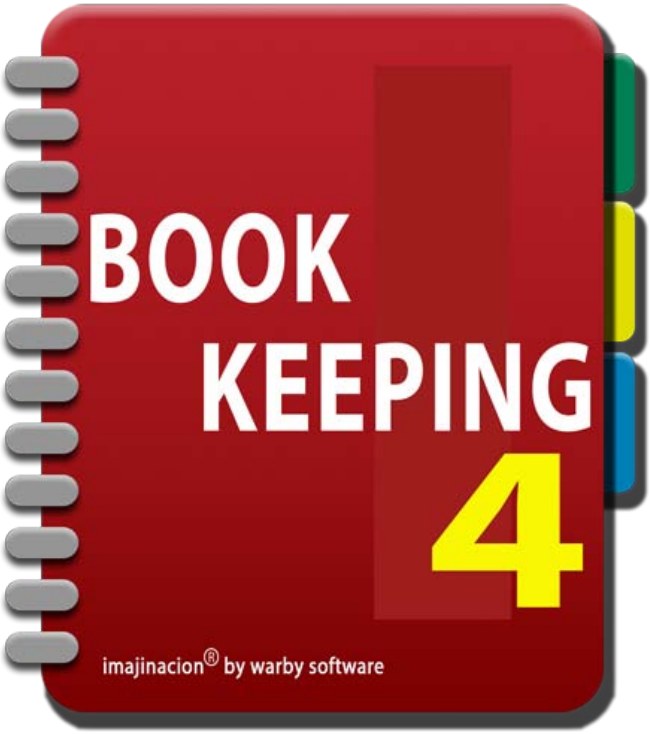


Sales

1. Creating An Invoice
2. Sales List
3. Sale Summary
4. Create New Customer
5. Sale Line Items
6. Adding Sale Accounts
7. Receiving Immediate Payment
8. Generating An Invoice
9. Customising The Invoice
10. Using Freight Charges

Receiving Payments for Sales

1. Receiving Payment
2. Receipts List
3. Receipt Summary
4. Receipt Line Items

Sale Returns

1. Processing Customer Returns
2. Creating A Sale Adjustment
3. Adjustment Summary
4. Adjustment Line Items
5. Adjustment Line for Returned Item
6. Adjustment Line for Short Shipment
7. Adjustment Line for Replacement Item
8. Adjustment Note

Sale Refunds

1. Processing Customer Refunds
2. Creating A Sale Refund
3. Refund Summary
4. Refund Line Items

Gift Vouchers

1. Gift Vouchers
2. Gift Voucher Inventory
3. Gift Voucher Revenue Accounts
4. Gift Voucher Sales
5. Gift Voucher Redemptions
6. Gift Voucher Effects On Balance Sheet and Profit & Loss Statement
7. Gift Voucher Summary Accounts

Quotations

1. Creating A Quotation
2. Quotations List
3. Quotation Summary
4. Generating A Quotation

Creating an invoice / Entering a Sale

One of the most common tasks that a small business will do is to create an invoice or enter a sale. In Bookkeeping you enter a sale and then generate the invoice from the sale details. Bookkeeping has many complex facilities to cater for the variety of different business needs, however Bookkeeping can also be used in a simple manner without needing to worry about all of the advanced facilities.

Screen: Customers Main Menu

Sales are part of the customers module which is accessed from the "Customers" menu button on the main menu, or from the "Customers" toolbar icon at the bottom of the screen.

> You can also add a sale directly from the main menu, customers menu, suppliers menu, and reports menu by using the option menu at the top right of the screen.

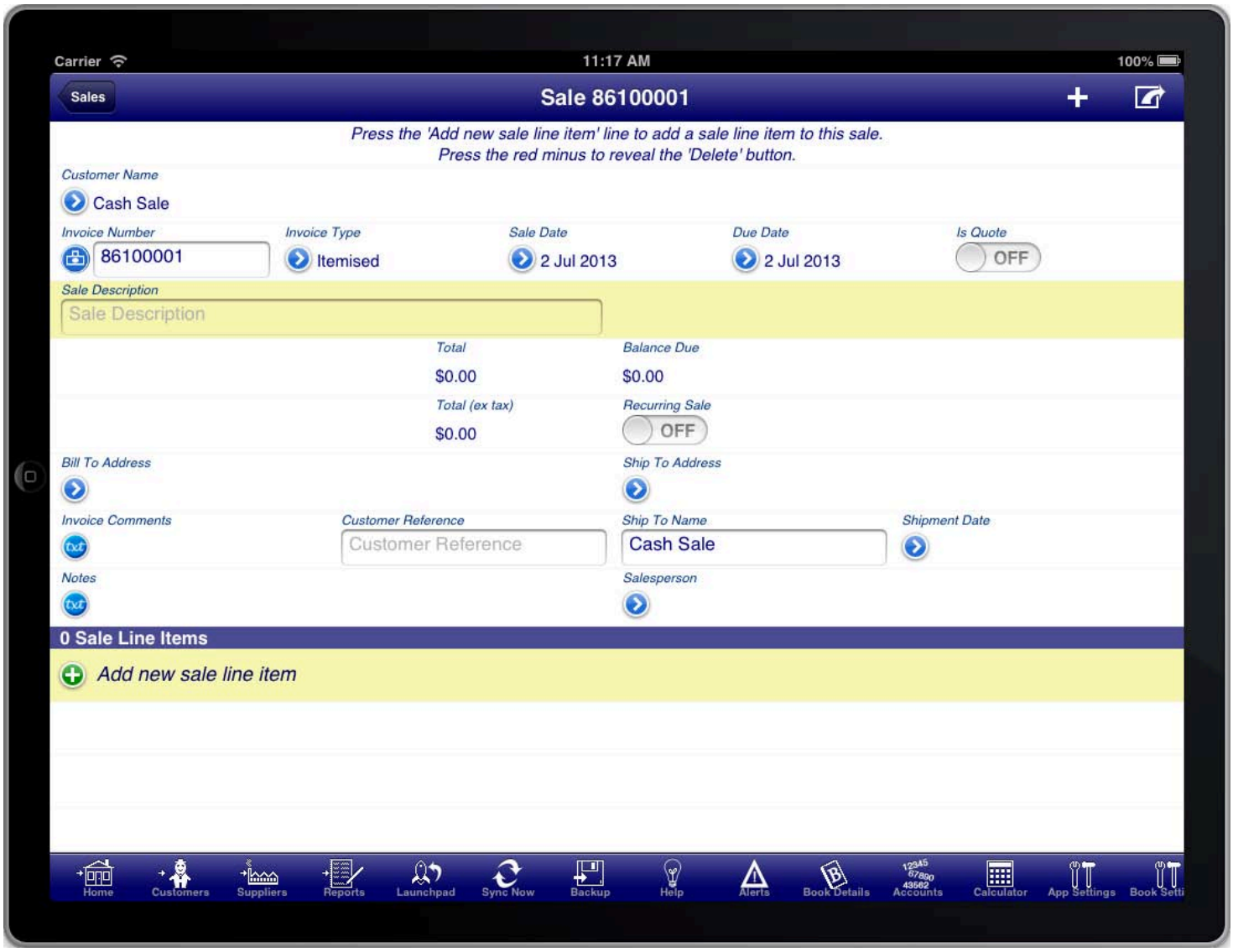
Sales List

All sales are conveniently accessed from the “Sales” menu item on the customers menu.

Screen: Sales List

To create a new sale press the “+” button at the top right of the screen, or the green plus button next to "Add New Sale".

Sale Summary



Screen: Sale Summary

Throughout the program you will find that many of the screens prompt you for required information using the yellow highlight bar.

In the case of a sale the first important information is the “Customer Name” field. Press the blue disclosure to select the customer that the sale is for. There is a default customer created for you called “Cash Sale”. This is used when you wish to enter a sale without specifying the customer. If you wish to create the sale for a specific customer then, if you have not done so previously, press the “+” button at the top right of the screen to create a new customer.

Most information on the sale screen is populated for you. However you may need to adjust the “Sale Date” to the date of the sale.

The "Sale Summary" screen is used to enter details about the sale like the sale date, due date, billing address, etc. The items that are sold are entered on the "Sale Line Items" screen.

The "Invoice Type" field determines whether the invoice has quantities and units of measure or now.

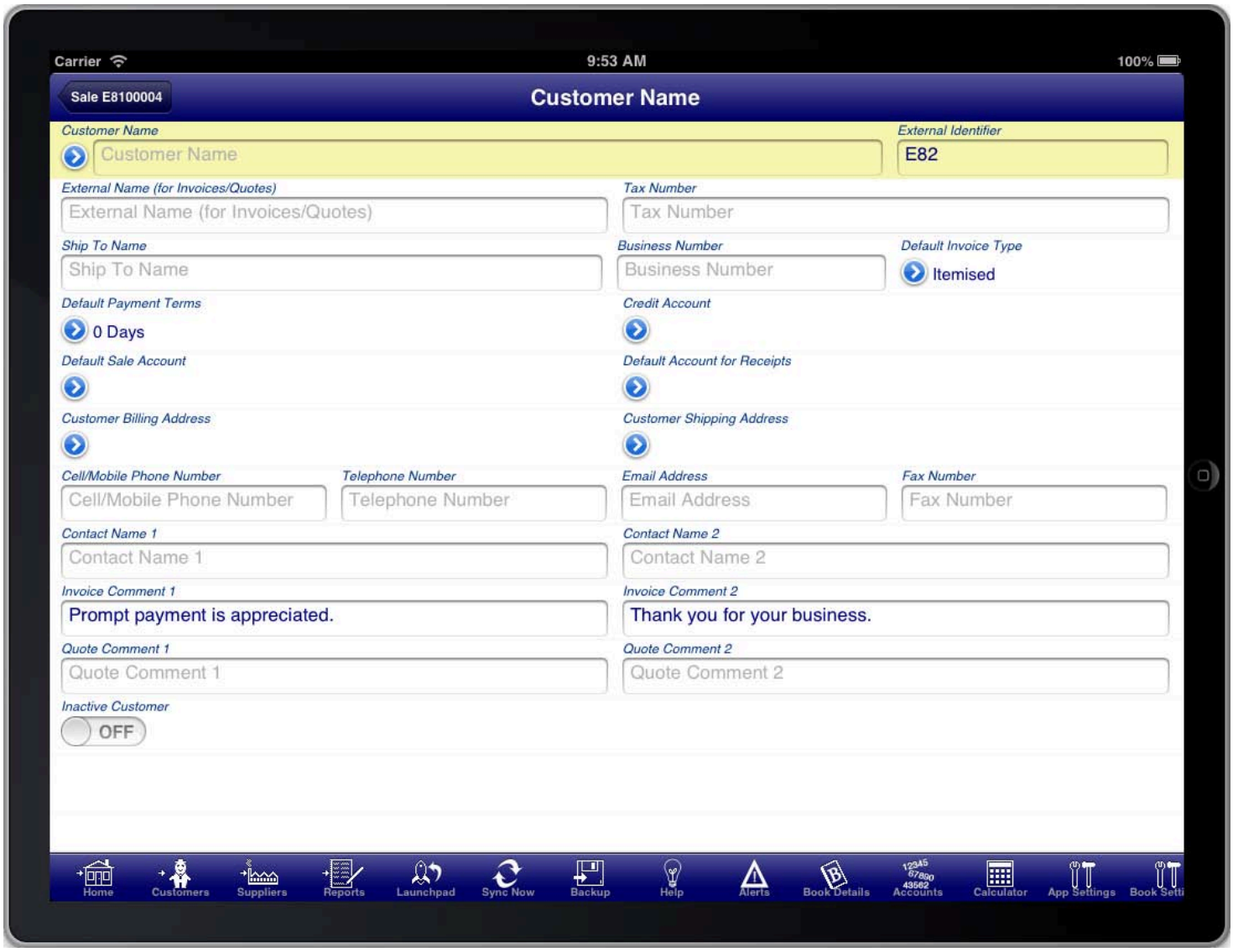
- An "Itemised" invoice shows both quantities and units of measure by default.
- A "Service" invoice does not show either the quantity or the units of measure.

You are also required to enter the sale line items for the sale. Every sale must have at least one line item. The line

items are where you enter the details of the sale. Press the “Add new sale line item” line to create a new line item on the sale.

> You will be required to enter a sale description that summarises the purpose of the sale. If you do not do this then the description from the first line item will be used as the sale description.

Creating a new customer



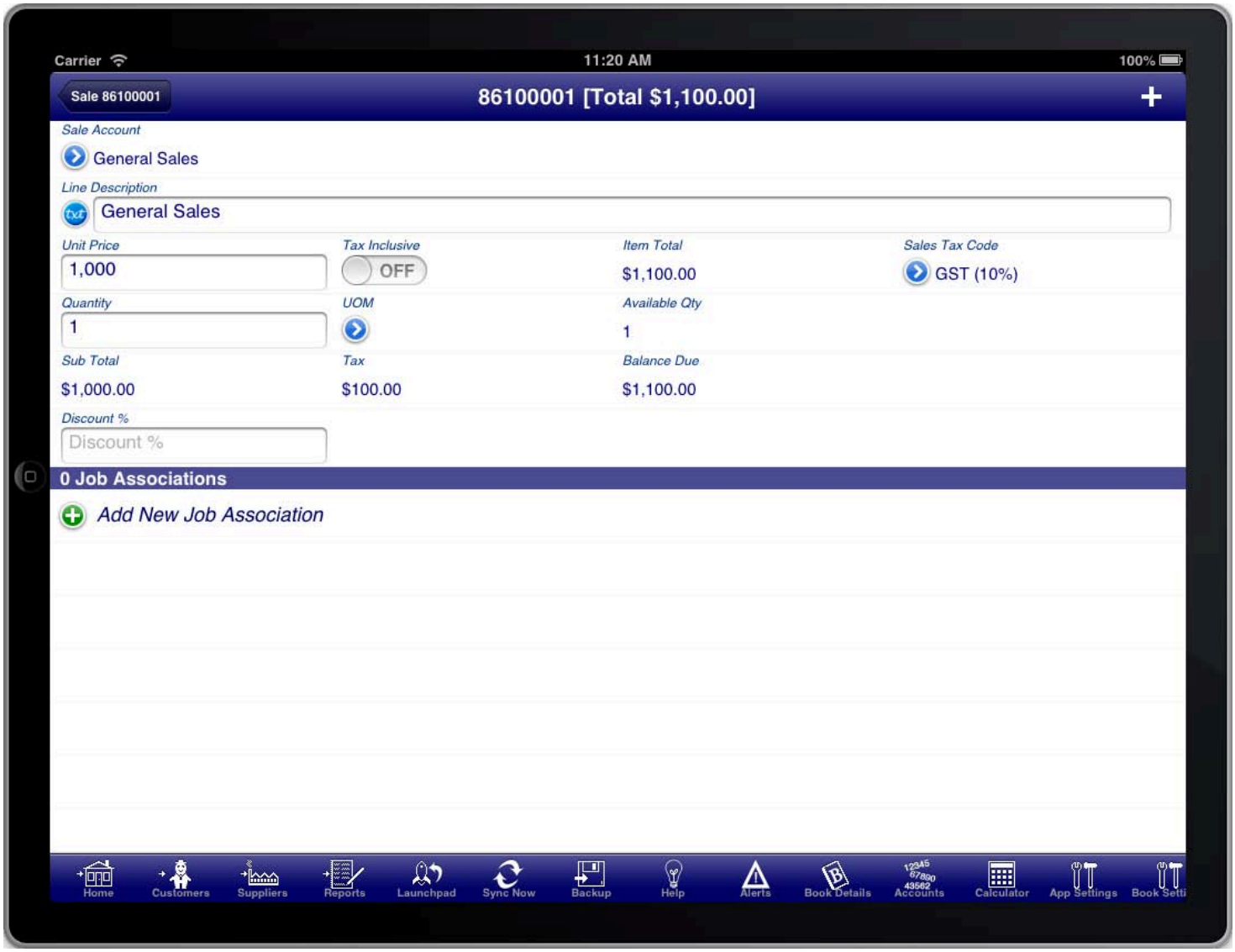
Screen: Customer Details

You are required at a minimum to enter the customer's name, however you can fill in any of the other customer details that you wish. You can always return later to fill any other customer details if you choose.

Once you have filled in the details that you want (especially the customer's name) you should press the "Back Button" to return to the "Sale Summary" screen.

Sale Line Items

The sale line items screen is accessed from the "Sale Summary" screen by tapping on the green plus button next to the "Add new sale line item" line in the "Sale Line Items" section of the screen, or by tapping on an existing line item in the "Sale Line Items" section.



Screen: Sale Line Items

The sale line item is used to enter the details of the sale. It can be used for information purposes only in which case you only enter the “Line Description”. Otherwise you must select the “Sale Account” that the line item is attributable to.

> Inventory items are not shown on the screen to select from unless you have actually created at least one inventory item. To create an inventory item press the "Inventory" button on the toolbar.

Sale accounts are used to categorise each of the line items of your sale. For example you might have a revenue account for general sales, another revenue account for freight charges that you charge customers, another for charges for services you provide, etc.

> You do not need to pre-create each of the sale accounts. Instead you can press the blue disclosure button under the “Sale Account” field to reveal the sale account list and from there you can press the “+” button at the top right to create a new sale account, or alternatively select one of the existing accounts shown in the list.

Once you have selected a revenue account the sale item screen will reveal additional fields that are relevant including the unit price, sales tax codes, quantity, etc. The unit price, or total price if you turn the tax inclusive switch ON, is required as is the quantity field. A description is also required however it defaults to the revenue account name; you can adjust it to another description if you wish. Most other fields are optional and depend upon your business needs.

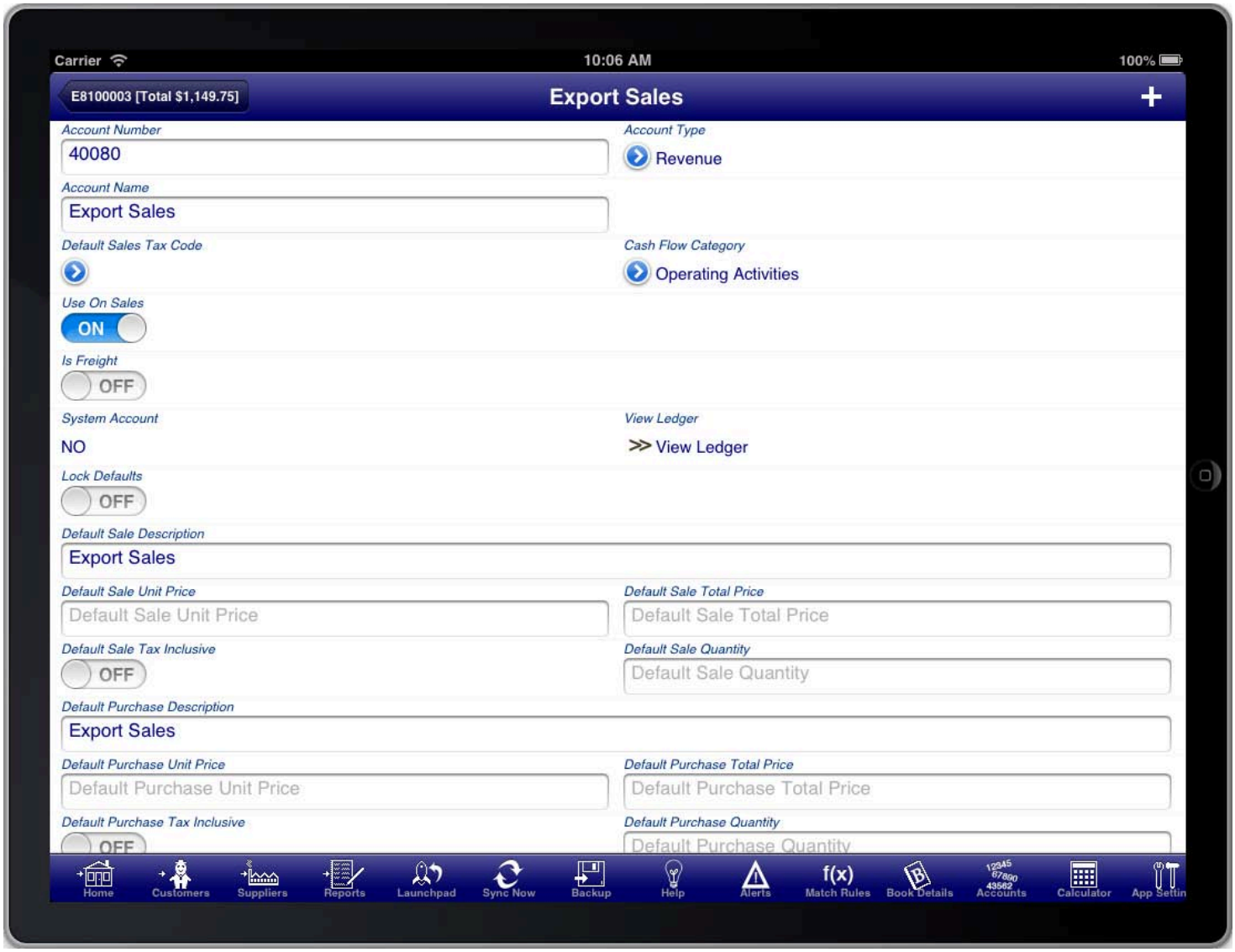
> You can enter simple mathematical expressions into any of the numerical fields. For example you can enter an expression like “10 + 10” and the program will calculate the result and put “20” into the field for you.

You can quickly add an additional line item by pressing the “+” button at the top right of the sale item screen.

When you are finished adding line items you can return to the sale summary screen by pressing the back button at the top left of the screen.

Adding Sale Accounts

You do not need to pre-create each of the sale accounts. Instead you can press the blue disclosure button under the “Sale Account” field to reveal the sale account list and from there you can press the “+” button at the top right to create a new sale account, or alternatively select one of the existing accounts shown in the list.



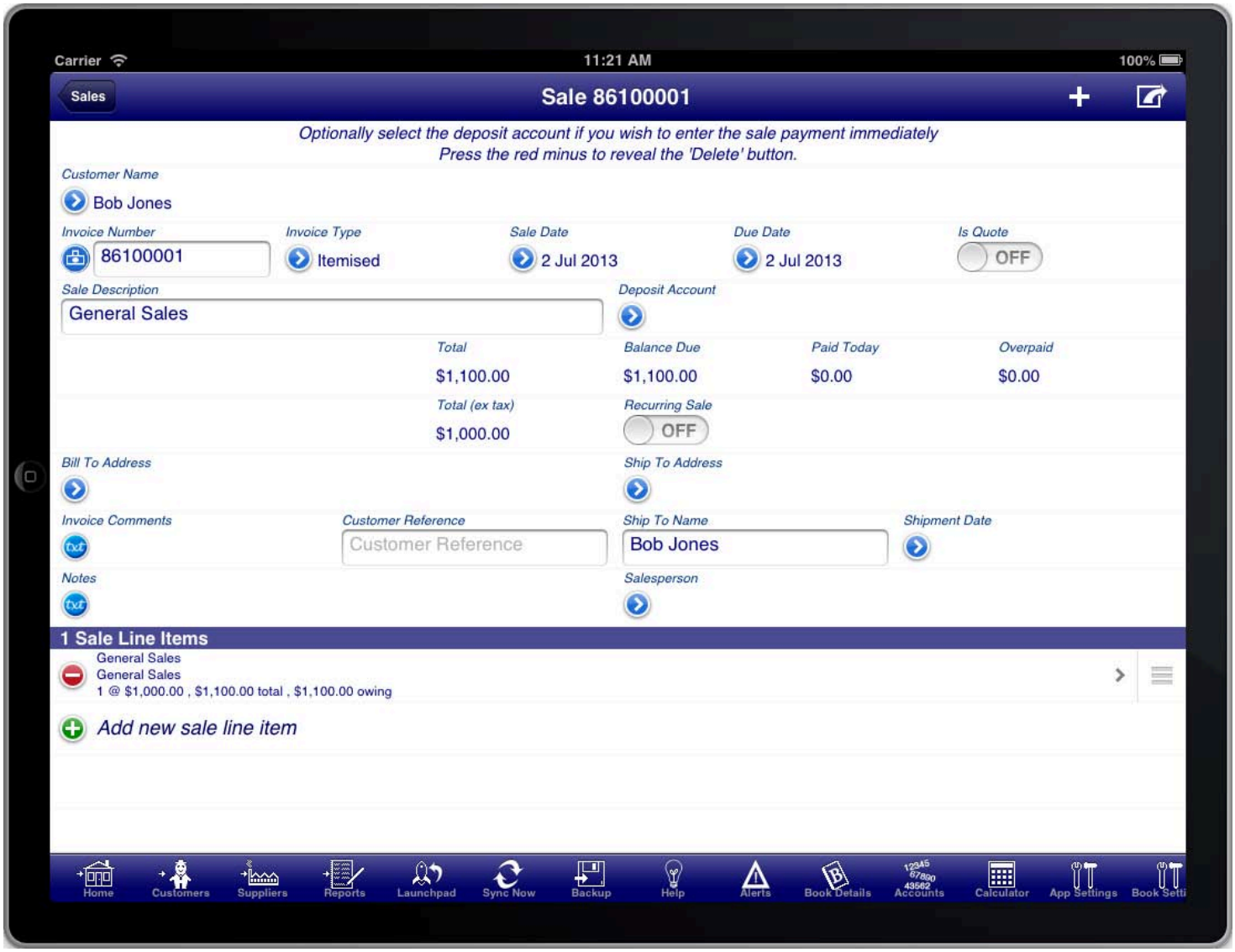
Screen: Account Screen

When adding a new account you should at a minimum enter a meaningful Account Name. You should also set the account type appropriately. By default sale accounts are set as Revenue Accounts.

> Revenue accounts are shown in the profit & loss statement in the revenue section.

Receiving Immediate Payment

The sale automatically totals the line items and shows the total on the sale summary screen. The summary of the line items is shown at the bottom of the sale screen.



Screen: Receiving Immediate Payment

> If you wish to adjust the order of the line items then you can do so by using the "Move Handles" on each line item row which you can use to move the line items into the order that you require. When you are finished you can press the “Organise” button on the toolbar again, or press the “Tick” button at the top right of the screen.

If the customer is paying for the sale immediately then you can enter this on the sale summary screen as well. To be able to do this you must first select a deposit account where the money is received into.

If the customer is paying by cash then you will want to create a special bank account called something like “Cash On Hand” to record cash payments made by customers. Once you have selected the bank account you will be able to enter the payment amount into the “Paid Today” field.

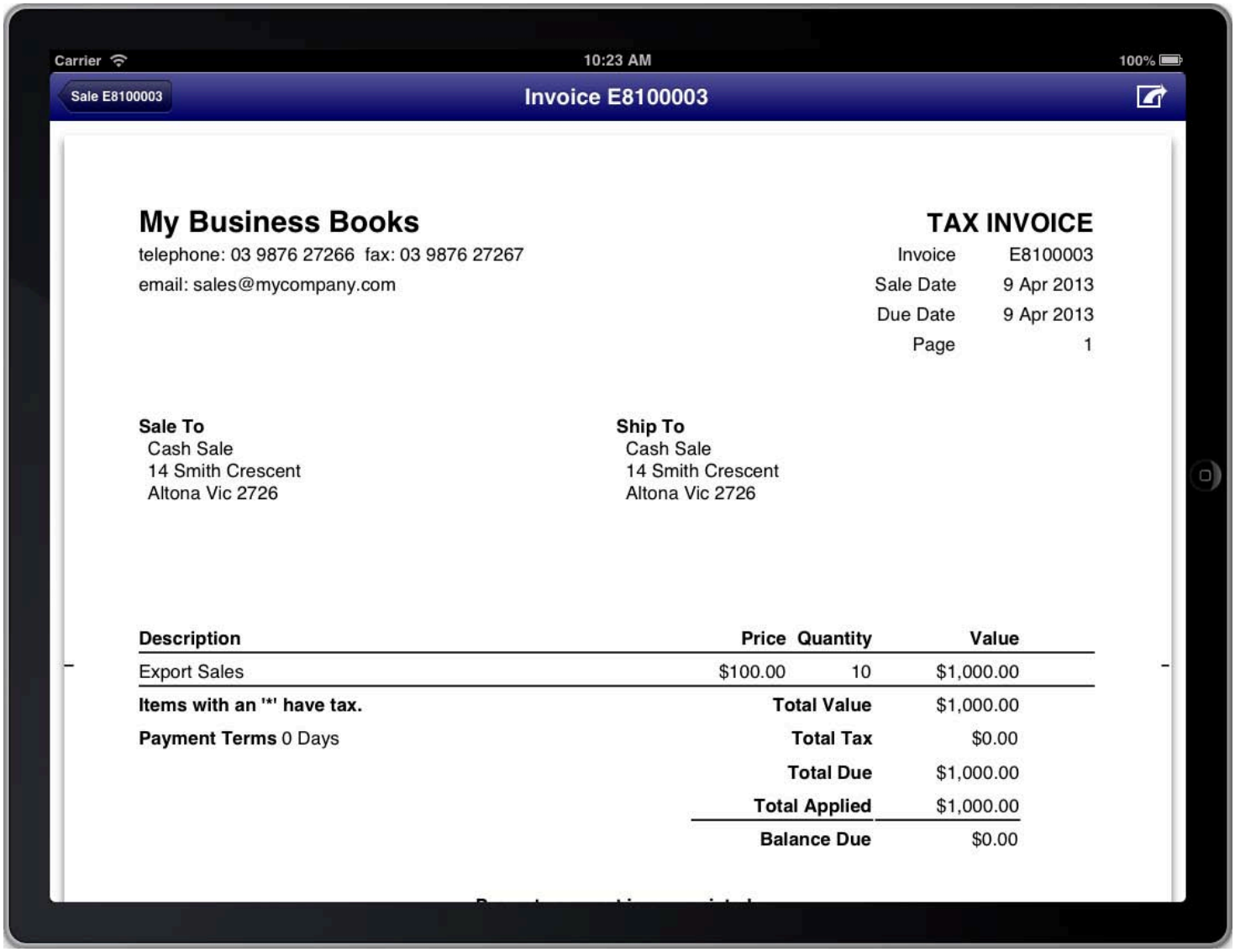
> You can create another sale by pressing the "+" button at the top right of the screen.

It is not required to enter the payment on the sale screen and instead you can receive payment via the “Receipt” screen at a later time.

You can return to the customers menu at any time by pressing the “Customers” button on the toolbar. This is a quick way to get back to the customers menu from where you can access all of the facilities of the customers module.

Generating An Invoice

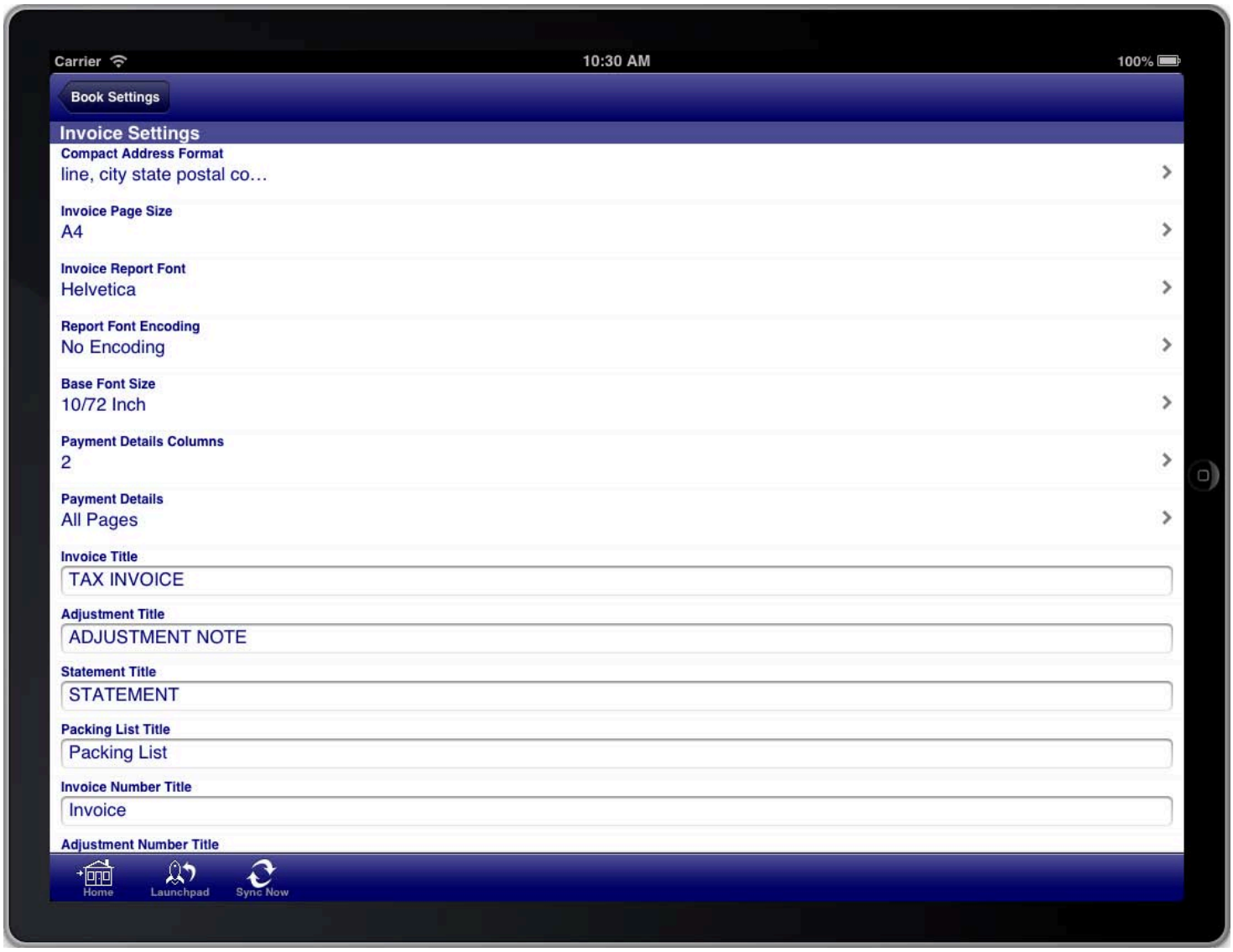
The invoice can be generated at any time by pressing the option button at the top right of the sale summary screen (a button with a square and an arrow protruding from it), and then selecting “View Invoice”.



Screen: View Invoice Screen

This will generate the invoice and display it on the screen. You can then choose to print or email the invoice if you wish. Both print and email capabilities are accessible from the top right of the screen while you are viewing the invoice.

Customising the invoice



Screen: Invoice Settings

There are many customisations that can be made to the invoice to meet your requirements. All customisations are made via the “Invoice Settings” section of the “Book Settings” menu. The “Book Settings” menu is accessible from the toolbar at the bottom of the screen.

Once you have made the necessary adjustments to the invoice settings you can return to the sale screen and generate the invoice again to see the results of your configuration changes.

You do not need to do this for every invoice that you generate. You generally do this for the first invoice to get it looking how you want and then leave the settings the same for all invoices that you generate.

> You can import your company logo on the "Book Details" screen and this will then appear in the top left corner of invoices instead of the text that you see in the example invoice.

The following customisation options are available:

- The address formatting on the invoice
- The paper size for the invoice
- The font for the invoice
- The font size for the invoice
- The number of columns for payment details
- Which pages to put the payment details on

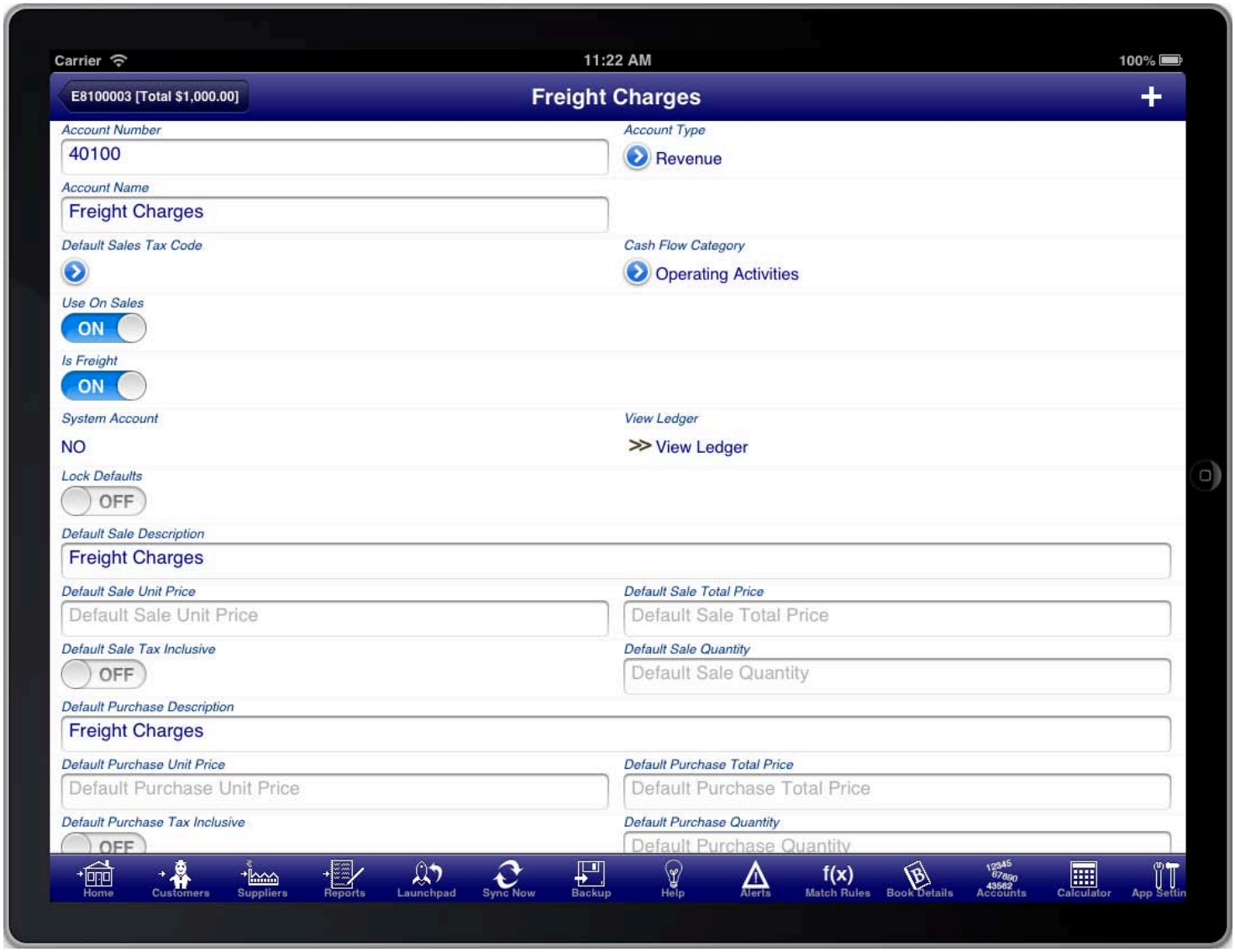
- Customise the wording of all titles on the invoice
- Whether to show the company logo on the invoice
- Where to place the company details
- Which columns to show on the line items section of the invoice
- How freight is shown on the invoice
- How sales taxes are shown on the invoice
- Which payment details are shown on the invoice
- Which addresses are shown on the invoice
- Which dates are shown on the invoice
- Which other fields are shown on the invoice

The invoice settings control the customisation for the invoice, adjustment note, and sale statements.

Entering freight charges

To enter freight charges on a sale you create an account to record the freight charges and set the “Is Freight” switch to the ON position on that account.

This only needs to be done once, then on subsequent sales you simply use the existing account.



Freight Charges Account

You then create line items that use the freight account to record the amount of the freight being charged.

> You should have a separate account for freight charges that you charge customers (a revenue account), and freight charges that you are charged by suppliers (an expense account).

On invoices you can optionally have all freight charges aggregated and shown as a single summary amount on the invoice.

This is controlled by the settings in the “Invoice Settings” section of the “Book Settings” screen.

Receiving Payments for Sales

Receiving payments for sales can be processed from the "Receipts Screen", which is located on the customers main menu.

Screen: Customers Main Menu

You use this facility if you receive payment for the sale at a later date and not at the point of sale.

You also use this facility if you want to make a part payment for a sale.

> You can also receive payment for a sale directly on the sale screen by selecting the bank account and entering the paid today amount. This will create a receipt record for you and fill in the details based on the sale details. You can view this automatically created receipt record from the Receipts screen at a later time if you desire.

Receipts List

All receipts are conveniently accessed from the “Receipts” menu item on the customers menu.

Screen: Receipts List

To create a new receipt press the “+” button.

Receipt Summary

Screen: Receipt Summary

The receipt summary screen has the summary information about the receipt including the customer name, receipt date, and receipt number.

You must select the account that the funds are deposited into; this is usually a bank account.

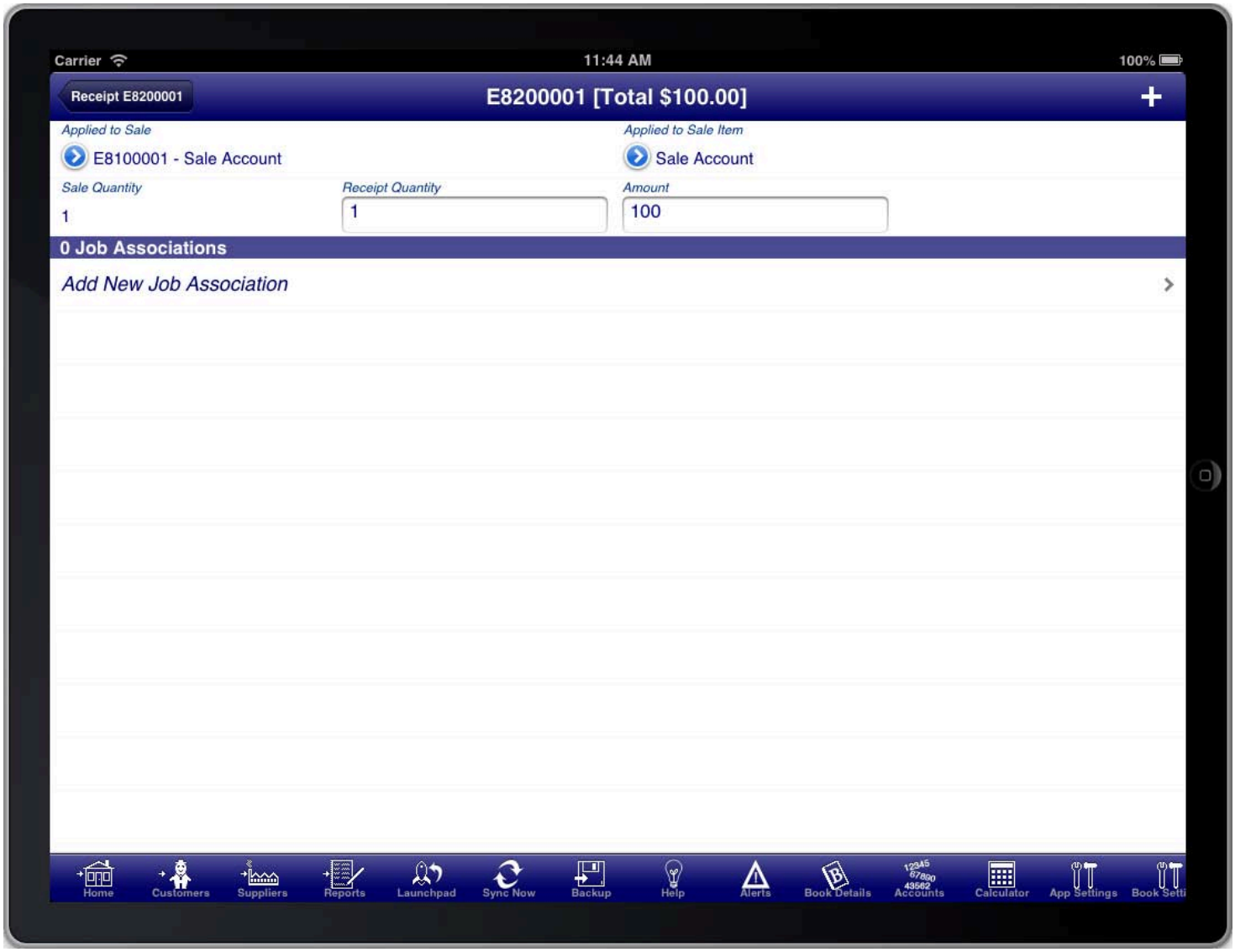
Enter the Receipt Total amount to have the program automatically select the unpaid sale items up to that amount.

Select "Add All Open Sales" from the option menu to add all open sale items to this receipt.

Or, to manually select line items to receipt payment for press the "Add new receipt line item" line to create a new receipt line item.

Receipt Line Items

The receipt line items screen is accessed from the "Receipt Summary" screen by tapping on the "Add new receipt line item" line in the "Receipt Line Items" section of the screen, or by tapping on an existing line item in the "Receipt Line Items" section.



Screen: Receipt Line Items

The sale line item is used to select the sale line item that the receipt is for. First select the sale, then select the sale item on that sale.

Enter the receipt quantity or receipt amount. By default the entire sale item remaining balance will be used.

You can quickly add an additional line item by pressing the “+” button at the top right of the receipt item screen.

When you are finished adding line items you can return to the receipt summary screen by pressing the back button at the top left of the screen.

Processing Customer Returns

Returns and adjustment notes (sometimes referred to as credit notes) are processed from the "Adjustments Screen", which is located on the customers main menu.

Screen: Customers Main Menu

Adjustments in Bookkeeping is a general term for any time that a good or service is returned or credited to the customer. The basic principle is always to process a return and then (possibly) a refund.

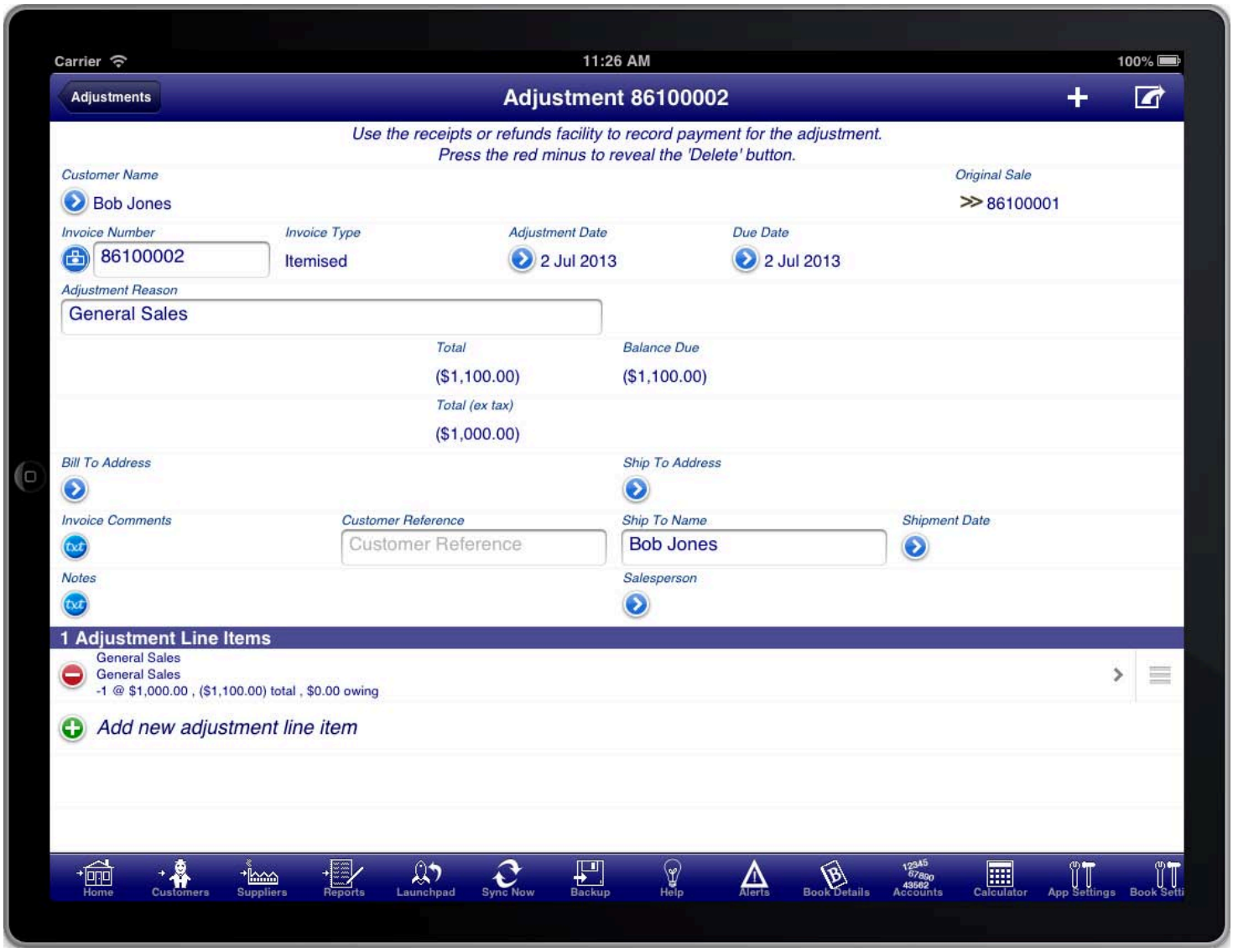
Creating A Sale Adjustment

Screen: Sale Adjustments List

The sale adjustments list screen shows a list of all sale adjustments, and is also where a new sale adjustment is created from.

To create a sale adjustment press the "+" button.

Sale Adjustment Summary



Screen: Sale Adjustment Summary

The sale adjustment summary screen is just like the normal sale summary screen except that the sale adjustment is linked to a prior sale.

In the case of a customer return the adjustment reason should indicate the reason for the return.

Adjustments can be to add items to an existing sale, to remove items from an existing sale, or to make adjustments to items from an existing sale.

Just like a sale, a sale adjustment needs to have at least one line item.

Sale Adjustment Line Items

Screen: Sale Adjustment Line Items

Each line item on a sale adjustment can be either:

1. An additional line item
2. An additional line with a description only
3. An adjustment to a line item on the original sale

To add an additional line item select a sale account.

To add an additional line with a description only enter the text into the "Line Description" field and leave the other fields blank

To make an adjustment to a line item on the original sale select the "Related Sale Item"

> If you are processing a returned item then it would normally be the case of selecting the "Related Sale Item" for the item(s) returned.

Adjustment Line Item for Returned Item

Adjustment line item for returned items

Selecting the "Related Sale Item" from the original sale creates an adjustment line item that adjusts the line item from the original sale.

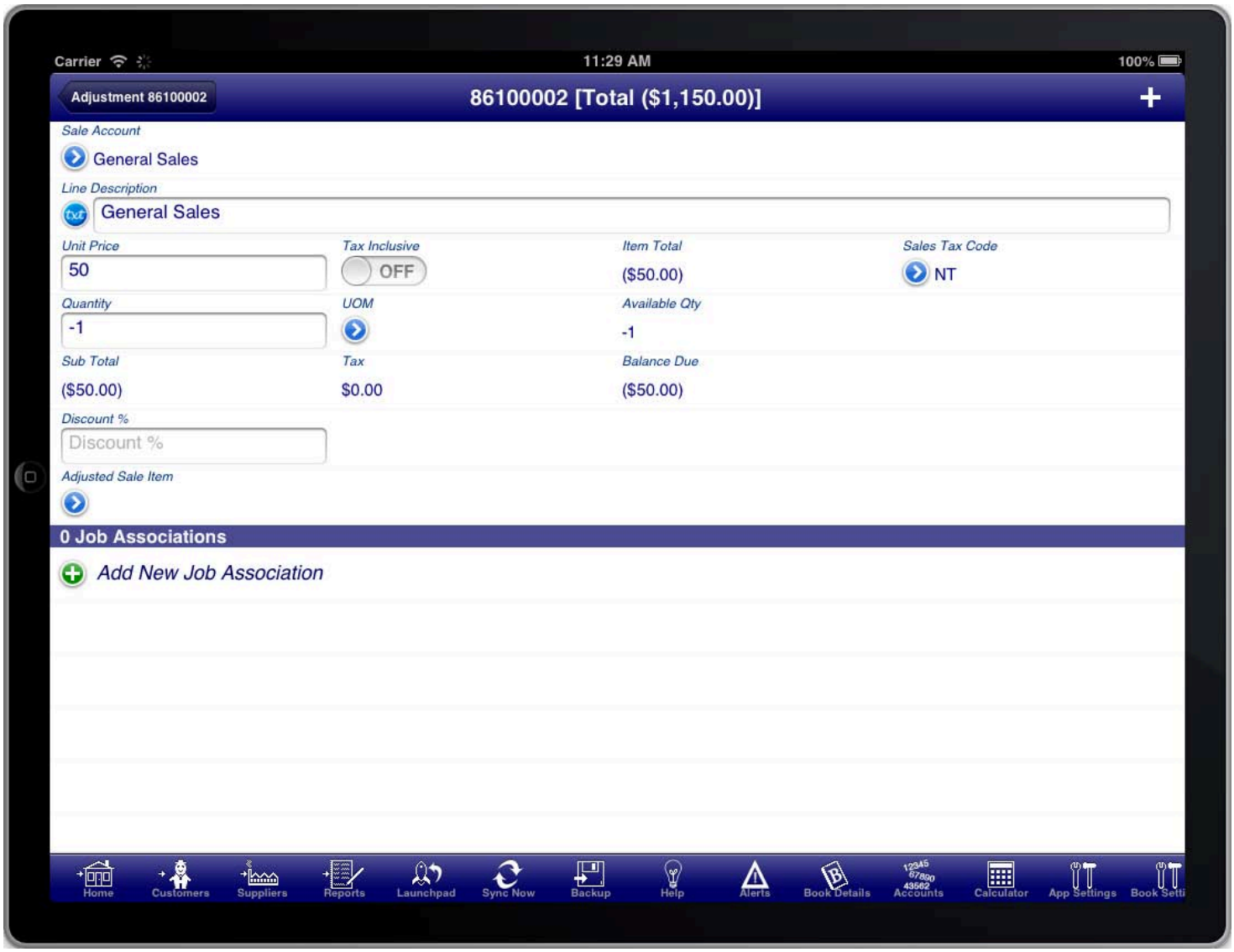
This is usually the approach used for returned items. The quantity of items returned is entered into the quantity field with a negative number to indicate that they are returned.

By default the entire line item is entered as being returned. However you can adjust the quantity of items being returned or other details as required.

If you were shipping additional items then the quantity would be a positive number.

If multiple line items are being returned then press the "+" button to create another adjustment line item to record the return of the other line items.

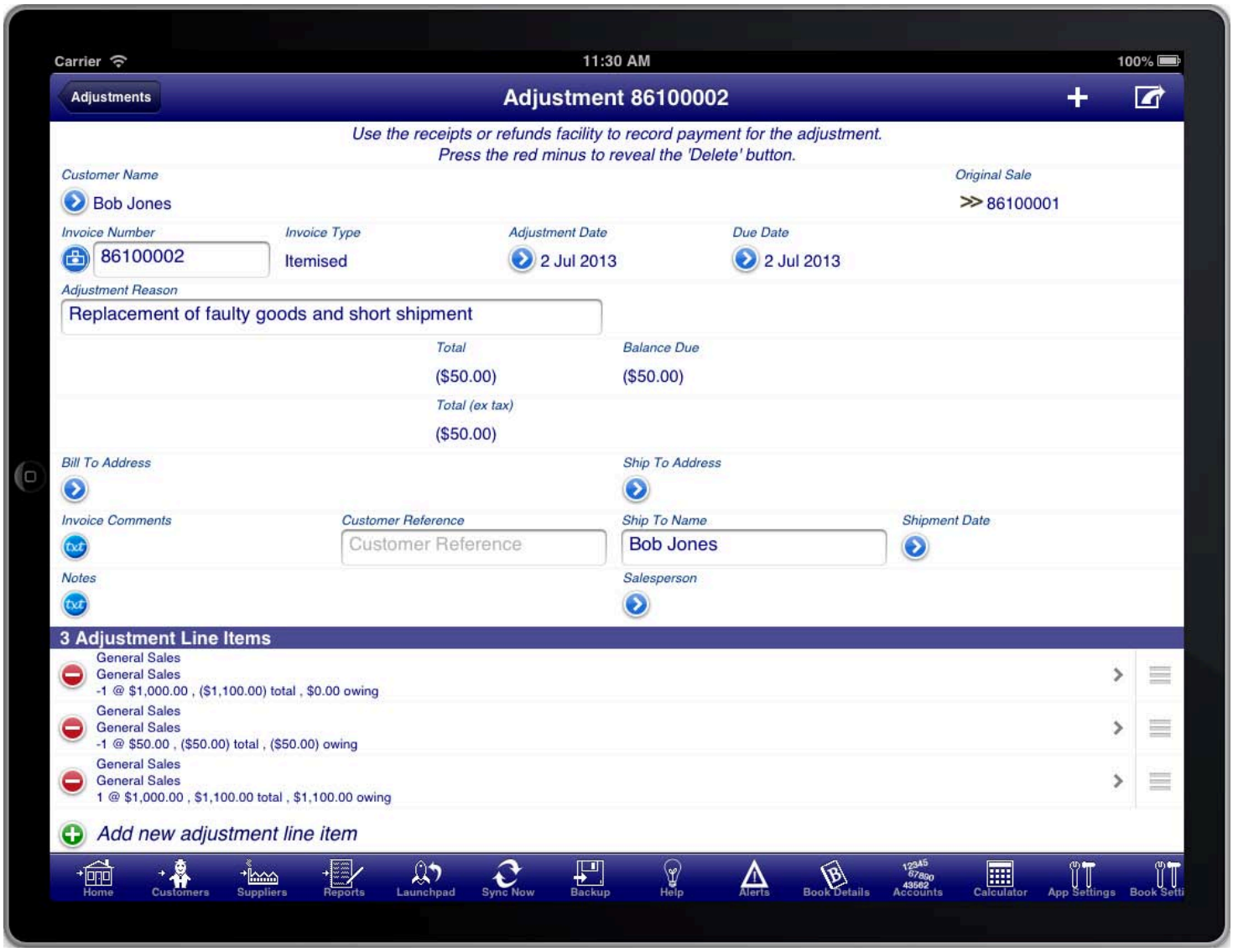
Adjustment Line Item for Short Shipment



Example for short shipment or discount

If you are just wanting to give a discount for faulty goods or short shipment without indicating which items it relates to, then you can add an additional line item with a negative quantity and an amount.

Adjustment Line Item for a replacement item



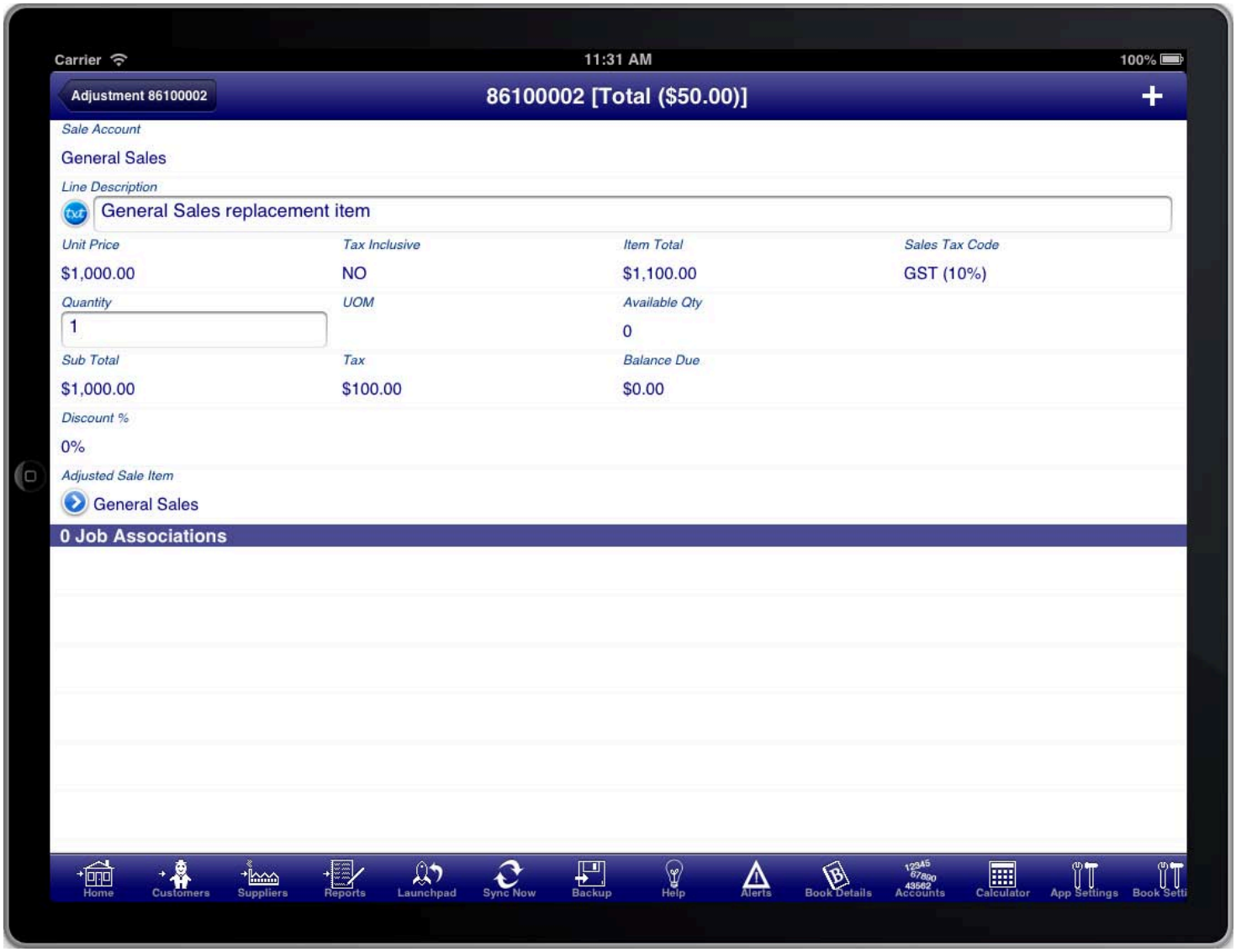
Example adjustment for a replacement of an item

If you are replacing a faulty item with another item then you should create two line items.

The first line item should be to return the faulty item.

EXAMPLE ADJUSTMENT LINE ITEM FOR RETURNED ITEM

The second line item should be to record the replacement item to be shipped to the customer.



EXAMPLE ADJUSTMENT LINE ITEM FOR REPLACEMENT ITEM

For both line items use the "Related Sale Item" and select the same item being replaced on the original sale.

> If the replacement is at no cost then the total of the sale adjustment should be zero. If you return the faulty item on one line item, and the replacement on another line item, then the total of these two should be zero.

You might also need to add freight charges to the adjustment for the cost of shipping replacement items. This would be entered as additional line items, in the same manner as how freight is added to a normal sale.

> It is important that both items use the "Related Sale Item" field and both refer to the same original sale item so that any refunds processing works correctly.

Adjustment Note

On the adjustment summary screen you can generate an adjustment note from the option menu.

Options on the Adjustment Summary screen

Select the "View Adjustment" option to view the adjustment note.

Carrier 1:26 PM 100%

Sale E8100002 **Adjustment E8100002**

My Business Books
telephone: 03 9876 27266 fax: 03 9876 27267
email: sales@mycompany.com

ADJUSTMENT NOTE

Adjustment	E8100002
Related Invoice	E8100001
Adjustment Date	9 Apr 2013
Due Date	9 Apr 2013
Page	1

Sale To
Cash Sale
14 Smith Crescent
Altona Vic 2726

Ship To
Cash Sale
14 Smith Crescent
Altona Vic 2726

Reason Returned faulty items

Description	Price	Quantity	Value
Sale Account	$50.00	-1	($50.00)
Replacement Item	$50.00	1	$50.00
Items with an '*' have tax.		**Total Value**	$0.00
Payment Terms 0 Days		**Total Tax**	$0.00
		Total Adjustment	$0.00

Screen: Adjustment Note Preview

The adjustment note is very similar to the original sale invoice with the following differences:

1. The title is Adjustment Note instead of Tax Invoice.
2. The related invoice is shown in the header of the adjustment note.
3. The reason for the adjustment is shown above the line items.

The adjustment note shows the information that is contained on the adjustment including a total of the adjustment. If the total is negative then this can either be refunded to the customer, or applied to the customers credit account. If the customer does not have a credit account already then it can be created from the customer details screen.

Processing Customer Refunds

Refunds to customers are processed using the "Refunds" facility located on the Customers main menu.

Screen: Customers Main Menu

Returns are processed separately from refunds. A return records when an item is returned by a customer, or when the item is considered as returned even if the customer did not physically return the item.

The refund is processed when money is actually refunded to a customer or applied to a customers credit account.

A refund can be for returns from multiple sales if required.

The customer credit account balance can be applied to future sales to the customer, or refunded as cash if required at a later date.

Creating A Sale Refund

The sale refunds list screen is accessed from the customers main menu.

Screen: Sale Refunds List

The sale refunds list screen shows a list of all sale refunds, and is also where a new sale refund is created from.

To create a sale refund press the "+" button at the top right of the screen.

Sale Refund Summary

Screen: Sale Refund Summary

The sale refund summary screen allows you to enter the summary details about the refund like the refund date.

The "Withdrawal Account" must be selected to indicate which account the refund was provided from.

You can either select a bank account or cash account where the funds where refunded from, or you can select a customers credit account to apply the refund as a credit for the customer.

> If the customer does not have a credit account set up then you can do this on the customer details screen. You can access the customer details screen from the sale refund summary screen by pressing the blue disclosure next to the customer name, then selecting the blue disclosure next to the customers name in the customer selection list. The credit account is specified in the "Credit Account" field.

Just like a sale, a sale refund needs to have at least one line item.

There are several ways to select the line items that are being refunded.

1. Use the "Add All Open Refunds" option from the option menu at the top of the screen
2. Enter the amount into the "Refund Total" field and allow the program to select the line items up to the entered refund amount.
3. Enter the refund line items manually by tapping the "Add new refund line item" line.

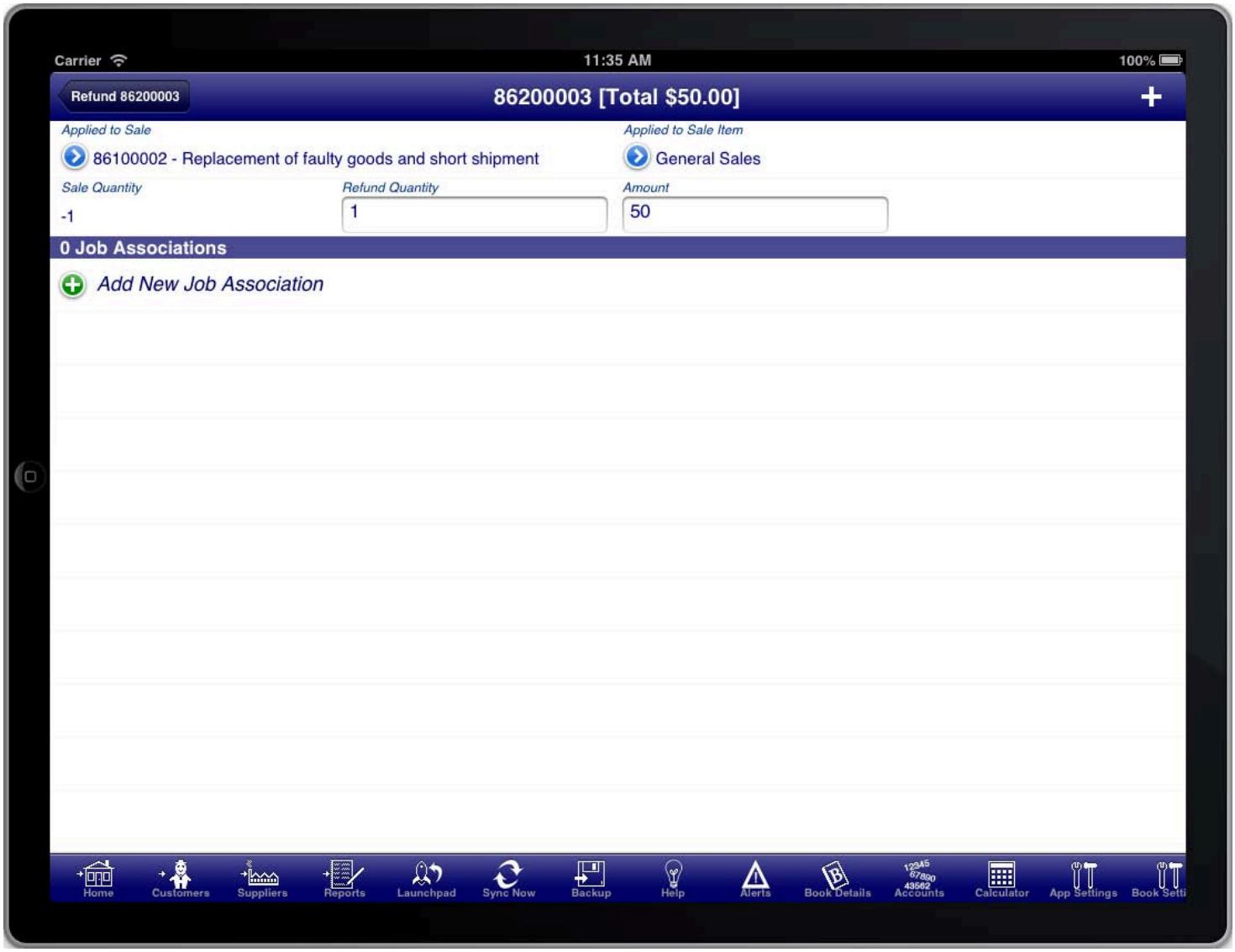
The "Add All Open Refunds" option will scan all sales and adjustments for the customer for items that can be

refunded and add them to this refund.

Entering the "Refund Total" amount manually works like the "Add All Open Refunds" option however it stops adding items once the amount specified has been reached.

Sale Refund Line Items

The sale refund line item screen is access by tapping the "Add new refund line item" line, or by tapping an existing line item, on the Sale Refund Summary screen.



Screen: Sale Refund Line Items

You can use this screen to manually select the line items from sales that need to be refunded. Each line item must have previously been entered as a returned item.

Press the "Applied To Sale" blue disclosure button to select the relevant sale, the Press the "Applied to Sale Item" blue disclosure button to select the relevant sale item from the sale.

The refunded quantity and amount will automatically be set however you can change these if required.

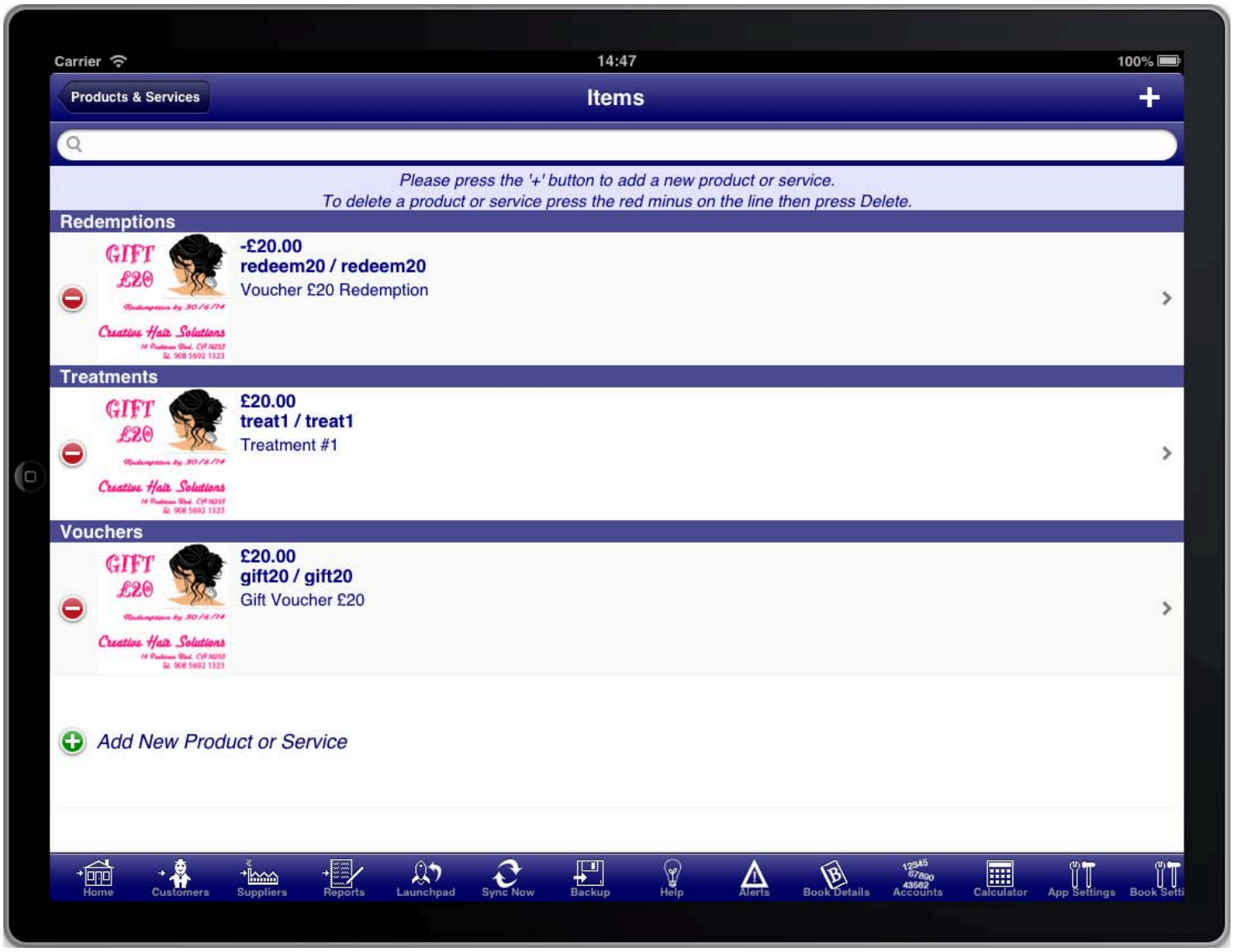
To create another refund line item press the "+" button at the top right of the screen.

Recording Gift Voucher Sales and Redemptions

If you have a business that uses gift vouchers then you can use Bookkeeping in the following way to track the sale and redemptions of these vouchers.

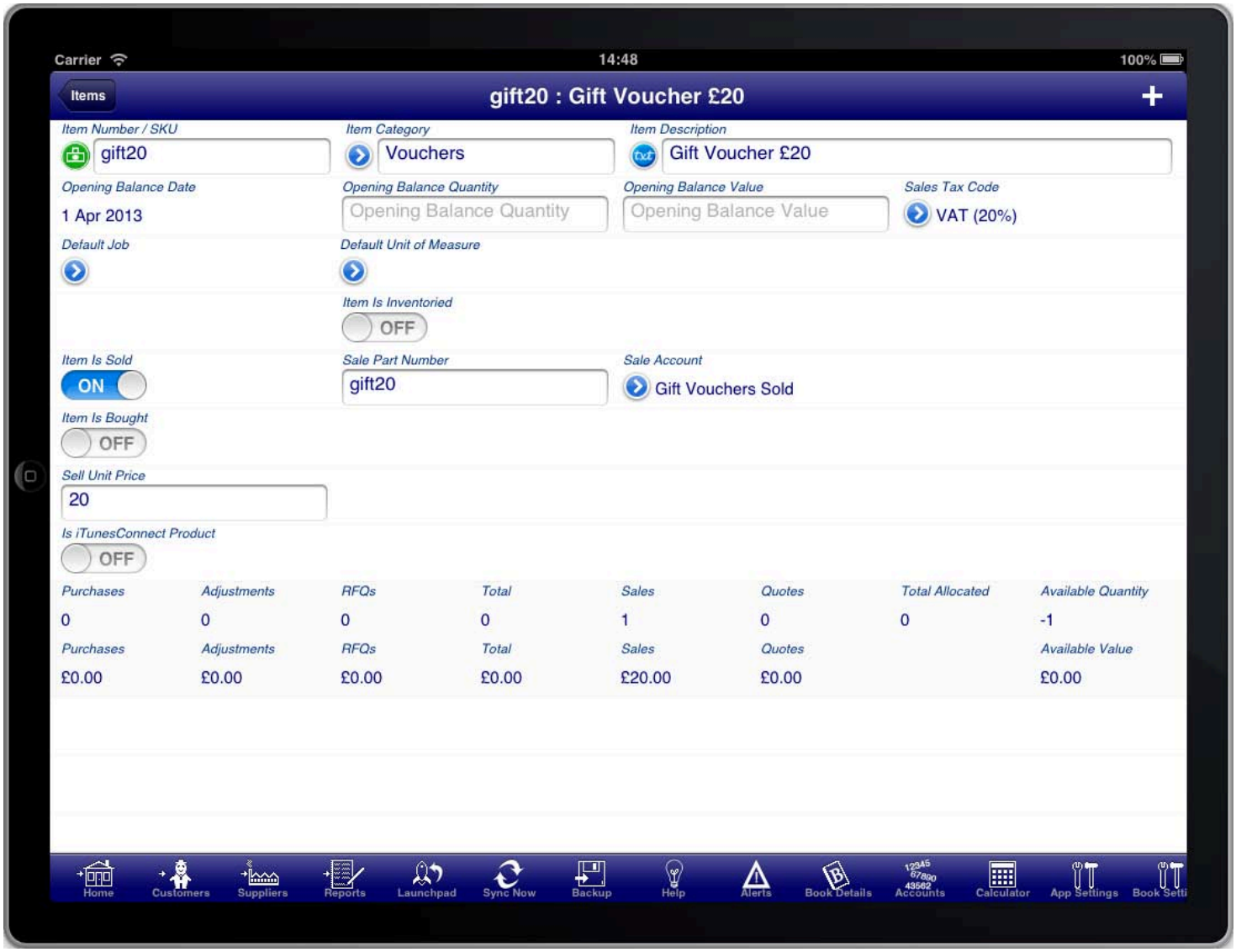
The first step is to create some inventory items to make entering sales easier.

Gift Voucher Inventory Items



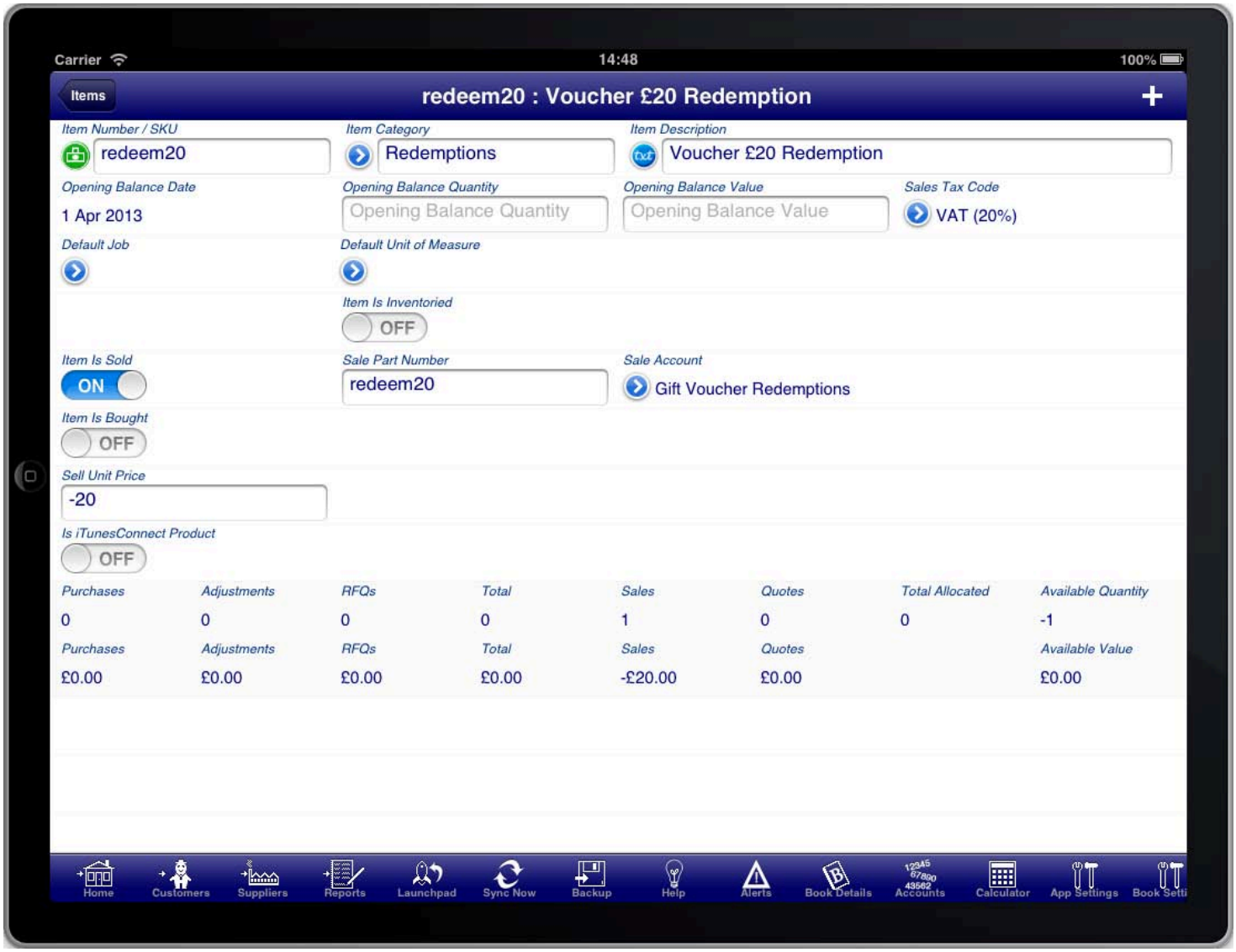
Inventory items for gift vouchers

Create an inventory item for the gift vouchers that you sell. Select the sales tax code that is applicable to these vouchers. Create a sale account that is used to record the revenue gained by selling the vouchers. Enter the price excluding tax that the voucher is sold for.



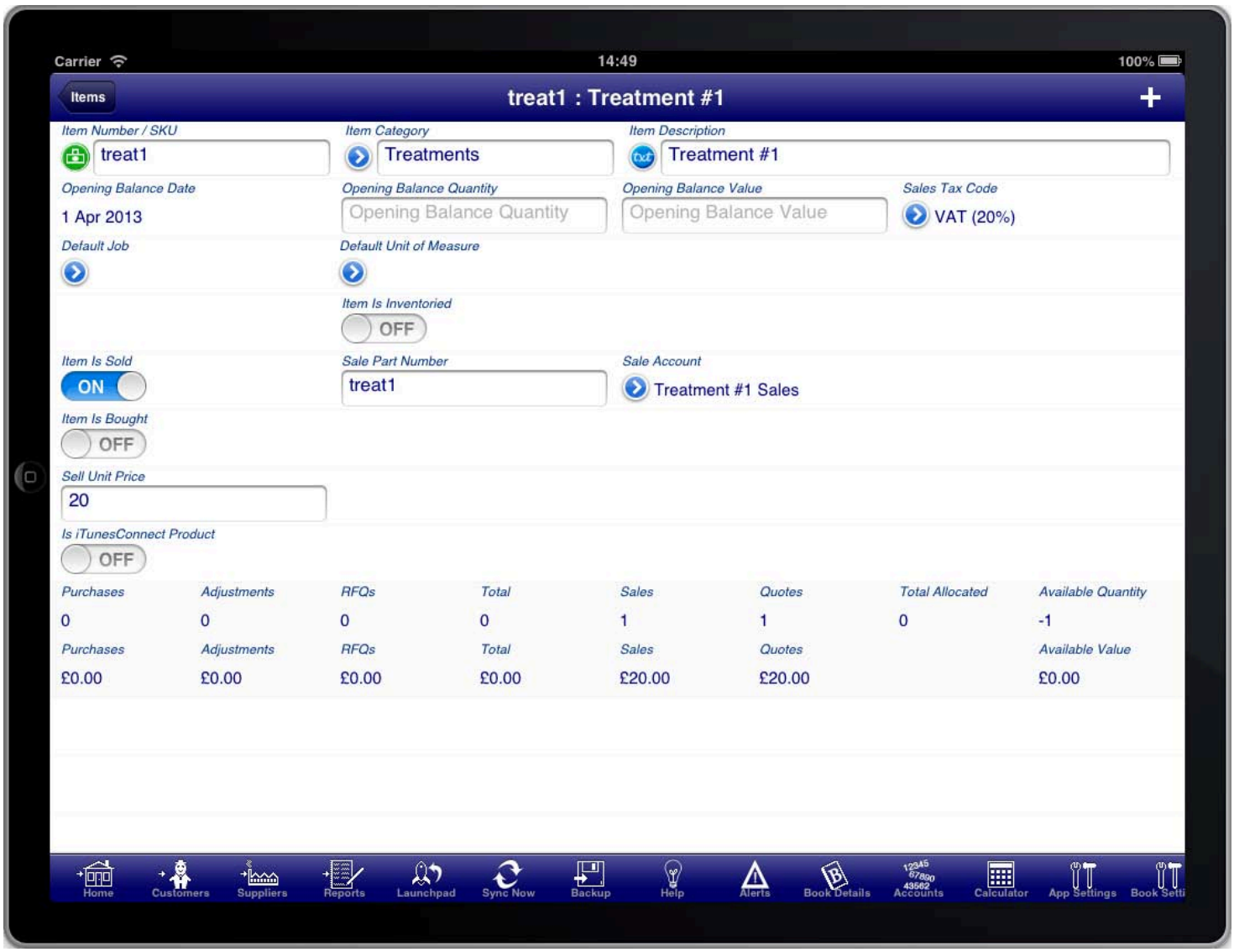
Inventory Item : Gift voucher

Create an inventory item for the gift voucher redemptions that customers may make. Select the sales tax code that is applicable to these redemptions (it should be the same sales tax code as for the voucher). Create a sale account that is used to record the redemptions of vouchers. Set the price excluding tax as a negative number to indicate that this is a redemption of a prior purchased voucher.



Redemption

Create any other inventory items that you need for your products and services that you sell.


Carrier
14:49
100%
Items
treat1 : Treatment #1
Item Number / SKU
treat1
Item Category
Treatments
Item Description
Treatment #1
Opening Balance Date
1 Apr 2013
Opening Balance Quantity
Opening Balance Quantity
Opening Balance Value
Opening Balance Value
Sales Tax Code
VAT (20%)
Default Job
Default Unit of Measure
Item Is Inventoried
OFF
Item Is Sold
ON
Sale Part Number
treat1
Sale Account
Treatment #1 Sales
Item Is Bought
OFF
Sell Unit Price
20
Is iTunesConnect Product
OFF
Purchases 0
Adjustments 0
RFQs 0
Total 0
Sales 1
Quotes 1
Total Allocated 0
Available Quantity -1
Purchases £0.00
Adjustments £0.00
RFQs £0.00
Total £0.00
Sales £20.00
Quotes £20.00
Available Value £0.00
Home
Customers
Suppliers
Reports
Launchpad
Sync Now
Backup
Help
Alerts
Book Details
Accounts
Calculator
App Settings

Treatment

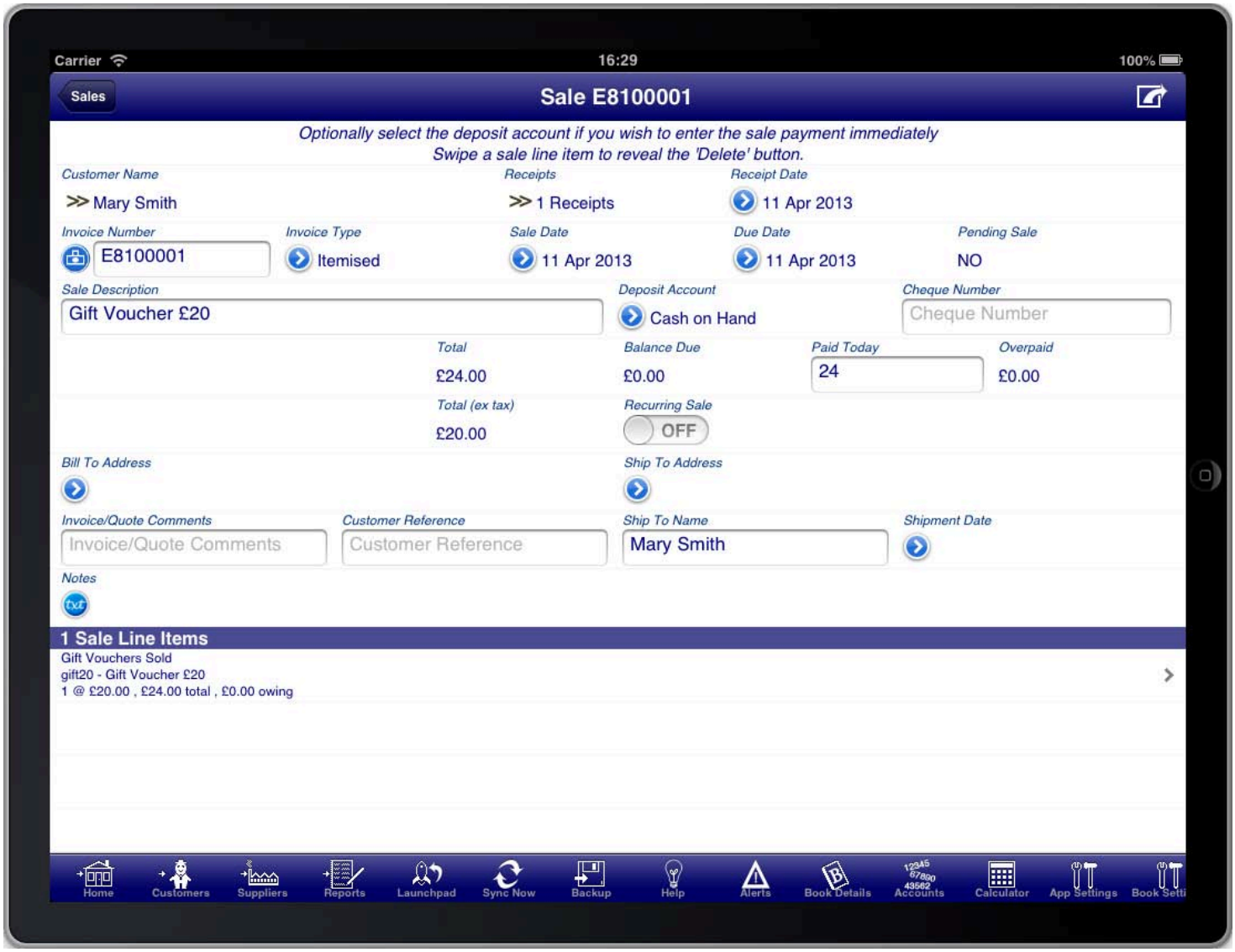
Gift Voucher Revenue Accounts

Setting up the inventory items and sale accounts will result in revenue accounts being created to track the sales of vouchers and the redemptions of vouchers.

Revenue Accounts

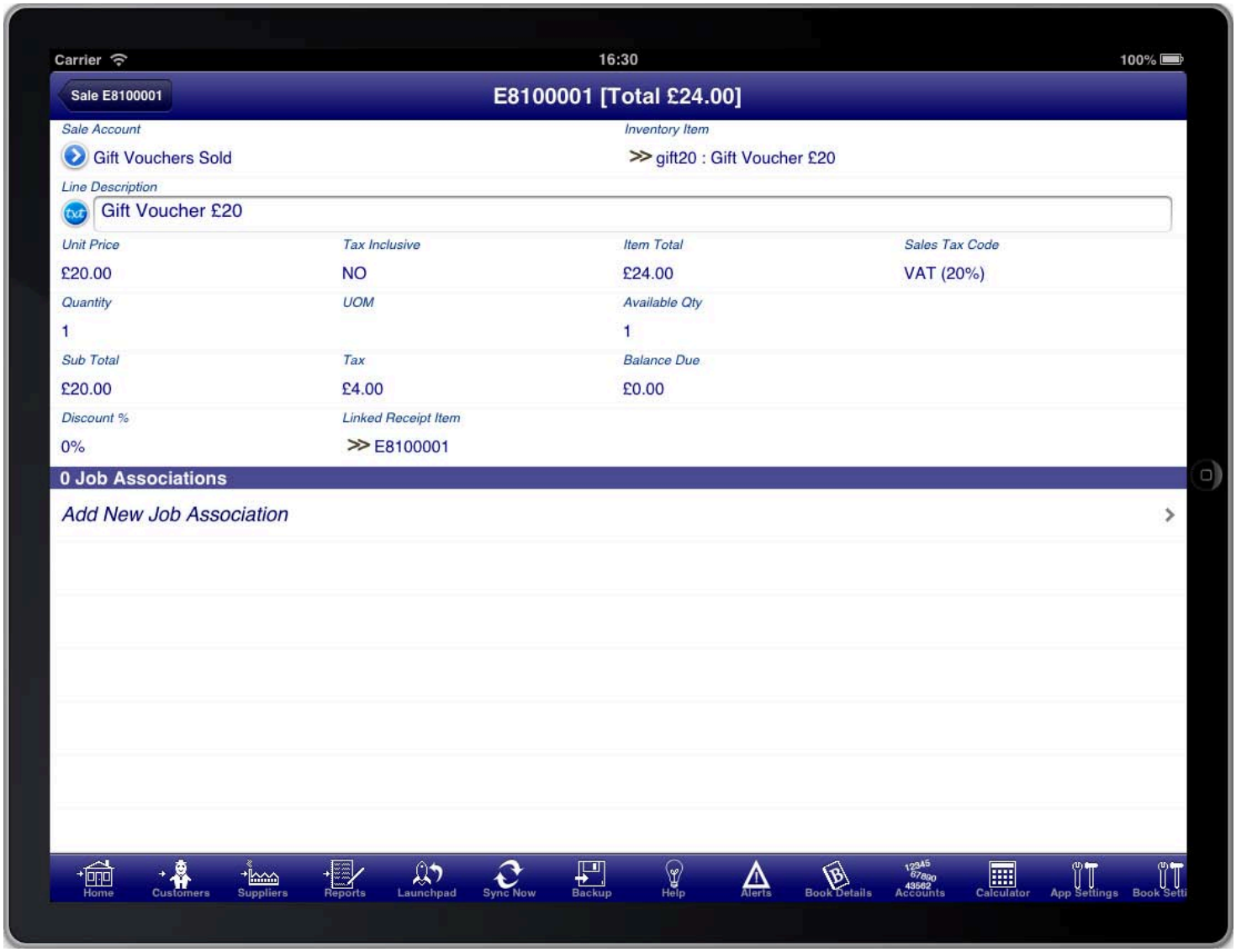
Gift Voucher Sales

When you sell a gift voucher to someone you do this by using the inventory item that you created for the vouchers.



Sale Voucher

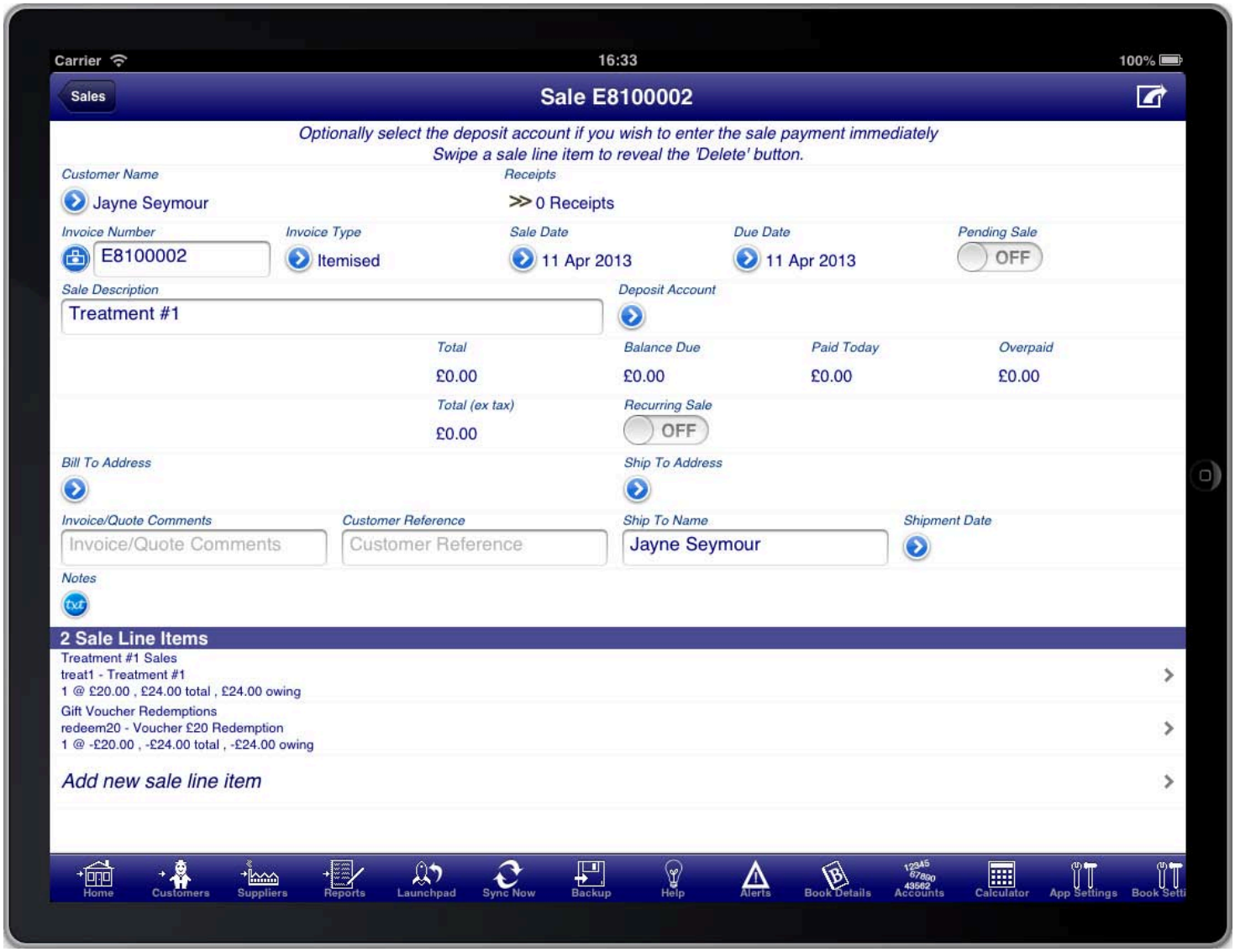
On the sale item screen simply select the inventory item and all of the fields will be populated for you from the settings on the inventory record.



Sale Item Gift Voucher

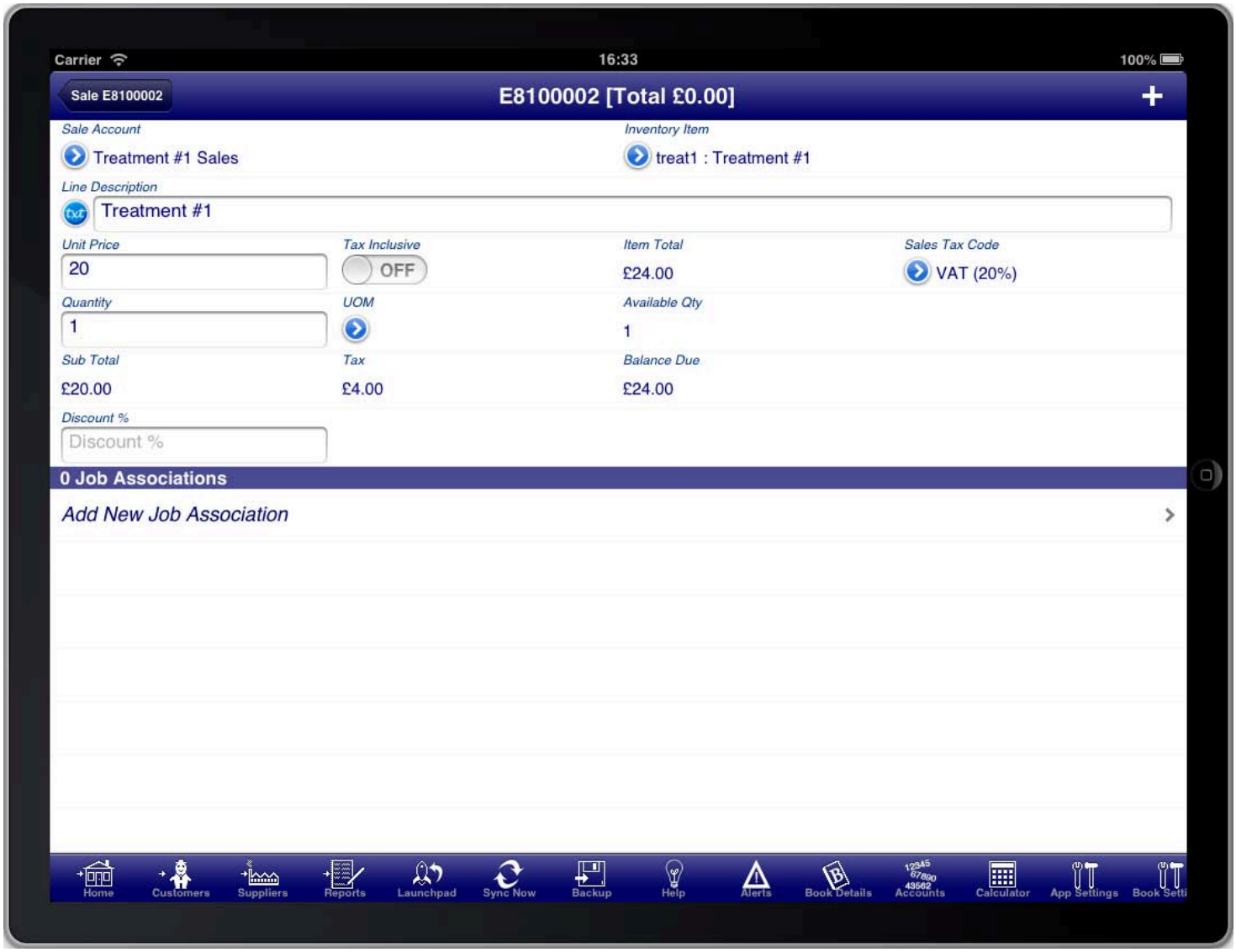
Gift Voucher Redemptions

When someone redeems a gift voucher you process the sale as normal however you add an additional line item for the gift voucher redemption.



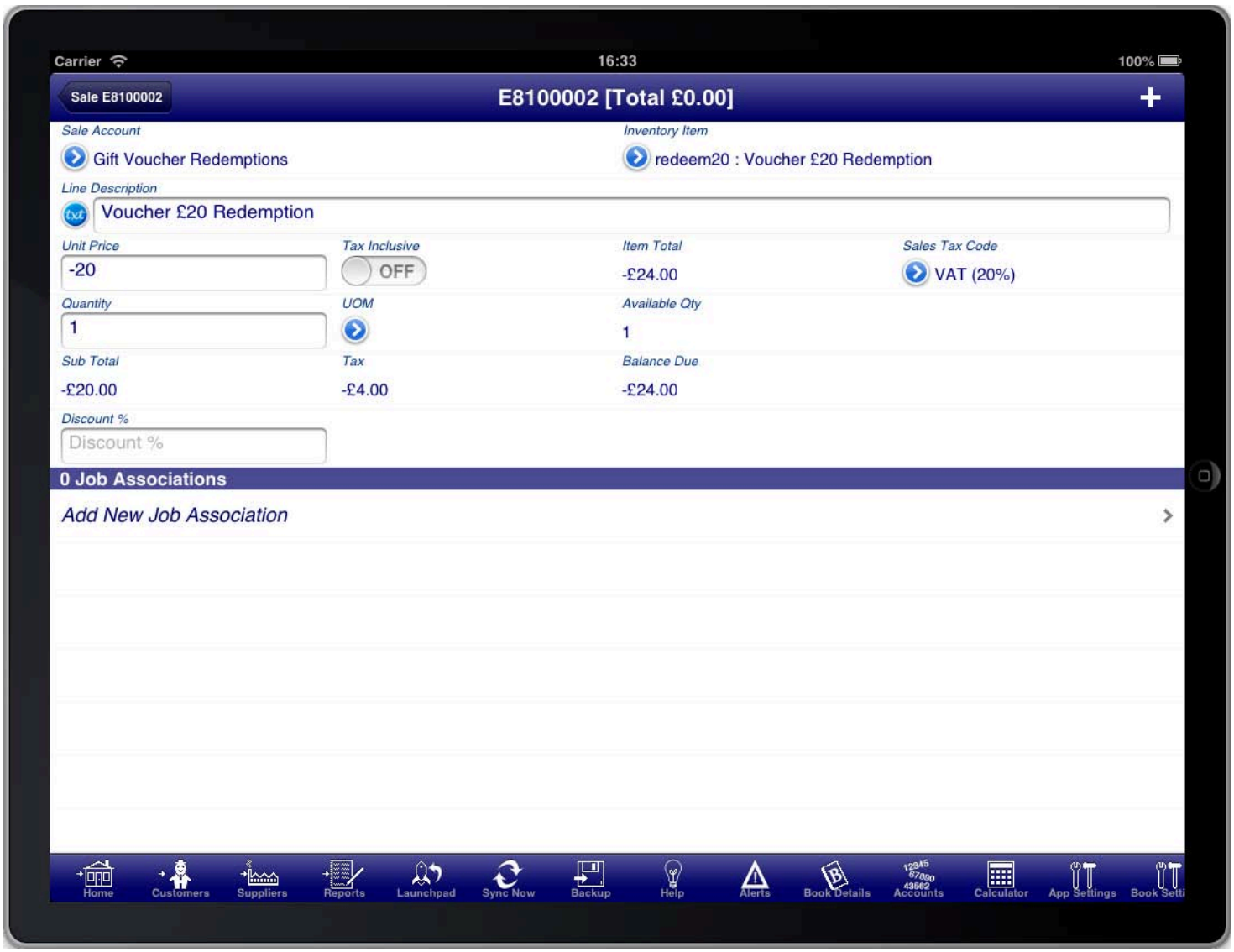
Sale Voucher Redemption

You can add line items with the products and services you sell quickly by selecting the inventory items for the product or service.



Sale Line Item for Treatment

Then add an additional line item and select the inventory item for the gift voucher redemption. This will be recorded with a negative amount to show that the gift voucher is being applied to the sale and reducing the total amount payable.



Sale Line Item for Voucher Redemption

Gift Voucher effects on the Balance Sheet and Profit & Loss Statement

Following this process will correctly show the revenue that you have collected from the sale and redemption of gift vouchers and also any associated taxes collected.

Current Balance

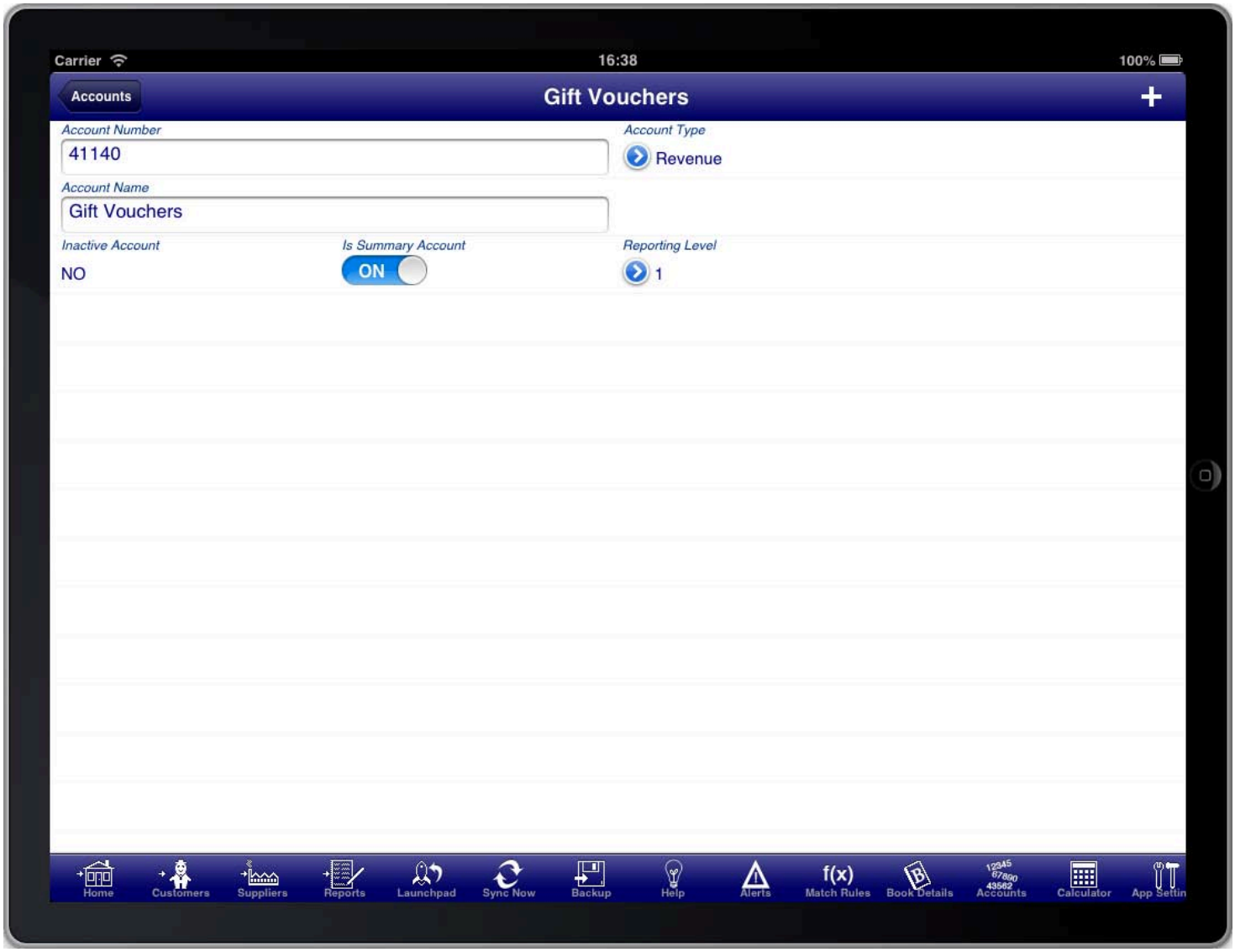
The net profit will also be reflected correctly in the books at all times regardless of whether the voucher has been redeemed or not.

Current Profit & Loss

Gift Voucher Summary Accounts

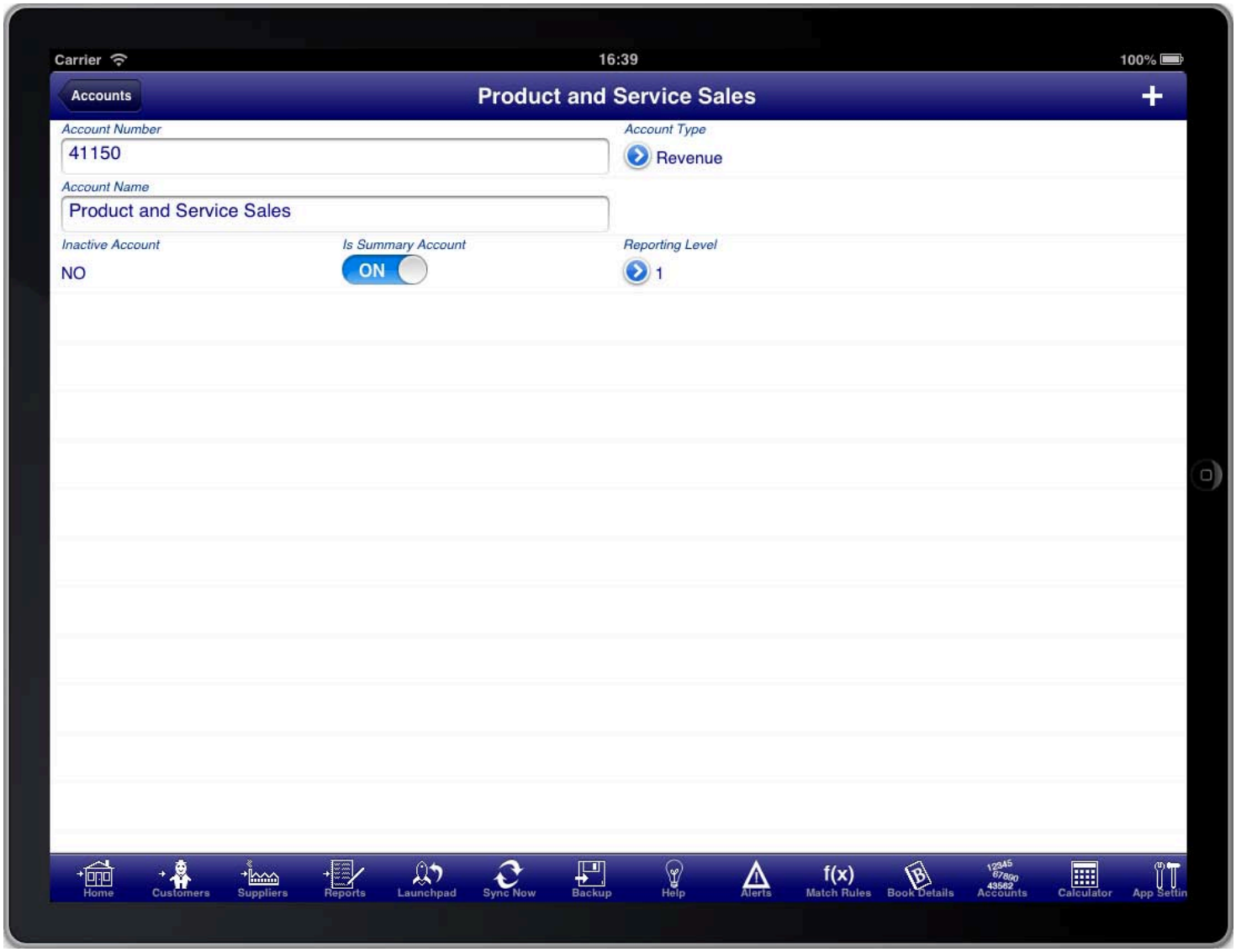
If you wish to improve on this so that you can see how many vouchers have been sold but not redeemed in monetary terms then create two summary accounts.

Create the first summary account to group the gift voucher related accounts.



Summary Account for Gift Vouchers

Create the second summary account to group the product and services related sales.



Summary Account for Sales

Then organise the accounts so that the voucher sales and voucher redemptions accounts are under the gift voucher summary account. And the product and services sales accounts are under the product and services sales summary account.

Chart of Accounts

Once this is completed the profit and loss statement will show a sub total for each of the summary accounts. This will make it quick to see whether you have vouchers outstanding for the current financial year. (Please note however that this will not show the outstanding amount from prior years. You will need to consult the prior years book to determine this.)

Current Profit & Loss with Summaries

Creating A Quotation

Creating a quotation in Bookkeeping is the same as creating a sale except that the sale is marked as "Pending".

Screen: Customers Main Menu

Quotations are part of the customers module which is accessed from the "Customers" menu button on the main menu, or from the "Customers" toolbar icon at the bottom of the screen.

You can also add a quotation directly from the main menu, customers menu, suppliers menu, and reports menu by pressing the option button at the top right of the screen.

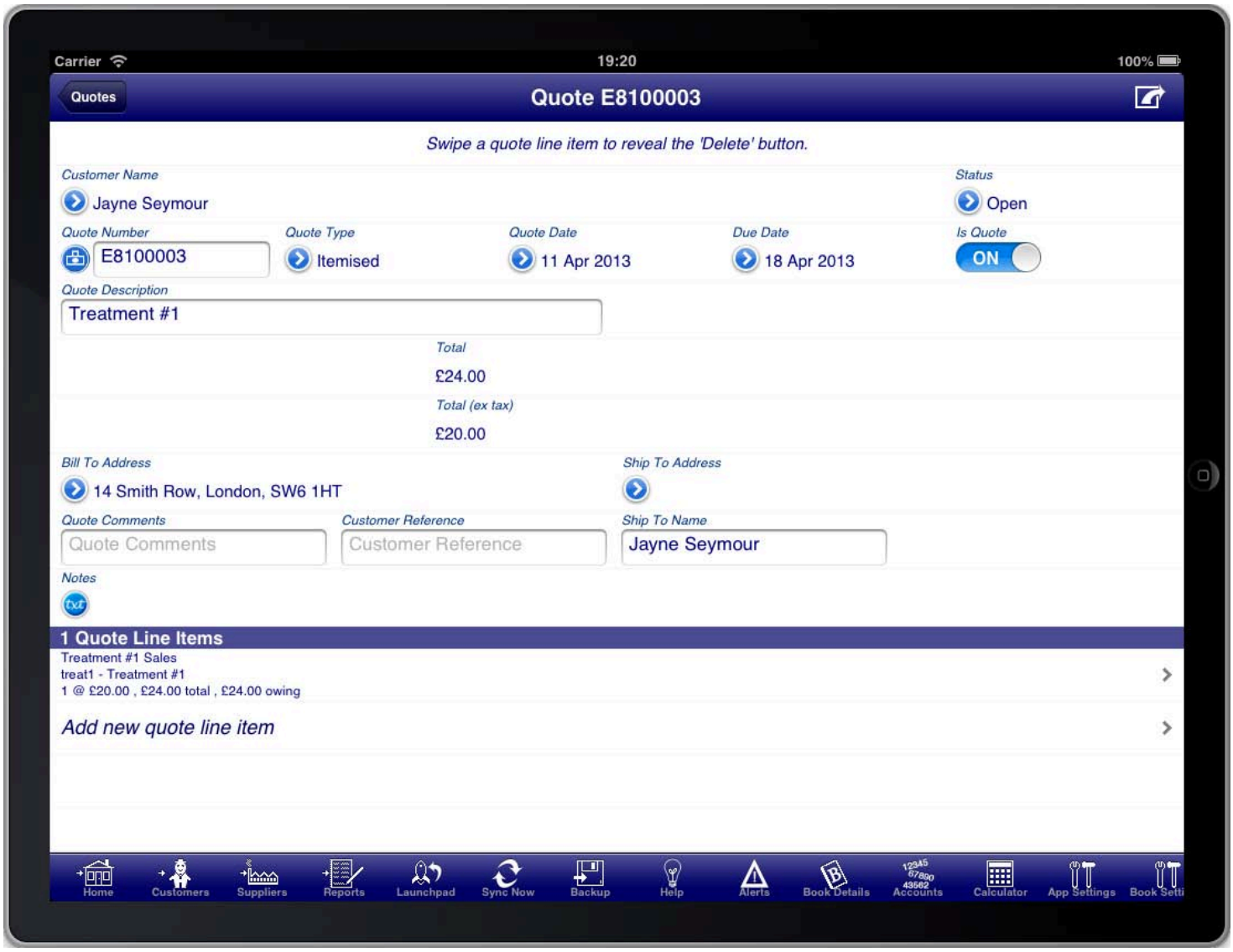
Quotations List

All quotations are conveniently accessed from the “Quotes” menu item on the customers menu.

Screen: Quotes List

To create a new quote press the “+” button at the top right of the screen.

Quote Summary



Screen: Quote Summary

In the case of a quote the first important information is the “Customer Name” field. Press the blue disclosure to select the customer that the quote is for. There is a default customer created for you called “Cash Sale”. This is used when you wish to enter a quote without specifying the customer. If you wish to create the quote for a specific customer then, if you have not done so previously, press the “+” button at the top right of the screen to create a new customer.

Most information on the quote screen is populated for you. However you may need to adjust the “Quote Date” to the date of the quotation.

> The due date is calculated based on the quote date and the payment terms defined for the customer on the customer details screen.

The "Quote Summary" screen is used to enter details about the quote like the quote date, due date, billing address, etc. The items that are being quoted are entered on the "Quote Line Items" screen.

The "Quote Type" field determines whether the quote has quantities and units of measure or now.

> An "Itemised" quote shows both quantities and units of measure by default.
> A "Service" quote does not show either the quantity or the units of measure.

You are also required to enter the quote line items for the quotation. Every quote must have at least one line

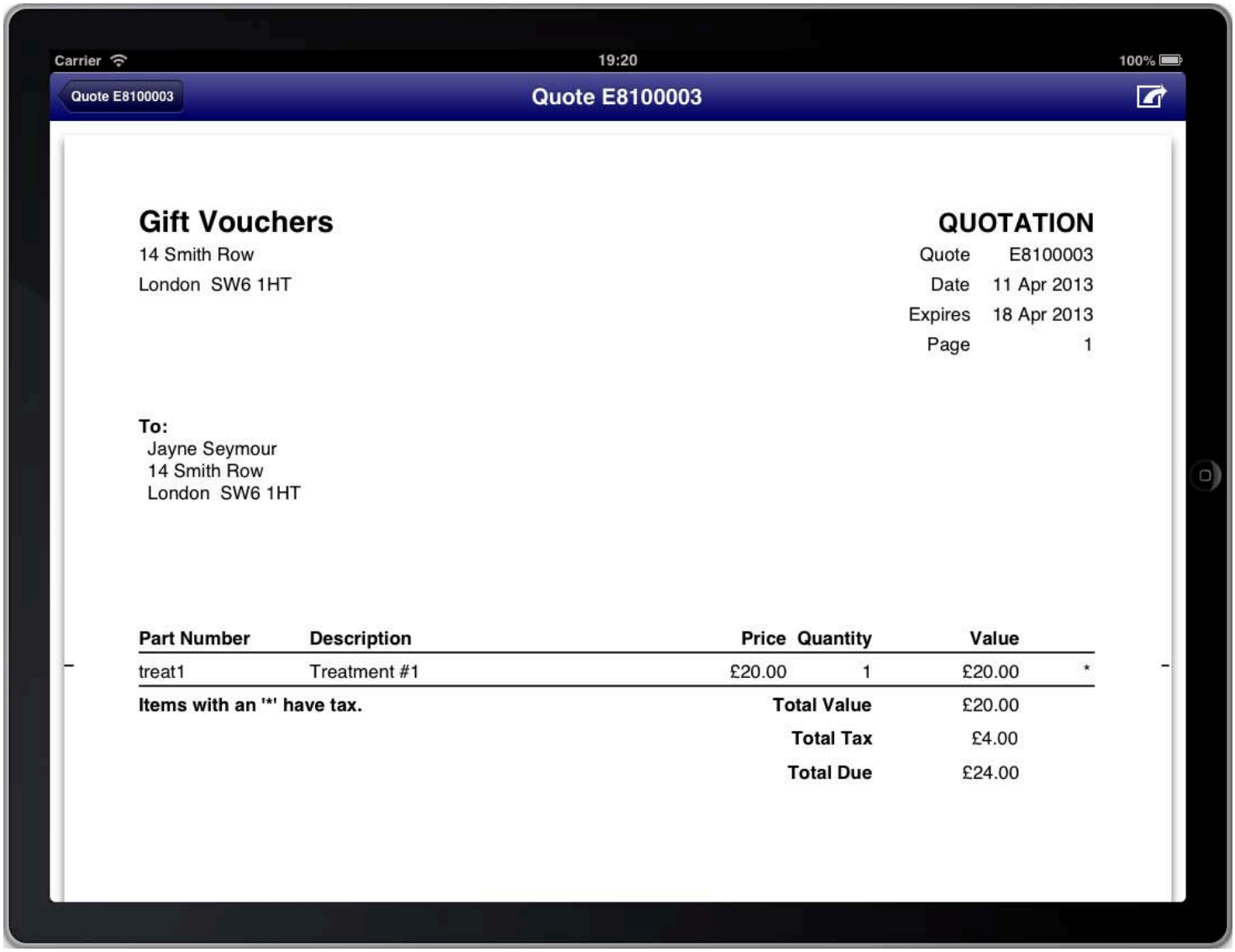
item. The line items are where you enter the details of the quote. Press the “Add new quote line item” line to create a new line item on the quote.

> You will be required to enter a quote description that summarises the purpose of the quotation. If you do not do this then the description from the first line item will be used as the quote description.

If the customer accepts the quotation and you wish to convert it into a sale then simply turn the "Is Quote" switch to OFF and the quote will immediately become a sale.

Generating A Quotation

The quote can be generated at any time by pressing the option button at the top right of the quote summary screen and then selecting “View Quote”.



Screen: View Quote Screen

This will generate the quotation and display it on the screen. You can then choose to print or email the quote if you wish. Both print and email capabilities are accessible from the top right of the screen while you are viewing the quotation.