received	3 282.80	
Statement	20130128	Paid	-8 226.00	
Date	28/01/2013	Closing balance	-4 943.20	
Currency	GBP	Suspense	0.00	

Record 1 of 6.

Progress 0%

Line information

☐☒

☐ Account no.
☐ IBAN
☐ Account name
☐ Transaction code

Amount

Received (credit) ▼

Account type

☒ Suspense ☐ Customer
☐ General ledger ☐ Supplier ☐ Cheque from supplier

Description

☐ Save to allocation rule

VAT / Open items

5. Online VAT

Twinfield UK – SME dashboard
Welcome | Log off

General
Accounting
Credit management
Projects
Documents
New window v8.19.2

Electronic Return

Year 2013

Period	Status	Created	On	Modified	On	Sent	On	Payable/Repayable					
<input checked="" type="checkbox"/> January	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> February	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> March	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> April	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> May	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> June	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> July	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> August	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> September	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> October	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> November	Not created								★	📄	🔄	🗑️	🔍
<input checked="" type="checkbox"/> December	Not created								★	📄	🔄	🗑️	🔍

● There is no gateway that you can use to send the tax return.

Before you fill in this form please read the notes on the back and the VAT leaflets "Filling in your VAT return" and "Flat rate scheme for small businesses", if you use that scheme. Fill in all boxes clearly in ink, and write 'none' where necessary. Don't put a dash or leave any box blank. If there are no pence write "00" in the pence column. Do not enter more than one amount in any box.

		£	p
For official use	VAT due in this period on sales and other outputs	1	9 8 3 2 2 0
	VAT due in this period on acquisitions from other EC Member States	2	n o n e 0 0
	Total VAT due (the sum of boxes 1 and 2)	3	9 8 3 2 2 0
	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	4	9 6 5 6 4 2
	Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	5	1 7 5 7 8
	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	6	4 9 1 6 1 0 0
	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	7	4 8 2 8 2 0 0
	Total value of all supplies of goods and related costs, excluding any VAT, to other EC Member States	8	n o n e 0 0
	Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC Member States	9	n o n e 0 0

If you are enclosing a payment please

DECLARATION: You, or someone on your behalf, must sign below.
I, declare that the
(Full name of signatory in BLOCK LETTERS)

6. Menu of Bank Accounts

Twinfield UK – SME dashboard

Welcome | Log off

General Accounting Credit management Projects Documents

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Cash books and Banks

Code

Name

BNK My Bank

CASH Petty Cash GBP

Line 1-2 of 2

< Desktop Next >

Automatic processing

Click [here](#) to sign-up for the ABN AMRO connection, for the connection to be completed the sign-up at both sides must be performed.

To sign-up for the Rabobank please login to RIB Pro and start the sign-up process from there. If the bank account belongs to someone without access to Twinfield. Please click [here](#) to send him/her a one time invite to make the connection.

Line 1-4 of 4. (max 10 lines)

Logged actions

Filter on current company ☒

Date	User	Company	Action	Bank	Statement	Transaction number
15/04/2013 11:07:25	Nicole Hall (HOLMES1)	SME dashboard (EZORA-001)	Manual Import	My Bank (BNK)	20130128	
15/04/2013 11:04:44	Nicole Hall (HOLMES1)	SME dashboard (EZORA-001)	Manual Import (Failed)			
26/03/2013 20:13:26	Kevin McLoughlin (KEVIN)	SME dashboard (EZORA-001)	Manual Import	My Bank (BNK)	7	
14/03/2013 15:31:23	Kevin McLoughlin (KEVIN)	SME dashboard (EZORA-001)	Manual Import	My Bank (BNK)	7	

Here you can fill in the code of the bank. Click Next for the Settings screen.

7. Extended Trial Balance

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Welcome | Log off

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Period (YYYY/PP) 2013 to

General ledger account ☒ Balancesheet ☒ Profit and Loss

Cust./supp./Cost centre to

Project/asset to

Show details of ☒ Accounts Payable ☒ Accounts Receivable ☒ Cost centres
☐ Fixed Asset ☐ Projects

Status ☒ Provisional transactions
☒ Final transactions

Rounding ☐ None
☒ Whole amounts
☐ Thousands
☐ Hundred thousands

Show ☒ Non attached general ledger accounts
☐ Empty general ledger accounts
☐ Profit & Loss amounts X-1

Export Next >

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Welcome Log off

Twinfield

General Accounting Credit management Projects Documents New window v6.19.2

	Opening balance	Transactions (Period 1 - 55)	Balances	Year-end adjustments	General Ledger balance
Trade debtors					
1100 - Debtors Control Account (Accounts Receivable)					
1000 - Intel		8,028	8,028		8,028
1002 - Binatone		33,649	33,649		33,649
1003 - Toshiba		12,104	12,104		12,104
1004 - Nokia		5,310	5,310		5,310
1006 - Panasonic		8,557	8,557		8,557
1007 - Indesit		12,542	12,542		12,542
1008 - Whirlpool		7,463	7,463		7,463
1009 - Marks and Spencer 1004		7,886	7,886		7,886
Total: Trade debtors		95,539	95,539		95,539
Total: Debtors		95,539	95,539		95,539
Current assets					
Bank					
1201 - Bank Current Account 2		-3,556	-3,556		-3,556
1215 - Bank of Scotland					
2000 - Apple		-900	-900		-900
2001 - Blackberry		-41	-41		-41
2002 - Google		-128	-128		-128
2003 - FireFox		-1,800	-1,800		-1,800
2004 - Safari		-1,200	-1,200		-1,200
2005 - Hotmail		-83	-83		-83
2006 - Outlook		-540	-540		-540

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Welcome Log off					
<div> General Accounting Credit management Projects Documents New window v6.19.2 </div>					
	Opening balance	Transactions (Period 1 - 55)	Balances	Year-end adjustments	General Ledger balance
Total: Current assets		-12,300	-12,300		-12,300
Short term creditors					
Trade creditors					
2100 - Creditors Control Account (Accounts Payable)					
2000 - Apple		-3,178	-3,178		-3,178
2001 - Blackberry		-312	-312		-312
2002 - Google		-4,489	-4,489		-4,489
2003 - FireFox		-9,000	-9,000		-9,000
2004 - Safari		-4,249	-4,249		-4,249
2005 - Hotmail		-5,210	-5,210		-5,210
2006 - Outlook		-2,160	-2,160		-2,160
2008 - Yahoo		-6,784	-6,784		-6,784
2009 - Sky		-3,747	-3,747		-3,747
2010 - Samsung		-5,736	-5,736		-5,736
2013 - Howard Accountancy		-8,479	-8,479		-8,479
2014 - Viking		-3,614	-3,614		-3,614
2019 - Floors & Units		-75	-75		-75
2022 - Complete Car Lease		-5,000	-5,000		-5,000
2031 - Any		-8,000	-8,000		-8,000
2034 - Units & Floors		-15,000	-15,000		-15,000
Total: Trade creditors		-85,033	-85,033		-85,033
Wages					
2220 - Net Wages		6,401	6,401		6,401

FOR GENERAL INFORMATION ONLY

Please note that this guide is not intended to give specific technical advice and it should not be construed as doing so. It is designed to alert clients to some of the capabilities. It is not intended to give exhaustive coverage of the topic.

Professional advice should always be sought before action is either taken or refrained from as a result of information contained herein.

About Us

Professional, Personal, Affordable.

We are one of the leading, independent chartered accountancy practices in Liverpool. At BWMacfarlane we provide a wide range of accountancy and business support services to organisations and individuals throughout the North West of England and beyond. Our experienced and skilled partners and their teams are ready to support you with high quality, individual yet affordable services however complex your personal or business needs.

For more details of how we can help you transform your business, please visit www.bwm.co.uk or call us on 0151 236 1494