



## INDEX

- [SET UP YOUR BUSINESS](#)
- [SIGNING UP FOR MAKING TAX DIGITAL IF VAT REGISTERED](#)
- [CONNECTING LIME BOOKS TO HMRC FOR SUBMITTING VAT RETURNS](#)
- [BANK ACCOUNTS](#)
- [CASH ACCOUNTS](#)
- [VAT](#)
- [TRAVEL CLAIMS \(MILEAGE AND SUBSISTENCE\)](#)
- [SALES](#)
- [REPORTING](#)
- [CHANGE YOUR DETAILS](#)
- [GUIDE TO DOWNLOADING A CSV FROM YOUR ONLINE BANKING](#)

The first time you log on at [www.lime-books.co.uk](http://www.lime-books.co.uk) you will need to:

- Set up your business in Lime Books
- If you are VAT Registered, you will need to ensure you have signed up for Making Tax Digital
- Connect to HMRC in Lime Books
- Add a bank account in Lime Books
- Download a csv from your online banking (See Appendix)
- Import data as a csv into Lime Books
- Choose the category and VAT for each transaction
- Once the Category and or VAT Rate is chosen a blue tick is put on the left hand side of the transaction
- You can POST the transactions when they have a blue tick on the left hand side of the screen
- To post the transactions as complete (Blue tick) click the POST button on the right hand side of the transaction or to post all transactions at once with a blue tick in the box click the POST SELECTED TRANSACTIONS button at the top of the screen

## **SET UP YOUR BUSINESS**

- Complete the relevant details
- Click on CREATE BUSINESS
- The HOME screen will show your KEY DATES AND DEADLINES, this shows which liabilities and filing deadlines you have coming up (this should be used for guidance only and is based on the information you have entered when setting up your business)

## **SIGNING UP FOR MAKING TAX DIGITAL IF VAT REGISTERED**

To enable you to submit a VAT Return from Lime Books you will need to have signed up for Making Tax Digital on the government web site <https://www.gov.uk/guidance/sign-up-for-making-tax-digital-for-vat> Then follow the on screen instructions. You will need your Government Gateway user ID and Password

## **CONNECTING LIME BOOKS TO HMRC FOR SUBMITTING VAT RETURNS**

- Click on the HMRC CONNECT icon within Lime Books software
- Then CLICK HERE TO LOGIN TO HMRC
- Follow instructions on screen
- You will need your VAT number and information about your business

## **BANK ACCOUNTS**

### **To Add a Bank Account**

- Click on BANK ACCOUNTS on the top bar
- Click ADD NEW BANK ACCOUNT
- Complete your bank details
- Opening Balance Date, is the date you are going to be putting the transactions on from
- Opening balance, is the bank balance at the start of that date
- Click SAVE ACCOUNT

### **To import Data**

- You will need to download a csv from your bank for say one month and save it on your computer to retrieve later (see attached guide)
- Within BANK ACCOUNTS click IMPORT CSV
- Choose your bank from Select Bank/ CSV format
- Choose your CSV file from the location it was saved
- Click UPLOAD AND PROCESS CSV FILE
- Click HERE TO VIEW AND PROCESS TRANSACTIONS FOR THIS ACCOUNT

### **To Post Imported Transactions**

- Choose the CATEGORY and VAT RATE (If VAT registered) for each transaction
- You can add further details to a transaction by typing in the description or reference box
- Once the Category and or VAT Rate is chosen a blue tick is put on the left hand side of the transaction
- To post the transactions as complete (Blue tick) click the POST button on the right hand side of the transaction or to post all transactions at once with a blue tick in the box click the POST SELECTED TRANSACTIONS button at the top of the screen

### **Unposted Imported Transactions**

- Click on Bank Accounts
- Click on PROCESS IMPORTS
- Proceed as above To Post Imported Transactions

### **Viewing Posted Transactions**

- These transactions can be viewed by clicking Bank Accounts then on your chosen Bank Account click on TRANSACTIONS
- The last 12 months of transactions will be shown, or you change the date range in the top right hand side of the screen
- All screens can be sorted in ascending or descending order by clicking at the top of each column on the screen
- Most screens can be exported as an EXCEL, CSV or PDF file by clicking on the option at the top left of the screen

### **Amending Posted Transactions**

- Click on the green edit entry icon to the right of the transaction (If you hover over the icon it will say Edit Entry)
- Amend your transaction then click UPDATE

### **To Split a Transaction between different categories**

- Click on the grey split entry icon to the right of the transaction
- Enter the individual transactions that make up the total amount
- After entering each individual transaction click ADD TRANSACTION TO LIST
- When all the individual amounts equal the total of the original transaction you will be able to click SAVE CHANGES

### **To Delete a Transaction**

- Click on the red cross icon to the right of the transaction
- You then need to click CONFIRM for the transaction to be deleted

### **To Add a New Category**

- Click the icon MY BUSINESS on the top bar
- Click EDIT CATEGORIES
- At the bottom enter a Description
- If the category relates to sales income and/or would be included as income under Flat Rate Scheme VAT, tick the CHECK IF SALES RELATED
- If expenditure do not tick the box
- Choose the relevant VAT Rate
- Click ADD CATEGORY

### **Amend a Category**

- Click the icon MY BUSINESS on the top bar
- Click EDIT CATEGORIES
- Find your category
- Click on the green edit entry icon to the right of the transaction (If you hover over the icon it will say Edit Entry)
- Amend your category then click UPDATE CATEGORY

### **To stop a category appearing in the dropdown list**

- Click the icon MY BUSINESS on the top bar
- Click EDIT CATEGORIES
- Find your category
- Click on the green edit entry icon to the right of the transaction (If you hover over the icon it will say Edit Entry)
- Enter the VALID TO date, for the date you want the category to appear up to
- Click UPDATE CATEGORY

### **Reconcile Your Bank Account**

- Click on Bank Accounts
- Click on RECONCILE on the bank account you wish to reconcile
- Enter the date to which you wish to reconcile the bank account to in the DATE TO (INCLUSIVE) box
- Click on GET TRANSACTIONS
- In the STATEMENT BALANCE box enter the balance on the bank statement at the date you entered in the DATE TO (INCLUSIVE) box
- For every transaction that appears on the bank statement, up to the DATE TO (INCLUSIVE) date, tick the CHECKED box to the left hand side of the transaction
- When you have ticked all the transactions the DIFFERENCE box should be 0.00
- The RECONCILE button will then turn green and you can Click it (This means all the transactions you have posted on Lime Books have appeared on the bank statement and all the transactions on the bank statement have been entered on Lime Books)
- Once you have reconciled your bank account, the next time you look at your transactions by clicking the TRANSACTIONS button you will see a green marker on the right hand side Reconciled Column with the word BANK
- Transactions cannot be deleted once they have been reconciled but they can be amended

### **Entering Bank Transactions manually**

- You can enter transactions manually by clicking on TRANSACTIONS
- Enter the transaction data starting with the Date, Reference etc
- Once all data for the transaction is entered click ADD TRANSACTION

### **Entering a transaction as a split transaction**

- Enter the Date, Reference, Description and amount and when you come to choosing the category choose SPLIT then click on ENTER SPLIT TRANSACTIONS and a new window opens
- Enter the individual transactions that make up the total amount
- After entering each individual transaction click ADD TRANSACTION TO LIST  
When all the individual amounts equal the total of the original transaction you will be able to click SAVE CHANGES

### **Searching for a transaction**

- Click on Bank or Cash accounts
- Click on TRANSACTIONS
- The Date Range in the top right of the screen defaults to the shorter of the last 12 months or the date the account was first entered on Lime Books
- You can either enter the word or amount you wish to search for in the SEARCH box
- To clear the search, click on the X on the right hand side of the search box
- You can sort any column in ascending or descending order by clicking on the header such as Date, Description etc

### **Filter Transactions by Category**

- Click on Bank Accounts
- Click on TRANSACTIONS
- Click in Select Categories to Filter
- Type in your category you wish to filter by (You can enter multiple categories)
- To clear the search, click on the X on the right hand side of the filter box

### **CASH ACCOUNTS**

**Cash accounts are for all transactions that don't appear on your business bank accounts and the procedures are exactly the same as for the Bank accounts**

#### **For businesses with:**

1. tills
  2. And/Or that receive a combination of cash/cheques/card payments and payments straight into the bank
  3. And/Or receive income with different rates of VAT
- It may be easier to record all receipt as 'cash' received into a Cash account at the appropriate amount of VAT
  - This would be picked up for the VAT Return
  - Then record all money that goes into the bank account as money (Cash) banked and choose the VAT rate outside the scope

### **VAT**

#### **Prepare and Submit a VAT Return**

- Click the VAT icon
- Your latest VAT Return due should appear and any outstanding liabilities
- Click CREATE/PREVIEW VAT RETURN
- Your VAT Return should appear on screen
- If you need to make any manual adjustments enter them in the ADJUSTMENTS column
- To see the items that make up each individual Box click on the "i" box
- To submit the VAT Return tick the declaration box at the bottom of the VAT Return and click the SUBMIT button

### **To view previous VAT payments**

- Click HMRC PAYMENTS
- Choose the date for the VAT period the payment covers
- The date and amount of payments relating to VAT Periods will be shown

### **To View Previous VAT Returns**

- Click on PREVIOUS VAT RETURNS
- All previously generated VAT Returns will be shown
- You can preview previous VAT Returns by clicking on the VIEW RETURN button
- You can preview all the transactions that make up that VAT Return by clicking on the SUMMARY REPORT button

### **To view HMRC Fulfilled Obligations**

- Click on the HMRC FULFILLED OBLIGATIONS button
- Choose the date you wish the VAT obligations to cover
- A list of the HMRC Fulfilled Obligations will be shown

## **TRAVEL CLAIMS**

### **Recording mileage and subsistence**

- Click on TRAVEL CLAIMS
- Enter the date of your mileage
- Where you travelled from
- Where you travelled to
- Enter a description
- Enter the distance of your journey or round trip
- If from leaving your destination to returning to your destination is more than 5 hours and you are claiming subsistence rather than an actual cost of food and drink click on the SUBSISTENCE CLAIM dropdown and choose the appropriate claim
- Click on ADD TRAVEL ENTRY

## **SALES**

- Record a sale without raising an invoice
- Add a new invoice
- Add a logo to your invoice
- Edit a customer
- Add a credit note
- Record money received
- Record CIS suffered
- View all outstanding invoices
- Search for an invoice
- Filter on customers

### **Record a sale without raising an invoice**

- Enter the Date, Customer (click on NEW if the customer is not already on the database), Reference, Description, Net Amount, VAT Rate and click ADD SALES ENTRY

### **Add a New Invoice**

- Click NEW INVOICE
- Enter the Date, Customer (click on NEW if the customer is not already on the database), Reference, Description, Net Amount, VAT Rate
- Enter your Payment Details (These will retain for future invoices)
- Click ADD SALES ENTRY
- In the options column (Right hand side) you can download, email or delete the Sales Invoice

### **Add a Logo to Your Invoice**

- Click on MY BUSINESS
- In BUSINESS LOGO click BROWSE
- Choose your logo
- Click UPLOAD LOGO IMAGE

### **Edit a Customer**

- Click MY BUSINESS
- Click EDIT CUSTOMERS
- Click the green edit icon on the right of the customers details
- Make your changes
- Click UPDATE CUSTOMER

### **Add a Credit Note**

- Click on SALES
- Click in the CREDIT NOTE column on the line of the invoice you wish to raise a Credit Note against
- Enter the Date and amount of the Credit Note
- Click ADD CREDIT NOTE
- In the Options column you can download, email or delete the Credit Note

### **Record Money Received**

- Click on SALES
- Click in the MONEY RECEIVED column on the line of the invoice you wish to record the money received against
- Enter the Date
- Enter Type of money received (Bank Transfer, Cash etc) and enter the amount
- Click ADD NEW RECEIPT

### **Record CIS Suffered**

- Click in the CIS SUFFERED column on the line of the invoice you wish to record the cis suffered against
- Enter the date
- Click ADD CIS SUFFERED

### **View all Outstanding Invoices**

- Tick VIEW ALL OUTSTANDING INVOICES (IGNORES DATE RANGE)

### **Search for an invoice**

- In the SEARCH box type in any details to find an (invoice, invoice number description etc)

### **Filter on Customers**

- To filter for specific customers, type the name of the customer in the SELECT CUSTOMERS TO FILTER box or choose from the list

### **REPORTING**

- Travel Claims Report (A detailed overview of Mileage and Subsistence travel claims for a chosen period)
- Unreconciled Transactions Report (A detailed listing of all VAT and Bank transactions which have not been reconciled)
- Analysed Report (A detailed report showing all Income and Expenditure transactions for a chosen period analysed in an Excel format)
- Running Balance Report (All Income and Expenditure for a chosen period and account, listed in date order with a running balance, which can be checked against statements)
- Income and Expenditure Report (Income and Expenditure for a chosen period summarised by individual categories)
- Category Report (Details of all the transactions allocated to a category for a chosen period)
- Sales Report (Details of Sales Invoices, Credit Notes, Money Received, CIS Suffered and Outstanding Invoices for a chosen period and a chosen customer)

### **Travel Claims Report**

- Click GENERATE TRAVEL REPORT
- Choose the period you want the report to cover
- Click GENERATE TRAVEL REPORT

### **Unreconciled Transactions Report**

- Click GENERATE UNRECONCILED REPORT
- Choose the account you wish to see the unreconciled transactions (Leave blank for all accounts)
- Choose the period you want the report to cover
- Click GENERATE UNRECONCILED REPORT

### **Analysed Report**

- Click GENERATE ANALYSED REPORT
- Choose the period you want the report to cover
- Click GENERATE AND DOWNLOAD EXCEL REPORT



### **Running Balance Report**

- Click GENERATE RUNNING BALANCE REPORT
- Choose the account
- Choose the period you want the report to cover
- Click GENERATE RUNNING BALANCE REPORT

### **Income and Expenditure Report**

- Click GENERATE INCOME AND EXPENDITURE REPORT
- Choose the account you wish to see (Leave blank for all accounts)
- Choose the period you want the report to cover
- Click GENERATE INCOME AND EXPENDITURE REPORT
- Click the VIEW button to see a breakdown of the category

### **Category Report**

- Click on GENERATE CATEGORY REPORT
- Choose the category you want the breakdown of (Leave blank for all categories)
- Choose the period you want the report to cover
- Click on GENERATE CATEGORY REPORT

### **Sales Report**

- Click on GENERATE SALES REPORT
- Choose your report you want
- Choose the customer (Leave blank for all customers)
- Choose the period you want the report to cover
- Click on GENERATE SALES REPORT

### **CHANGE YOUR DETAILS**

- Click on your Name icon (next to Logout icon)
- You can change your email address
- Change your Password
- Change the user first and last name

## **APPENDIX**

### **GUIDE TO DOWNLOADING A CSV FROM YOUR ONLINE BANKING**

#### **Barclays**

- Logon to your online banking as normal
- Click on the ACCOUNT SERVICES box next to the chosen account
- Select VIEW TRANSACTIONS
- Scroll to the bottom of the page to select the required date range
- Click SEARCH
- All the transactions should appear on the screen
- Select EXPORT ALL
- Choose SPREADSHEET e.g. EXCEL
- Your downloaded file should appear at the bottom of the screen
- Click on file to open and save (as a csv file) in a location you can retrieve from when required

#### **Co-Op**

- Logon to your online banking as normal
- Click on ACCOUNTS INFORMATION
- Click on TRANSACTIONS
- Choose the bank account you want to download the csv from
- Enter the date range you require for the download
- Choose REPORTS (bottom right of page)
- Choose CSV
- Generate the report
- Save the report to a location you can easily retrieve it from when required

#### **HSBC Bank accounts**

- Log into HSBC online banking as normal
- Click on Accounts and then Statements
- Click on the account you wish to download
- Click 'VIEW RECENT TRANSACTIONS
- Choose VIEW PREVIOUS STATEMENTS
- Choose STATEMENT to download
- Tick TRANSACTION DOWNLOAD
- Select FILE FORMAT Microsoft excel spreadsheet format
- Click on DOWNLOAD
- Click on DOWNLOAD again and the download will appear at the bottom left of your screen
- Click to open and then save (as a csv file) in a location you can retrieve from when required
- If you require additional statements, then click on 'BACK TO STATEMENTS' button and select the statements required

### **Credit card statements:**

- Log in as normal and go to ACCOUNTS
- On the balances screen the credit card will be listed as company name and also the individual card holders. Click on the BALANCE for the company name (not individual)
- Click on FIGURE on the screen that's in red
- This will direct you to the current transactions
- From here click on PREVIOUS STATEMENTS at bottom right of screen
- This will show a list of all the statements on the system (not many are kept)
- Highlight the statement date and click CONTINUE – this will show the transactions from that period
- Select MICROSOFT EXCEL SPREADSHEET and download
- This will show the CSV in the bottom left of the screen
- Click to open and then save (as a csv file) to a location you can retrieve from when required
- To download additional statements, click on view another statement and complete the process as above

### **LLOYDS**

- Logon to your online banking as normal
- Click on your ACCOUNT, in account summary
- Scroll down to the bottom of the page
- Press EXPORT
- Enter the date range you require for the download (no more than 3 months)
- Choose format CSV
- Click EXPORT
- Click and SAVE (as a csv file) to a location you can retrieve from when required

### **NATWEST**

- Logon to your online banking as normal
- Click on the ACCOUNT you want to download statements from
- Click on VIEW MORE TRANSACTIONS
- Choose the period you require the download for
- Click SEARCH
- Click EXPORT TO EXCEL
- Choose CSV file
- Click DOWNLOAD TRANSACTIONS
- Your downloaded file should appear at the bottom of the screen
- Click on file to open and save (as a csv file) in a location you can retrieve from when required

## **RBS**

- Logon to your online banking as normal
- Click on the ACCOUNT you want to download statements from
- View Full Statement
- Download transactions
- Choose the period you require the download for
- Click EXPORT TO EXCEL
- Choose CSV file
- Click DOWNLOAD TRANSACTIONS
- Your downloaded file should appear at the bottom of the screen
- Click on file to open and save (as a csv file) in a location you can retrieve from when required

## **SANTANDER**

- Logon to your online banking as normal
- Click on MY ACCOUNTS, which shows a list on the left
- Click on the account you wish to download
- Click DOWNLOAD TRANSACTIONS
- Select MICROSOFT EXCEL (XLS)
- Enter the date range FROM and TO
- Click DOWNLOAD
- Your downloaded file should appear at the bottom of the screen
- Click on file to open and save (as a csv Comma Delimited file) in a location you can retrieve from when required

### **If you have problems importing the Santander file, try the following**

- Find the csv file you have saved and right click with your mouse
- Choose open file with notepad
- Click FILE
- SAVE AS type \*.txt
- Change encoding to UTF8
- Click SAVE
- Then try to import into Lime Books

## **TIDE**

- Logon to your online banking as normal
- Choose FILTERS
- Choose DATE RANGE
- Choose EXPORT
- Choose STANDARD
- Choose EXPORT
- Your downloaded file should appear at the bottom of the screen
- Click on file to open and save (as a csv file) in a location you can retrieve from when required

## Lime Books format

- If you are downloading any csv's other than from the above banks, then they can be tailored to be imported using the Lime Books format
- If the bank csv has the money in and the money out in one column with positive and negative figures, use the following headers on the bank csv for the appropriate columns, then save the file and then import using the Lime Books format

Date Reference Description Amount

- If the csv has two columns one for money in and one for money out use the following headers on the bank csv for the appropriate columns, then save the file and then import using the Lime Books format

Date Reference Description Money In Money out



**LimeBooks**

Made by accountants, for accountants