SMEasy™

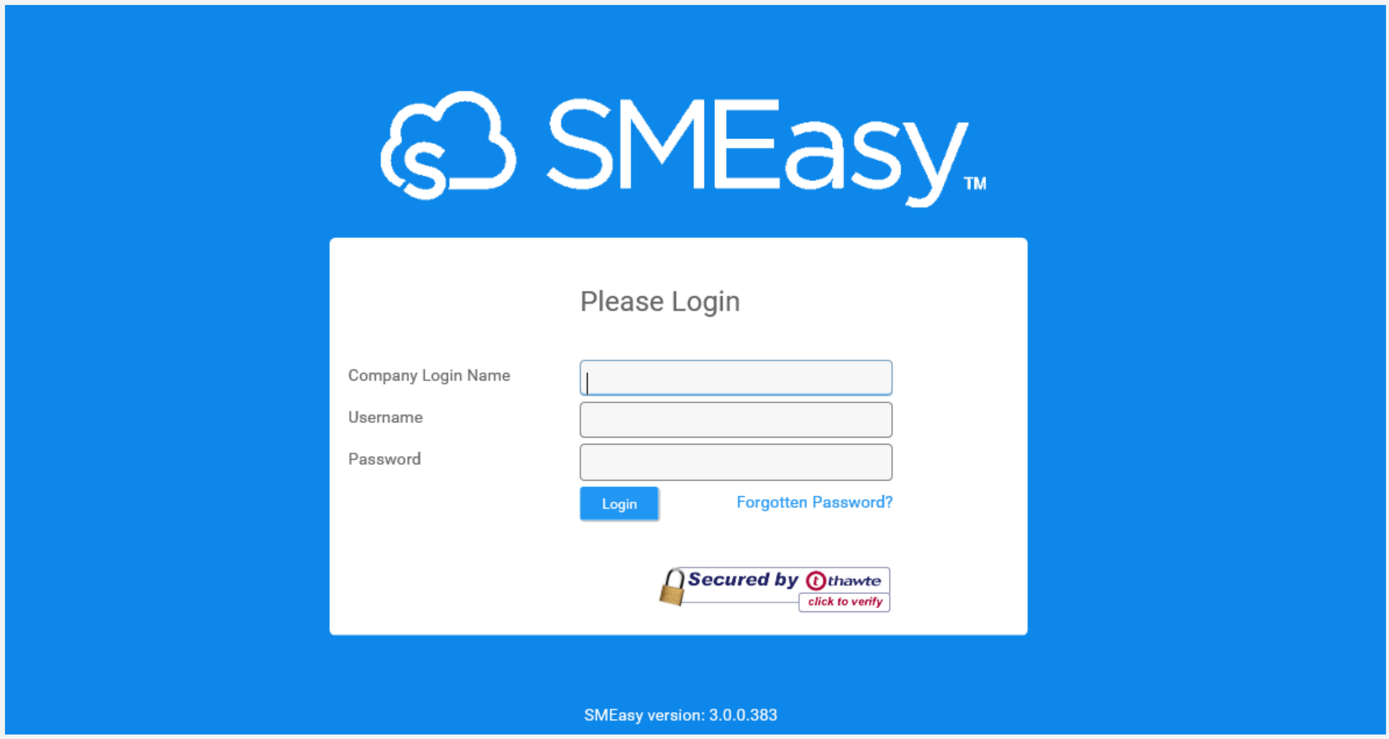
Business Management & Accounting Made Easy

User Manual

Version 20200507.1 (Release – 18)

May 2020

Using the System



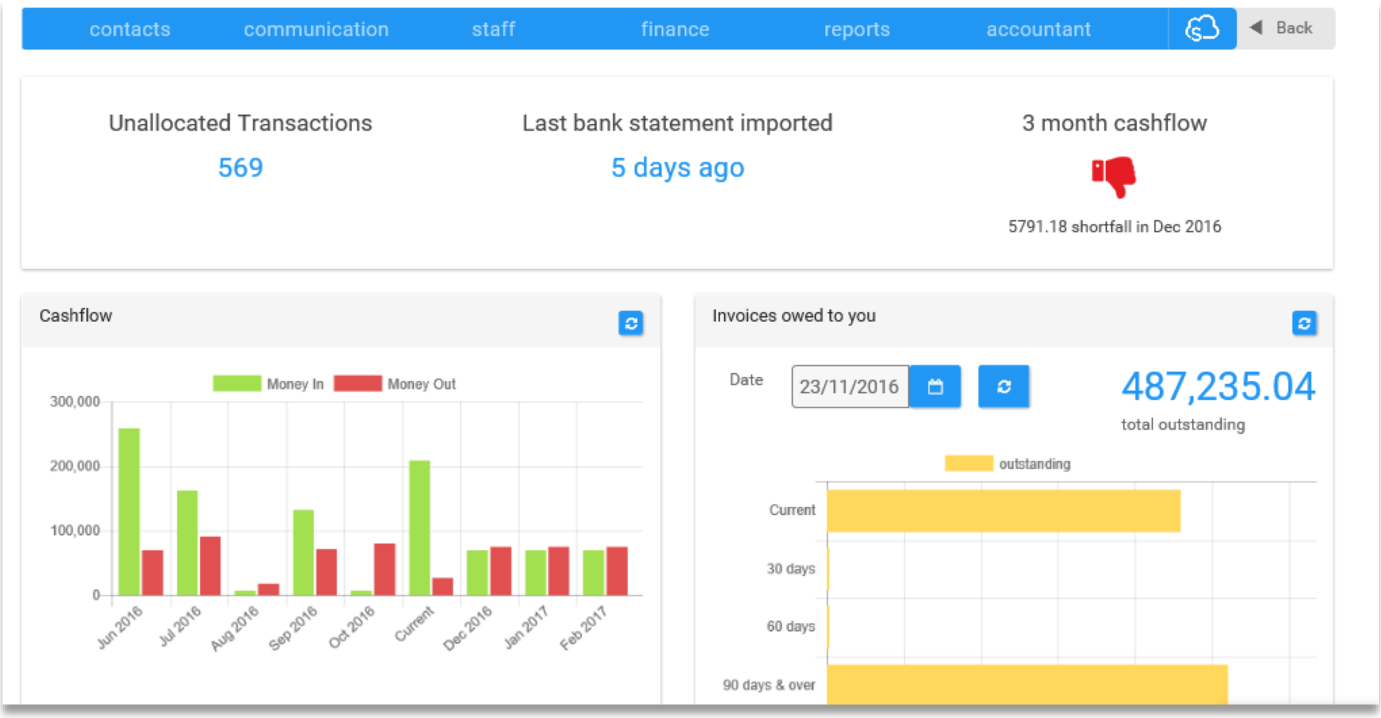
Opening up SMEasy

Logging into the system for the **first time**	Open up your internet browser and type in www.SMEasy.co.za Click on the **LOGIN** button which is in the top right hand corner of the screen

System Dashboard

System dashboard	The system dashboard is displayed when a user logs in. The dashboard highlights, in graph format, your critical business information. Access to the dashboard can be restricted via the System User Access button. Some of the displayed information can be expanded : • If you click on the number of unallocated transactions you will be directed to the unallocated items in Bank Accounts • If you click on the Cash Flow icon you will be directed to your Cash Flow Report • In Invoices owed to you you are able to change the date. Refresh if you do so to update the data

- In spending you are able to change the date range. Refresh if you do so to update the data
- Clicking on each individual expense will delete that expense from the chart. To reinstate the expense click on it again



Dashboards

Navigating around the system

The system is divided into sections that we call dashboards

There are five dashboards:
CONTACTS
REPORTS
FINANCE
STAFF
ACCOUNTANT

Back Button

At any place in the system, you can use the back button; clicking this button will direct you to the previous screen on which you were working. This button will always be located on the right side of the screen, towards the top.

Support

What to do if I **need help**

The support link is located on the top left hand side of the screen. Click on the **SUPPORT** link and you will be directed to the support screen where you will have access to the following online assistance:

Help Videos
Clicking the **HELP VIDEO** button will allow you to watch a complete set of training videos illustrating how to go about using your SMEasy system. There is a video for each section of your SMEasy system and these sections can be selected from a menu on the left hand side of the screen.

Email Us
Click on the **EMAIL US** button and you can forward your query to us via email. One of our support centre consultants will be in touch to assist you.

Live Chat
Click on the **Hi would you like to chat?** button on the bottom right of the system to instantly message one of our support centre consultants.

Support Centre
If you would like to talk to someone, phone our support centre on 087 238 2003.

Please note the live chat and phone support options are only available during office hours (Monday to Friday from 7am to 4:30pm).

Viewing

Quick View

Whenever you see writing/text in blue with a blue line underneath it, it means you can click on it and quickly be taken to view that particular field/item.

Deleting

The **white cross** in the red box means that you are able to delete a field and/or item from the screen e.g. delete a pricelist item or a contact.

When you click the **delete** cross, a message will automatically appear asking you to confirm your decision to delete. If you are certain you can click the **Yes** button. Should you, however, no longer wish to delete the item, then click the **No** button.

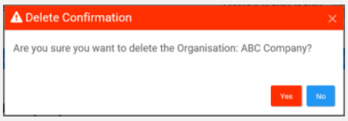
Creating a PDF

Whenever you see this PDF icon on the screen, it means you are able to create a PDF document from the system e.g. create a PDF version of a payslip.

Converting a Quote to an Invoice

It’s possible to convert a quote to an invoice. On the **quotes** page click on the **Convert Quote to an Invoice** icon.

Pop up Boxes



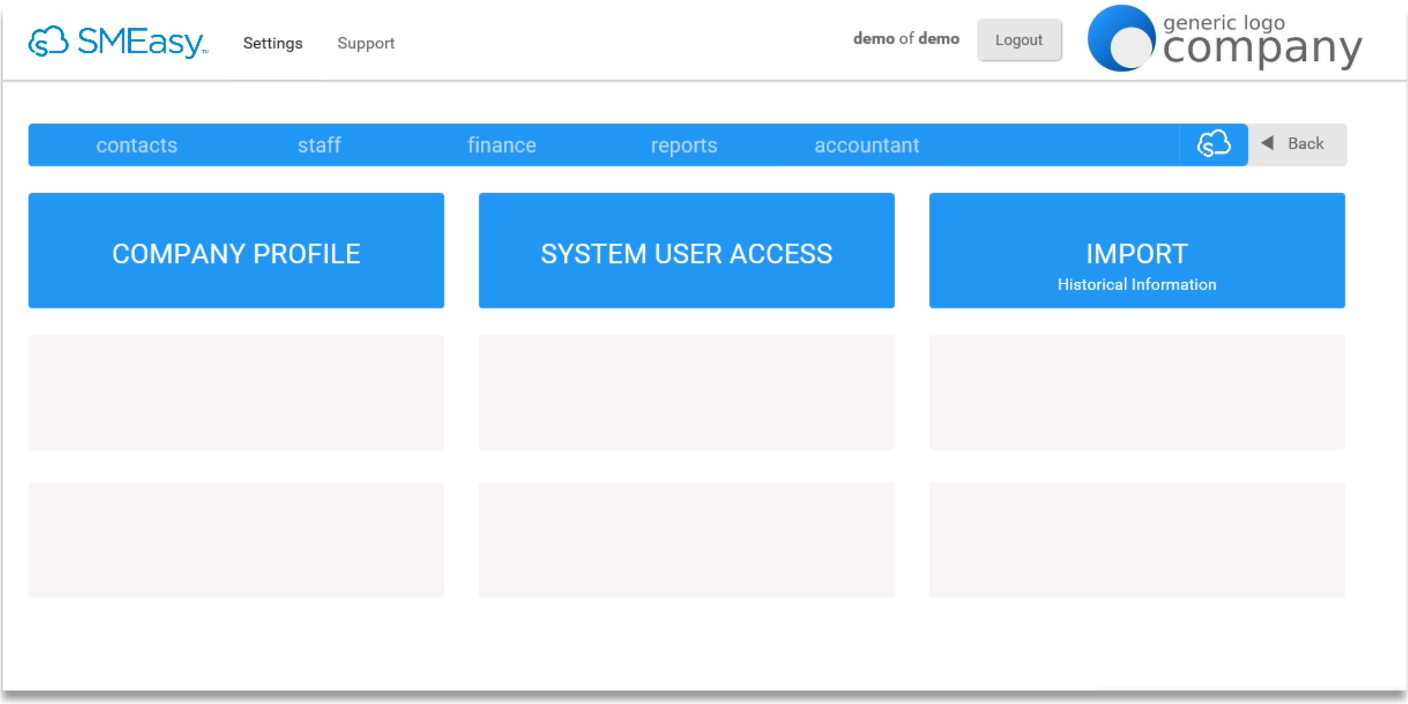
Pop up boxes appear in a number of situations in SMEasy. These are designed to alert you to the consequences of the function you are about to perform. Always read these carefully as once information has been saved it is not always possible to delete or amend this information.

Closing the System

How to **logout** of the system

When you have finished with the SMEasy system always remember to logout. You can do so by clicking the **LOGOUT** button on the top right hand side of your screen.

Settings



Company Profile

To **update** your **company details**	Click on the **Settings** link on the top of the screen Click on the **COMPANY PROFILE** button Amend any details that may have changed Click the **SAVE** button

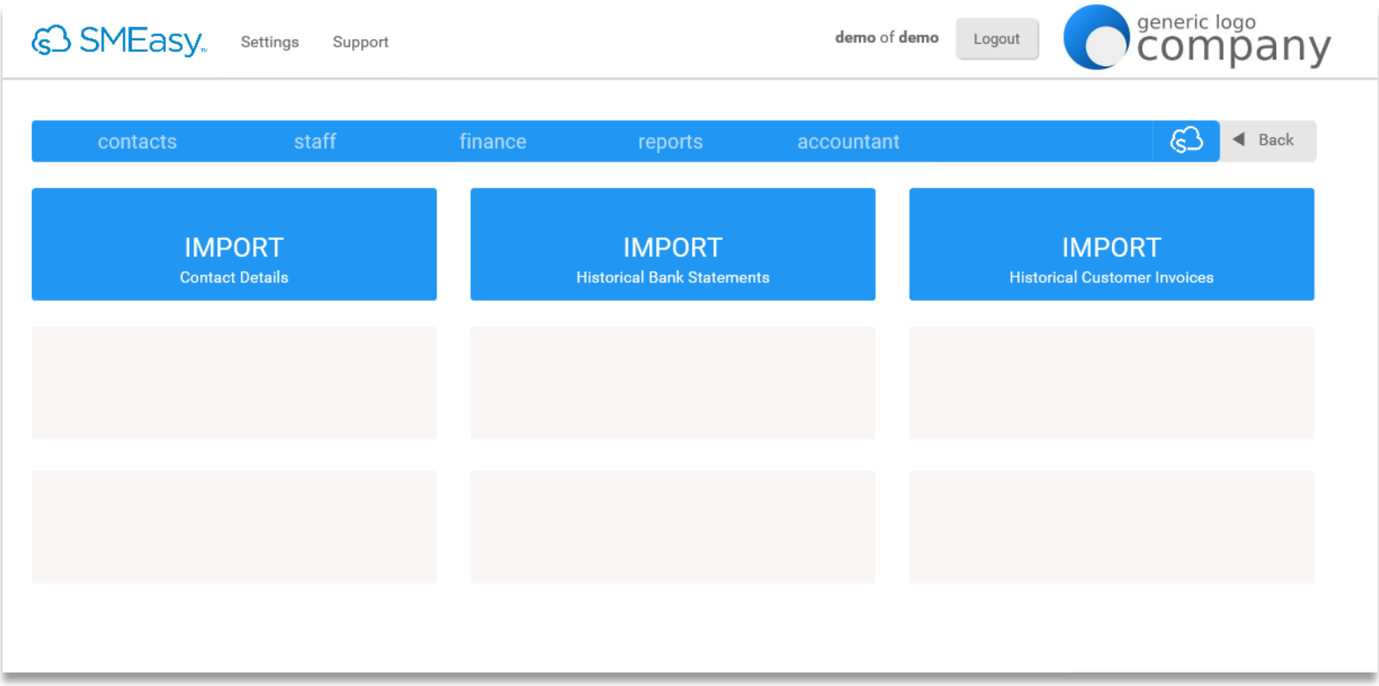
System User Access

To **add** a **user**	Click on the **Settings** link on the top of the screen Click on the **SYSTEM USER ACCESS** button Click on **ADD NEW** Enter user details Click the **SAVE** button
To **set up user permissions**	Click on the **Settings** link on the top of the screen Click on the **SYSTEM USER ACCESS** button Click on the name of the user you wish to set up Click on the **System User Permissions** tab To allow access to any dashboard or part of a dashboard, tick the relevant box Click on the **SAVE** button at the bottom of the screen

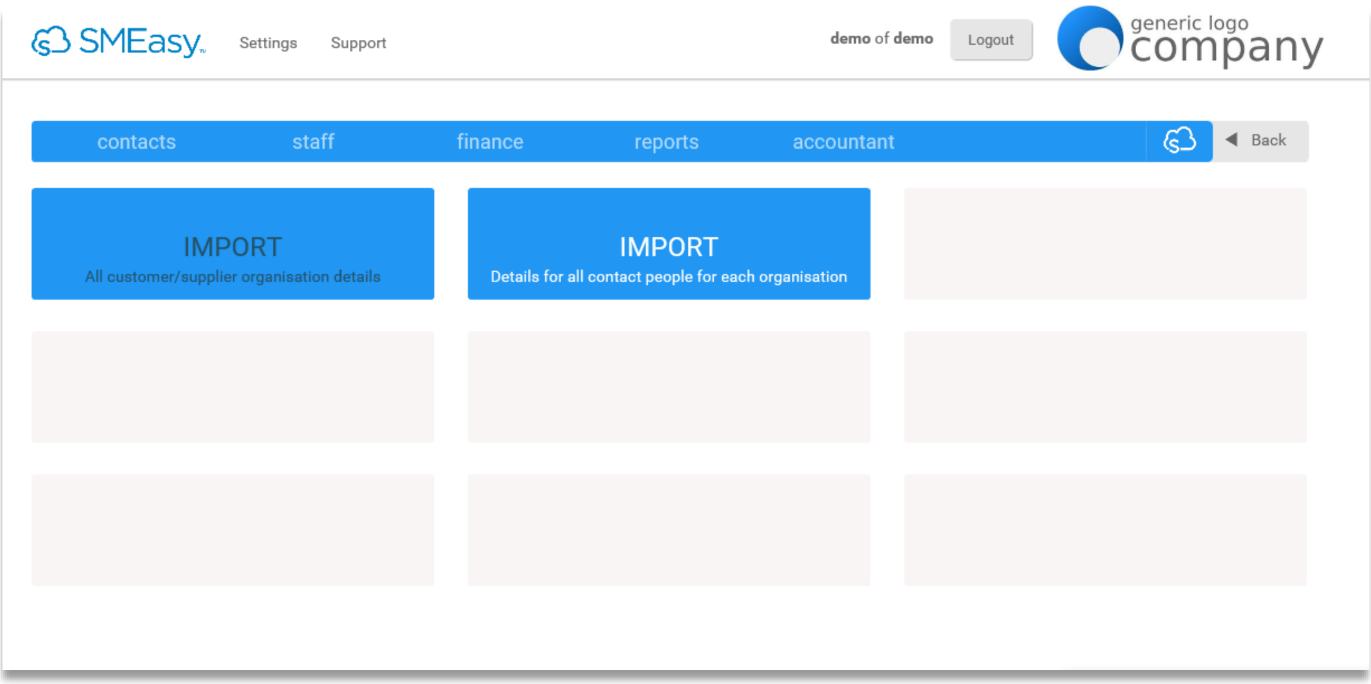
To **amend** a **user's permissions**	Click on the **Settings** link on the top of the screen Click on the **SYSTEM USER ACCESS** button Click on the name of the user you wish to amend Amend the relevant details Click on the **SAVE** button

To **delete** a **user**	Click on the **Settings** link on the top of the screen Click on the **SYSTEM USER ACCESS** button Locate the user you wish to delete Click on the **white cross** on the far right column of the display table. A message will automatically pop up asking you to confirm your decision to delete. If you are certain you can click the **Yes** button. If you no longer want to delete the user, click the **No** button

Import Historical Information



Import Contact Details



Import all Customer/Supplier Organisation Details

To **import** customer/supplier organisation details

You are able to import all of your existing customer and supplier details so that you don't have to type all this information into the system manually.

Click on the **Settings** link on the top of the screen. Click on the **IMPORT HISTORICAL INFORMATION** Button. Click on the **IMPORT CONTACT DETAILS** button and then click on the **IMPORT All customer/supplier organisation details** button.

1) Download and save the Excel template from the link (top right of the screen).
2) Populate the template with your customer and supplier details.
3) NB: You will also need to download the list of dropdown options, to use when you populate your Excel template as certain fields in the template have specific options that must be used.
4) Save your populated Excel template (as a csv file).
5) Go back to the import screen in your system and click Browse, then select your populated Excel template.
6) Click the Save button and all your customer and supplier contact fields will now automatically be populated in your system. To view your customers and suppliers go to the Contacts Dashboard.

Import Details for all Contact People for each Organisation

To **import details for all contact people**

You are able to import all of the contact details of the people you deal with at each of your customer and supplier organisations. If you use the Excel template provided to do this you won't have to type this information into the system manually.

	Click on the **Settings** link on the top of the screen. Click on the **IMPORT HISTORICAL INFORMATION** Button. Click on the **IMPORT CONTACT DETAILS** button and then click on the **IMPORT All customer/supplier organisation details** button. 1) Download and save the Excel template from the link (top right of the screen). 2) Populate the template with the contacts from each organisation. 3) NB: You will also need to download the list of dropdown options, to use when you populate your Excel template as certain fields in the template have specific options that must be used. 4) Save your populated Excel template (as a csv file). 5) Go back to the import screen in your system and click Browse, then select your populated Excel template. 6) Click the Save button and all your Customer and Supplier's contact details will now automatically be populated in your system. To view their details go to the Contacts Dashboard.

Import Historical Bank Statements

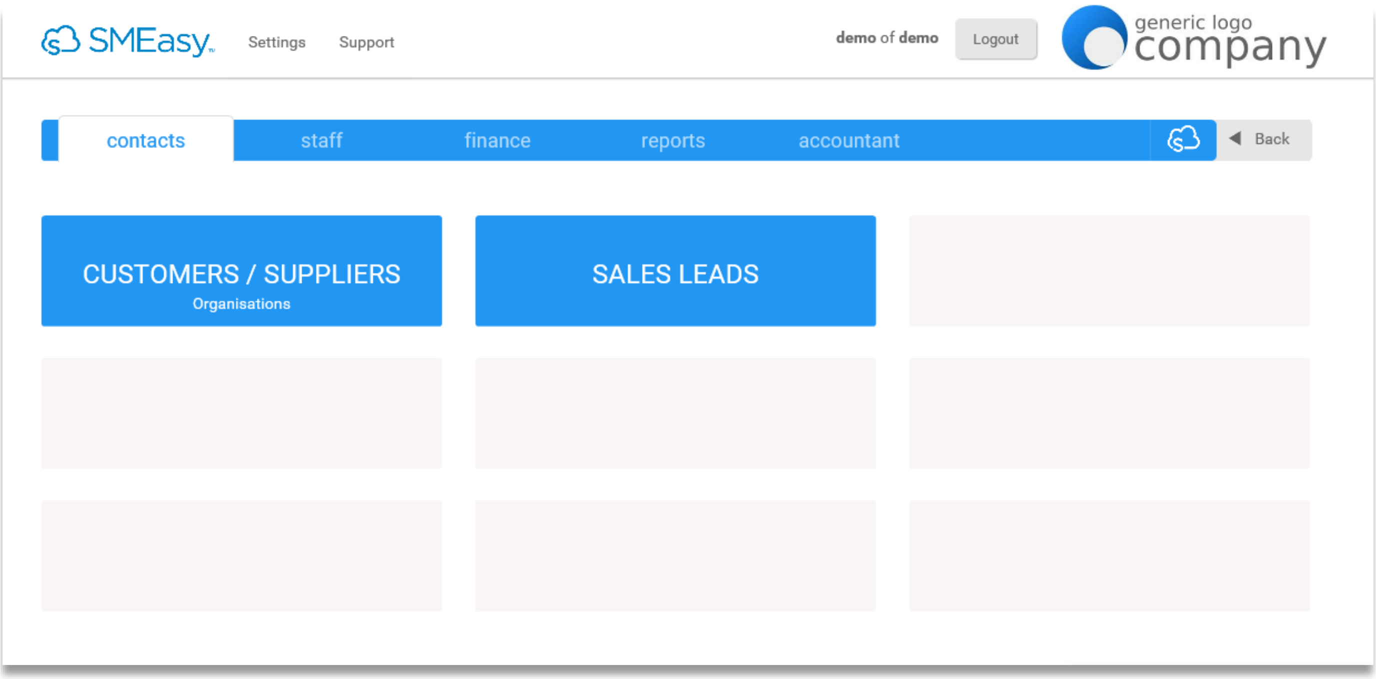
To **import an historical bank statement**	Click on the **Settings** link on the top of the screen. Click on the **IMPORT HISTORICAL INFORMATION** Button and then click on the **IMPORT HISTORICAL BANK STATEMENTS** button. You are able to import your historical (past months) bank statements 1) Download and save the Excel template from the link (top right of the screen). 2) Populate the template the bank statement you want to import. 3) Save your populated Excel template (as a csv file). 4) Go back to the import screen in your system and click Browse, then select your populated Excel template. 5) Select the correct bank account from the dropdown list. 6) Select the date format that you have used in the Excel spreadsheet from the dropdown list. 7) Click Preview to view the bank statement. 8) You now have the option to Import & Allocate or Import. 9) To view your imported bank statement go to the Finance Dashboard and click Bank Accounts and then click Allocate.

Import Historical Customer Invoices

To **import an historical customer invoice**	Click on the **Settings** link on the top of the screen. Click on the **IMPORT HISTORICAL INFORMATION** Button and then click on the **IMPORT HISTORICAL CUSTOMER INVOICES** button. You are able to import all of your existing customer invoices so that you don't have to enter all this information into the system manually. 1) Download and save the Excel template from the link (top right of the screen). 2) Populate the template with your customer invoices. 3) NB: You will also need to download the list of dropdown options to use when you populate your Excel template as the "Item Type" field in the template has specific options that must be used. 4) Save your populated Excel template (as a csv file).

5) Go back to the import screen in your system and click Browse, then select your populated Excel template.
6) Click the Save button and all your customer invoices will now automatically be populated in your system. To view your customer invoices go to the Finance Dashboard.

Contacts



Customers/Suppliers

To add a new customer/supplier in contacts

Click on the **Contacts** dashboard

Click on the **CUSTOMERS/SUPPLIERS** button

Click on the Add New link at top right of screen

Type in as many details as you have for that company. The Organisation Name and Trading As fields are required fields

Please Note

- It is important to select the correct relationship that you have with the Customer/Supplier as this will impact other dashboard functions
- SMEasy will allow you to change an organisation from being a supplier to a customer or vice versa as long as there are no transactions linked to that Organisation e.g. quotes, invoices, credit notes
- The information that you enter in these fields will be pulled through to invoices and quotes so it is important to fill these details in correctly

Once all the information has been entered click on the SAVE button

To view existing customers/suppliers in contacts

Click on the Contacts dashboard

Click on the **CUSTOMERS/SUPPLIERS** button

Click on the **Organisation** that you want to view

	View details of the organisation View details of contacts connected with this company by clicking on the **Contacts Tab** View details of projects connected with this company by clicking on the **Projects Tab** View details of invoices connected with this company by clicking on the **Invoices Tab** (customers only)
To **export** customer/supplier data	Click on the **Contacts** button and then on **Customers/Suppliers** button. Click on **Export Data** and save the file in your documents.
To **edit** an existing **organisation**	**Select** the existing organisation that you want to edit (see above) Edit any of the information by retyping the specific field/s that you want to edit Click on the **SAVE** button
To **add** a **contact** to an **organisation**	**Select** the existing organisation that you want to edit (see above) Click on the **Contacts Tab** at the top of the screen Click on **Add New** Type in all the relevant information in the fields. Please note that the **First Name, Last Name** and **Contact Type** are compulsory fields Click on the **SAVE** button
To **add** a **project** to an **organisation**	**Select** the existing organisation that you want to edit (see above) Click on the **Projects Tab** at the top of the screen Click on **Add New** Type in all the relevant information in the fields Click on the **SAVE** button
To **view** an **invoice** for an **organisation** (customers only)	**Select** the existing organisation that you want to view an invoice (see above) Click on the **Invoices Tab** at the top of the screen View invoices in the display table. The invoice number, date of the invoice, amount of the invoice and whether it is paid or unpaid will be displayed. This is a view only function. To view an invoice click under the relevant invoice

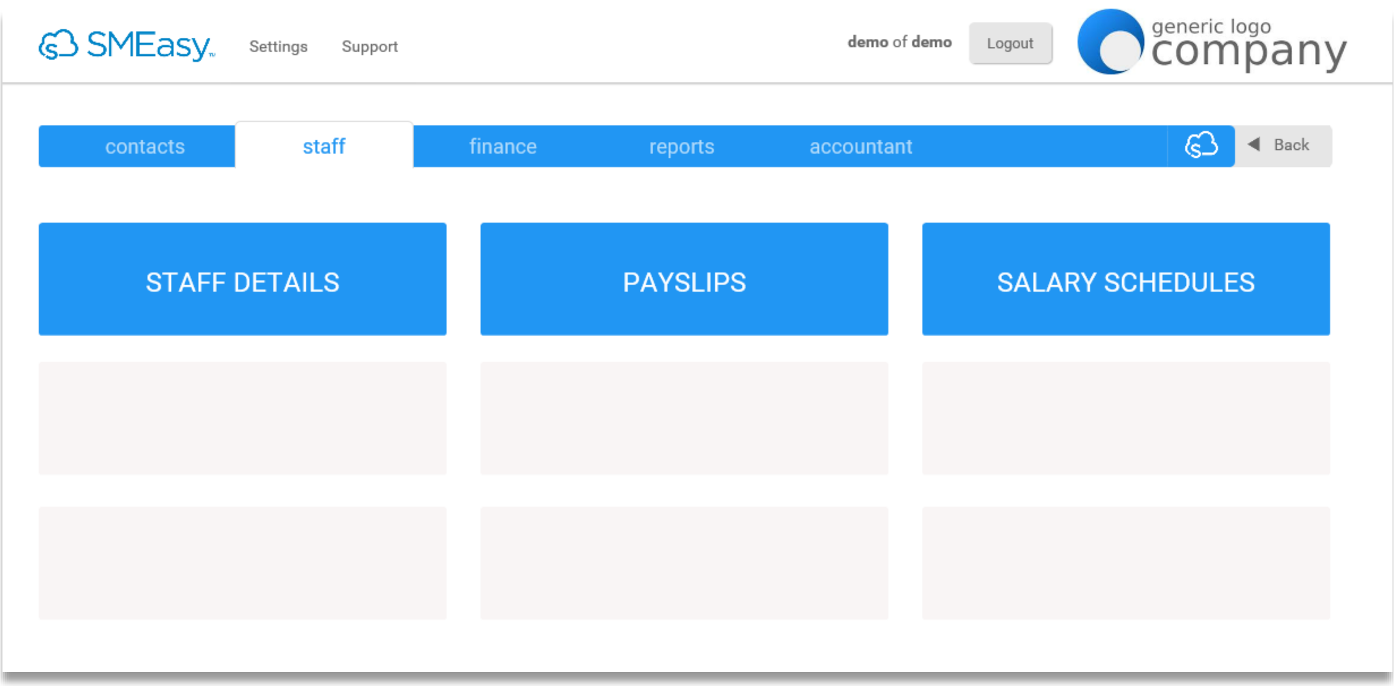
To **search** for an existing **organisation**	Click on the **Contacts** dashboard Click on the **CUSTOMERS/SUPPLIERS** button Type in the name of the organisation, or the first few letters of the organisation's name in the search field at the top of the screen Or Use the **Alphabet Search** option by clicking on the letter (A,B,C etc.) that corresponds with the first letter of the organisation for which you are searching
To **delete** an **organisation**	Select the organisation (see above) that you wish to delete Use the **white cross** on the far right column of the display table to delete the organisation. A message will automatically pop up asking for confirmation of your decision. If you are certain, click the **Yes** button. If you do not want to delete, then click the **No** button. **You can only delete an organisation that is not yet linked to an invoice or quote**

Sales Leads

To **add** a new **sales lead**	Click on the **Contacts** dashboard Click on the **SALES LEADS** button Click on the **Add New** link at top right of screen Type in as many details as you have for the lead. The first and last name fields are compulsory Click on the **SAVE** button
To **view** an existing **sales lead** in contacts	Click on the **Contacts** dashboard Click on the **SALES LEADS** button Type in the name or the first few letters of their name in the **Search** field Or Use the alphabet search option by clicking on the **Letter** (A or B or C etc) that corresponds with the first letter of the name. Click on the **Full Name** (first column of display table) of the sales lead that you want to view View details of that sales lead

To **edit** an existing **sales lead**	**View** the existing sales lead that you want to edit (see above) Edit any of the information by retyping the specific field/s that you want to edit Click on the **SAVE** button
To **delete** a sales lead	Select the individual (see above) that you wish to delete Use the **white cross** on the far right of the display table to delete the sales lead. A message will automatically pop-up asking you to confirm your decision to delete that specific name. If you are certain, you can click the **Yes** button. If you no longer wish to delete the sales lead, click the **No** button

Staff



Staff Details

To **add** a new **staff member**	Click on the **Staff** dashboard Click on the **STAFF DETAILS** button Click on **Add New** link at top right of screen Complete as many details as you have for that staff member. The **first** and **last name fields** are compulsory Click on the **SAVE** button Then click on the **Package Details** Tab Complete all the details for the salary package that you have for the staff member Click on the **SAVE** button
To **edit** a **staff member's** details	Click on the **STAFF DETAILS** button In the **Search** field type in the staff member's full name or the first few letters of their name Or

	Use the alphabet search option by clicking on the letter (A, B, C etc.) that corresponds with the first letter of the staff member's name Click on the **Full Name** of the staff member whose details you wish to edit (first column of the display table) Edit the details on **Staff** and/or **Package Details tabs** Click on the **SAVE** button
To **delete** a **staff member**	Select the staff member (see above) that you wish to delete Use the **white cross** in the far right column of the display table to delete the staff member. **Please note that you are unable to delete a staff member if payslips have been created.** A pop up box will appear and ask if you are sure that you wish to delete the staff member. If you wish to do so click on the **Yes** button. If you no longer wish to do so click the **No** button.

Payslips

To **create** a new **payslip**	Click on the **Staff** dashboard Click on the **PAYSLIPS** button Click on the **Add New** link at top right of the screen Select the correct staff member by clicking on the **Staff Member** drop down menu and finding their name Select the pay period dates (from and to) using the calendar options Edit other fields where necessary Click on the **SAVE** button
To **search** and **view** a **payslip**	Click on the **Staff** dashboard Click on the **PAYSLIPS** button In the **Search** field type in the staff member's full name or the first few letters of their name and/or enter a **From** and **To Date Range** using the **calendar** options. Or Use the **Alphabet Search** option by clicking on the letter (A,B,C etc.) that corresponds with the first letter of the staff member's name Click on the **Full Name** of the staff member whose payslip you wish to view

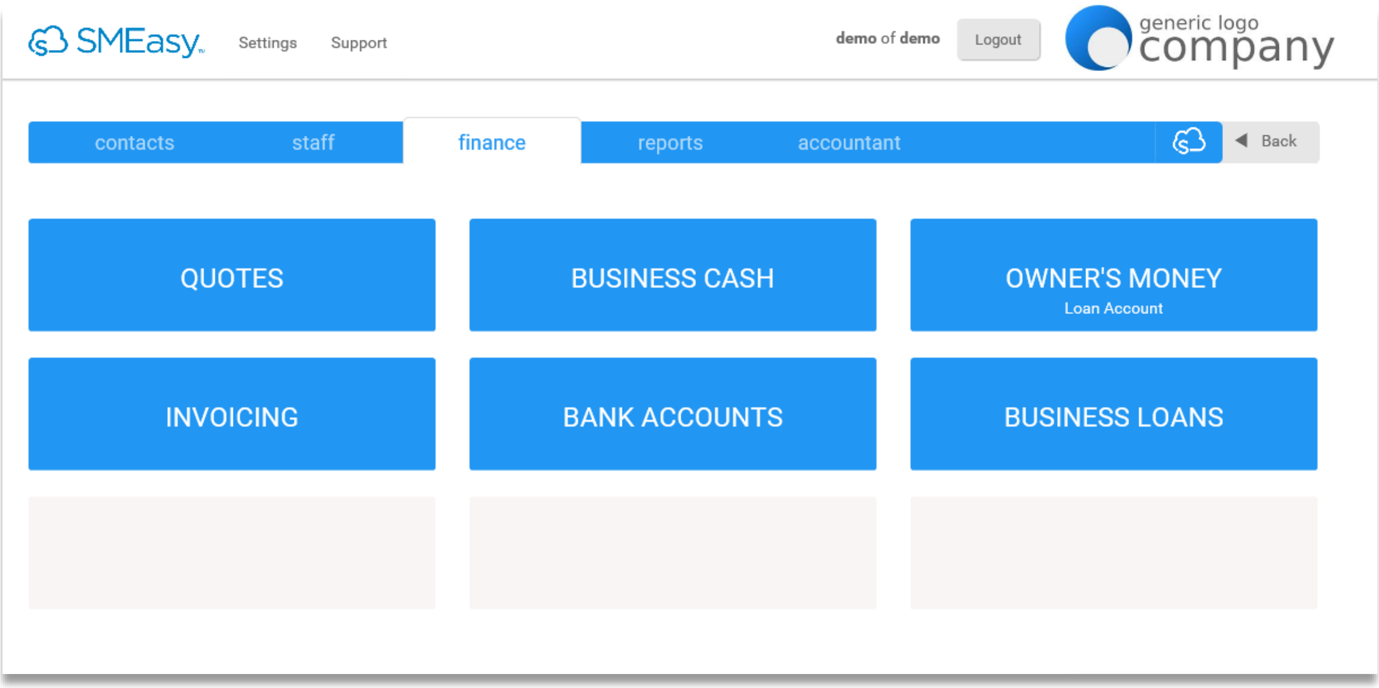
To **PDF, print** and **save** a **payslip**	**Search** for the payslip (see above) Click on the **Full Name** of the payslip that you want to PDF Click on the **PDF** button. The payslip will appear in PDF format You can now print or save the schedule in PDF format by clicking the appropriate icon on the tool bar To save, click on the **SAVE** icon on the toolbar

Salary Schedules

To **view** a **company salary schedule**	Click on the **Staff** dashboard Click on the **SALARY SCHEDULES** button To view the salary schedule for all staff members for a particular time period, select the **From** and **To** dates using the **calendar** icons Click on the **PDF** button

To **view** a **salary schedule** for **one staff member**	Click on the **Staff** dashboard Click on the **SALARY SCHEDULES** button Click on the **Individual Salary Schedule** tab at the top of the screen Select the correct staff member by clicking in the Staff Member Drop Down menu and finding their name Select the year that you wish to view from the **Tax Year** drop down menu Click on the **PDF** button

Finance



Quotes

Add a new **quote**

Click on the **Finance** dashboard

Click on the **QUOTES** button and then the **QUOTES** button again

Click on **Add New** button at the top right of the screen

Select the **Customer** from the **Select Customer** drop down menu, add a date, order number (if available), a project (if available). The **Attention** field will automatically populate with the first contact linked to this customer. If this isn't the correct contact you can change it by using the drop down menu.

Insert a **SALES ITEMS** by clicking on the **Sales Item** button on the right side of the screen. Enter a letter or part description of the product or service in the description field and then select the product description from the drop down menu or write in the description and then select the quantity. When complete click the **Save** button on the right side of the screen.

Should you wish to edit or amend the line item in any way click on the description and edit the line where necessary. Click on the **Save** icon on the right side of the screen.

Repeat this process for additional sale items.

Click the **SAVE** button on the bottom of the screen when your quote is complete

Search and **view** an **existing quote**	Click on the **Finance** dashboard Click on the **QUOTES** button and then the **QUOTES** button again Select a **From Date** and **To Date** using the **Calendar** icons and click **Refresh** or enter a quote number or company in the search field Or Use the **alphabet search** option by clicking on the letter (A, B, C etc.) that corresponds with the first letter of the organisation Click on the quote number to view the specific quote
To **edit** an existing **quote**	Search for the **Quote** (see above) Click on the **quote number** to view the quote Edit any of the information as required Click on the **SAVE** button
To **convert a quote** to an **Invoice**	Search for the existing quote (See above) Click on the **Convert Quote to an Invoice** icon in the far right column (first icon). A pop up message will appear asking you to confirm whether you want to convert the quote. If you are sure click the **Yes** button. If you no longer want to convert it, click the **No** button. If you click the **Yes** button an invoice will be created Check that all the details are correct and amend the date if necessary. Click on the **Save** button Your invoice will now appear in your list of invoices To finalise the invoice tick the **blue finalise** box and a pop up message will appear asking if you are sure you want to finalise the invoice If you are sure click the **Yes** button. If you no longer wish to finalise click the **No** button. Your finalised invoice will now have an automatically generated Invoice number
To **PDF, print** or **save** a **quote**	Search for the quote (See above) that you wish to PDF or save Click on the **PDF** icon on the far right of the display table. Your quote in PDF format will open in a new window. It can now be printed or saved by clicking on the appropriate icon in the toolbar
To **delete** a **quote**	Search for the quote (See above) you want to delete Click on the **white cross** on the far right of the display table. A message will pop up asking you to confirm your decision to delete. If you are certain you can click the **Yes** button. If you no longer wish to delete click the **No** button

Price List

To **add** a product to a **price list**	Click on the **Finance** dashboard Click on the **QUOTES** button and then on the **PRICE LIST** button Click on the **ADD NEW** button at the top right of the screen Type in the details of the product you want to add Click the **SAVE** button
To **search** for a product on the **price list**	Click on the **Finance** dashboard Click on the **QUOTES** button and then on the **PRICE LIST** button Type in the price list code, product name or description in the search field or use the **alphabet search** option by clicking on the letter (A, B, C etc) that corresponds with the first letter of the product
To **edit** a product on the **price list**	Find the existing product (See above) Click on the product name of the product you want to edit (first column of the display table) Edit any of the details by retyping the specific fields that you want to change Click the **SAVE** button
To **delete** a product on the **price list**	Find the existing product (see above) that you want to delete Use the **white cross** on the far right column of the display table to delete the product. A message will automatically pop up asking you to confirm your decision to delete the product. If you are certain, you can click the **Yes** button. If you no longer wish to delete, then click the **No** button
To **PDF or print** your price list	Click on the PDF icon on the top right of your screen.

Business Cash

To **add** an entry to **business cash**	Click on the **Finance** dashboard Click on the **BUSINESS CASH** button Click on the **Add New** button at the top right of the screen

	If you are recording an entry of money going into business cash click on the green **MONEY IN** button Or If you are recording an entry going out of business cash click on the red **MONEY OUT** button Fill in all the details Click on the **SAVE** button
To **split** a **business cash item**	Click on the **Finance** dashboard Click on the **BUSINESS CASH** button Click on **Add New** button at the top right of the screen Follow the steps above Tick the **SPLIT ITEM** box Enter the details Click on the **SAVE** button
To **print** or **save** the **business cash**	Click on the **Finance** dashboard Click on the **BUSINESS CASH** button Select the month you require from the drop down menu Click on the **PDF** icon on the top right of the screen You can now print or save the report by clicking on the appropriate icon on the screen
To **delete** an **entry** in **business cash**	Click on the **Finance** dashboard Click on the **BUSINESS CASH** button Search for the entry by using the **month** filter Use the **white cross** on the far right column of the display table to delete the individual entry. A message will automatically pop up asking you to confirm your decision to delete the specific entry. If you are certain, you can click the **Yes** button. If you no longer wish to delete, then click the **No** button

Owner's Money – Loan Account

Add owner's **account**	Click on the **Finance** dashboard Click on the **OWNER'S MONEY LOAN ACCOUNT** button

	Click on the **green button with the white cross** in the middle of the screen Fill in the loan account name Click the **OK** button
To **edit** an **owner's money account name**	Click on the **Finance** dashboard Click on the **OWNER'S MONEY LOAN ACCOUNT** button Select the owner's money account you want to edit from the drop down menu Click on the **Pencil** icon to the right of the drop down menu Edit the details Click the **OK** button
To **record transactions** made with owner's money	Click on the **Finance** dashboard Click on the **OWNER'S MONEY LOAN ACCOUNT** button Select the correct owner's money account from the drop down menu Click on the **ADD NEW** button at the top of the screen Fill in all the details Click on the **OK** button
To **print** an **owner's money report**	Click on the **Finance** dashboard Click on the **OWNER'S MONEY LOAN ACCOUNT** button Select the owner's money account and the month from the drop down menus Click on the **PDF** icon on the top right of the screen A print preview will pop up. If you want to print, click the **print** icon on the screen. Otherwise click the **cross** to close the screen
Delete an **entry** in owner's money	Click on the **Finance** dashboard Click on the **OWNER'S MONEY LOAN ACCOUNT** button Search for the correct owner's money account from the drop down menu and select the relevant month Use the **white cross** on the far right column of the display table to delete the individual entry. A message will automatically pop up asking you to confirm your decision to delete the entry. If you are certain, you can click the **Yes** button. If you no longer wish to delete, then click the **No** button

Customer Invoice - Debtors

To **add** an **invoice**	Click on the **Finance** dashboard Click on the **INVOICING** button and then on the **CUSTOMER INVOICE** button Click on **Add New** button at the top right of the screen Select the **CUSTOMER** from the **SELECT CUSTOMER** drop down menu, add an invoice date, order number and project if available. The **Attention** field will automatically populate with the first contact linked to this customer. If this isn't the correct contact you can change it by using the drop down menu. Insert a **SALES ITEMS** by clicking on the **Sales Item** button on the right side of the screen. Enter a letter or part description of the product or service in the description field and then select the product description from the drop down menu or write in the description and then select the quantity. When complete click the **Save** button on the right side of the screen. Should you wish to edit or amend the line item in any way click on the description and edit the line where necessary. Click on the **Save** icon on the right side of the screen. Repeat the process for additional sale items. Follow the same steps to insert a **DISCOUNT ITEM** and/or **INTEREST ITEM** Click the **SAVE** button at the bottom of the screen when the invoice is complete To finalise the invoice tick the **blue finalise** box and a message will appear asking you to confirm whether you wish to finalise the invoice. If you are certain, you can click the **Yes** button. If you no longer wish to finalise the invoice, then click the **No** button If you did finalise your invoice it will now have an automatically generated invoice number
To **search** and **view** an **existing invoice**	Click on the **Finance** dashboard Click on the **INVOICING** button and then on the **CUSTOMER INVOICE** button Select a **From Date** and **To Date** using the **CALENDAR** icons or enter an Invoice number or company name Or Use the **ALPHABET SEARCH** option by clicking on the letter (A, B, C etc.) that corresponds with the first letter of the organisation Or Click on the invoice number to view the specific invoice
To **PDF, print** or **save** an **invoice**	Search for the invoice (see above) that you wish to PDF or save

	Click on the **PDF** icon in the far right column (on the left) of the display table. Your invoice in PDF format will then open in a new window. It can now be printed or saved by clicking on the appropriate icon on the screen
To **delete** an **unfinalised invoice**	**Please note that you are unable to delete a finalised invoice** You can only delete an invoice that has been saved but not finalised. Search for the unfinalised invoice (see above) that you wish to delete Click on the **white cross** in the far right column of the display table. A message will appear asking you to confirm your decision to delete that specific invoice. If you are certain you can click the **Yes** button. If you no longer wish to delete then click the **No** button
Credit Note	
To **add** a **credit note**	Click on the **Finance** dashboard Click on the **INVOICING** button and then on the **CREDIT NOTE** button Click on **Add New** button at the top right of the screen Select the invoice you wish to credit from the drop down menu Click on the **OK** button Insert a credit item by clicking on the **white cross in the green box**. In the pop up box, change the quantity or select all, click the **OK** button Repeat this process for additional credit items
To **search and view** an existing **credit note**	Click on the **Finance** dashboard Click on the **INVOICING** button and then on the **CREDIT NOTE** button Select a **FROM** date and a **TO** date using the **CALENDAR** icons or enter a credit note into the search field Or Use the **alphabet search** option by clicking on the letter (A, B, C etc.) that corresponds with the first letter of the organisation
To **PDF, print** or **save** a **credit note**	Search for the credit note (see above) that you want to PDF Click on the **PDF** icon on the far right column of the display table. Your credit note in PDF format will open in a new pop up box You can now print or save the credit note by clicking on the appropriate icon on the screen

Supplier Invoices - Creditors

To **add** a **supplier invoice**	Click on the **Finance** dashboard Click on the **Add New** button at the top right of the screen Select the supplier from the select supplier drop down menu. Fill in the rest of the details. Please note that the invoice number, invoice date, reference and pay by date fields are all compulsory Insert an item by clicking on the **ACCOUNT ITEM** button. Select a category, then enter a description and an amount. Once your information is entered click on the **OK** button Follow the same steps to insert an **INTEREST ITEM** and/or **DISCOUNT ITEM** Click the **SAVE** button when the invoice is complete
To **search** and **view** an **existing invoice**	Click on the **Finance** dashboard Click on the **INVOICING** button and then on the **SUPPLIER INVOICE** button Select a **FROM** date and a **TO** date using the **CALENDAR** icons or enter an invoice number or company into the search field Or Use the **alphabet search** option by clicking on the letter (A, B, C etc.) that corresponds with the first letter of the organisation Click on the invoice number to view the specific invoice
To **delete** an **invoice**	Search for the invoice (See above) Click on the **white cross** in the far right column of the display table. A message will appear asking you to confirm your decision to delete that specific invoice. If you are certain you can click the **Yes** button. If you no longer wish to delete then click the **No** button **Should any payments have been made against an invoice, the invoice cannot be deleted**

Bank Accounts

To **import** a new **bank statement**	**Before you are able to import your bank statement you will need to download this statement from your internet banking platform in CSV or OFX format and save it on your computer** Click on the **Finance** dashboard Click on the **BANK ACCOUNTS** button and then on the **IMPORT NEW BANK STATEMENT** button

	Select the bank account from the account name drop down menu Select the statement you want to allocate by clicking on the name Fill in the details of the bank account allocations. It is possible to split an entry over two or more allocations. To do this click on the box labelled **SPLIT**
To **allocate** transactions on an already **imported bank statement**	Click on the **Finance** dashboard Click on the **BANK STATEMENT** button and then click on the **ALLOCATE** button Select the bank account from the Account Name drop down menu Select the statement you want to allocate by clicking on the upload name Fill in the details on the bank account allocations. It is possible to split an entry over two or more allocations. Tick the box labelled **Split** Click on the **SAVE** button
To **view saved bank statements**	Click on the **Finance** dashboard Click on the **BANK STATEMENTS SAVED** button. Choose either **View By Month** or **View By Upload** and select the bank account from the drop down menu Your saved bank statement will be displayed

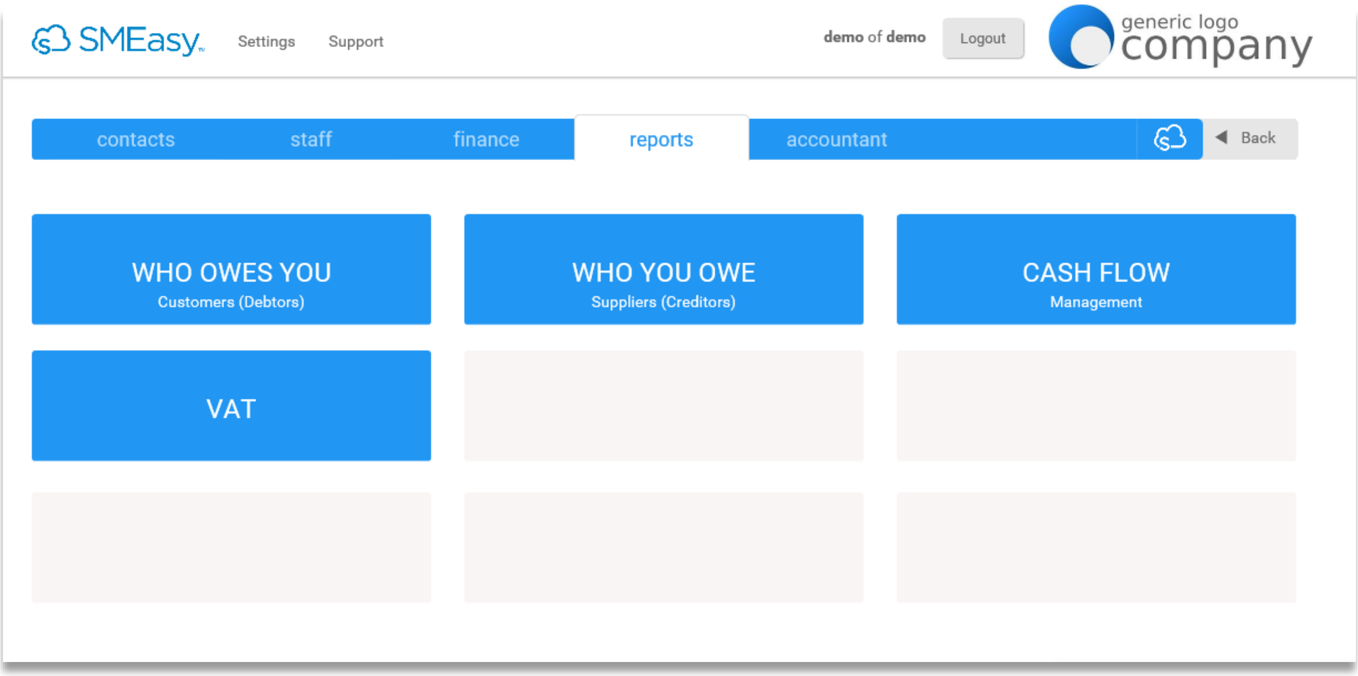
Business Loans

To add a **new business loan**	Click on the **Finance** dashboard Click on the **BUSINESS LOANS** button Click on the **green button with the white cross** in the middle of the screen Fill in the loan account name Click on the **OK** button
To **edit** a **business loan account name**	Click on the **Finance** dashboard Click on the **BUSINESS LOANS** button Select the loan account you want to edit from the drop down menu Click on the **pencil** icon to the right of the drop down menu Edit the details Click on the **OK** button

To **record transactions** made with the **business loan**	Click on the **Finance** dashboard Click on the **BUSINESS LOANS** button Select the correct business loans from the drop down menu and select the relevant month Click on the **Add New** button at the top right of the screen Fill in all the details. **Interest amounts are the only entries that will be recorded in business loans. The business loan amount received and monthly repayments will be recorded via the bank statement** Click on the **OK** button

To **print or PDF** a **business loan**	Click on the **Finance** dashboard Click on the **BUSINESS LOANS** button Select the business loan and month you wish to print from the drop down menus Click on the **PDF** icon on the top right of the screen Your business loan statement will open in a new pop up box. You can now print or save it as a PDF document by selecting the appropriate icon in the toolbar

Reports



Who Owes You – Customer Invoices Due

To **view, PDF** or **print** the **customer invoices due report**	Click on the **Reports** dashboard Click on the **WHO OWES YOU - CUSTOMERS** button Click on the **PDF** icon on the right of the screen. Your report will now open in a new pop up box You can now print or PDF the report by clicking on the relevant icon from the toolbar

Who Owes You - Per Customer

To **view, PDF** or **Print** the **Per Customer report**	Click on the **Reports** dashboard Click on the **WHO OWES YOU – PER CUSTOMERS** button and then on the **PER CUSTOMER** tab Bear in mind that this report only shows customers with outstanding balances Select the customer from the drop down menu Click on the **PDF** icon on the right of the screen. Your report will now open in a new pop up box You can now print or PDF the report by clicking on the relevant icon from the toolbar

Customer Age Analysis

To **view, PDF** or **Print** the **customer age analysis report**	Click on the **Reports** dashboard Click on the **WHO OWES YOU - CUSTOMERS** button Click on the **CUSTOMER AGE ANALYSIS** tab Select the date for the age analysis from the calendar icon. Click on the **PDF** button You can now print or PDF the report by clicking on the relevant icon from the toolbar

Customer Statement Report

To **view, PDF** or **Print** the **customer statement report**	Click on the **Reports** dashboard Click on the **WHO OWES YOU - CUSTOMERS** button Click on the **CUSTOMER STATEMENT REPORT** tab Select the date range for the customer statement using the calendar icons. Select the bank account and the customer. The Notes box can be used to convey specific information to your Customer. Click on the **PDF** button You can now print or PDF the report by clicking on the relevant icon from the toolbar

Who You Owe – Suppliers (Creditors)

To **view, PDF** or **Print** the **supplier invoices owed report**	Click on the **Reports** dashboard Click on the **WHO YOU OWE - SUPPLIERS** button Click on the **PDF** icon on the right of the screen. Your report will now open in a new pop up box You can now print or PDF the report by clicking on the relevant icon from the toolbar

Supplier Age Analysis

To **view, PDF** or **Print** the **supplier age analysis report**	Click on the **Reports** dashboard Click on the **WHO YOU OWE - SUPPLIERS** button Click on the **SUPPLIER AGE ANALYSIS** tab

	Select the date for the age analysis from the calendar icon. Click on the **PDF** button You can now print or PDF the report by clicking on the relevant icon from the toolbar

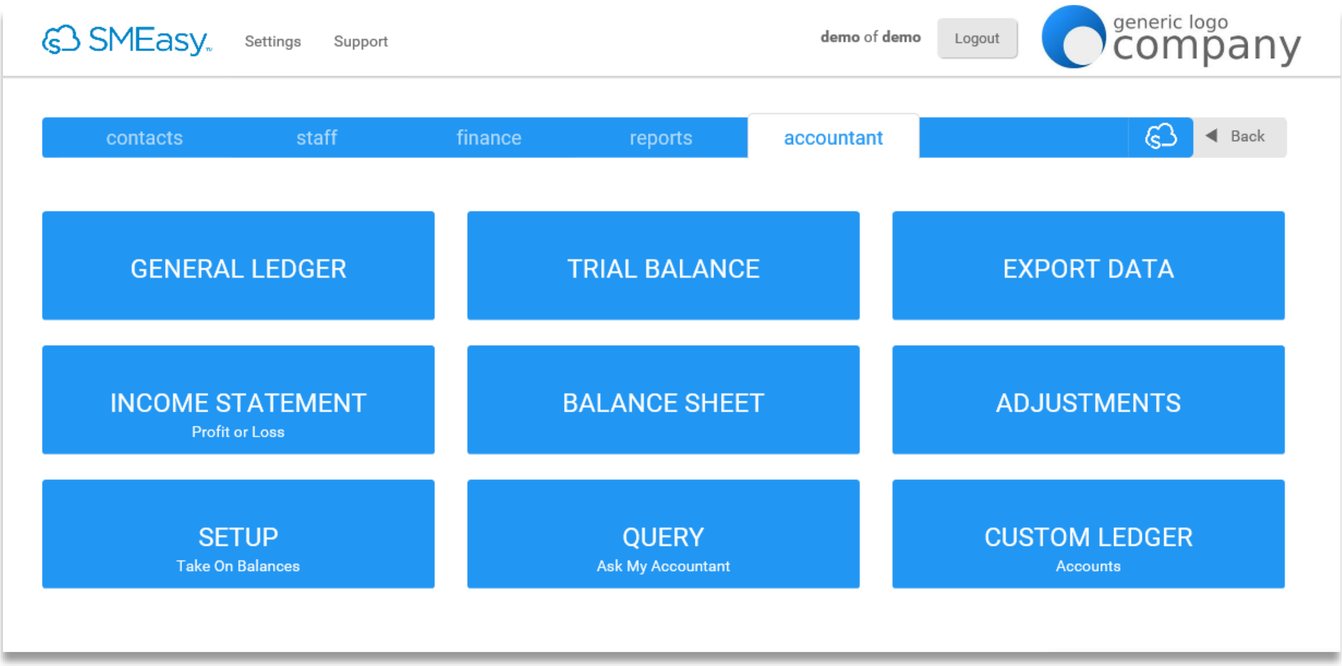
Cash Flow Report

To **view** or **print** the **cash flow report**	Click on the **Reports** dashboard Click on the **CASH FLOW MANAGEMENT** button The first three months will be **ACTUAL** figures (which are in blue) according to the transactions you have entered into the system for those three months; the current month will be in column three, and the figures for the following six months will be estimated figures based on the average of the first two months. These figures will be in black It will show cash flow figures as at the current date By ticking on the **SHOW ALL CATEGORIES** box, which is in the top left hand corner, the system will show all the categories the cash flow can provide, even those without any transactions. To print click on the **PDF** icon on the top right hand side of the screen You can then print or PDF the report by clicking on the relevant icon from the toolbar

VAT Report

To **view** or **print** the **VAT report**	Click on the **Reports** dashboard Click on the **VAT** button Select the **From date** and **To date** using the **CALENDAR** icons and click the **Refresh button.** The system will automatically calculate the **VAT OUTPUT, VAT INPUT** and it will reflect if you have to make a payment or if you will be receiving a refund from SARS Click the **PDF** icon on the top right of the screen

Accountant



General Ledger

To **generate** and **print** a **general ledger**	Click on the **Accountant** dashboard Click on the **GENERAL LEDGER** button You can generate a general ledger showing a snapshot of a particular period in your business. Select a start date and an end date and click on the **PDF** button Or You can generate a complete general ledger from the start of your business (which will include take on balances). Do not enter any dates. Click on the **Request GL** button Your request status will show as Queued. Click the Refresh button and your request status will change to Processing. Wait a short while and Refresh again. The status will have changed to Succeeded and you will be able to download the generated general ledger. You can print or save a copy of the ledger by clicking on the relevant icon from the toolbar

Trial Balance

To **generate, print** and **save** a **trial balance**	Click on the **Accountant** dashboard Click on the **TRIAL BALANCE** button Enter the end date using the **calendar** icon Click the **PDF** button

	A new pop up box will open with the generated trial balance. You can print or save a copy by clicking on the relevant icon from the toolbar

Export Data

To **export data**	Click on the **Accountant** dashboard Click on the **EXPORT DATA** button Select the export type from the drop down menu Select the start date and end date using the **calendar** icons Click the **DOWNLOAD** button Click the **SAVE FILE** button Name the file and save it on your computer

Income Statement

To **generate, print** and **save** an **income statement**	Click on the **Accountant** dashboard Click on the **INCOME STATEMENT** button Enter the start date and from date using the **calendar** icons Click the **PDF** button A new pop up box will open with the generated income statement. You can print or save a copy by clicking on the relevant icon from the toolbar

Balance Sheet

To **generate, print** and **save** a **balance sheet**	Click on the **Accountant** dashboard Click on the **BALANCE SHEET** button Enter the end date using the **calendar** icon and click the **PDF** button A new pop up box will open with the generated balance sheet. You can print or save a copy by clicking on the relevant icon from the toolbar

Adjustments

To **add** an **adjustment**	**It is recommended that your accountant completes this process** Click on the **Accountant** dashboard Click on the **ADJUSTMENTS** button

	Click on the **ADD NEW** button on the top right of the screen Fill in details of the Adjustment Click the **SAVE** button
To **print** an **adjustment**	Click on the **Accountant** dashboard Click on the **ADJUSTMENTS** button Click on the **PDF** icon on the top right of the screen A new pop up box will open with the generated balance sheet. You can print or save a copy by clicking on the relevant icon from the toolbar
Setup Take On Balances	
To **setup take on balances**	Click on the **Accountant** dashboard Click on the **SETUP TAKE ON BALANCES** button Brought forward balances from your previous financial year end will be entered here You will need to have completed all your details on the previous dashboards to ensure that all accounts are existing in order to setup take on balances **It is preferred and recommended that your accountant completes this process as amounts entered and saved cannot be changed**
Query – Ask My Accountant	
To **pass** an adjusting entry to **ask my accountant**	**It is recommended that your accountant completes this process** See above – To add an adjustment
Custom Ledger Accounts	
To **add** a **custom ledger account**	**It is recommended that your accountant completes this process** Click on the **Accountant** dashboard Click on the **CUSTOM LEDGER ACCOUNTS** button Click on the **ADD NEW** button Complete all the details regarding your custom ledger accounts Click the **SAVE** button

	The custom account you created will now appear in the custom ledger account list