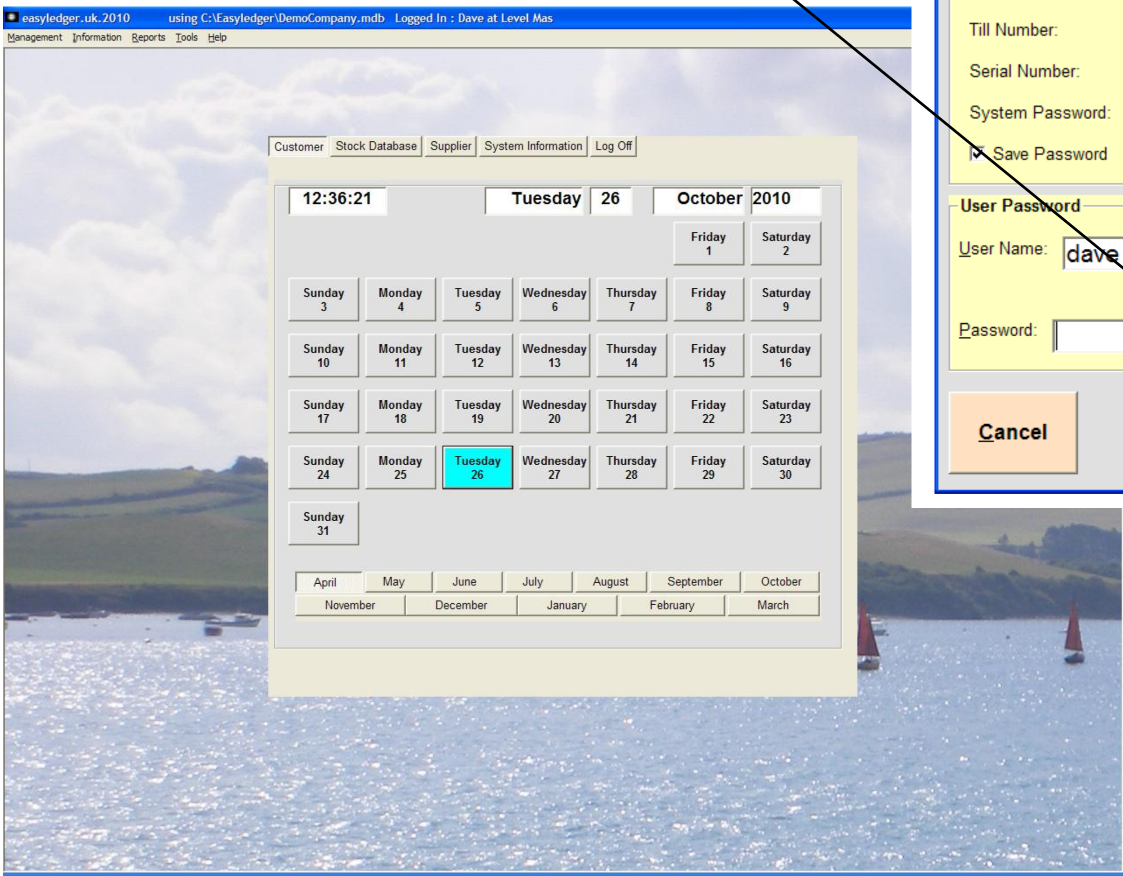
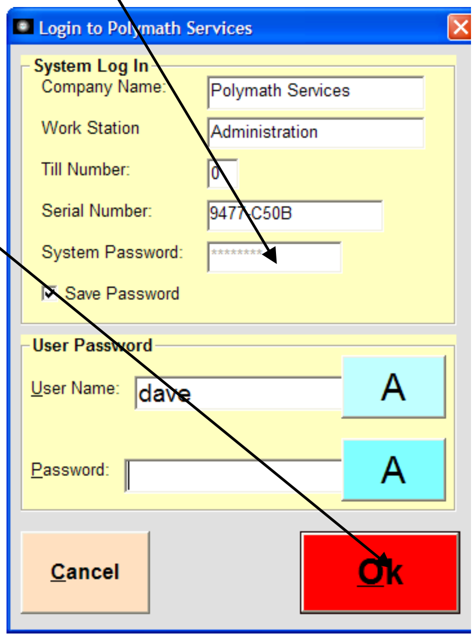
EASYLEDGER USERGUIDE

EASYLEDGER is a comprehensive, yet compact computer programme designed to keep business records. The basic premise is that you **type information into the boxes provided** and click the mouse when pointing to a **command box** to make the action happen as shown here

The Screen (Pic 1.1) is a snapshot of the first screen you see after entering your name and optional password. The system itself tries to be as self-explanatory as possible based on keeping the 'getting money in against giving money out' principle as simple as possible, whilst providing detailed and accurate information for you to keep track of events and for your accountant and bank manager to provide the right level of support

Pic 1.1





Pic 1.2

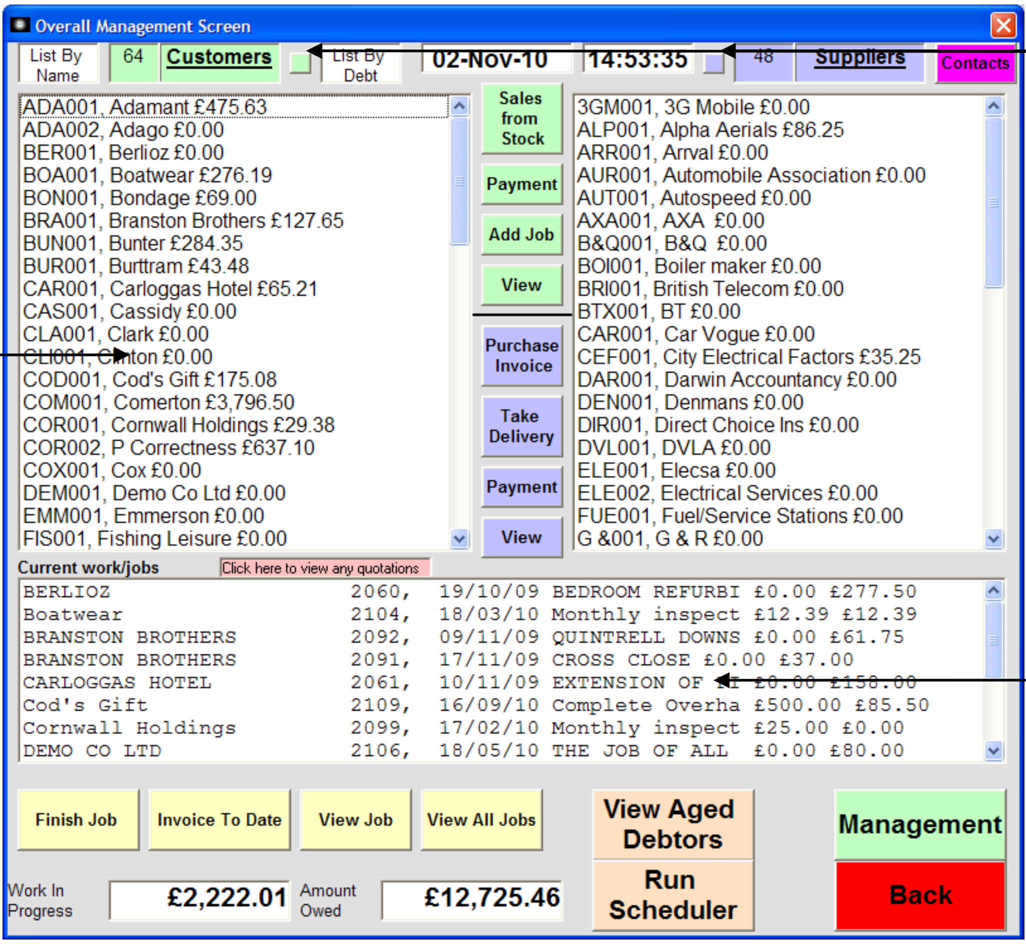
There are three basic elements to any business….

1. **Customers** are anyone or anything to whom you may have occasion to issue an invoice
2. **Suppliers** are anyone or anything who may have occasion to bill you.
3. **Stock and Expenses/Material** are one line break downs of your charges to your **customers** and receipts from **Suppliers** and items are selected from drop down lists where appropriate

Item 3 is broken down further into Services and Goods. These Services and Goods are called **Chargeable units** and they are the building blocks and vital to the management of your system, managed in the Stock Database or when entering your **job details**.
The standard menu options are on the tool bar at the top of the screen, but the method best employed to run the system is to select the date on the calendar that you wish to work on (the **cyan date** defaults to today) which brings up the **Overall Management Screen**. (Pic 2.1). This screen shows lists of all your current customers, all your suppliers and all your outstanding jobs, gives one click access to all essential tasks and is the

Overall Management Screen or OMS

Pic 2.1



Stage 1 - Basic Tasks

- **To add** a new customer – double click the mouse over the green **customers**
- **To add** a new supplier – double click the mouse over the mauve **suppliers**

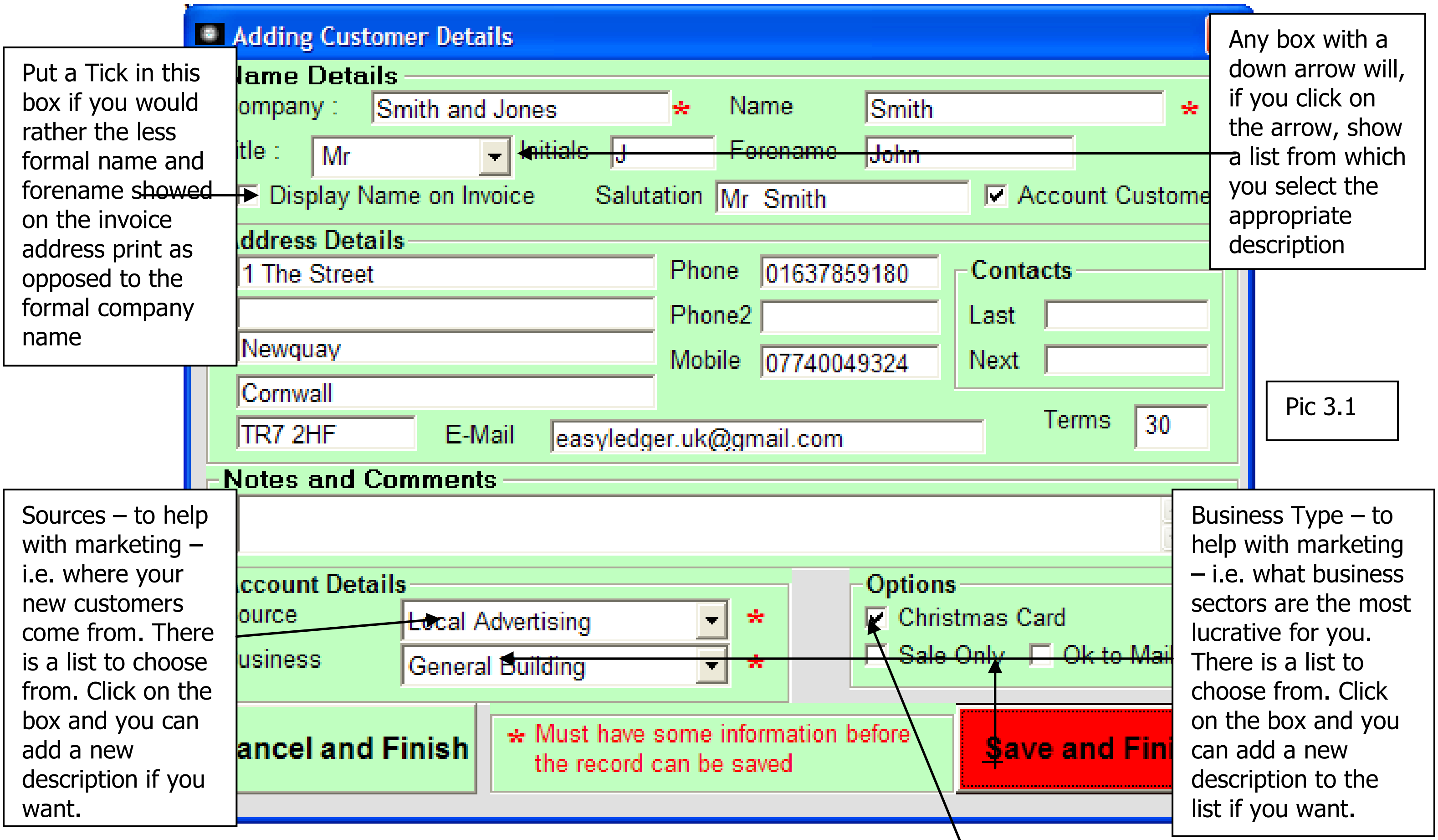
These actions will display a separate form where you can type in the names and addresses and other required information as prompted in the appropriate boxes.

To Add a New Job – make sure the customer for whom you are doing the job is highlighted in blue by placing the cursor over the name on the list and clicking once – beware, clicking the mouse twice will display the full details of that customer – and then moving the cursor to the green Add Job box and clicking the mouse twice. In fact all actions associated with the supplier or customer require you to highlight the name in the list. You can also seek the customer/supplier/job by typing the first letter of the code or name. (repeatedly)

- Double Click over a job to display the job details.
- Right Click in the jobs box to display a print out in date order of outstanding jobs
- Right Click over the customer list to display a print out of customers
- Click on the View Aged Debtors button to update and see who owes you money.
- Click on the Contacts button to provide a list of your suppliers according to their user defined classification
- Click on the green or mauve buttons to display a spreadsheet screen of customers or Suppliers
- Use the buttons down the middle to access the various accounting functions
- Use the View button to bring up a list of all invoices issued to the highlighted customer so that you can reprint invoices, produce statements, edit outstanding invoices and view the customer details.
- At a glance you can see how much work in progress you have and how much you are owed.

This screen is where you can perform the vast majority of the tasks needed to keep proper and orderly records for your business.

To add a new customer



Pic 3.1

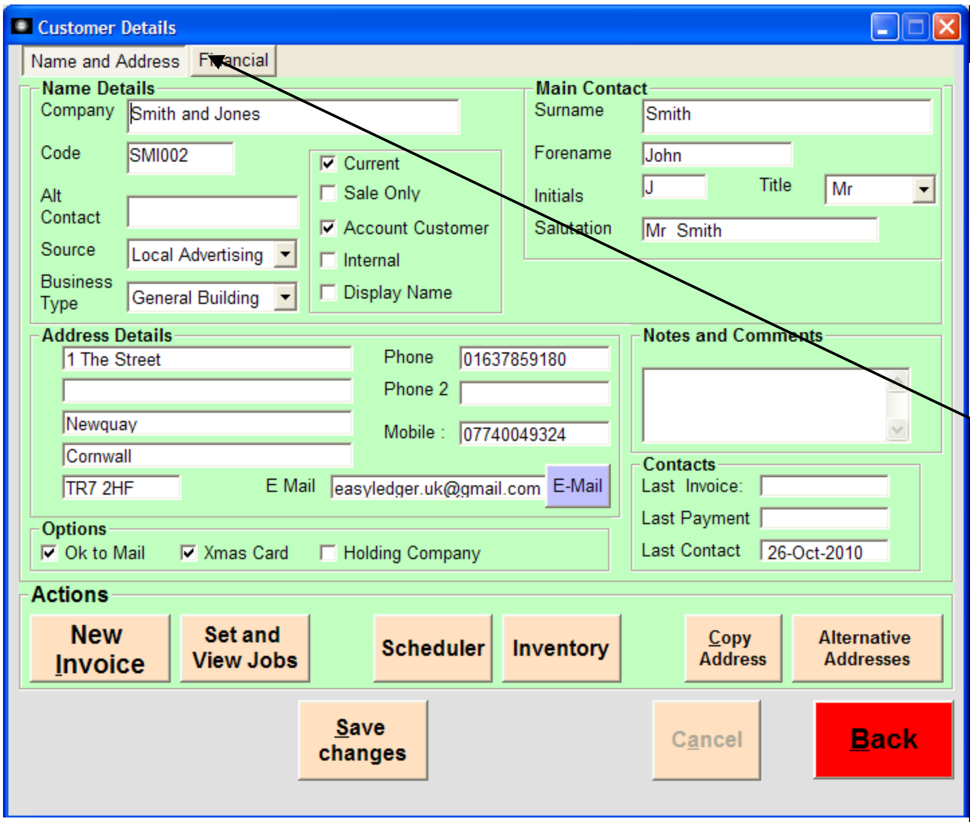
When you have finished entering the information, simply click on **Save and Finish** and the desk top will show again with your new customer in the list. You only need to put information in the boxes with a red asterisk next to them – you can always come back later to amend the details as necessary by clicking twice on the name in the list on the desktop
By ticking the check boxes you set aside the new customer for selection for various options – for instance being able to quickly produce a list for those customers that you want to receive a **Christmas card**. The database can be used by most word processing applications for mail merge for letters and labels.
Adding a supplier is an almost identical screen with the same information required.

To view an existing customer

Once you return to the Overall Management Screen (**OMS**), you can double click on the name in the customer list to bring to the screen a more detailed view. Please note that the address given on the customer details **must** be the **invoice** address. If you are working on or dealing with another site with the same customer then you can use the **Alternative Addresses** function where you can add an unlimited number of sites, locations, branches and offices.
You can also view the financial details of the customer including past invoices and other functions that are accessible on the middle bar of the OMS as well as view the transaction history and correspondence that you may have logged. As well as the alternative addresses you can also access the scheduler which will build up and set regular jobs (e.g. annual PAT visits) and the inventory which will keep a list of any equipment at any site to do with the customer that you may be responsible for and not necessarily supplier by you - boilers, electrical goods etc.

To view an existing customer (cont.)

Screen Name & Addresses Tab

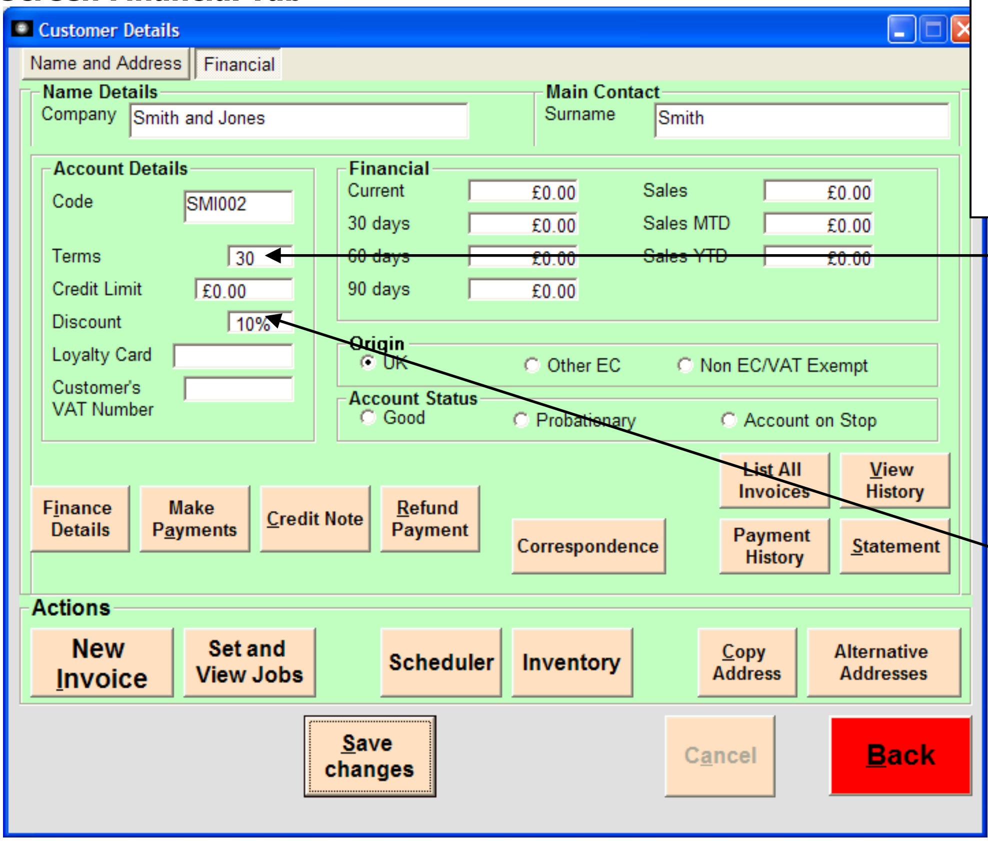


Pic 4.1

By clicking on the Financial **Tab** you get more information about the financial side:

- How much you are owed
- How much they have spent with you
- Log any payments you have received to reduce the debt to you
- Show a listing of all invoices and jobs against the customer
- Issue a credit note in the event of the transaction failing
- Double click on the Sales and current balance boxes to produce reports

Screen Financial Tab



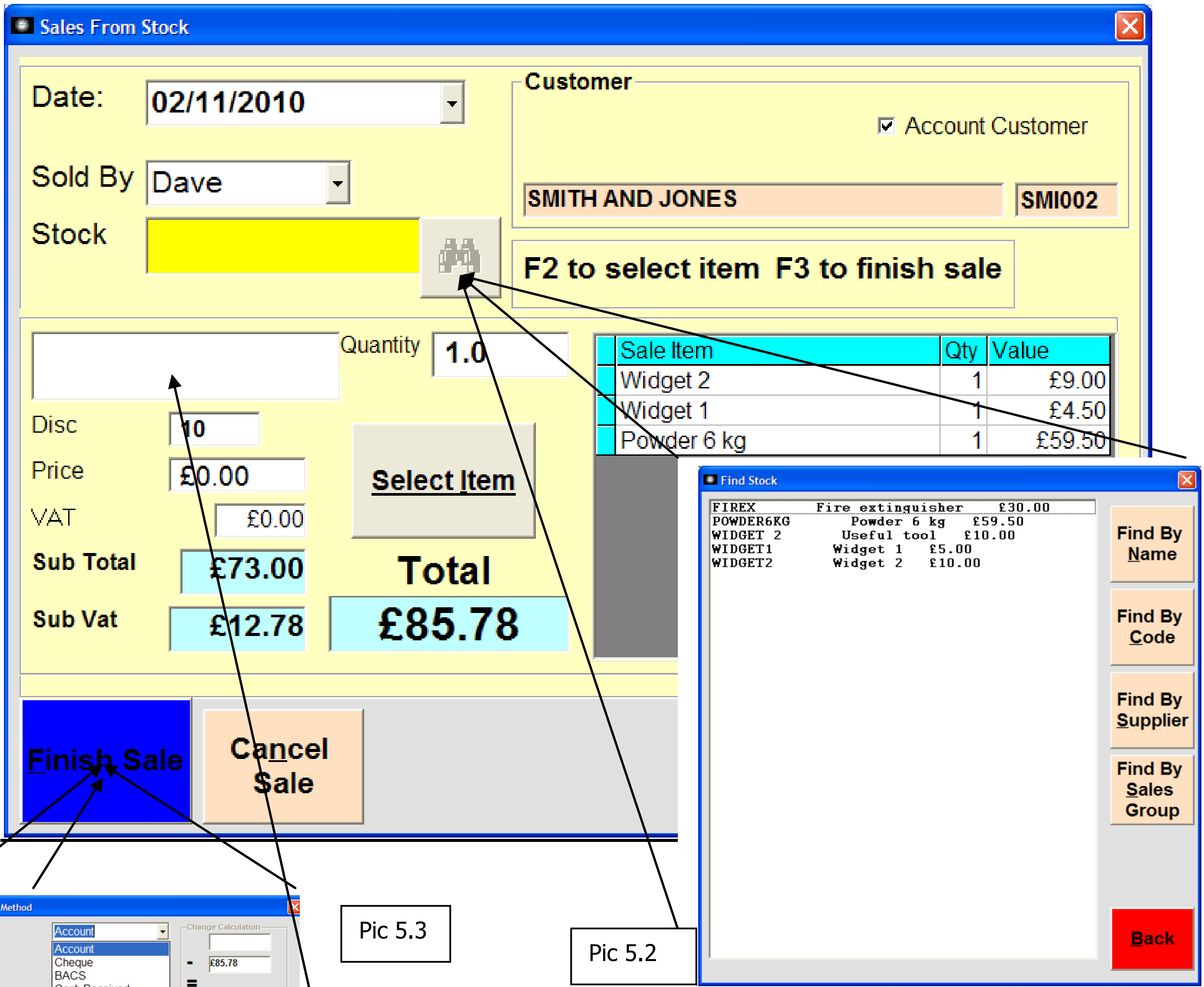
Set your terms – a number – of days before payment becomes due. This figure is used to calculate the date to pay by on the default message on account invoices!

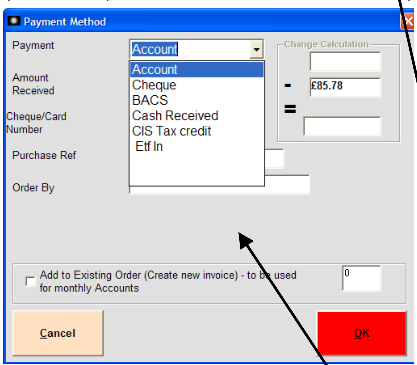
Discount is calculated on the Stock Sales Screen -= NB Enter the discount figure as a decimal. 10% = .1

Pic 4.2

Sales from Stock

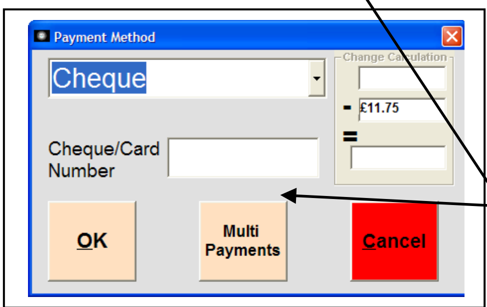
Pic 5.1





Pic 5.3

Pic 5.2



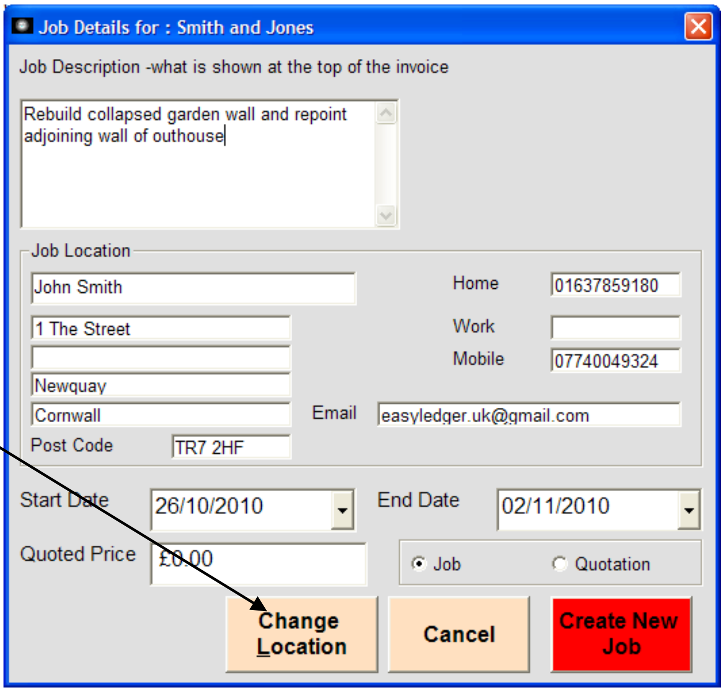
Pic 5.4

This screen is designed for quick sales straight from the Stock Database. Only those items marked as a Stock Item will appear in the selection list. The Date and Sold By can be changed as appropriate – the Date is taken from the Calendar Date selected from on opening screen and Sold By can be user defined on the Look Up Tables Option on the Tools option on the main Tool bar.
You can select stock by choosing from the list after clicking the binocular button or you can type the code in the yellow box if you know it. The Stock description appears in the white box.
Amend the quantity if required to match the quantity sold,
The discount field reflects the amount set against the customer file and can be amended on a line by line basis as here. Hit the Select Item button to add the item to the list in the cyan Sales so far box.
Click the blue Finish Sale box and you will be presented with the Account payment box or the Paid payment box. Note that Paid Screen will always appear when you are selling to customers not marked as Account Customers or marked as Sales Only.
On the Account box, you may also mark the invoice as paid, if the customer is brandishing card or cheque!!

To add a job or build a detailed line by line invoice

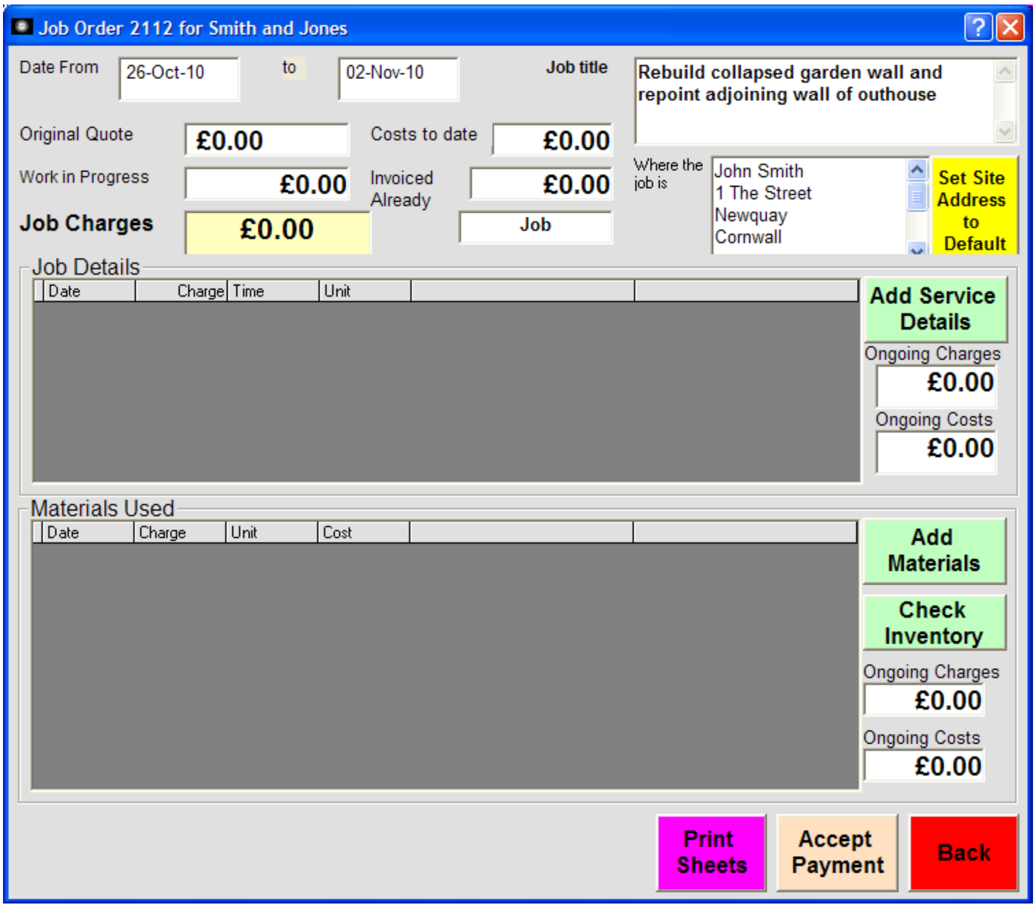
Highlight the customer on the main screen (click once!) and select green **Add Job** from the central column

Simply fill in the job description box – the job location takes the customer name and address. If the location is away from the invoice address, simply click the yellow **Change Location** button and enter the details as prompted. A customer may have as many locations as you wish – handy when working with a building contractor or absentee landlord! The address will appear separately on the invoice.
Enter an estimated price for the job or the price you quoted the customer and this will be the target when you build up the job.
When you are happy that the information is correct, click on the red **Create New Job** button



Pic 6.1

Job screen



Pic 6.2

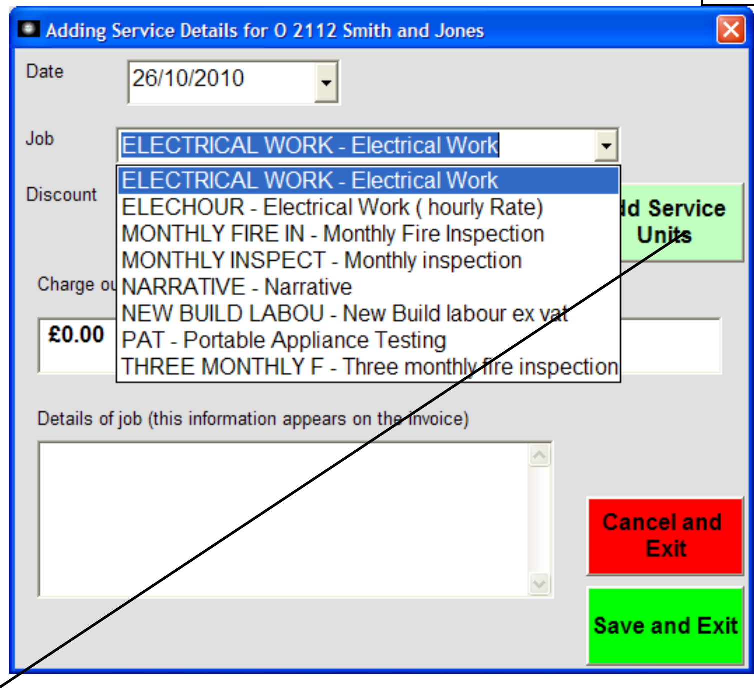
This is now the master form for all jobs and is the form around which you will build your jobs – big and small.

To add a job or build a detailed line by line invoice (cont.)

There are two elements to any job – your chargeable, ***Service,*** time and any expenses, ***Materials/Goods***, that are incurred in doing the job and which are paid for by the customer or items of stock that are chargeable to the customer (the so called **Chargeable Units**).

By clicking on the **Add Service Details** button, the following screen is displayed and you can enter the chargeable elements.

Pic 7.1

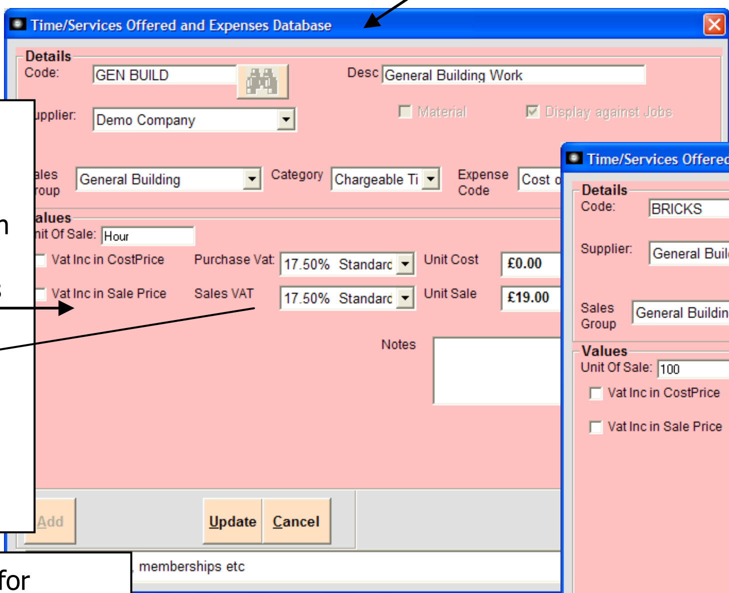


Once again you can select from the list – you can add to this list, but as part of our setting you up we will make sure that a comprehensive list that is part of your business is compiled. If the item is *still* not there, then you can **Add Service Units** or **Add Material Units** as appropriate**.**

Use the box at the bottom to give as much information as you like about the work that you did. This contents of this box will appear on the invoice. If the box is left empty the description of the chargeable unit will be used.

Add Service Units

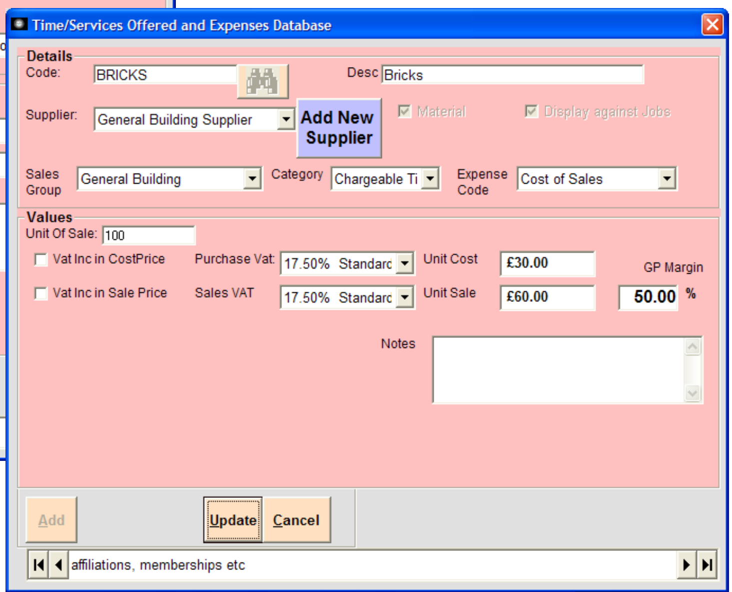
Pic 7.2



VAT appears at the standard rate for the UK. This can be changed in the event of VAT rate s or if you as a company are not VAT registered by going to the System Defaults function

Code used for breaking down the expenses into meaningful groups

Add Material Units



You can set the default mark up on the Based on a figure on the System Defaults function

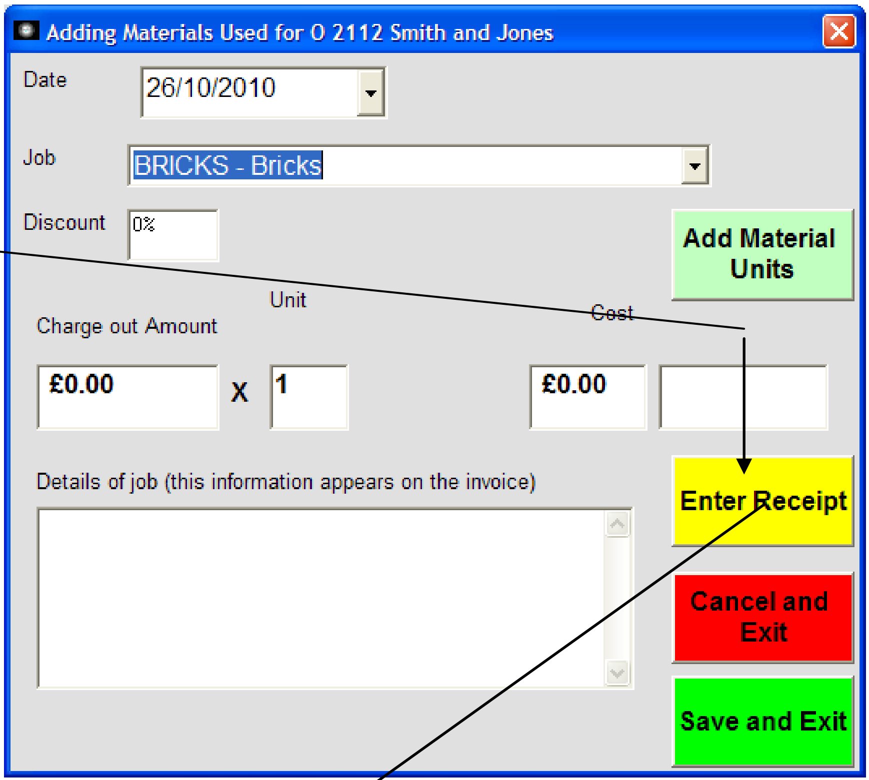
Pic 6.3

When you are happy. click the **Update** button, and the information will be stored. Again, not to worry if you make a mistake or need to change something later; there is a facility to change the information.

To add a job or build a detailed line by line invoice (cont.)

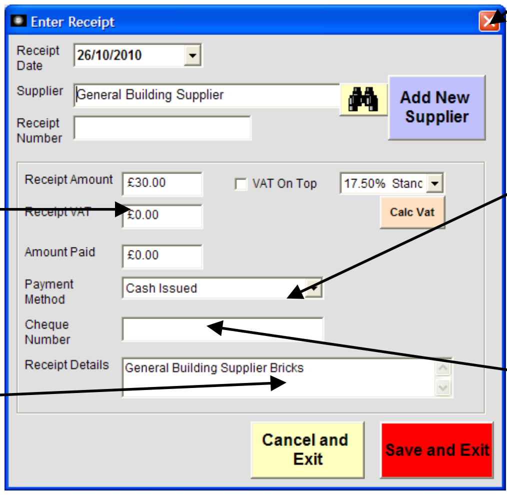
If you used the **Add Material** button, you would have seen this form – identical to the above but for one extra button.

As you can see the options in the list differ by being more for the detailed expenses information,.
If you have a receipt, then you can enter the details here to save a job later on. Click on the yellow **Enter Receipt** button which will display the form (Pic 7.2). This is primarily intended for expenses charged to the job.. Note that you cannot enter a receipt against a stock item.



Pic 8.1

Pic 8.2



The receipt amount is filled in from the information we gave earlier

You can add as much here as you wish to explain the purchase.

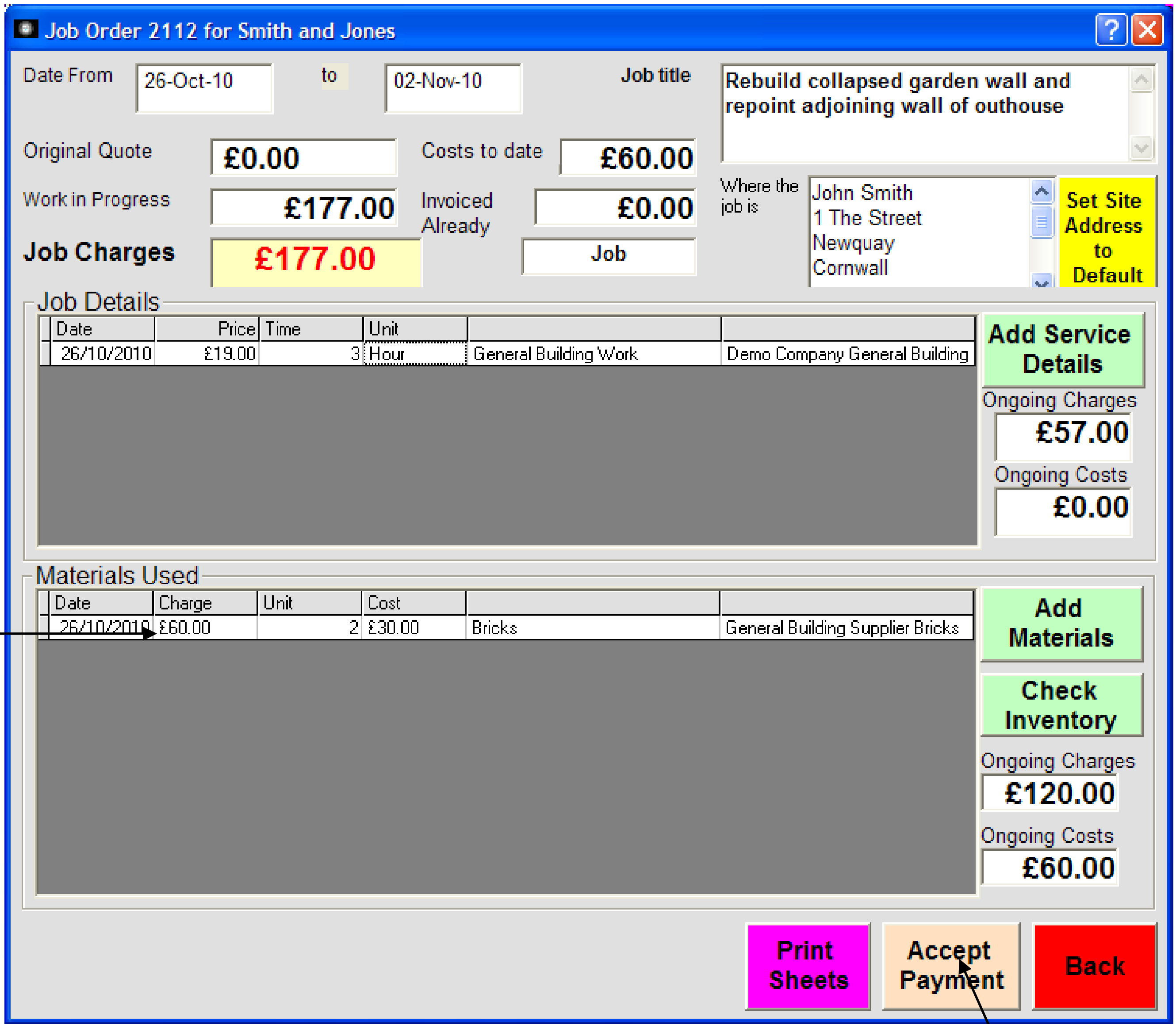
Choose the method of payment – each of which is set to deal with the particular transaction as it should

Add the cheque number if you used a cheque to be able to reconcile payments

Clicking on the Save and Exit key will take you back to the main Job Details screen.

To add a job or build a detailed line by line invoice (cont.)

Job Order Screen giving the unique system generated job number and customer name across the top. Note that an Invoice Number is NOT generated until an Invoice is posted. You may have many invoices to one job.



Pic 9.1

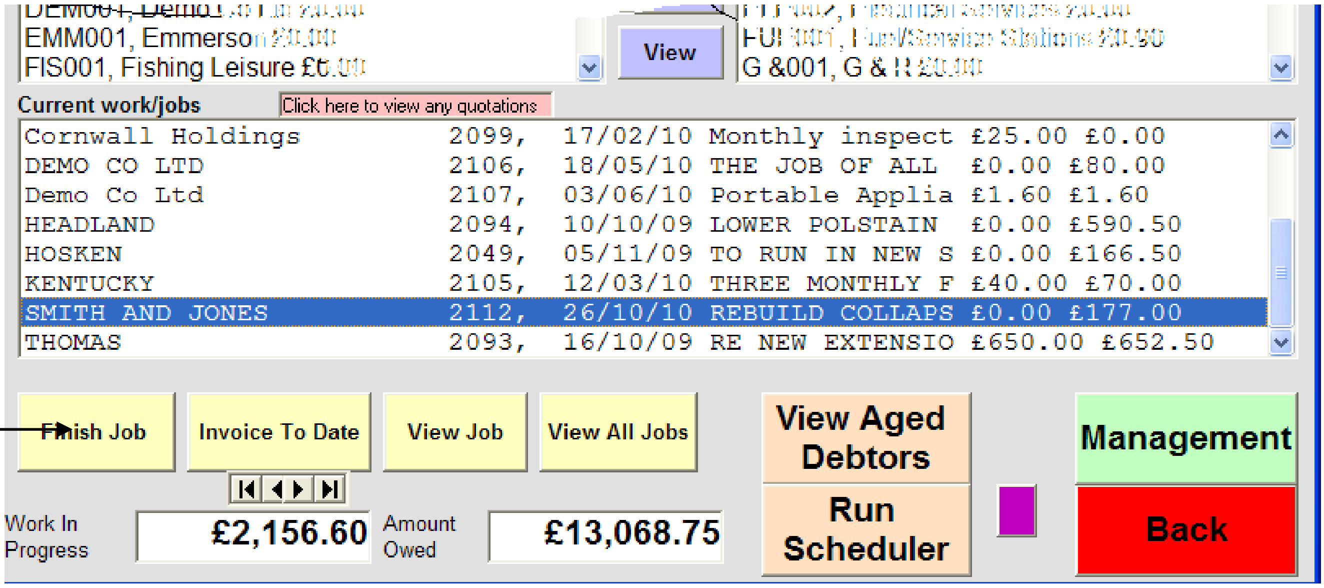
This is how a standard job is built up. It is best added to when the various elements are done so nothing is missing from the invoice. Please note that you can have as many open jobs against a customer depending on location and nature of the job as you wish. Also remember that the more information you give then the less likely the invoice is to be queried when posted and the more likely the bill is to be paid promptly.

This is also the best way to build an invoice, giving you maximum flexibility!!

You can edit or remove a job detail simply by double clicking on the line in question.
You can enter in payment on account against a job without having to issue an invoice by clicking on the **Accept Payment** button
You can change the job to a different site by a double click over the address box.
You change the job title. This appears on the invoice so you may wish to amend,
Clicking **Print sheets** gives you the options to print out a job sheet, a quotation or a dummy invoice.
Clicking **Back** takes you to the Overall Management Screen

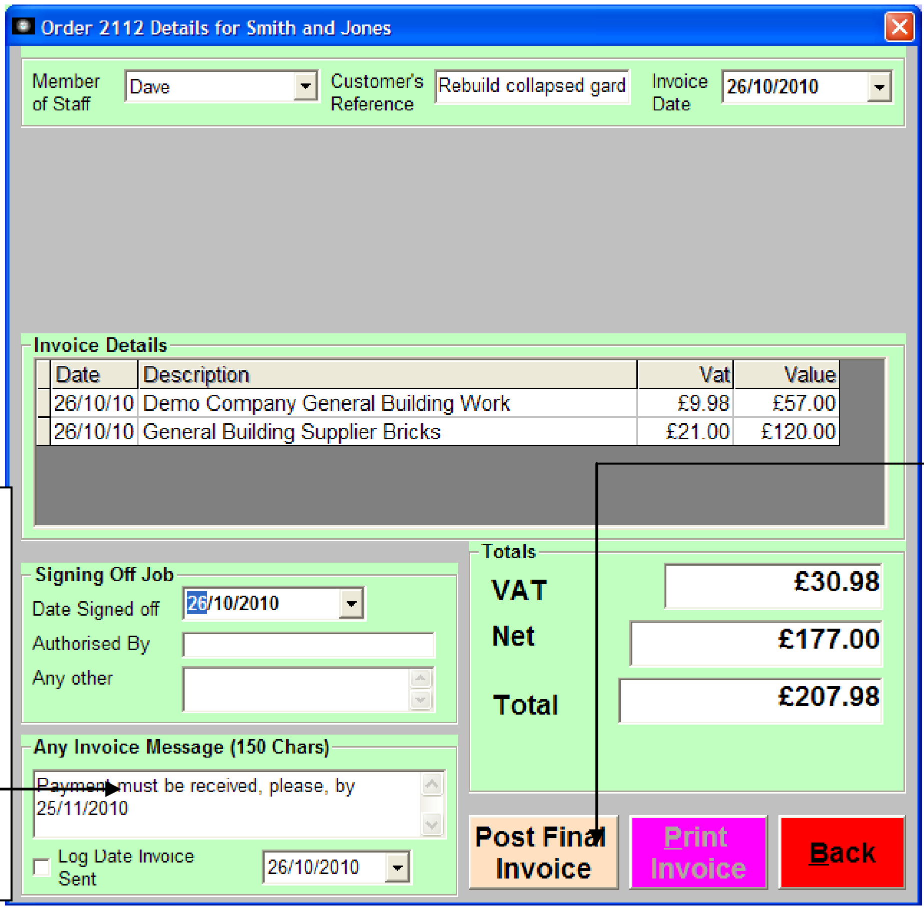
To add a job or build a detailed line by line invoice (cont.)

Pic 10.1



When you finished the job or even if you wish to produce a work in progress invoice simply choose the job by ticking in the box and click **on Invoice To Date** or **Finish Job** – depending on what you want to do.

Invoice Screen Finish Job



Pic 10.2

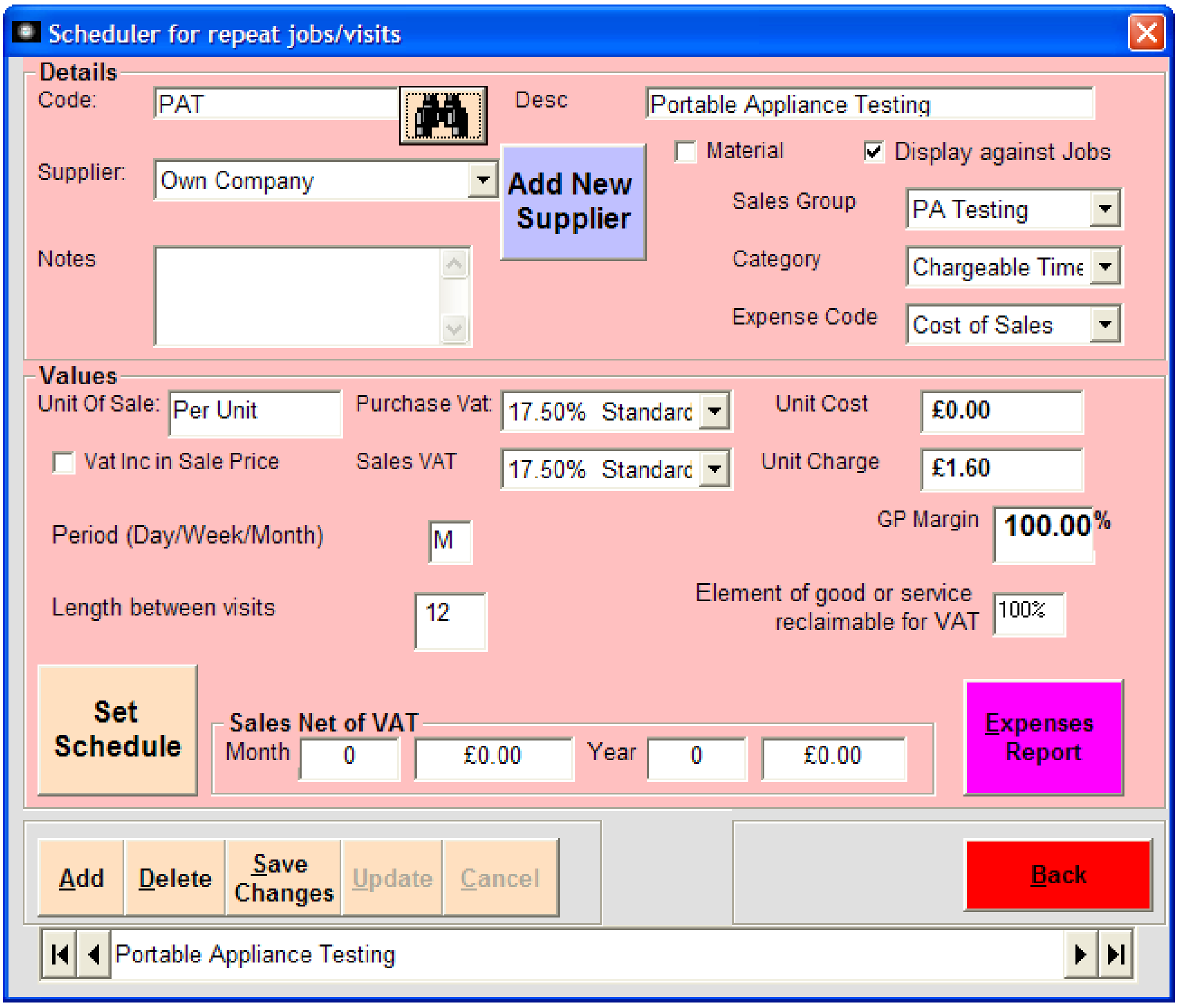
If the details are not quite right at this stage, then click on **Back** and amend the job.

When you are happy, click on the **Issue Invoice** or **Post Final Invoice** button

Message comes up with either a payment by Date (calculated using the terms on Fig 4.2) or how the invoice was settled. You can also enter in your own message.

Scheduling

If you have customers where you have to keep a regular check on their appliances or equipment then the Scheduler function will help you keep tabs of the appointments.
The schedules themselves are set using the Schedules button in the Management function. If the button is missing, check in the System File and Local Details to ensure the schedule functions are enabled.



Pic 11.1

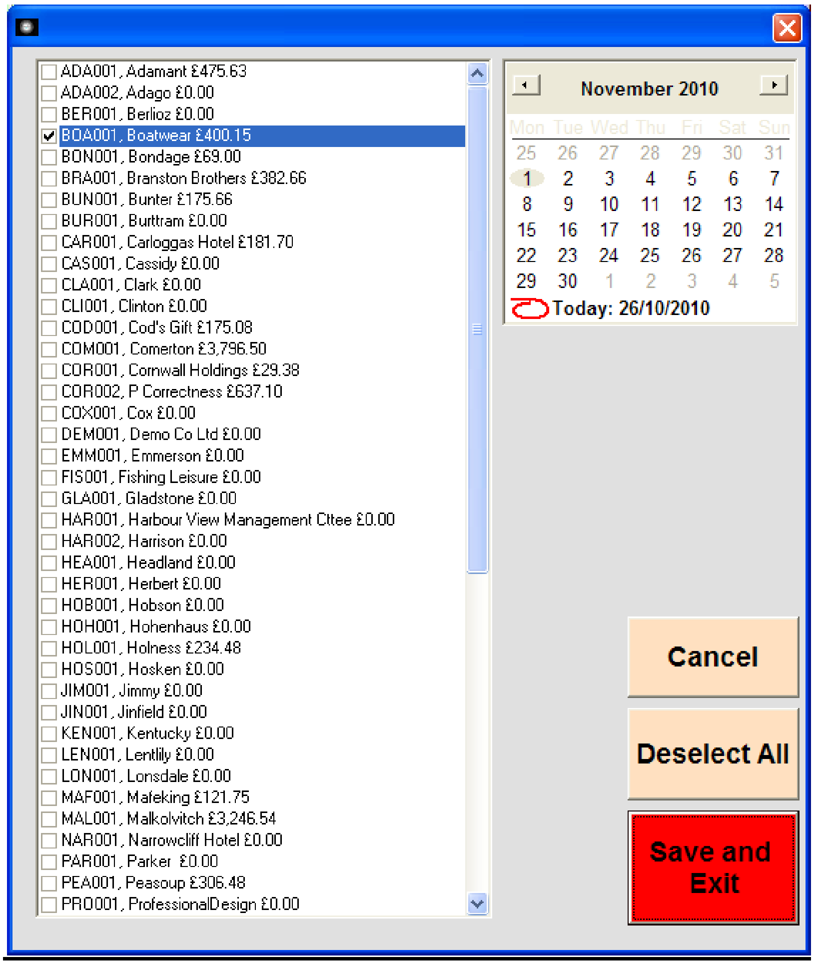
You can amend or add at any time and using the **Set Schedule you** can select from your customers to whom and when this particular case applies.

The list of all customers appears and you select which ones are applicable from that.

Scheduling (cont.)

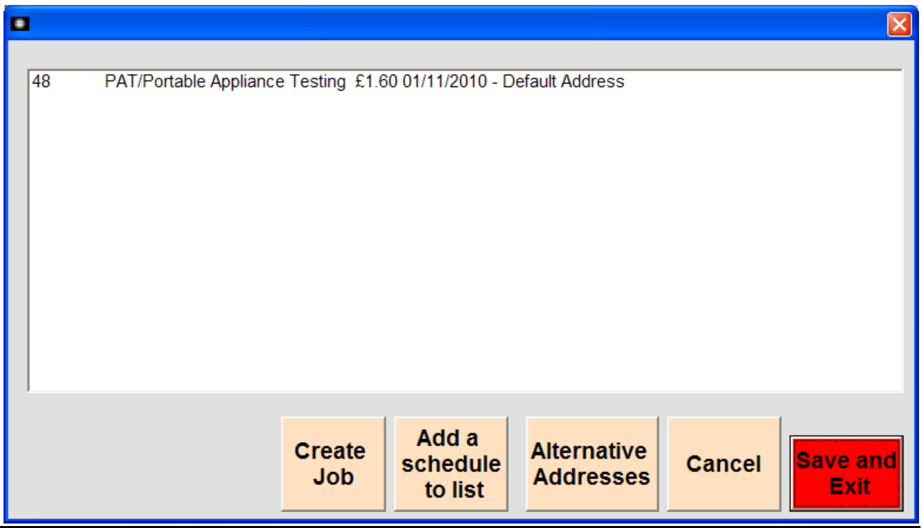
Setting a schedule

You click on the customers that you wish in this case to set PAT visits in June of every year



Pic 12.1

And when you are satisfied then you can Save and Exit. Please note that you can make any amendments at a later date against the individual customer. Note that the jobs will be set against the customer's invoice address. This is intended to set up the new schedule quickly against customers but you will have to reset customers who have multiple locations to make sure the jobs matches. To ensure complete consistency we suggest you set the regular job against each customer.
By clicking on the Scheduler button on the Customer screen, you will be presented with a box as below – only empty. See the separate chapter on adding from the customer.

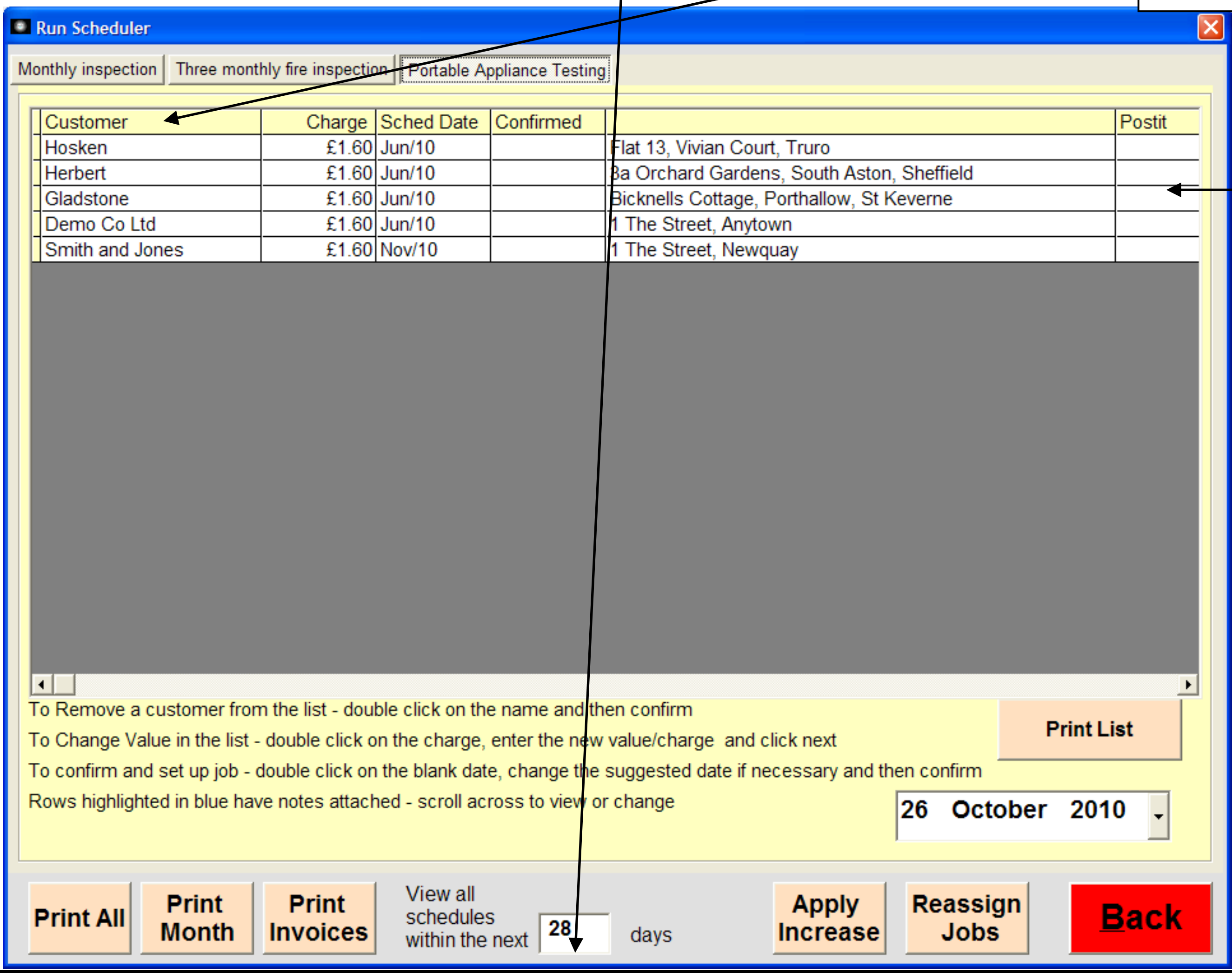


Pic 12.2

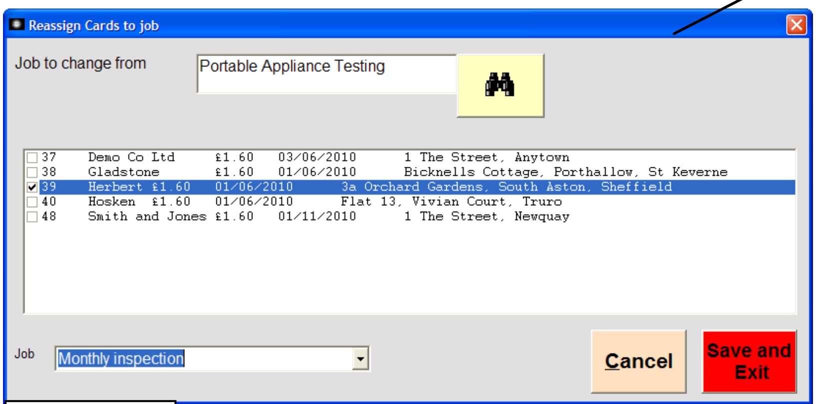
Scheduling (cont.)

At the bottom of the OMS is the Schedules function. Click on the button and you will be presented with a blank version of this screen. Click on the Tab of the Schedule you wish to view and all scheduled jobs for the next 28 days will appear. If you wish to view more then set the **Day** to a different value. If you set that to 0 and click on the tab then all items will appear. You can change the display order to find individual customers or jobs by clicking the mouse in the column header so if you want the display in alphabetic order click **here**

Pic 13.1



If you have made a mistake and the customer is against the wrong job, then never mind, you can easily rectify the situation in the **Reassign Jobs** function.



Pic 13..2

You can log a post it sticker against each job to keep track of any progress – phone calls to fix visit etc.
Double click on the Post It column and row. Any schedule with a post it will be highlighted in Cyan.

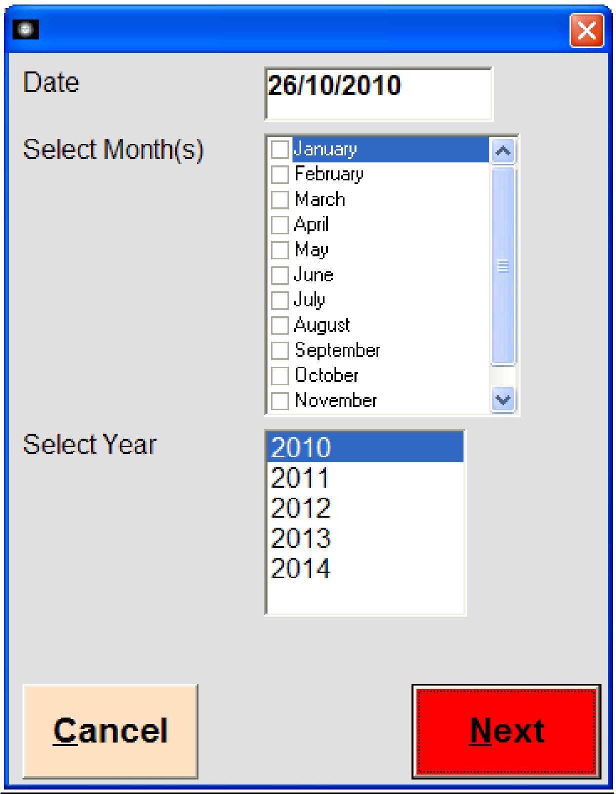
How to change customer Herbert from PA Testing to Monthly Inspection

Setting a schedule

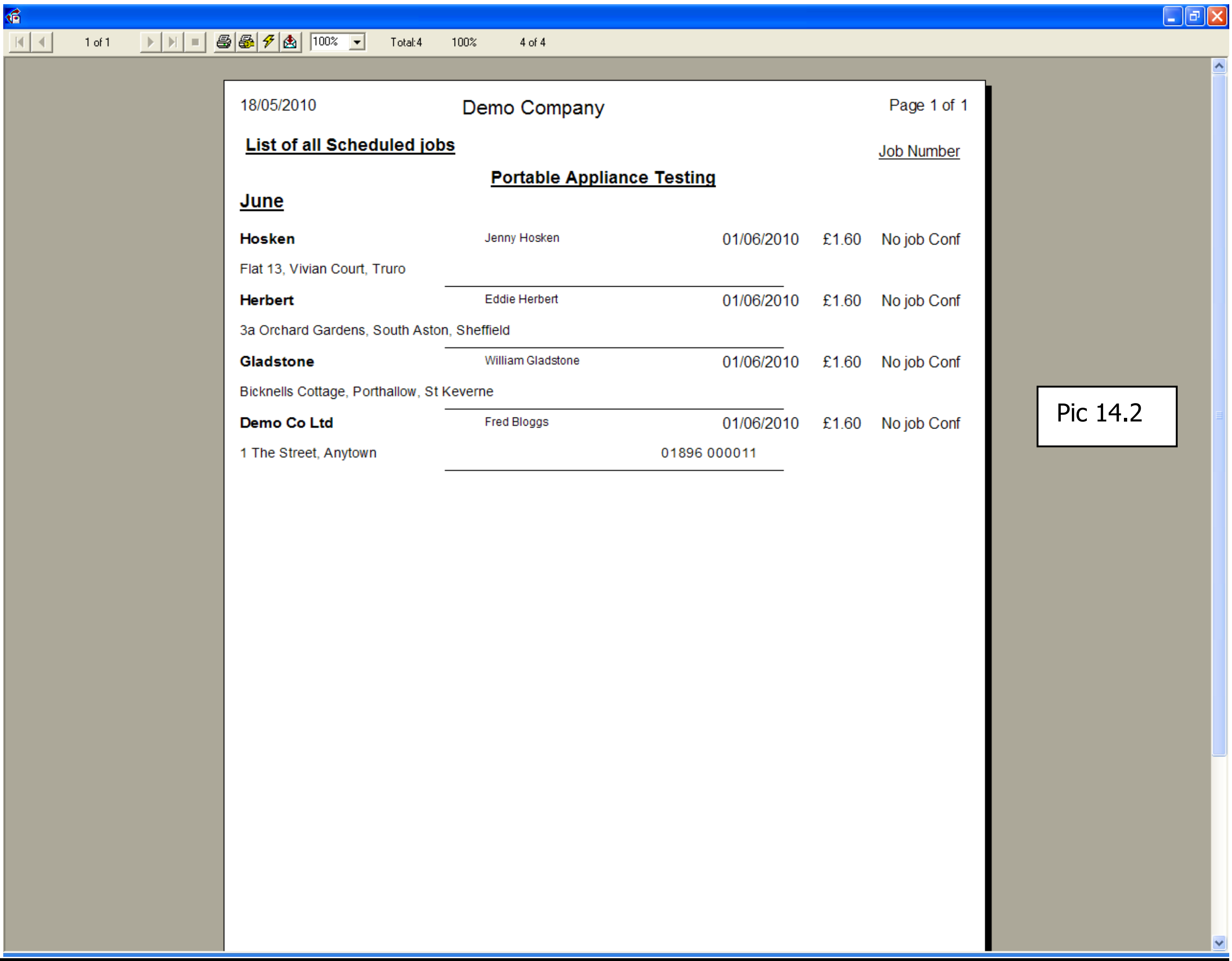
Print Month

If you click on the Print Month button of the schedule screen (Pic 12.1) then you will see the screen displayed where you can select the month. All jobs when they are first given have the date set to the first of the month. You can then reset that when confirming the jobs to that date.

The report comes out in schedule then date order. If a job has been confirmed, the service//job number is printed otherwise then it states No Job Confirmed



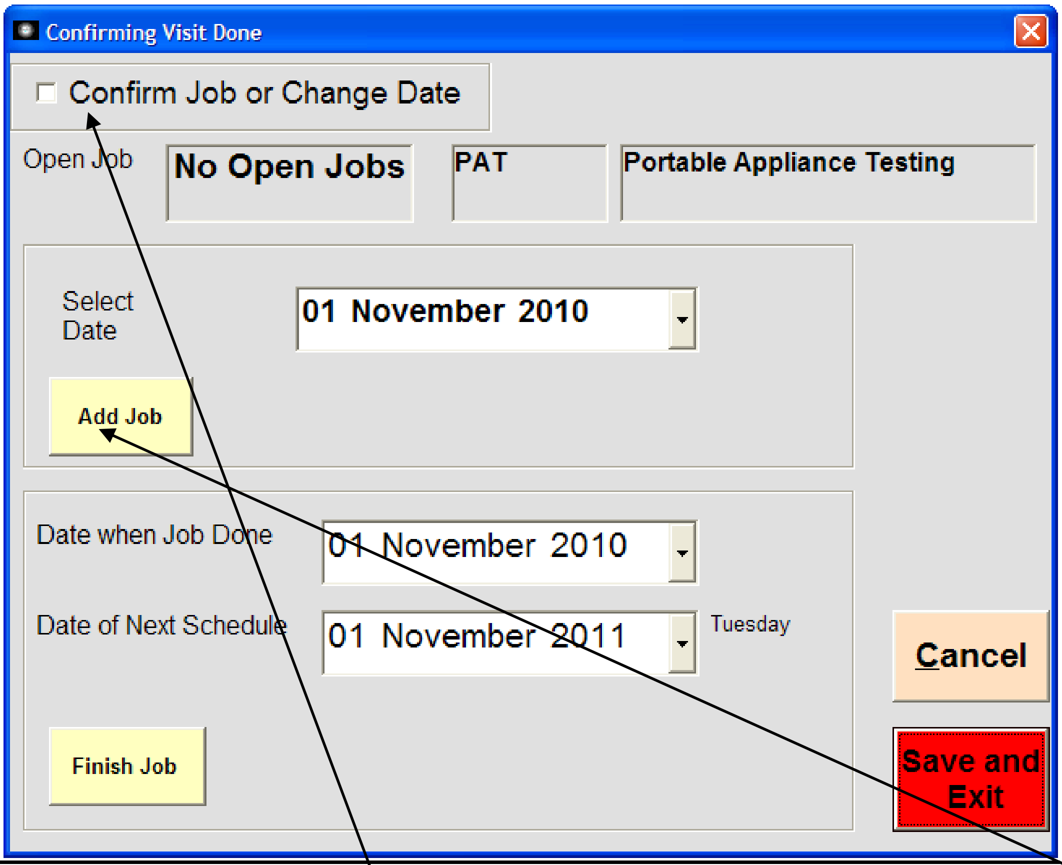
Pic 14.1



Pic 14.2

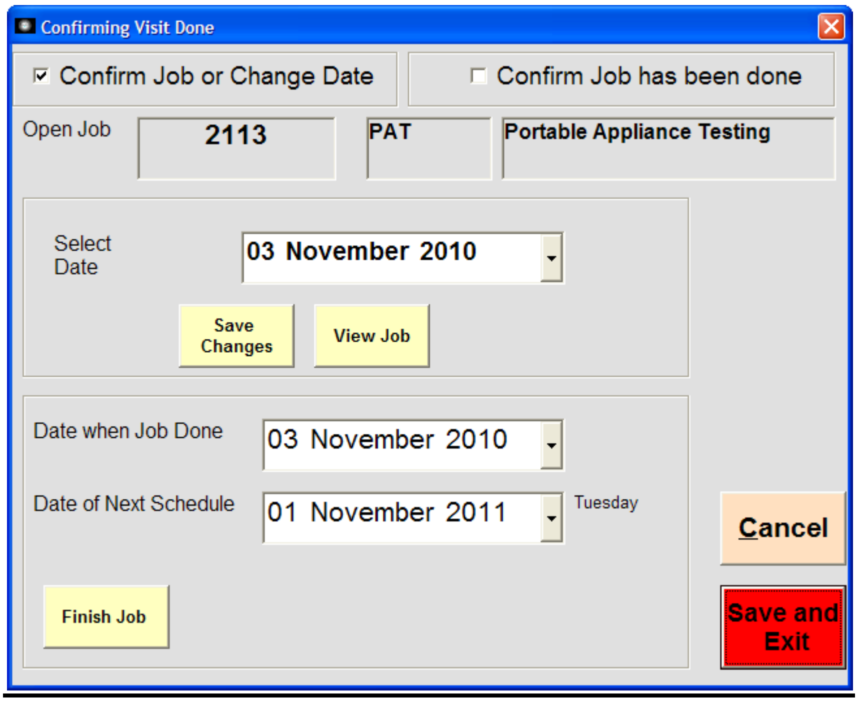
Setting a schedule (cont.)

Confirm a Job



Pic 15.1

To get to this screen simply click in the blank column next to the customer you wish to action. To confirm the job, click in the **Confirm Job or change Date** box, enter the date you have booked the job for and **Add Job.**



You return to the list then with the date of the job in the confirmed column. By clicking that date again you to the screen above with one difference – you can view job 2113 and edit it in the same way as any other job as set out in Pic 9.1

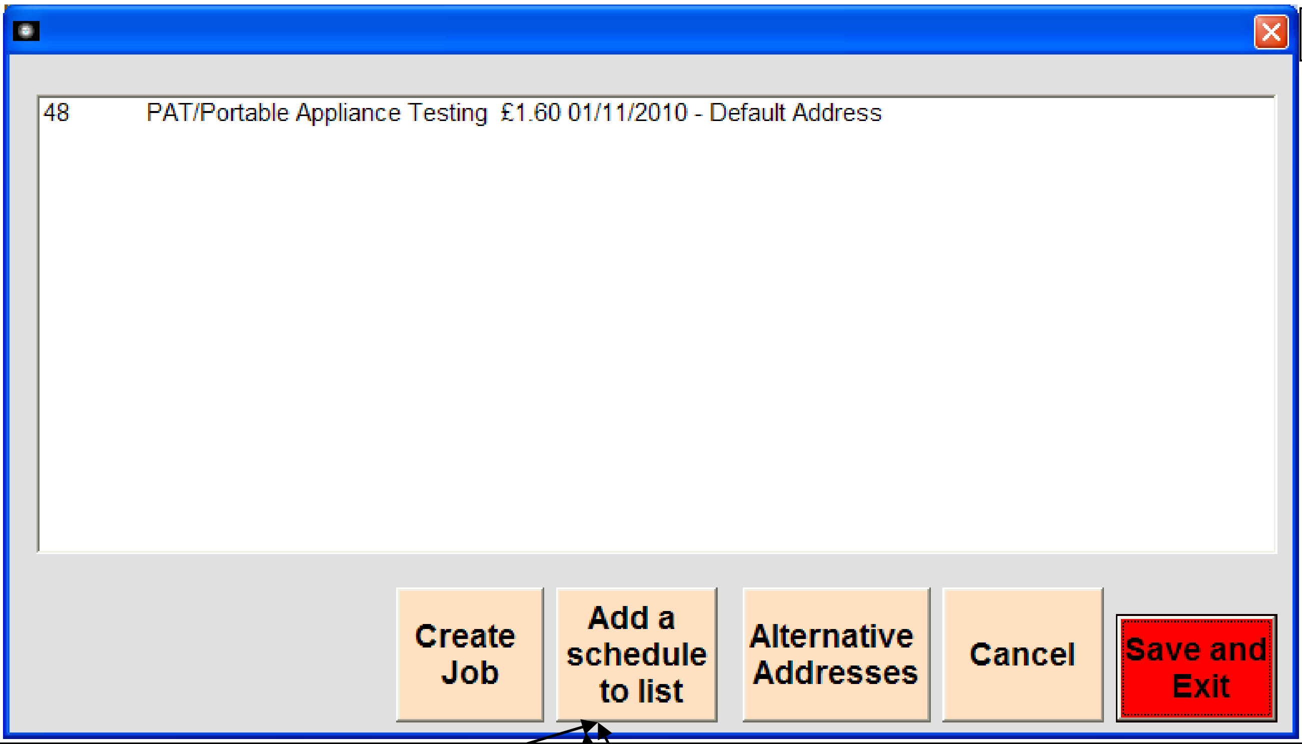
The job also appears in the list of jobs laid out in date order on the Overall Management Screen.

The job can be processed and invoiced when ready in the usual fashion with one difference – you will be prompted for a date for the next visit.

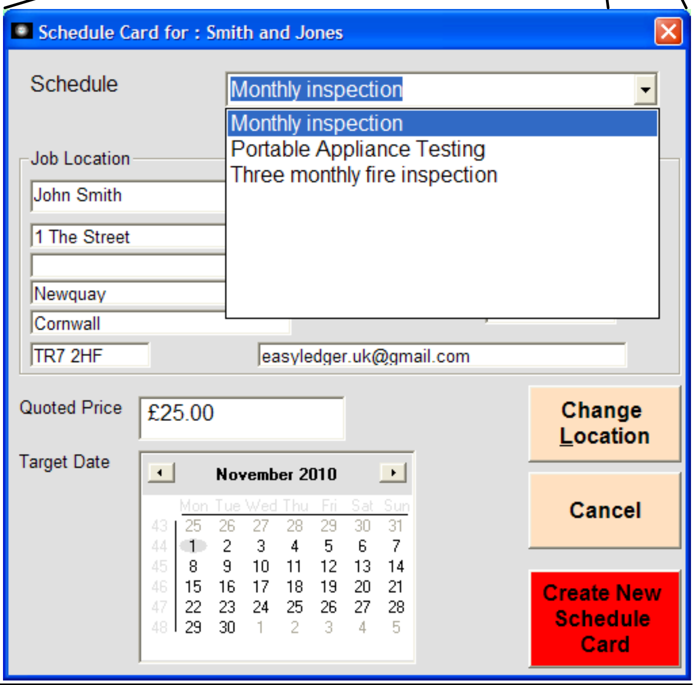
Pic 15.2

How to use the Scheduler from the customer screen

Select the customer you want to action from the list on the **OMS** – here is the Demo Company – and you will be presented with Pic 4.1. Click on the **Scheduler** button and the following should appear. Bearing in mind that we have already allocated a job to this customer at his default or account address, this appears on the list.



Pic 16.1



Pic 16.2

If there is a blank list box or you wish to add another schedule to this customer – you can have as many as you wish – then click on the **Add a Schedule to List** button.

You choose the necessary schedule from the drop down list which should then come up with the price against the job which you can amend to a price for the customer if you so wish.

Set the date for the next visit by clicking the arrows – the date will automatically set for the 1st of the month so you can amend the job date when you have confirmed with the customer..

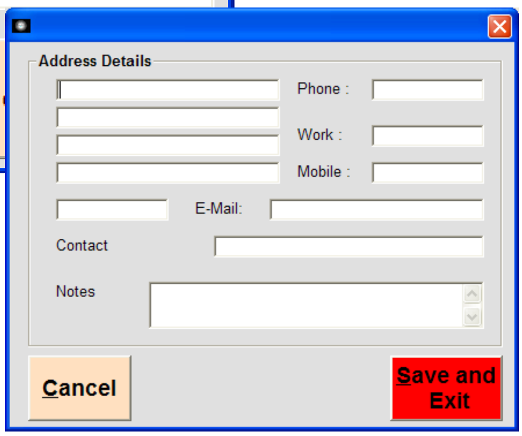
You can change the location to match where the job is to take place.

How to use the Scheduler from the customer screen (cont.)

Alternative Addresses

Or Change Locations. This can be done direct from the customer screen, from jobs and from the scheduler screen. This means that you can have many sites where jobs take place as you wish. We recommend that you set up a different job for each site so that the invoices are clear and separate. This will make your invoices clear and much more likely to be paid without dispute!

Pic 17.1

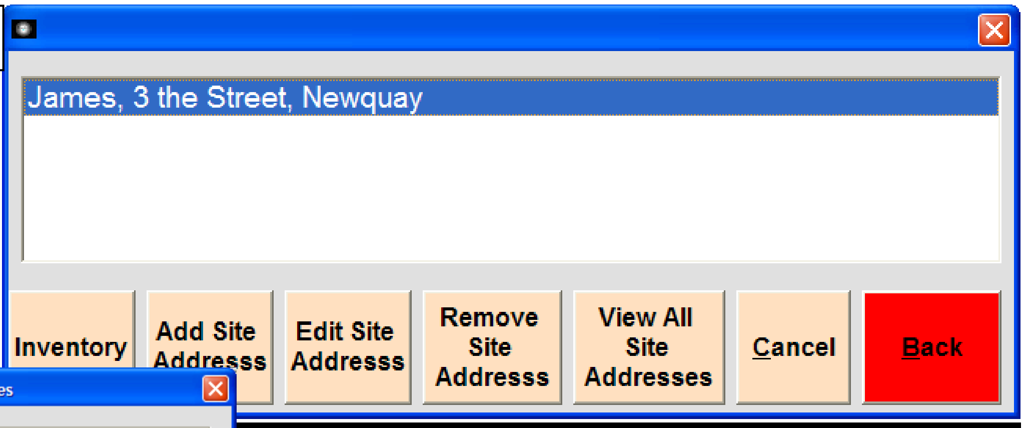


Fill in the details as prompted – maybe a good idea to keep the third line as the town and the post code in the smaller box.

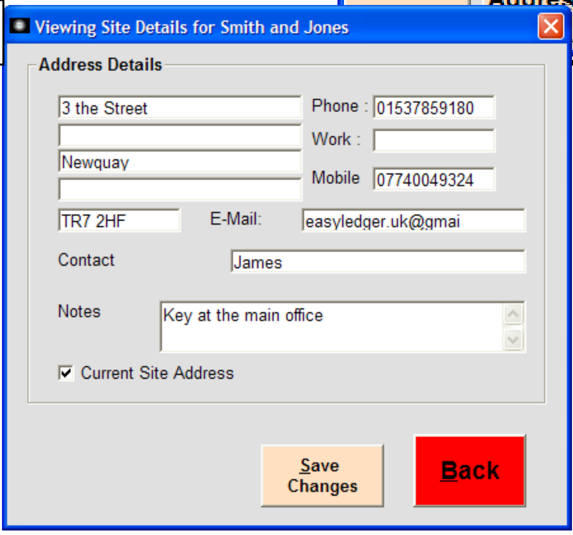
Again as much detail as possible for your reference and who ever is doing the job for you.

Pic 17.2

Pic 17.3



Pic 17.4

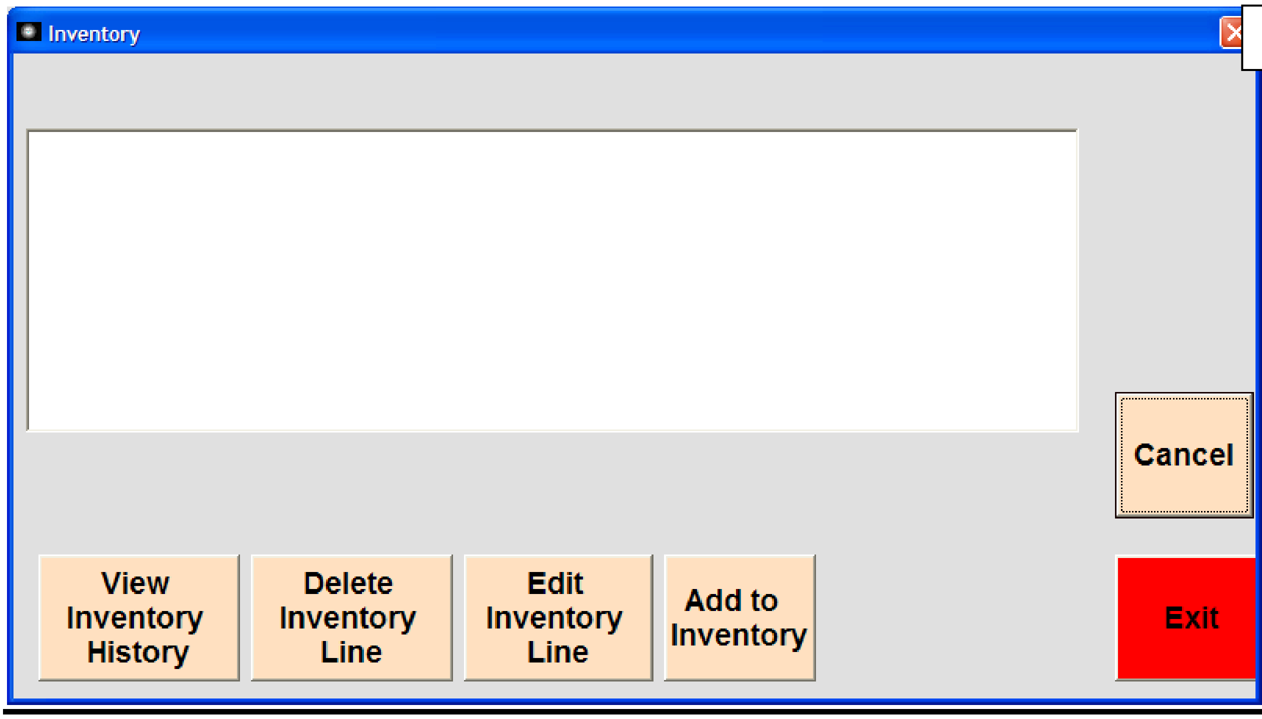


By clicking on the Edit Site Address you can change any of the details.

Please note that for completeness once you have invoiced against a site address you will not be able to delete it. If you wish not to see the address in your lists then simply take the tick off the Current Site Address box.

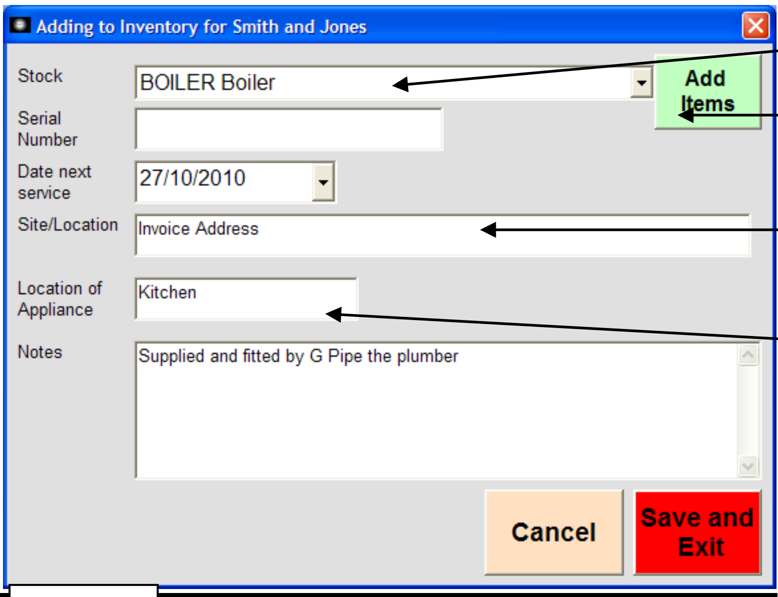
Inventory

The Customer Inventory is designed as a database for you to keep track of all equipment or apparatus that you have responsibility for on any one given site. It may or may not be equipment that you keep in stock – you may have inherited it. Enter the details in the stock or Time/Materials database depending on how you see fit of each item that you have to look after. This may be a laborious task but worth while when it comes to scheduling and setting jobs up. You may enter to the inventory direct from the customer when the system will assume the inventory items are at the invoice location, from a site address or from a job.



Pic 18.1

Using the buttons to perform the action that you wish – to start with we must add to the inventory.



Fill in the details of the item – if the item is not on the list , then you can build the list by the **Add Items** when you will be able to add to the database (Pic 6.2)

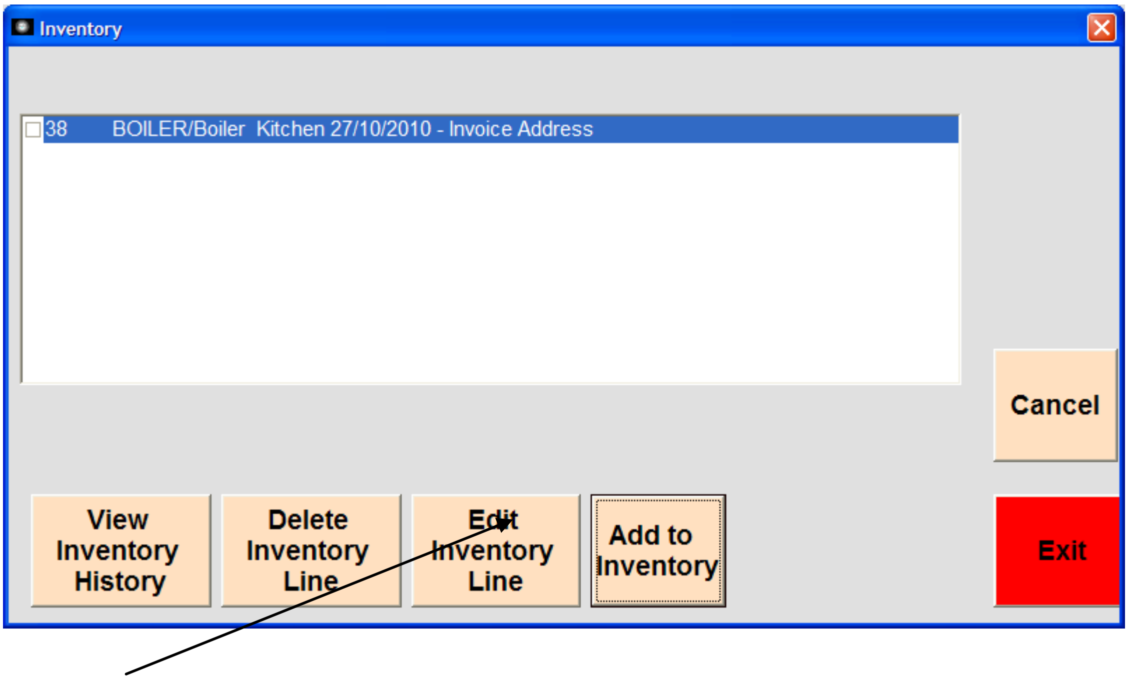
You can double click on the site box and either the site address or 'Invoice Address' will appear.

Location here refers to the physical siting – ie office or hallway – If you leave it blank the system will display 'unsure'

You can use the notes field for any pertinent information – 'wall mounted' for example

Pic 18.2

Inventory (cont.)

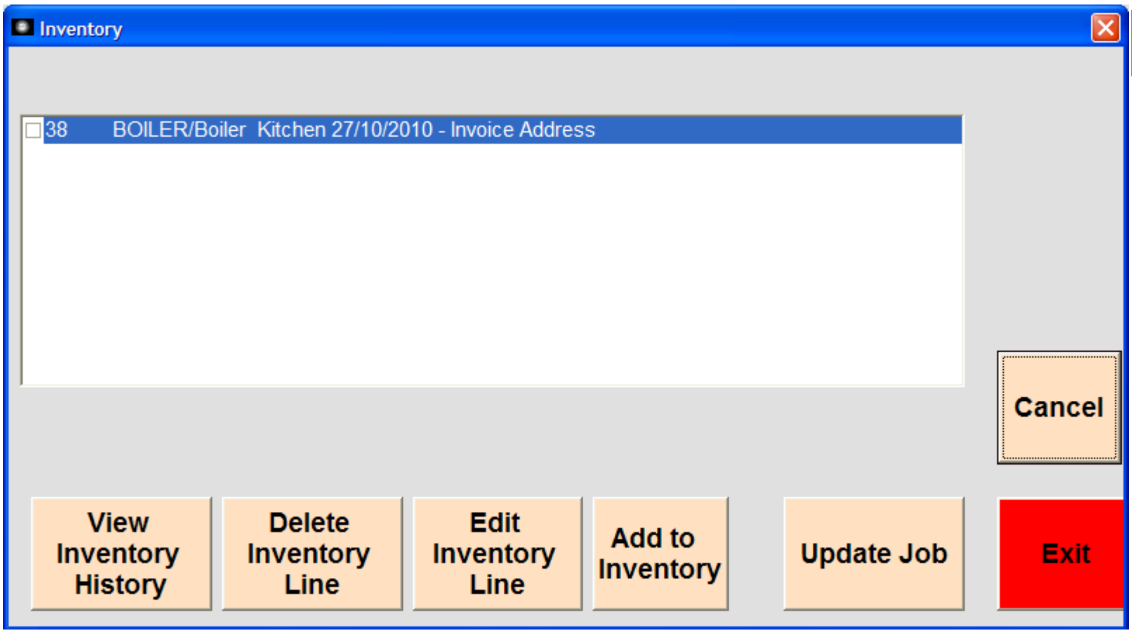


Pic 19.1

You can edit the Inventory item details by selecting the item from the list , clicking on the box against the line you want to edit and then clicking on the **Edit Inventory Line** Button and a screen similar to Pic 17.2 will be displayed.

If you use the Inventory against a job (Pic 5.2) you will see the following screen has an extra button. Update job will put the selected inventory items into the job as a Material job/invoice line.

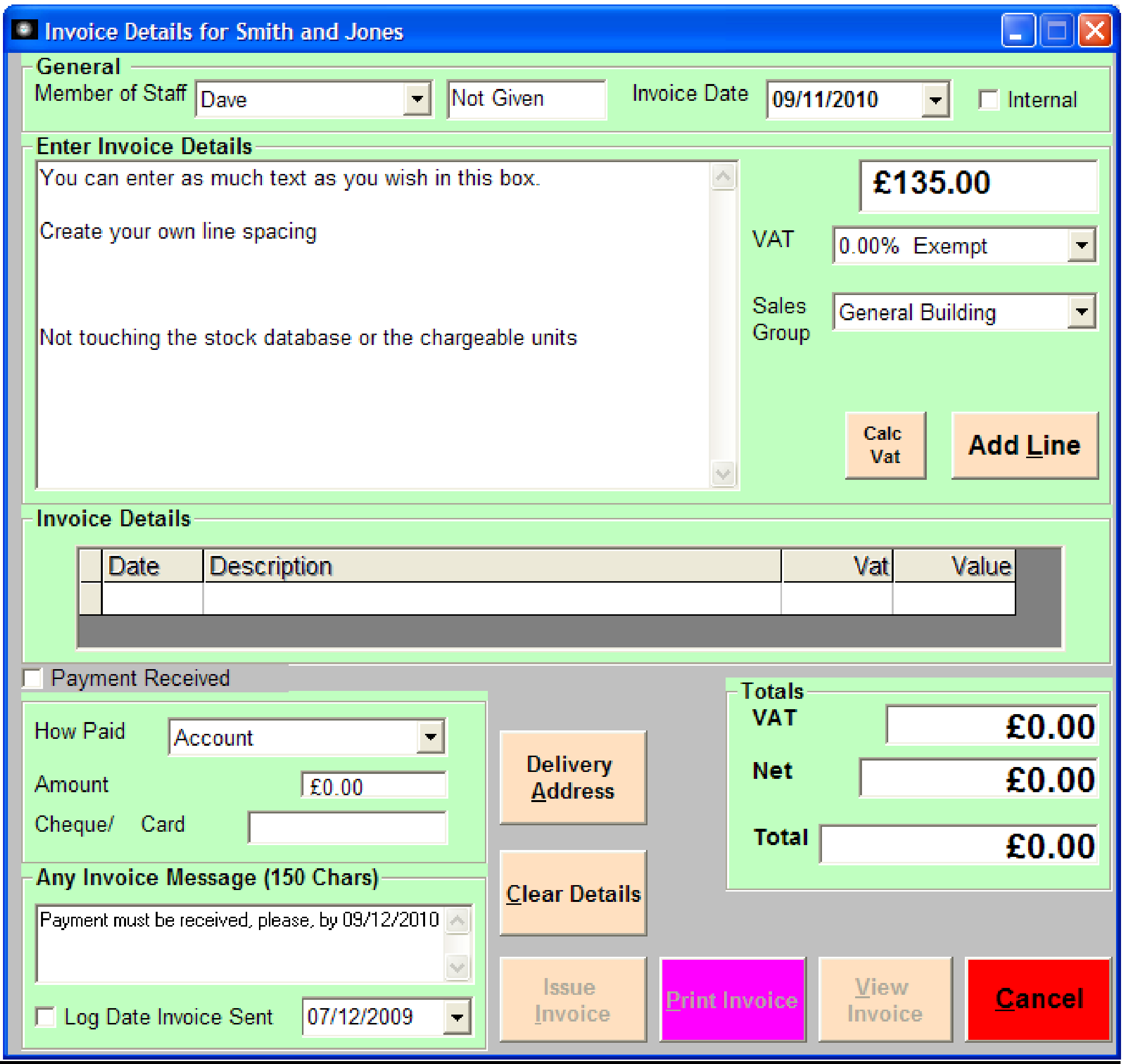
Pic 19.2



Ad hoc Invoice from the customer file

You are able to enter a text invoice which is completely independent from the stock system or schedule/chargeable unit system.

You access this screen by selecting the **New Invoice** Button on the Customer file (Pic 4.2). or if you do not have any items in the Stock Database (Pic 25.1) then direct from the **OMS** under the **Invoice** option.



Pic 20.1

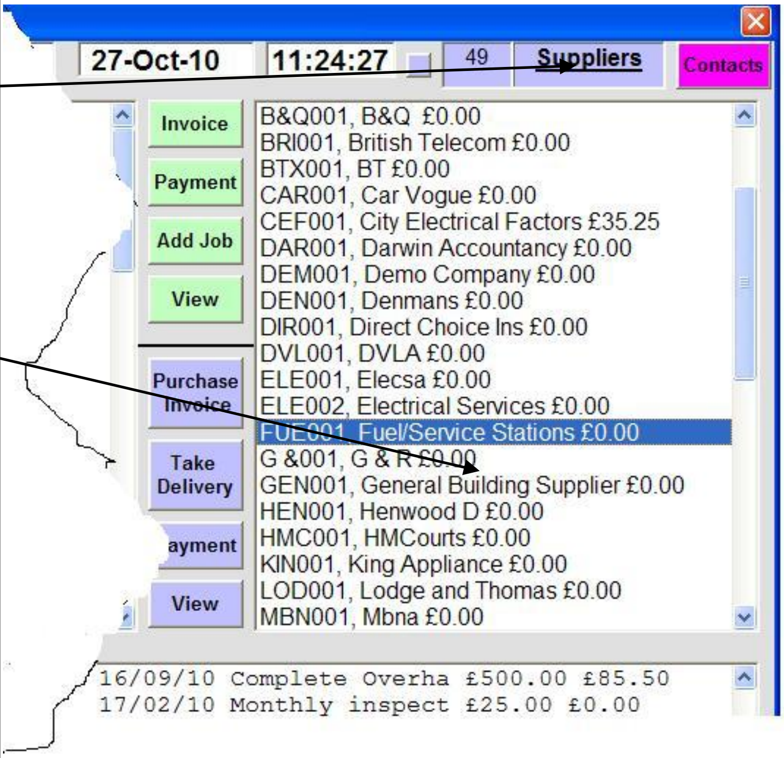
The invoice will use the discount set against the customer and you have to select the sales group from the list given. If you have made an error, before **Issue Invoice,** double click on the Invoice Details box and you will be able to amend any details you have already given – including price, VAT rate and sales group.
If the customer is offering payment then click on the payment received box and choose the payment method from the options given in the How Paid box. Otherwise click on the How Paid box and 'Account' will be displayed. If you have received a payment, double click on the Amount box and the invoice amount will appear as a payment figure. In the event of part payment just enter the actual amount offered. You can add a delivery address if required by clicking the **Delivery Address** button.
When all is Ok, click on the **Issue Invoice** button and then you will be able to either print direct or view the invoice prior to printing.

Stage 2 – Entering receipts/purchase invoices

The program expects you to enter all your business expenses to be able to work out a profit and loss as well as presenting a set of accounts for tax purposes. Entering purchases is straightforward and non too time-consuming…. We will use as an example recording fuel purchases.

All purchases must have a supplier or provider behind them. Multiple small purchases when it would not be sensible to add each individual 'one off ' supplier as in each individual filling station where you have bought petrol are overcome by creating a supplier called **Fuel/Serviceg Stations.** If you have an account, however. or the supplier is a regular supplier then you may have to **ADD** them as an individual record. Moreover you may wish to build a contacts database/address book. Double clicking the highlighted line will display the supplier's details.

Pic 21.1



Supplier's Form

By clicking on the **tabs** you get more information about the financial side:

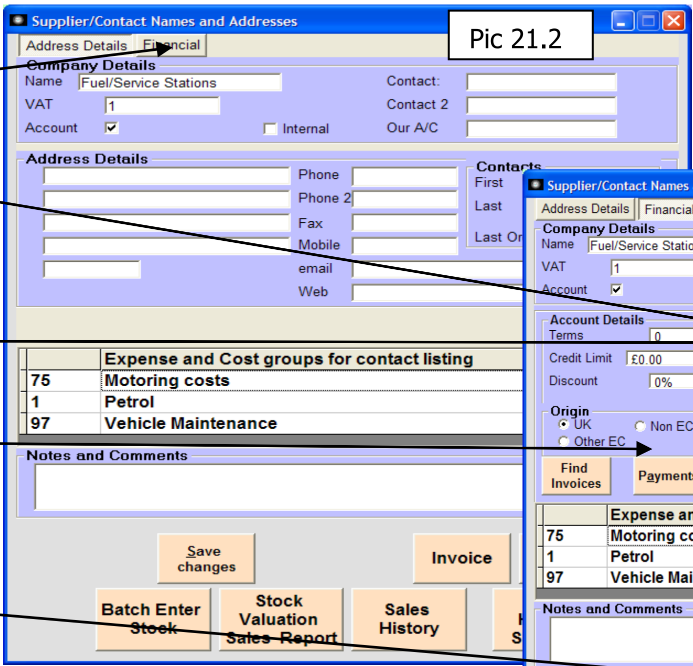
How much you owe them (if you are an account customer)

How much you have spent with them or on their products

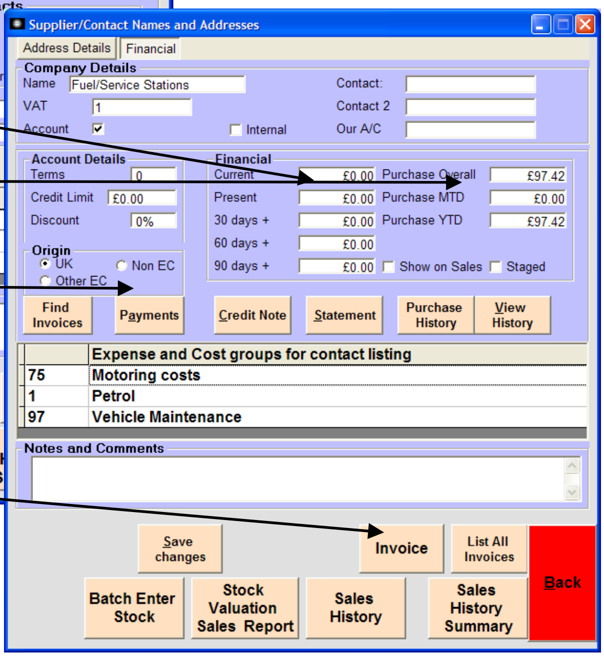
Log any payments you have made

A variety of reports on the transactions you have made

Pic 21.2



Pic 21.3



Add Purchases

On the **OMS (Pic 2.1)** with the supplier highlighted (the system will prompt for a supplier in any event if none is highlighted), click on the mauve **Invoice Button**.

Purchase Invoice Screen

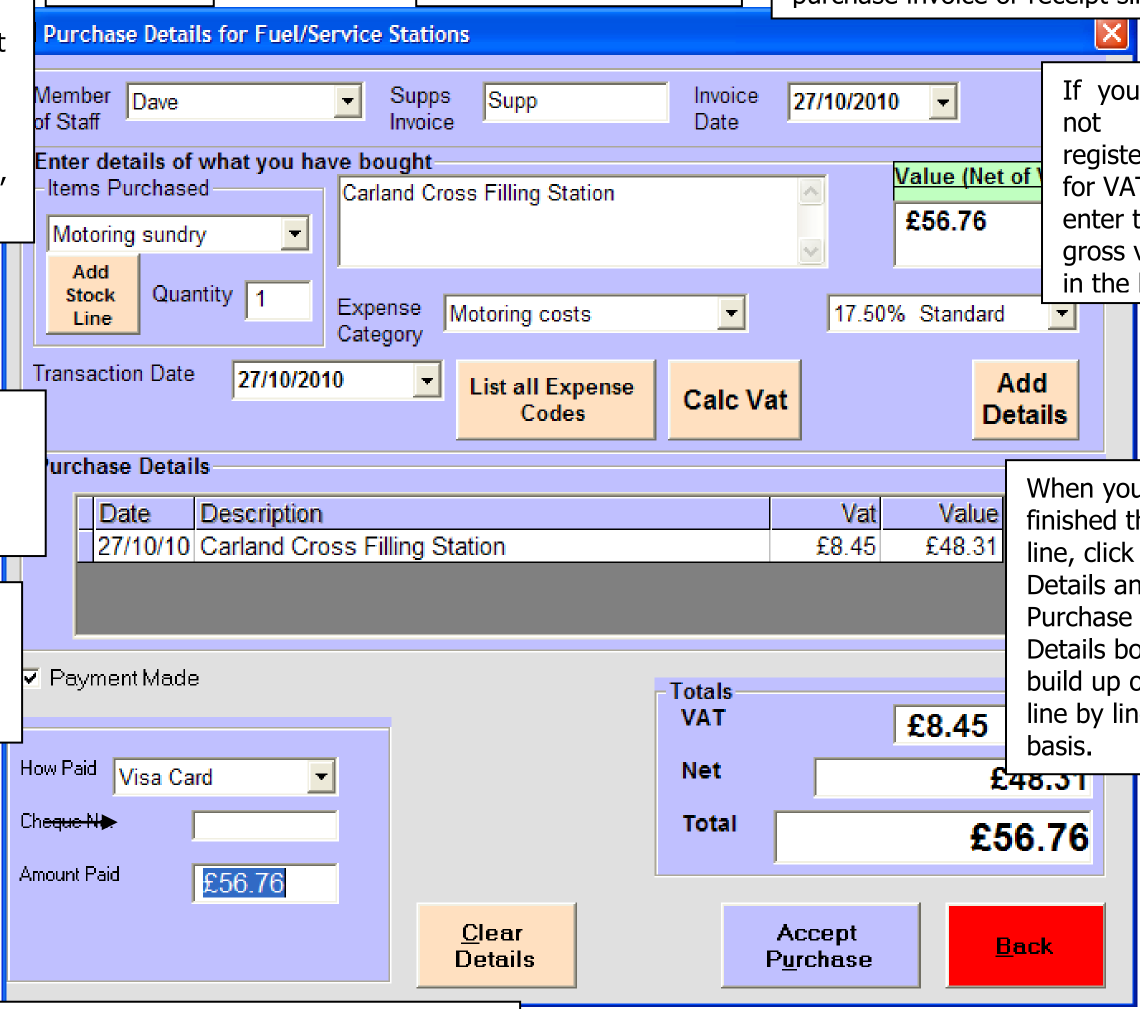
Pic 22.1

Enter the receipt number if significant

Enter the invoice date as on the purchase invoice or receipt slip

Choose one of the expense items. If you wish to do freehand that is ok too. Simply set the value in **Quantity** to O You will have to choose from the **category list** , but it gives flexibility.

If you are not registered for VAT, enter the gross value in the box



Although if you choose from the details list, the text will be prompted, you may overwrite it

When you have finished the line, click Add Details and the Purchase Details box will build up on a line by line basis.

If you have made an error, **click on the line** to go back and change it

If the Supplier is not set as an account, then we are expected to actually pay the bill on demand.

Choose the method of payment. If the supplier is an account, then the word **account** will appear in the list for you to select

Click over **Amount Paid** box and the outstanding value will be filled in for you. If you are paying with a debit card and you have taken cashback then enter the **TOTAL** paid and if the payment method (which we will set up in the Payment Methods menu option) is configured to accept it, you will be prompted to confirm Cashback. The system will do the rest for you!

When you are happy that the details tally with your receipt or purchase invoice, click on **Accept Purchase,** at which point the system acknowledges that you are liable for this payment demand! Click on **Back** without clicking **Accept Purchase** will abort and lose all the work that you done. When you have accepted the details, you can print off your own purchase invoice if necessary.

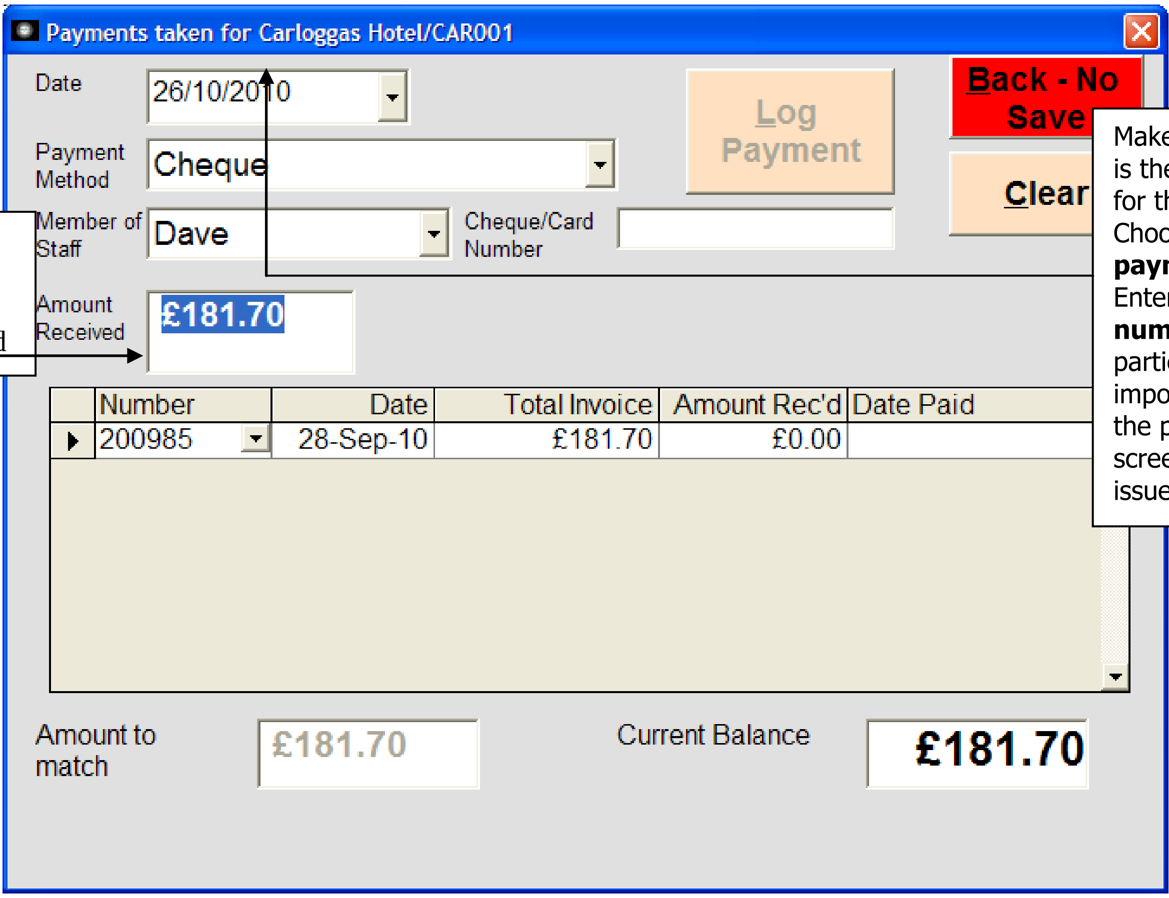
If you have a scanner, then you may scan in the paper purchase invoice and store it against the supplier. We will be happy to show you how to do this!

If you wish to produce an sales invoice without starting a job, then the process is identical to the purchase process, only choose a customer from the list on the left on **[Pic 2.1].**

Make or receive payments

You select a customer or supplier on the lists as in figure **[Pic 2.1]** as shown above and then click on the **Payment** Button**.**

Pic 23.1



Enter the amount that is being paid

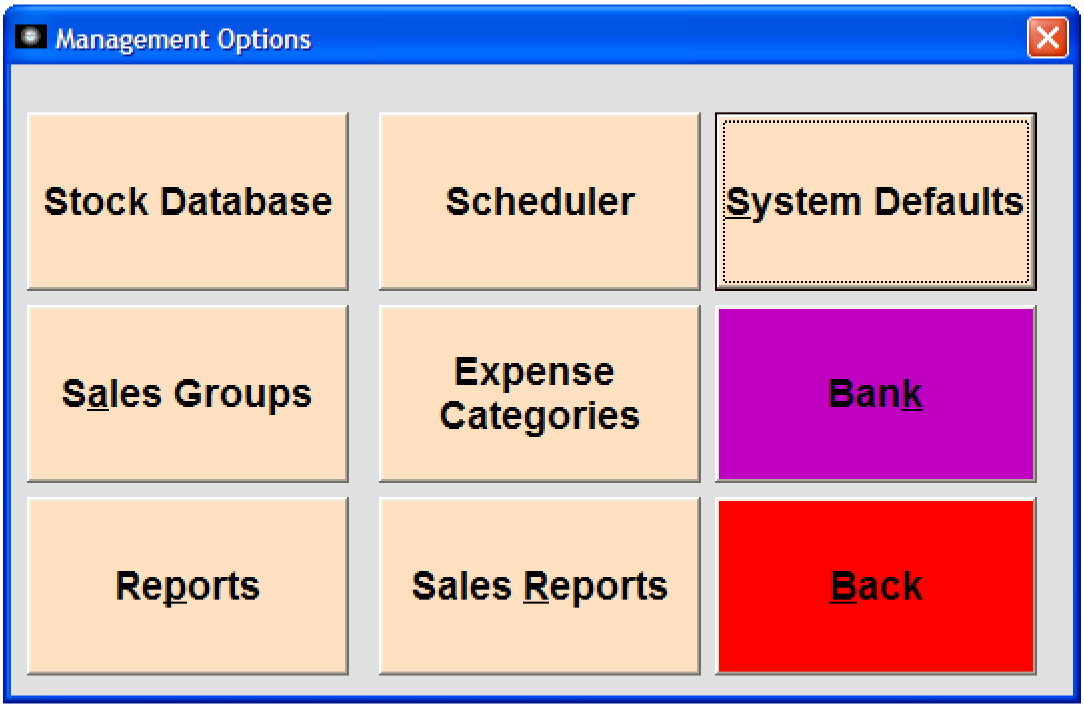
Make sure the date is the correct date for the transaction. Choose the correct **payment method**. Enter **a cheque number** – particularly important if this is the payment out screen for cheques issued by you.

Double click on the Amount Rec'd box.
The programme will work out the date paid and on multiple line payments the system will calculate the amount to be paid, allocate against the oldest transactions and keep the amount owing accurate.
Id you wish to allocate individual amounts to each invoice then simply enter into the amount rec'd box the figure. When the Amount to Match box is 0 (or in the event of a single invoice to pay 0 or less) then the **Log Payment** button becomes active and you can save your work. Please note that the Date Paid is automatically taken from the Date box at the top of the screen.

When you are happy that everything has been allocated properly, click on the **Log Payment** button

Stage 3 – Management

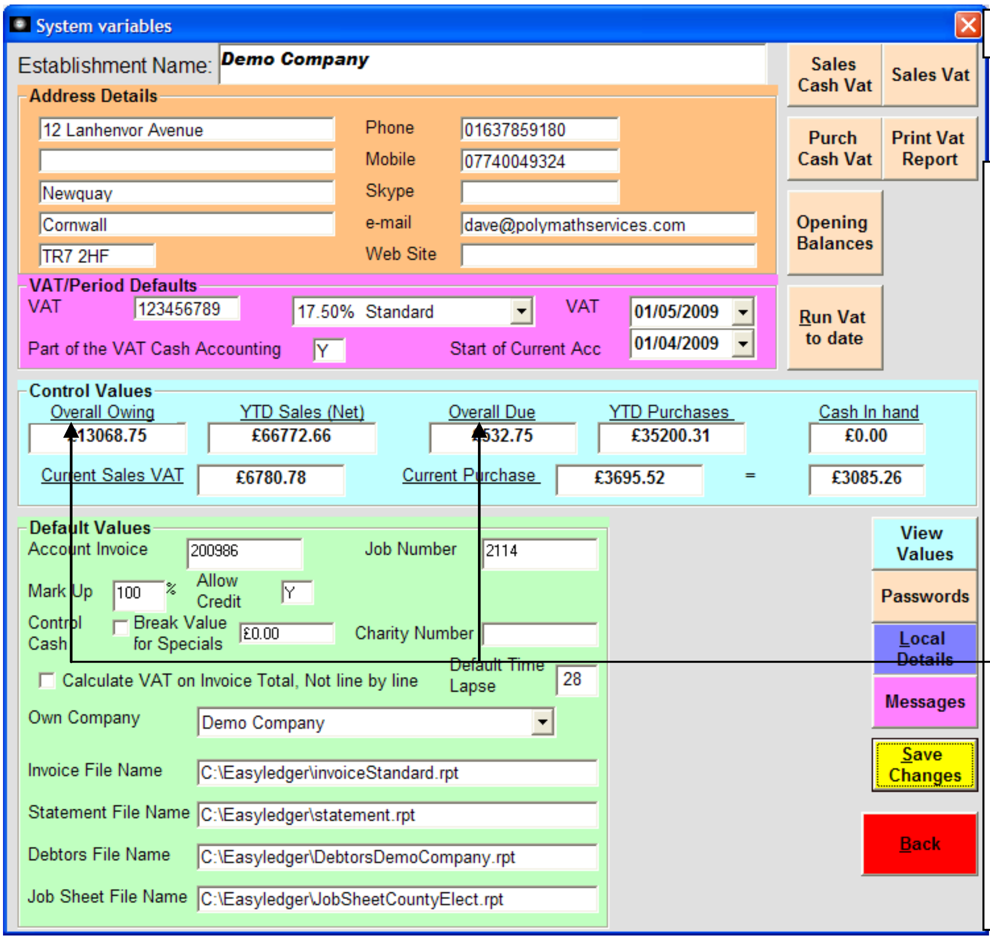
If you click the **Management** Button on the desktop **([Pic 2.1]),** the screen below will be displayed.



Pic 24.1

Clicking on each of these buttons will bring up a further form according to the description

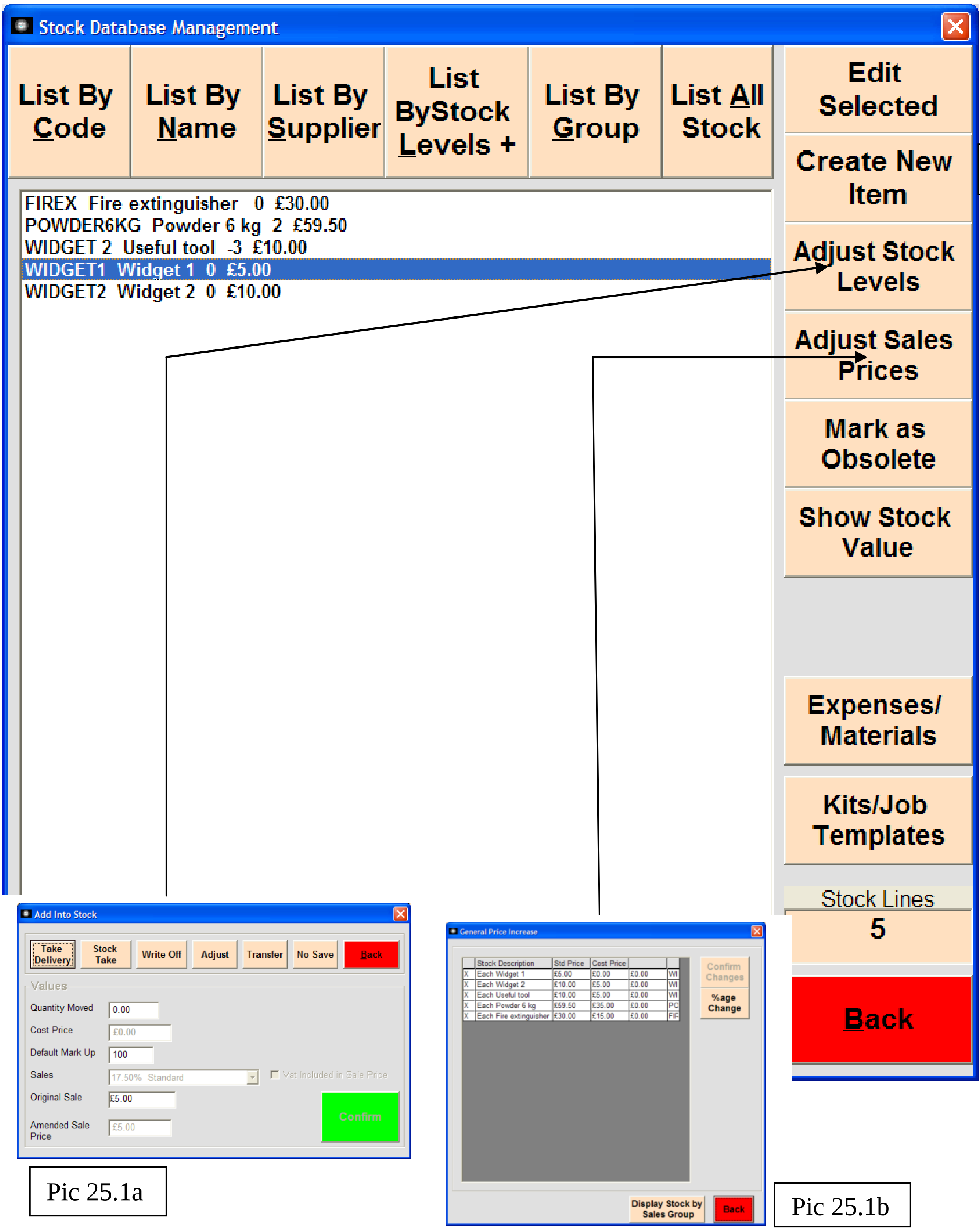
System Defaults



Pic 24.2

This form is where the main details of your business are stored – the screen provides valuable information with control figures on how much you are owed, how much you owe and key VAT figures (if you are registered for VAT). The information can be hidden and accessed by password for prying eyes. The information held here is entered at set up and from then on should only be for viewing. The **debtors' reports** can be run by clicking on the two fields.

Stock Database



Pic 25.1

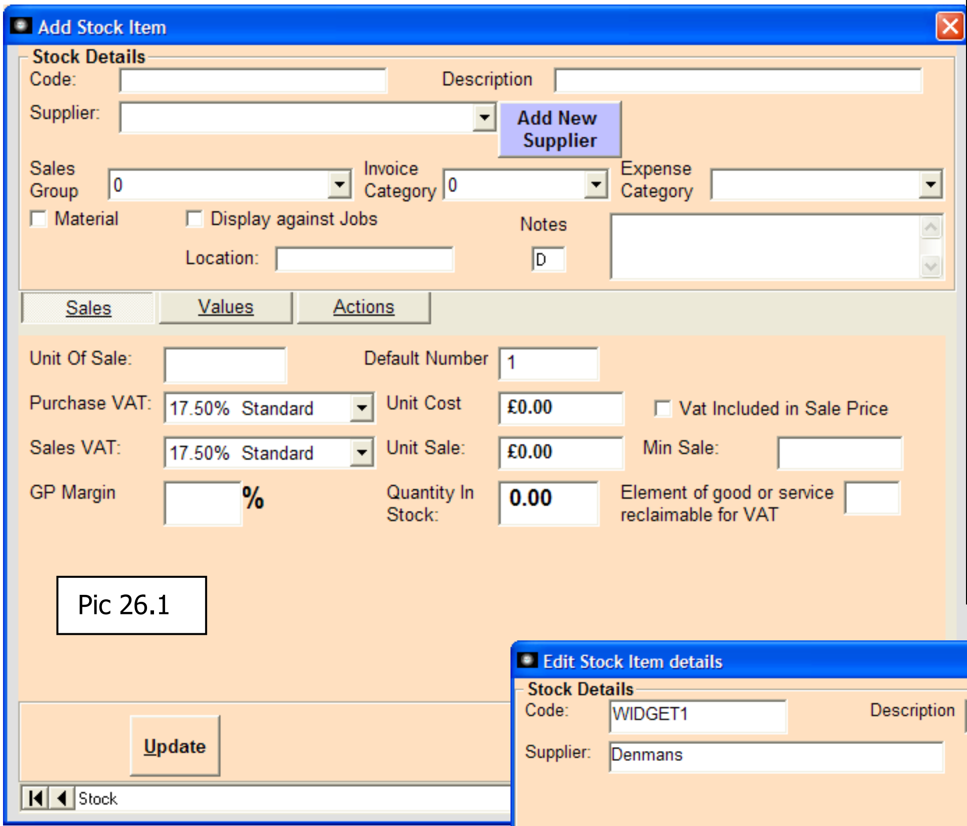
Pic 25.1a

Pic 25.1b

This screen lists all items that have been added in as Stock Items. Basically this refers to physical actual unit that sit on a shelf. You can also enter non-stock items for the purposes of lists and choice . These are dealt with under the Expenses Materials button.
The lines are displayed in Code order although the buttons at the top will change the search order to enable easier location.
Displayed is the code, the stock description, the number of items currently held in stock (needs close stock control) and the sale price.
If you double click on the line the Edit Selected screen will be displayed.

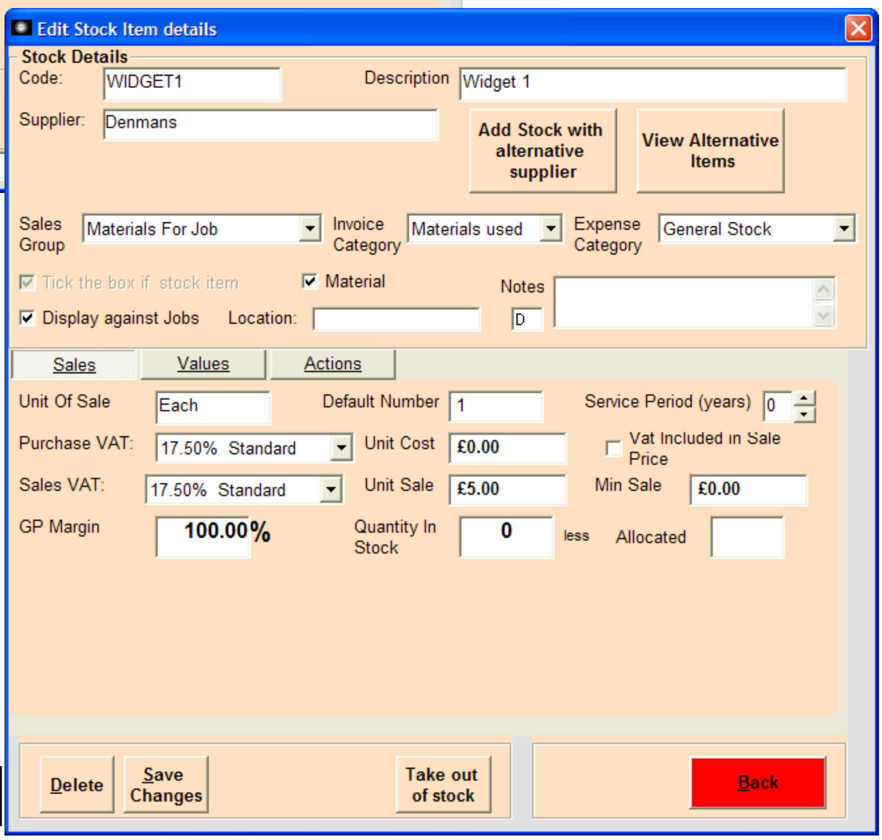
Stock Database (cont)

Add and Edit Stock Items



Enter your own code up to 50 characters in length although this may be set to your own choice. Add a description and then choose from the list the main supplier. You can set up alternative suppliers in the Edit screen. Choose a sales code from the list, a stock type (usually either services or goods) and an expense code – e.g. general stock or Cost of Sales.
Fill in the unit of sale – this appears on the invoice, the number usually sold and the purchase and sales price and VAT.

Pic 26.1

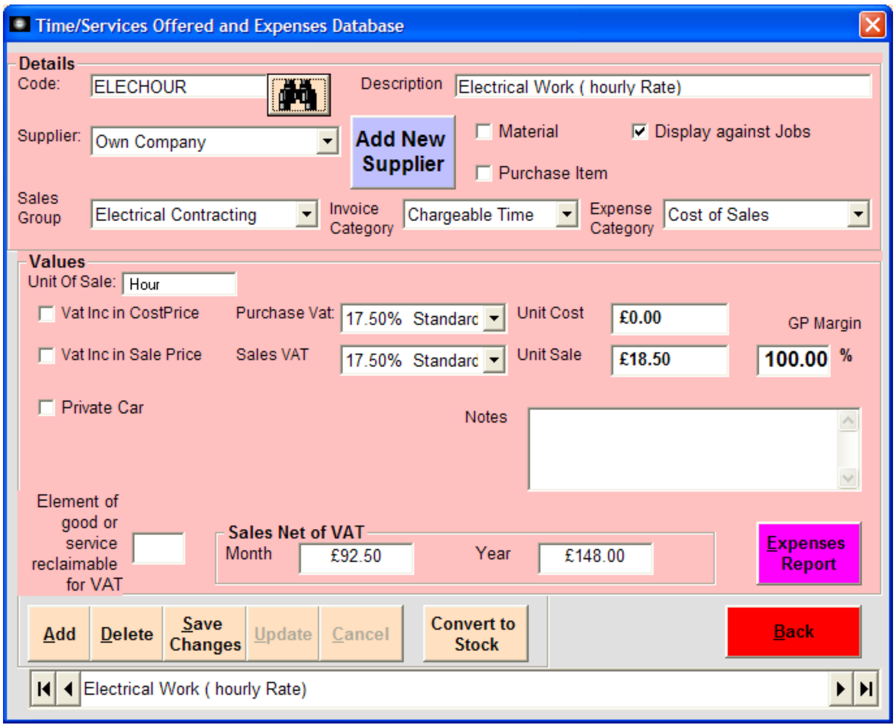


Please indicate whether or not this item is a service or goods by ticking the Material box. This will determine in which box on the job screen the item will appear.
If you want the item to appear against a job then make sure the Display Against Job box is ticked.

Pic 26.2

Stock Database (cont.)

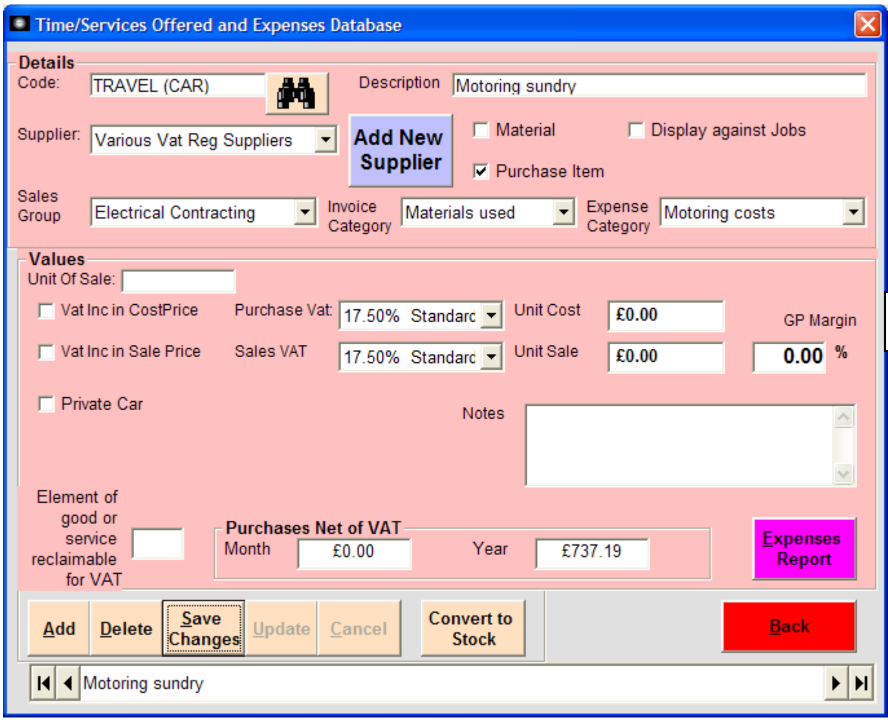
Material/Expenses



Pic 27.1

The Materials/Expenses Database deals with all chargeable units that are not part of the stock database as well as regular purchase items that can appear against the purchase invoice as one item in the drop down list. There are three options – if you wish the item to appear against a job – a chargeable unit – then make sure the display against Jobs box is ticked. If it is non stock then leave the material box clear. The example given illustrates how to deal with standard hourly rates against the nature of the work. Please note that all prices given may be amended at the point of invoice or when the job is updated.
If you wish the item to simply be a purchase item for quick entry of purchases then simply make sure the Purchase item box is ticked and the other two are left clear.

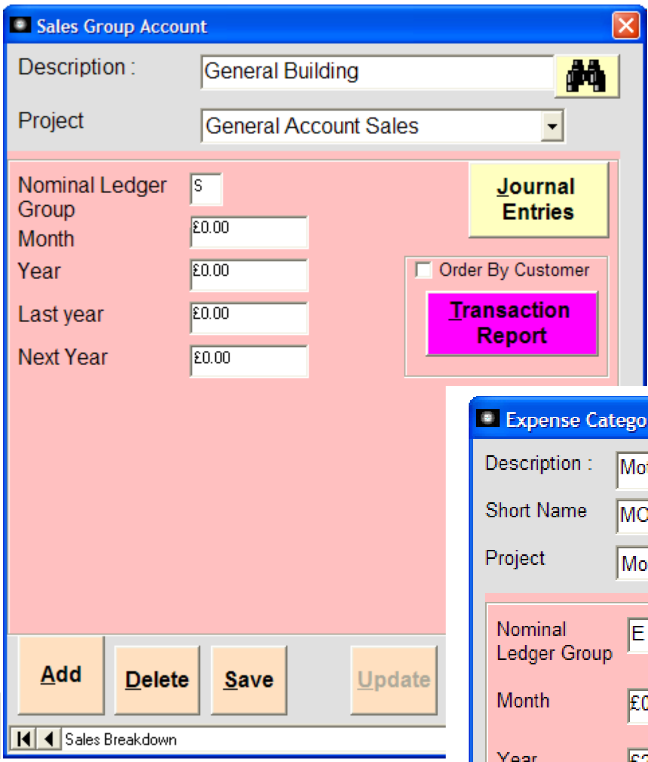
An example is given here with Motoring Expenses which is listed in the Purchase Invoice



Pic 27.2

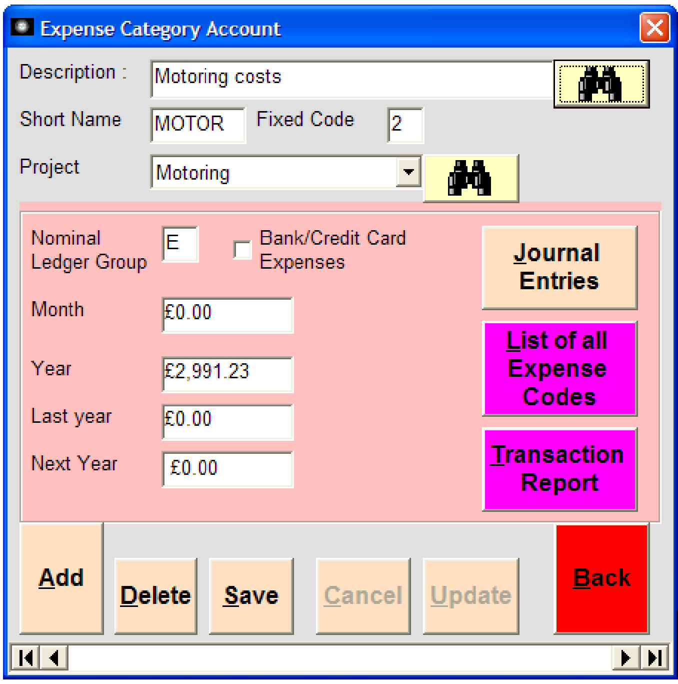
Sales Groups & Expense Categories

These will be mostly established at the original setting up of the system although you can freely add to them or edit them as the system matures.



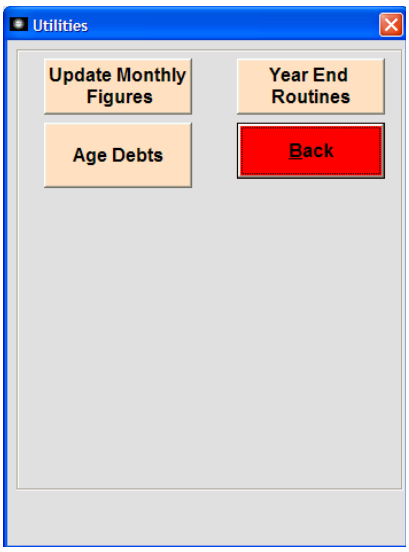
Pic 28.1

The two main areas of interest here are the **Transaction Reports** to give you a detailed breakdown of the account and the **Journal Entries** which allows you to move values between accounts in the event of a mistake having been made at invoicing.



Pic 28.2

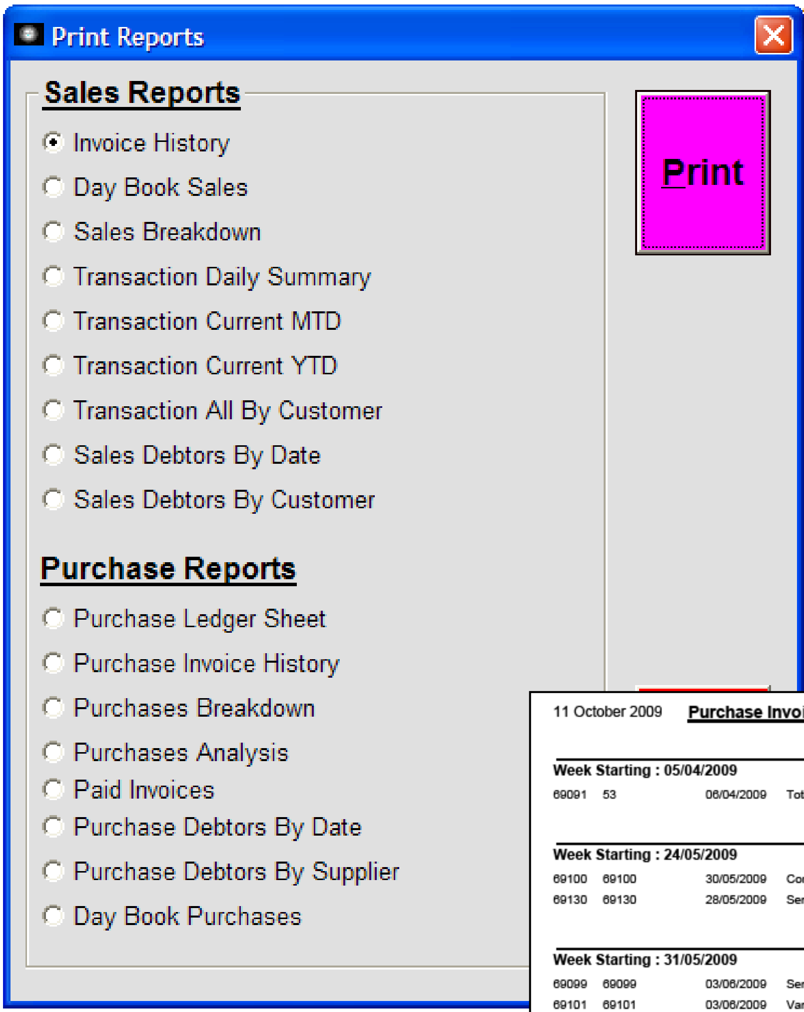
Monthly Routines



Pic 28.3

This area is important to make sure the Debts on the Supplier and Customer Sides are properly segmented and updated. When the Payments are made, the debts are automatically applied to the oldest debts. However – the debts are not *aged* until you run **this routine** when the 30, 60 and 90 day figures are updated. This is done, moreover, according to an option in the System Information file where you can choose whether to age the debts from day of invoice or whether to age the debts from the end of the month or whenever you run your statements.
Run the **Update Monthly Sales** and this will amend the Sales Groups, Expenses (as above) and Customer/Supplier Sales figures.
The **Update Annual Sales** should only ever be run when the end of year has been sorted and done with our assistance.

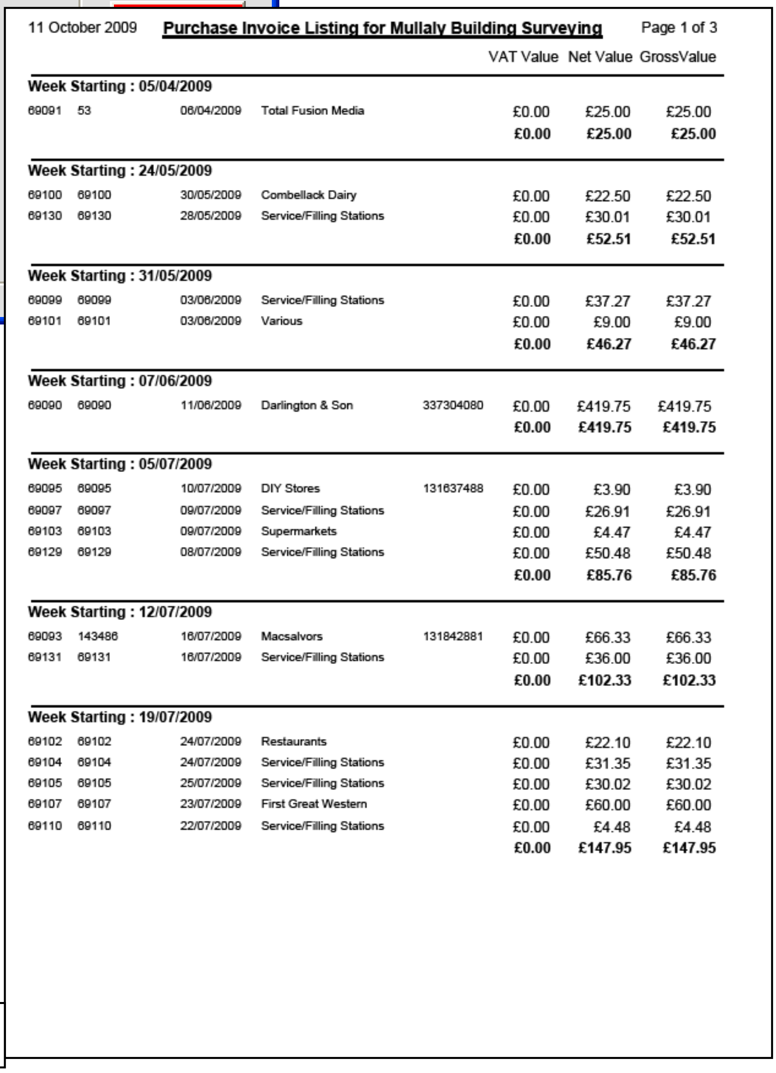
The Reports Options



Pic 29.1

All the report options offer you Dates to choose from. Select a button and the click on the Print button. You will be presented with date options where appropriate.

This is an example of the
Purchase Invoice History

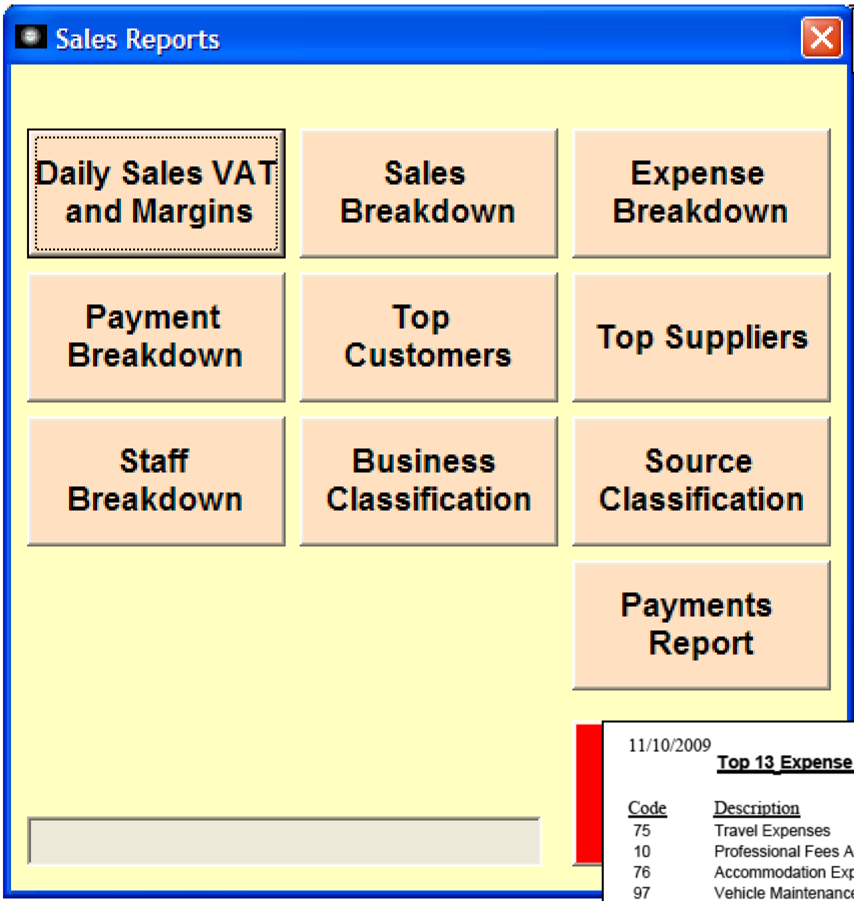


11 October 2009 **Purchase Invoice Listing for Mullaly Building Surveying** Page 1 of 3

					VAT Value	Net Value	GrossValue
Week Starting : 05/04/2009							
69091	53	06/04/2009	Total Fusion Media		£0.00	£25.00	£25.00
					£0.00	**£25.00**	**£25.00**
Week Starting : 24/05/2009							
69100	69100	30/05/2009	Combellack Dairy		£0.00	£22.50	£22.50
69130	69130	28/05/2009	Service/Filling Stations		£0.00	£30.01	£30.01
					£0.00	**£52.51**	**£52.51**
Week Starting : 31/05/2009							
69099	69099	03/06/2009	Service/Filling Stations		£0.00	£37.27	£37.27
69101	69101	03/06/2009	Various		£0.00	£9.00	£9.00
					£0.00	**£46.27**	**£46.27**
Week Starting : 07/06/2009							
69090	69090	11/06/2009	Darlington & Son	337304080	£0.00	£419.75	£419.75
					£0.00	**£419.75**	**£419.75**
Week Starting : 05/07/2009							
69095	69095	10/07/2009	DIY Stores	131637488	£0.00	£3.90	£3.90
69097	69097	09/07/2009	Service/Filling Stations		£0.00	£26.91	£26.91
69103	69103	09/07/2009	Supermarkets		£0.00	£4.47	£4.47
69129	69129	08/07/2009	Service/Filling Stations		£0.00	£50.48	£50.48
					£0.00	**£85.76**	**£85.76**
Week Starting : 12/07/2009							
69093	143486	16/07/2009	Macsalvors	131842881	£0.00	£66.33	£66.33
69131	69131	16/07/2009	Service/Filling Stations		£0.00	£36.00	£36.00
					£0.00	**£102.33**	**£102.33**
Week Starting : 19/07/2009							
69102	69102	24/07/2009	Restaurants		£0.00	£22.10	£22.10
69104	69104	24/07/2009	Service/Filling Stations		£0.00	£31.35	£31.35
69105	69105	25/07/2009	Service/Filling Stations		£0.00	£30.02	£30.02
69107	69107	23/07/2009	First Great Western		£0.00	£60.00	£60.00
69110	69110	22/07/2009	Service/Filling Stations		£0.00	£4.48	£4.48
					£0.00	**£147.95**	**£147.95**

Pic 29.2

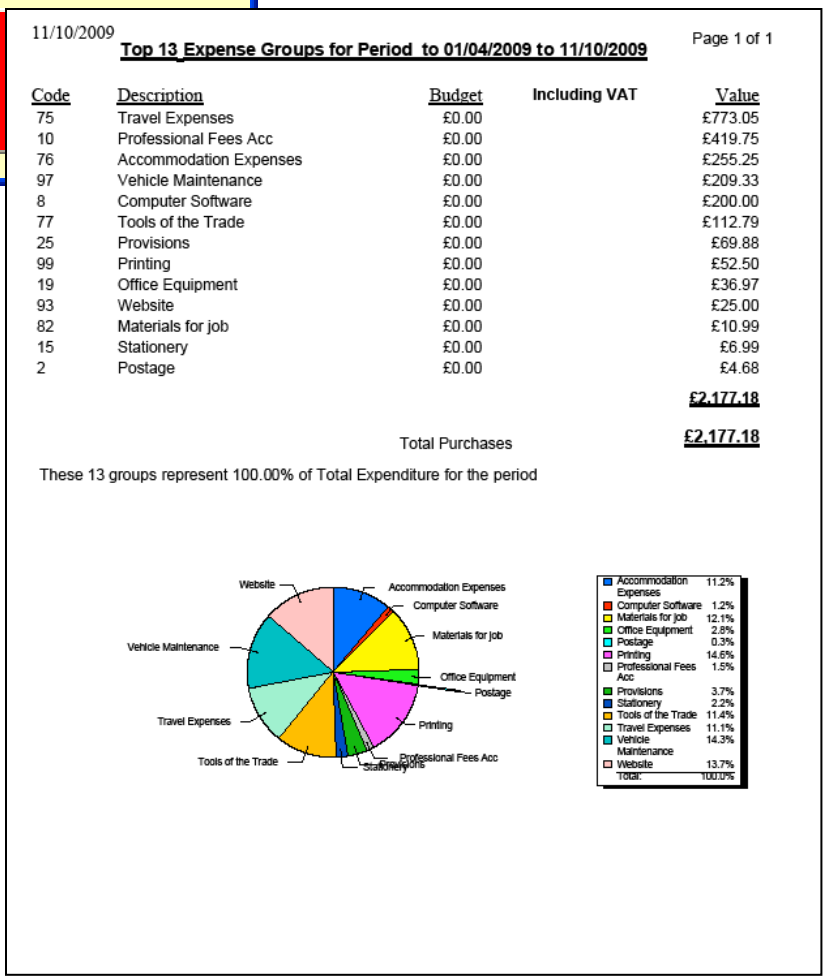
The Sales Reports Screen



Pic 30.1

All the buttons are self-explanatory

This is an example of the **Expenses Breakdown**



11/10/2009

Top 13 Expense Groups for Period to 01/04/2009 to 11/10/2009

Page 1 of 1

Code	Description	Budget	Including VAT	Value
75	Travel Expenses	£0.00		£773.05
10	Professional Fees Acc	£0.00		£419.75
76	Accommodation Expenses	£0.00		£255.25
97	Vehicle Maintenance	£0.00		£209.33
8	Computer Software	£0.00		£200.00
77	Tools of the Trade	£0.00		£112.79
25	Provisions	£0.00		£69.88
99	Printing	£0.00		£52.50
19	Office Equipment	£0.00		£36.97
93	Website	£0.00		£25.00
82	Materials for job	£0.00		£10.99
15	Stationery	£0.00		£6.99
2	Postage	£0.00		£4.68
				£2,177.18
		Total Purchases		£2,177.18

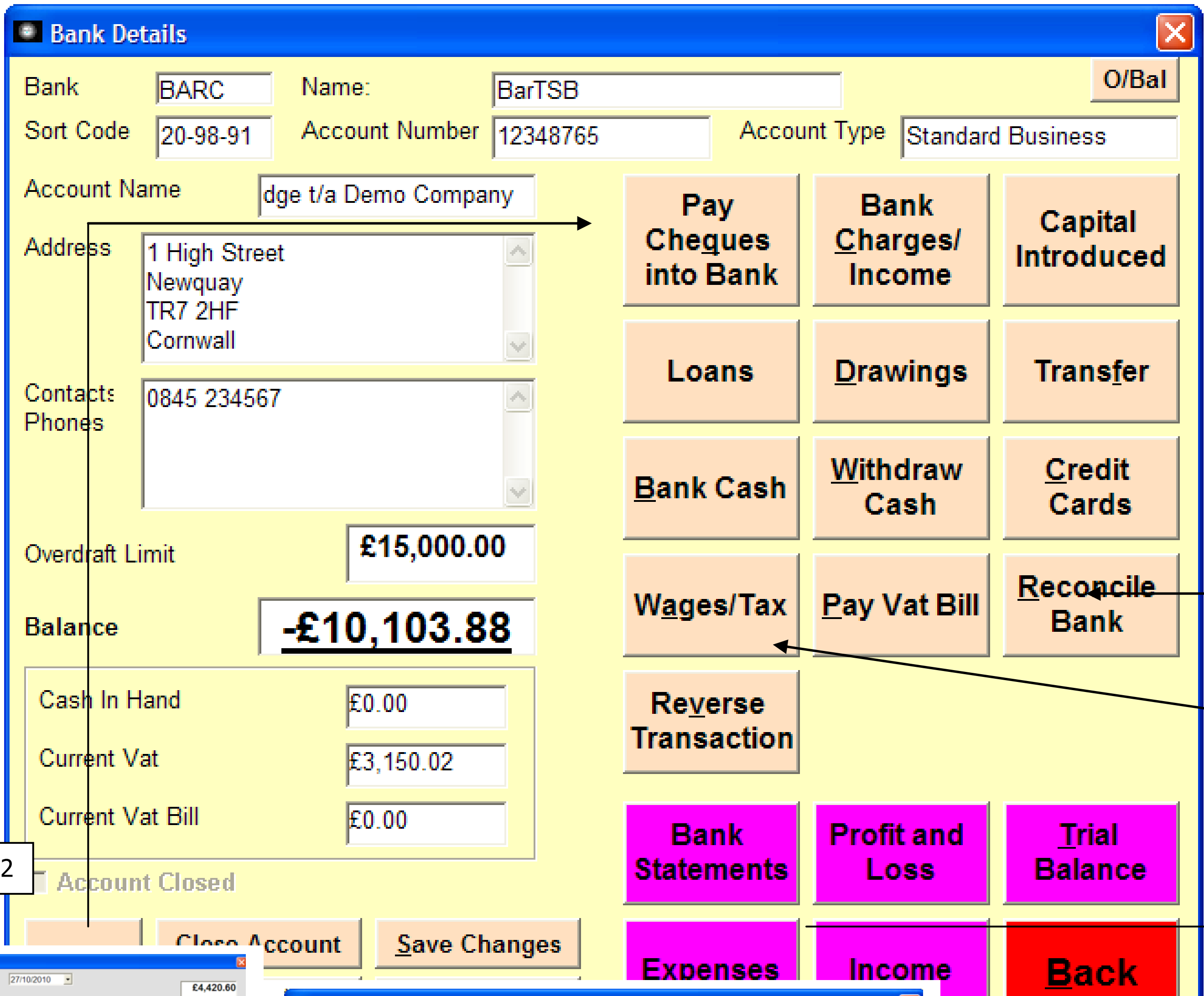
These 13 groups represent 100.00% of Total Expenditure for the period

Pic 30.2

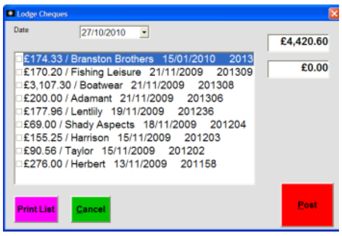
The Bank ACCOUNT

The bank is where the financial transactions are tidied up. Although strictly speaking you do not have to use the bank functions, it does make life easier when it comes to tracing money and how and when you either came by it or disposed of it when asked by people who seem to need to know…… Again the main drift will be done when the system is set up with an opening balance. Once that is correct then posting and reconciling transactions should be done regularly in order to check against bank statements. Again all the buttons are self explanatory and come up with a screen to handle the various transactions.

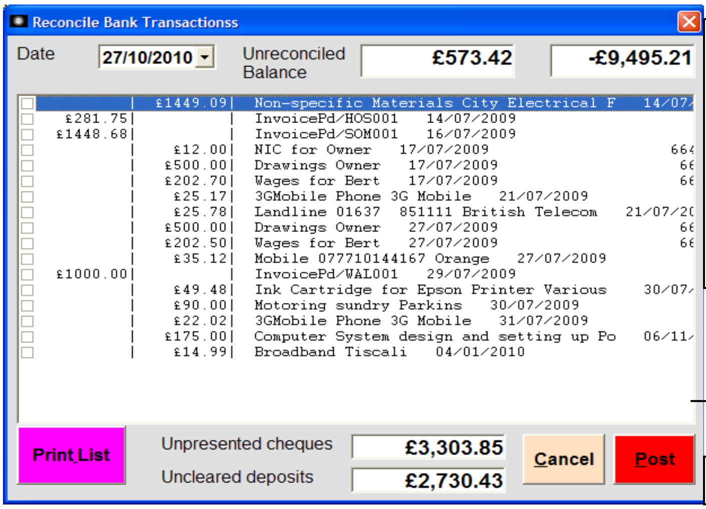
Pic 31.1

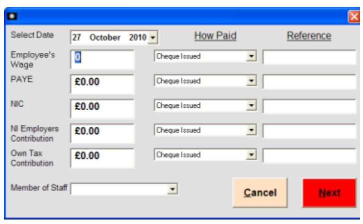


Pic31.2



When payments are made by cheque, they are stored in a "ready to go to the bank" list. When you physically bank the cheques, tick them off the list





Pic 31.4

Pic 31.3

The Bank ACCOUNT (Cont.)

The TRIAL BALANCE should **always** match at the bottom. If it does not it means that a transaction has been misplaced and you will need to contact us as soon as you notice the discrepancy.

11 October 2009 **TRIAL BALANCE** Page 1 of 1

for financial year starting 01/04/2009

Mullaly Building Surveying

Current Assets		
Debtors	£1,801.00	
Unbanked Cheques	£550.00	
Unreconciled Card Payments to Providers		£407.28
HSBC	£169.33	
Cash In Hand	£53.85	
Current Liabilities		
Creditors		£898.08
Vat		
Capital		
Capital Acc		£1,000.00
Sales		
Direct Sales		£2,171.00
Debts settled after year start		£275.00
Direct Cost		
Purchases		
Expenses		
Expenses	£2,177.18	
	£4,751.36	**£4,751.36**

Pic 32.1

We do recommend that you use our phone and web site for contact.

Back up and Security.

Back ups must be made on a regular basis and given that huge storage devices, such a memory sticks, are so cheap there is no excuse not to do it. As part of our terms and conditions which are available on request, we do expect reasonable efforts to safeguard your own computers with proper anti virus software. We will recommend and set you up at a agreed consultancy cost.

All efforts are made to keep this document up to date. Discrepancies in pictures may arise as the system develops, for which we apologise but we regard that as part and parcel of a vibrant and evolving product.

November 2010