# BOOK KEEPING 4

imajinacion® by warby software

Initial Set Up Tasks

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Your First Book

When you first start the Bookkeeping program you will be presented with a "splash screen" and then a list of books. Initially the list of books will be blank. If you have already created books then the list will show all of the books you have created.
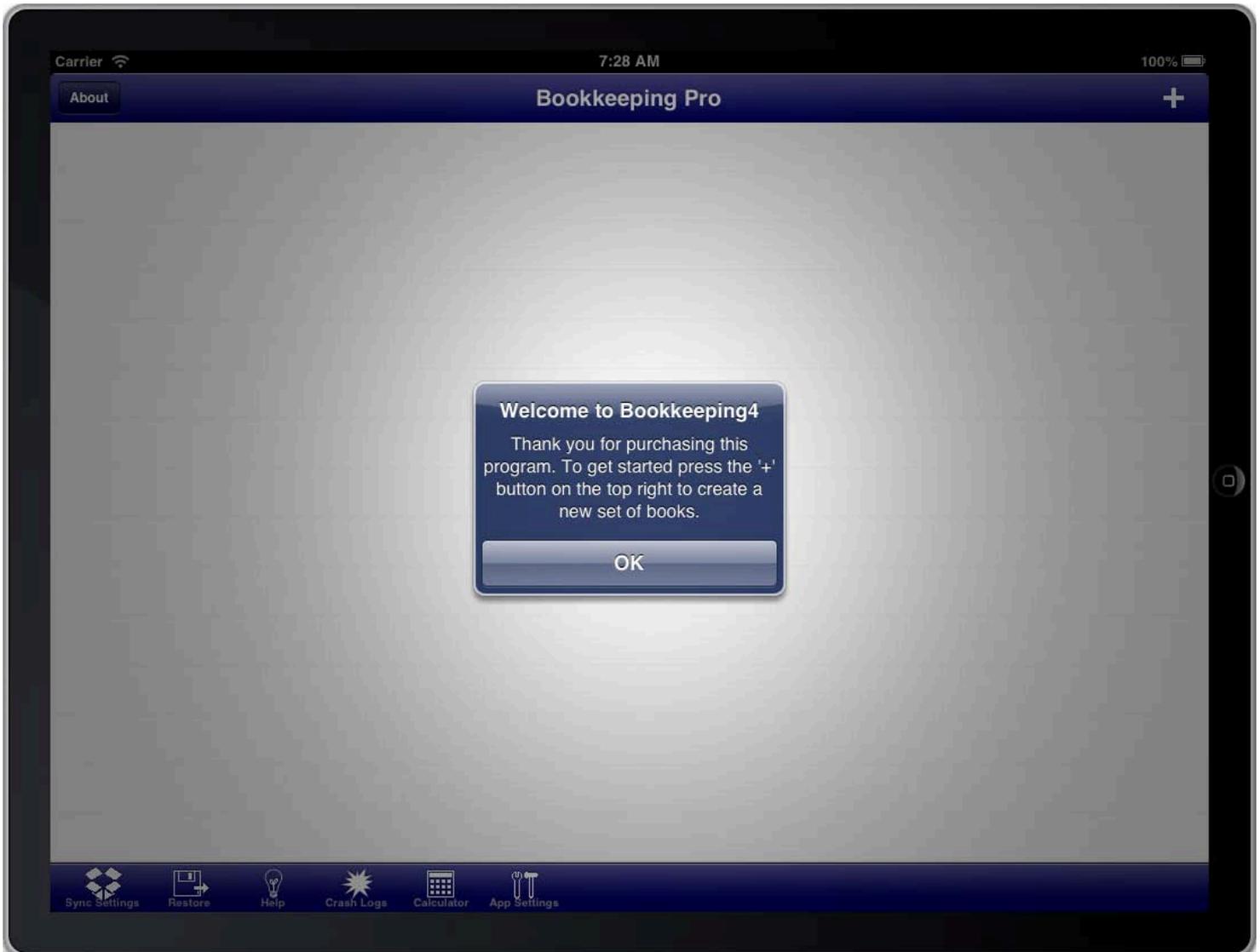

Screen: Books List

Setup synchronisation first

If you are going to synchronise your books between devices, or use the synchronisation facility for automatic incremental backups, then the easiest approach is to set up synchronisation before you start.

Press the 'Sync Settings' button to access the settings for synchronisation.
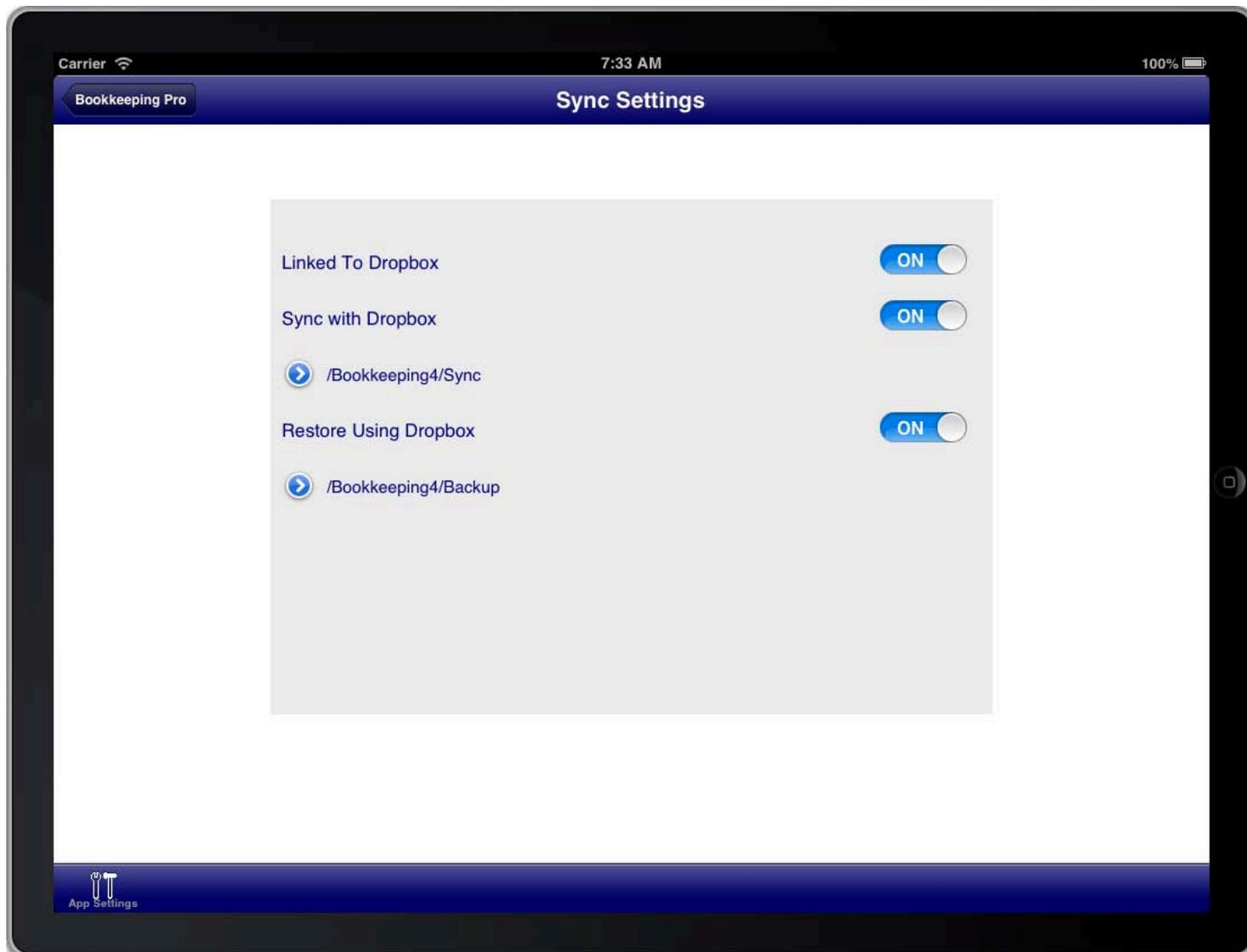
Perform the following steps:

1. Link To Dropbox
2. Turn the 'Sync with Dropbox' switch ON
3. Optionally turn the 'Restore Using Dropbox' switch ON

When you have set up what you require press the back button to return to the books list.

The "Back Button" is the button at the top left of the screen. It will always contain the name of the previous screen that you will return to when you press the button.

CREATING YOUR FIRST BOOK

To create your first book press the '+' button at the top right of the books list screen.

The program will prompt you to enter the start date for the financial year that the book is for.

SCREEN: BOOK DETAILS

> The program highlights important fields with a yellow bar to indicate that you need to enter something into the fields.

Each book in the Bookkeeping program is for a single business. The Bookkeeping program can have multiple books so you can keep books for multiple businesses.

> Bookkeeping3 had a separate book for each financial year. Bookkeeping4 does not do this. Instead there is a single book for all financial years for a particular business.

You should enter the Company Name that the book is for. This name is used when creating invoices, quotes, orders, and reports.

> If you enter the Book Name and it matches the Company Name then both the Book Name and Company Name will be updated. If the Book Name and Company Name are different then changing the Book Name will not change the Company Name.

The book name should also be set to something that makes it easy to identify the purpose of the book. In most cases having both the book name and the company name the same is acceptable.

Other information that you might want to set at this time is the "Accounting Method", and the company address and contact details.

You can also set a 4 digit pin code if you wish to protect the book from casual access by anyone with access to your device.

If you want to have your company logo on invoices, quotations, and purchase orders then you can import your company logo by pressing the camera button next to the "Company Logo" field.

> If you wish to use the multi-currency capabilities of the Bookkeeping program then you need to assign the local currency on this screen. Press the blue disclosure button next to the "Local Currency" field to select the local currency. If your local currency is not listed then you can create it by pressing the "+" button. The local currency is the currency that is used for the balance sheet and profit & loss statement. It cannot be changed later.

Once you have entered the necessary information you should press the "Back Button". In this case the "Back Button" will return you to the main menu for the book.
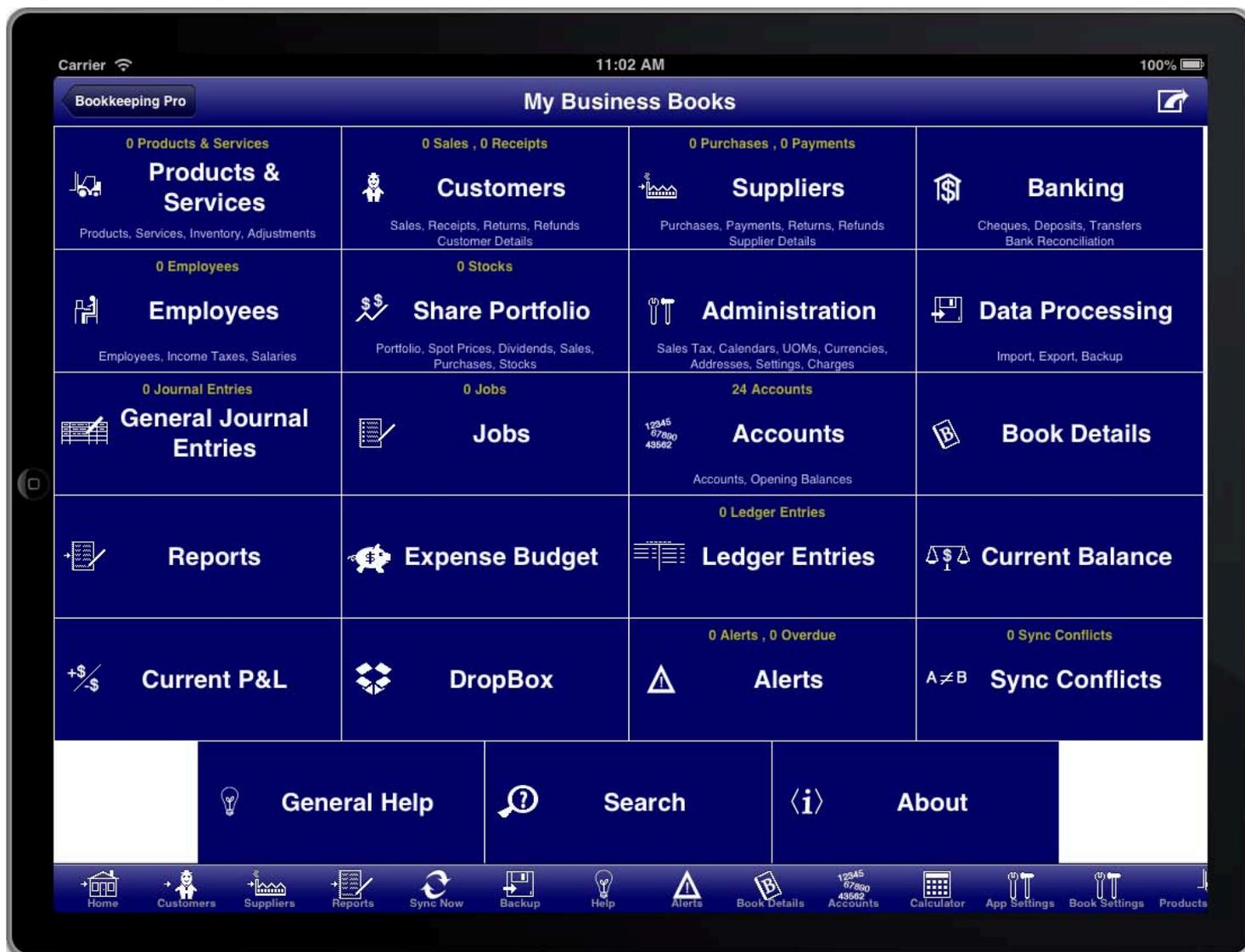
THE MAIN MENU

If you wish to return to the book details screen at a later time you can do so either by pressing the "Book Details" menu button on the main menu, or by pressing the "Book Details" toolbar icon at the bottom of the screen.

> The toolbar scrolls to show additional toolbar items if there are more items than can fit across the screen. You can flick the toolbar left or right with your finger to scroll it.

The main menu is the screen that you will return to whenever you press the "Home" button on the toolbar. This is the menu from where you can access all of the functions of the program. You will return to the main menu often as you use the program to perform the various bookkeeping tasks.

On the toolbar there are four buttons that are shown on most screens:

1. The "Home" button will return you to the main menu screen.
2. The "Customers" button will take you to the customers module menu screen. This is where you enter transactions relating to your customers.
3. The "Suppliers" button will take you to the suppliers module menu screen. This is where you enter transactions relating to your suppliers.
4. The "Reports" button will take you to the reports menu screen. This is where you can access all of the reports that the program can create.

> To return to the list of books you press the "Back Button" when you are on the main menu screen.
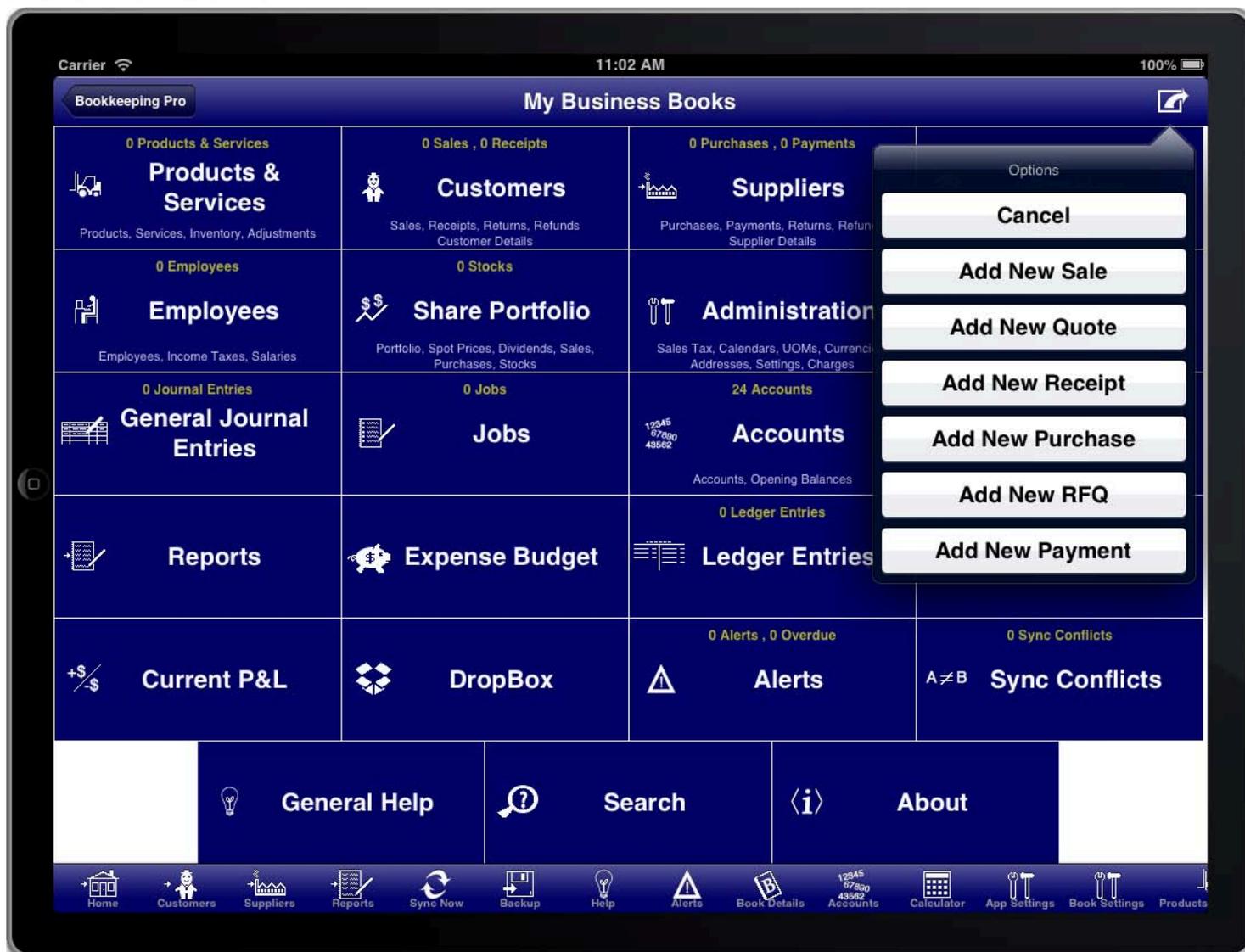
The Option Button

At the top right of the four main menu screens (main menu, customers menu, suppliers menu, reports menu) there is an option button that you can press to quickly access common data entry functions. From these screens you can immediately add a new sale, quotation, receipt, purchase, order, or payment.

CONFIGURING DROPBOX
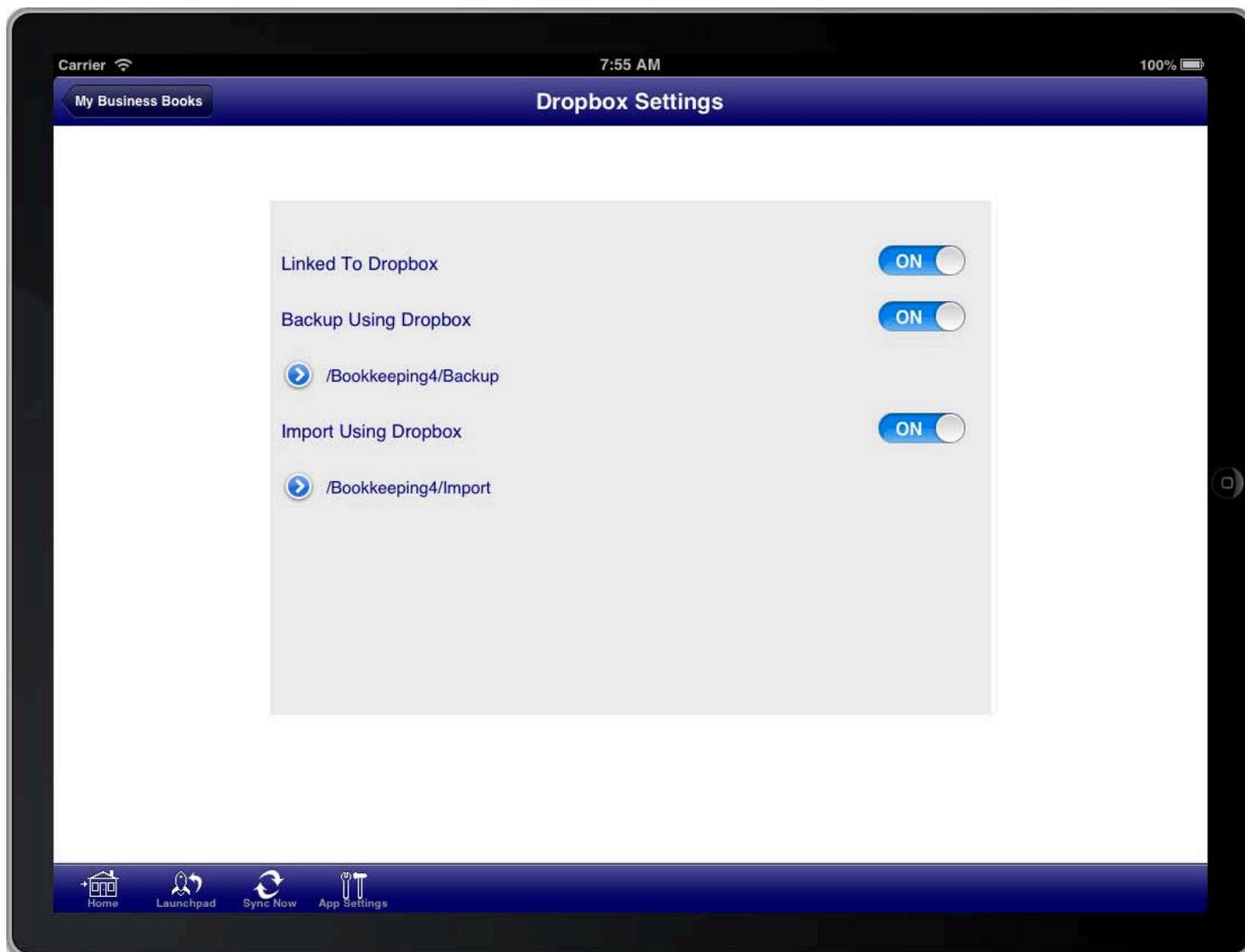
SCREEN: DROPBOX SETTINGS

Dropbox is a commercial cloud storage solution offered to the public. The Bookkeeping program has been designed to interoperate with the Dropbox solution for backup, restore, import and export of data, and for synchronisation.

We recommend using Dropbox for these activities with Bookkeeping. We recommend this since it is the easiest means of getting information in to and out of the program, it is fast and reliable, and is free for an initial 2GB account (at the time of writing). It also works with your computer and mobile devices so it is an easy way to transfer files between the various devices that you have.

> We have no affiliation with Dropbox themselves and receive no payments for any paid account that you may choose to sign up for in the future. For many users of Bookkeeping a 2GB free account is large enough for all your backup and import needs. We recommend it simply because we believe it is the best solution to use with our program.

Dropbox configuration can be accessed from the "Dropbox" menu on the main menu.

You first need to link the Bookkeeping program to your Dropbox account if you have not done so already. This is required to give the Bookkeeping program permission to read and write to the files and folders in your Dropbox account. This is achieved by turning the "Linked To Dropbox" switch to the ON position. When you do this a dialog will appear to allow you to sign in to your Dropbox account. There is also an option there to sign up for a new account if you do not already have a Dropbox account.

Once you have linked the Bookkeeping program to Dropbox you can turn on the "Backup Using Dropbox" switch and "Import Using Dropbox" switch.

When you do this two blue disclosure buttons will appear on the screen to allow you to set the Dropbox folder where backup files and import/export files will be placed by the Bookkeeping program. You should leave the default paths unless you have a need to change them. For most people the default path is fine.
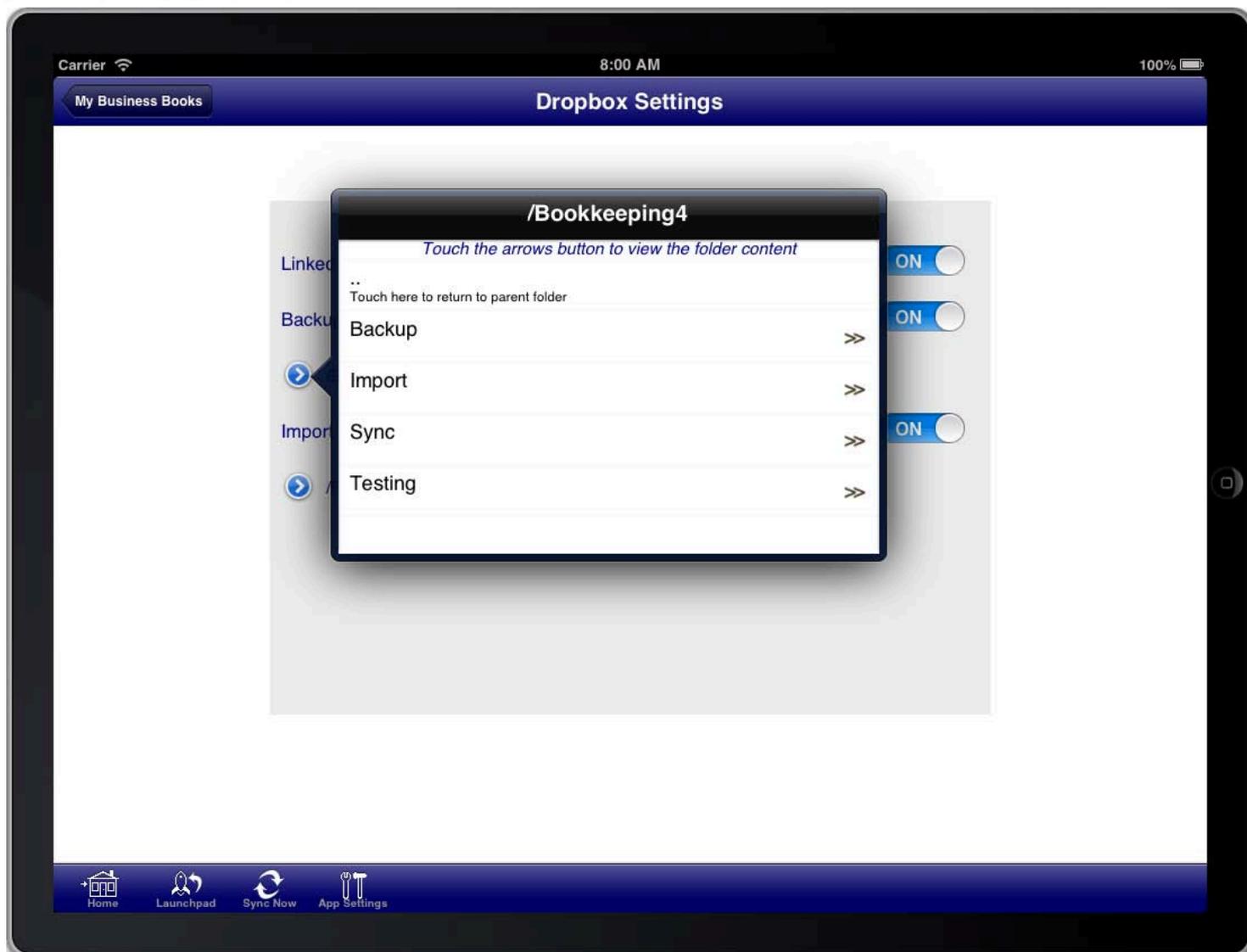
Setting the Dropbox path

To change a Dropbox path do the following:

Press the blue disclosure button to select the Dropbox folder. Press the double arrow buttons next to the folder names to access the sub folders until you find the folder where you want to store the Bookkeeping files. Tap on the name of the folder where you want to store the files, and the dialog will dismiss. The path will be shown on the "Dropbox" screen.

Once you have finished setting the paths for backup and import you can return to the main menu.

SETTING UP THE BOOK FOR AN EXISTING BUSINESS

If you are starting to use the Bookkeeping program for an existing business then you will most likely already have been using another program or a paper based book for your bookkeeping tasks. You will therefore need to set up the relevant information in Bookkeeping before entering new transactions so that Bookkeeping knows the current financial position of your business.

The information that most businesses will need to set up before starting to use the program for new transactions are:

- All ledger accounts and opening balances
- All customer and supplier details
- All sales tax codes (this includes GST, HST, VAT, etc) that are required for the jurisdictions that you operate your business in
- All open sales and purchases as at the start of the financial year (or conversion date depending on how you intend to change over; see below)

To do this you will at a minimum require a balance sheet and profit and loss statement at the start of the financial year that you are setting up the book for.

Using the balance sheet and profit and loss statement from the start of the financial year you will need to create the same accounts in Bookkeeping. You do this from the "Accounts" screen which is accessed from the "Accounts" menu item on the main menu or the "Accounts" button on the toolbar.

SCREEN: ACCOUNTS LIST

For each account listed on either the balance sheet or profit and loss statement (also called an income statement) you need to create an account in Bookkeeping.

There are some standard accounts already created in each book. Some are required and cannot be removed. But others like the "Bank Account" are optional and can be removed if you do not need them.

Once you have completed setting up each of the accounts you also need to set the opening balances based on the balance sheet.

Entering opening balances for accounts

The opening balances for accounts can be entered in the "Opening Balances" screen that is accessed from the "Accounts" menu, or they can be set individually in each account record on the "Account" screen.

Opening balances are only required for accounts on the balance sheet and not for any accounts on the profit and loss statement.

The most convenient method is via the opening balances screen as all accounts can be set at once and the screen will calculate any variance and display this in the title of the screen. When entering opening balances there must be no variance (i.e. It must show $0.00 in the title).

Opening balances are the values as at the start of the first day of the financial year of the book. You cannot enter an opening balance for an account (e.g. A bank account) that is opened after the start of the first day of the financial year of the book. In these cases you simply enter a transaction to record the movement of funds into the new account on the date when this occurred.

IF YOU DECIDE TO ENTER ALL TRANSACTIONS FOR THE CURRENT FINANCIAL YEAR

You will need to set up each customer or supplier who had open sales or purchases at the start of the financial year.

You have several options for setting up these customers and suppliers.

- If you have your customers and suppliers in CSV format that you can format them appropriately for the Bookkeeping program and then load them via the import data screen.
(Details of how to achieve this are beyond the scope of this manual and should you wish do to this you can contact the support team for more detailed instructions).
- If you have your customers and suppliers recorded in the contacts application on your iOS device then you can create each customer and supplier record manually and then import the details for the customer or supplier from the contacts application.
(This is achieved by manually creating each customer record and then pressing the blue disclosure button next to the "Customer Name" or "Supplier Name" field to import the details from the contacts application on the iOS device.)
- You can manually enter each customer and supplier into Bookkeeping.

Once your customers and suppliers have been set up you will need to enter any sales and purchases that were open at the start of the financial year. At the conclusion of this exercise the balance sheet produced by Bookkeeping should match the balance sheet that you used to set up the program.

The next step is to enter each sale, purchase, receipt, payment, return, refund, and general journal entry that has occurred since the start of the financial year.

Once you have completed doing this you should run a balance sheet and profit and loss statement from your old program as of the date that you are converting and compare this with the balance sheet and income statement reports in Bookkeeping to ensure that they match.

If they do not match then you will need to go back and check for errors entering the transactions, transactions entered twice, or transactions that have been missed.

You should check that the customer and supplier balances match in Bookkeeping and your old program. If they do not then you will need to check for mistakes in entering the information into Bookkeeping.

If the balance sheet and profit and loss statement matches with Bookkeeping and the customer and supplier balances match then you are ready to start using the Bookkeeping program and entering new transactions.

IF YOU DECIDE TO JUST GET THE BALANCES CORRECT AS OF THE DATE OF CONVERSION

Using this approach is quicker than entering all transactions however this will mean that all historical information for the year will not reside in the Bookkeeping program and will need to be referenced from the old program. Any reports that relate to transactions that occurred before the conversion date will not produce any results. You will need to rely on your old program for report information relating to transactions before the conversion date. Any new information after the conversion date will be recorded in Bookkeeping and handled appropriately.

You will need to set up each customer or supplier who had open sales or purchases at the date that you convert from the old program.

You have several options for setting up these customers and suppliers.

- If you have your customers and suppliers in CSV format that you can format them appropriately for the Bookkeeping program and then load them via the import data screen.
  (Details of how to achieve this are beyond the scope of this manual and should you wish do to this you can contact the support team for more detailed instructions).
- If you have your customers and suppliers recorded in the contacts application on your iOS device then you can create each customer and supplier record manually and then import the details for the customer or supplier from the contacts application.
  (This is achieved by manually creating each customer record and then pressing the blue disclosure button next to the "Customer Name" or "Supplier Name" field to import the details from the contacts application on the iOS device.)
- You can manually enter each customer and supplier into Bookkeeping.

Once your customers and suppliers have been set up you will need to enter any sales and purchases that were open at the date that you are converting from the old program. You need to enter the sale and purchases and any related transactions (e.g. partial payments).

When you have finished entering open sales and purchases you need to run a balance sheet and profit and loss report in your old program as of the date that you are converting.

Next you need to enter general journal entries to adjust the Bookkeeping account balances to match those from the balance sheet and profit and loss statement.

When you have finished you should run a balance sheet and profit and loss statement in Bookkeeping as of the conversion date and compare it with the ones from the old program. If they do not match then you need to correct your journal entries until they do match.

You should check that the customer and supplier balances match in Bookkeeping and your old program. If they do not then you will need to check for mistakes in entering the information into Bookkeeping.

If the balance sheet and profit and loss statement matches with Bookkeeping and the customer and supplier balances match then you are ready to start using the Bookkeeping program and entering new transactions.

Final Setup Steps

You should backup your books once you have set them up so that all of your work is not lost if an unexpected problem or mistake occurs.

It is always easiest to convert at the start of a financial year however it is possible to convert at any time. The further you are through a financial year the more time it will take as there will be more transactions that need to be entered to bring Bookkeeping in line with your businesses current financial position.

You should not start entering any new transactions until you are sure that Bookkeeping matches your old bookkeeping software or paper based solution.

ORGANISING THE CHART OF ACCOUNTS

The chart of accounts is simply the list of all ledger accounts that are used by the book. This is accessed from the "Accounts" menu item on "Accounts" menu that is accessed from the main menu, or from the "Accounts" toolbar button.


SCREEN: ACCOUNTS LIST

You can use the accounts screen to create new accounts, delete accounts that are not used and not required, to make changes to existing accounts, and to reorganise the order of accounts.

The order of accounts is used on reports and on the "Current Balance" and "Current P&L" screens.

Add New Accounts
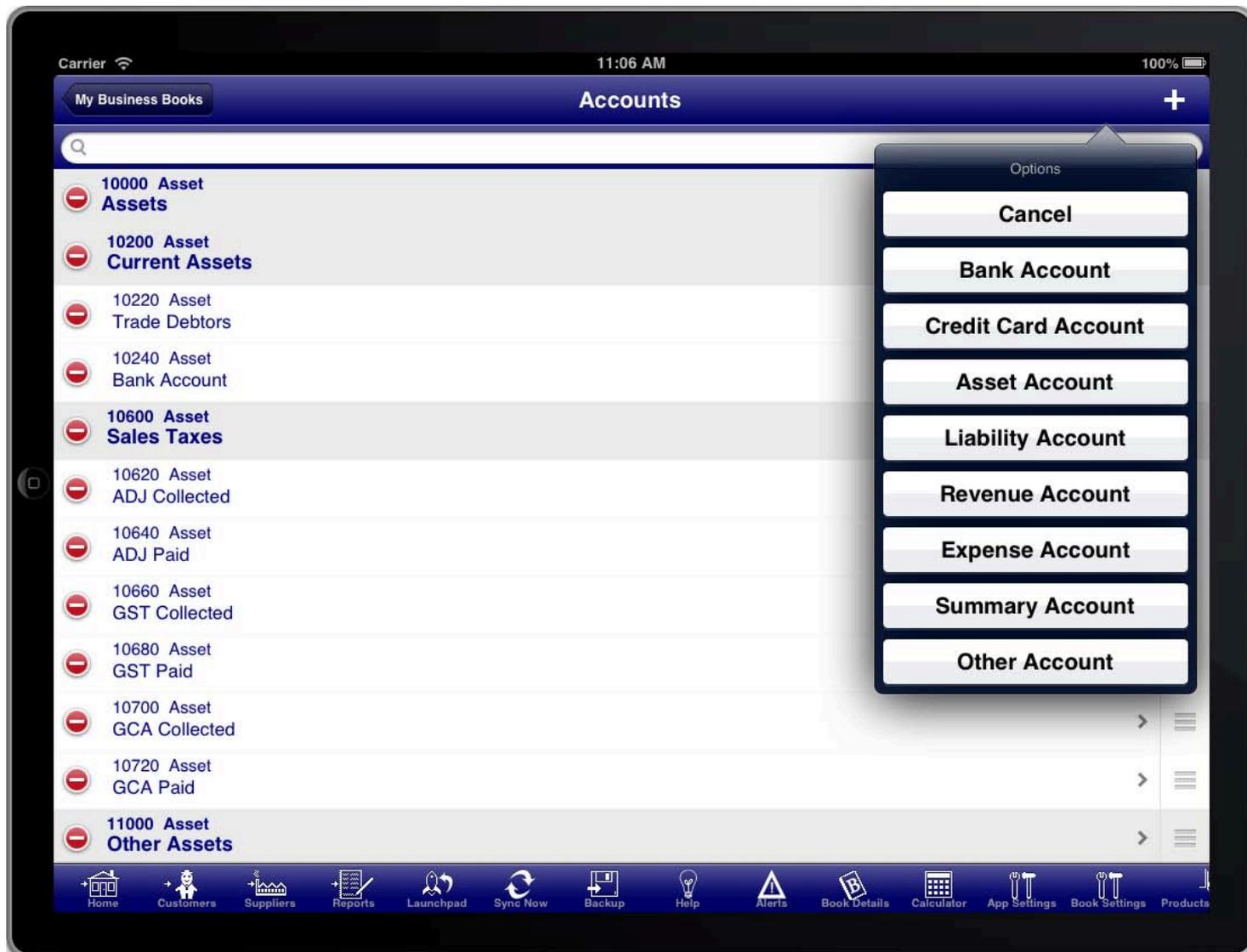
Add New Account

To add an account press the "+" button at the top right of the "Accounts" screen. Select the relevant type of account that you wish to create. You will then be presented with the account screen where you can enter the details of the account.

Delete Unused Accounts
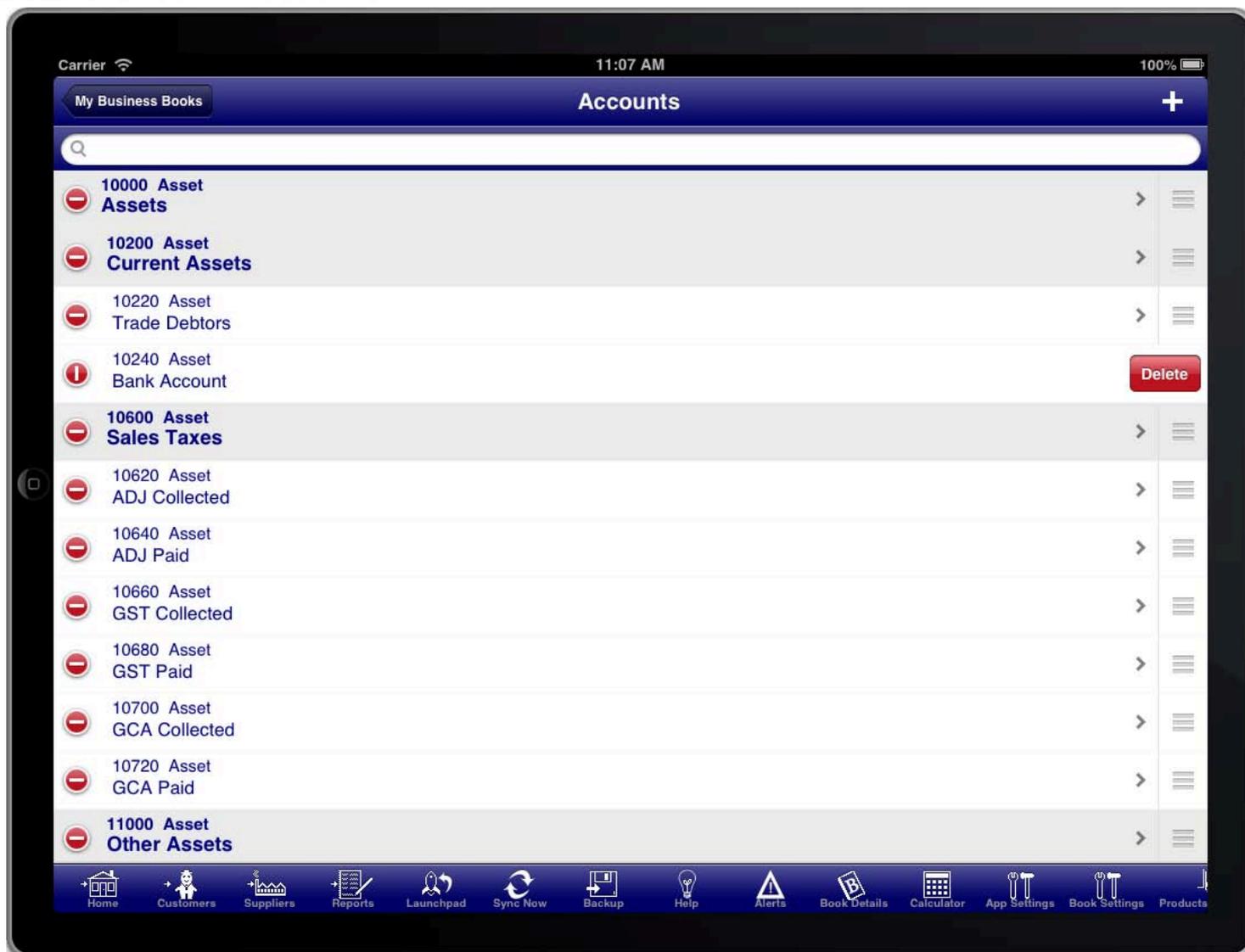
CANNOT DELETE ACCOUNT MESSAGE

To delete an account tap the red minus sign and press the delete button that appears. If the account is being used then the program will prevent you from deleting it and a message will be displayed to inform you of this.
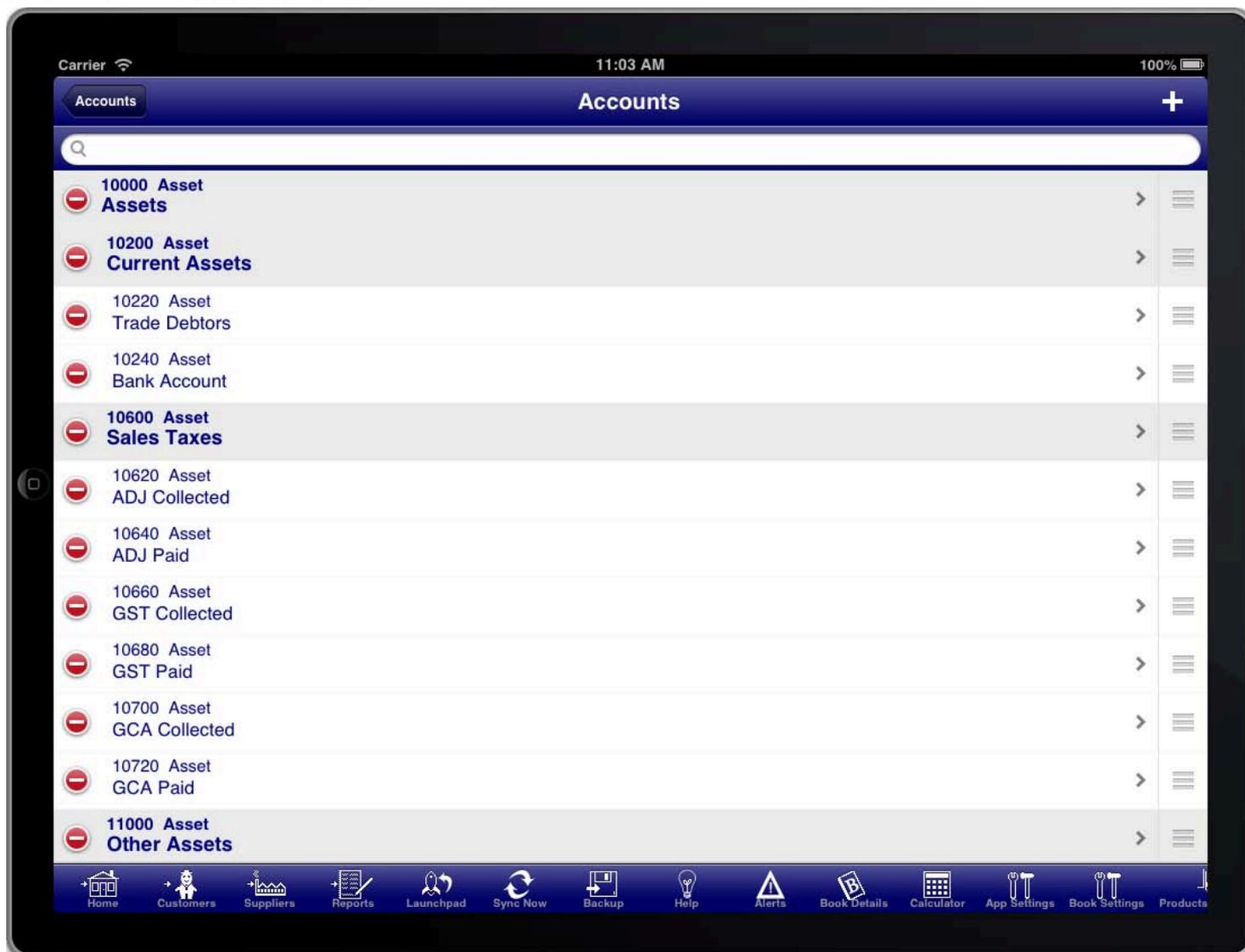
Organise Accounts Order

To organise the accounts you use the move handles on the right side of the screen to move the accounts into the order that you require.

Summary Accounts

You can also create summary accounts that are used to summarise, and total, the accounts that reside underneath the summary account.

There are two levels of summary accounts; level 0 and level 1.

Level 0 summary accounts are used for the main categories: Assets, Liabilities, Equity, Revenue, Cost of Sales, and Expenses. You should not normally create additional level 0 summary accounts.

Level 1 summary accounts are used to summarise and group accounts within the level 0 summary accounts. For example you might like to summarise and total all tax related accounts on the balance sheet. To do this you would create a level 1 summary account and then move all tax related accounts under this summary account.

Summary account

Summary accounts are created like any other account except that the "Is Summary Account" switch is turned ON.

The following diagram shows an example of using summary accounts to group the current assets and the tax accounts.

My Business Books **Current Balance**

ASSETS

Current Assets

Trade Debtors $0.00

Bank Account $0.00

Total Current Assets *$0.00*

Sales Taxes

TAX Collected $0.00

TAX Paid $0.00

Total Sales Taxes *$0.00*

Total ASSETS **$0.00**

LIABILITIES

Current Liabilities

Trade Creditors $0.00

Total Current Liabilities *$0.00*

Total LIABILITIES **$0.00**

EQUITY

Earnings

Current Earnings $0.00

Accumulated Profits $0.00

Total Earnings *$0.00*

Total EQUITY **$0.00**

| Home | Customers | Suppliers | Reports | Launchpad | Sync Now | Backup | Help | Alerts | Book Details | Accounts | Calculator | App Settings | Book Setti... |

Screen: Current Balance