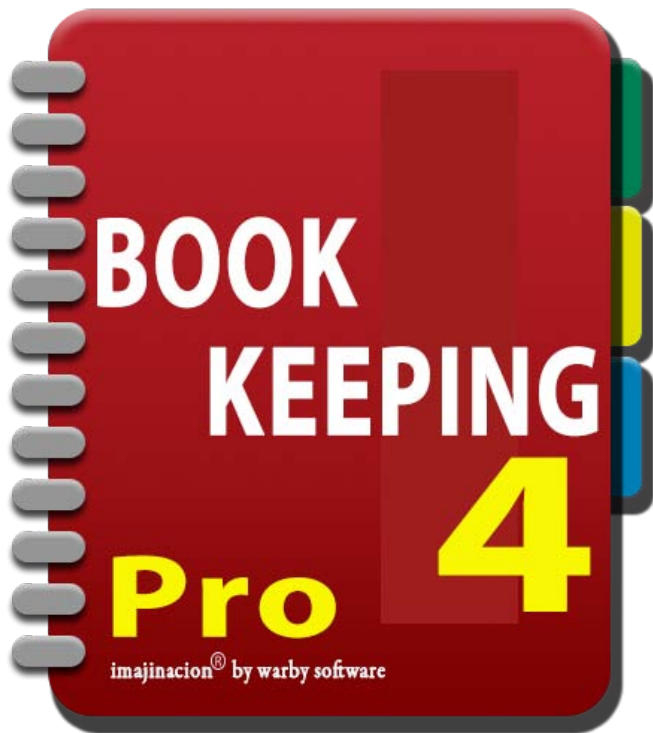


## INTRODUCTION

1. Copyright
2. Welcome
3. Document Purpose
4. What's New In Bookkeeping4
5. Program Structure
6. What is Bookkeeping?
7. For small businesses, home businesses, contractors, and world travellers
8. Cash and Accrual accounting you choose
9. Foreign currency support if you need it
10. Extras to make things easier
11. No data lockin
12. See whats under the covers if you want
13. A complete solution for your small business



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## WELCOME

Thank you for your interest in Bookkeeping; the complete mobile and small business bookkeeping solution for the iOS devices.

Please take the time to read through this user guide to get the maximum benefit from the Bookkeeping program. The Bookkeeping program has many facilities to cater for the needs of a variety of businesses. It is designed to be configurable so that you can customise the program to your particular needs. Therefore a little initial investment in time is required to understand the capabilities of the program and to configure it to suit your needs.

This document is written for Bookkeeping Pro Edition. It is applicable to Bookkeeping Standard Edition as well however some facilities outlined in this document will not be available in the Standard Edition of the program. Please review the Editions page on the website for a comparison of which features are available in the Standard Edition of the program.

## DOCUMENT PURPOSE

This document is a guide for users of the Bookkeeping program. It outlines many of the common tasks that are undertaken during bookkeeping tasks and explains how to achieve these using the Bookkeeping program.

The user guide does not cover every possible function that the program can do nor every possible scenario that you might encounter, rather it covers the common tasks so that you can become more familiar with the program quickly. For a description of every screen please refer to the Bookkeeping Reference Manual.

For assistance with more advanced functions you can contact the support team via email at **helpdesk@warby.com**, or directly on our helpdesk portal at **warbysoftware.freshdesk.com**. They will be happy to answer any questions that you have about the program.

**Disclaimer:** We make our best endeavours to ensure that the information contained in this documentation is accurate. However we cannot guarantee that this is the case as things change and mistakes are sometimes made. We accept no responsibility for any errors or omissions or consequences that may result from the use of any information contained within this documentation. You use this information at your sole discretion and assume full liability for such use. It is your responsibility to check anything that you are unsure of with your accountant or government agency. We do not give financial advice and are not licensed to do so. Everything contained within this documentation is of a general nature and for illustrative and educational purposes only. It is your responsibility to seek out licensed professionals to assist you with determining any suitability or applicability of anything contained in this documentation to your particular situation.

## WHAT'S NEW IN BOOKKEEPING4

Every version of Bookkeeping has improved on the prior version and version 4 brings together a full suite of bookkeeping tools that can meet all the needs of many small businesses and individuals.

For the first time we have released two Editions of the program.

The "Standard Edition" is an entry level edition with the basics of bookkeeping for the home business or small business with only basic bookkeeping needs.

The "Pro Edition" is the follow on product from Bookkeeping3 and contains all of the capabilities of Bookkeeping.

We have been working for 12 months on Bookkeeping4 to make it even better than Bookkeeping3 and to cater for even more needs of small businesses.

There have been many changes behind the screens to improve Bookkeeping and many user interface improvements as well. The major changes are:

- Synchronisation with Dropbox so that your books on all of your devices can be kept aligned.
- Automatic incremental backups to Dropbox.
- Global searching so that you can find records no matter when or how you entered them.
- Database changes to support synchronisation and performance improvements.
- Significant increase in the number of transactions that can be managed by the program.
- Inventory stock level tracking so you know how much stock you have at any time.
- Assign a photograph to each inventory item for quick identification when selecting items.
- Automatic cost of goods sold calculations so you know immediately what your profitability is.
- Searches in lists now search all records in the database instead of just filtering what was retrieved.
- Launchpad to allow access to any program function from anywhere, and then return to where you were.
- Icons and other menu item improvements to make it easier and quicker to use the program.
- Capture a photo and attach to the purchase for later reference.
- Capture a photo and attach to the sale for later reference.
- Improvements to adjustments, returns, and refunds processing to make their use even easier.
- Apply additional charges on receipts and payments for things like merchant fees, credit card processing charges, etc.
- Calculate levies and import/export tax liabilities on purchases and sales.
- Improved banking facilities for cheques, deposits, and bank transfers.

- Significant improvements to bank reconciliations to make it even quicker and easier.
- Support for BAI2 banking file format for importing bank transactions.
- Australian specific defaults for BAS and GST support (for those customers residing in Australia).
- Significantly faster year end closing process.
- Improvements to the year end closing process to enable undo of a closed financial year.

## PROGRAM STRUCTURE

The Bookkeeping program is structured in a manner so that the program operates as consistently as possible. This ensures that skills that you learn using one part of the program are transferrable to other parts of the program.

There are three basic types of screens that you will encounter within the program. There are “List Screens”, “Detail Screens”, and “Menu Screens”. In addition to these screen types there are “Quick Entry” screens which all function the same, and some special screens for Banking related functions.

In general you will start with a Menu screen.

## WHAT IS BOOKKEEPING?

Bookkeeping is a program for the iPad, iPhone, and iPod Touch that allows you to maintain a set of books using standard double entry accounting principles and journals. The program has been designed to be flexible so that it can be configured to suit your particular country and business requirements.

Bookkeeping is a fully featured bookkeeping program for individuals and small businesses, it is not a simple expense tracker. The extensive capabilities of Bookkeeping mean that there is no longer a need for an expensive desktop accounting package for many people and businesses.

Bookkeeping is an international bookkeeping program and is not designed for one particular country. So it can work whether you are in Australia and dealing with GST, IAS and BAS (Business Activity Statement), in the UK or Europe dealing with VAT, in Canada dealing with GST and provincial taxes, in the USA dealing with sales tax, or in some other country not mentioned here. This adaptability helps to make the program future proof. So if the sales tax arrangements change where you do business then you can simply reconfigure Bookkeeping to meet these new needs.

## FOR SMALL BUSINESSES, HOME BUSINESSES, CONTRACTORS, AND WORLD TRAVELLERS

Bookkeeping has got you covered regardless of whether you are trying to balance your home business accounts, have a small business that sells products and services around the world, or are a jet setting professional that needs their finances in their pocket at all times.

Bookkeeping is unlike many simple bookkeeping programs in that it has been designed to handle the simple day to day finances of a home business, and also designed to handle the complex day to day requirements of a jet setting small business dealing with multiple currencies and bank accounts in multiple currencies with sales and purchases from countries all around the world.

The program will adapt to your requirements, by hiding fields that are not required, and by being configurable so that you can decide what to use and what not to use. The program is designed so that it can grow as your needs and complexity grow.

You will not be locked into a costly upgrade cycle simply to keep the program current as all configurable data is easily accessible and updatable by you. You can enter your own calendars, income tax scales, sales tax rates, and many other items that are important to you and which change over time.

## CASH AND ACCRUAL ACCOUNTING YOU CHOOSE

You can also choose whether to operate using Cash accounting principles or Accrual accounting principles. Regardless of which accounting principle you use you can still enter sales if you need, and enter purchases if you need. It is not necessary to enter everything as a general journal entry just because you want to use Cash accounting.

## FOREIGN CURRENCY SUPPORT IF YOU NEED IT

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Bookkeeping4 Pro Edition works just as well dealing with one currency as it does dealing with multiple currencies. If you only need one currency then all of the extra complications of foreign currencies are hidden from view, but they are always there if you need them in the future.

The program has ever increasing support for complex foreign currency transactions and can manage calculating foreign exchange profit and loss automatically in many instances. In the instances where it cannot be automatically calculated you can still use a journal entry to periodically balance your foreign currency accounts. The program has full support for bank reconciliations of foreign bank accounts, and three way foreign currency transactions (for example where you buy in one currency, pay for the purchase in another currency, and keep your books in a third currency).

### **EXTRAS TO MAKE THINGS EASIER**

The program goes beyond the standard facilities of Sales, Receipts, Purchases, Payments, Returns, Refunds, and General Journals and has additional support for Inventory items, Employee Salaries, Salary Entitlements, Job Tracking, Dividend Receipts, Term Deposits, Budgeting, Bank Reconciliations, Importing Bank Transactions, Auto-matching of Bank Transactions, Recurring Transactions, and a whole host of Reports that you can access directly on your iPhone, iPad, or iPod Touch. You can email or print any report that you can view on the screen and all reports are in the portable PDF format so that they are compatible with a wide variety of computers and printers. Bookkeeping doesn't stop there either. There is support for Invoicing, Quotations, and Purchase Orders, as well as Statements that you can send to your customers to inform them of outstanding invoice amounts.

### **NO DATA LOCKIN**

The program is designed specifically so that your data is not locked inside the program thereby causing you endless grief trying to get at your accounts data. There are various import and export facilities for all of the data within the program. The program also offers remote backup and restore capabilities using Dropbox, WebDAV servers, e-mail, or using the iTunes sharing capabilities. The program has integration with AirPrint and also WePrint server for printing directly from the device.

### **SEE WHATS UNDER THE COVERS IF YOU WANT**

For many the details of double entry bookkeeping are a mystery, and many would like to keep it that way.

Bookkeeping takes care of most of the drudgery of dealing with double entry posting to ledgers and remembering which account is a debit and which is a credit. We have gone to lengths to hide this as much as possible with screens like the 'Bank Transfer' screen that give you simple labels like 'From Bank Account' and 'To Bank Account' instead of 'Debit Account' and 'Credit Account'.

However some like to know what is going on behind the scenes so in Bookkeeping we give direct access to the general ledger from various places throughout the program so that you can see exactly what is going on if you want to know.

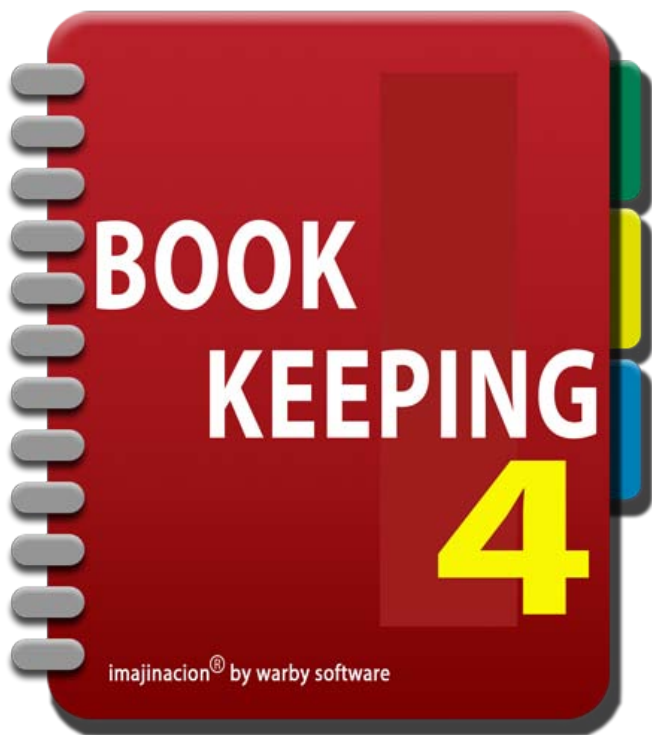
We have designed the program in such a way that you can achieve what people often call 'splits' without the risk of creating an unbalanced transaction. An unbalanced transaction is where the total amount of all debits does not equal the total amount of all credits.

If you prefer to use the traditional approach for split journal entries then you can do so by changing a single Application setting.

### **A COMPLETE SOLUTION FOR YOUR SMALL BUSINESS**

Every version of Bookkeeping has improved on the prior version and version 4 brings together a full suite of bookkeeping tools that can meet all the needs of many small businesses and individuals. Bookkeeping is a complete package and does not rely upon other programs or services to function correctly or usefully.

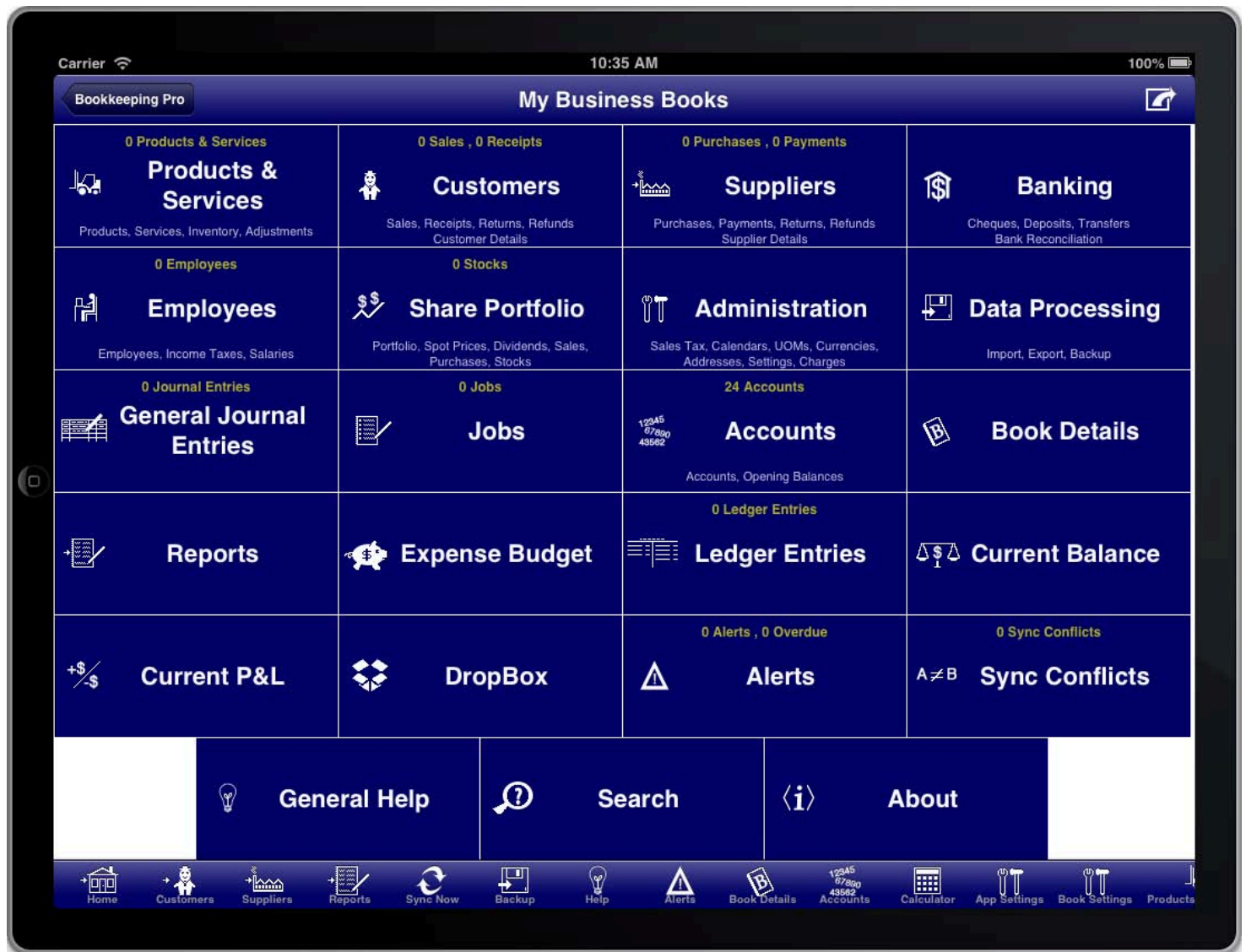
Best of all Bookkeeping is, compared with many well known bookkeeping and accounting programs, very cost competitive.



## NAVIGATION

1. **Menu Screens**
2. **Modules**
3. **The Toolbar**
4. **Using the Launchpad**
5. **Using the Options Menu**

## MENU SCREENS



SCREEN: MENU SCREEN

Menu screens consist of a screen with a set of large buttons arranged in rows and columns. Each button is used to access one of the functions available from that menu.

Some buttons have an icon, a description at the bottom of the button, and some have counts at the top of the button.

There are various menus throughout the program for accessing the facilities of the program.

The primary menus are:

- The Main menu  
(shown when you open a book or when you press the "Home" or "Launchpad" button on the toolbar)
- The Products & Services menu
- The Customers menu
- The Suppliers menu
- The Banking menu
- The Employees menu
- The Share Portfolio menu
- The Administration menu
- The Data Processing menu
- The Accounts menu
- The Reports menu

## MODULES

The Bookkeeping program is arranged as a set of modules. Each module is for a specific set of functions that are related.

Most modules are accessed from the Main Menu or from the toolbar.

The modules in Bookkeeping are:

Module	Purpose
Products & Services	Used to manage products, services, and inventory items
Customers	Used to manage customers, sales, receipts, sale returns, sale refunds
Suppliers	Used to manage suppliers, purchases, payments, purchase returns, purchase refunds
Banking	Used to manage banking related functions like cheques, deposits, transfers, and bank reconciliations
Employees	Used to manage employee related functions like paying salaries, designating salespeople and purchasers, etc
Share Portfolio	Used to manage share portfolio related functions like the portfolio summary, buying and selling stocks
Administration	Used to manage administrative functions of the program like Sales Tax Codes, Currencies, Addresses, etc
Data Processing	Used to manage data processing functions like data import and export, and backups
Accounts	Used to manage the chart of accounts including opening balances
Reports	Used to access all of the built in reports

## THE TOOLBAR



### SCREEN: THE TOOLBAR

The toolbar is located at the bottom of the screen and is used to quickly access commonly used screens.

The toolbar can be scrolled left and right if there are more items on the toolbar than fit on the screen.

If an icon on the toolbar has an arrow pointing to it from the left hand side then it means that pressing that button will take you from the current screen to that screen without allowing you to return to the screen that you were on. If an icon on the toolbar does not have an arrow pointing to it from the left hand side then it means that pressing that button will show you that screen but allow you to return to the current screen by pressing the back button.

The "Home", "Customers", "Suppliers", and "Reports" toolbar icons are all of the first kind that immediately take you to another screen.

## USING THE LAUNCHPAD

The "Launchpad" button is located at the bottom of the screen on the toolbar on most screens. It looks like a little rocket with an arrow.



### SCREEN: LAUNCHPAD ON THE TOOLBAR

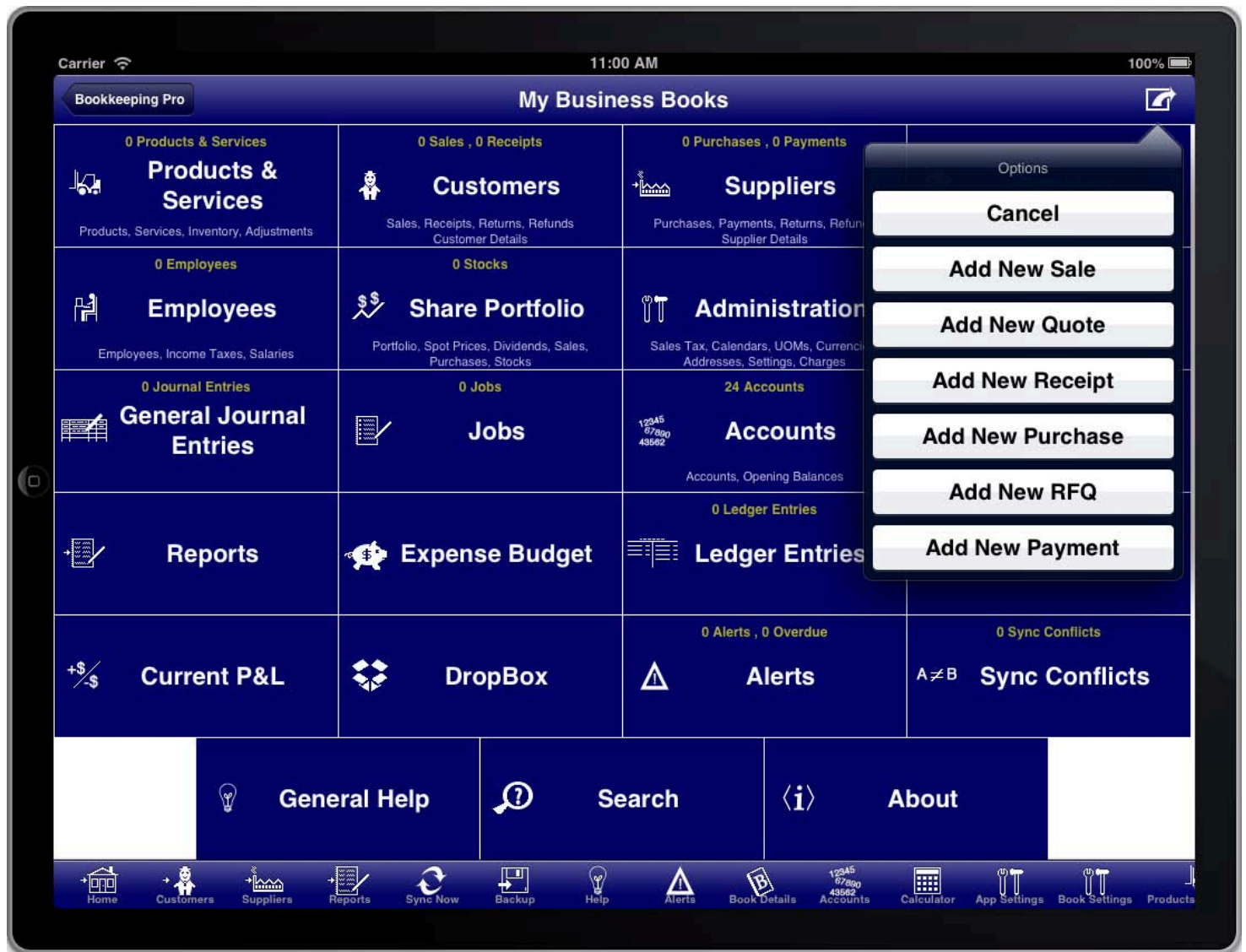
The purpose of the Launchpad is to allow you to quickly access any facility within the program and then return to what you were doing.

When you press the "Launchpad" button you will be immediately taken to the main menu. From the main menu you can access any facility of the program.

The home button will be replaced by a return button that looks the same as the "Launchpad" icon. When you have finished doing what you need you can press the "Return" button and you will be returned to the screen you were on when you pressed the "Launchpad" button.



## USING THE OPTIONS MENU

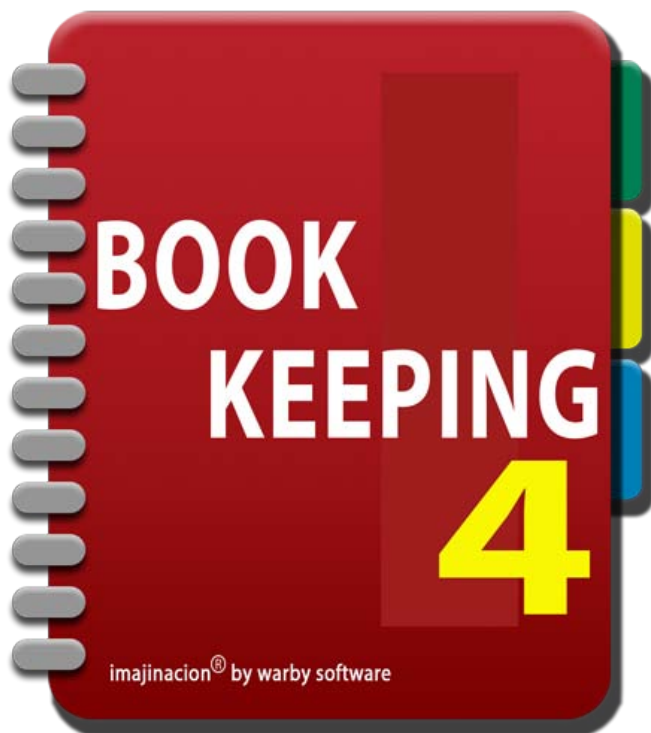


### SCREEN: THE OPTION MENU

The option menu is located at the top right of the screen. This is where you can access additional options that are specific to that screen.

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.

On other screens you will also see the option menu button at the top right. Depending upon which screen you are on you will have access to various additional options including generating invoices, statements, and other functions.

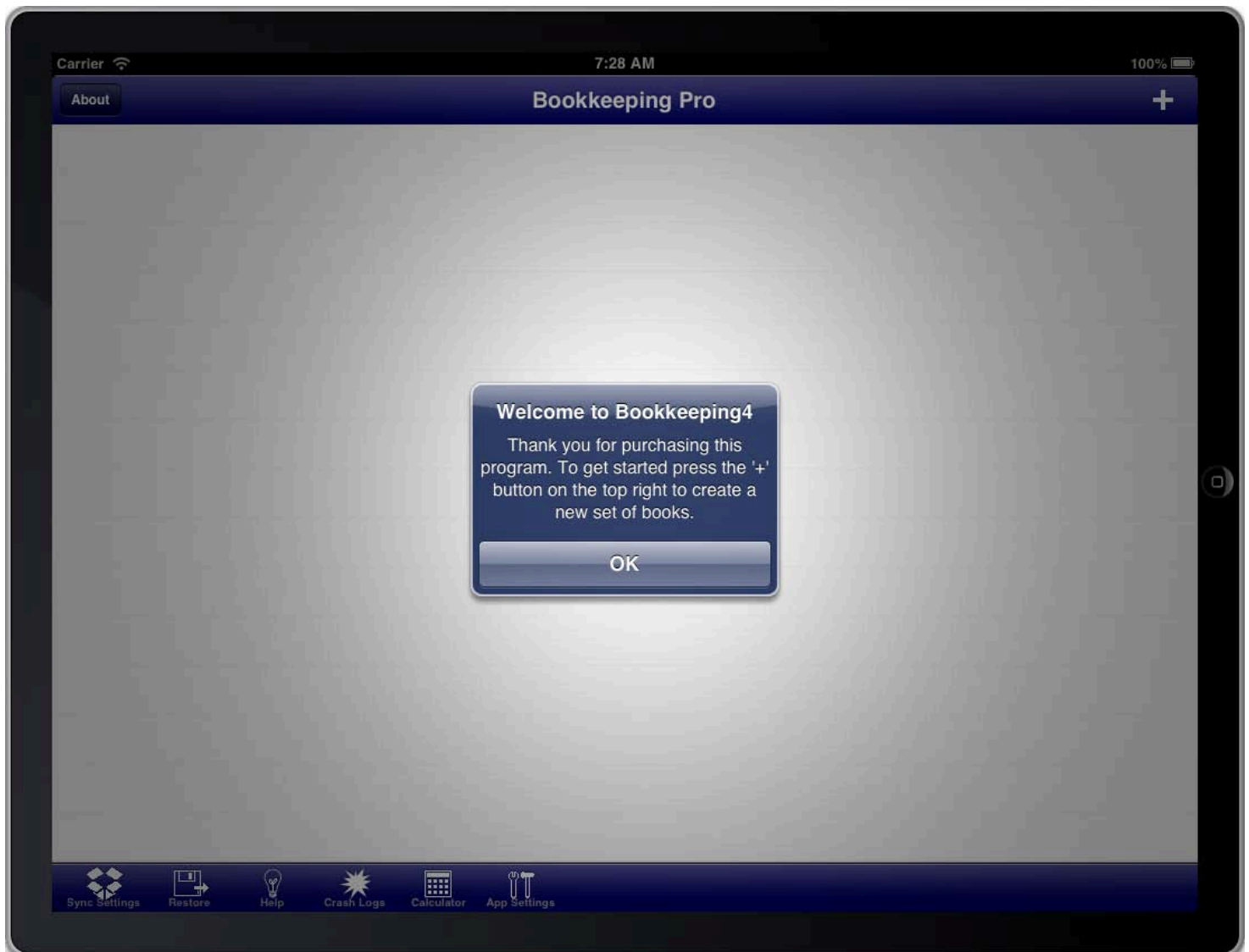


## INITIAL SET UP TASKS

1. **Your First Book**
2. **Setup Synchronisation First**
3. **Create Your First Book**
4. **The Main Menu**
5. **The Option Button**
6. **Configuring Dropbox**
7. **Setting The Dropbox Path**
8. **Setting Up For An Existing Business**
9. **Entering Opening Balances**
10. **Next Steps**
11. **Setup All Transactions**
12. **Setup Balances At Conversion**
13. **Final Setup**
14. **Organising the chart of accounts**
15. **Add New Accounts**
16. **Delete Unused Accounts**
17. **Organise Accounts Order**
18. **Summary Accounts**

## 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.



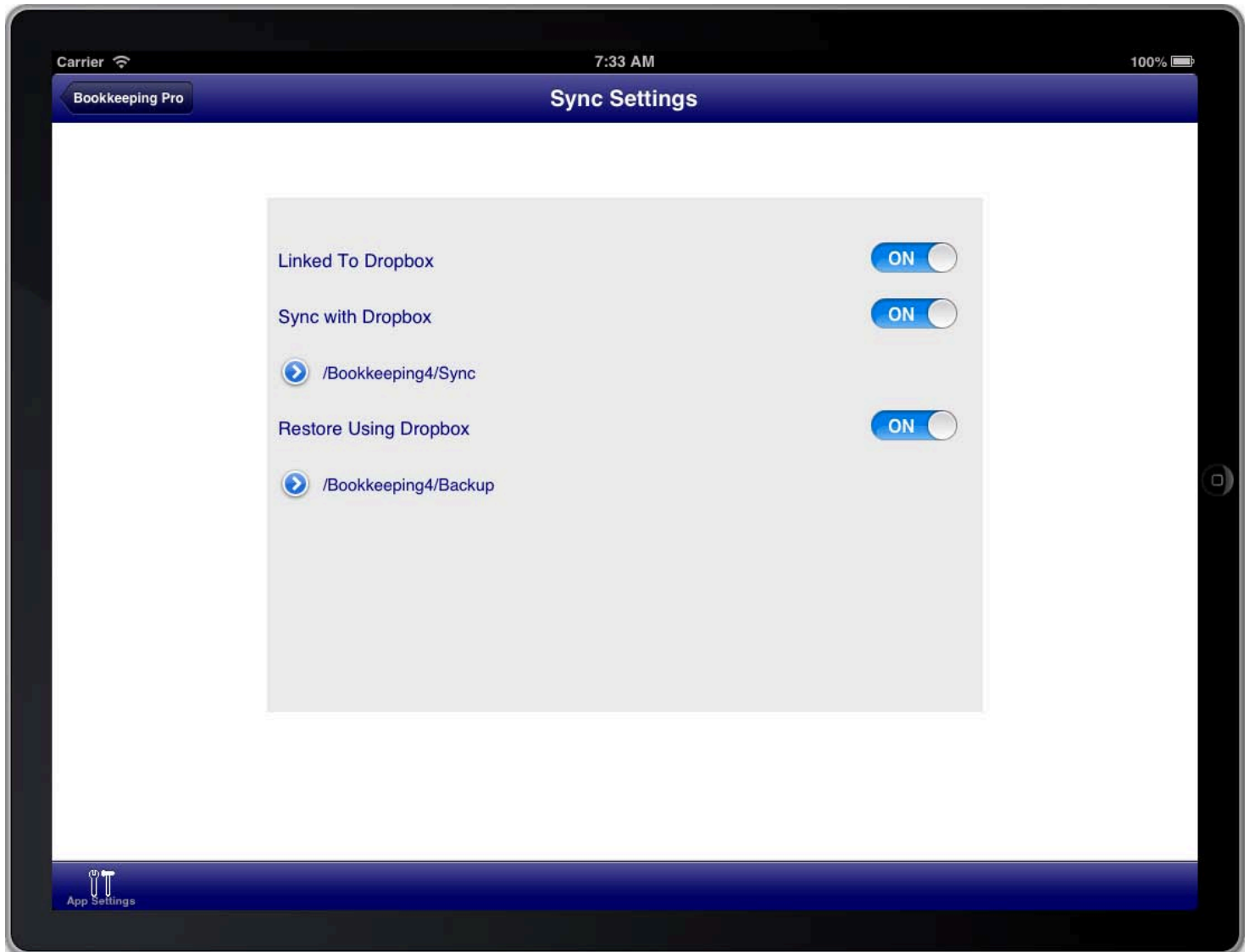
SCREEN: BOOKS LIST

## SETUP SYNCHRONISATION FIRST

### Bookkeeping4 Pro Edition Only

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.



SCREEN: SYNC SETTINGS

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.

The screenshot shows the 'Book Details' screen of a mobile application. At the top, there's a status bar with 'Carrier', '7:38 AM', and '100%' battery. Below it, a dark blue header bar contains a 'New Books' button, the title 'Book Details', and a share icon. The main content area is a form with various input fields. A yellow bar highlights the 'Financial Year Start' and 'Financial Year End' fields. The bottom navigation bar includes icons for Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts, Calculator, App Settings, and Book Settings.

Field Label	Field Value
Book Name	New Books
Company Name	New Books
Business Number	Business Number
Local Currency	[Currency Icon]
Data Entry Locale	English (United States)
Accounting Method	Accrual
Financial Year Start	[Calendar Icon]
Financial Year End	[Calendar Icon]
Company Address	[Address Icon]
Billing Address	[Address Icon]
Shipping Address	[Address Icon]
Cell/Mobile Phone Number	Cell/Mobile Phone Number
Telephone Number	Telephone Number
Email Address	Email Address
Fax Number	Fax Number
Contact Name 1	Contact Name 1
Contact Name 2	Contact Name 2
4-Digit Pin Code	4-Digit Pin Code
Company Logo	[Logo Icon]

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.

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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.

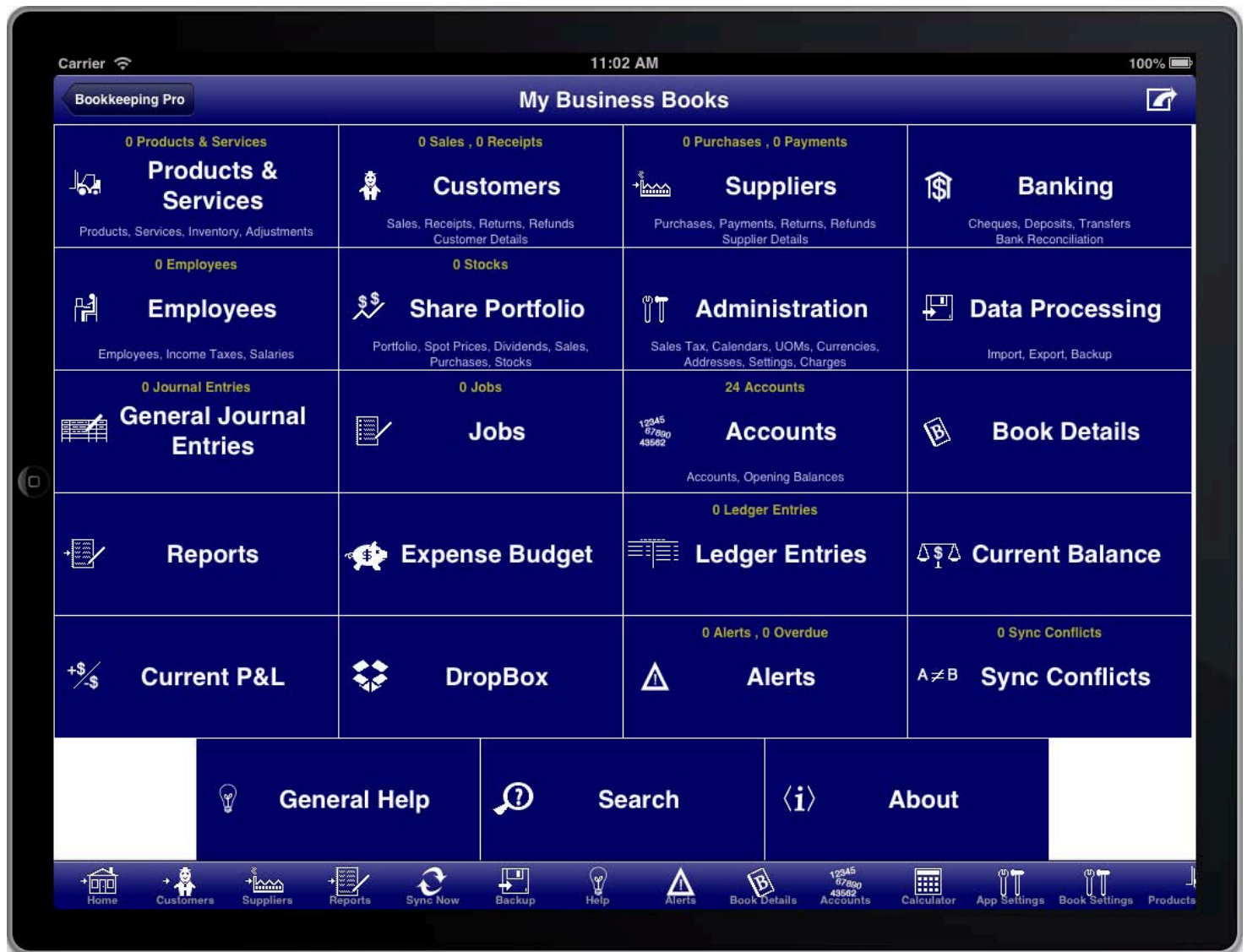
If you want to have your company logo on invoices, quotations, and purchase orders then you can import your company logo by pressing the camera button next to the "Company Logo" field.

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



SCREEN: 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.



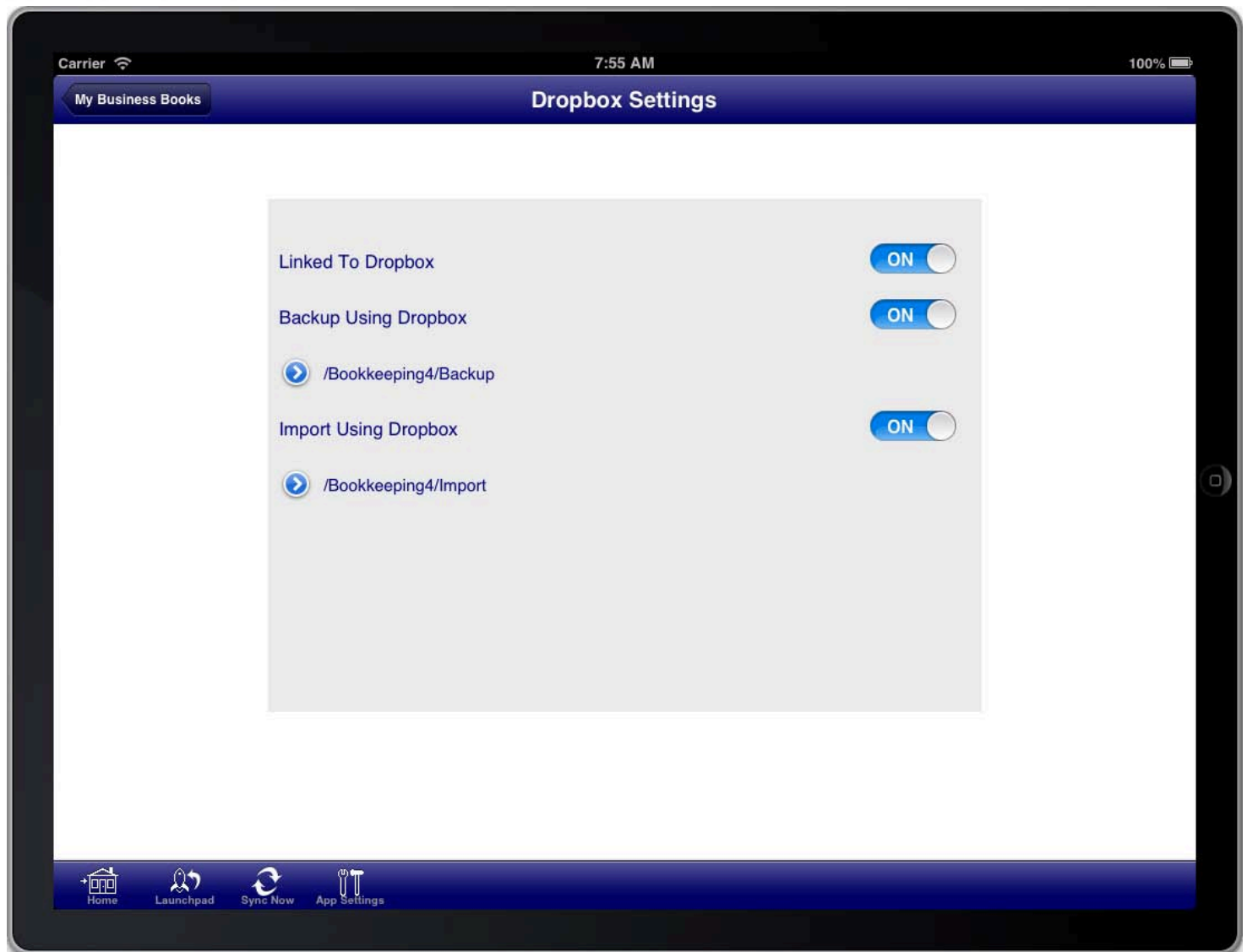
## THE OPTION BUTTON



### 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.

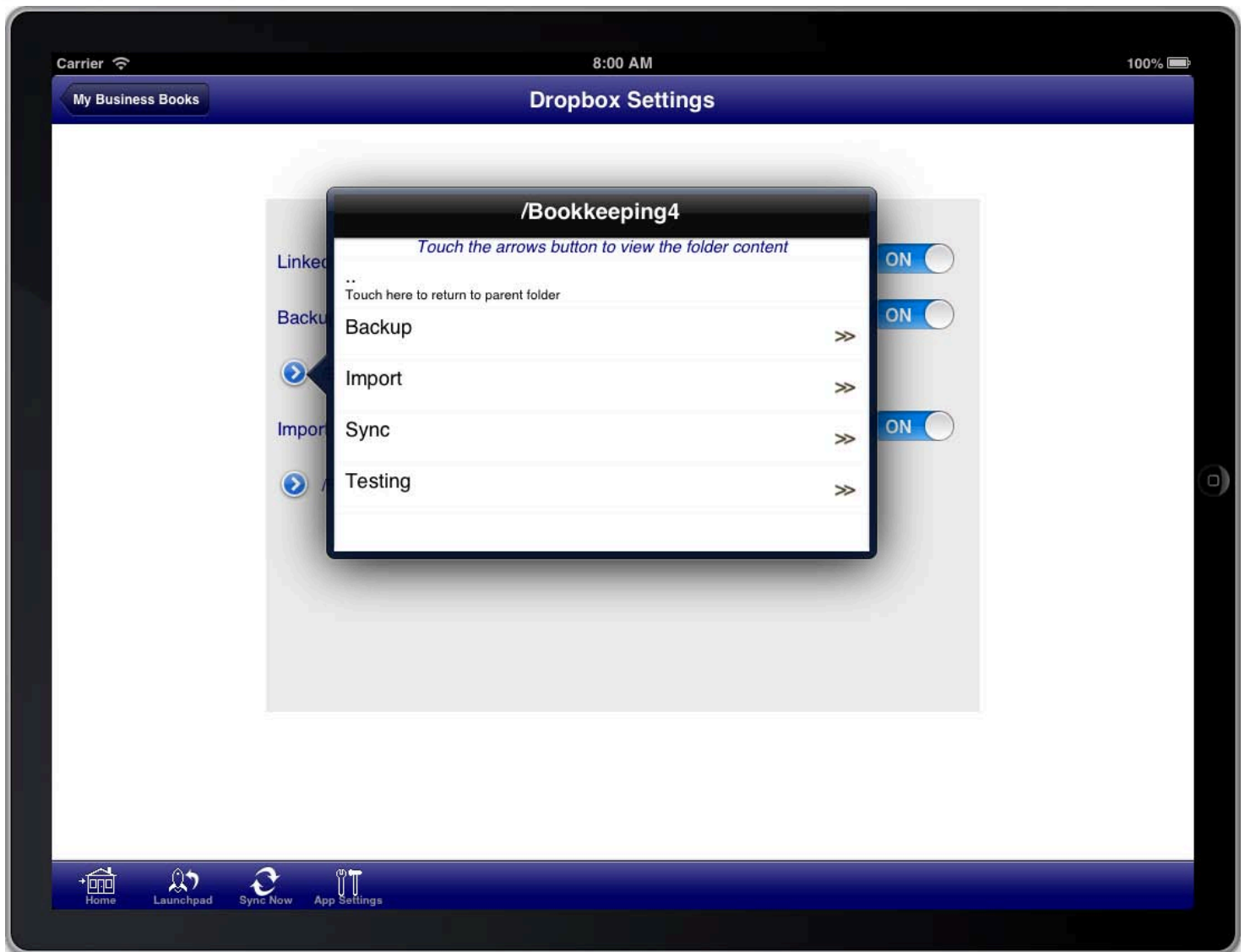
Dropbox configuration can be accessed from the “Dropbox” menu on the main menu.

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



SCREEN: DROPBOX SETTINGS 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.

The screenshot shows a mobile application interface for entering opening balances. At the top, a status bar displays 'Carrier', signal strength, '8:12 AM', and '100%' battery. Below this is a dark blue header with a back arrow and the word 'Accounts', and a title 'Opening Balances [\$0.00]'. The main content area is divided into sections: 'Assets', 'Current Assets', 'Sales Taxes', 'Other Assets', 'Liabilities', 'Current Liabilities', 'Other Liabilities', 'Equity', and 'Earnings'. Each section contains a list of accounts with their opening dates and input fields for the amount. For example, under 'Current Assets', there are 'Trade Debtors 1 Jan 2013' and 'Bank Account 1 Jan 2013', each with an 'Amount' input field. Under 'Current Liabilities', there is 'Trade Creditors 1 Jan 2013' with an 'Amount' input field. At the bottom, there is a navigation bar with icons for Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts (with a balance of 12345.67890), Calculator, App Settings, and Book Settings.

SCREEN: OPENING BALANCES

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.

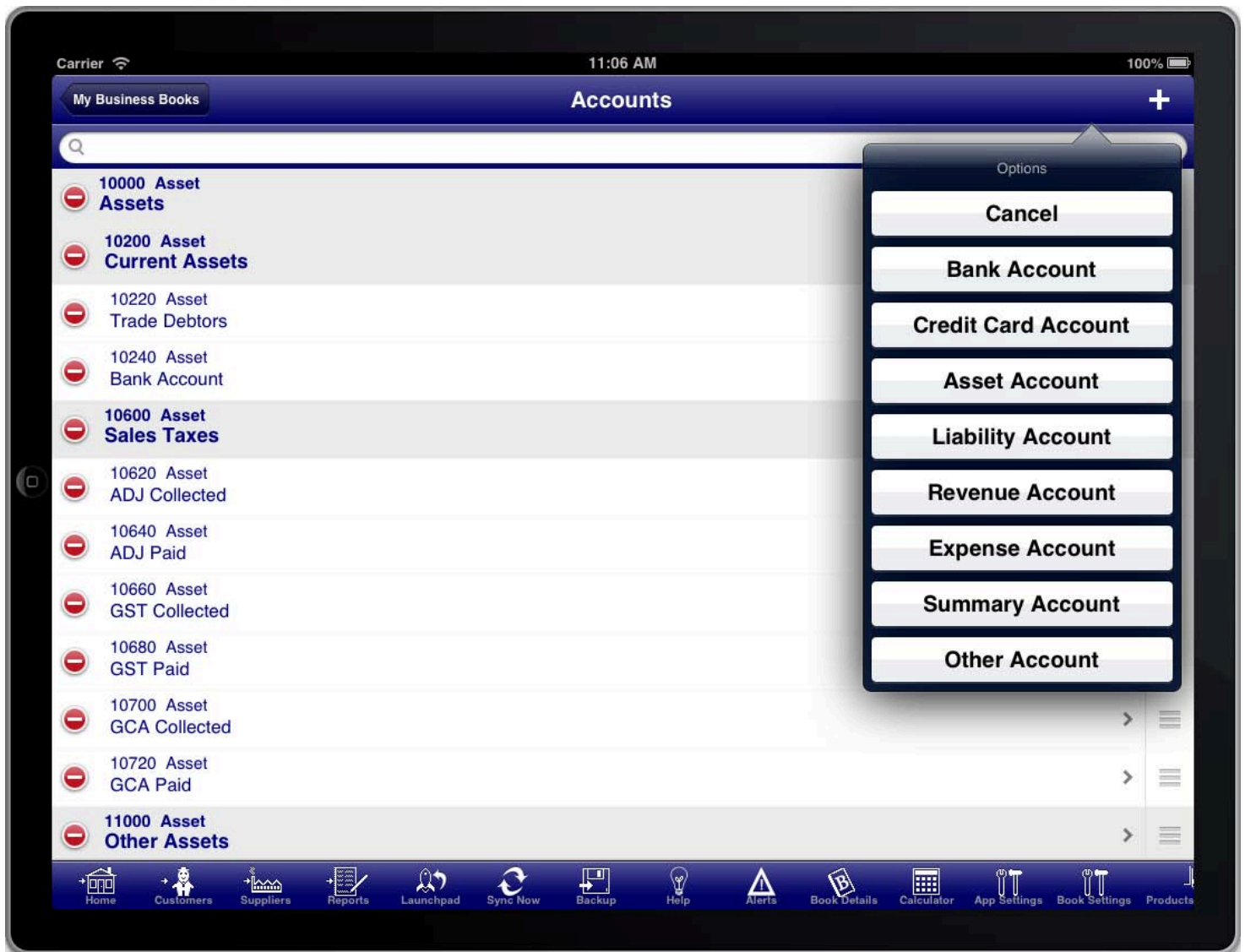


SCREEN: ACCOUNTS LIST

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.

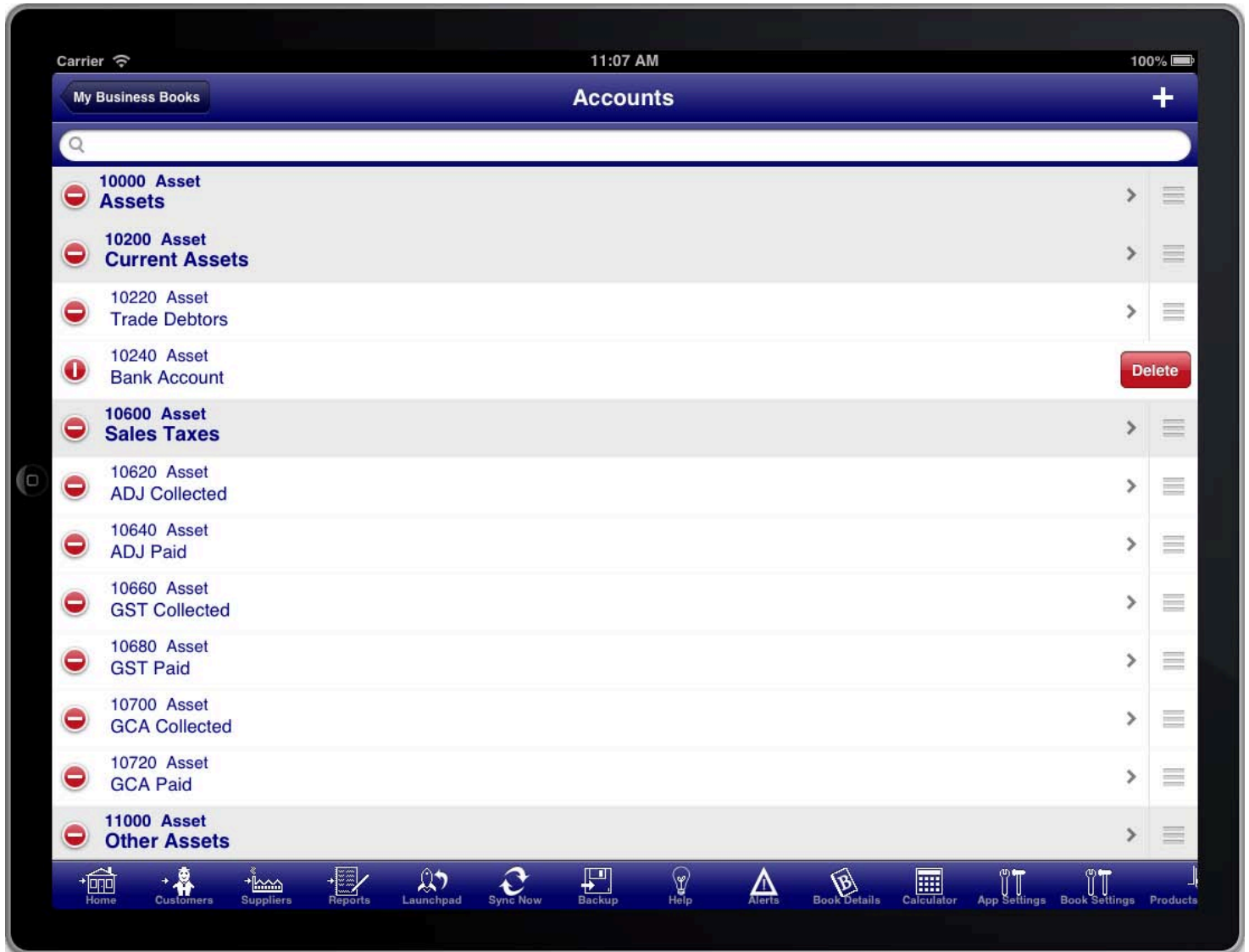
## ADD NEW ACCOUNTS



### 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.

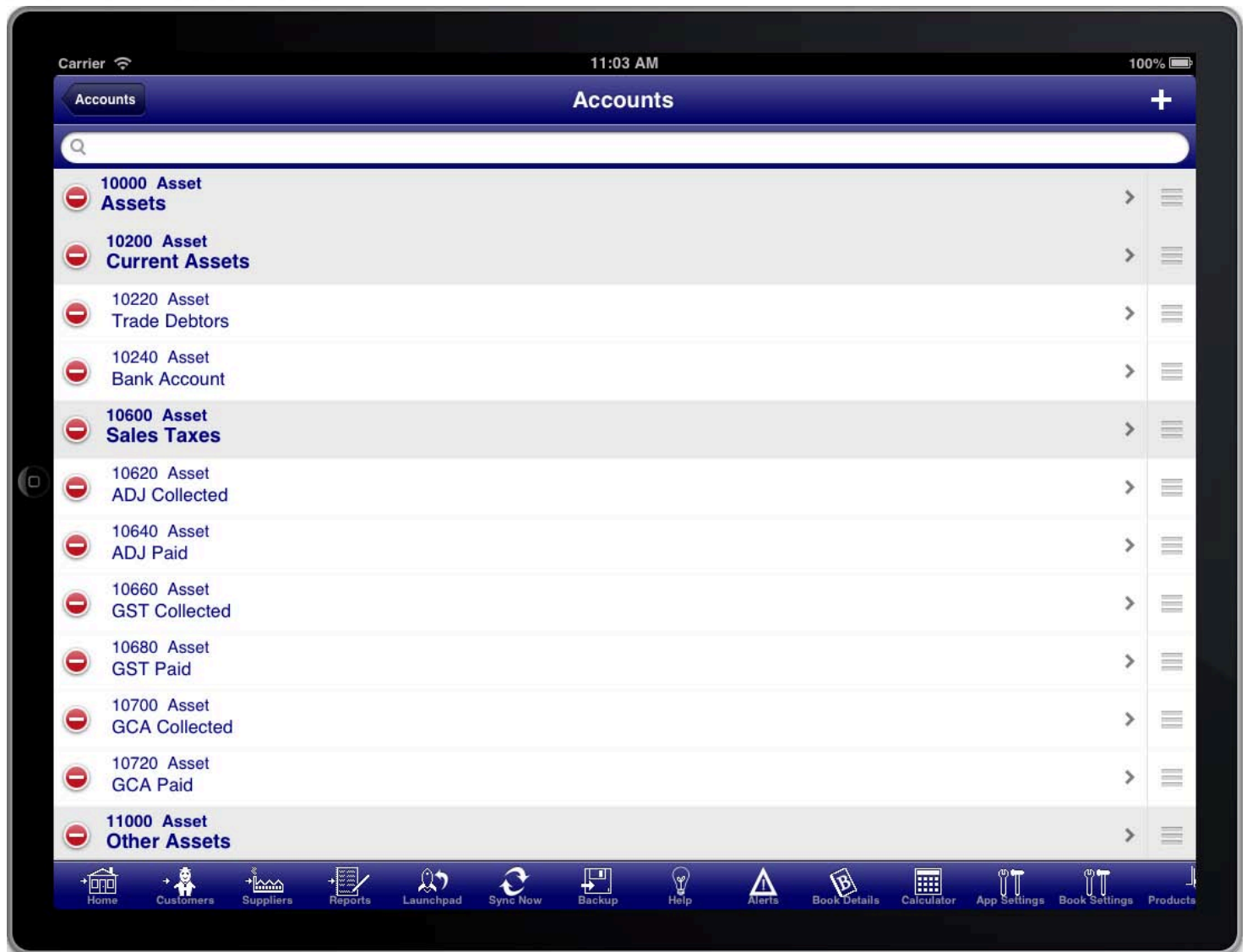
## DELETE UNUSED ACCOUNTS



### 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



### 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.

The screenshot displays the 'Sales Taxes' account configuration interface. At the top, the status bar shows 'Carrier', '9:37 AM', and '100%' battery. The app header includes a back arrow, 'Accounts', the title 'Sales Taxes', and a plus icon. The form contains the following fields:

- Account Number:** 10600
- Account Name:** Sales Taxes
- Account Type:** Asset (selected with a blue arrow icon)
- Inactive Account:** NO
- Is Summary Account:** ON (toggle switch)
- Reporting Level:** 1 (selected with a blue arrow icon)

The bottom navigation bar features icons for: Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Match Rules, Book Details, Accounts (labeled with '12345 67890 43210'), Calculator, and App Settings.

### 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.

**ASSETS****Current Assets**

Trade Debtors	\$0.00
Bank Account	\$0.00
<i>Total Current Assets</i>	<u>\$0.00</u>

**Sales Taxes**

TAX Collected	\$0.00
TAX Paid	\$0.00
<i>Total Sales Taxes</i>	<u>\$0.00</u>

**Total ASSETS**\$0.00**LIABILITIES****Current Liabilities**

Trade Creditors	\$0.00
<i>Total Current Liabilities</i>	<u>\$0.00</u>

**Total LIABILITIES**\$0.00**EQUITY****Earnings**

Current Earnings	\$0.00
Accumulated Profits	\$0.00
<i>Total Earnings</i>	<u>\$0.00</u>

**Total EQUITY**\$0.00

Home



Customers



Suppliers



Reports



Launchpad



Sync Now



Backup



Help



Alerts



Book Details

12945  
57890  
43562  
Accounts

Calculator

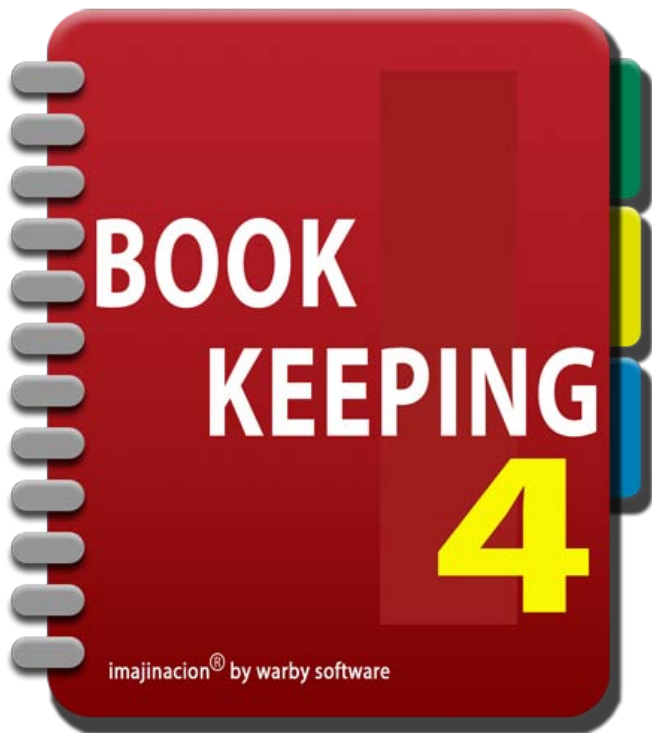


App Settings



Book Settings

SCREEN: CURRENT BALANCE



## **SALES TAX**

1. Sales tax codes , VAT codes , GST codes , HST codes
2. Create a new sales tax code
3. Sales Tax Code Buckets
4. Sales Tax Code Settings
5. Sales tax codes : Australia
6. Sales tax codes : United Kingdom
7. Sales tax codes : Canada
8. Applying Levies



## SALES TAX CODES , VAT CODES , GST CODES , HST CODES



### SALES TAX CODES LIST

Sales tax codes are set in the “Sales Tax Codes” screen which is accessible from the “Administration” menu item on the main menu.

The bookkeeping program is designed to work in many different countries and regions each of which have different sales tax arrangements. As such the program does not set up your sales tax codes, VAT codes, GST codes, HST codes, etc and you are required to do this for your particular country and region. This is a one time task that you need to do before using the program to enter sales or purchases if you want to capture the sales tax related to sales and purchases.

By default the program has a sales tax code of NT with 0% tax that is used for sales with no tax, and a sales tax code of TAX with 10% tax that is used for sales with tax. You can edit the TAX sales tax code and change its name to GST, VAT, etc and adjust the percentage rate to match the rate that you require for your jurisdiction.

The NT tax code is a system tax code used to record all sale and purchase related transactions that have no sales tax assigned. This is used for reports relating to sales taxes collected and paid. e.g. the Consolidated Tax Statement.

For Australian users, the program will set up a default set of GST tax codes for Australia. You may adjust these to meet your needs if required. For UK users, the program will set up a default set of VAT tax codes for the UK. You may adjust these to meet your needs if required. These default tax codes are a guide only and you need to ensure that they reflect your countries current taxation requirements.



## CREATE A NEW SALES TAX CODE

You can create additional sales tax codes that you require for your business by pressing the "+" button at the top right on the sales tax codes screen, or on the sales tax code screen itself.

Carrier 6:50 PM 100%

Sales Tax Codes TAX8 +

Sales Tax Code TAX8 Sales Tax Code Description GST on brokerage in SMSF

Display Name GSB Percent 10 Unclaimed Percent 25

Tax Type Sales

Use on Sales ON Use on Purchases ON Always Paid ON Always Collected OFF

Tax Collected Account GSB Collected

Tax Paid Account GSB Paid

Hide Tax Component OFF

Is Useable ON Is Group Tax Code OFF

Buckets For Tax Collected Buckets For Tax Collected Buckets For Total Collected G01

Buckets For Tax Paid Buckets For Tax Paid Buckets For Total Paid G11

0 Sub Sales Tax Codes

Add New Sub Sales Tax Code

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

SCREEN: SALES TAX CODE

When setting up tax codes a unique code for the "Sales Tax Code" will be assigned. In most cases you should not change this code.

Set the "Display Name" to the code that you wish to appear on invoices, orders, quotes, etc. The "Sales Tax Code Description" is to provide you with a description of the purpose of the tax code.

Having a separate sales tax code and display name means that you can define multiple different tax codes that all appear with the same display name on invoices, orders, and quotes.

If you are unsure of the correct sales tax codes that you require then you should contact your accountant, or government agency that deals with tax related issues.

The "Hide Tax Component" switch is used to hide a particular tax code from appearing on invoices. This may be required in certain jurisdictions and for certain tax codes.

The "Is Useable" switch is used to determine which tax codes are displayed on the tax code list. If you no longer wish to use a particular tax code then turn this switch OFF.

The "Percent" field is the sales tax rate. For example 10 represents 10% sales tax.

The "Unclaimed Percent" field is used where a percentage of the sales tax cannot be claimed from the tax office.

For example 25 represents 25% unclaimed or a reduced sales tax rate of 75% of the Percent field.

The "Always Paid" switch is used to force this sales tax to always be treated as tax paid.

The "Always Collected" switch is used to force this sales tax to always be treated as tax collected.

## SALES TAX CODE BUCKETS

Sales tax code buckets are an advanced facility to calculate summaries on the consolidated tax statement.

The "Buckets For Tax Collected", "Buckets for Tax Paid", "Buckets For Total Collected", and "Buckets For Total Paid" fields are used to calculate the summary totals on Consolidated Tax Statement.

The buckets are assigned with a comma between each bucket name.

The "Buckets For Tax Collected" will accumulate sales taxes collected for this tax code on the summary totals.

The "Buckets For Tax Paid" will accumulate sales taxed paid for this tax code on the summary totals.

The "Buckets For Total Collected" will accumulate the total amounts collected including taxes for this tax code on the summary totals.

The "Buckets For Total Paid" will accumulate the total amounts paid including taxes for this tax code on the summary totals.

### **Example**

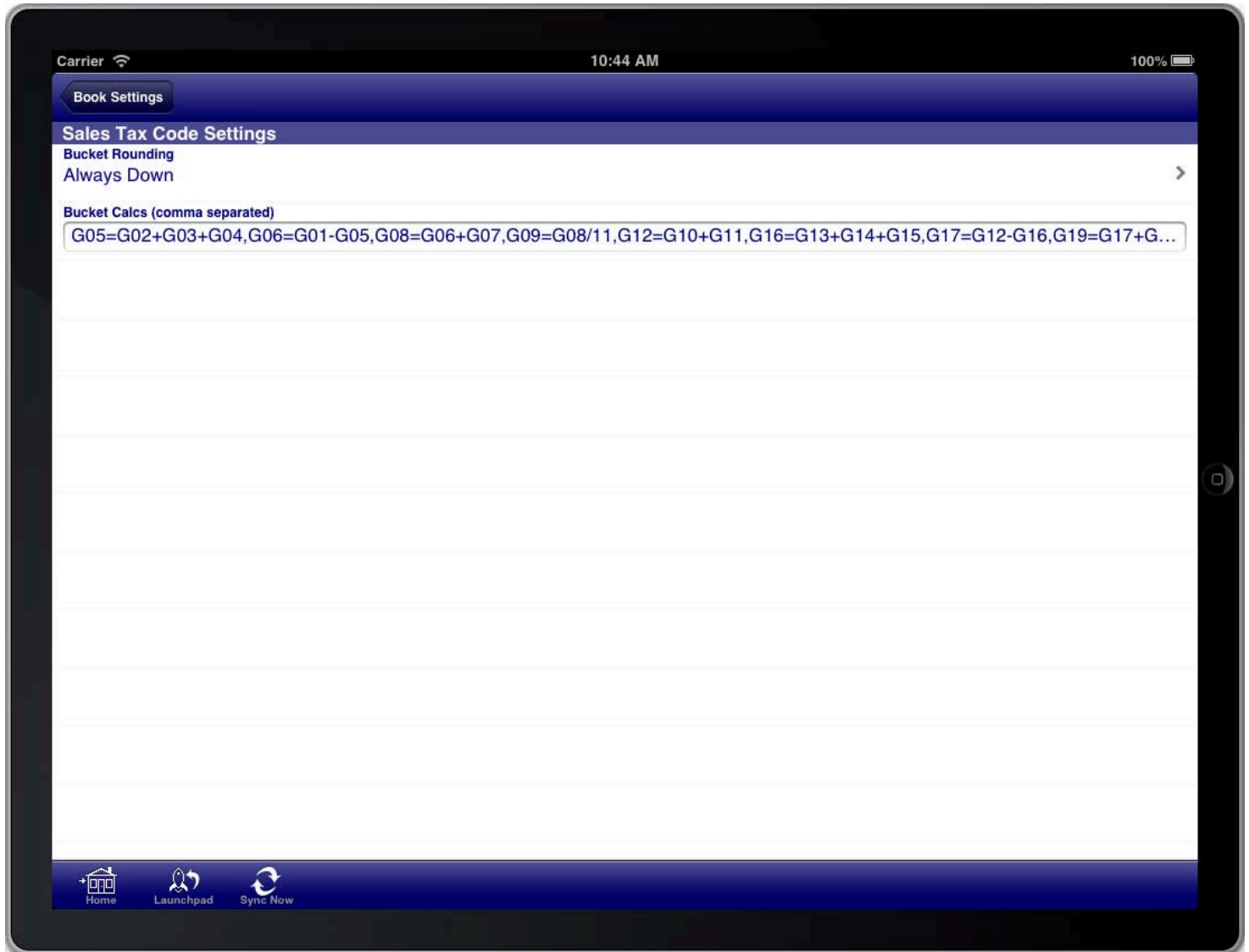
Bucket "G1" assigned to tax collected on VAT 10% will accumulate all taxes for tax code VAT into the G1 bucket

Bucket "G2" assigned to total collected on VAT 10% will accumulate all sales for tax code VAT into the G2 bucket

The summary section of the "Consolidated Tax Statement" will list G1 and G2 buckets with their respective totals.

You can use the bucket facility to calculate the totals of particular taxes to assist with filling out any sales tax remittance to tax authorities.

## SALES TAX CODE SETTINGS



### SALES TAX CODE SETTINGS

The sales tax code settings are accessed from the "Book Settings" screen.

You can set the rounding method for the bucket totals to match what you require.

You can also set additional bucket calculations in the "Bucket Calcs" field. Place a comma between each calculation.

Bucket calculations are calculations that are performed on buckets that were collected via the sales tax codes configuration. This allows you to perform additional calculations, for example subtracting one bucket from another, and placing the result into another bucket. You can use the basic mathematical operations of addition, subtraction, division, and multiplication. You can use numbers as well as the bucket names in expressions.

You can use the buckets and bucket calculations to calculate summary totals for your Australian BAS statement, your UK VAT return, or for users in other countries for your countries specific sales tax return requirements.

## SALES TAX CODES : AUSTRALIA

For Australia you will most likely require a sales tax code of GST with 10%, and another sales tax code of GCA with 10% to record sales and purchases of capital goods. You may also require additional sales tax codes for other categories of goods and services tax (GST). You should consult your accountant if you are unsure what other sales tax categories you require and what the rate should be.

The common sales tax codes for Australia are:

Code	Description
GST	Taxable Supply
GCA	Taxable Capital Expenditure
NT	Not Taxed
INP	Input Taxed Supply
FRE	Free of GST
ADJ	Adjustments
EXP	Export Sales
PVT	Private Use
WET	Wine Equilisation Tax

If you are unsure what rates to apply for each tax code then you should contact your accountant or the ATO.

These codes and rates were accurate as of the time of writing however they may change and therefore if you are unsure you should contact your accountant or the ATO.



### ADD AUSTRALIAN SALES TAXES OPTION MENU

You can set up a default set of sales tax codes for Australia from the sales tax codes screen by selecting "Add Australian Tax Codes" from the option menu. You can then adjust them as required before using them.

## SALES TAX CODES : UNITED KINGDOM

For the UK you will most likely require a sales tax code of VAT with 20% for VAT standard, you may need another for VAT with 5% for VAT reduced, and a third for VAT with 0% for VAT zero rate. You should consult your accountant if you are unsure what sales tax categories you require and what the rate should be.

If you are using the VAT Cash Accounting Scheme then you should use the Cash Consolidated Tax Statement as that is based upon receipts and payments, otherwise you would normally use the Accrual Consolidated Tax Statement as that is based upon sales and purchases.

If you are using the VAT Flat Rate Scheme then you can set up bucket calculations to calculate the flat rate percentage that you use for your selected business sector. Firstly set up buckets to calculate the total for your turnover from each of the sales tax codes in the "Buckets For Total Collected". Then set up a bucket calculation to multiply that bucket by the percentage you nominated and place the result into a new bucket. When you run the consolidated tax statement the summary section will then calculate your total turnover and the flat rate percentage amount for that turnover.

These codes and rates were accurate as of the time of writing however they may change and therefore if you are unsure you should contact your accountant or the HM Revenue & Customs.



### ADD UK SALES TAXES OPTION MENU

You can set up a default set of sales tax codes for the UK from the sales tax codes screen by selecting "Add UK Tax Codes" from the option menu. You can then adjust them as required before using them.

## SALES TAX CODES : CANADA

Canada has a variety of sales tax codes depending upon the province that you are dealing with. For example: Quebec Province has a GST of 5% and a PST of 9.975%. Ontario has a HST of 13%. You should consult your accountant if you are unsure what sales tax categories you require and what the rate should be.

These codes and rates were accurate as of the time of writing however they may change and therefore if you are unsure you should contact your accountant or the Canadian Revenue Agency.



### ADD CANADIAN SALES TAXES OPTION MENU

You can set up a default set of sales tax codes for Canada from the sales tax codes screen by selecting "Add Canadian Tax Codes" from the option menu. You can then adjust them as required before using them.



## APPLYING LEVIES

Levies can be applied as part of the sales tax calculations to determine and record obligations that you incur when purchasing or selling goods or services.

Common levies are import and export taxes. In Venezuela the seller is required to remit part of the VAT obligation of the purchaser and this too can be set up as a levy. In some states of the USA businesses are required to remit a levy for certain imports from other states into that state.

When a levy is calculated it is applied separate from the sales tax components of the transaction. The levy is calculated based upon the transaction values however it is recorded against levy accounts as an accrued obligation.

### For example:

You might purchase goods from another state and pay no sales tax, however you might be required to remit a 10% levy for importing those goods into the state.

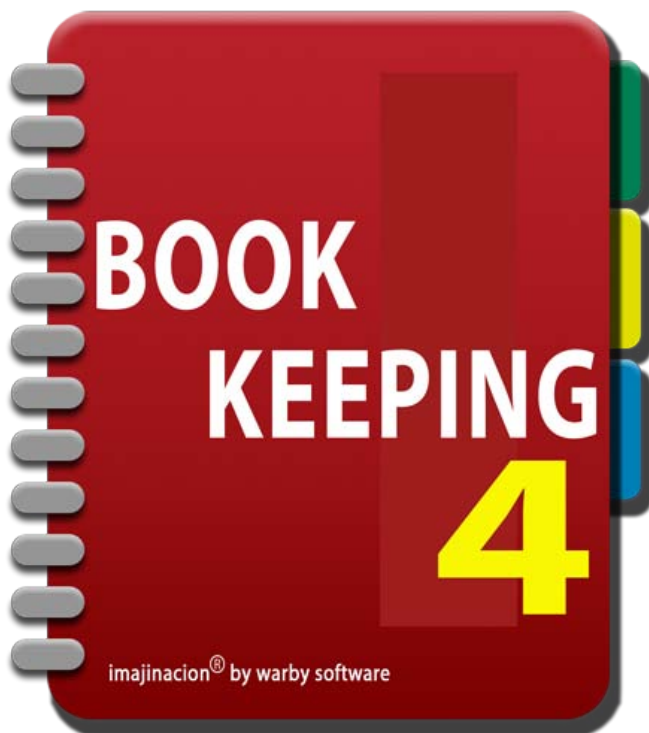
In this case you would set up a sales tax code with a "Tax Type" of "Levy" and a percentage of 10%.

The screenshot shows the 'Sales Tax Codes' screen for a code named 'TAX12'. The interface is divided into two columns. The left column contains fields for 'Sales Tax Code' (TAX12), 'Display Name' (LEVY), 'Tax Type' (Levy), 'Use on Sales' (OFF), 'Levy Collected Account' (Import Levy Payable), 'Levy Expense Account' (Import Levy Expense), 'Hide Tax Component' (OFF), 'Is Useable' (ON), and 'Buckets For Levy Collected' and 'Paid'. The right column contains fields for 'Sales Tax Code Description' (Import Levy), 'Percent' (10), 'Cost Base' (Ex-Tax), 'Use on Purchases' (ON), and 'Buckets For Total Collected' and 'Paid'. At the bottom, there is a section for '0 Sub Sales Tax Codes' with an 'Add New Sub Sales Tax Code' button. The bottom navigation bar includes icons for Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts, Calculator, App Settings, and Book Settings.

### LEVY EXAMPLE

In this example when you purchased items, that had no sales tax but required you to pay a levy for importing the goods, you would select the "LEVY" sales tax code for the purchased items. The levy would be calculated based upon the value of the goods excluding sales tax. This would be recorded as an additional expense for purchasing the items, and would also be recorded as a liability or obligation that you were required to pay.

If you need to apply sales tax and a levy then simply create a sales tax group and then create the sales tax code as a sub sales tax code of the group, and also create a levy tax code as another sub sales tax code for the group. Then on transactions (sales and purchases) use the group tax code instead of the individual tax codes.



## **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

Carrier 11:17 AM 100%

Sales Sale 86100001 + [Share]

Press the 'Add new sale line item' line to add a sale line item to this sale.  
Press the red minus to reveal the 'Delete' button.

Customer Name  
[Blue Arrow] Cash Sale

Invoice Number [Blue Arrow] 86100001 Invoice Type [Blue Arrow] Itemised Sale Date [Blue Arrow] 2 Jul 2013 Due Date [Blue Arrow] 2 Jul 2013 Is Quote [OFF]

Sale Description  
Sale Description

Total	Balance Due
\$0.00	\$0.00
Total (ex tax)	Recurring Sale
\$0.00	[OFF]

Bill To Address [Blue Arrow] Ship To Address [Blue Arrow]

Invoice Comments [Blue Arrow] Customer Reference [Customer Reference] Ship To Name [Cash Sale] Shipment Date [Blue Arrow]

Notes [Blue Arrow] Salesperson [Blue Arrow]

0 Sale Line Items

[Green Plus] Add new sale line item

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

### 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

Carrier 9:53 AM 100%

Sale E8100004

### Customer Name

Customer Name External Identifier

Customer Name E82

External Name (for Invoices/Quotes) Tax Number

External Name (for Invoices/Quotes) Tax Number

Ship To Name Business Number Default Invoice Type

Ship To Name Business Number Itemised

Default Payment Terms Credit Account

0 Days

Default Sale Account Default Account for Receipts

Customer Billing Address Customer Shipping Address

Cell/Mobile Phone Number Telephone Number Email Address Fax Number

Cell/Mobile Phone Number Telephone Number Email Address Fax Number

Contact Name 1 Contact Name 2

Contact Name 1 Contact Name 2

Invoice Comment 1 Invoice Comment 2

Prompt payment is appreciated. Thank you for your business.

Quote Comment 1 Quote Comment 2

Quote Comment 1 Quote Comment 2

Inactive Customer

OFF

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

### 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.

The screenshot shows the "Sale Line Items" screen for a sale with ID 86100001 and a total of \$1,100.00. The screen is divided into several sections:

- Sale Account:** General Sales (with a blue disclosure button).
- Line Description:** General Sales (with a blue disclosure button).
- Unit Price:** 1,000
- Quantity:** 1
- Sub Total:** \$1,000.00
- Discount %:** (empty field)
- Tax Inclusive:** OFF (toggle switch)
- UOM:** (blue disclosure button)
- Tax:** \$100.00
- Item Total:** \$1,100.00
- Available Qty:** 1
- Balance Due:** \$1,100.00
- Sales Tax Code:** GST (10%) (with a blue disclosure button)

Below the line item details, there is a section for "0 Job Associations" with a green plus button and the text "Add New Job Association".

The bottom of the screen features a toolbar with various icons: Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts (with a sub-total of 12945, 67990, 48662), Calculator, App Settings, and Book Settings.

### 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.

Carrier

10:06 AM

100%

E8100003 [Total \$1,149.75]

Export Sales

+

Account Number

40080

Account Type

Revenue

Account Name

Export Sales

Cash Flow Category

Operating Activities

Default Sales Tax Code

Use On Sales

ON

Is Freight

OFF

System Account

NO

View Ledger

>> View Ledger

Lock Defaults

OFF

Default Sale Description

Export Sales

Default Sale Unit Price

Default Sale Unit Price

Default Sale Total Price

Default Sale Total Price

Default Sale Tax Inclusive

OFF

Default Sale Quantity

Default Sale Quantity

Default Purchase Description

Export Sales

Default Purchase Unit Price

Default Purchase Unit Price

Default Purchase Total Price

Default Purchase Total Price

Default Purchase Tax Inclusive

OFF

Default Purchase Quantity

Default Purchase Quantity

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f(x)

Match Rules

Book Details

12945  
67800  
43562  
Accounts

Calculator

App Settin

### 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.

Carrier 11:21 AM 100%

**Sale 86100001**

Optionally select the deposit account if you wish to enter the sale payment immediately  
Press the red minus to reveal the 'Delete' button.

Customer Name: Bob Jones

Invoice Number: 86100001 Invoice Type: Itemised Sale Date: 2 Jul 2013 Due Date: 2 Jul 2013 Is Quote: OFF

Sale Description: General Sales

Total	Balance Due	Paid Today	Overpaid
\$1,100.00	\$1,100.00	\$0.00	\$0.00

Total (ex tax): \$1,000.00

Recurring Sale: OFF

Bill To Address: Ship To Address: Ship To Name: Bob Jones Shipment Date: Salesperson:

Invoice Comments: Customer Reference: Notes:

**1 Sale Line Items**

- General Sales
- General Sales
- 1 @ \$1,000.00 , \$1,100.00 total , \$1,100.00 owing

+ Add new sale line item

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### 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".

Carrier 10:23 AM 100%

Sale E8100003 Invoice E8100003

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

**TAX INVOICE**  
Invoice E8100003  
Sale Date 9 Apr 2013  
Due Date 9 Apr 2013  
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**Sale To**  
Cash Sale  
14 Smith Crescent  
Altona Vic 2726

**Ship To**  
Cash Sale  
14 Smith Crescent  
Altona Vic 2726

Description	Price	Quantity	Value
Export Sales	\$100.00	10	\$1,000.00
<b>Items with an "" have tax.</b>	<b>Total Value</b>		\$1,000.00
<b>Payment Terms 0 Days</b>	<b>Total Tax</b>		\$0.00
	<b>Total Due</b>		\$1,000.00
	<b>Total Applied</b>		\$1,000.00
	<b>Balance Due</b>		\$0.00

### 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.

Carrier 11:22 AM 100%

E8100003 [Total \$1,000.00] **Freight Charges** +

Account Number: 40100 Account Type: Revenue

Account Name: Freight Charges

Default Sales Tax Code: Cash Flow Category: Operating Activities

Use On Sales: ON Is Freight: ON

System Account: NO View Ledger: View Ledger

Lock Defaults: OFF

Default Sale Description: Freight Charges

Default Sale Unit Price: Default Sale Total Price

Default Sale Tax Inclusive: OFF Default Sale Quantity

Default Purchase Description: Freight Charges

Default Purchase Unit Price: Default Purchase Total Price

Default Purchase Tax Inclusive: OFF Default Purchase Quantity

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### 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

Carrier 11:24 AM 100%

**Receipts** **Receipt 86200002** +

*Press the 'Add new receipt line item' line to add a receipt line item to this receipt.  
Press the red minus to reveal the 'Delete' button.*

**Customer Name** Bob Jones = \$0.00 **Is Refund** NO **View Ledger** View Ledger

**Receipt Description** Receipt From Bob Jones **Receipt Number** 86200002 **Receipt Date** 2 Jul 2013

**Deposit Account** Bank Account = \$1,100.00 **Customer Cheque Number** Customer Cheque Number **Receipt Total** 1,100 **Overpaid**

**Charges Total** \$0.00

**Notes**

**1 Receipt Line Items**

86100001 : 2 Jul 2013 : General Sales  
1 for \$1,100.00 , \$1,100.00 received

Add new receipt line item

**Navigation Bar:** Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts, Calculator, App Settings, Book Settings

### 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.

Carrier 11:44 AM 100%

Receipt E8200001 E8200001 [Total \$100.00] +

Applied to Sale Applied to Sale Item

→ E8100001 - Sale Account → Sale Account

Sale Quantity Receipt Quantity Amount

1 1 100

0 Job Associations

Add New Job Association >

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### 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

Carrier 11:26 AM 100%

**Adjustments** Adjustment 86100002 + ↗

Use the receipts or refunds facility to record payment for the adjustment.  
Press the red minus to reveal the 'Delete' button.

Customer Name: Bob Jones Original Sale: >> 86100001

Invoice Number: 86100002 Invoice Type: Itemised Adjustment Date: 2 Jul 2013 Due Date: 2 Jul 2013

Adjustment Reason: General Sales

Total	Balance Due
(\$1,100.00)	(\$1,100.00)
Total (ex tax)	
(\$1,000.00)	

Bill To Address: Ship To Address:

Invoice Comments: Customer Reference: Ship To Name: Bob Jones Shipment Date:

Notes: Salesperson:

**1 Adjustment Line Items**

- General Sales
- General Sales
- 1 @ \$1,000.00 , (\$1,100.00) total , \$0.00 owing

+ Add new adjustment line item

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### 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

Carrier 11:27 AM 100%

Adjustment 86100002 86100002 [Total (\$1,100.00)] +

To reverse an existing line item select the related sale item to reverse  
To add a new line item to the sale select a sale account

Sale Account

Line Description

Adjusted Sale Item

0 Job Associations

+ Add New Job Association

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### 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

Carrier

11:27 AM

100%

Adjustment 86100002

86100002 [Total (\$1,100.00)]

+

Sale Account

General Sales

Line Description

txt

General Sales

Unit Price

\$1,000.00

Tax Inclusive

NO

Item Total

(\$1,100.00)

Sales Tax Code

GST (10%)

Quantity

-1

UOM

Available Qty

0

Sub Total

(\$1,000.00)

Tax

(\$100.00)

Balance Due

\$0.00

Discount %

0%

Adjusted Sale Item

General Sales

0 Job Associations

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57890  
43210  
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## 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

Carrier

11:29 AM

100%

Adjustment 86100002

86100002 [Total (\$1,150.00)]

+

Sale Account

General Sales

Line Description

General Sales

Unit Price

50

Tax Inclusive

OFF

Item Total

(\$50.00)

Sales Tax Code

NT

Quantity

-1

UOM

Available Qty

-1

Sub Total

(\$50.00)

Tax

\$0.00

Balance Due

(\$50.00)

Discount %

Discount %

Adjusted Sale Item

0 Job Associations

Add New Job Association

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57890  
43210  
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## 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

Carrier

11:30 AM

100%

Adjustments

Adjustment 86100002

+

Use the receipts or refunds facility to record payment for the adjustment.  
Press the red minus to reveal the 'Delete' button.

Customer Name

Bob Jones

Original Sale

>> 86100001

Invoice Number

86100002

Invoice Type

Itemised

Adjustment Date

2 Jul 2013

Due Date

2 Jul 2013

Adjustment Reason

Replacement of faulty goods and short shipment

Total

(\$50.00)

Balance Due

(\$50.00)

Total (ex tax)

(\$50.00)

Bill To Address

Ship To Address

Invoice Comments

Customer Reference

Customer Reference

Ship To Name

Bob Jones

Shipment Date

Notes

Salesperson

3 Adjustment Line Items

-

General Sales

General Sales

-1 @ \$1,000.00 , (\$1,100.00) total , \$0.00 owing

>

-

General Sales

General Sales

-1 @ \$50.00 , (\$50.00) total , (\$50.00) owing

>

-

General Sales

General Sales

1 @ \$1,000.00 , \$1,100.00 total , \$1,100.00 owing

>

+ Add new adjustment line item

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567890  
43210  
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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.

Carrier
11:27 AM
100%

Adjustment 86100002
86100002 [Total (\$1,100.00)]
+

Sale Account
General Sales

Line Description
General Sales

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
\$1,000.00	NO	(\$1,100.00)	GST (10%)
Quantity	UOM	Available Qty	
-1		0	
Sub Total	Tax	Balance Due	
(\$1,000.00)	(\$100.00)	\$0.00	
Discount %			
0%			
Adjusted Sale Item			
General Sales			

0 Job Associations

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### EXAMPLE ADJUSTMENT LINE ITEM FOR RETURNED ITEM

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

Carrier
11:31 AM
100%

Adjustment 86100002
86100002 [Total (\$50.00)]
+

Sale Account
General Sales

Line Description
General Sales replacement item

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
\$1,000.00	NO	\$1,100.00	GST (10%)
Quantity	UOM	Available Qty	
1		0	
Sub Total	Tax	Balance Due	
\$1,000.00	\$100.00	\$0.00	
Discount %			
0%			

Adjusted Sale Item
General Sales

0 Job Associations

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### 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.

Carrier 11:32 AM 100%

**Adjustments** Adjustment 86100002 + ↗

Use the receipts or refunds facility to record payment for the adjustment.  
Press the red minus to reveal the 'Delete' button.

Customer Name  
Bob Jones

Invoice Number 86100002 Invoice Type Itemised Adjustment Date 2 Jul 2013 Due Date 2 Jul 2013

Adjustment Reason  
Replacement of faulty goods and short shipment

Total	Balance Due
(\$50.00)	(\$50.00)
Total (ex tax)	
(\$50.00)	

Bill To Address Ship To Address

Invoice Comments Customer Reference Ship To Name Bob Jones

Notes Salesperson

**3 Adjustment Line Items**

- General Sales  
General Sales  
-1 @ \$1,000.00 , (\$1,100.00) total , \$0.00 owing
- General Sales  
General Sales  
-1 @ \$50.00 , (\$50.00) total , (\$50.00) owing
- General Sales  
General Sales replacement item  
1 @ \$1,000.00 , \$1,100.00 total , \$0.00 owing

+ Add new adjustment line item

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Options

- Cancel
- View Adjustment
- View Sale Statement
- View Packing Slip
- Pay Refund
- Add New Line Item
- View Ledger

### 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  
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**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
<b>Items with an "" have tax.</b>		<b>Total Value</b>	\$0.00
<b>Payment Terms 0 Days</b>		<b>Total Tax</b>	\$0.00
		<b>Total Adjustment</b>	\$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

Carrier 11:35 AM 100%

**Refunds** **Refund 86200003** +

*Press the 'Add new refund line item' line to add a refund line item to this refund.  
Press the red minus to reveal the 'Delete' button.*

**Customer Name**  
▶ Bob Jones = (\$50.00) Is Refund YES

**Refund Description**  
Refund To Bob Jones Refund Number 86200003

**Withdrawal Account**  
▶ Bank Account = \$1,100.00 Refund Total

Charges Total  
\$0.00

**Notes**

**0 Refund Line Items**

+ Add new refund line item

**Options**

- Cancel
- Add All Open Refunds
- Add New Line Item
- Add Standard Charge

**Navigation Bar:** Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts, Calculator, App Settings, Book Settings

### 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 were refunded from, or you can select a customer's 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 customer's 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.

Carrier 11:35 AM 100%

Refund 86200003 86200003 [Total \$50.00] +

Applied to Sale Applied to Sale Item

86100002 - Replacement of faulty goods and short shipment General Sales

Sale Quantity Refund Quantity Amount

-1 1 50

0 Job Associations

+ Add New Job Association

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### 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.



Carrier
14:48
100%

Items
gift20 : Gift Voucher £20
+

Item Number / SKU
gift20

Opening Balance Date
1 Apr 2013

Default Job

Item Is Sold
ON

Item Is Bought
OFF

Sell Unit Price
20

Is iTunesConnect Product
OFF

Item Category
Vouchers

Opening Balance Quantity

Default Unit of Measure

Item Is Inventoried
OFF

Sale Part Number
gift20

Item Description
Gift Voucher £20

Opening Balance Value

Sales Tax Code
VAT (20%)

Sale Account
Gift Vouchers Sold

Purchases	Adjustments	RFQs	Total	Sales	Quotes	Total Allocated	Available Quantity
0	0	0	0	1	0	0	-1

Purchases	Adjustments	RFQs	Total	Sales	Quotes	Available Value
£0.00	£0.00	£0.00	£0.00	£20.00	£0.00	£0.00

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## 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.

Carrier
14:48
100%

Items
redeem20 : Voucher £20 Redemption
+

Item Number / SKU  
redeem20

Item Category  
Redemptions

Item Description  
Voucher £20 Redemption

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  
redeem20

Sale Account  
Gift Voucher Redemptions

Item Is Bought  
OFF

Sell Unit Price  
-20

Is iTunesConnect Product  
OFF

Purchases	Adjustments	RFQs	Total	Sales	Quotes	Total Allocated	Available Quantity
0	0	0	0	1	0	0	-1

Purchases	Adjustments	RFQs	Total	Sales	Quotes	Available Value
£0.00	£0.00	£0.00	£0.00	-£20.00	£0.00	£0.00

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## 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

Item Category

Item Description

Opening Balance Date

Opening Balance Quantity

Opening Balance Value

Sales Tax Code

Default Job

Default Unit of Measure

Item Is Sold
☒ ON

Item Is Bought
☐ OFF

Sale Part Number

Sale Account

Sell Unit Price

Is iTunesConnect Product
☐ OFF

Purchases	Adjustments	RFQs	Total	Sales	Quotes	Total Allocated	Available Quantity
0	0	0	0	1	1	0	-1

Purchases	Adjustments	RFQs	Total	Sales	Quotes	Available Value
£0.00	£0.00	£0.00	£0.00	£20.00	£20.00	£0.00

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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.

Carrier 16:29 100%

**Sale E8100001**

Optionally select the deposit account if you wish to enter the sale payment immediately  
Swipe a sale line item to reveal the 'Delete' button.

Customer Name: >> Mary Smith  
Receipts: >> 1 Receipts  
Receipt Date: 11 Apr 2013

Invoice Number: E8100001  
Invoice Type: Itemised  
Sale Date: 11 Apr 2013  
Due Date: 11 Apr 2013  
Pending Sale: NO

Sale Description: Gift Voucher £20  
Deposit Account: Cash on Hand  
Cheque Number: Cheque Number

Total: £24.00  
Balance Due: £0.00  
Paid Today: 24  
Overpaid: £0.00

Total (ex tax): £20.00  
Recurring Sale: OFF

Bill To Address: >  
Ship To Address: >

Invoice/Quote Comments: Invoice/Quote Comments  
Customer Reference: Customer Reference  
Ship To Name: Mary Smith  
Shipment Date: >

Notes: txt

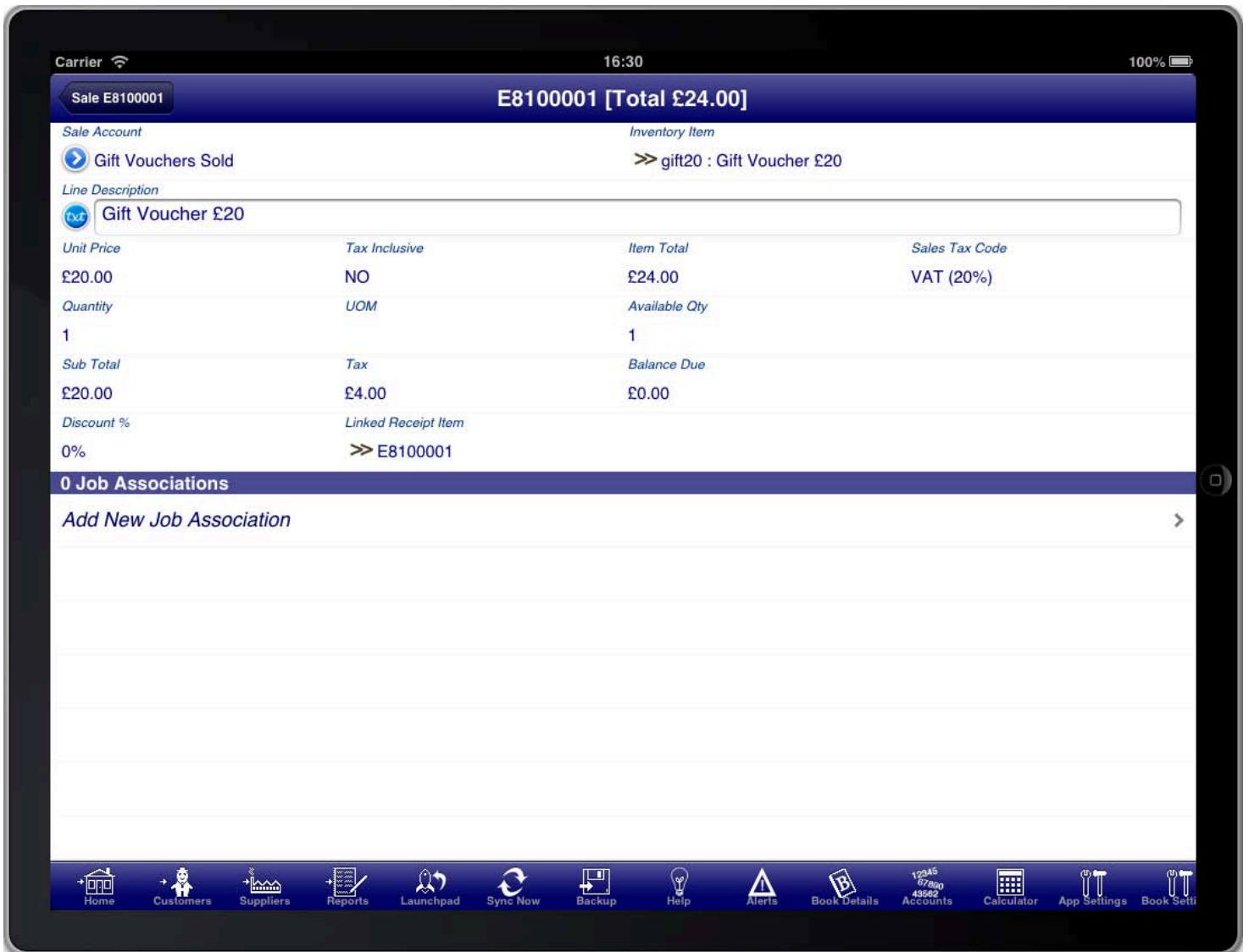
**1 Sale Line Items**

Gift Vouchers Sold  
gift20 - Gift Voucher £20  
1 @ £20.00 , £24.00 total , £0.00 owing

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### 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.

The screenshot shows a mobile application interface for processing a sale. At the top, the status bar shows 'Carrier', signal strength, time '16:33', and battery '100%'. The app header is 'Sales' with a 'Sale E8100002' title and a share icon. Below the header, a note says: 'Optionally select the deposit account if you wish to enter the sale payment immediately. Swipe a sale line item to reveal the 'Delete' button.'

The form contains the following fields and sections:

- Customer Name:** Jayne Seymour
- Receipts:** >> 0 Receipts
- Invoice Number:** E8100002
- Invoice Type:** Itemised
- Sale Date:** 11 Apr 2013
- Due Date:** 11 Apr 2013
- Pending Sale:** OFF (toggle)
- Sale Description:** Treatment #1
- Deposit Account:** (dropdown arrow)
- Summary Table:**

	Total	Balance Due	Paid Today	Overpaid
	£0.00	£0.00	£0.00	£0.00
Total (ex tax)	£0.00			
- Recurring Sale:** OFF (toggle)
- Bill To Address:** (dropdown arrow)
- Ship To Address:** (dropdown arrow)
- Invoice/Quote Comments:** Invoice/Quote Comments
- Customer Reference:** Customer Reference
- Ship To Name:** Jayne Seymour
- Shipment Date:** (dropdown arrow)
- Notes:** (text input with 'txt' icon)

**2 Sale Line Items**

- Treatment #1 Sales
- treat1 - Treatment #1
- 1 @ £20.00 , £24.00 total , £24.00 owing
- Gift Voucher Redemptions
- redeem20 - Voucher £20 Redemption
- 1 @ -£20.00 , -£24.00 total , -£24.00 owing
- Add new sale line item

The bottom navigation bar includes icons for: Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts (12345, 57890, 43210), Calculator, App Settings, and Book Settings.

## 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.

Carrier
16:33
100%

Sale E8100002
E8100002 [Total £0.00]
+

Sale Account
Treatment #1 Sales

Inventory Item
treat1 : Treatment #1

Line Description
Treatment #1

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
20	OFF	£24.00	VAT (20%)
Quantity	UOM	Available Qty	
1		1	
Sub Total	Tax	Balance Due	
£20.00	£4.00	£24.00	
Discount %			
Discount %			

0 Job Associations
Add New Job Association

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### 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.



Carrier

16:33

100%

Sale E8100002

E8100002 [Total £0.00]

+

Sale Account

Gift Voucher Redemptions

Inventory Item

redeem20 : Voucher £20 Redemption

Line Description

txf

Voucher £20 Redemption

Unit Price

-20

Tax Inclusive

OFF

Item Total

-£24.00

Sales Tax Code

VAT (20%)

Quantity

1

UOM

Available Qty

1

Sub Total

-£20.00

Tax

-£4.00

Balance Due

-£24.00

Discount %

Discount %

0 Job Associations

Add New Job Association

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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.

Gift Vouchers		Current Balance
<b>ASSETS</b>		
<b>Current Assets</b>		
Trade Debtors		£0.00
Bank Account		£0.00
<i>Total Current Assets</i>		<u>£0.00</u>
<b>Other Assets</b>		
Cash on Hand		£24.00
<i>Total Other Assets</i>		<u>£24.00</u>
<b>VAT Collected</b>		
VAT Standard Collected		-£4.00
VAT Standard Paid		£0.00
VAT Reduced Collected		£0.00
VAT Reduced Paid		£0.00
<i>Total VAT Collected</i>		<u>-£4.00</u>
<b>Total ASSETS</b>		<u><b>£20.00</b></u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Trade Creditors		£0.00
<i>Total Current Liabilities</i>		<u>£0.00</u>
<b>Total LIABILITIES</b>		<u><b>£0.00</b></u>
<b>EQUITY</b>		
<b>Earnings</b>		
Current Earnings		£20.00

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### 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.

Carrier

16:36

100%

Gift Vouchers

Current P&L

REVENUE

Gift Vouchers Sold

£20.00

Gift Voucher Redemptions

-£20.00

Treatment #1 Sales

£20.00

Total REVENUE

£20.00

Net Profit

£20.00

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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.

The screenshot displays the 'Gift Vouchers' account creation interface. At the top, the status bar shows 'Carrier', signal strength, time '16:38', and battery '100%'. The app header is 'Gift Vouchers' with a '+' icon on the right. Below the header, the form includes:

- Account Number:** 41140
- Account Name:** Gift Vouchers
- Account Type:** Revenue (selected with a blue arrow icon)
- Inactive Account:** NO
- Is Summary Account:** ON (toggle switch)
- Reporting Level:** 1 (selected with a blue arrow icon)

The bottom navigation bar features the following icons from left to right: Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Match Rules, Book Details, Accounts, Calculator, and App Settings.

### SUMMARY ACCOUNT FOR GIFT VOUCHERS

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

Carrier 16:39 100%

AccountsProduct and Service Sales+

Account Number41150

Account TypeRevenue

Account NameProduct and Service Sales

Inactive AccountNO

Is Summary AccountON

Reporting Level1

Home

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f(x)Match Rules

BBook Details

129456780043562Accounts

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App Settin

### 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.

Carrier 14:58 100%

Gift Vouchers

Accounts

+

Q

### 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.)

Carrier

16:40

100%

Gift Vouchers

Current P&L

REVENUE

Gift Vouchers

Gift Vouchers Sold

Gift Voucher Redemptions

Total Gift Vouchers

Product and Service Sales

Treatment #1 Sales

Total Product and Service Sales

Total REVENUE

Net Profit

£20.00

-£20.00

£0.00

£20.00

£20.00

£20.00

£20.00

£20.00

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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

Carrier 19:20 100%

Quotes Quote E8100003

Swipe a quote line item to reveal the 'Delete' button.

Customer Name Jayne Seymour Status Open

Quote Number E8100003 Quote Type Itemised Quote Date 11 Apr 2013 Due Date 18 Apr 2013 Is Quote ON

Quote Description Treatment #1

Total £24.00

Total (ex tax) £20.00

Bill To Address 14 Smith Row, London, SW6 1HT Ship To Address

Quote Comments Quote Comments Customer Reference Customer Reference Ship To Name Jayne Seymour

Notes

1 Quote Line Items

Treatment #1 Sales

treat1 - Treatment #1

1 @ £20.00 , £24.00 total , £24.00 owing

Add new quote line item

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### 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".

Carrier 19:20 100%

Quote E8100003 Quote E8100003

**Gift Vouchers**  
14 Smith Row  
London SW6 1HT

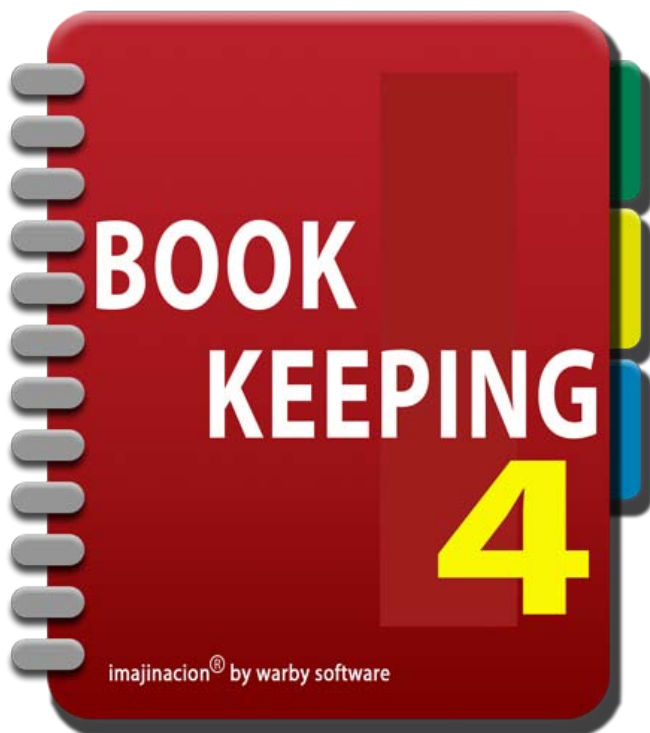
**QUOTATION**  
Quote E8100003  
Date 11 Apr 2013  
Expires 18 Apr 2013  
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**To:**  
Jayne Seymour  
14 Smith Row  
London SW6 1HT

Part Number	Description	Price	Quantity	Value
treat1	Treatment #1	£20.00	1	£20.00 *
Items with an "*" have tax.		<b>Total Value</b>		£20.00
		<b>Total Tax</b>		£4.00
		<b>Total Due</b>		£24.00

### 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.



## **PURCHASES**

1. **Creating A Purchase**
2. **Purchases List**
3. **Purchase Summary**
4. **Create New Supplier**
5. **Purchase Line Items**
6. **Adding Purchase Accounts**
7. **Making Immediate Payment**
8. **Generating A Purchase Order**
9. **Customising The Purchase Order**
10. **Using Freight Charges**

## **MAKING PAYMENTS FOR PURCHASES**

1. **Making Payment**
2. **Payments List**
3. **Payment Summary**
4. **Payment Line Items**

## **PURCHASE RETURNS**

1. **Processing Suppliers Returns**
2. **Creating A Purchase 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**

## **PURCHASE REFUNDS**

1. **Processing Supplier Refunds**
2. **Creating A Purchase Refund**
3. **Refund Summary**
4. **Refund Line Items**

## **REQUEST FOR QUOTATIONS (RFQs)**

1. **Creating A RFQ**
2. **RFQs List**
3. **RFQ Summary**
4. **Generating A RFQ**

# CREATING A PURCHASE ORDER / ENTERING A PURCHASE

One of the most common tasks that a small business will do is to create a purchase order or enter a purchase. In Bookkeeping you enter a purchase and then generate the purchase order from the purchase 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.



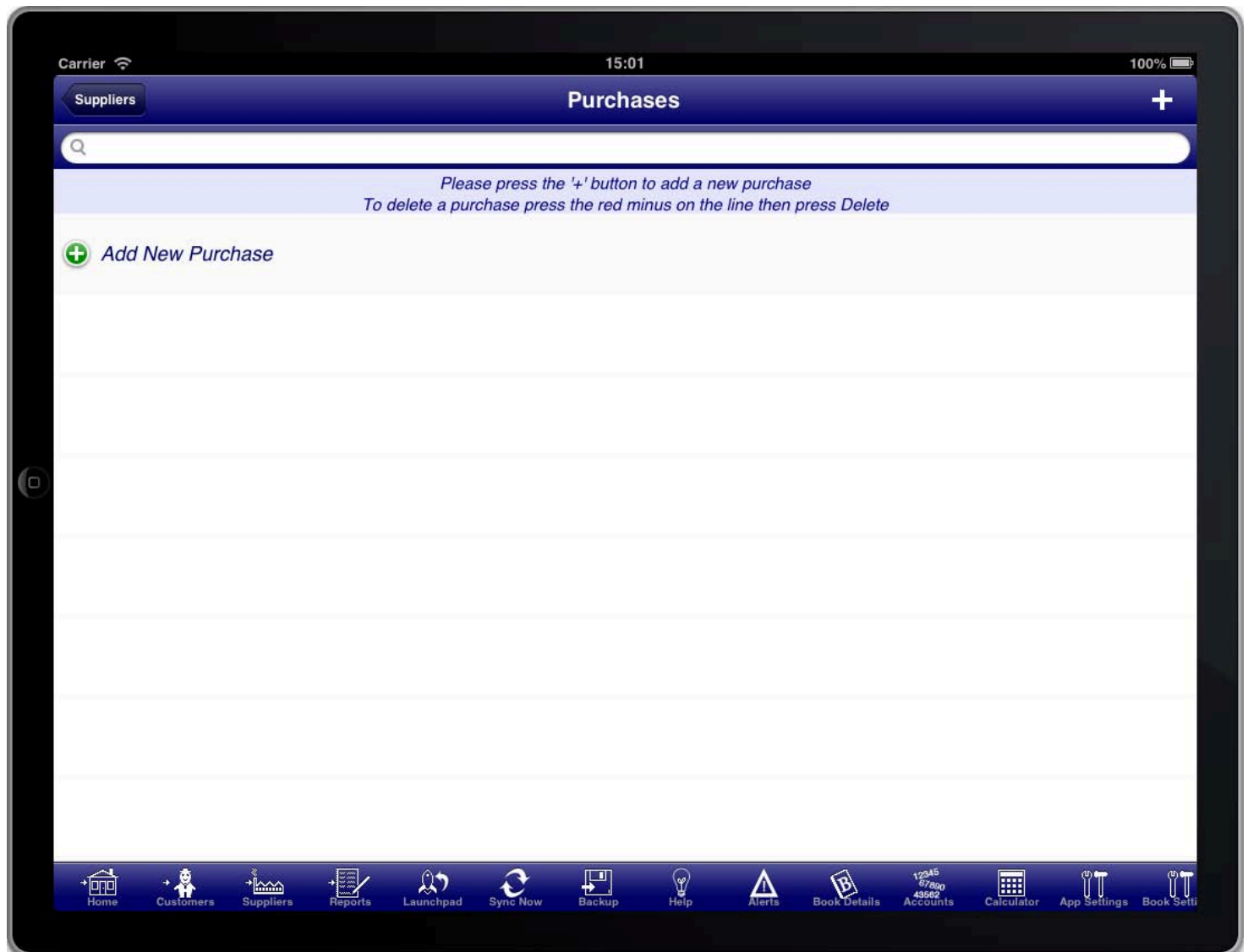
SCREEN: SUPPLIERS MAIN MENU

Purchases are part of the suppliers module which is accessed from the "Suppliers" menu button on the main menu, or from the "Suppliers" toolbar icon at the bottom of the screen.

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

## PURCHASES LIST

All purchases are conveniently accessed from the “Purchases” menu item on the suppliers menu.



### SCREEN: PURCHASES LIST

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



## PURCHASE SUMMARY

Carrier 2:35 PM 100%

**Purchases** **Purchase E8300001**

Optionally select the withdrawal account if you wish to enter the purchase payment immediately  
Swipe a purchase line item to reveal the 'Delete' button.

Supplier Name: Hats Galore Pty Ltd

Payments: >> 0 Payments

Order Number: E8300001 Order Type: Itemised Purchase Date: 10 Apr 2013 Due Date: 10 Apr 2013 Is RFQ: OFF

Purchase Description: Hat Purchase

Total	Balance Due	Paid Today	Overpaid
\$57.49	\$57.49	\$0.00	\$0.00
Total (ex tax)			
\$50.00			

Withdrawal Account: [Select]

Recurring Purchase: OFF

Supplier Address: 191 Main Road, Werribee, Vic, 2323

Ship To Address: 14 Smith Crescent, Altona, Vic, 2726

Purchase Comments: Supplier Reference: Ship To Name: My Business Books Received Date: [Select]

Notes: [Text]

**1 Purchase Line Items**

Hat Purchases  
Hat Purchases  
1 @ \$50.00 , \$57.49 total , \$57.49 owing

Add new purchase line item

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### SCREEN: PURCHASE 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 Purchase the first important information is the "Supplier Name" field. Press the blue disclosure to select the Supplier that the Purchase is for. There is a default Supplier created for you called "Cash Purchase". This is used when you wish to enter a Purchase without specifying the Supplier. If you wish to create the Purchase for a specific Supplier then, if you have not done so previously, press the "+" button at the top right of the screen to create a new Supplier.

Most information on the Purchase screen is populated for you. However you may need to adjust the "Purchase Date" to the date of the Purchase.

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

The "Order Type" field determines whether the purchase order has quantities and units of measure or now.

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

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

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

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

## CREATING A NEW SUPPLIER

Carrier 2:29 PM 100%

Purchase E8300001 Hats Galore Pty Ltd

Supplier Name Hats Galore Pty Ltd External Identifier E82

External Name (for Orders) External Name (for Orders) Tax Number Tax Number

Ship To Name My Business Books Business Number Order Type Itemised

Default Payment Terms 0 Days Credit Account

Default Purchase Account Default Account for Payments

Supplier Billing Address 191 Main Road, Werribee, Vic, 2323 Our Shipping Address 14 Smith Crescent, Altona, Vic, 2726

Cell/Mobile Phone Number Telephone Number Email Address Fax Number

Contact Name 1 Contact Name 1 Contact Name 2 Contact Name 2

Order Comment 1 Order Comment 1 Order Comment 2 Order Comment 2

Quote Comment 1 Quote Comment 1 Quote Comment 2 Quote Comment 2

Inactive Supplier OFF

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### SCREEN: SUPPLIER DETAILS

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

Once you have filled in the details that you want (especially the supplier's name) you should press the “Back Button” to return to the “Purchase Summary” screen.

## PURCHASE LINE ITEMS

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

Carrier 2:31 PM 100%

Purchase E8300001 E8300001 [Total \$57.49] +

Purchase Account  
→ Hat Purchases

Line Description  
tvf Hat Purchases

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	OFF	\$57.49	→ TAX (14.975%)
Quantity	UOM	Available Qty	
1	→	1	
Sub Total	Tax	Balance Due	
\$50.00	\$7.49	\$57.49	
Discount %			
Discount %			

0 Job Associations

Add New Job Association >

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### SCREEN: PURCHASE LINE ITEMS

The Purchase line item is used to enter the details of the Purchase. It can be used for information purposes only in which case you only enter the "Line Description". Otherwise you must select the "Purchase 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.

Purchase accounts are used to categorise each of the line items of your Purchase. For example you might have an expense account for general Purchases, another expense account for freight charges that you are charged by suppliers, etc.

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

Once you have selected a purchase account the Purchase 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 purchase 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 Purchase item screen.

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

## ADDING PURCHASE ACCOUNTS

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

Carrier 2:33 PM 100%

**Purchase Account** **Hat Purchases** +

Account Number: 60020 Account Type: Expense

Account Name: Hat Purchases

Default Sales Tax Code: TAX (14.975%) Cash Flow Category: Operating Activities

Use On Purchases: ON

Is Freight: OFF

System Account: NO View Ledger: >> View Ledger

Lock Defaults: OFF

Default Sale Description: Hat Purchases

Default Sale Unit Price: Default Sale Unit Price Default Sale Total Price: Default Sale Total Price

Default Sale Tax Inclusive: OFF Default Sale Quantity: Default Sale Quantity

Default Purchase Description: Hat Purchases

Default Purchase Unit Price: Default Purchase Unit Price Default Purchase Total Price: Default Purchase Total Price

Default Purchase Tax Inclusive: OFF Default Purchase Quantity: Default Purchase Quantity

Home Customers Suppliers Reports Launchpad Sync Now Backup Help Alerts Match Rules Book Details Accounts Calculator App Settings

### 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 Purchase accounts are set as Expenses Accounts.

Expense accounts are shown in the profit & loss statement in the expense section.

## MAKING IMMEDIATE PAYMENT

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

Carrier 2:27 PM 100%

**Purchases** **Purchase E8300001**

Optionally select the withdrawal account if you wish to enter the purchase payment immediately  
Swipe a purchase line item to reveal the 'Delete' button.

Supplier Name: >> Hats Galore Pty Ltd  
Payments: >> 1 Payments  
Payment Date: 10 Apr 2013

Order Number: E8300001  
Order Type: Itemised  
Purchase Date: 10 Apr 2013  
Due Date: 10 Apr 2013  
Is RFQ: NO

Purchase Description: Hat Purchase  
Withdrawal Account: Cheque Account  
Cheque Number: 1716

Total: \$57.49  
Balance Due: \$0.00  
Paid Today: 57.49  
Overpaid: \$0.00

Total (ex tax): \$50.00  
Recurring Purchase: OFF

Supplier Address: 191 Main Road, Werribee, Vic, 2323  
Ship To Address: 14 Smith Crescent, Altona, Vic, 2726

Purchase Comments: Supplier Reference: Ship To Name: My Business Books  
Received Date:

Notes:

**1 Purchase Line Items**

Hat Purchases  
Hat Purchases  
1 @ \$50.00 , \$57.49 total , \$0.00 owing

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### SCREEN: RECEIVING IMMEDIATE PAYMENT

If you wish to adjust the order of the line items then you can do so by pressing the “Organise” button on the toolbar. This will reveal “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 you are paying the supplier for the purchase immediately then you can enter this on the purchase summary screen as well. To be able to do this you must first select a withdrawal account where the money is paid from.

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

It is not required to enter the payment on the purchase screen and instead you can make payment via the “Payments” screen at a later time.

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

module.



## GENERATING A PURCHASE ORDER

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

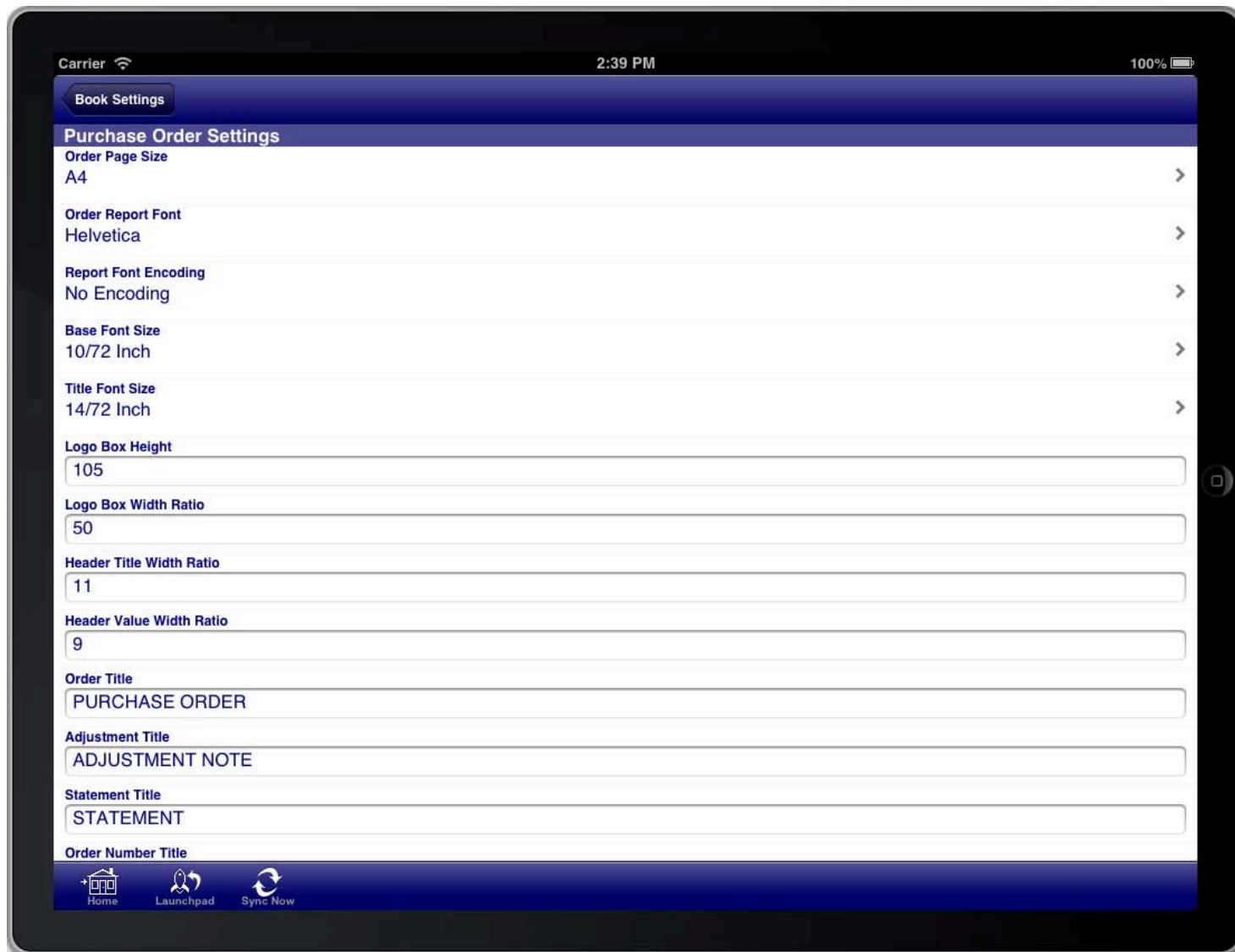
The screenshot shows a mobile application interface for viewing a purchase order. At the top, there is a status bar with 'Carrier', '2:38 PM', and '100%' battery. Below this is a header bar with 'Purchase E8300001' on the left and 'Order E8300001' in the center, with a print icon on the right. The main content area is divided into two columns. The left column contains the company name 'My Business Books', contact information (telephone: 03 9876 27266, fax: 03 9876 27267, email: sales@mycompany.com), and the supplier details (Hats Galore Pty Ltd, 191 Main Road, Werribee Vic 2323). The right column contains the title 'PURCHASE ORDER' and order details (Order: E8300001, Order Date: 10 Apr 2013, Required By: 10 Apr 2013, Page: 1). Below this, there are two sections: 'Supplier' and 'Ship To'. The 'Ship To' section lists the delivery address (My Business Books, 14 Smith Crescent, Altona Vic 2726). At the bottom, there is a table with four columns: Description, Price, Quantity, and Value. The table lists 'Hat Purchases' with a price of \$50.00 and a quantity of 1, totaling \$50.00. Below the table, there are summary rows for 'Total Value' (\$50.00), 'Total Tax' (\$7.49), and 'Total Due' (\$57.49). A note indicates that items with an asterisk have tax.

Description	Price	Quantity	Value
Hat Purchases	\$50.00	1	\$50.00 *
<b>Total Value</b>			\$50.00
<b>Total Tax</b>			\$7.49
<b>Total Due</b>			\$57.49

### SCREEN: VIEW ORDER SCREEN

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

## CUSTOMISING THE PURCHASE ORDER



### SCREEN: PURCHASE ORDER SETTINGS

There are many customisations that can be made to the purchase order to meet your requirements. All customisations are made via the “Purchase Order 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 purchase order settings you can return to the purchase screen and generate the purchase order again to see the results of your configuration changes.

You do not need to do this for every purchase order that you generate. You generally do this for the first purchase order to get it looking how you want and then leave the settings the same for all purchase orders 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 purchase orders instead of the text that you see in the example purchase order.

The following customisation options are available:

- The address formatting on the purchase order
- The paper size for the purchase order
- The font for the purchase order
- The font size for the purchase order
- Customise the wording of all titles on the purchase order

- Whether to show the company logo on the purchase order
- Where to place the company details
- Which columns to show on the line items section of the purchase order
- How freight is shown on the purchase order
- How sales taxes are shown on the purchase order
- Which addresses are shown on the purchase order
- Which dates are shown on the purchase order
- Which other fields are shown on the purchase order

The purchase order settings control the customisation for the purchase order, adjustment note, and purchase statements.

## ENTERING FREIGHT CHARGES

To enter freight charges on a purchase 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 purchases you simply use the existing account.

Carrier 2:43 PM 100%

**Purchase Account** **Freight Charges** +

Account Number: 60040 Account Type: Expense

Account Name: Freight Charges

Default Sales Tax Code: TAX (14.975%) Cash Flow Category: Operating Activities

Use On Purchases: ON

Is Freight: OFF

System Account: NO View Ledger: View Ledger

Lock Defaults: OFF

Default Sale Description: Freight Charges

Default Sale Unit Price: Default Sale Unit Price Default Sale Total Price: Default Sale Total Price

Default Sale Tax Inclusive: OFF Default Sale Quantity: Default Sale Quantity

Default Purchase Description: Freight Charges

Default Purchase Unit Price: Default Purchase Unit Price Default Purchase Total Price: Default Purchase Total Price

Default Purchase Tax Inclusive: OFF Default Purchase Quantity: Default Purchase Quantity

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### FREIGHT CHARGES ACCOUNT

You then create line items that use the freight account to record the amount of the freight you are 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 purchase orders 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 “Purchase Order Settings” section of the “Book Settings” screen.

## MAKING PAYMENTS FOR PURCHASES

Making payments for purchases can be processed from the "Payments Screen", which is located on the suppliers main menu.



### SCREEN: SUPPLIERS MAIN MENU

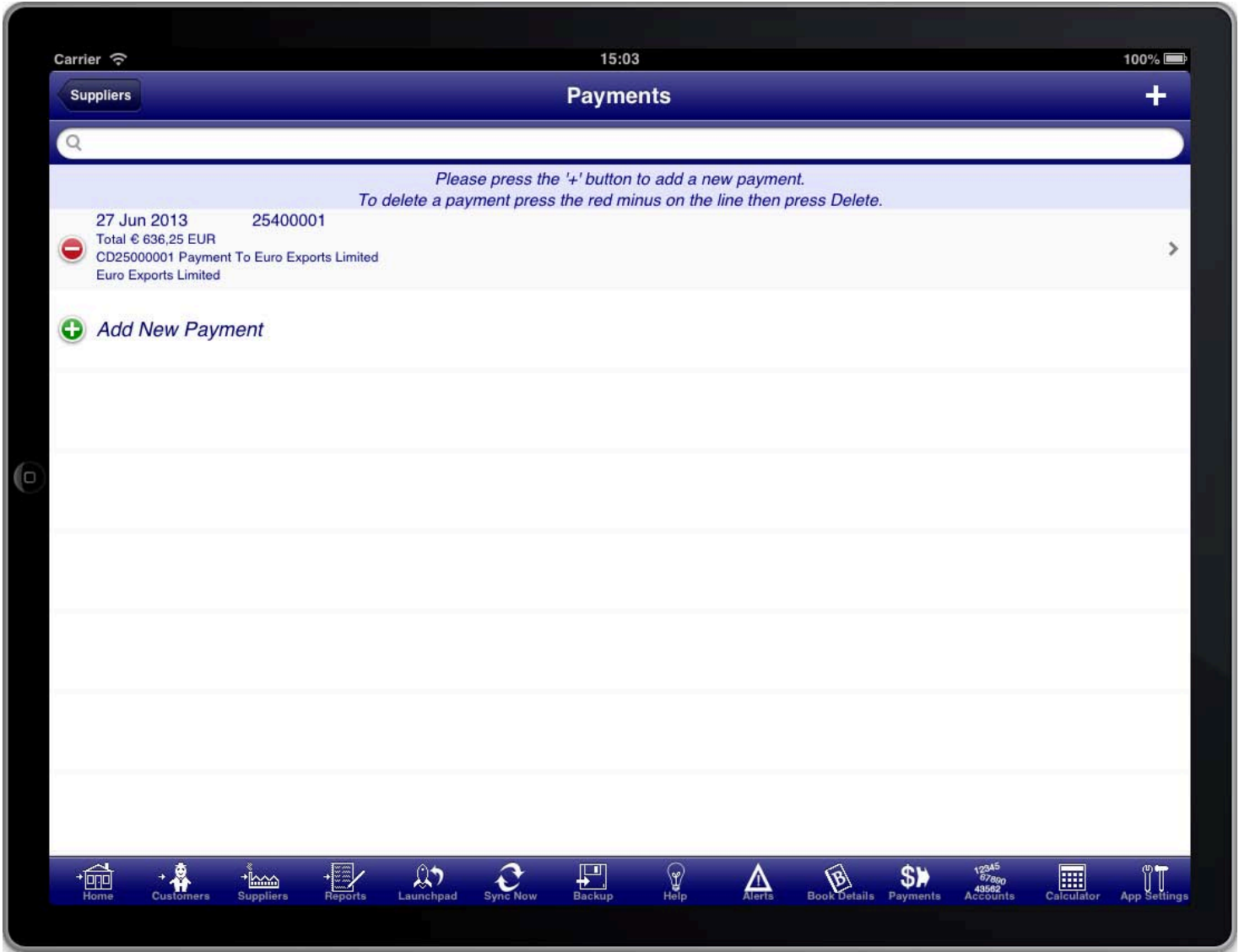
You use this facility if you make payment for the purchase at a later date and not at the point of purchase.

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

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

# PAYMENTS LIST

All Payments are conveniently accessed from the “Payments” menu item on the suppliers menu.



SCREEN: PAYMENTS LIST

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

## PAYMENT SUMMARY

Carrier 2:49 PM 100%

**Payments** **Payment E8400005**

*Press the 'Add new payment line item' line to add a payment line item to this payment.  
Swipe a payment line item to reveal the 'Delete' button.*

Supplier Name	Is Refund	View Ledger
Hats Galore Pty Ltd = \$0.00	NO	>> View Ledger
Payment Description	Payment Number	Payment Date
Payment To Hats Galore Pty Ltd	E8400005	16 Apr 2013
Withdrawal Account	Cheque Number	Payment Total
Cheque Account = \$839.02	Cheque Number	80.49
Notes		Overpaid

2 Payment Line Items

- E8300002 : 16 Apr 2013 : Hat Purchases  
1 for \$57.49 , \$57.49 received
- E8300002 : 16 Apr 2013 : Freight Charges  
1 for \$23.00 , \$23.00 received

Add new payment line item

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### SCREEN: PAYMENT SUMMARY

The Payment summary screen has the summary information about the Payment including the supplier name, Payment date, and Payment number.

You must select the account that the funds are withdrawn from; this is usually a bank account.

Enter the Payment Total amount to have the program automatically select the unpaid purchase items up to that amount.

Select "Add All Open Purchases" from the option menu to add all open purchase items to this Payment.

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

## PAYMENT LINE ITEMS

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

Carrier 2:50 PM 100%

Payment E8400005 E8400005 [Total \$80.49] +

Applied to Purchase Applied to Purchase Item

→ E8300002 - Hat Purchase → Hat Purchases

Purchase Quantity Payment Quantity Amount

1 1 57.49

0 Job Associations

Add New Job Association >

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

### SCREEN: PAYMENT LINE ITEMS

The purchase line item is used to select the purchase line item that the Payment is for. First select the purchase, then select the purchase item on that purchase.

Enter the Payment quantity or Payment amount. By default the entire purchase item remaining balance will be used.

You can quickly add an additional line item by pressing the "+" button at the top right of the Payment item screen.

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



# PROCESSING SUPPLIER RETURNS

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



SCREEN: SUPPLIERS MAIN MENU

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

## CREATING A PURCHASE ADJUSTMENT



### SCREEN: PURCHASE ADJUSTMENTS LIST

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

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

## PURCHASE ADJUSTMENT SUMMARY

Carrier 15:04 100%

**Adjustments** Adjustment 25300003 + ↗

Use the payments or refunds facility to record payment for the adjustment.  
Press the red minus to reveal the 'Delete' button.

Supplier Name: Euro Exports Limited Original Purchase: >> 25300001

Order Number: 25300003 Order Type: Itemised Adjustment Date: 27 Jun 2013 Due Date: 27 Jun 2013

Adjustment Reason: Brown Shoes

EUR Total	EUR Balance Due	AUD Total	AUD Balance Due
-€ 60,50	-€ 60,50	-\$84.67	-\$84.67
EUR Total (ex tax)		AUD Total (ex tax)	
-€ 55,00		-\$76.97	

Supplier Address: 14 Monk Road, Mt Waverley, Vic, 4543 Ship To Address: 12 Smith Street, Carlton, Vic, 3543

Purchase Comments: Supplier Reference: Supplier Reference Ship To Name: Test 4.0.4 Received Date: Purchaser:

**2 Adjustment Line Items**

- [-] Euro Purchased Goods  
brn1 - Brown Shoes  
-1 @ € 5,00 EUR , -€ 5,50 EUR total, € 0,00 EUR owing
- [-] Euro Purchased Goods  
blk1 - Black Shoes  
-1 @ € 50,00 EUR , -€ 55,00 EUR total, € 0,00 EUR owing

[+] Add new adjustment line item

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

### SCREEN: PURCHASE ADJUSTMENT SUMMARY

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

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

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

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

## PURCHASE ADJUSTMENT LINE ITEMS

Carrier 2:57 PM 100%

Purchase E8300003 E8300003 [Total -\$57.49] +

Purchase Account

Hat Purchases

Line Description

txt Hat Purchases

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	OFF	-\$57.49	TAX (14.975%)
Quantity	UOM	Available Qty	
-1		0	
Sub Total	Tax	Balance Due	
-\$50.00	-\$7.49	\$0.00	
Discount %			
Discount %			

Related Purchase Item

Hat Purchases

0 Job Associations

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

### SCREEN: PURCHASE ADJUSTMENT LINE ITEMS

Each line item on a Purchase 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 Purchase

To add an additional line item select a Purchase 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 Purchase select the "Related Purchase Item"

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

## ADJUSTMENT LINE ITEM FOR RETURNED ITEM

The screenshot shows a mobile application interface for creating an adjustment line item. At the top, the status bar displays 'Carrier', '2:57 PM', and '100%' battery. The app header is dark blue with 'Purchase E8300003' on the left, 'E8300003 [Total -\$57.49]' in the center, and a '+' button on the right. Below the header, the 'Purchase Account' section shows 'Hat Purchases'. The 'Line Description' section has a text input field containing 'Hat Purchases'. The 'Unit Price' is set to '50', 'Quantity' to '-1', and 'Sub Total' to '-\$50.00'. The 'Tax Inclusive' toggle is set to 'OFF', 'Tax' is '-\$7.49', and 'Item Total' is '-\$57.49'. The 'Sales Tax Code' is 'TAX (14.975%)'. The 'Available Qty' is '0' and 'Balance Due' is '\$0.00'. The 'Discount %' field is empty. The 'Related Purchase Item' section shows 'Hat Purchases'. Below this is a section titled '0 Job Associations'. At the bottom is a navigation bar with icons for Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details, Accounts, Calculator, App Settings, and Book Settings.

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	OFF	-\$57.49	TAX (14.975%)

Quantity	UOM	Available Qty
-1		0

Sub Total	Tax	Balance Due
-\$50.00	-\$7.49	\$0.00

Discount %

Related Purchase Item

Hat Purchases

0 Job Associations

### ADJUSTMENT LINE ITEM FOR RETURNED ITEMS

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

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

Carrier

3:01 PM

100%

Purchase E8300003

E8300003 [Total -\$63.24]

+

Purchase Account

➤

Hat Purchases

Line Description

txt

Discount received

Unit Price

-5

Tax Inclusive

OFF

Item Total

-\$5.75

Sales Tax Code

➤

TAX (14.975%)

Quantity

1

UOM

➤

Available Qty

1

Sub Total

-\$5.00

Tax

-\$0.75

Balance Due

-\$5.75

Discount %

Discount %

Related Purchase Item

➤

0 Job Associations

Add New Job Association

➤

Home

Customers

Suppliers

Reports

Launchpad

Sync Now

Backup

Help

Alerts

Book Details

12345  
57890  
43210  
Accounts

Calculator

App Settings

Book Setti

## 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

Carrier

3:04 PM

100%

Adjustments

Purchase E8300003

Use the payments or refunds facility to record payment for the adjustment.  
Swipe an adjustment line item to reveal the 'Delete' button.

Is Adjustment  
YES

Original Purchase  
>> E8300001

Supplier Name  
Hats Galore Pty Ltd

Payments  
>> 0 Payments

Order Number  
E8300003

Order Type  
Itemised

Adjustment Date  
16 Apr 2013

Due Date  
16 Apr 2013

Adjustment Reason  
Damaged hat

Total  
\$0.00

Balance Due  
\$0.00

Total (ex tax)  
\$0.00

Supplier Address  
191 Main Road, Werribee, Vic, 2323

Ship To Address  
14 Smith Crescent, Altona, Vic, 2726

Purchase Comments  
Purchase Comments

Supplier Reference  
Supplier Reference

Ship To Name  
My Business Books

Received Date

Notes

2 Adjustment Line Items

Hat Purchases  
Hat Purchases  
-1 @ \$50.00 , -\$57.49 total , \$0.00 owing  
Hat Purchases  
Replacement Hat Purchase  
1 @ \$50.00 , \$57.49 total , \$0.00 owing

Add new adjustment line item

Home

Customers

Suppliers

Reports

Launchpad

Sync Now

Backup

Help

Alerts

Book Details

Accounts

Calculator

App Settings

Book Setti

### 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.



Carrier
2:57 PM
100%

Purchase E8300003
E8300003 [Total -\$57.49]
+

Purchase Account

Hat Purchases

Line Description

txf Hat Purchases

Unit Price
50
Tax Inclusive
OFF
Item Total
-\$57.49
Sales Tax Code
TAX (14.975%)

Quantity
-1
UOM
Available Qty
0

Sub Total
-\$50.00
Tax
-\$7.49
Balance Due
\$0.00

Discount %
Discount %

Related Purchase Item
Hat Purchases

0 Job Associations

Home Customers Suppliers Reports Launchpad Sync Now Backup Help Alerts Book Details 12945 57890 43562 Accounts Calculator App Settings Book Setti

### EXAMPLE ADJUSTMENT LINE ITEM FOR RETURNED ITEM

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



Carrier 3:04 PM 100%

Purchase E8300003 E8300003 [Total \$0.00] +

Purchase Account

Hat Purchases

Line Description

Replacement Hat Purchase

Unit Price	Tax Inclusive	Item Total	Sales Tax Code
50	OFF	\$57.49	TAX (14.975%)
Quantity	UOM	Available Qty	
1		0	
Sub Total	Tax	Balance Due	
\$50.00	\$7.49	\$0.00	
Discount %			
Discount %			

Related Purchase Item

Hat Purchases

0 Job Associations

Home Customers Suppliers Reports Launchpad Sync Now Backup Help Alerts Book Details 12945 57890 43562 Accounts Calculator App Settings Book Setti

#### 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.

**Carrier** 3:06 PM 100%

**Adjustments** **Purchase E8300003**

Use the payments or refunds facility to record payment for the adjustment.  
Swipe an adjustment line item to reveal the 'Delete' button.

**Is Adjustment**  
YES

**Original Purchase**  
E8300001

**Supplier Name**  
Hats Galore Pty Ltd

**Payments**  
0 Payments

**Order Number**  
E8300003

**Order Type**  
Itemised

**Adjustment Date**  
16 Apr 2013

**Due Date**  
16 Apr 2013

**Adjustment Reason**  
Damaged hat

Total	Balance Due
\$0.00	\$0.00
Total (ex tax)	
\$0.00	

**Supplier Address**  
191 Main Road, Werribee, Vic, 2323

**Ship To Address**  
14 Smith Crescent, Altona, Vic, 2726

**Purchase Comments**  
Purchase Comments

**Supplier Reference**  
Supplier Reference

**Ship To Name**  
My Business Books

**Received Date**

**Notes**

**2 Adjustment Line Items**

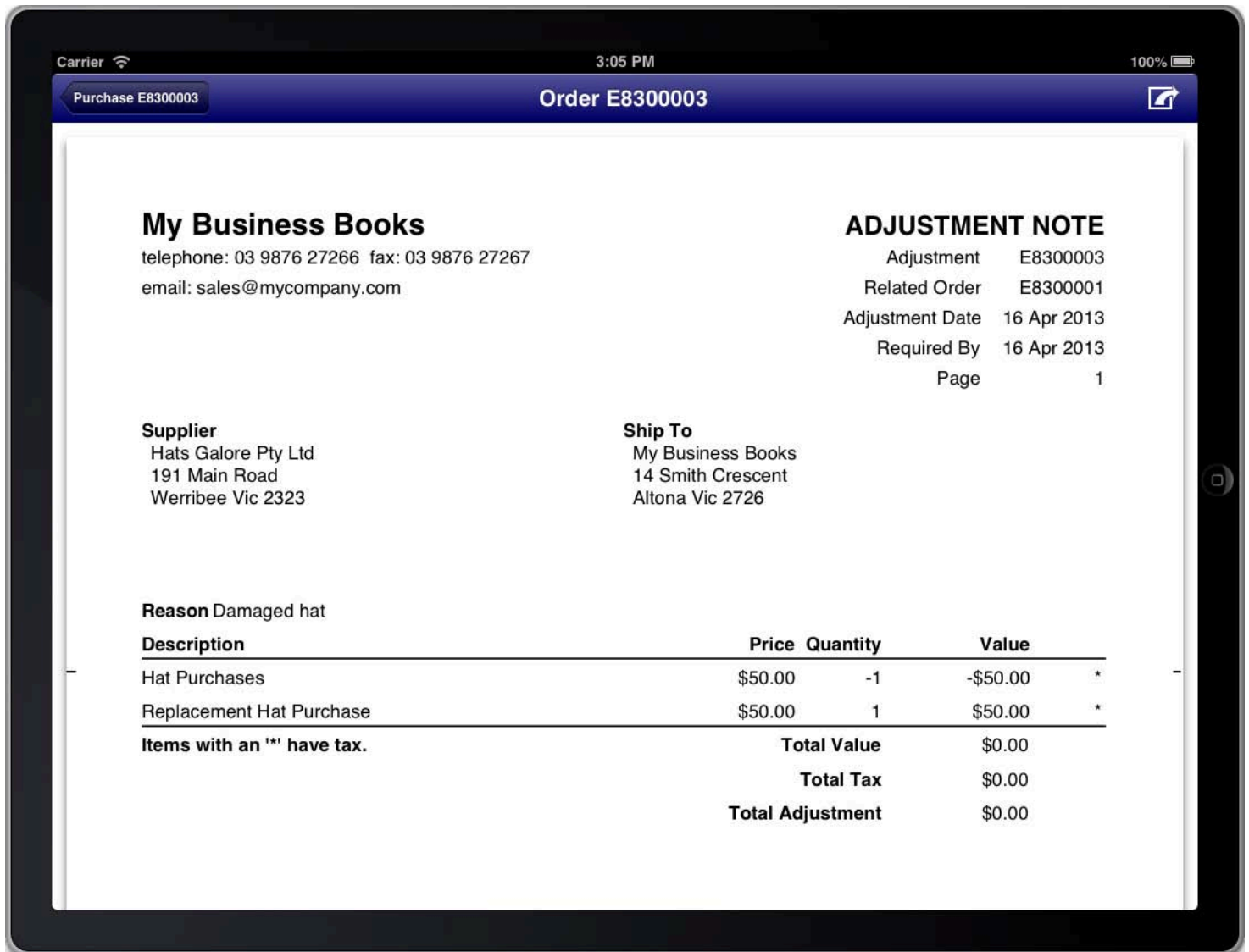
- Hat Purchases
- Hat Purchases  
-1 @ \$50.00 , -\$57.49 total , \$0.00 owing
- Hat Purchases  
Replacement Hat Purchase  
1 @ \$50.00 , \$57.49 total , \$0.00 owing

**Add new adjustment line item**

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

### OPTIONS ON THE ADJUSTMENT SUMMARY SCREEN

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



#### SCREEN: ADJUSTMENT NOTE PREVIEW

The adjustment note is very similar to the original purchase order with the following differences:

1. The title is Adjustment Note instead of Purchase Order.
2. The related order 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 from the supplier, or applied to the supplier credit account. If the supplier record does not have a credit account already then it can be created from the supplier details screen.

## PROCESSING SUPPLIER REFUNDS

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



### SCREEN: SUPPLIERS MAIN MENU

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

The refund is processed when money is actually refunded by a Supplier or applied to a Supplier credit account.

A supplier credit account is an account that shows how much credit you have with the supplier.

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

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

## CREATING A PURCHASE REFUND

The Purchase refunds list screen is accessed from the suppliers main menu.



### SCREEN: PURCHASE REFUNDS LIST

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

To create a Purchase refund press the "+" button.

## PURCHASE REFUND SUMMARY

Carrier 3:11 PM 100%

**Refunds** **Refund E8400006**

Press the 'Add new refund line item' line to add a refund line item to this refund.  
Swipe a refund line item to reveal the 'Delete' button.

Supplier Name: Hats Galore Pty Ltd = \$0.00 Is Refund: YES View Ledger: View Ledger

Refund Description: Refund From Hats Galore Pty Ltd Refund Number: E8400006 Refund Date: 19 Apr 2013

Deposit Account: Cheque Account = \$896.51 Cheque Number: Cheque Number Refund Total: 57.49 Overpaid: \$0.00

Notes: [icon]

**1 Refund Line Items**

E8300002 : 16 Apr 2013 : Hat Purchases  
1 for \$57.49 , \$57.49 received

Add new refund line item

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

### SCREEN: PURCHASE REFUND SUMMARY

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

The "Deposit Account" must be selected to indicate which account the refund was paid into.

You can either select a bank account or cash account where the funds were refunded to, or you can select a supplier's credit account to apply the refund as a credit for the supplier.

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

Just like a Purchase, a Purchase 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 Purchases and adjustments for the supplier 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.

## PURCHASE REFUND LINE ITEMS

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

Carrier 3:13 PM 100%

Refund E8400006 E8400006 [Total \$57.49] +

Applied to Purchase Applied to Purchase Item

→ E8300002 - Hat Purchase → Hat Purchases

Purchase Quantity Refund Quantity Amount

1 1 57.49

0 Job Associations

Add New Job Association >

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### SCREEN: PURCHASE REFUND LINE ITEMS

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

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

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.



## CREATING A RFQ

Creating a RFQ in Bookkeeping is the same as creating a purchase except that the purchase is marked as "Pending". A "Pending" purchase is a purchase that does not affect the ledger or journal totals.



### SCREEN: SUPPLIERS MAIN MENU

RFQs are part of the suppliers module which is accessed from the "Suppliers" menu button on the main menu, or from the "Suppliers" toolbar icon at the bottom of the screen.

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

## RFQs List

All RFQs are conveniently accessed from the “RFQs” menu item on the suppliers menu.



### SCREEN: RFQs LIST

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

## RFQ SUMMARY

Carrier 15:07 100%

RFQs RFQ 25300002 +

Press the red minus to reveal the 'Delete' button.

Supplier Name Euro Exports Limited Status Open

RFQ Number 25300002 RFQ Type Itemised RFQ Date 27 Jun 2013 Expiry Date 27 Jun 2013 Is RFQ ON

RFQ Description

EUR Total AUD Total  
€ 605,00 \$846.67

EUR Total (ex tax) AUD Total (ex tax)  
€ 550,00 \$769.70

Supplier Address 14 Monk Road, Mt Waverley, Vic, 4543 Ship To Address 12 Smith Street, Carlton, Vic, 3543

RFQ Comments Alt xyz 789 Supplier Reference  Ship To Name Bob Brown Received Date

Notes Purchaser Bob Purchaser

**2 RFQ Line Items**

- Euro Purchased Goods  
brn1 - Brown Shoes  
10 @ € 5,00 EUR , € 55,00 EUR total, € 55,00 EUR owing
- Euro Purchased Goods  
blk1 - Black Shoes  
10 @ € 50,00 EUR , € 550,00 EUR total, € 550,00 EUR owing
- Add new RFQ line item

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### SCREEN: RFQ SUMMARY

In the case of a RFQ the first important information is the "Supplier Name" field. Press the blue disclosure to select the Supplier that the RFQ is for.

Most information on the RFQ screen is populated for you. However you may need to adjust the "RFQ Date" to the date of the RFQ. You can also adjust the Expiry Date if necessary.

The expiry date is calculated based on the RFQ date and the payment terms defined for the Supplier on the Supplier details screen.

The "RFQ Summary" screen is used to enter details about the RFQ like the RFQ date, expiry date, shipping address, etc. The items for the RFQ are entered on the "RFQ Line Items" screen.

The "RFQ Type" field determines whether the RFQ has quantities and units of measure or not.

An "Itemised" RFQ shows both quantities and units of measure by default.

A "Service" RFQ does not show either the quantity or the units of measure.

You are also required to enter the RFQ line items for the RFQ. Every RFQ must have at least one line item. The line items are where you enter the details of the RFQ. Press the "Add new RFQ line item" line to create a new line item on the RFQ.

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

If the Supplier accepts the RFQ and you wish to convert it into a purchase then simply turn the "Is RFQ" switch to OFF and the RFQ will immediately become a purchase.

## GENERATING A RFQ

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

Carrier 3:25 PM 100%

RFQ E8300005 RFQ E8300005

**My Business Books**  
14 Smith Crescent  
Altona Vic 2726  
telephone: 03 9876 27266 fax: 03 9876 27267  
email: sales@mycompany.com

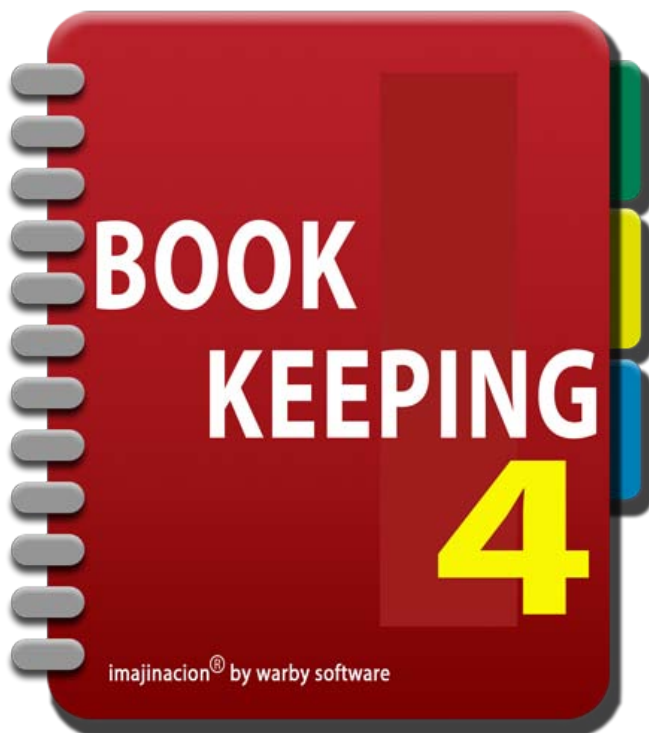
**Supplier**  
Hats Galore Pty Ltd  
191 Main Road  
Werribee Vic 2323

**REQUEST FOR QUOTATION**  
RFQ E8300005  
RFQ Date 19 Apr 2013  
Expires On 26 Apr 2013  
Page 1

Description	Quantity
Hat Purchase	1
Suit Purchases	1

### SCREEN: VIEW RFQ SCREEN

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



## **BANKING**

1. **Depositing cash on hand in the bank**
2. **Recording Bank Interest earned**
3. **Recording Bank Charges incurred, or Bank Interest charged**
4. **Recording payment of a credit card bill**
5. **Using a Cheque (Check) book to write cheques**
6. **Depositing a Cheque into an account**
7. **Importing Bank Transactions in BAI2 format**
8. **Importing Bank Transactions in CSV format**
9. **Reconciling a Bank Account**
10. **Reconciling transactions**

## DEPOSITING CASH ON HAND IN THE BANK

When you deposit cash on hand in your bank account you need to enter a transaction in Bookkeeping to record this. From the perspective of the Bookkeeping program this is just a transfer of funds from the “Cash On Hand” account to the “Bank Account”.

You should have a separate “Bank” account for each actual bank account that you have. To enter this deposit of cash from your cash on hand you use the “Transfers Book” facility.

The "Transfers Book" facility is accessible from the "Banking" menu.



To create a new transfer press the "+" button at the top right of the transfers book screen.

Carrier 3:29 PM 100%

**Transfers Book** **Transfer From Cash on Hand**

*From Account*  
 ➤ Cash on Hand = \$0.00

*Cheque Number*  
 Cheque Number

*Description*  
 Transfer from Cash on Hand to Cheque Account

*To Account*  
 ➤ Cheque Account = \$1,896.51

*Job*  
 ➤

*View Ledger*  
 ➤➤ View Ledger

*Transfer Date*  
 ➤ 19 Apr 2013

*Amount*  
 1,000

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Select the "From Account" as the "Cash On Hand" account.

Select the "To Account" as the account where the money is deposited.

Select the date when the deposit occurred, enter a description for the transfer (or leave the default description if it is suitable), and enter the amount into the "Amount" field.

When you enter information into the fields on this screen you are actually creating a general journal entry. You can find it in the general journals list with a type of "Bank Transfer". You can select the record in the general journals list and the "Transfers" screen will be shown with the relevant details.



## RECORDING BANK INTEREST EARNED

To record bank interest that you have earned in an account you use the "Deposit Book" screen.

The deposit book screen is used to record the receipt of money into a bank account that is not related to sales or purchases.

The "Deposit Book" screen is accessible from the "Banking" menu.



To create a new deposit press the "+" button at the top right of the screen.

Carrier 3:34 PM 100%

**Deposit Book** **Deposit For Cheque Account**

*Bank Account*  
 ➤ Cheque Account = \$1,909.48 *View Ledger*  
 ➤➤ View Ledger

*Cheque Number*  
 Cheque Number *Deposit Date*  
 ➤ 19 Apr 2013

*Customer* *Supplier*  
 ➤ ➤

*Description*  
 Bank Interest

*Revenue Account* *Amount*  
 ➤ Bank Interest = \$12.97 12.97

*Sales Tax Code*  
 ➤

*Withholding Account*  
 ➤

*Job*  
 ➤

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Select the bank account that the bank interest was deposited into. Set this in the "Bank Account" field.

Select the account that the money relates to. For bank interest this would be something like "Interest Earned" revenue account.

Enter a description, select the date when the money was received, and enter the amount of the interest that was received.

# RECORDING BANK CHARGES INCURRED, OR BANK INTEREST CHARGED

To record bank charges that you have incurred on an account you use the “Cheque Book” screen.

The cheque book screen is used to record the payment of money from a bank account that is not related to sales or purchases.

The "Cheque Book" screen is accessible from the "Banking" menu.



To create a new cheque book entry press the "+" button at the top right of the screen.

Carrier 3:37 PM 100%

**Cheque Book** **Cheque For Cheque Account**

*Bank Account*  
 ➤ Cheque Account = \$1,893.98 *View Ledger*  
 ➤➤ View Ledger

*Cheque Number*  
 *Cheque Date*  
 ➤ 19 Apr 2013

*Customer* ➤ *Supplier* ➤

*Description*

*Expenditure Account*  
 ➤ Bank Charges = \$15.50 *Amount*

*Sales Tax Code* ➤

*Withholding Account* ➤

*Job* ➤

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- Select the bank account that the bank charges were deducted from. Set this in the "Bank Account" field.
- Select the account that the money relates to. For bank charges this would be something like "Bank Fees" expense account.
- Enter a description, select the date when the charges were deducted, and enter the amount of the charge that was deducted.

## RECORDING PAYMENT OF A CREDIT CARD BILL

To record the payment of a credit card bill you use the "Transfer Book" facility.

When you pay a credit card bill you are simply transferring funds from one bank account to another.

The "Transfer Book" facility is accessible from the "Banking" menu.



To create a new transfer press the "+" button at the top right of the screen.

Carrier 3:42 PM 100%

**Transfers Book** **Transfer From Cheque Account**

*From Account*  
➤ Cheque Account = \$1,393.98

*Cheque Number*  
Cheque Number

*Description*  
Pay Credit Card

*Transfer Date*  
➤ 19 Apr 2013

*To Account*  
➤ Credit Card = \$0.00

*Amount*  
500

*Job*  
➤

View Ledger  
➤➤ View Ledger

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Select the "From Account" as the account where you paid the credit card bill from.

Select the "To Account" as the credit card account.

Select the date when the payment occurred, enter a description for the payment, and enter the amount into the "Amount" field.

## USING A CHEQUE (CHECK) BOOK TO WRITE CHEQUES

If you operate a cheque account then you can use the "Cheque Book" facility to enter cheques that you have written. This is a simple screen that creates a general journal entry for the issuing of a cheque. The screen also allows the recording of the amount of tax that was included in the cheque.

If you operate a very simple business, or home finances, then you could use the cheque book facility to record all spending.

Do not use the cheque book facility to make a payment for a purchase that has been entered. You must use the payment module for this purpose.

The "Cheque Book" screen is accessed from the "Banking" menu which is accessible from the main menu.

Carrier 3:50 PM 100%

**Cheque Book** **Cheque For Cheque Account**

*Bank Account*  
➤ Cheque Account = \$1,106.54 *View Ledger*  
➤➤ View Ledger

*Cheque Number*  
1234 *Cheque Date*  
➤ 19 Apr 2013

*Customer* ➤ *Supplier* ➤

*Description*  
Paid Utility Bill

*Expenditure Account* ➤ Utility Bills = \$250.00 *Amount*  
287.44

*Sales Tax Code* ➤ TAX (14.975%) *Tax Amount*  
37.44

*Withholding Account* ➤

*Job* ➤

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When entering a cheque that is written remember to enter the cheque number into the "Cheque Number" field.

If sales tax, VAT, GST, etc was paid as part of the amount on the cheque then this can be recorded by selecting the sales tax code.

If only part of the payment has tax applied then you can override the tax total amount with the appropriate amount of tax and the program will correctly calculate the amount of the payment that had tax applied.

If the payment includes a withholding component then this too can be recorded. Select the withholding account

and then enter the amount of withholding that is attributable to this payment.

The withholding amount is in addition to the payment amount. This can be used if you are paying wages by cheque and need to record the income taxes withheld from the payment to the employee.



## DEPOSITING A CHEQUE INTO AN ACCOUNT

If you wish to record the cheque number of a deposited cheque then you can use the “Deposit Book” screen. This is a simple screen that creates a general journal entry for the depositing of a cheque or other money. The screen also allows the recording of the amount of tax that was included in the deposit.

If you operate a very simple business, or home finances, then you could use the deposit book facility to record all receipt of funds (e.g. Wages).

Do not use the deposit book facility to receive payment for an invoice/sale that has been entered. You must use the receipts module for this purpose.

Carrier 3:57 PM 100%

**Deposit Book** **Deposit For Cheque Account**

**Bank Account**  
Cheque Account = \$1,856.54 [View Ledger](#)  
[View Ledger](#)

**Cheque Number**  
17171

**Customer** **Supplier**

**Description**  
Wages Received

**Revenue Account** **Amount**  
Wages Received = \$1,000.00 750

**Sales Tax Code**

**Withholding Account** **Withheld Amount**  
Wage Taxes Withheld = \$250.00 250

**Job**

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When entering a deposited cheque remember to enter the cheque number into the "Cheque Number" field.

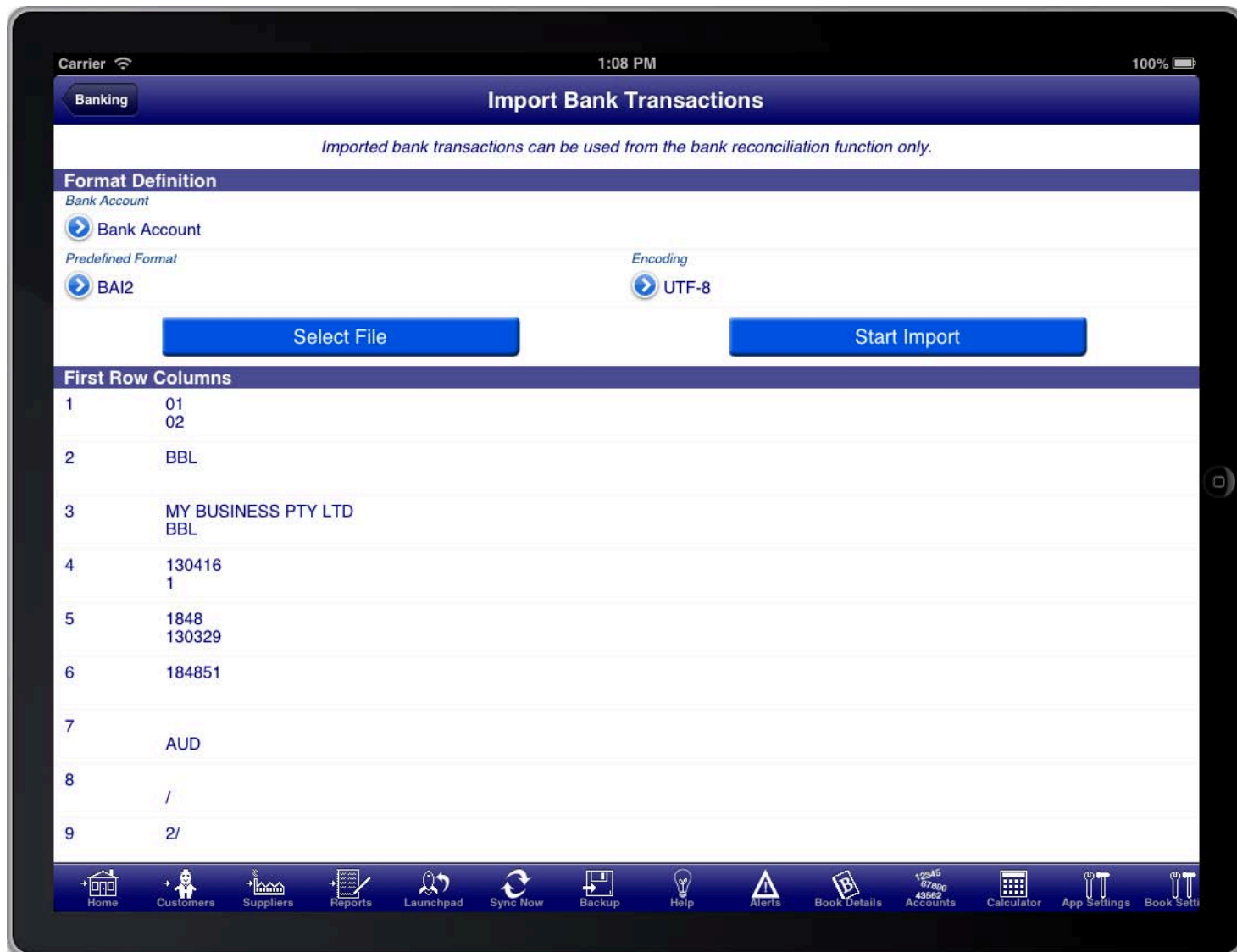
If sales tax, VAT, GST, etc is incurred by you as part of the deposited amount on the cheque then this can be recorded by selecting the sales tax code.

If only part of the deposit has tax applied then you can override the tax total amount with the appropriate amount of tax and the program will correctly calculate the amount of the deposit that had tax applied.

If the deposit includes a withholding component then this too can be recorded. Select the withholding account and then enter the amount of withholding that is attributable to this deposit.

The withholding amount is in addition to the deposit amount. This can be used if you are receiving wages that are paid by cheque and have had income taxes withheld from the deposit by your employer.

## IMPORTING BANK TRANSACTIONS IN BAI2 FORMAT



### SCREEN: IMPORT BANK TRANSACTIONS

Bank transactions can be imported to a bank account defined in Bookkeeping so that they can be used as part of the bank reconciliation process.

Select the BAI2 file from Dropbox by pressing the "Select File" button and selecting the BAI2 file.

The Bookkeeping program will automatically detect that the file is a BAI2 format file and set the format to BAI2 automatically.

Select the bank account that the transactions relate to.

Then press the "Start Import" button to import the transactions from the BAI2 file into Bookkeeping.

On the completion of the import a status message will be displayed informing you of the number of transactions imported and the date of the reconciliation that was created.

An option button will appear at the top right of the screen. From the option menu you can open the bank reconciliation that was created.

The files are imported from Dropbox if you have specified that Dropbox is used for importing on the Dropbox screen. The folder where the files are imported from is the folder specified as the import folder on the Dropbox

screen.

# IMPORTING BANK TRANSACTIONS IN CSV FORMAT

Carrier 1:22 PM 100%

**Banking** **Import Bank Transactions**

*Imported bank transactions can be used from the bank reconciliation function only.*

**Format Definition**

Bank Account  
Bank Account

Date Column: 2 Date Format: dd/MM/yyyy Description Column: 6 Reference Column: Reference Column

Identifier Column: Identifier Column Amount Column: 4 Debit Column: Debit Column Credit Column: Credit Column

Header On First Row: OFF Negate Values: OFF

Predefined Format: Bendigo Bank Column Separator: COMMA Encoding: UTF-8 Decimal Separator: Default

Select File Start Import

**First Row Columns**

1	633-001 182723734 633-001 182723734
2	26/03/2013 25/03/2013
3	TDR06 JCR10
4	-600.00 9617.00
5	E-BANKING TRANSFER DIRECT CREDIT
6	00182721 DIVIDENDS INC DIRECT 01/03/2013

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## SCREEN: IMPORT BANK TRANSACTIONS

Bank transactions can be imported to a bank account defined in Bookkeeping so that they can be used as part of the bank reconciliation process.

Select the CSV file from Dropbox by pressing the "Select File" button and selecting the CSV file.

Select the bank account that the transactions relate to.

Select the predefined format if you have previously saved a mapping for this type of CSV file.

Otherwise touch the row in the bottom section of the screen and then tap the corresponding field in the top section of the screen.

For example: tap the row containing the transaction date, and then tap the date column field.

Make sure that you set the date format to match the format used in the CSV file.

Once you have mapped all the fields that are necessary, and set the other fields as appropriate, you can save the mapping as a predefined format by pressing the predefined format button and selecting "Save Current Format".

Normally money deposited is a positive value, and money withdrawn is a negative value. If the file has these the other way around then set the "Negate Values" switch ON.

Then press the "Start Import" button to import the transactions from the BAI2 file into Bookkeeping.

On the completion of the import a status message will be displayed informing you of the number of transactions imported and the date of the reconciliation that was created.

An option button will appear at the top right of the screen. From the option menu you can open the bank reconciliation that was created.

The files are imported from Dropbox if you have specified that Dropbox is used for importing on the Dropbox screen. The folder where the files are imported from is the folder specified as the import folder on the Dropbox screen.

## RECONCILING A BANK ACCOUNT

Carrier 1:51 PM 100%

Import Bank Transactions Bank Account

Bank Statement Date  
26 Mar 2013

Bank Statement Balance  
-4.8

Reconciled Amount  
-\$4.80

Reconciled Difference  
\$0.00

Reconciliation Items  
2 Items

Locked  
NO

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### SCREEN: ACCOUNT RECONCILIATION

A bank reconciliation for a bank account can be created automatically when importing bank transactions, or can be created manually from the "Bank Reconciliation" screen in the "Banking" menu.

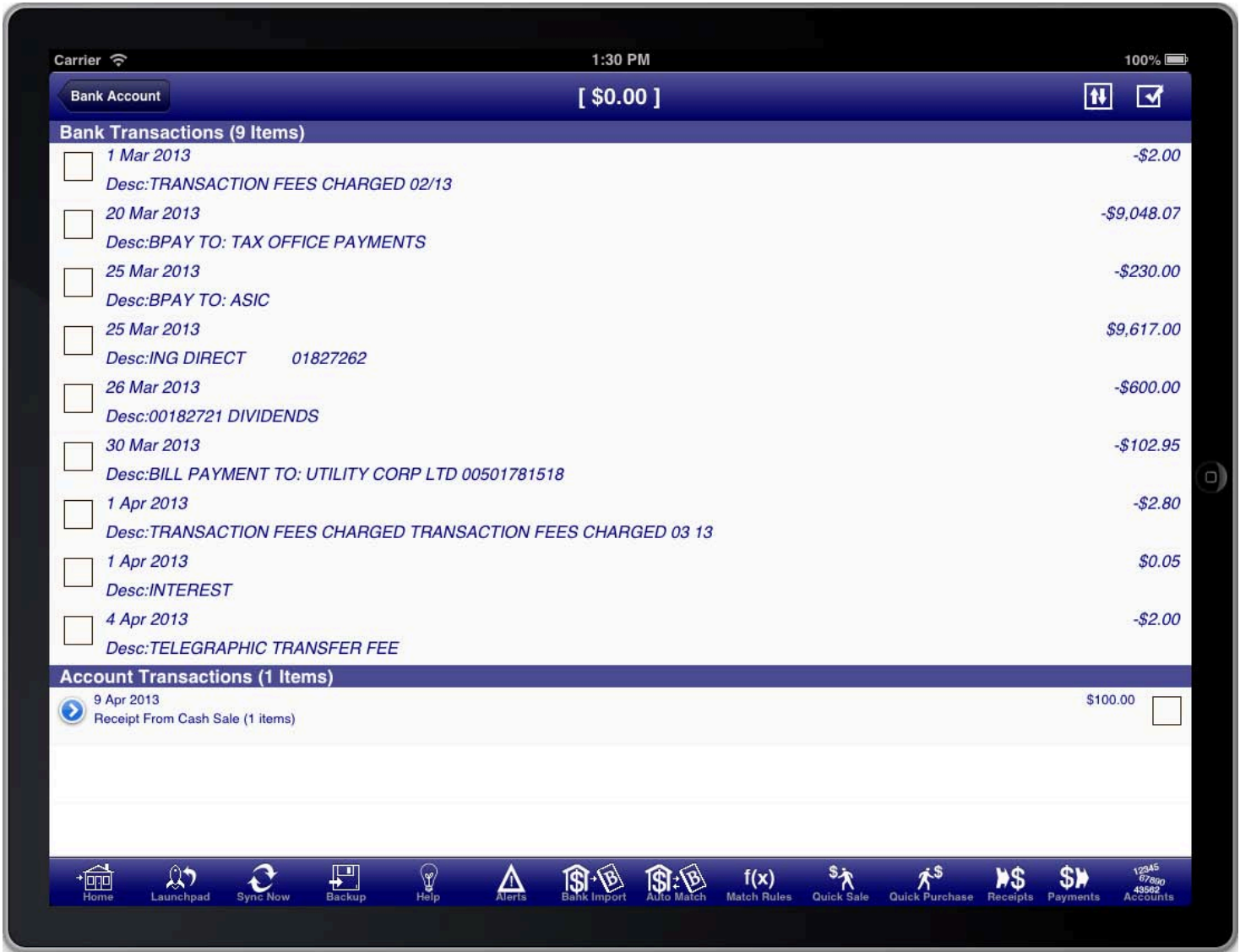
The bank statement date is the date that the bank statement ends.

The Bank statement balance is the closing balance on the bank statement.

To reconcile the actual transactions tap the "Reconciliation Items" line to reveal the "Reconcile Transactions" screen.

The option button can be used to access the "Generate Reconciliation" facility to generate a PDF report of the reconciliation.

RECONCILING TRANSACTIONS



SCREEN: RECONCILE TRANSACTIONS

There are several ways to use the reconcile transactions screen.

The default display has the bank transactions at the top and the account transactions, those transactions already entered into Bookkeeping, at the bottom. If you wish to switch this order so that the bank transactions are at the bottom then press the button at the top right of the screen that has two opposing vertical arrows displayed.

BULK PROCESSING BANK TRANSACTIONS

Each bank transaction has a box to the left. The box is used to select a group of transactions that can then be used to generate account transactions. Tap the box of each transaction that you want to process together (e.g. all payments to the same supplier).

An option button will appear at the top right of the screen once at least one bank transaction has been selected. The options available are:

Option	Purpose
Reconcile As Sales	To create a sale and receipt for each of the selected transactions
Reconcile As Purchases	To create a purchase and payment for each of the selected transactions
Reconcile As Deposit	To create a bank deposit for each of the selected transactions
Reconcile As Withdrawal	To create a bank withdrawal for each of the selected transactions



Reconcile As Transfers    To create a bank transfer for each of the selected transactions

When you select an option a screen will appear to allow you to provide the relevant information for the transactions.

Then press the "Bulk Reconcile Withdrawals" button to create the transactions. The transactions will be created and reconciled and you will be returned to the reconcile transactions screen.

---

### RECONCILING BANK TRANSACTIONS AGAINST EXISTING ACCOUNT TRANSACTIONS

Instead of selecting the bank transaction by tapping the box to the left of the transaction you can tap anywhere else on the line and the bank transaction line will be selected. Doing this will then filter the list of account transactions to show only those with the same amount. You can then tap on the line that is the matching account transaction and the selected bank transaction will be reconciled with it.

This only works if you have no bank transactions selected for bulk processing.

Tapping the bank transaction line a second time unselects it and all account transactions and bank transactions are then shown again.

---

### RECONCILING ACCOUNT TRANSACTIONS AGAINST EXISTING BANK TRANSACTIONS

Tap the switch sections button at the top right of the screen to show the account transactions at the top and the bank transactions at the bottom.

Then tap the relevant account transaction to filter the list of bank transactions to those with the same amount as the selected account transaction.

You can then tap on the line that is the matching bank transaction and the selected transactions will be reconciled.

---

### MANUALLY RECONCILING ACCOUNT TRANSACTIONS WITHOUT ASSOCIATED BANK TRANSACTIONS

You can do a paper reconciliation of a bank statement with the account transactions without importing the bank transactions to match against.

Simply tap the box to the right of the account transaction to manually mark it as reconciled.

Usually you would tick the paper reconciliation line that you reconciled so that you know which lines you have reconciled.

---

### UN-RECONCILING A PREVIOUSLY RECONCILED ITEM

To undo a previously reconciled item simply tap the tick box that is to the right of the account transaction.

If the account transaction was reconciled with an imported bank transaction then that transaction will be unlinked and shown in the bank transactions section again.

---

### USING THE BANK TRANSACTION DETAILS TO CREATE ANOTHER TRANSACTION

If you select a bank transaction by tapping on the bank transaction line then the details can be used to enter an account transaction.

With a bank transaction selected use the toolbar buttons: "Quick Sale", "Quick Purchase", "Receipts", "Payments". Using these toolbar buttons with the bank transaction selected will copy the details from the bank transaction into the screen being processed.

## CREATING OTHER ACCOUNT TRANSACTIONS TO RECONCILE AGAINST

If there are other transactions that need to be created to reconcile against, and that cannot be created using the above methods, then the best method is to use the "Launchpad" from the reconcile transactions screen.

Press the "Launchpad" button on the toolbar, create the required transaction, and then press the "Return" button to return to the reconcile transactions screen.

Then reconcile the transaction that was created using the above methods.

---

## MATCHING USING RULES (ENHANCED BANK RECONCILIATION MODULE)

The Rule Match facility allows you to set up matching rules that can be used to automatically match and create transactions based on the descriptions of bank transactions.

You can use a bank transaction as the basis for a new rule on the Rule Match screen by selecting the transaction and then pressing the "+" button at the top of the screen.

The "Match Bank Transaction Description", "Match Bank Transaction Identifier", and "Match Bank Transaction Reference" fields can contain an " " *mark to indicate that the match should be performed on anything after that point. For example if you specify "Direct Credit" in the "Match Bank Transaction Description" field then any bank transaction with a description starting with "Direct Credit" will be matched.*

The "Rule Action" can be "Create" to create new missing records, or "Match" to match existing records only.

The "Rule Type" can be "General Journal", "Purchase", or "Sale" to create the respective record if a match occurs.

The "Use Rule Description", "Use Bank Description", "Use Bank Identifier", and "Use Bank Reference" indicate which fields from the bank transaction to use when constructing the description on any created record, or when matching an existing record.

You can manage the rules from the "Match Rules" screen.

To apply the rules to the current list of bank transactions press the "Rule Match Transactions" button on the "Rule Match" screen.

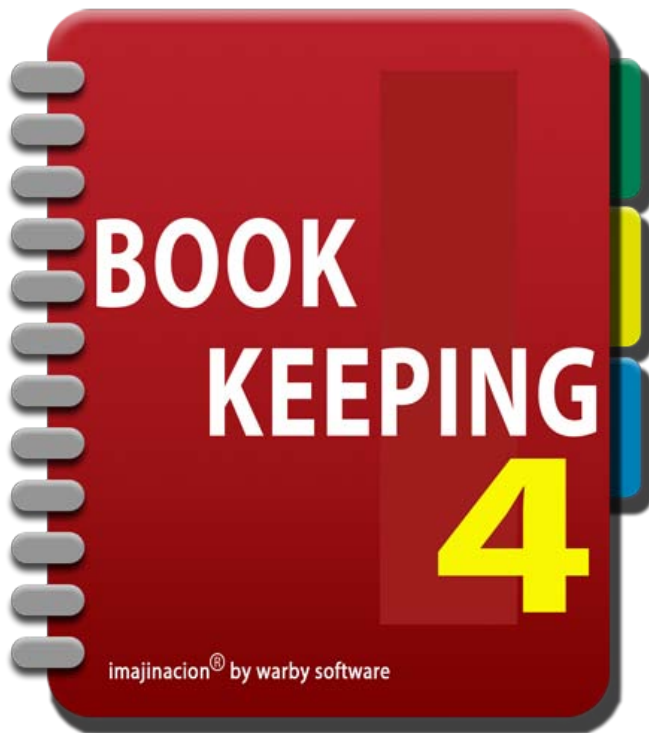
## SMART MATCH FACILITY (ENHANCED BANK RECONCILIATION MODULE)

The smart match facility applies logic to automatically match transactions in certain circumstances. If there is a single occurrence of an amount in both the bank transactions list and the account transactions list, and these are unreconciled, then the smart match facility will automatically match them. If there is a sale with an amount that matches a bank transaction and the invoice number appears somewhere in the bank transaction description then the smart match facility will automatically match them, creating the necessary receipt record in the process. If there is a purchase with an amount that matches a bank transaction and the order number appears somewhere in the bank transaction description then the smart match facility will automatically match them, creating the necessary payment record in the process.

## RECONCILIATION PROCESSING ORDER

The following order is recommended when performing a bank reconciliation.

1. Execute the smart match facility
2. Execute the rule match facility
3. Bulk reconcile any remaining transactions
4. Use Launchpad and other facilities to create any remaining entries that are missing and then manually reconcile.



## OTHER BUSINESS

1. Drawing Equity
2. Reviewing Current Position
3. Alerts
4. Using The Calendar
5. Depreciating Assets
6. Summarising Depreciated Assets
7. Pin Codes
8. Sending Data To Your Accountant

## DRAWING DOWN ON OWNERS EQUITY

Small businesses often operate on owners equity that is recorded in the accounts as a liability of the business to the owner. It is easiest to set this up in Bookkeeping with a liability account for the loan made by the owner to the business and configure the account with the “Is Bank Account” switch turned on. With this done it is easy to enter drawings or additional injections of capital by the owner by using the “Transfers Book” facility.

Carrier 4:04 PM 100%

**Transfer From Cheque Account** **Owners Equity Loan** +

Account Number: 21620 Account Type: Liability

Account Name: Owners Equity Loan

Cash Flow Category: Cash Equivalent

Is Bank Account: ON

Bank Account Type: Other

Bank Name: Bank Name Bank Branch Location: Bank Branch Location BSB: BSB Swift Code: Swift Code

Bank Account Name: Bank Account Name Bank Account Number: Bank Account Number

System Account: NO View Ledger: >> View Ledger

Lock Defaults: OFF

Default Sale Description: Owners Equity Loan

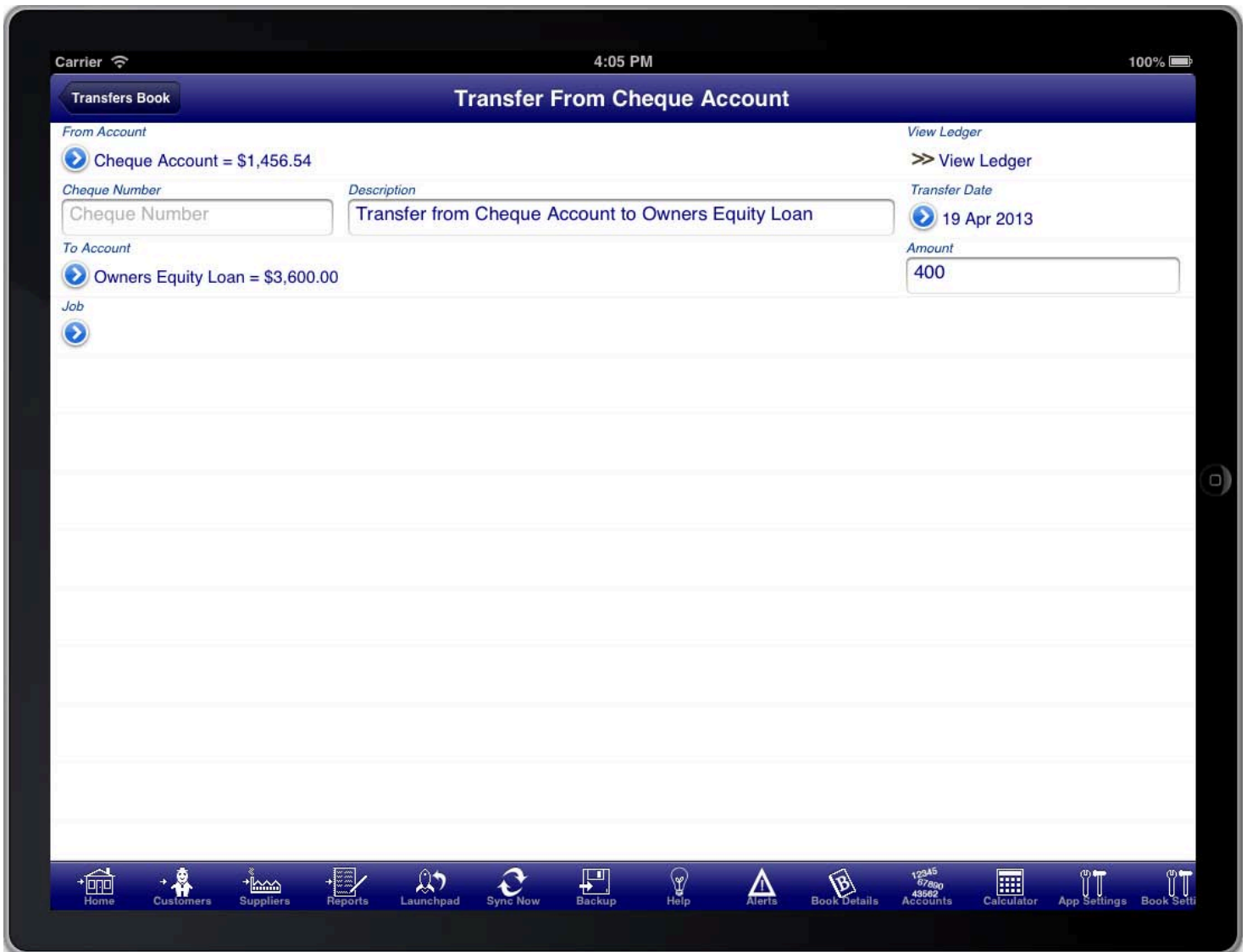
Default Sale Unit Price: Default Sale Unit Price Default Sale Total Price: Default Sale Total Price

Default Sale Tax Inclusive: OFF Default Sale Quantity: Default Sale Quantity

Default Purchase Description: Owners Equity Loan

Home Customers Suppliers Reports Launchpad Sync Now Backup Help Alerts Match Rules Book Details Accounts Calculator App Settings

The bank transfer screen can be used to enter the drawing down of owners equity.



The "From Account" is the bank account that the drawings are taken from.

The "To Account" is the owners equity account; as you are transferring money from the business back to the owner.

The Bookkeeping program classifies all accounts that maintain a record of a source of funds as a "Bank Account". This includes real bank accounts, cheque accounts, term deposits, cash on hand (e.g. In a cash register or petty cash box), credit card accounts, and loan accounts including loans made by the owner to the business. When a small business owner make a payment from their own money for a business expense this is usually considered as a loan to the business of that money and is recorded as such in the Bookkeeping program.

## REVIEWING THE CURRENT FINANCIAL POSITION

The current financial position of the business can be viewed on the "Current Balance" and "Current P&L" screens. These two screens show the current position based on all information entered into the program so far.

### CURRENT BALANCE SHEET

The "Current Balance" screen is synonymous with the "Balance Sheet" report. It shows the current financial position of the business based on all currently entered transactions.

My Business Books		Current Balance
<b>Total Sales Taxes</b>		<b>\$50.93</b>
<b>Other Assets</b>		
Cheque Account		\$1,456.54
Cash on Hand		\$0.00
<b>Total Other Assets</b>		<b>\$1,456.54</b>
<b>Total ASSETS</b>		<b>\$5,107.47</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Trade Creditors		\$0.00
<b>Total Current Liabilities</b>		<b>\$0.00</b>
<b>Other Liabilities</b>		
Cash Sale Credit Account		\$25.00
Credit Card		\$0.00
Owners Equity Loan		\$3,600.00
<b>Total Other Liabilities</b>		<b>\$3,625.00</b>
<b>Total LIABILITIES</b>		<b>\$3,625.00</b>
<b>EQUITY</b>		
<b>Earnings</b>		
Current Earnings		\$482.47
Accumulated Profits		\$1,000.00
<b>Total Earnings</b>		<b>\$1,482.47</b>
<b>Total EQUITY</b>		<b>\$1,482.47</b>

### CURRENT P&L STATEMENT

The "Current P&L" screen is synonymous with the "Profit & Loss Statement" report. It shows the profitability of the business for the current financial year based on all currently entered transactions.

Carrier 4:10 PM 100%

My Business Books

Current P&L

REVENUE


Sale Account	\$75.00
General Sales	-\$25.00
Export Sales	\$25.00
Freight Charges	\$0.00
Bank Interest	\$12.97
Wages Received	\$1,000.00
<b>Total REVENUE</b>	<b>\$1,087.97</b>


EXPENSES


Hat Purchases	\$50.00
Freight Charges	\$40.00
Suit Purchases	\$0.00
Bank Charges	\$15.50
Utility Bills	\$250.00
Wage Taxes Withheld	\$250.00
<b>Total EXPENSES</b>	<b>\$605.50</b>


Net Profit


	<b>\$482.47</b>
--	-----------------


Home


Customers


Suppliers


Reports


Launchpad

Sync Now

Backup


Help


Alerts


Book Details

12345  
67890  
43210

Accounts

Calculator

App Settings

Book Settings

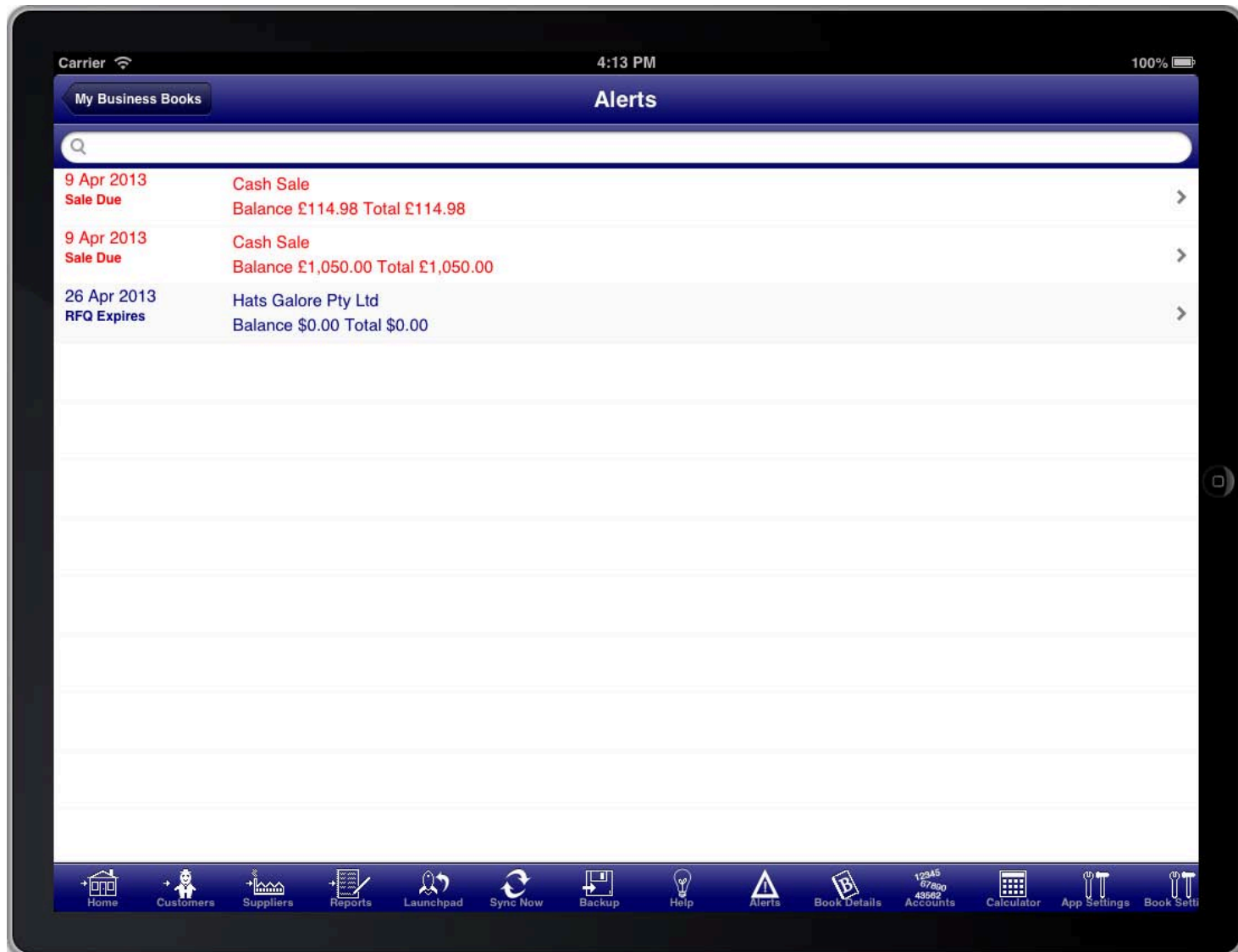
If you wish to view the financial position as of a particular date then you can use the reports for “Balance Sheet” and “Profit & Loss Statement” to get the same information as of a particular date or date range in the case of the profit & loss statement.

The "Income Statement" is also known as a “Profit and Loss Statement”.



## DEALING WITH ALERTS

The program automatically records certain tasks where action is needed. These tasks are listed in the alerts screen. The alerts screen will show problems that have been encountered in the information that has been entered (for example, required fields that are missing). The alerts screen also lists any sales that have not been paid, or purchases that have not been paid. And it also lists any sales or purchases that have been scheduled to occur again in the future.



When a task is in the past it is shown in red, otherwise it is shown in blue. Tasks in the alerts screen are ordered by date.

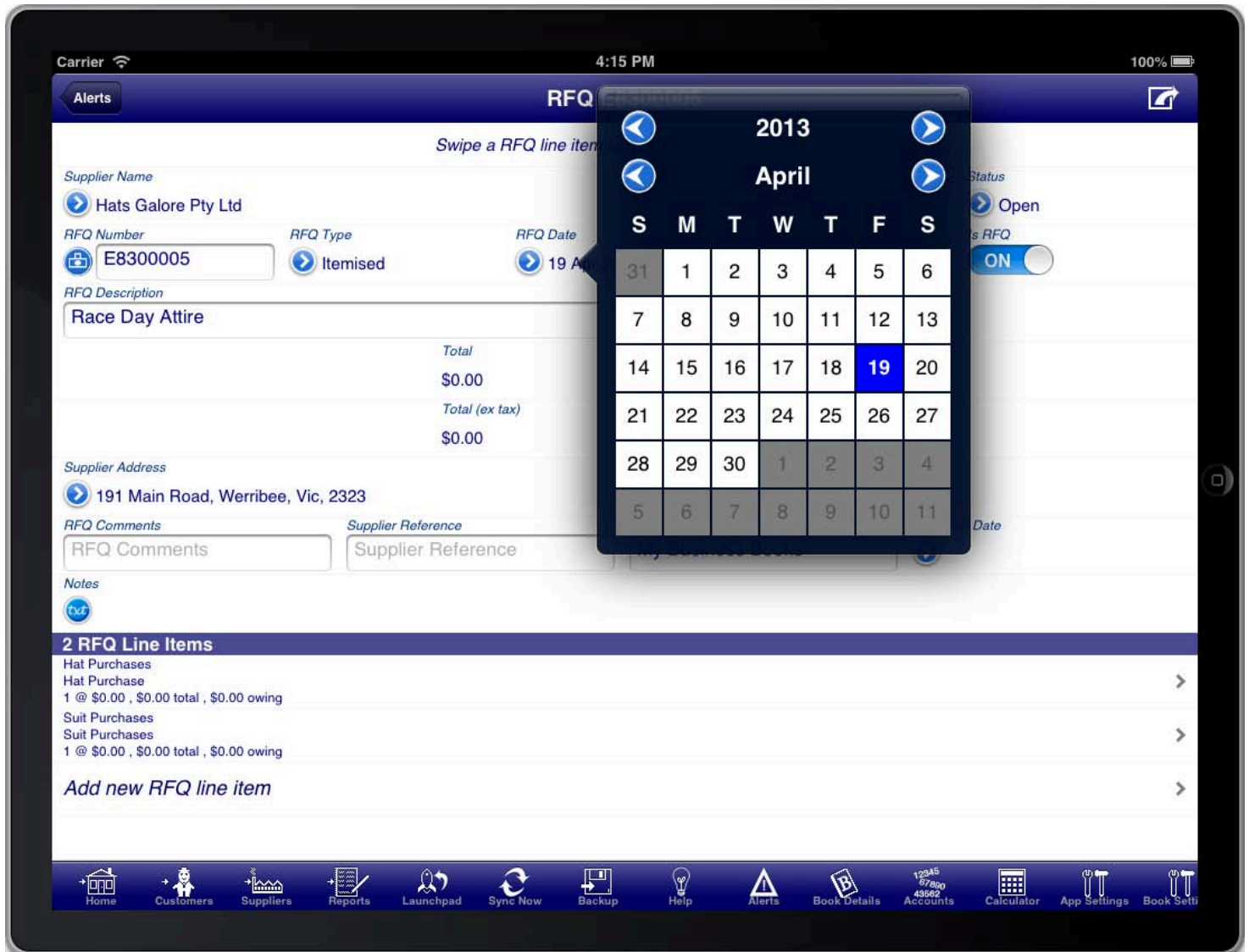
You can touch the line containing an alert to be taken to the relevant transaction that the alert relates to.

It is important to check the alerts screen to ensure that any tasks requiring action are completed when needed.



## USING THE CALENDAR TO SELECT DATES

When a date is required to be entered on the iPad a calendar picker is displayed. This picker makes it quick and easy to enter dates without having to type them in.



You can use the blue buttons to move the calendar to the next or previous year, and the next or previous month.

You can also swipe from right to left to advance to the next month, from left to right to move to the previous month, from top to bottom to move to the previous year, and from bottom to top to move to the next year.

When you have the desired month and year selected you tap on the date to select it. At this point the calendar picker will disappear and you will be returned to the relevant screen.

On the iPod touch and iPhone the standard Apple date picker wheel is displayed. Once you have selected the date with the picker wheels you can touch the top section of the screen to dismiss the date picker.

## ENTERING ASSET DEPRECIATION

Depreciation of assets is entered into the Bookkeeping program using the general journal screen. You use the values from your depreciation schedule, or provided by your accountant, and enter these using a general journal entry.

Carrier 4:24 PM 100%

General Journal Entries GLE8000013

Journal Date: 19 Apr 2013 View Ledger: >> View Ledger

Journal Type: Other Cheque Number: Cheque Number

Journal Description: Depreciation of asset pool

Recurring: OFF

Customer: Supplier:

Total Debits (excl. Forex): \$500.00 Total Credits (excl. Forex): \$500.00

Notes:

1 Journal Items

Depreciation of asset pool	\$500.00
Debit: Depreciation Expense	Debit \$500.00
Credit: Accumulated Depreciation	Credit \$500.00

Add new journal item

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

If you are depreciating a pool of assets then it is common practice to have a separate account that records the accumulated depreciation of the assets instead of recording the depreciation directly into the asset account.

Carrier 4:25 PM 100%

GLE8000013 Journal Item [\$500.00 Debits , \$500.00 Credits] +

Debit Account		Credit Account	
Depreciation Expense		Accumulated Depreciation	
Ledger Description			
Depreciation of asset pool			
Type		Sales Tax Code	
Other			
Amount		Locked	Reconciled
500		NO	NO

0 Job Associations

Add New Job Association >

Home Customers Suppliers Reports Launchpad Sync Now Backup Help Alerts Book Details 12945 57890 43562 Accounts Calculator App Settings Book Settings

The debit account is the depreciation expense account where you record the depreciation claimed as an expense in the current financial year.

The credit account is the accumulated depreciation asset account. This is the account that records the accumulation of all depreciation over time so that a net value for the assets can be calculated.

The amount and description should also be entered to complete the transaction.

## SUMMARISING DEPRECIATED ASSETS

If you have a separate accumulated depreciation account then you might want to create a summary account to group the pooled assets and accumulated depreciation accounts together so that reports show the net position; the depreciated value of the assets.

Accounts	
11560 Asset <b>Other Assets</b>	
11580 Asset Cheque Account	Balance \$1,456.54
11600 Asset Cash on Hand	Balance \$0.00
11620 Asset <b>Asset Pool 10%</b>	
11640 Asset ( Saleable Purchaseable ) Pooled Assets	Balance \$10,000.00
11660 Asset Accumulated Depreciation	Balance -\$500.00
20000 Liability <b>Liabilities</b>	
20200 Liability <b>Current Liabilities</b>	
20220 Liability Trade Creditors	Balance \$0.00
20600 Liability <b>Other Liabilities</b>	
20620 Liability Cash Sale Credit Account	Balance \$25.00
21580 Liability Credit Card	Balance \$0.00

The Bookkeeping program does not have a depreciation schedule to record your assets that require depreciation. You will need to maintain a depreciation schedule yourself; oftentimes your accountant will do this for you as there are many rules to depreciation assets that vary by business and jurisdiction and these rules change often. Your accountant will have the most up to date knowledge of what the correct depreciation rules are for your assets.

## SETTING A PIN CODE FOR A BOOK

Each book can optionally have a pin code assigned so that access to the book is restricted.

The pin code is required when opening the book, or when resuming the program with an open book.

The pin code is set on the "Book Details" screen that is accessible from the toolbar or the main menu.

Carrier 4:30 PM 100%

**My Business Books** **Book Details**

Prefix	Counter	Suffix
Payment Prefix E8	400,000	Suffix
Refund Prefix E8	500,000	Suffix
Return Prefix E8	600,000	Suffix
Customer Prefix E8	2	Suffix
Supplier Prefix E8	2	Suffix
Journal Prefix E8		Suffix

4-Digit Pin Code  
4-Digit Pin Code

Invoice Payment Instructions Other  
tux

Invoice Payment Instructions Direct Debit  
tux

Invoice Payment Instructions Credit Card  
tux

Invoice Payment Instructions Mail  
tux

Company Logo  
tux

Invoice Comment 1  
Prompt payment is appreciated.

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

The Bookkeeping program has a master pin code that can access any book on the device. The default master pin code is 1234, however you can change this in the App Settings. Be aware that if you change the master pin code and forget it then there is no way to recover it other than deleting and reinstalling the Bookkeeping program. Deleting and reinstalling the Bookkeeping program will result in deleting all of the data stored in the program on the device.

## SENDING YOUR BOOK INFORMATION TO YOUR ACCOUNTANT

The "Export For Accountant" facility located in the "Data Processing" menu is used to export data for sending to your accountant.

Use the "Export to Caseware" function if your accountant prefers the information in CASEWARE format.

Use both the "Export Account List" and "Export Transactions" function if your accountant uses MYOB.

To import the information into MYOB your accountant should first import the "accounts.txt" file. In MYOB choose "File" then "Import Data" then "Accounts" then "Account Information".

Set the import settings to Import File Format as "Comma-separated", First Record is "Header Record", and Duplicate Records as "Update Existing Record" as shown in the diagram below.

Import File

Import Accounts

Import File Format: Comma-separated

First Record is: Header Record

Duplicate Records: Update Existing Record

Cancel Continue

Select the accounts.txt file to import, and then map the fields as shown in the diagram below.

Import Data

First click an Import Field, then click the matching AccountEdge Field.

Import Fields	AccountEdge Fields	Matching Import Field
Account Number	* Account Number:	Account Number
Account Name	Account Name:	Account Name
Account Type	Header:	Summary Account
Summary Account	Balance:	Opening Balance
Opening Balance	Account Type:	Account Type
Closing Balance	Last Cheque Number:	
	Tax Code:	
	Currency Code:	
	Exchange Account:	

(\* = Required Field: Must Have a Valid Matching Import Field)  
(^ = Conditional Field: One or More Fields Must Have a Valid Matching Import Field)

Automatch Match All Unmatch All Cancel Import

To import the transactions into MYOB, in MYOB choose "File" then "Import Data", and then "Transaction Journals". Set the Import File Format as "Comma-separated", and the First Record as "Header Record".

Map the fields as shown in the diagram below.

Import Data

First click an Import Field, then click the matching AccountEdge Field.

Import Fields	AccountEdge Fields	Matching Import Field
Transaction Number	Journal Number:	Transaction Number
Transaction Date	Date:	Transaction Date
Description	Memo:	Description
Account Number	* Account Number:	Account Number
Debit Amount	* Debit Amount:	Debit Amount
Credit Amount	* Credit Amount:	Credit Amount
	Job:	
	Currency Code:	
	Exchange Rate:	

(\* = Required Field: Must Have a Valid Matching Import Field)  
(^ = Conditional Field: One or More Fields Must Have a Valid Matching Import Field)

?

Automatch

Match All

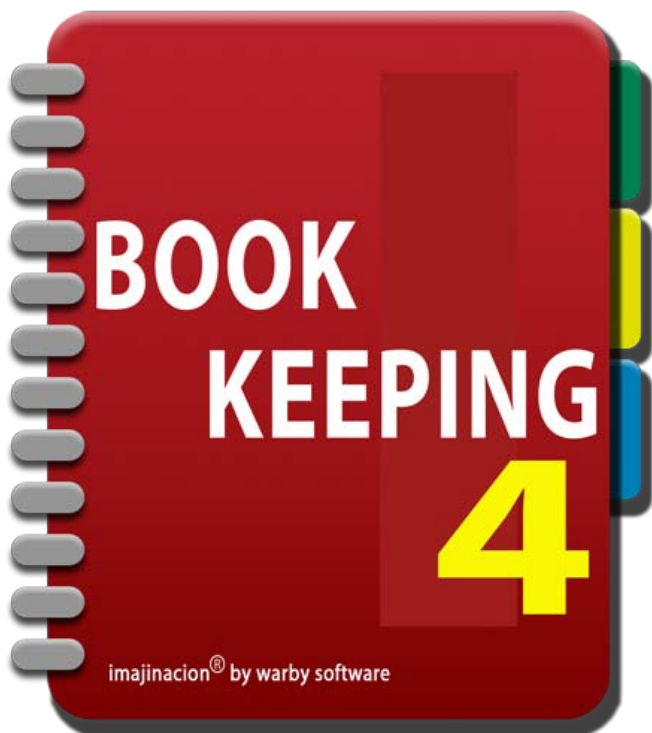
Unmatch All

Cancel

Import

These instructions relate to MYOB AccountEdge version 8. Your accountants version of MYOB may be different and require slightly different steps. Consult the MYOB manual for further information on importing accounts and transactions into MYOB.





## SYNCHRONISATION

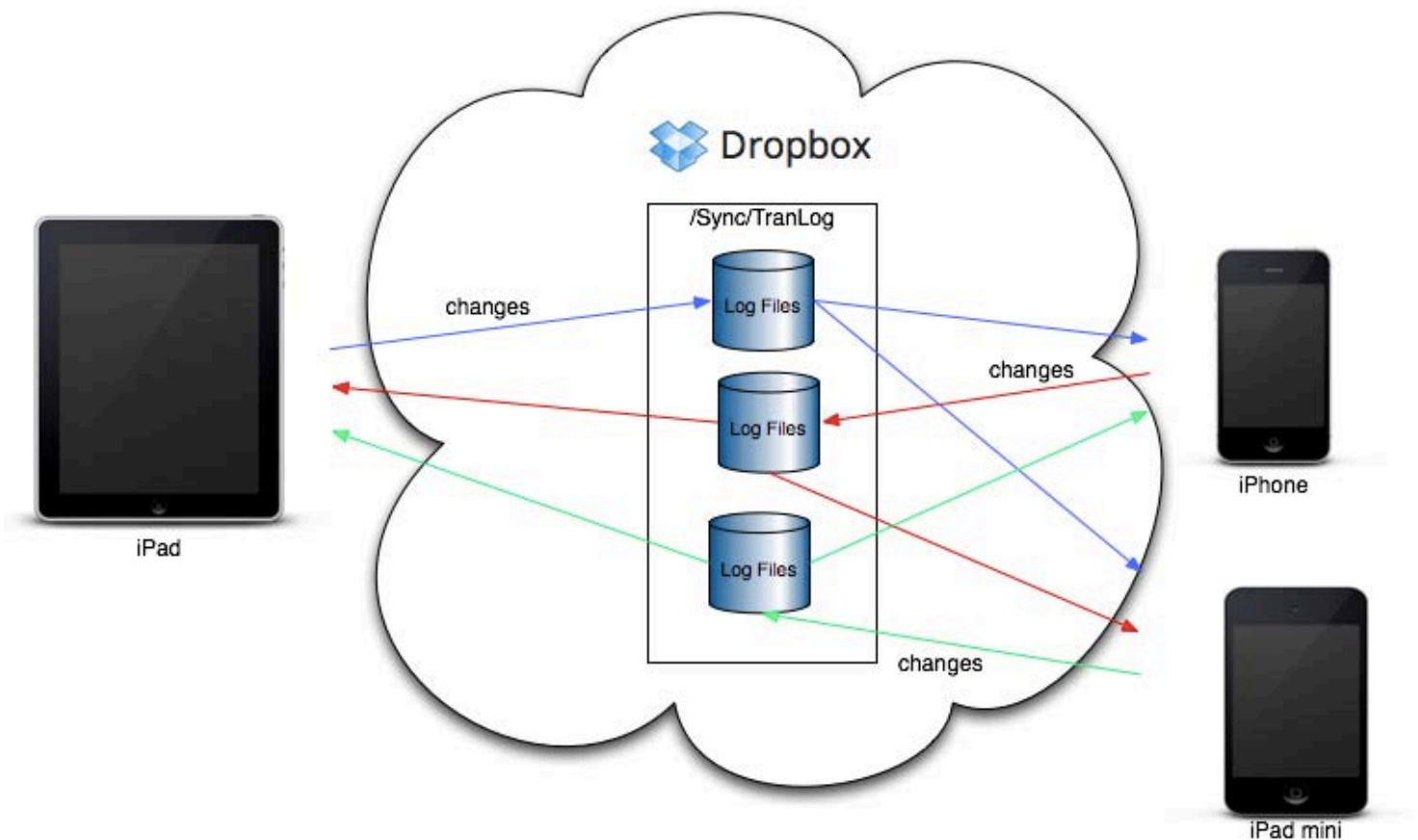
**Bookkeeping4 Pro Edition Only**

1. **Synchronisation Overview**
2. **Setup Synchronisation**
3. **Changing the Synchronisation Folder**
4. **Resetting Synchronisation**
5. **Resetting the Database from Dropbox**
6. **Changing Dropbox Accounts**
7. **Upgrading Devices**

## SYNCHRONISATION OVERVIEW

Bookkeeping4 Pro edition includes the capability to use a Dropbox account for synchronisation of book changes between iOS devices.





This facility allows you to make changes on one device and have those changes automatically applied to other iOS devices. You can, for example, enter some information into your iPad and via the synchronisation facility those changes will be applied to your iPhone.

You can choose whether synchronisation occurs across the Cell/Mobile network (off by default) or only when the device has Wi-Fi connectivity (on by default).

Each change that you make in Bookkeeping is written to a transaction log file. These transaction log files are sent to your Dropbox account where they become available for all other devices to access. The program will attempt to send any new transaction log files to Dropbox every 10 seconds so that they are available to other devices as soon as possible. If there are no new transaction log files then nothing occurs and no network activity occurs.

Bookkeeping4 Pro can either fetch new transaction logs for other devices automatically every 5 minutes (on by default), or only manually when you press the "Sync Now" button on the toolbar (off by default).

If you wish to fetch any new transaction log files immediately then you can press the "Sync Now" button at any time to initiate synchronisation with Dropbox.

By using Dropbox instead of a third party proprietary server for synchronisation you remain in control of your data. Only people with access to your Dropbox folder can access the transaction logs generated by Bookkeeping4 Pro edition. At no time do we have access to your synchronisation data.

You can even synchronise between devices using multiple Dropbox accounts using the Dropbox shared folders capability. Just create the synchronisation folder in one Dropbox account (by default this is /Bookkeeping4/Sync). Then share this folder with other Dropbox accounts that you wish to also use for synchronising Bookkeeping4 Pro edition. If you really want you can have a different Dropbox account for each device, however this is not usually necessary.

With the Dropbox synchronisation facility you do not pay us ongoing monthly fees for synchronisation. At the time of writing Dropbox still offers a free 2GB account that can be used for synchronisation.

### **Not just Synchronisation, it's also incremental backups**

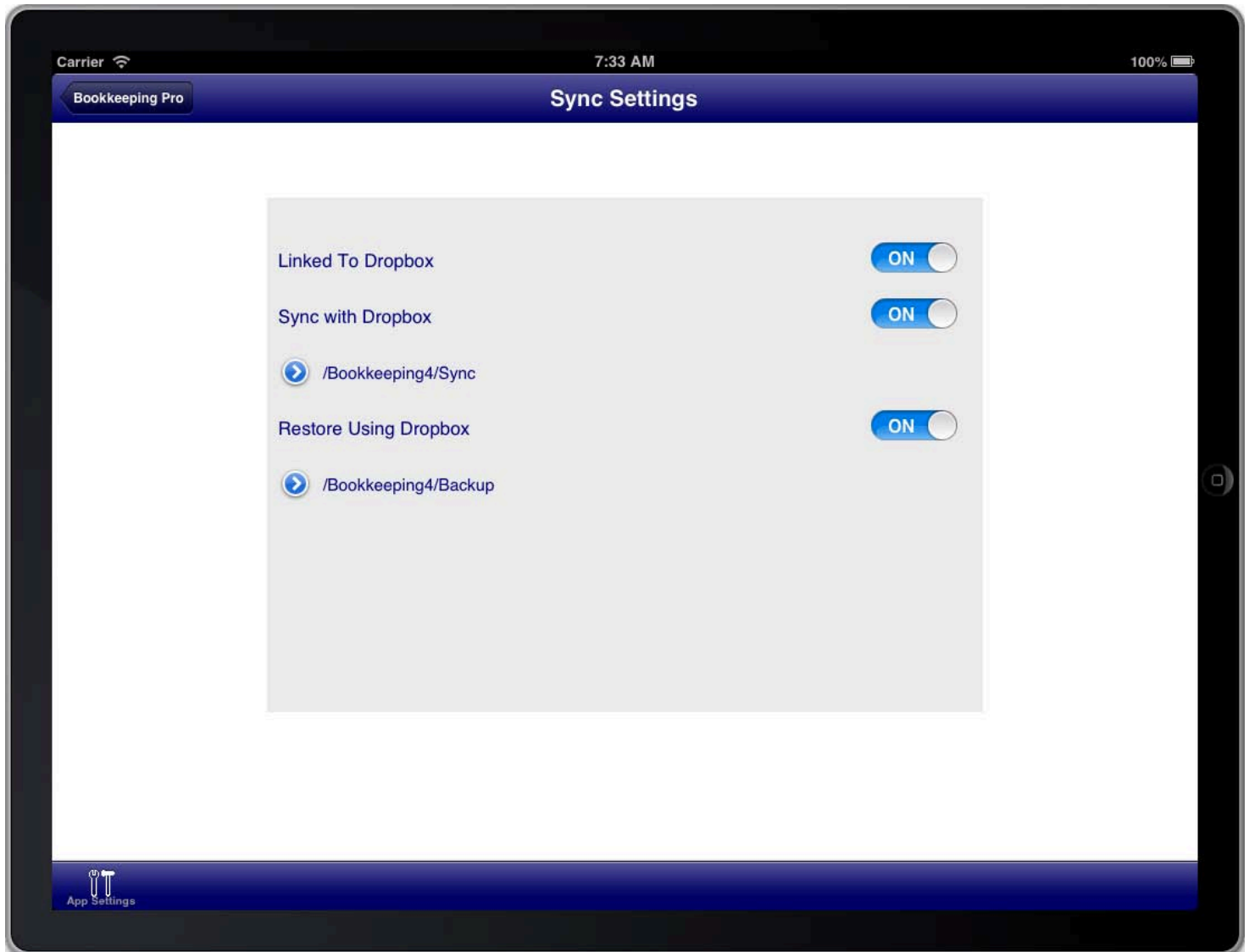
Even if you only have one device you can still gain the benefit of incremental backups using the synchronisation facility. Each change you make in Bookkeeping will be written to a transaction log and synchronised with your Dropbox account. If your device is lost, damaged, or wiped for some reason (or you delete the Bookkeeping program from the device), then you can replay the transaction logs from Dropbox onto your device to recover all of the information you have entered.

You should still make regular full backups using the backup facility in Bookkeeping (these can be sent to Dropbox as well). However at least you will have peace of mind knowing that all changes since your last backup are safe on Dropbox too.

## SETUP SYNCHRONISATION

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.



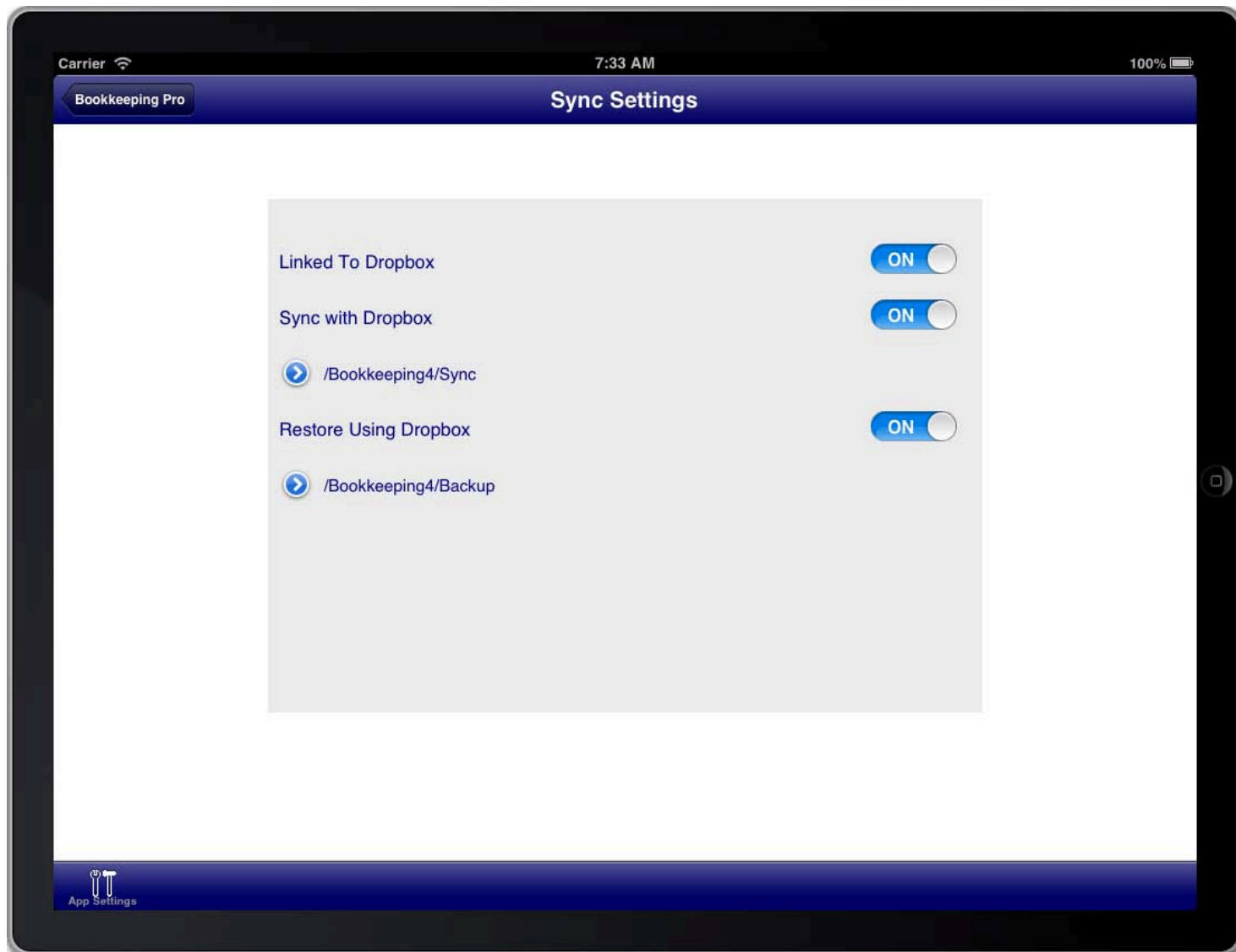
SCREEN: SYNC SETTINGS

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

**Do not change the sync path unless absolutely necessary. Changing the sync path can require that you reset all synchronisation and database settings to get synchronisation working again.**

## CHANGING THE SYNCHRONISATION FOLDER



SCREEN: SYNC SETTINGS

**Do not change the sync path unless absolutely necessary. Changing the sync path can require that you reset all synchronisation and database settings to get synchronisation working again.**

Changing the synchronisation folder is not a simple task and should only be done if absolutely necessary.

Dropbox account replication is used to replicate a copy of a subset of the changes to files in your Dropbox account to the local device. The Dropbox delta process is used to avoid the time consuming, and data intensive, task of scanning the entire Dropbox account for changes. The delta process keeps a cursor on the local device that indicates which changes have been replicated from Dropbox to the local device. When the next inbound synchronisation event occurs the cursor is used to determine if any further changes to files have occurred since the last inbound synchronisation. At the end of the inbound synchronisation event the cursor on the local device is updated to ensure that the next time an inbound sync occurs it only looks for newer changes than those already processed. Each inbound synchronisation event uses the list of changes to find any changes in the sync folder, and sub folders, and applies those changes to the local device. Any changes made in other folders in your Dropbox account are ignored. This process ensures that after an inbound synchronisation the local folders are the same as the sync folder on Dropbox.

If you change the synchronisation folder then all inbound synchronisation activities that have occurred up until that point for that device become invalid. This is because the new synchronisation folder would have been ignored

in all prior inbound synchronisation events to save bandwidth and time.

**It is therefore necessary to reset the inbound synchronisation on the device if the synchronisation folder is changed.**

However there is more that is required because the synchronisation folder contains a record of every change made to the database on each device. If the synchronisation folder is changed after changes have been replicated to a different folder on Dropbox then the Dropbox sync folder and the actual changes to the database on each device no longer match.

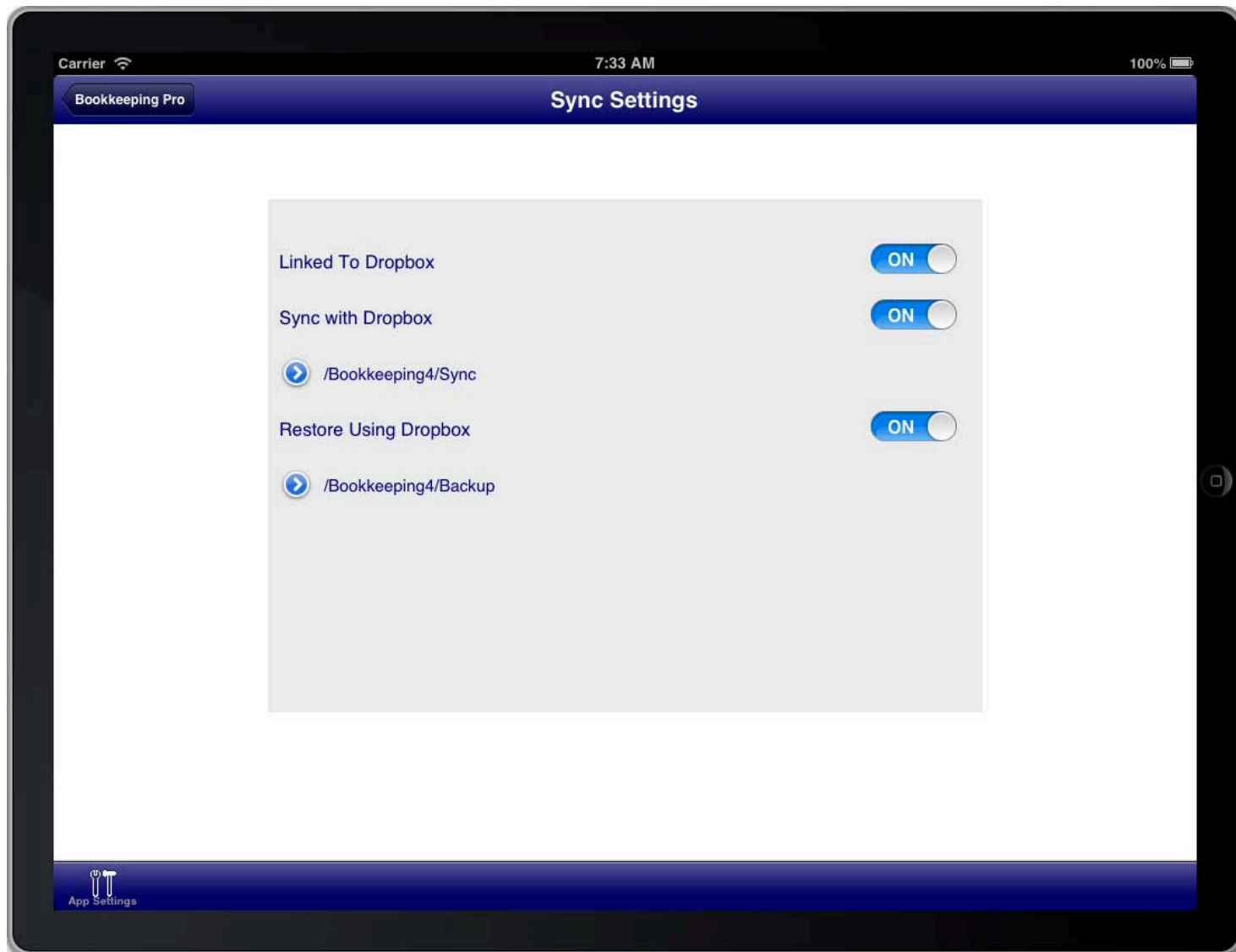
**Therefore it is also necessary to move all synchronisation files on Dropbox from the old sync folder to the new sync folder before resetting the inbound synchronisation on the devices.**

The recommended procedure for changing the synchronisation folder on all devices is as follows:

1. Take a full backup of each book on one of the devices that is up to date and store the backup in a safe place that is not on the device itself.
2. Return to the books list screen on all devices.
3. Press the "Sync Now" button on each device to ensure that synchronisation to Dropbox has completed; so that Dropbox contains a complete record of all changes on all devices
4. Change the synchronisation folder on all devices to the same matching folder.  
**You will need to create the new folder on Dropbox first**
5. Using the Dropbox app, or the Dropbox website, move the transaction logs from the old sync folder to the new sync folder
6. On each device open the App Settings screen on Bookkeeping, select Advanced, turn ON "Reset Inbound Sync", turn ON "Close Program"
7. Open Bookkeeping on each device, open the Sync Settings screen on Bookkeeping, turn ON "Sync with Dropbox", press the "Sync Now" button
8. Ensure that all Synchronisation activity has completed by pressing the "Sync Now" button again.

**Be aware that resetting the inbound sync will result in all of the transaction log files being downloaded from Dropbox again to each device. Therefore it is highly recommended that you perform this process using a WiFi connection.**

## RESETTING SYNCHRONISATION



SCREEN: SYNC SETTINGS

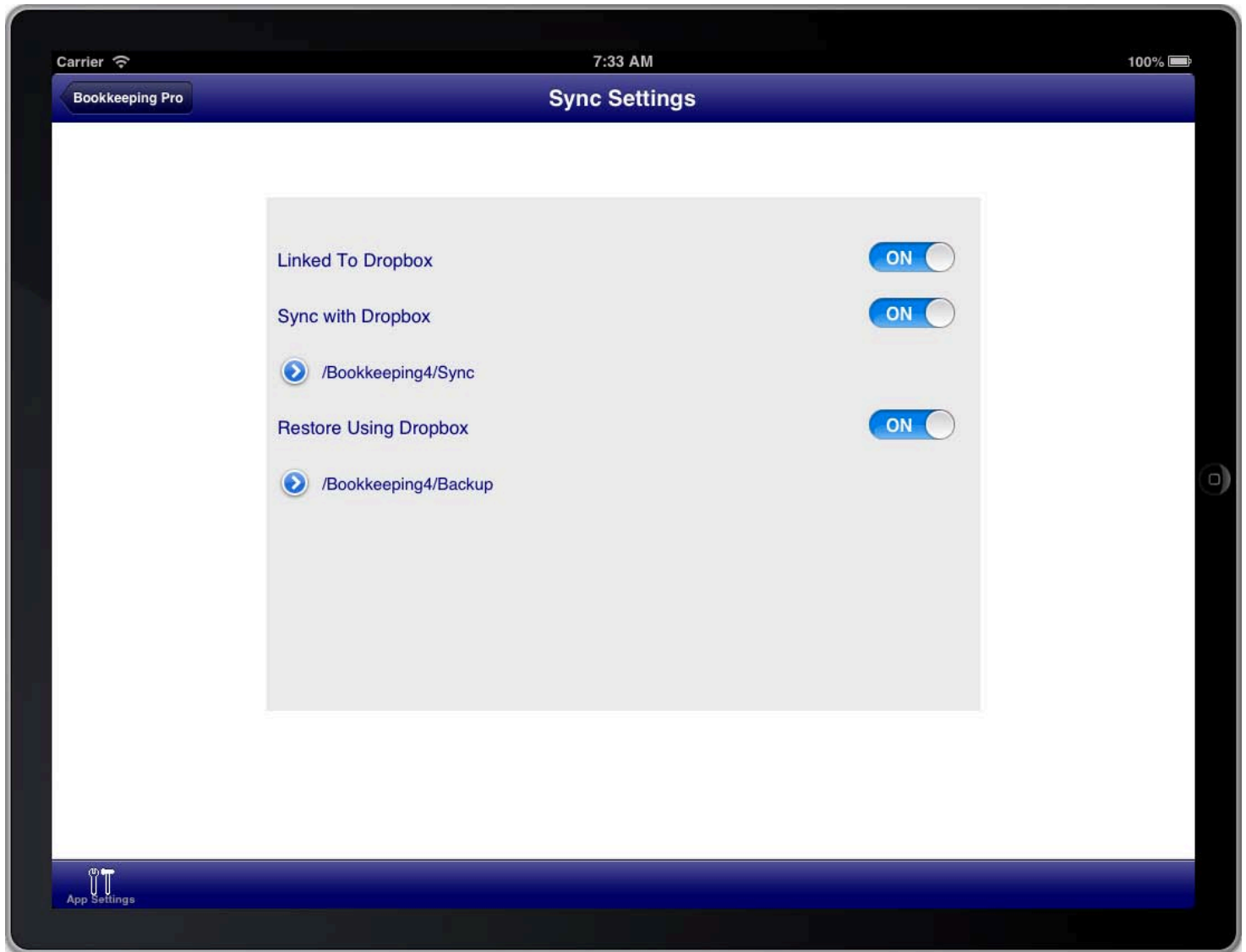
If you wish to completely reset synchronisation on a device and synchronise it again completely from the Dropbox transaction logs then do the following:

1. Take a full backup of each book on the device and store the backup in a safe place that is not on the device itself.
2. Return to the books list screen on the device.
3. Press the "Sync Now" button on the device to ensure that synchronisation to Dropbox has completed; so that Dropbox contains a complete record of all changes on the device.
4. On each device open the App Settings screen on Bookkeeping, select Advanced, turn ON "Reset Outbound Sync", turn ON "Reset Database", turn ON "Reset Inbound Sync", turn ON "Close Program"
5. Open Bookkeeping on the device, open the Sync Settings screen on Bookkeeping, turn ON "Sync with Dropbox", press the "Sync Now" button
6. Ensure that all Synchronisation activity has completed by pressing the "Sync Now" button again.

**Be aware that resetting synchronisation will result in the Bookkeeping database being wiped clean, so it is very important to have a backup of each book in a safe place.**

**Be aware that resetting synchronisation will result in all of the transaction log files being downloaded from Dropbox again to the device. Therefore it is highly recommended that you perform this process using a WiFi connection.**

## RESETTING THE DATABASE FROM THE DROPBOX TRANSACTION LOGS



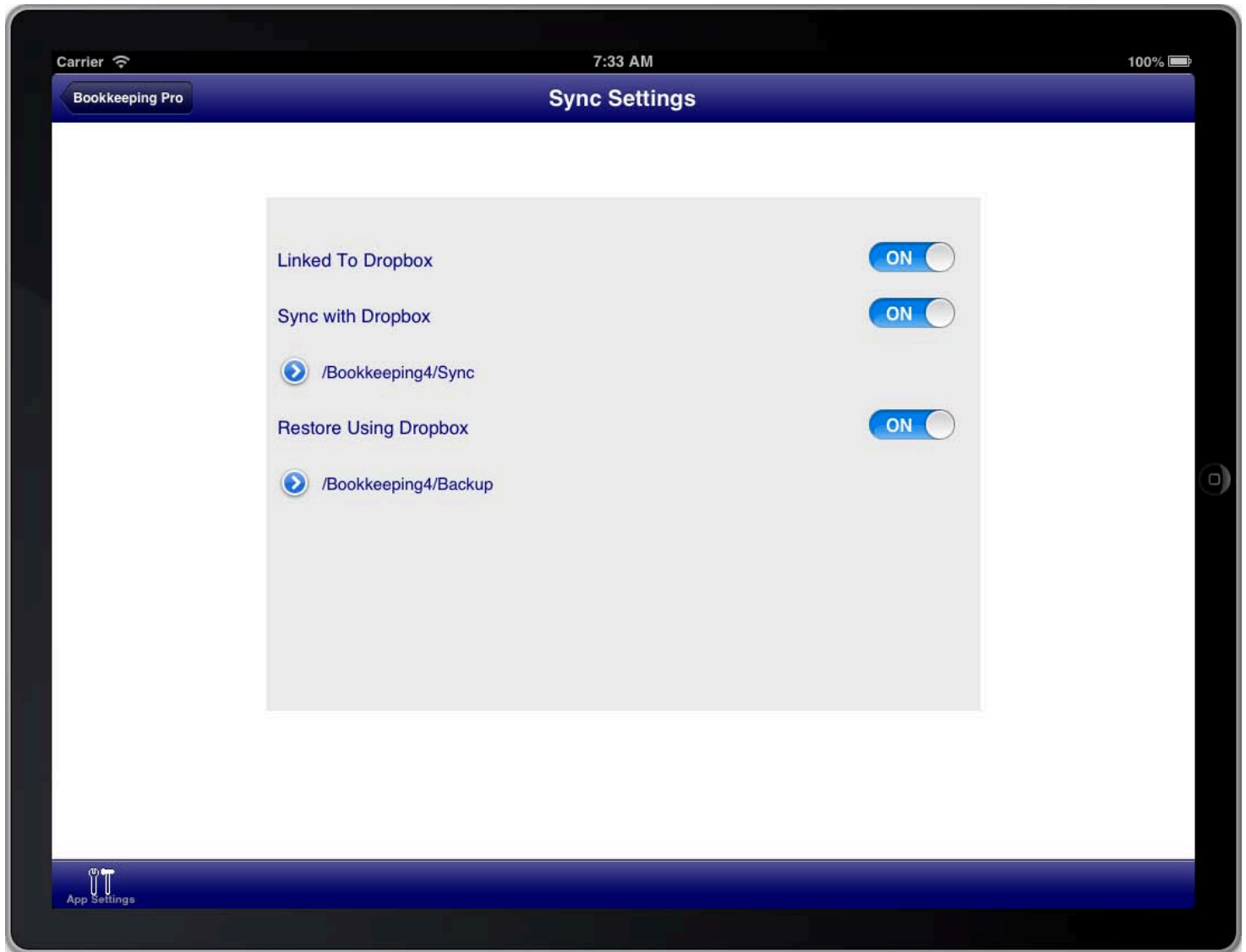
SCREEN: SYNC SETTINGS

If you wish to wipe the database on the device and synchronise it again completely from the Dropbox transaction logs that already exist on the device then do the following:

1. Take a full backup of each book on the device and store the backup in a safe place that is not on the device itself.
2. Return to the books list screen on the device.
3. Press the "Sync Now" button on the device to ensure that synchronisation to Dropbox has completed; so that Dropbox contains a complete record of all changes on the device.
4. On each device open the App Settings screen on Bookkeeping, select Advanced, turn ON "Reset Database", turn ON "Reset Inbound Queue", turn ON "Close Program"
5. Open Bookkeeping on the device, open the Sync Settings screen on Bookkeeping, turn ON "Sync with Dropbox", press the "Sync Now" button
6. Ensure that all Synchronisation activity has completed by pressing the "Sync Now" button again.

**Be aware that resetting the database will result in the Bookkeeping database being wiped clean, so it is very important to have a backup of each book in a safe place.**

## CHANGING DROPBOX ACCOUNTS



SCREEN: SYNC SETTINGS

If you change Dropbox accounts by unlinking and then relinking Bookkeeping again to Dropbox, even if the new account is the same as the old account, then synchronisation becomes invalid because the cursor used by synchronisation is only relevant to the original linked account.

If you do this then you will need to follow the procedure of resetting synchronisation in order for synchronisation to work again on the new account that is linked.



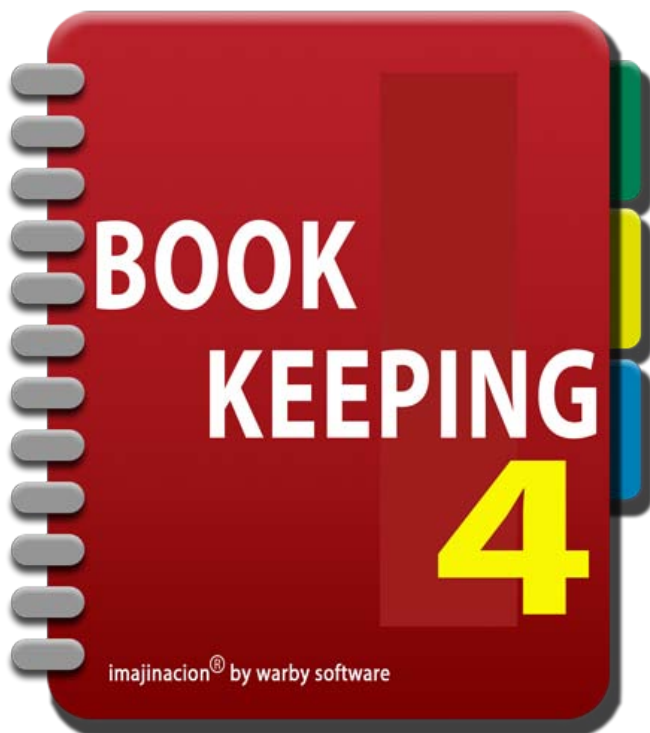
## UPGRADING DEVICES

When synchronisation is used between devices it is important to upgrade devices to a new version of Bookkeeping in a specific sequence.

The procedure that you should follow to apply an update of Bookkeeping to devices that use synchronisation is as follows:

1. Make a backup of each book on one device that is fully synchronised and store the backup in a safe place that is not on the device.
2. Ensure that each device is completely synchronised with Dropbox and that the devices are all at the books list screen
3. Close Bookkeeping on all devices to ensure that no further synchronisation or changes occurs.
4. Select one device and update the Bookkeeping program on that device.
5. Open each book on that device so that the book is also upgraded to the latest program version.
6. Return to the books list screen on the device and press the "Sync Now" button to ensure that all changes are synchronised with Dropbox.
7. Select another device and update the Bookkeeping program on that device.
8. Press the "Sync Now" button on that device to synchronise with Dropbox and thereby receive the upgrade changes that were processed on the first device.
9. Press the "Sync Now" button again to ensure that there are no further changes to be synchronised from Dropbox.
10. Proceed repeat the prior three steps for each other device until all devices have been upgraded and fully synchronised.
11. You can then proceed to open books and use the program on each device as normal.

Failure to follow these steps can result in synchronisation conflicts and may result in an incorrect book upgrade.



## REPORTS

1. Trial Balance
2. Balance Sheet
3. Detailed Balance Sheet
4. Profit & Loss Statement
5. Consolidated Tax Statement
6. Detailed Tax Statement
7. Expense Budget Report
8. Debtors Statement
9. Creditors Statement
10. General Ledger Report
11. Aged Debtors
12. Aged Creditors
13. Detailed Aged Debtors
14. Detailed Aged Creditors
15. Product & Services Summary Statement
16. Product & Services Turnover Statement
17. Product & Services Activity Statement
18. Dividend Statement
19. Job Activity Statement
20. Job Summary Statement
21. Sales Statement
22. Purchases Statement
23. Quotes Statement
24. RFQs Statement
25. Receipts Statement
26. Payments Statement
27. Cash Flow Statement
28. Customer Statements

29. **Supplier Statements**
30. **Chart of Accounts Summary**
31. **Cheques Written Statement**
32. **Receipts and Payments Statement**

# TRIAL BALANCE

Carrier 5:32 PM 100%			
Trial Balance (Accrual)			
<b>EQUITY</b>			
Current Earnings	\$0.00	\$0.00	\$0.00
Accumulated Profits	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
<b>REVENUE</b>			
Sale Account	\$75.00	\$150.00	-\$75.00
General Sales	\$25.00	\$0.00	\$25.00
Export Sales	\$0.00	\$25.00	-\$25.00
Freight Charges	\$0.00	\$0.00	\$0.00
	\$100.00	\$175.00	-\$75.00
<b>COST OF SALES</b>			
	\$0.00	\$0.00	\$0.00
<b>EXPENSES</b>			
3 May 2013 17:31:37			
<b>MY BUSINESS BOOKS</b>			
<b>TRIAL BALANCE STATEMENT (ACCRUAL)</b>			
As At 31 Dec 2013			
	<b>Debits</b>	<b>Credits</b>	<b>Variance</b>
Bank Charges	\$4.80	\$0.00	\$4.80
	\$4.80	\$0.00	\$4.80
<b>Total</b>	\$454.80	\$454.80	\$0.00

REPORT: TRIAL BALANCE

# BALANCE SHEET

Carrier 5:42 PM 100%

Balance Sheet (Accrual) Balance Sheet (Accrual

MY BUSINESS BOOKS Page 1

BALANCE SHEET STATEMENT (ACCRUAL)

As At 31 Dec 2013

ASSETS

Current Assets

Bank Account \$95.20

Total Current Assets \$95.20

Total ASSETS \$95.20

LIABILITIES

Other Liabilities

Cash Sale \$25.00

Total Other Liabilities \$25.00

Total LIABILITIES \$25.00

EQUITY

Earnings

Current Earnings \$70.20

Total Earnings \$70.20

Total EQUITY \$70.20

REPORT: BALANCE SHEET

# DETAILED BALANCE SHEET

Carrier 5:43 PM 100%

Detailed Balance Sheet (Accrual) Detailed Balance Sheet (Accrual)

MY BUSINESS BOOKS  
DETAILED BALANCE SHEET STATEMENT (ACCRUAL)

Page 1

	31 Dec 2013	31 Dec 2012	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Bank Account	\$95.20		\$95.20
Total Current Assets	\$95.20	\$0.00	\$95.20
<b>Other Assets</b>			
Total Other Assets		\$0.00	\$0.00
<b>Total ASSETS</b>	<b>\$95.20</b>	<b>\$0.00</b>	<b>\$95.20</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Total Current Liabilities		\$0.00	\$0.00
<b>Other Liabilities</b>			
Cash Sale	\$25.00		\$25.00
Total Other Liabilities	\$25.00	\$0.00	\$25.00
<b>Total LIABILITIES</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
<b>EQUITY</b>			
<b>Earnings</b>			
Current Earnings	\$70.20	\$0.00	\$70.20
Total Earnings	\$70.20	\$0.00	\$70.20
<b>Total EQUITY</b>	<b>\$70.20</b>	<b>\$0.00</b>	<b>\$70.20</b>

3 May 2013 17:43:19

REPORT: DETAILED BALANCE SHEET

# PROFIT AND LOSS STATEMENT

Carrier 5:44 PM 100%

Profit & Loss Statement (Accrual) Profit & Loss Statement (Accrual)

MY BUSINESS BOOKS Page 1

PROFIT & LOSS STATEMENT (ACCRUAL)

1 Jan 2013 Until 31 Dec 2013

REVENUE	
Sale Account	\$75.00
General Sales	-\$25.00
Export Sales	\$25.00
Total REVENUE	<u>\$75.00</u>
EXPENSES	
Bank Charges	\$4.80
Total EXPENSES	<u>\$4.80</u>
Net Earnings	<u>\$70.20</u>

REPORT: PROFIT AND LOSS STATEMENT

# CONSOLIDATED TAX STATEMENT

Carrier 5:46 PM 100%

Consolidated Tax Statement (Accrual) Consolidated Tax Statement (Accrual)

Page 1

**AUSTRALIAN BOOKS**  
**CONSOLIDATED TAX STATEMENT (ACCRUAL)**  
*1 Jan 2013 Until 31 Dec 2013*

	Ex Tax	Tax	Total
<b>Collected</b>			
GST Collected	\$100.00	\$10.00	\$110.00
<b>TOTAL COLLECTED</b>	<b>\$100.00</b>	<b>\$10.00</b>	<b>\$110.00</b>
<b>Paid</b>			
GST Paid	\$50.00	\$5.00	\$55.00
<b>TOTAL PAID</b>	<b>\$50.00</b>	<b>\$5.00</b>	<b>\$55.00</b>
<b>Net</b>			
<b>NET COLLECTED</b>	<b>\$50.00</b>	<b>\$5.00</b>	<b>\$55.00</b>

Summary	Amount
G01	\$110.00
G02	\$0.00
G03	\$0.00
G10	\$0.00
G11	\$55.00
1A	\$10.00
1B	\$5.00
G04	\$0.00
G05	\$0.00

REPORT: CONSOLIDATED TAX STATEMENT



# DETAILED TAX STATEMENT

Carrier 5:48 PM 100%

Detailed Tax Statement (Accrual) Detailed Tax Statement (Accrual)

AUSTRALIAN BOOKS  
DETAILED TAX STATEMENT (ACCRUAL)  
1 Jan 2013 Until 31 Dec 2013

Page 1

				Ex Tax	Tax	Total
<b>Collected</b>						
26 Apr 2013	E8100001	Sale	Sale Account	\$100.00	\$10.00	
<b>GST Collected</b>				<b>\$100.00</b>	<b>\$10.00</b>	<b>\$110.00</b>
<b>Account</b>		<b>Forex Cost</b>	<b>Forex Tax</b>	<b>Cost</b>	<b>Tax</b>	<b>Total</b>
Sale Account				\$100.00	\$10.00	\$110.00
<b>Sum</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$10.00</b>	<b>\$110.00</b>
<b>TOTAL COLLECTED</b>				<b>\$100.00</b>	<b>\$10.00</b>	<b>\$110.00</b>
<b>Paid</b>						
26 Apr 2013	E8300001	Purchase	Purchase Account	\$50.00	\$5.00	
<b>GST Paid</b>				<b>\$50.00</b>	<b>\$5.00</b>	<b>\$55.00</b>
<b>Account</b>		<b>Forex Cost</b>	<b>Forex Tax</b>	<b>Cost</b>	<b>Tax</b>	<b>Total</b>
Purchase Account				\$50.00	\$5.00	\$55.00
<b>Sum</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$5.00</b>	<b>\$55.00</b>
<b>TOTAL PAID</b>				<b>\$50.00</b>	<b>\$5.00</b>	<b>\$55.00</b>
<b>Net</b>						
<b>NET COLLECTED</b>				<b>\$50.00</b>	<b>\$5.00</b>	<b>\$55.00</b>
<b>Summary</b>				<b>Amount</b>		
G01				\$110.00		
G02				\$0.00		
G03				\$0.00		

3 May 2013 17:48:13

REPORT: DETAILED TAX STATEMENT

# EXPENSE BUDGET REPORT

Carrier 15:21 100%

Expense Budget Report (Cash)

Expense Budget Report (Cash)

MY BUSINESS BOOKS (UK)

EXPENSE BUDGET STATEMENT (CASH)

1 Apr 2013 Until 2 Jul 2013

Page 1

	Budget	Actual	Forecast	Compliance
<b>REVENUE</b>				
General Sales	£12,000.00	£3,000.00	£3,057.53	98%
<b>Total Revenue</b>	<u>£12,000.00</u>	<u>£3,000.00</u>	<u>£3,057.53</u>	98%
<b>EXPENSES</b>				
Electricity	£2,000.00	£350.00	£509.59	68%
Stationery	£800.00	£175.00	£203.84	85%
Telephone	£1,500.00	£450.00	£382.19	117%
<b>Total Expenses</b>	<u>£4,300.00</u>	<u>£975.00</u>	<u>£1,095.62</u>	88%
<b>Net Earnings</b>	<u>£7,700.00</u>	<u>£2,025.00</u>	<u>£1,961.91</u>	103%

REPORT: EXPENSE BUDGET REPORT

# DEBTORS STATEMENT

Carrier 5:50 PM 100%

Debtors Statement (Accrual) Debtors Statement (Accrual)

AUSTRALIAN BOOKS  
DEBTORS STATEMENT (ACCRUAL)  
As At 31 Dec 2013

Page 1

CASH SALE

Date	Number	Total Cost	Total Tax	Total Value	Balance Cost	Balance Tax	Balance Value
26 Apr 2013	E8100001	\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00
Total Open Sales		\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00
Total All Debtors		\$100.00	\$10.00	\$110.00	\$100.00	\$10.00	\$110.00

3 May 2013 17:50:46

REPORT: DEBTORS STATEMENT

# CREDITORS STATEMENT

Carrier 5:56 PM 100%

Creditors Statement (Accrual) Creditors Statement (Accrual)

AUSTRALIAN BOOKS  
CREDITORS STATEMENT (ACCRUAL)  
As At 31 Dec 2013

Page 1

CASH PURCHASE

Date	Number	Total Cost	Total Tax	Total Value	Balance Cost	Balance Tax	Balance Value
26 Apr 2013	E8300001	\$50.00	\$5.00	\$55.00	\$50.00	\$5.00	\$55.00
Total Open Purchases		\$50.00	\$5.00	\$55.00	\$50.00	\$5.00	\$55.00
Total All Creditors		\$50.00	\$5.00	\$55.00	\$50.00	\$5.00	\$55.00

3 May 2013 17:56:49

REPORT: CREDITORS STATEMENT

# GENERAL LEDGER REPORT

Carrier 5:57 PM 100%

General Ledger Report (Accrual) General Ledger Report (Accrual)

AUSTRALIAN BOOKS

GENERAL LEDGER STATEMENT (ACCRUAL)

1 Jan 2013 Until 31 Dec 2013

Activity	Debit	Credit	Balance	Foreign Debit	Foreign Credit	Page 1 Foreign Balance
<b>10220 (ASSET) TRADE DEBTORS [AUD]</b>						
26 Apr 2013 SJE8000001 Sale Account	\$110.00		\$110.00			
	<u>\$110.00</u>	<u>\$0.00</u>				
<b>10660 (ASSET) GST COLLECTED [AUD]</b>						
26 Apr 2013 SJE8000001 Sale Account		\$10.00	-\$10.00			
	<u>-\$10.00</u>	<u>\$10.00</u>				
<b>10680 (ASSET) GST PAID [AUD]</b>						
26 Apr 2013 PJE8000001 Purchase Account	\$5.00		\$5.00			
	<u>\$5.00</u>	<u>\$0.00</u>				
<b>20220 (LIABILITY) TRADE CREDITORS [AUD]</b>						
26 Apr 2013 PJE8000001 Purchase Account		\$55.00	\$55.00			
	<u>\$55.00</u>	<u>\$55.00</u>				
<b>40040 (REVENUE) SALE ACCOUNT [AUD]</b>						
26 Apr 2013 SJE8000001 Sale Account		\$100.00	\$100.00			
	<u>\$100.00</u>	<u>\$100.00</u>				
<b>60020 (EXPENSE) PURCHASE ACCOUNT [AUD]</b>						
26 Apr 2013 PJE8000001 Purchase Account	\$50.00		\$50.00			
	<u>\$50.00</u>	<u>\$0.00</u>				
<b>TOTAL</b>	<u>\$0.00</u>	<u>\$165.00</u>	<u>\$165.00</u>			

3 May 2013 17:57:42

REPORT: GENERAL LEDGER REPORT

Carrier 5:59 PM 100%

Aged Debtors (Accrual)

Aged Debtors (Accrual)

AUSTRALIAN BOOKS						Page 1
AGED DEBTORS STATEMENT (ACCRUAL)						
As At 31 Dec 2013						
Customer	Total	Current	>30 Days	>60 Days	>90 Days	
CASH SALE	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	
Total All Debtors	\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	

3 May 2013 17:58:57

Carrier 5:59 PM 100%


Aged Creditors (Accrual)

Aged Creditors (Accrual)


AUSTRALIAN BOOKS						Page 1
AGED CREDITORS STATEMENT (ACCRUAL)						
As At 31 Dec 2013						
Supplier	Total	Current	>30 Days	>60 Days	>90 Days	
CASH PURCHASE	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	
Total All Creditors	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	

3 May 2013 17:59:52


## DETAILED AGED DEBTORS

Carrier 

6:00 PM

100% 

Detailed Aged Debtors (Accrual)

Detailed Aged Debtors (Accrual) 

AUSTRALIAN BOOKS

DETAILED AGED DEBTORS STATEMENT (ACCRUAL)

Page 1

As At 31 Dec 2013


Number	Due Date	Total Due	Current	>30 Days	>60 Days	>90 Days	Balance
E8100001	26 Apr 2013	\$110.00	\$110.00				\$110.00
CASH SALE		\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00
Total All Debtors		\$110.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00

3 May 2013 18:00:45


REPORT: DETAILED AGED DEBTORS



## DETAILED AGED CREDITORS


Carrier 

6:01 PM

100% 

Detailed Aged Creditors (Accrual)

Detailed Aged Creditors (Accrual)



AUSTRALIAN BOOKS

DETAILED AGED CREDITORS STATEMENT (ACCRUAL)

Page 1

As At 31 Dec 2013

Number	Due Date	Total Due	Current	>30 Days	>60 Days	>90 Days	Balance
E8300001	26 Apr 2013	\$55.00	\$55.00				\$55.00
CASH PURCHASE		\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00
Total All Creditors		\$55.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00

3 May 2013 18:01:31

REPORT: DETAILED AGED CREDITORS

INVENTORY SUMMARY STATEMENT

Carrier 15:31 100%

Products & Services Summary StatementProducts & Services Summary Statement

EXAMPLE CO LTD

PRODUCTS & SERVICES SUMMARY STATEMENT

Page 1

		Opening	Opening	On Hand	Purchase	Purchase	COGS	COGS
		Quantity	Value	Quantity	Quantity	Value	Quantity	Value
blk1	Black Shoes Blac	100	\$6,997.00	100	109	\$7,626.73	9	\$629.73
brn1	Brown Shoes	100	\$700.00	100	109	\$763.00	9	\$63.00

2 Jul 2013 15:30:59

REPORT: INVENTORY SUMMARY STATEMENT

# INVENTORY TURNOVER STATEMENT

Carrier 15:32 100%

Products & Services Turnover Statement

Products & Services Turnover Statement

EXAMPLE CO LTD  
PRODUCTS & SERVICES TURNOVER STATEMENT  
1 Jan 2013 Until 31 Dec 2013

Page 1

		Price	Quantity	Total
<b>BLK1 : BLACK SHOES BLACK LACES OTHER ITEMS YET DESCRIBED</b>				
Inventory Purchases				
27 Jun 2013	25300003	\$69.97	-1 ea	-\$69.97
27 Jun 2013	25300001	\$69.97	10 ea	\$699.70
Total Inventory Purchases			9 UNITS	\$629.73
Inventory Sales				
27 Jun 2013	25100002	\$164.05	-1 ea	-\$164.05
30 Jun 2013	76100001	\$164.05	10 ea	\$1,640.50
Total Inventory Sales			9 UNITS	\$1,476.45
Summary for the period				
Opening Balance		\$69.97	100 UNITS	\$6,997.00
Total Inventory Purchases			9	
Total Inventory Purchase Returns			0	
Total Inventory Sales			9	
Total Inventory Sale Returns			0	
Closing Balance		\$69.97	100 UNITS	\$6,997.00
Cost of Goods Sold				\$629.73
Inventory Adjustment				\$0.00
<b>BRN1 : BROWN SHOES</b>				
Inventory Purchases				
27 Jun 2013	25300003	\$7.00	-1 ea	-\$7.00
27 Jun 2013	25300001	\$7.00	10 ea	\$70.00
Total Inventory Purchases			9 UNITS	\$63.00
Inventory Sales				
27 Jun 2013	25100002	\$16.40	-1 ea	-\$16.40

2 Jul 2013 15:32:01

REPORT: INVENTORY TURNOVER STATEMENT

# INVENTORY ACTIVITY STATEMENT

Carrier 15:32 100%

Products & Services Activity StatementProducts & Services Activity Statement

EXAMPLE CO LTD  
PRODUCTS & SERVICES ACTIVITY STATEMENT  
1 Jan 2013 Until 31 Dec 2013


Page 1

Description	Purchase	Purchase	Sale	Sale
	Quantity	Value	Quantity	Value
BLK1 : BLACK SHOES BLACK LACES OTHER ITEMS YET DESCRIB	9.000	\$629.73	9.000	\$1,476.45
BRN1 : BROWN SHOES	9.000	\$63.00	9.000	\$147.60
FOOTWEAR	18.000	\$692.73	18.000	\$1,624.05
TOTAL	18.000	\$692.73	18.000	\$1,624.05


2 Jul 2013 15:32:43

REPORT: INVENTORY ACTIVITY STATEMENT


# DIVIDEND STATEMENT

Carrier 

6:19 PM

100% 

Dividend Statement

Dividend Statement 

AUSTRALIAN BOOKS

DIVIDEND STATEMENT

1 Jan 2013 Until 31 Dec 2013

Page 1

BHP : BHP BILLITON

Receipt Date	Record Date	Payment Date	Unfranked Amount	Franked Amount	Franking Credit	Withholding Tax	Franking Rate	Franking Tax Rate	Dividend Amount	Units Held
26 Apr 2013	26 Apr 2013	26 Apr 2013	\$0.00	\$100.00	\$42.86	\$0.00	100 %	30 %	\$1.00	100
			\$0.00	\$100.00	\$42.86	\$0.00				
			\$0.00	\$100.00	\$42.86	\$0.00				

3 May 2013 18:19:04

REPORT: DIVIDEND STATEMENT

# JOB ACTIVITY STATEMENT

Carrier 6:24 PM 100%

Job Activity Statement

Job Activity Statement

AUSTRALIAN BOOKS

JOB ACTIVITY STATEMENT

1 Jan 2013 Until 31 Dec 2013

Page 2

STOCK TRADING

Revenue

Date	Description	Quantity	Cost	Tax	Total
26 Apr 2013	BHP Billiton	100	\$3,500.00	\$0.00	\$3,500.00
		100	\$3,500.00	\$0.00	\$3,500.00

Expenditure

Date	Description	Quantity	Cost	Tax	Total
26 Apr 2013	Sale Brokerage	1	\$18.56	\$1.39	\$19.95
26 Apr 2013	BHP Billiton	100	\$3,246.00	\$324.60	\$3,570.60
26 Apr 2013	Purchase Brokerage	1	\$18.56	\$1.39	\$19.95
		102	\$3,283.12	\$327.38	\$3,610.50
	Net Revenue	-2	\$216.88	-\$327.38	-\$110.50

3 May 2013 18:24:37


REPORT: JOB ACTIVITY STATEMENT

# JOB SUMMARY STATEMENT

Carrier 6:26 PM 100%

Job Summary Statement

Job Summary Statement



AUSTRALIAN BOOKS

JOB SUMMARY STATEMENT

1 Jan 2013 Until 31 Dec 2013

Page 1

SHOE SALES

Revenue

Account	Quantity	Cost	Tax	Total
Sale Account	1	\$50.00	\$5.00	\$55.00
	1	\$50.00	\$5.00	\$55.00

Expenditure

Account	Quantity	Cost	Tax	Total
Purchase Account	1	\$10.00	\$0.00	\$10.00
	1	\$10.00	\$0.00	\$10.00

Net Revenue

	0	\$40.00	\$5.00	\$45.00
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3 May 2013 18:25:45

REPORT: JOB SUMMARY STATEMENT

# SALES STATEMENT

Carrier 15:35 100%

Sales Statement

Sales Statement

EXAMPLE CO LTD  
SALES STATEMENT  
1 Jan 2013 Until 31 Dec 2013

Page 1

Bob Brown  
ABN 66 171 181 161  
12 Smith Street  
Carlton Vic 3543  
Telephone 0419 888 888

Date	Description	Cost	Tax	Total	Balance
27 Jun 2013	Brown Shoes	-\$180.45	-\$18.05	-\$198.50	\$0.00
30 Jun 2013	Black Shoes Black laces Other items yet	\$1,804.50	\$180.45	\$1,984.95	-\$0.01
Total Sales		\$1,624.05	\$162.40	\$1,786.45	-\$0.01
Net Sales		\$1,624.05	\$162.40	\$1,786.45	

2 Jul 2013 15:34:59

REPORT: SALES STATEMENT



PURCHASES STATEMENT

Carrier

15:36

100%

Purchases Statement

Purchases Statement

EXAMPLE CO LTD

PURCHASES STATEMENT

1 Jan 2013 Until 31 Dec 2013

Page 1

Euro Exports Limited

ABN 87 181 171 161

14 Monk Road

Mt Waverley Vic 4543

Date	Description	Cost	Tax	Total	Balance
27 Jun 2013	Stock Purchases	\$769.70	\$76.97	\$846.67	-\$84.67
27 Jun 2013	Brown Shoes	-\$76.97	-\$7.70	-\$84.67	\$0.00
Total Purchases		\$692.73	\$69.27	\$762.00	-\$84.67
Net Purchases		\$692.73	\$69.27	\$762.00	

2 Jul 2013 15:36:27

REPORT: PURCHASES STATEMENT





# RECEIPTS STATEMENT

Carrier

15:38

100%

Receipts Statement

Receipts Statement

EXAMPLE CO LTD

RECEIPTS STATEMENT

1 Jan 2013 Until 31 Dec 2013

Bob Brown

ABN 66 171 181 161

12 Smith Street

Carlton Vic 3543

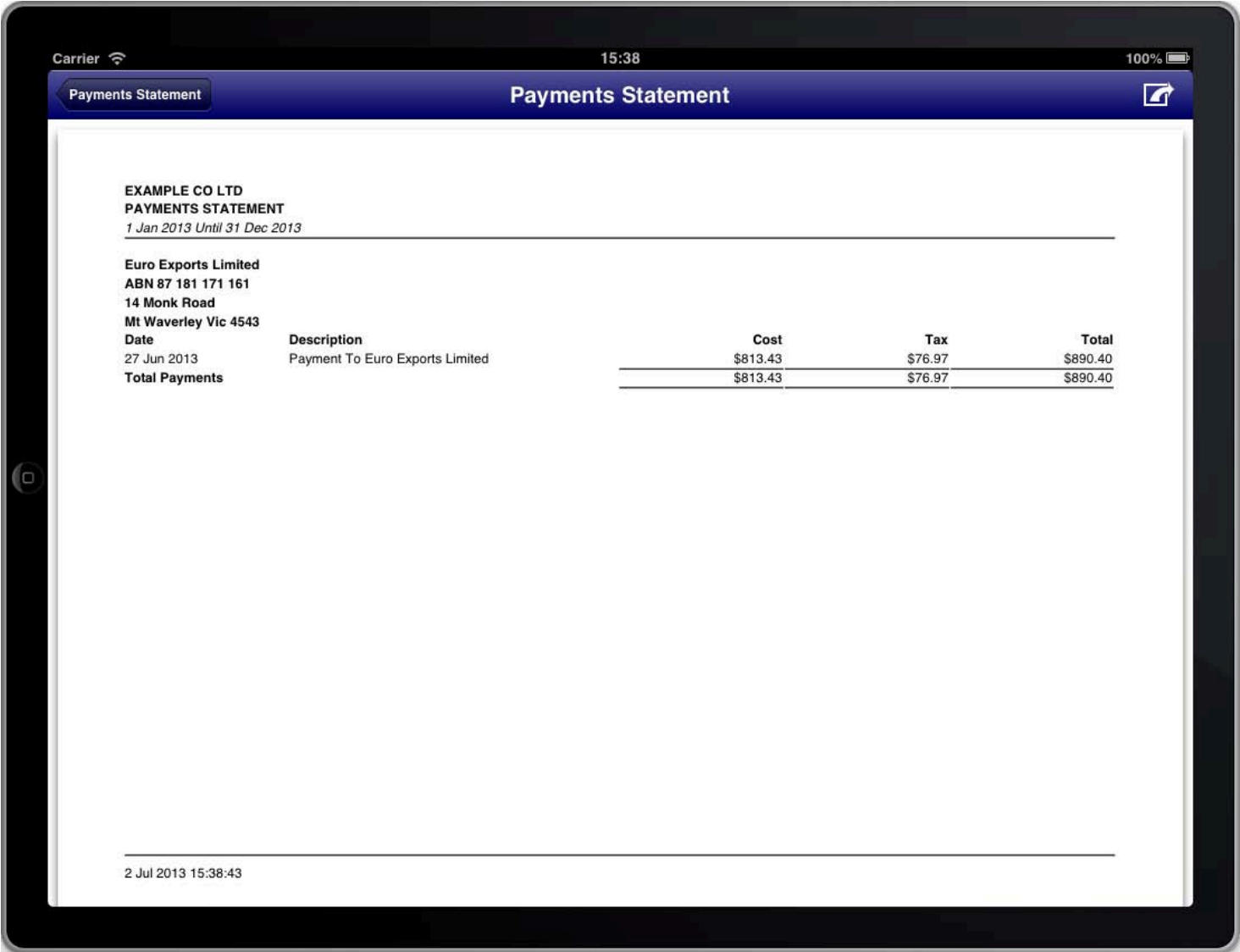
Telephone 0419 888 888

Date	Description	Cost	Tax	Total
27 Jun 2013	Refund To Bob Brown	-\$192.02	-\$18.05	-\$210.07
30 Jun 2013	Receipt From Bob Brown	\$1,703.61	\$180.45	\$1,884.06
Total Receipts		\$1,511.59	\$162.40	\$1,673.99

2 Jul 2013 15:38:21

REPORT: RECEIPTS STATEMENT

PAYMENTS STATEMENT



REPORT: PAYMENTS STATEMENT

# CASH FLOW STATEMENT

Carrier 6:48 PM 100%

Cash Flow Statement

Cash Flow Statement

AUSTRALIAN BOOKS

CASH FLOW STATEMENT (ACCRUAL)

1 Jan 2013 Until 31 Dec 2013

Page 1

<b>Cash flows from operating activities</b>	
Stock Sales	\$3,500.00
Dividends Received	\$100.00
Stock Purchases	-\$3,570.60
Purchase Brokerage	-\$19.95
Sale Brokerage	-\$19.95
<i>Net cash from operating activities</i>	<u>-\$10.50</u>
<b>Cash flows from investing activities</b>	
<i>Net cash from investing activities</i>	<u>\$0.00</u>
<b>Cash flows from financing activities</b>	
<i>Net cash from financing activities</i>	<u>\$0.00</u>
<b>Cash and cash equivalents at start of period</b>	\$0.00
<b>Net increase in cash and cash equivalents</b>	-\$10.50
<b>Cash and cash equivalents at end of period</b>	<u><u>-\$10.50</u></u>

REPORT: CASH FLOW STATEMENT

# CUSTOMER STATEMENTS

Carrier 6:49 PM 100%

Customer Statements Customer Statements

Australian Books

STATEMENT

Date 31 Dec 2013

Page 1

Sale To  
Cash Sale

Date	Type	Reference	Description	Total	Balance
1 Jan 2013	Opening				\$0.00
26 Apr 2013	Sale	E8100002	Black Shoes	\$55.00	\$55.00
26 Apr 2013	Sale	E8100003	BHP Billiton	\$3,480.05	\$3,535.05
26 Apr 2013	Sale	E8100001	Sale Account	\$110.00	\$3,645.05
26 Apr 2013	Receipt	E8200001	BHP Billiton	-\$3,480.05	\$165.00
BALANCE					<u>\$165.00</u>

REPORT: CUSTOMER STATEMENTS

# SUPPLIER STATEMENTS

Carrier 6:50 PM 100%

Supplier Statements

Supplier Statements

Australian Books

Date 31 Dec 2013

Page 1

Supplier

Cash Purchase

Date	Type	Reference	Description	Total	Balance
1 Jan 2013	Opening				\$0.00
26 Apr 2013	Purchase	E8300003	BHP Billiton	\$3,590.55	\$3,590.55
26 Apr 2013	Purchase	E8300001	Purchase Account	\$55.00	\$3,645.55
26 Apr 2013	Purchase	E8300002	Brown Shoes	\$10.00	\$3,655.55
26 Apr 2013	Payment	E8400001	BHP Billiton	-\$3,590.55	\$65.00
BALANCE					<u>\$65.00</u>

REPORT: SUPPLIER STATEMENTS

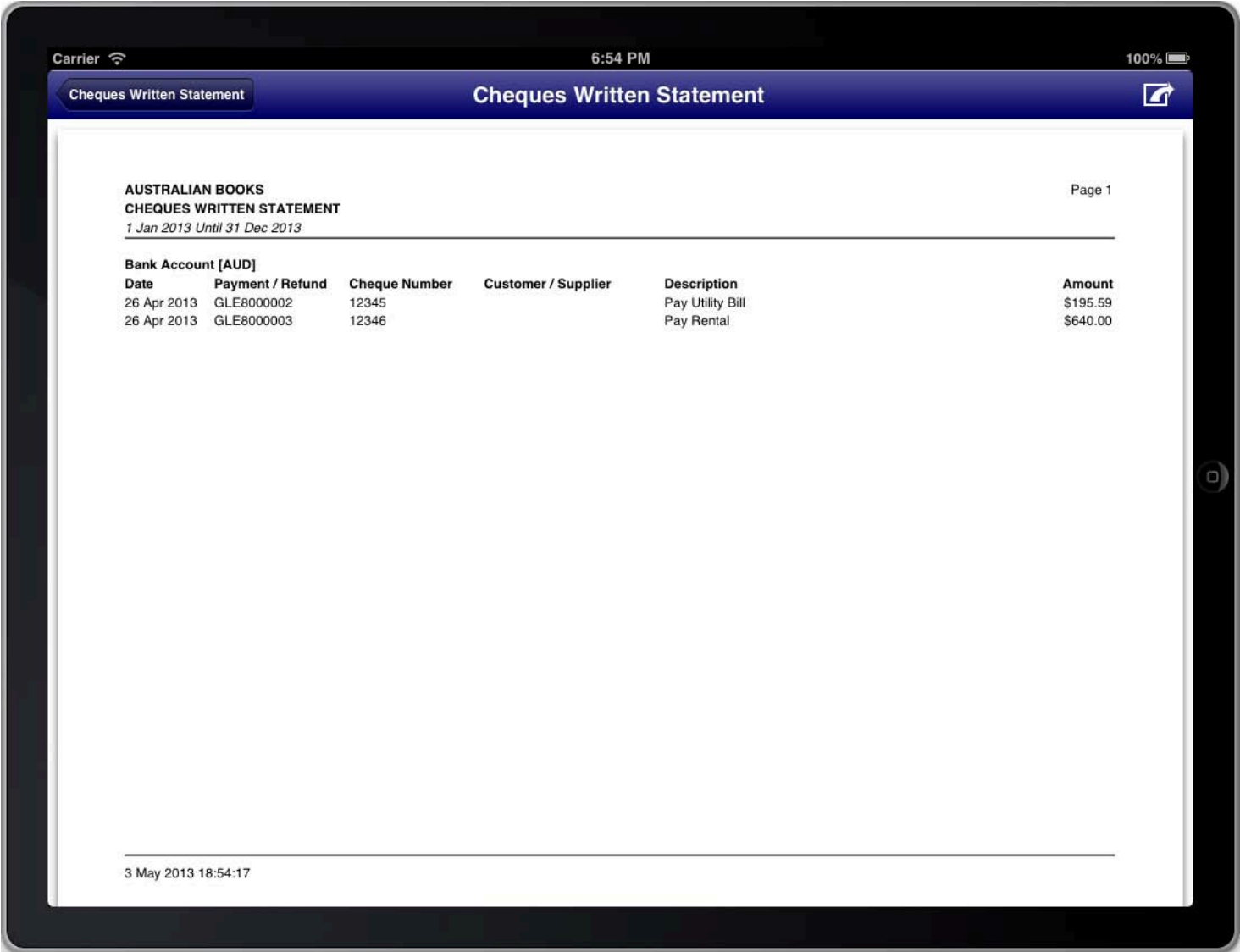


## CHART OF ACCOUNTS SUMMARY

Carrier		6:51 PM	100%
Chart of Accounts Summary		Chart of Accounts Summary	
Liability	20000	LIABILITIES	
Liability	20200	Current Liabilities	
Liability	20220	Trade Creditors	
Liability	20600	Other Liabilities	
Equity	30000	EQUITY	
Equity	30200	Earnings	
Equity	30220	Current Earnings	
Equity	30240	Accumulated Profits	
Equity	30600	Other Equity	
Revenue	40000	REVENUE	
Revenue	40020	Forex Profit/Loss	
Revenue	40040	Sale Account	
Revenue	40060	Stock Sales	
Revenue	40080	Dividends Received	
COGS	50000	COST OF SALES	
COGS	50010	Cost of Goods Sold	
Expense	60000	EXPENSES	
Expense	60020	Purchase Account	
Expense	60040	Stock Purchases	
Expense	60060	Purchase Brokerage	
Expense	60080	Sale Brokerage	

REPORT: CHART OF ACCOUNTS SUMMARY

CHEQUES WRITTEN STATEMENT



REPORT: CHEQUES WRITTEN STATEMENT

# RECEIPTS AND PAYMENTS STATEMENT

Carrier 6:57 PM 100%

Receipts and Payments Statement

Receipts and Payments Statement

Page 1

AUSTRALIAN BOOKS  
RECEIPTS AND PAYMENTS STATEMENT  
1 Jan 2013 Until 31 Dec 2013

RECEIPTS

Bank Account [AUD]					
Date	Receipt / Refund	Cheque Number	Customer / Supplier	Description	Amount
26 Apr 2013	E8200001		Cash Sale	BHP Billiton	\$3,480.05
					\$3,480.05
					\$3,480.05

PAYMENTS

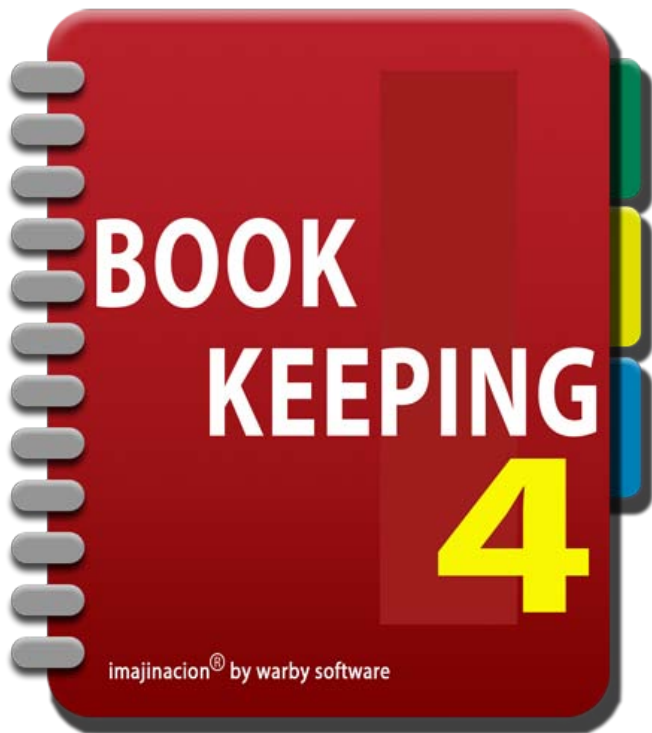
Bank Account [AUD]					
Date	Payment / Refund	Cheque Number	Customer / Supplier	Description	Amount
26 Apr 2013	E8400001		Cash Purchase	BHP Billiton	-\$3,590.55
26 Apr 2013	GLE8000002	12345		Pay Utility Bill	-\$195.59
26 Apr 2013	GLE8000003	12346		Pay Rental	-\$640.00
					-\$4,426.14
					-\$4,426.14

SUMMARY

Receipts	\$3,480.05
Payments	-\$4,426.14
Net	-\$946.09

3 May 2013 18:57:16

REPORT: RECEIPTS AND PAYMENTS STATEMENT



## IMPORT EXPORT

1. Export For Accountant
2. Import Data
3. Export Data
4. Import Accounts
5. Import Customers
6. Import Suppliers
7. Import Products, Services, Inventory

## EXPORT FOR ACCOUNTANT

The export for accountant screen is used to export data in widely used accounting program formats.

Carrier 9:04 AM 100%

Data Processing

### Export For Accountant

Period Start	1 May 2013	>
Period End	30 Apr 2014	>
Date Format	dd/MM/yy	>
Line End	Mac	>
Number Format	Decimal	>
Export to Caseware	ON	
Export MYOB Account List	OFF	
Export MYOB Transactions	OFF	

Export Now

Home Launchpad Sync Now Help Alerts App Settings Book Settings

### SCREEN: EXPORT FOR ACCOUNTANT SCREEN

You can export the ledger entries and chart of accounts in either CASEWARE format or MYOB format. The exported files are placed in an email that you can send to your accountant.

Turn the switch ON for the required files. Set the period, date format, number format, and line ending format as required. Then press the "Export Now" button to generate the email containing the export files.

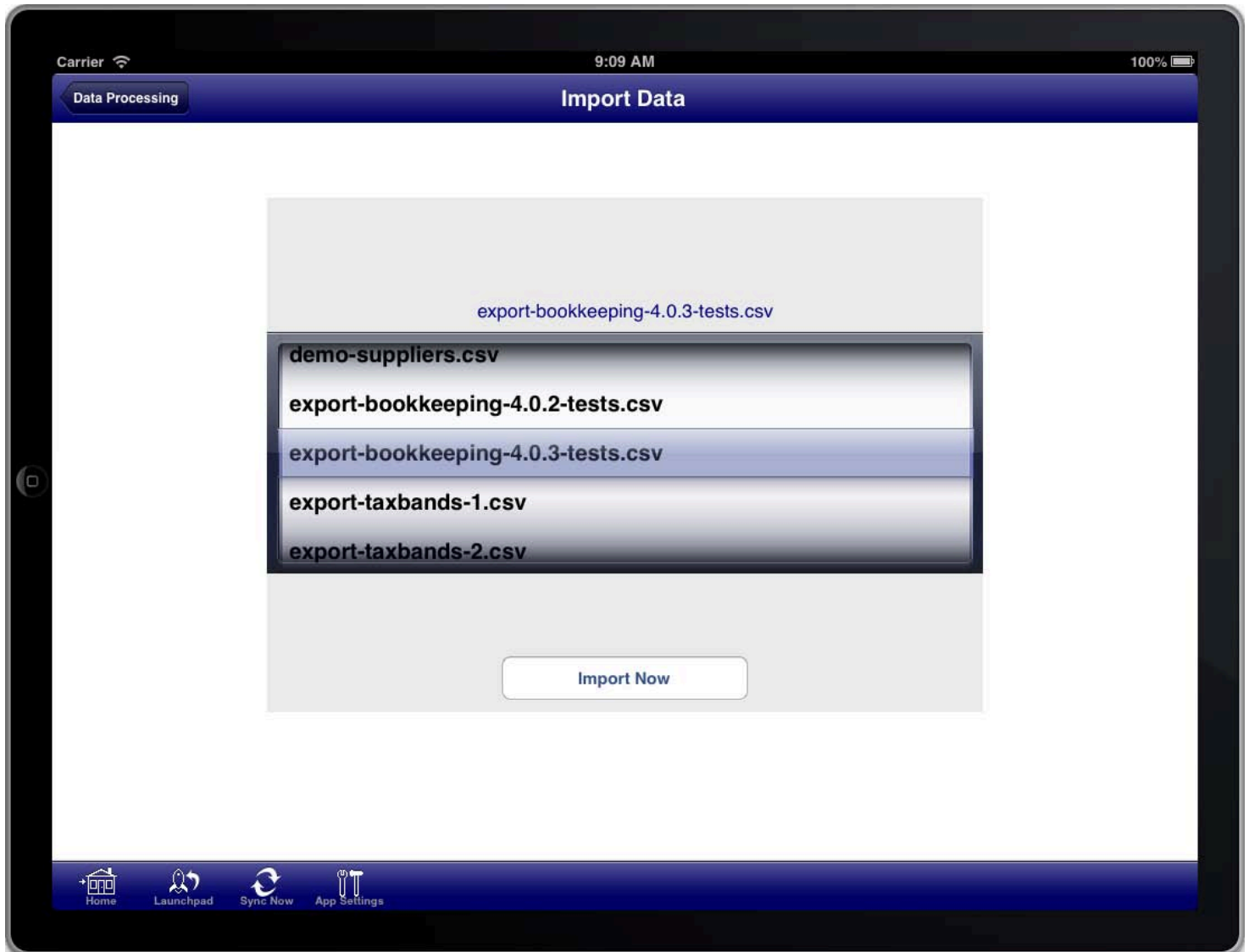
The CASEWARE format is recognisable by many accounting programs.

The MYOB format is only used with the MYOB accounting programs.

You can export both the CASEWARE and MYOB formats at the same time if required.

## IMPORT DATA

The import data screen is used to import data from CSV files that are in the same format as is produced by the Export Data screen.



### SCREEN: IMPORT DATA SCREEN

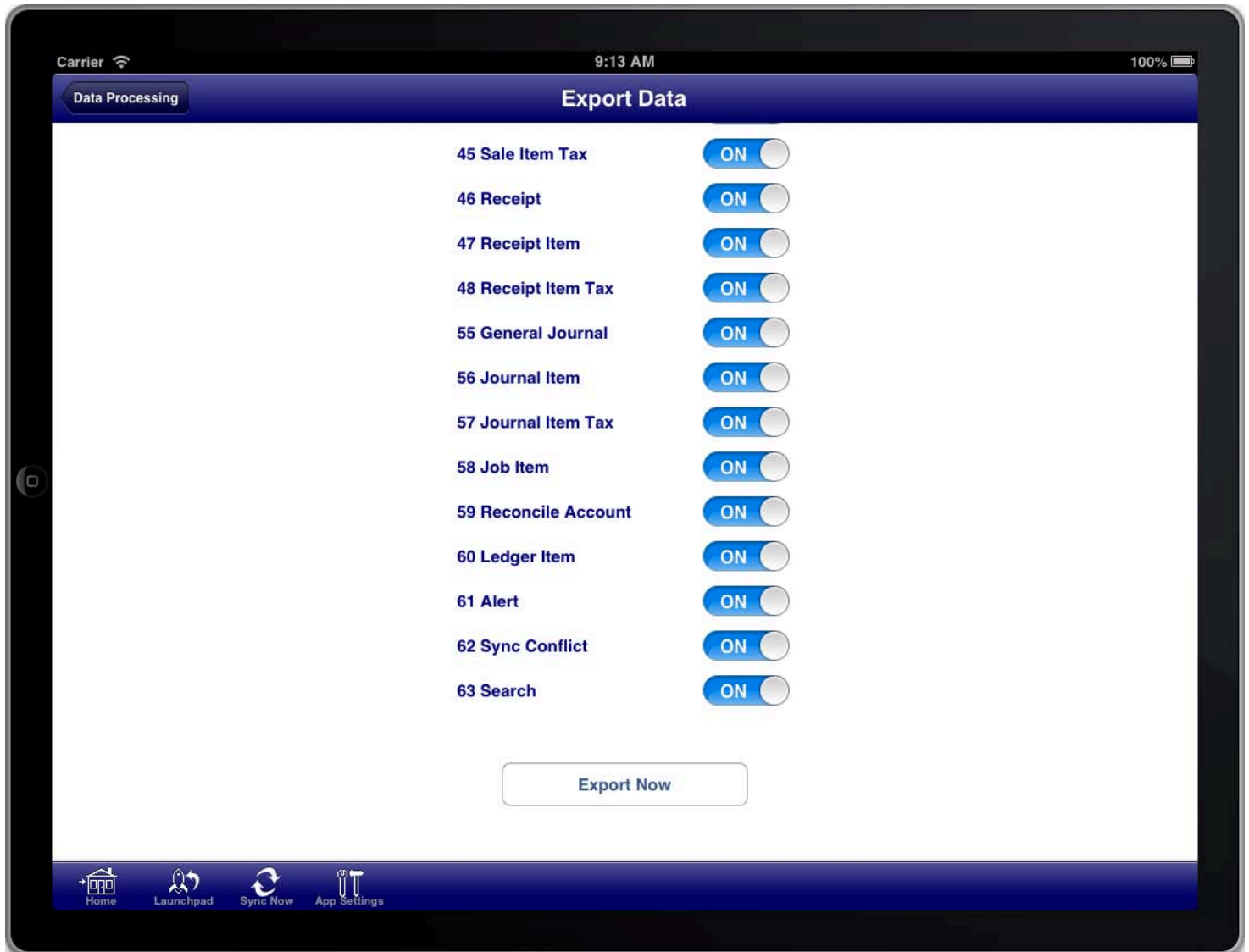
This facility allows data from any table within the program to be imported.

Select the relevant CSV file and then press the "Import Now" button.

Extreme care must be taken when using this facility as there are very few validation steps that occur when importing the data. It is therefore possible to import incorrect data. You are responsible for ensuring that you import the correct data.

## EXPORT DATA

The export data screen is used to export data as CSV files that are in a format that is specific to the Bookkeeping4 program.



### SCREEN: EXPORT DATA SCREEN

This facility allows data from any table within the program to be exported.

Using this facility you can extract any data that you have input into the program. Your data is not locked inside the Bookkeeping program.

Select the relevant tables to export and then press the "Export Now" button.

## IMPORT ACCOUNTS

The Import Accounts screen can be used to import a chart of accounts from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.

Carrier 9:17 AM 100%

Data Processing

### Import Accounts

Select the file. Then tap in the line in the First Row Columns section first and tap in the associated column field in the Format Definition second to map the field.

#### Format Definition

Header On First Row

ON

Predefined Format

MYOB Accounts

Encoding

UTF-8

Column Separator

COMMA

Decimal Separator

Default

Select File Start Import

Account Name	Account Number	Account Type	Alt Opening Balance
2	Account Number	5	Alt Opening Balance
BSB	Bank Account Name	Bank Account Number	Bank Account Type
BSB	Bank Account Name	Bank Account Number	Bank Account Type
Bank Branch Location	Bank Name	Cash Flow Category	Currency Code
Bank Branch Location	Bank Name	Cash Flow Category	Currency Code
External Number	Is Bank Account	Is Freight	Inactive Account
1	Is Bank Account	Is Freight	Inactive Account
Default Purchase Tax Inclusive	Default Sale Tax Inclusive	Is Summary Account	Is Salary Expense Account
Default Purchase Tax Inclusive	Default Sale Tax Inclusive	3	Is Salary Expense Account
Is Salary Tax Account	Lock Defaults	Opening Balance	Default Purchase Description
Is Salary Tax Account	Lock Defaults	4	Default Purchase Description
Default Purchase Quantity	Default Purchase Total Price	Default Purchase Unit Price	Default Sale Description
Default Purchase Quantity	Default Purchase Total Price	Default Purchase Unit Price	Default Sale Description
Default Sale Quantity	Default Sale Total Price	Default Sale Unit Price	Sales Tax Code
Default Sale Quantity	Default Sale Total Price	Default Sale Unit Price	Sales Tax Code

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

### SCREEN: IMPORT ACCOUNTS SCREEN

To import the chart of accounts do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB
3. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported



encoding is ASCII.

4. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
5. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
6. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
7. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Account Screen in Bookkeeping4.

The "External Number" field is mandatory and is the key used to determine whether the account already exists in Bookkeeping4 and should be updated or whether a new account should be created. If an account already exists in Bookkeeping4 with the same external number then the account will be updated, otherwise a new account will be created.

Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Account Type	Asset, Liability, Equity, Revenue, Expense. Additionally some MYOB specific values are recognised. These are: Bank, Other Asset, Accounts Receivable, Other Liability, Accounts Payable, Income, Cost of Sales, Other Income, Other Expense
Sales Tax Code	This must be the Tax Code value from an existing sales tax code in Bookkeeping4
Cash Flow Category	O = Operating , I = Investing , F = Financing , C = Cash. Only the first letter is used to determine the type
Currency Code	This must be the Currency Code value from an existing currency code in Bookkeeping4
Use On Sales	Y = Yes , N = No. Only the first letter is used to determine the value
Use On Purchases	Y = Yes , N = No. Only the first letter is used to determine the value
Is Salary Expense Account	Y = Yes , N = No.
Is Salary Tax Account	Y = Yes , N = No.
Is Bank Account	Y = Yes , N = No.
Inactive Account	Y = Yes , N = No.
Is Freight	Y = Yes , N = No.
Is Summary Account	Y = Yes , N = No. Additionally the MYOB value of H = Yes is also recognised.
Reporting Level	Only the values 0 or 1 are acceptable.

Bank Account Type	The first two letters of: Cash, Cheque, Credit Card, Line of Credit, Loan, Mortgage, Other, Overdraft, Savings, Term Deposit
Lock Defaults	Y = Yes , N = No.
Default Sale Tax Inclusive	Y = Yes , N = No.
Default Purchase Tax Inclusive	Y = Yes , N = No.

## IMPORT CUSTOMERS

The Import Customers screen can be used to import customer records from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.

Carrier 9:39 AM 100%

Data Processing

### Import Customers

Select the file. Then tap in the line in the First Row Columns section first and tap in the associated column field in the Format Definition second to map the field.

#### Format Definition

Header On First Row

**ON**

Predefined Format

MYOB Customers

Column Separator

COMMA

Encoding

UTF-8

Decimal Separator

Default

Select File Start Import

Bill To Address 1	Bill To Address 2	Bill To Address 3	Bill To Address 4
Bill To City	Bill To Country	Bill To Post Code	Bill To State
Business Number	Cell/Mobile Phone Number	Contact Name 1	Contact Name 2
Credit Account	Customer Name	Email Address	External Identifier
External Name (for Invoices/Quotes)	Fax Number	Inactive Customer	Invoice Comment 1
Invoice Comment 2	Default Invoice Type	Default Payment Terms	Quote Comment 1
Quote Comment 2	Default Account for Receipts	Default Sale Account	Ship To Address 1
Ship To Address 2	Ship To Address 3	Ship To Address 4	Ship To City

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

### SCREEN: IMPORT CUSTOMERS SCREEN

To import the customers do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB
3. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported

encoding is ASCII.

4. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
5. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
6. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
7. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Customer Screen in Bookkeeping4.

The "External Identifier" field is mandatory and is the key used to determine whether the customer already exists in Bookkeeping4 and should be updated or whether a new customer should be created. If a customer already exists in Bookkeeping4 with the same external identifier then the customer will be updated, otherwise a new customer will be created.

Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Default Invoice Type	The first character is used to determine the type. i = Itemised, s = Service
Credit Account	This must be the "External Number" of an account
Default Sale Account	This must be the "External Number" of an account
Default Account for Receipts	This must be the "External Number" of an account
Inactive Customer	The first character is used to determine the value. Y = Yes, N = No

## IMPORT SUPPLIERS

The Import Suppliers screen can be used to import Supplier records from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.

### SCREEN: IMPORT SUPPLIERS SCREEN

To import the Suppliers do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB
3. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported

encoding is ASCII.

4. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,)
5. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
6. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
7. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Supplier Screen in Bookkeeping4.

The "External Identifier" field is mandatory and is the key used to determine whether the Supplier already exists in Bookkeeping4 and should be updated or whether a new Supplier should be created. If a Supplier already exists in Bookkeeping4 with the same external identifier then the Supplier will be updated, otherwise a new Supplier will be created.

Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Order Type	The first character is used to determine the type. i = Itemised, s = Service
Credit Account	This must be the "External Number" of an account
Default Purchase Account	This must be the "External Number" of an account
Default Account for Payments	This must be the "External Number" of an account
Inactive Supplier	The first character is used to determine the value. Y = Yes, N = No



## IMPORT PRODUCTS, SERVICES, INVENTORY

The Import Products, Services, Inventory screen can be used to import inventory records from a tabular CSV file.

A tabular CSV file is a CSV file that is formatted as a single table of rows and columns.

### SCREEN: IMPORT SUPPLIERS SCREEN

To import the Suppliers do the following:

1. Press the "Select File" button to select the relevant CSV file to import.
2. Select the "Predefined Format" that you have previously saved, or map the fields and then save the mapped fields as a predefined format.
3. Press the "Start Import" button to import the records into the Bookkeeping4 program.

To map fields do the following:

First ensure that you have selected the file to import.

1. Set the "Header On First Row" switch on if the first row of the CSV file contains the column names
2. Set the "Date Format" appropriate for the date format used in the CSV file.
3. Set the "Column Separator" appropriately for the particular CSV file. The default is COMMA, however you can also use SEMI-COLON or TAB

4. Set the "Encoding". The default is UTF-8 which is the recommended file encoding. The only other supported encoding is ASCII.
5. Set the "Decimal Separator" to define whether decimal numbers in the file are expressed using a period (.) or a comma (,).
6. Scroll down and tap on a row in the "First Row Columns" section, then tap in the field that the column maps to.
7. When you are finished mapping the fields that you want to import press the "Predefined Format" button and select "Save current format"
8. Enter a name for the mapping you just completed so that you can use it again in the future without having to map the fields again

If you want to concatenate multiple columns then map them successively to the same field in the "Format Definition" section.

The labels on the fields in the "Format Definition" section are the same labels you will see on the Inventory Item Screen in Bookkeeping4.

The "Inventory Number / SKU" field is mandatory and is the key used to determine whether the Inventory record already exists in Bookkeeping4 and should be updated or whether a new Inventory record should be created. If an Inventory record already exists in Bookkeeping4 with the same inventory number then the Inventory record will be updated, otherwise a new Inventory record will be created.

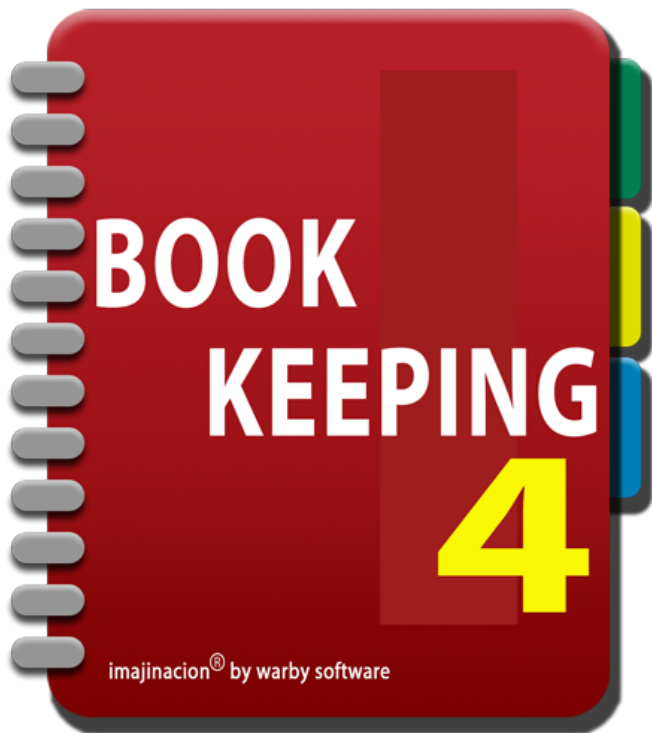
Some fields do not take literal values but rather are mapped values that have meaning. These fields are:

Field	Valid Values
Sales Tax Code	This must be the "Tax Code" from an existing sales tax code in Bookkeeping4.
Default Job	This must be the "Job Name" from an existing job in Bookkeeping4.
Default Unit of Measure	This must be the "UOM Code" from an existing Unit of Measure in Bookkeeping4.
Currency	This must be the "Currency Code" from an existing Currency in Bookkeeping4.
Purchases Tax Code	This must be the "Tax Code" from an existing sales tax code in Bookkeeping4.
Pricing Group	This must be the "Pricing Group Name" from an existing pricing group in Bookkeeping4.
Item Is Inventoried	The first character is used to determine the value. Y = Yes, N = No
Inventory Asset Account	This must be the "External Number" of an account in Bookkeeping4.
Inventory COGS Account	This must be the "External Number" of an account in Bookkeeping4.
Item Is Sold	The first character is used to determine the value. Y = Yes, N = No
Sale Account	This must be the "External Number" of an account in Bookkeeping4.
Default Customer	This must be the "External Identifier" of a customer in Bookkeeping4.
Item Is Bought	The first character is used to determine the value. Y = Yes, N = No
Purchase Asset Account	This must be the "External Number" of an account in Bookkeeping4.
Default Supplier	This must be the "External Identifier" of a supplier in Bookkeeping4.
Is iTunesConnect Product	The first character is used to determine the value. Y = Yes, N = No
Cost Of Goods Sold Method	The first two characters are used to determine the value. no = none , av = average.
Portfolio Profit Model	The first two characters are used to determine the value. av = Average , fi = FIFO , li =



LIFO , hi = Highest , lo = Lowest

Item Is Share/Stock	The first character is used to determine the value. Y = Yes, N = No
Sale Brokerage Account	This must be the "External Number" of an account in Bookkeeping4.
Purchase Brokerage Account	This must be the "External Number" of an account in Bookkeeping4.



## DEPARTMENTS

1. Creating A Department
2. Using A Department
3. Department Profit & Loss

## CREATING A DEPARTMENT

A department can be created from the bottom of the Book Details screen. Departments can be used either for departments within a business, or for multiple trading names for the same business. Using the department facility you can assign different company details and a different company logo for invoices.

The screenshot shows the 'Book Details' screen of a mobile application. The status bar at the top indicates 'Carrier', '7:03 PM', and '100%' battery. The app's navigation bar at the top has a back arrow, 'Everything 2014', and the title 'Book Details' with a refresh icon. The main content area lists various invoice-related items, each with a 'txf' icon: 'Invoice Payment Instructions Direct Debit', 'Invoice Payment Instructions Credit Card', 'Invoice Payment Instructions Mail', and 'Company Logo'. Below these, there are text input fields for 'Invoice Comment 1' (containing 'Prompt payment is appreciated.'), 'Invoice Comment 2' (containing 'Thank you for your business.'), 'Order Comment 1', 'Order Comment 2', 'Quote Comment 1', and 'Quote Comment 2'. A section titled '1 Departments' follows, showing 'ABC Co' with 'ABN 67 566 565 460' and a right-pointing arrow. At the bottom of this section is a green plus icon and the text 'Add new department'. The bottom of the screen features a dark blue navigation bar with icons and labels for: Home, Customers, Suppliers, Reports, Launchpad, Sync Now, Backup, Help, Alerts, Book Details (highlighted), Accounts (showing '12345', '67890', '43682'), Calculator, and App Settings.

### SCREEN: BOOK DETAILS ADD DEPARTMENT

The company details for the department are set on the Department screen.

Carrier
7:03 PM
100%

Book Details

Department

Company Name ABC Co	Business Number ABN 67 566 565 460
Company Address 6 Smith Street, Wangabbi, Vic, 4644	Tax Number 111 222 330
Billing Address 6 Smith Street, Wangabbi, Vic, 4644	Shipping Address 6 Smith Street, Wangabbi, Vic, 4644
Cell/Mobile Phone Number 0419 888 990	Telephone Number 03 9875 6540
Email Address abc@mail.co	Fax Number 03 9754 6430
Contact Name 1 Sam	Contact Name 2 Billy

Invoice Payment Instructions Other  
Invoice Payment Instructions Direct Debit  
Invoice Payment Instructions Credit Card  
Invoice Payment Instructions Mail  
Company Logo  
Logo Specified  
Invoice Comment 1  
Prompt payment is appreciated. ABC  
Invoice Comment 2  
Thank you for your business. ABC

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## SCREEN: DEPARTMENT

These details are what are used on invoices, purchase orders, quotes, rfqs, and receipts.

## USING A DEPARTMENT

A department can be assigned to a customer or supplier so that all invoices, purchase orders, receipts, etc use the company details for the department.

Carrier 9:08 AM 100%

**Cash Sale** [Cash Sale \$460.00]

**Customer Name**  
Cash Sale

**External Identifier**  
251

**External Name (for Invoices/Quotes)**  
Cash Sale

**Tax Number**  
Tax Number

**Report Receipts**  
OFF

**Ship To Name**  
Cash Sale

**Business Number**  
Business Number

**Default Invoice Type**  
Itemised

**Default Payment Terms**  
0 Days

**Credit Account**  
ABC Co

**Department**  
ABC Co

**Default Sale Account**  
Bank Account

**Default Account for Receipts**  
Bank Account

**Customer Billing Address**  
Customer Shipping Address

**Cell/Mobile Phone Number**  
Cell/Mobile Phone Number

**Telephone Number**  
Telephone Number

**Email Address**  
Email Address

**Fax Number**  
Fax Number

**Contact Name 1**  
Contact Name 1

**Contact Name 2**  
Contact Name 2

**Invoice Comment 1**  
Prompt payment is appreciated.

**Invoice Comment 2**  
Thank you for your business.

**Quote Comment 1**  
Quote Comment 1

**Quote Comment 2**  
Quote Comment 2

**Inactive Customer**  
OFF

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

### SCREEN: BOOK DETAILS ADD DEPARTMENT

A department can be assigned to a sale or purchase so that the invoice, purchase order, or receipt uses the company details for the department. If a customer or supplier has a department assigned then this will be populated automatically on the sale or purchase.

Carrier
9:08 AM
100%

Sales
Sale 25100009
+

Optionally select the deposit account if you wish to enter the sale payment immediately  
Press the red minus to reveal the 'Delete' button.

Customer Name

>> Cash Sale

Receipts

>> 1 Receipts

Receipt Date

> 9 Aug 2013

Invoice Number

> 25100009

Invoice Type

> Itemised

Sale Date

> 9 Aug 2013

Due Date

> 9 Aug 2013

Is Quote

NO

Sale Description

ABC Revenue

Deposit Account

> Bank Account

Customer Cheque Number

Customer Cheque Number

AUD Total

\$50.00

AUD Balance Due

\$0.00

Paid Today

50

Overpaid

\$0.00

AUD Total (ex tax)

\$50.00

Recurring Sale

OFF

Bill To Address

>

Ship To Address

>

Invoice Comments

>

Customer Reference

Customer Reference

Ship To Name

Cash Sale

Shipment Date

>

Notes

>

Salesperson

> New Employee

Department

> ABC Co

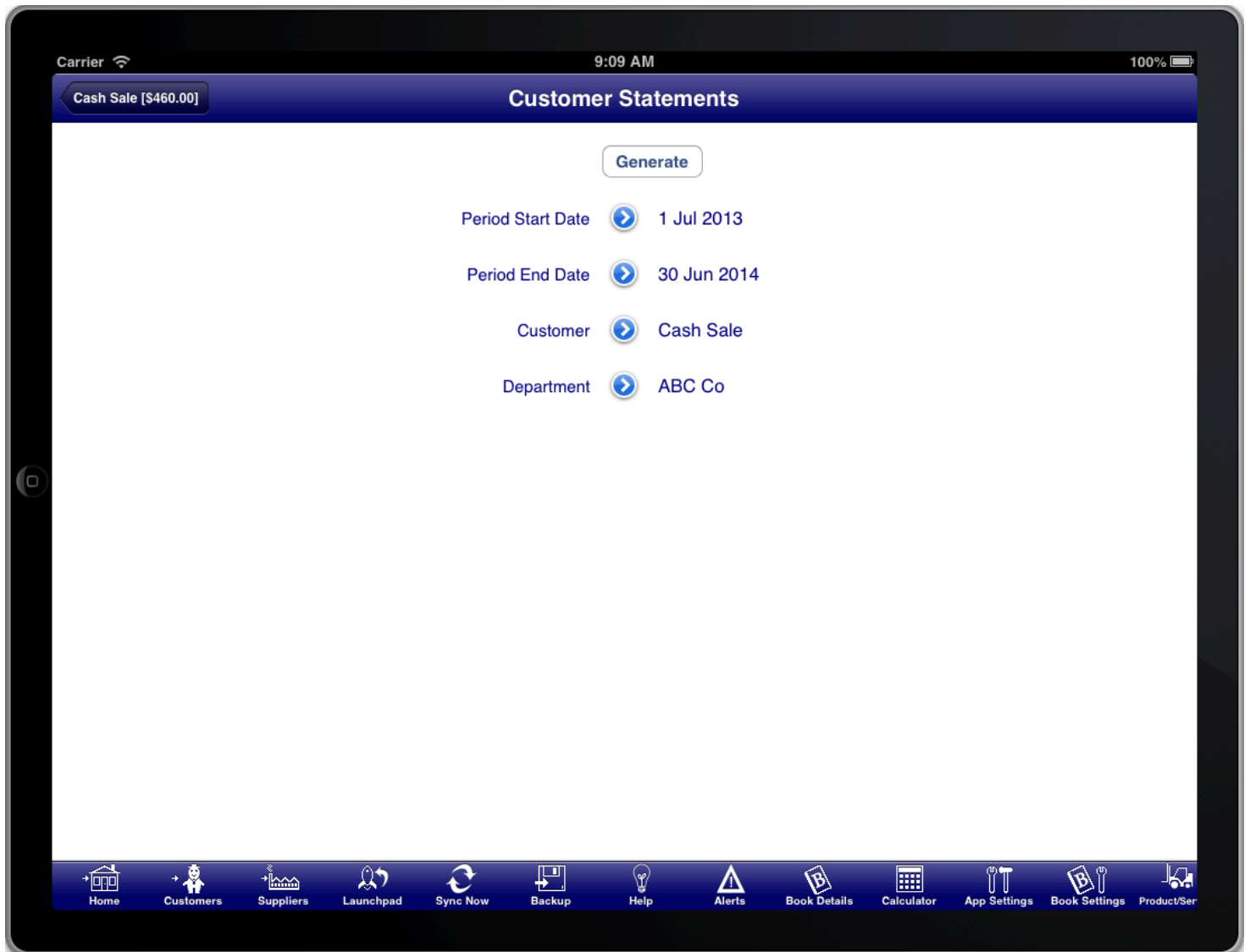
1 Sale Line Items

ABC Revenue  
ABC Revenue  
1 @ \$50.00 , \$50.00 total , \$0.00 owing

Home
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Sync Now
Backup
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## SCREEN: DEPARTMENT

A department can be selected when generating a customer statement or supplier statement so that all statements use the company details for the department.



SCREEN: DEPARTMENT

## DEPARTMENT PROFIT AND LOSS REPORTING

You can do profit and loss reporting for a department by assigning a department to particular revenue and expense accounts that are for that department.

Carrier 7:06 PM 100%

**Accounts** **ABC Revenue** +

Account Number: 40180 External Number: 40180 Account Type: Revenue

Account Name: ABC Revenue Currency: AUD Default Sales Tax Code: [Select]

Cash Flow Category: Operating Activities Opening Balance Date: 1 Jul 2013 Opening Balance: [Input]

Use On Sales: ON Use On Purchases: OFF Is Salary Expense Account: NO Is Salary Tax Account: NO

Inactive Account: OFF

Is Freight: OFF

System Account: NO View Ledger: >> View Ledger

Lock Defaults: OFF Department: ABC Co

Default Sale Description: [Input]

Default Sale Unit Price: [Input] Default Sale Total Price: [Input] Default Sale Tax Inclusive: OFF Default Sale Quantity: [Input]

Default Purchase Description: [Input]

Default Purchase Unit Price: [Input] Default Purchase Total Price: [Input] Default Purchase Tax Inclusive: OFF Default Purchase Quantity: [Input]

Home Customers Suppliers Reports Launchpad Sync Now Backup Help Alerts Match Rules Book Details Accounts Calculator

### SCREEN: DEPARTMENTAL ACCOUNT

You need to have separate accounts for each department, and separate from the main business, in order for department level profit and loss reporting to work correctly.

When the department module is enabled you will see a "Department" selection button on the Profit & Loss Statement.

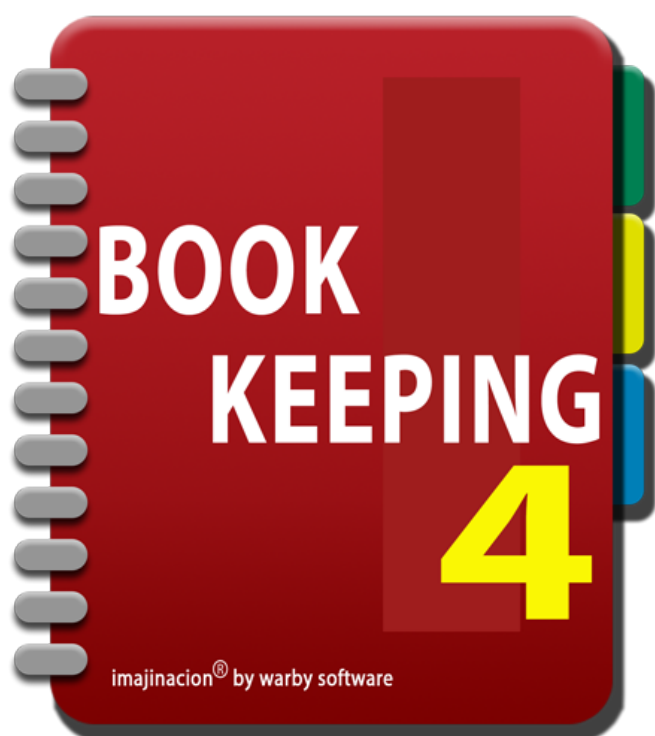
If you wish to report on the entire business then do not select a department when running the profit & loss statement.



Carrier		7:08 PM	100%
Profit & Loss Statement (Accrual)		Profit & Loss Statement (Accrual)	
ABC CO (ABN 67 566 565 460)		Page 1	
PROFIT & LOSS STATEMENT (ACCRUAL)			
1 Jul 2013 Until 30 Jun 2014			
REVENUE			
ABC Revenue [AUD]			\$50.00
Total REVENUE			\$50.00
EXPENSES			
ABC Expenses [AUD]			\$40.00
Total EXPENSES			\$40.00
Net Earnings			\$10.00

#### SCREEN: DEPARTMENTAL PROFIT & LOSS

The department profit and loss report has the details for the department printed at the top. The report calculates the profit and loss based on revenue and expense accounts that have been assigned to that department.



## APP SETTINGS

App Settings affect the entire Bookkeeping application and not just one particular book.

1. **Settings Application**
2. **App Settings**
3. **PDF Settings**
4. **Export Settings**
5. **Email Settings**
6. **Security Settings**
7. **Books Settings**
8. **Journals Settings**
9. **Ledgers Settings**
10. **Backups Settings**
11. **Documents Settings**
12. **Display Settings**
13. **Searching Settings**
14. **Hints Settings**
15. **Dropbox & Synchronisation Settings**
16. **Restore Settings**
17. **Advanced Settings**

## SETTINGS APPLICATION

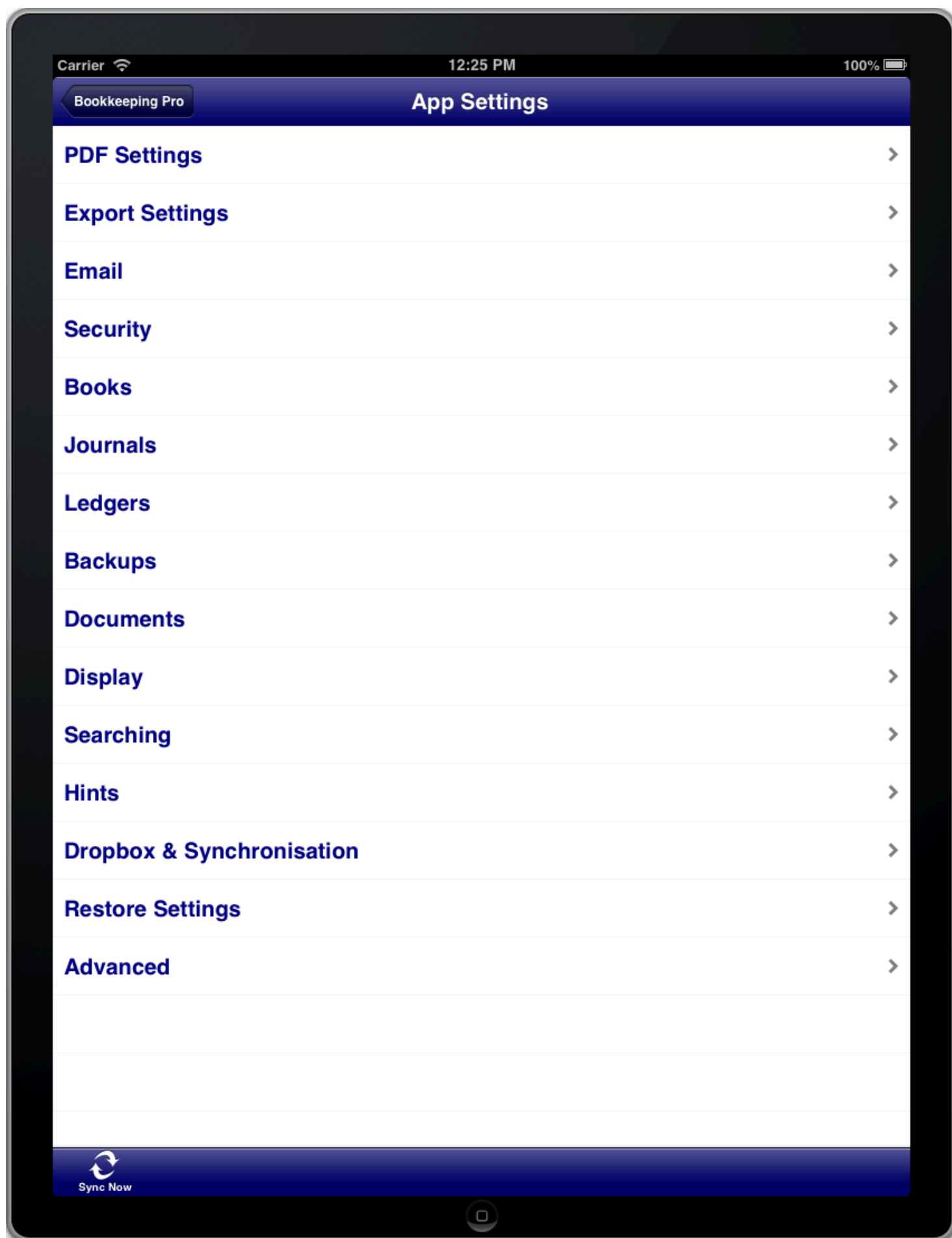
You can access some application settings from the settings program on your iPad or iPhone.



Setting	Purpose
Verify Books	Causes the book to be verified each time it is opened
Retention Period	The period to retain records for in the past when a book is cleaned up
Compress Backups	Whether to compress the backup files
Separate Documents	Whether to store documents in separate folders for each book
Show Toolbar	Whether to show the toolbar
Always Editing	Whether the edit screens automatically enter edit mode when displayed
Show Screen Hints	Whether to show the hints periodically on the screen
Show Hints	Whether to show hints at the top of the screen
Reset Outbound Sync	Whether to wipe the outbound sync folders when the program next starts
Reset Database	Whether to wipe the database when the program next starts
Reset Inbound Sync	Whether to wipe the inbound sync folders when the program next starts
Reset Inbound Queue	Whether to rebuild the inbound processing queue when the program next starts
Dropbox Multi Account	Whether to use the Dropbox App to approve linking between Bookkeeping and Dropbox or whether to use the Dropbox login dialog

## APP SETTINGS

All App Settings can be accessed from the "App Settings" button on the toolbar within the program





## PDF SETTINGS

PDF Setting	Purpose
Use Native PDF Engine	Whether to use the built in Apple PDF generator or the proprietary PDF generator that was used in Bookkeeping3
Hative PDF Font Family	Select the font to use for PDF files generated by the Apple PDF generator



## EXPORT SETTINGS

Export Setting	Purpose
Include Mappings	Whether to include the mapping meta data in the exported CSV file
Include Book Reference	Whether to include the book identifier in the exported CSV data
Include Save Time	Whether to include the save time in the exported CSV data
Include Search Reference	Whether to include the search identifier in the exported CSV data
Include UUID	Whether to include the record UUID in the exported CSV data
Include UUID Reference	Whether to include references as UUID values in the exported CSV data
Extended Attributes	Whether to include extended attributes from other entities in the exported CSV data

EMAIL SETTINGS

Email Setting	Purpose
Your e-mail Address	The email address to use when sending emails from the program for reports

## SECURITY SETTINGS

Security Setting	Purpose
Master Pin Code	The master pin code that allows you access to any book on the device
Auto Submit Crash	Whether to submit a crash report to the support team whenever a crash occurs in the program

# BOOKS SETTINGS

Books Setting	Purpose
Verify Books	Causes the book to be verified each time it is opened
Retention Period	The period to retain records for in the past when a book is cleaned up

JOURNALS SETTINGS

Journals Setting	Purpose
Allow Journal Splits	Allow for traditional journal split data entry without causing an alert to be raised. (Refer to the knowledge base for details)
Advanced Use	Allow direct access to special journal entries (e.g. bank deposit) instead of accessing the record via the relevant screen

LEDGERS SETTINGS

Ledgers Setting	Purpose
Aggregate Ledger Entries	Aggregate ledger entries for the same account and journal entry when displaying ledger entries

## BACKUPS SETTINGS

Backups Setting	Purpose
Backup Uses Local Time	Use local time for the backup timestamp instead of using GMT time
Compress Backups	Whether to compress the backup files
Trace Backups	Include trace information for app support use within the backup file

# DOCUMENTS SETTINGS

Documents Setting	Purpose
Separate Documents	Whether to store documents in separate folders for each book



## DISPLAY SETTINGS

Display Setting	Purpose
Show Toolbar	Whether to show the toolbar
Always Editing	Whether the edit screens automatically enter edit mode when displayed
Select Add Row to Add	Add a new row when the "add new row" line is tapped as well as when the green + button is pressed
Multi-Line Descriptions	Allow data entry of multi-line descriptions
Dismiss Calendar	Dismiss the calendar picker when a date is tapped
Theme	Select the color theme for the program
Display Date Format	The date format to use when displaying dates in the program
Never Sleep	Prevent the device from sleeping while the program is open
Oldest Sale First	Display the sales list from oldest to newest
Oldest Purchase First	Display the purchases list from oldest to newest

# SEARCHING SETTINGS

Searching Setting	Purpose
Max Rows	The maximum number of rows to show on lists
Max Product and Service Rows	The maximum number of rows to show on product and service lists
Search Delay	The delay before automatically searching when search criteria is entered

# HINTS SETTINGS

Hints Setting	Purpose
Show Screen Hints	Whether to show the hints periodically on the screen
Show Hints	Whether to show hints at the top of the screen
Reset Hints	Reset the hints so that they are shown again
Show Important Fields	Highlight fields that are important and need data entered

## DROPBOX AND SYNCHRONISATION SETTINGS

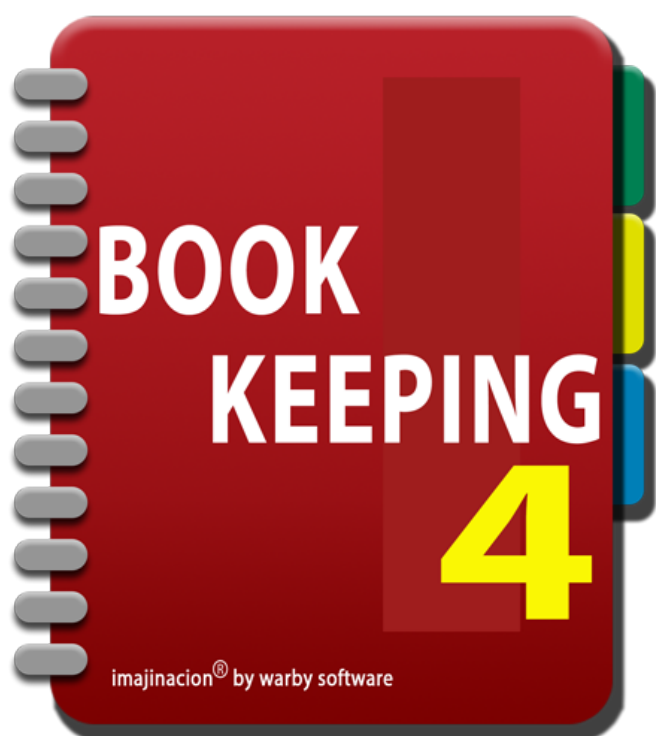
Dropbox & Synchronisation Setting	Purpose
Dropbox Multi Account	Whether to use the Dropbox App to approve linking between Bookkeeping and Dropbox or whether to use the Dropbox login dialog
Sync Using Dropbox	Whether to synchronise using Dropbox
Sync Automatically	Whether to synchronise with Dropbox automatically
Backup Using Sync	Whether to backup to the synchronisation folder and use the synchronisation facility to send the backup to Dropbox and other devices
Dropbox Sync Path	The Dropbox path where the sync information is stored
Sync Over Cell	Whether to synchronise when using the Cell/Mobile phone network
Inform When Sending	Show a status message when sending transaction logs to Dropbox
Inform When Receiving	Show a status message when receiving transaction logs from Dropbox
Inform When Processing	Show a status message when processing transaction logs from Dropbox
Inform When Syncing	Show a status message when synchronisation is occurring
Compress TranLogs	Whether to compress the transaction log files
Write TranLogs	Whether to write transaction log files when changes are made to the database
Override Path	Whether to allow overriding of the sync path
Timeout Interval	The timeout interval when communicating with Dropbox

## RESTORE SETTINGS

Restore Setting	Purpose
Use Dropbox	Whether to use Dropbox for restore
Use MobileMe	Whether to use MobileMe for restore (no longer valid)
Use WebDav	Whether to use a WebDav server for restore
WebDav Mode	The mode of communication with the WebDav server
WebDav Host	The host and port number of the WebDav server
WebDav Path	The path on the WebDav server to interact with
WebDav User	The user name on the WebDav server to use
WebDav Pass	The password on the WebDav server to use

## ADVANCED SETTINGS

Advanced Setting	Purpose
Reset Outbound Sync	Whether to wipe the outbound sync folders when the program next starts
Reset Database	Whether to wipe the database when the program next starts
Reset Inbound Sync	Whether to wipe the inbound sync folders when the program next starts
Reset Inbound Queue	Whether to rebuild the inbound processing queue when the program next starts
Close Program	Whether to close the Bookkeeping program immediately
Reset Bookkeeping	Whether to completely delete the Bookkeeping program data on the device including all books and synchronisation information



**BOOK**

**KEEPING**

**4**

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## BOOK SETTINGS

Book Settings affect the particular book in the Bookkeeping application.

1. **General Settings**
2. **Account Settings**
3. **Email Settings**
4. **Backup Settings**
5. **Import Settings**
6. **WiFi Print Settings**
7. **Payment Terms Settings**
8. **Report Settings**
9. **Report Wording Settings**
10. **Report Title Settings**
11. **Unit Prices Settings**
12. **Receipt Settings**
13. **Payment Settings**
14. **Refund Settings**
15. **Invoice Settings**
16. **Quotation Settings**
17. **Purchase Order Settings**
18. **Request for Quotation Settings**
19. **Share Portfolio Settings**
20. **BAI2 Settings**
21. **Alert Settings**
22. **Sales Tax Code Settings**



## GENERAL SETTINGS

Setting	Purpose
Show Sale Part Number	
Show Purchase Part Number	
Use Customers	whether to use the customers module
Use Suppliers	whether to use the suppliers module
Use Quotes	whether to use the quotes module
Use RFQs	whether to use the RFQs module
Use Sales	whether to use the sales module
Use Purchases	whether to use the purchases module
Use Recurring Sales	whether the use the recurring sales facility
Use Recurring Purchases	whether to use the recurring purchases facility
Use Employees	whether to use the employees module
Use Products and Services	whether to use the products and services module
Use Shares	whether to use the shares module
Use Jobs	whether to use the jobs module
Use Budget	whether to use the budget module
Use Notes	whether to use the notes facility

## ACCOUNT SETTINGS

Setting	Purpose
Number Range	Whether to use 4-digit account numbers or 5-digit account numbers
Asset Base Number	Which account number prefix to use for assets. The default is '1'.
Liability Base Number	Which account number prefix to use for liabilities. The default is '2'.
Equity Base Number	Which account number prefix to use for equity accounts. The default is '3'.
Revenue Base Number	Which account number prefix to use for revenue accounts. The default is '4'.
COGS Base Number	Which account number prefix to use for cost of sale accounts. The default is '5'.
Expense Base Number	Which account number prefix to use for expense accounts. The default is '6'.
Lock All Account Defaults	Whether all account defaults are locked from being changed.
Clear All Account Defaults	Whether to clear the default values from all accounts.
Current Balance Shows Zeros	Whether to show accounts with zero balance on the current balance screen.
Current P&L Shows Zeros	Whether to show accounts with zero balance on the current P&L screen.
Filter By Department	Whether to filter selection lists by the assigned department to only show entries relevant to the department.

# EMAIL SETTINGS

Setting	Purpose
Email	The email address to use when sending emails

## BACKUP SETTINGS

Setting	Purpose
Use Dropbox	Whether to use Dropbox for backups
Dropbox Path	The path on Dropbox where backup files are stored
Use MobileMe	Whether to use MobileMe for backups
Use WebDav	Whether to use WebDav for backups
WebDav Mode	Whether to use HTTP or HTTPS for WebDav access
WebDav Host	The host name and port number of the WebDAV server
WebDav Path	The path on the WebDAV server where backups are stored
WebDav User	The WebDAV user name
WebDav Pass	The WebDAV password

## IMPORT SETTINGS

Setting	Purpose
Use Dropbox	Whether to use Dropbox for import and export
Dropbox Path	The path on Dropbox where import files are stored
Use MobileMe	Whether to use MobileMe for import and export
Use WebDav	Whether to use WebDav for import and export
WebDav Mode	Whether to use HTTP or HTTPS for WebDav access
WebDav Host	The host name and port number of the WebDAV server
WebDav Path	The path on the WebDAV server where import files are stored
WebDav User	The WebDAV user name
WebDav Pass	The WebDAV password

## WiFi PRINT SETTINGS

Setting	Purpose
Print Using AirPrint	Whether to print using AirPrint
Print Using WePrint	Whether to print using WePrint
WiFi Print Enabled	Whether to print using the proprietary WiFi Print facility
WiFi Mode	Whether to use HTTP or HTTPS for WiFi print
WiFi Host	The WiFi host name and port number
WiFi Path	The path on the WiFi server for printing
WiFi User	The WiFi server user name
WiFi Pass	The WiFi server password

PAYMENT TERMS SETTINGS

Setting	Purpose
Days Title	The title to use for payment terms in days
Weeks Title	The title to use for payment terms in weeks
Bi-Weekly Title	The title to use for payment terms in fortnights (bi-weekly)
Monthly Title	The title to use for payment terms in months
Quarterly Title	The title to use for payment terms in quarter years
Years Title	The title to use for payment terms in years
Week Days Title	The title to use for payment terms in week days
Business Days Title	The title to use for payment terms in business days
Days After EOM Title	The title to use for payment terms of days after end of month

## REPORT SETTINGS

Setting	Purpose
Page Size	Set the page size for reports. Values are A4, A5, Letter, Legal, Junior Legal
Report Font	The report font to use if using the old proprietary PDF engine. Values are Courier, Times, Helvetica, Times New Roman, Arial
Report Font Encoding	The report font encoding to use if using the old proprietary PDF engine. Values are No Encoding, Cyrillic
Base Font Size	The base font size in 72nds of an inch to use for reports. The values are 6,7,8,9,10,11,12,13,14,15,16
Logo Box Height	The height of the area assigned for the logo on invoices etc. The default is 105
Logo Box Width Ratio	The ratio of the logo box to the entire page width. The default is 50
Header Title Width Ratio	The ratio of the header title width to the entire page width. The default is 11
Header Value Width Ratio	The ratio of the header value width to the entire page width. The default value is 9
Show Currency	Whether to show currency symbols on reports
Report Date Format	The date format to use on reports
Show phone numbers	Whether to show client and supplier phone numbers on reports
Show reason on Aged reports	Whether to show the invoice reason on aged reports
Pad decimals on Inventory Activity Statement	Whether to zero pad decimal numbers on the product and services activity statement



## REPORT WORDING SETTINGS

The settings in this section are the wording to use for various terms used on reports. For example, the wording for "Page". This allows you to set the wording that you want to use, including in your own language if required. Every term used on a report can be set here to the value you want to use.

# REPORT TITLE SETTINGS

The settings in this section are used to set the title that you want to use for each report.

# UNIT PRICES SETTINGS

Setting	Purpose
Extended Precision	Set the number of decimal places of extra precision in unit prices. Values are +0, +1, +2, +3, +4 decimal places. Default is +0.

# RECEIPT SETTINGS

Setting	Purpose
Title Font Size	Set the font size for the receipt title. Default value is 14/72. Values are 8/72, 10/72, 12/72, 14/72.
Receipt Title	The title for the receipt
Receipt Number Title	The title for the receipt number
Receipt Date Title	The title for the receipt date
Total Receipt Title	The title for the receipt total

PAYMENT SETTINGS

Setting	Purpose
Title Font Size	Set the font size for the payment title. Default value is 14/72. Values are 8/72, 10/72, 12/72, 14/72.
Payment Title	The title for the payment
Payment Number Title	The title for the payment number
Payment Date Title	The title for the payment date
Total Payment Title	The title for the payment total

# REFUND SETTINGS

Setting	Purpose
Title Font Size	Set the font size for the refund title. Default value is 14/72. Values are 8/72, 10/72, 12/72, 14/72.
Refund Title	The title for the refund
Refund Number Title	The title for the refund number
Refund Date Title	The title for the refund date
Total Refund Title	The title for the refund total

## INVOICE SETTINGS

Setting	Purpose
Invoice Comment Placement	Determine whether invoice comments are placed on the left, right, or middle of the invoice. The default is middle.
Compact Address Format	Determine which address format is used for the compact address format.
Invoice Page Size	Set the paper size for invoices. Default is A4. Values are A4, A5, Letter, Legal, Junior Legal
Invoice Report Font	The font to use for invoices when using the old proprietary PDF engine.
Report Font Encoding	The font encoding to use on invoices when using the old proprietary PDF engine.
Base Font Size	The base font size for invoices. All other font sizes are calculated based on the base font size. The default is 10/72 inch.
Title Font Size	The font size for the title on the invoice. The default is 14/72.
Payment Details Columns	Set the number of payment details columns to use on the invoice. The default is 2 columns.
Payment Details	Determine whether payment details are printed on all pages, the first page, or last page.
Item Date Width	Set the relative width of the invoice date field. The default is 14.
Part Number Width	Set the relative width of the part number field. The default is 14.
Price Width	Set the relative width of the price field. The default is 8.
Quantity Width	Set the relative width of the quantity field. The default is 7.
UOM Width	Set the relative width of the uom field. The default is 6.
Value Width	Set the relative width of the value field. The default is 12.
Invoice Title	Set the invoice title. The default is TAX INVOICE.
Adjustment Title	Set the adjustment title. The default is ADJUSTMENT NOTE.
Statement Title	Set the statement title. The default is STATEMENT.
Packing List Title	Set the packing list title. The default is Packing List.
Invoice Number Title	Set the invoice number title
Adjustment Number Title	Set the adjustment number title
Parent Invoice Title	Set the related invoice number title
Business Number Title	Set the business number title
Sale Date Title	Set the sale date title
Shipment Date Title	Set the shipment date title
Adjustment Date Title	Set the adjustment date title
Due Date Title	Set the due date title
Statement Date Title	Set the statement date title
Bill To Title	Set the bill to title
Ship To Title	Set the ship to title
Invoice Reason Title	Set the invoice reason title
Adjustment Reason Title	Set the adjustment reason title
Tax Info Title	Set the tax information title
Tax Total Title	Set the tax total title

Part Number Title	Set the part number title
Description Title	Set the description title
Price Title	Set the price title
Quantity Title	Set the quantity title
Item Date Title	Set the item date title
U/M Title	Set the unit of measure title
Value Title	Set the value title
Value Inclusive Title	Set the value including tax title
Reference Title	Set the reference title
Page Title	Set the page number title
Telephone Title	Set the telephone number title
Fax Title	Set the fax number title
Email Title	Set the email address title
Terms Title	Set the payment terms title
Total Value Title	Set the total value title
Total Freight Title	Set the total freight title
Discount Title	Set the discount title
Total Cost Title	Set the total cost title
Total Due Title	Set the total balance due title
Total Adjustment Title	Set the total adjustment title
Total Applied Title	Set the total applied title
Balance Due Title	Set the balance due title
How To Pay Title	Set the how to pay title
Other Payment Details	Set the other payment details title
Payment Details Credit Card	Set the credit card payment details title
Payment Details Direct Deposit	Set the direct deposit payment details title
Payment Details Mail	Set the mail payment details title
Show Logo	Set whether to show the company logo on invoices
Company Details Top Left	Set whether to show the company details at the top left of the invoice
Company Details Address	Set whether to show the full company address or a compact company address. Default is full.
Company Details Bottom Center	Set whether to show the company details at the bottom of the page
Auto Show Invoice Fields	Set whether to automatically show/hide invoice columns based on whether information exists in the column
Show Part Number	Set whether to show the part number column
Show Item Date	Set whether to show the item date column
Show Description	Set whether to show the item description column
Show Price	Set whether to show the unit price column



Show Quantity	Set whether to show the quantity column
Show Unit of Measure	Set whether to show the unit of measure column
Show Value	Set whether to show the value column
Show Currency	Set whether to show the currency on the invoices
Show Local Currency	Set whether to show the local currency on the invoices
Show Tax Indicator	Set whether to show the tax indicator column
Show Tax In Total	Set whether to show tax in the total on invoice line items
Show Tax Components	Set whether to show all tax components on the invoice
Show Components Percent	Set whether to show the tax component percentage rate on the invoice
Show Terms	Set whether to show payment terms on the invoice
Show Freight	Set whether to show freight separately on the invoice
Show Balance	Set whether to show the balance due on the invoice
Show Discount	Set whether to show the discount on the invoice
Show Symbol	Set whether to show the currency symbols on the invoice
Show Business Number	Set whether to show the business number on the invoice
Show Run Date	Set whether to show the invoice generation date on the invoice
Show Details Other	Set whether to show the payment details other section
Show Details Credit Card	Set whether to show the payment details credit card section
Show Details Direct Deposit	Set whether to show the payment details direct deposit section
Show Details Mail	Set whether to show the payment details mail section
Show Ship To	Set whether to show the ship to on the invoice
Show Due Date	Set whether to show the due date
Show Invoice Reason	Set whether to show the invoice reason
Show Employee Comments	Set whether to show the employee comments
Show Adjustment Reason	Set whether to show the adjustment reason

## QUOTATION SETTINGS

Quote settings are the same as invoice settings however they apply to quotes instead of invoices.

## PURCHASE ORDER SETTINGS

Purchase order settings are the same as invoice settings however they apply to purchase orders instead of invoices.

## REQUEST FOR QUOTATION SETTINGS

The Request for Quotation settings are the same as invoice settings however they apply to RFQs instead of invoices.

## SHARE PORTFOLIO SETTINGS

Setting	Purpose
Retain Share History	Whether to retain share purchase and sale related history when cleaning up a book. Default is yes.
Price Feed Source	Whether to use Yahoo or a proprietary feed for the source of price information. Default is Yahoo

## BAI2 SETTINGS

Setting	Purpose
Debit Type Codes (space separated)	A space separated list of BAI2 debit codes. Default is 699.
Credit Type Codes (space separated)	A space separated list of BAI2 credit codes. Default is 399.

# ALERT SETTINGS

Setting	Purpose
Unshipped Sales Alerts	Whether to raise alerts for unshipped sales. Default is no.
Unreceived Purchases Alerts	Whether to raise alerts for received purchases. Default is no.

## SALES TAX CODE SETTINGS

Setting	Purpose
Bucket Rounding	The rounding mode for buckets when calculating tax bucket totals. Default is none. Values are None, Half Up, Half Down, Always Up, Always Down
Bucket Calcs (comma separated)	A comma separated list of bucket calculations. This is used to calculate buckets based on the values in other buckets.
Bucket Order (comma separated)	A comma separated list of bucket names in the order that they should be reported.