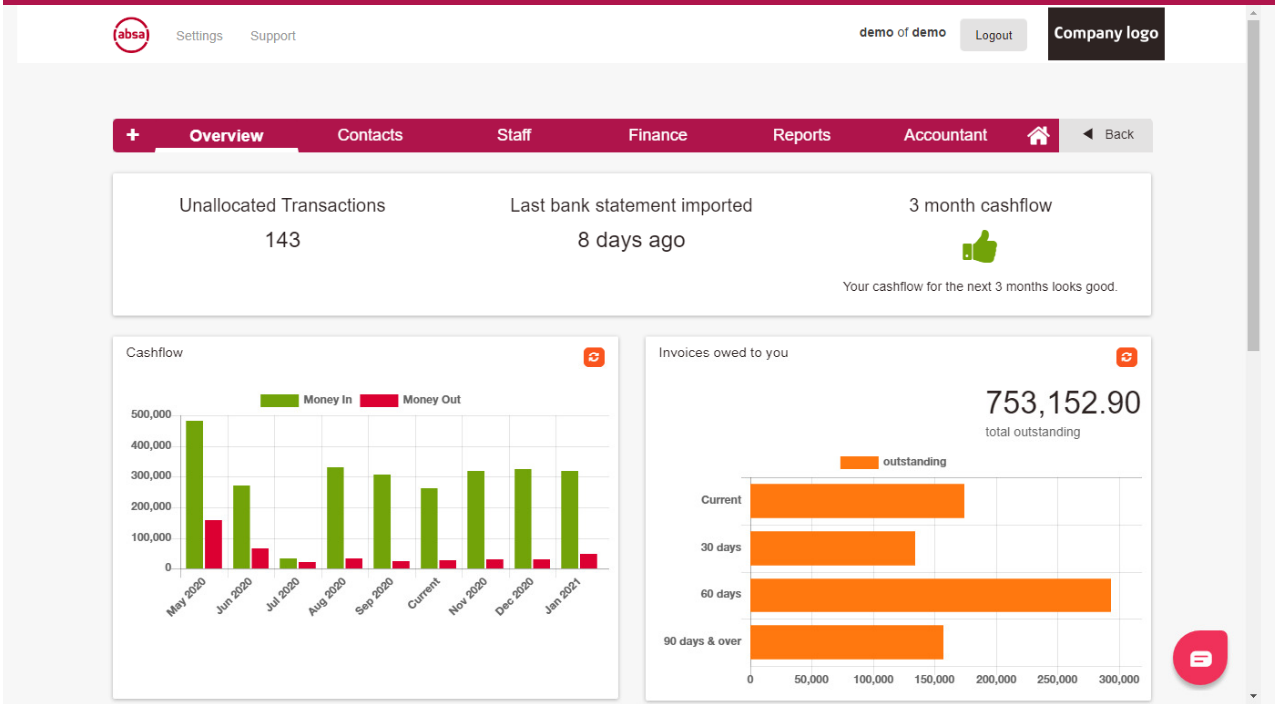
Cashflow Manager

System function overview

November 2020

Navigation



Navigation

Dashboards are used to **navigate** around the **system.**

The system has been divided into six sections that are referred to as dashboards. These dashboards are used to navigate around the system.

The six dashboards are:

- **Overview**
- **Contacts**
- **Staff**
- **Finance**
- **Reports**
- **Accountant**

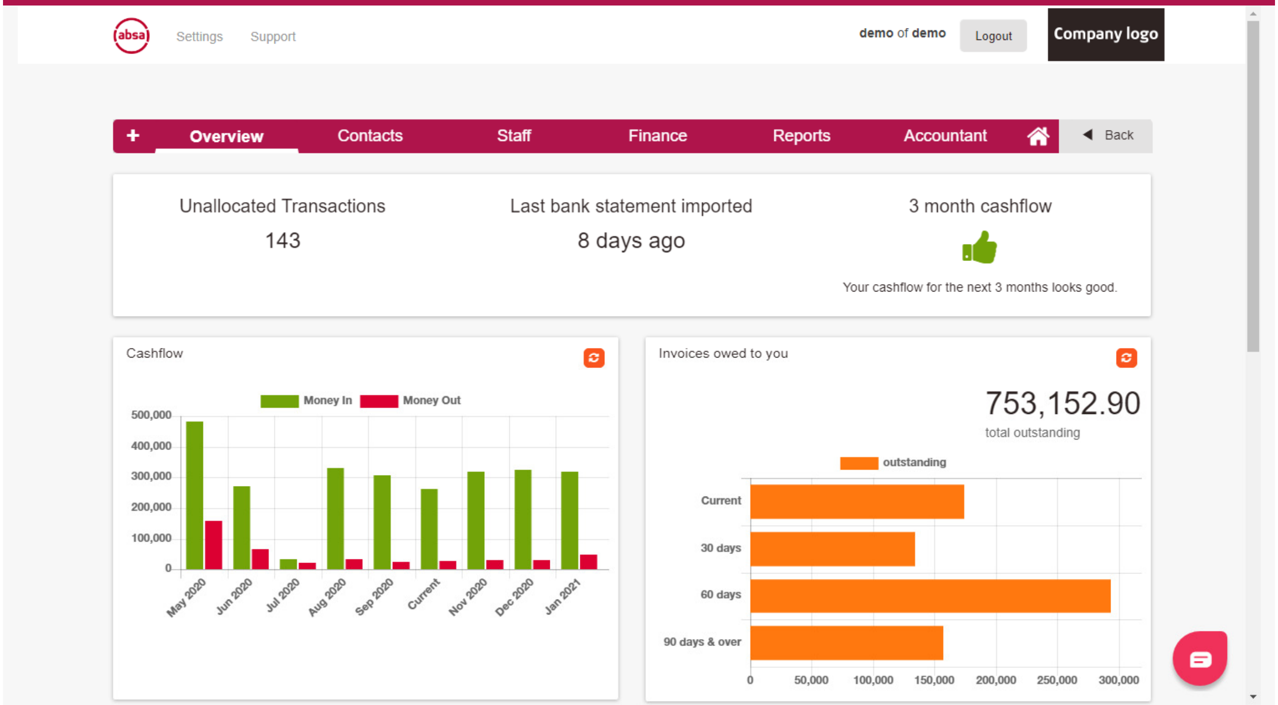
The **Overview** dashboard is the default dashboard.

Within each dashboard you will find buttons for the functions related to these sections.

The system also has two separate links for:

- **Settings**
- **Support**

Overview



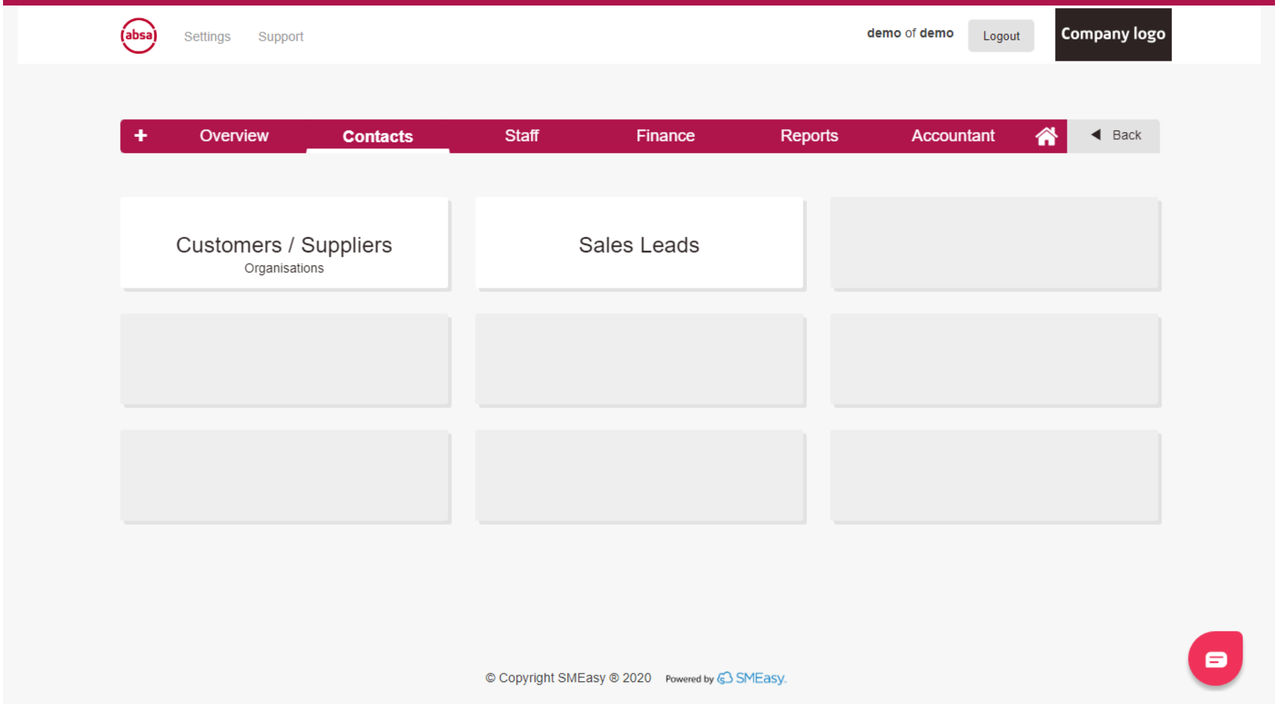
Overview

Displays up to date information.

The Overview dashboard displays the following up to date information:

- A **Cashflow** forecast with 3 months of actual figures and 6 months projected figures (based on the prior two months not the current month). Clicking on each bar in the graph will highlight the amounts.
- Amounts outstanding from customers displayed in an aged format. Clicking on each bar in the graph will highlight the amounts.
- The amount outstanding to your suppliers.
- A graph displaying the top ten expense items for the current month. Clicking on each item will display the amount.

Contacts



Contacts

Stores customer and supplier **contact details.**

The contacts dashboard has two buttons – **Customers/Suppliers** and **Sales Leads.**

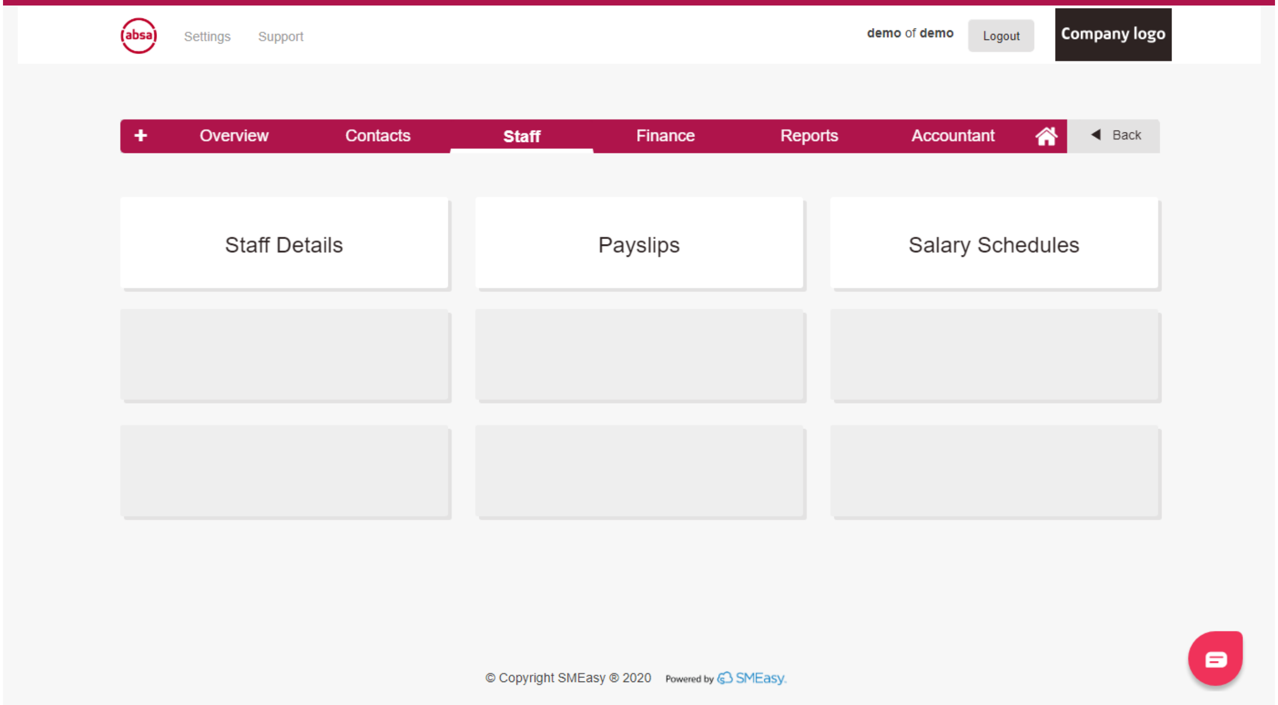
Customers/Suppliers

- Stores customer and supplier contact details.
- Pulls these details through to quotes, invoices, and credit notes.
- Allows for different projects to be created for customers.
- Easy search function.

Sales/Leads

- Stores sales leads' contact details.
- Easy search function.

Staff



Staff

Documents all staff details in a central **place.**

The staff dashboard has three buttons – **Staff Details**, **Payslips** and **Salary Schedules.**

Staff Details

- Documents all staff details in a central place.
- Records pay package details.

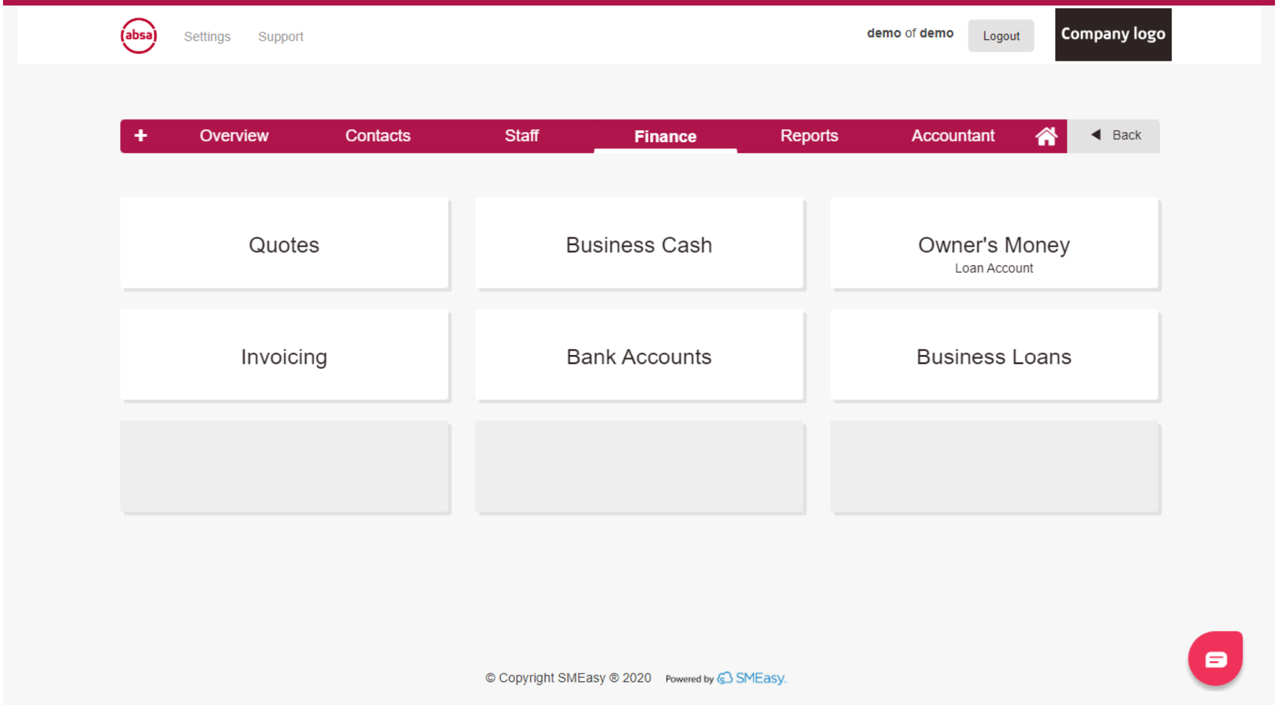
Payslips

- Generates payslips with company logo included.
- Allows payslips saved in PDF format to be printed or emailed directly from the system.

Salary Schedules

- Provides individual salary schedules with necessary information required by SARS (IRP5).
- Provides a comprehensive company salary schedule facilitating easy SARS compliance.

Finance



Finance

The **Finance** dashboard has six buttons – **Quotes, Business Cash, Owner's Money, Invoicing, Bank Accounts** and **Business Loans**.

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Quotes has a sub-section with one button – price list.

Invoicing has a sub-section with four buttons – customer invoice, price list, credit note and supplier invoice.

Bank Accounts has a sub-section with three buttons – **Import New Bank Statement**, **Allocate Bank Statement Entries** and **Bank Statements Saved**.

Quotes

- Quote numbers automatically generated ensuring continuity and accuracy.
- Quick and easy quote compilation pulling customer details from contacts and products from the pricelist reducing the chance of errors.
- Quotes easily converted to invoices.
- Can be saved in PDF format or emailed directly from the system
- Easy search functions.

Business Cash

- Records all the movement of money into and out of your business.
- Easy input fields to record these transactions.
- A split entry function for different account categories.
- An Ask Your Accountant function which enables the storing of entries you are unsure about.

Owner's Money (Loan Account)

- Allows for individual owner's money accounts to be set up.

- Keeps track of your personal money spent for business and business money spent for personal expenses.

Invoicing

Customer Invoice (Debtor)

- Invoice numbers are automatically generated ensuring continuity and eliminating duplications.
- Quick and easy invoice compilation pulling customer details from contacts and products from the pricelist reducing the chance of errors.
- Bank account details displayed for ease of payment.
- Comments can be added to each invoice if required.
- Can be saved in PDF format or emailed directly from the system
- Easy search function.

Price List (can also be accessed via the Quotes button)

- Products or services can be added into your price list and then used when creating a quote or invoice.
- Easy search function.

Credit Note

- Issue credit notes against finalised invoices.
- Can be saved in PDF format to be emailed if necessary.
- Easy search function.

Supplier Invoice (Creditor)

- Process invoices from your suppliers.
- Quick and easy invoice compilation pulling supplier details from contacts.
- Easy search function.

Bank Accounts

Import New Bank Statement

- Easy import of bank statements from internet banking via OFX or CSV.

Allocate Bank Statement Entries

- Easy-to-understand input fields to allocate these transactions.
- The ability to allocate portions of the bank statement and save the unallocated section.
- A split entry function for different account categories.
- An Ask Your Accountant function which enables the storing of entries you are unsure about for your accountant to allocate correctly.
- Receipts and payments processed through the bank statement are automatically removed from the customer and supplier owed reports
- All income and expense items are automatically pulled through to the trial balance, income statement, balance sheet and general ledger.

Bank Statement Saved

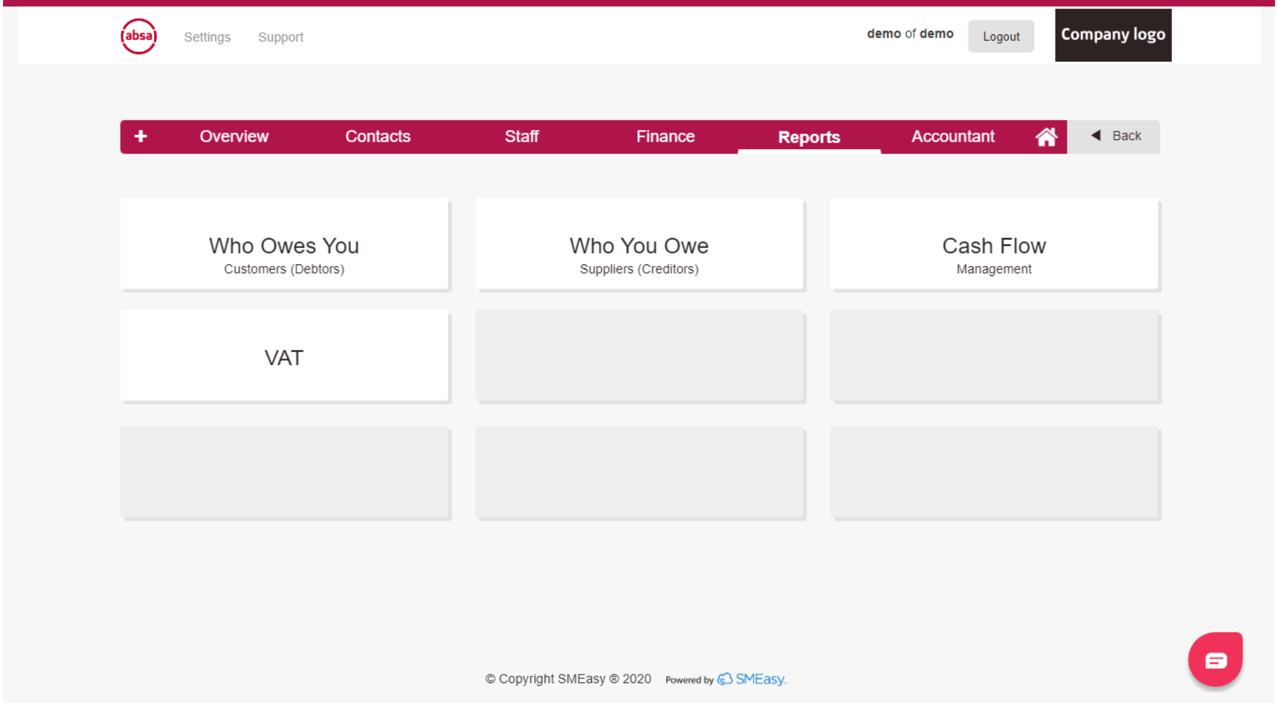
- Ability to view each bank account's allocated bank statements by a specific month or by upload.
- Can be printed or saved in PDF format to be emailed if necessary.

Business Loans

- Records all loans received by the company.
- Records all instalments and interest payments.

All the financial information entered in the **Finance** dashboard automatically updates to your accountant dashboard to provide the information required by your accountant to produce your Financials.

Reports



Reports

The **Reports** dashboard has four buttons – **Who Owes You, Who You Owe, Cash Flow Management** and **VAT.**

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Who Owes You – Customers (Debtors)

- Provides reports on all outstanding unpaid customer invoices.
- Can be viewed per customer.
- Age analysis report.
- Customer statements.

Who You Owe – Suppliers (Creditors)

- Provides reports on all outstanding supplier invoices.
- Age analysis report.

Cash Flow Management

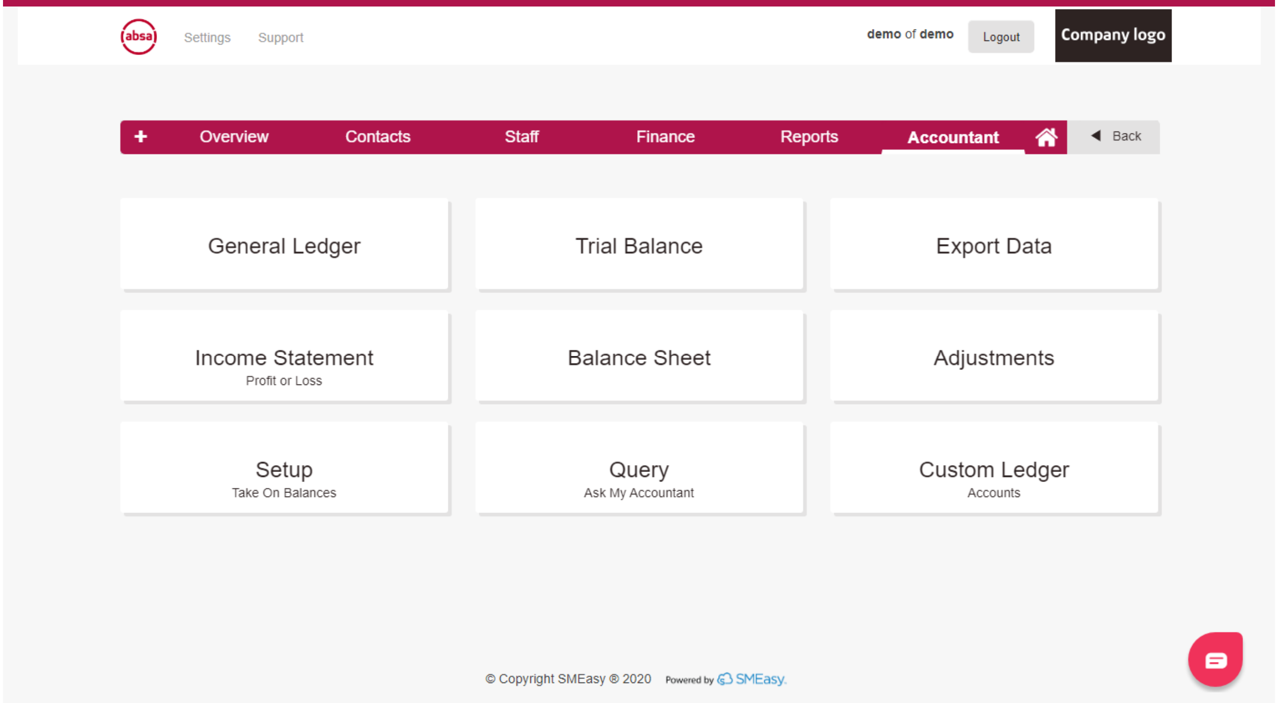
- Assists you with easy and effective cash flow planning by including actual figures for the last three months and averaging the prior two months' figures for six months.

- Helps with an accurate understanding of cashflow requirements.

VAT

- Provides you with your VAT input and VAT output figures to complete your VAT Return (VAT 201).
- A general ledger statement can be generated and printed for any period required.

Accountant



Accountant

The accountant dashboard has nine buttons – **General Ledger**, **Trial Balance**, **Export Data**, **Income Statement**, **Balance Sheet**, **Adjustments**, **Set up Take On Balances**, **Query Ask My Accountant** and **Custom Ledger Accounts.**

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Trial Balance

- A trial balance can be generated and printed for any required date.

Export Data

- from SMEasy in CSV format.

Income Statement (Profit or Loss)

- An income statement can be generated and printed for any period required.

Balance Sheet

- A balance sheet can be generated and printed for any required date.

Adjustments

- Able to make adjustments to any ledger accounts.

Setup Take On Balances

- This facility is for entering all take on balances when commencing use of the SMEasy system.

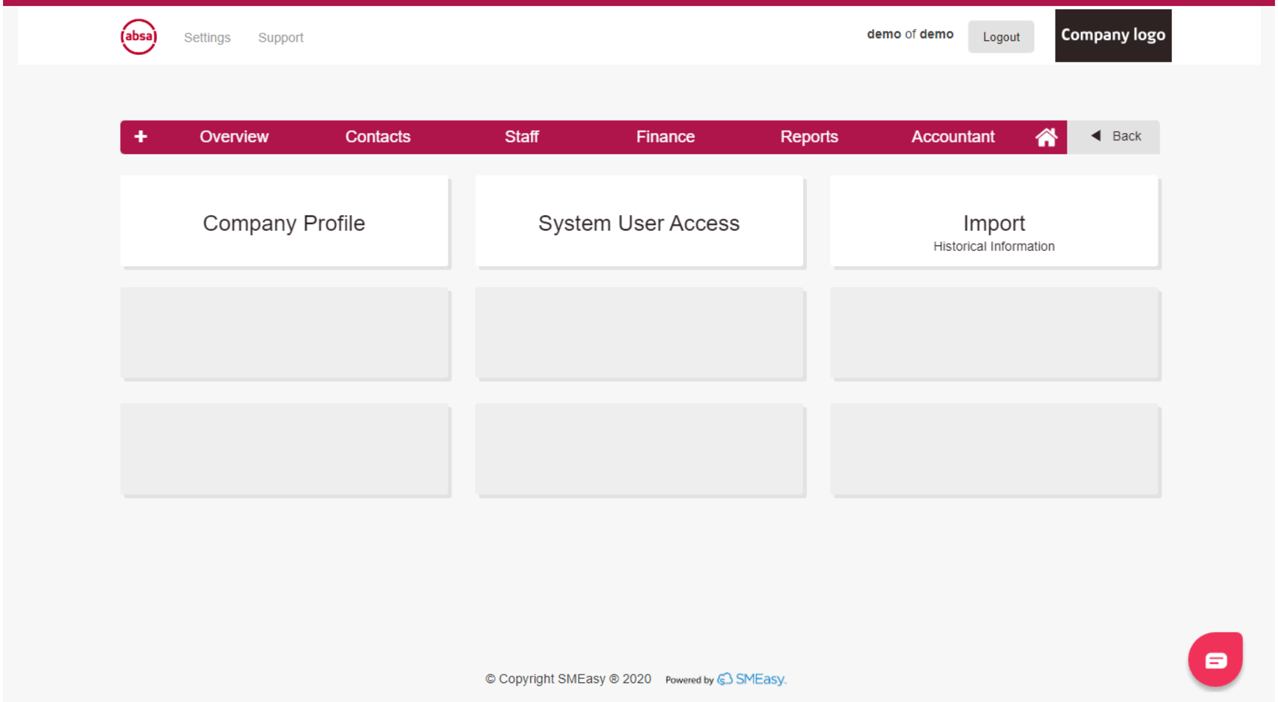
Query Ask My Accountant

- Any allocation that the business owner is unsure of can be allocated to this section for the accountant to process correctly.

Custom Ledger Accounts

- Any ledger accounts that a business requires to be added to their system can be added.
- All bank accounts created are automatically added to the ledger accounts.

Settings



Settings

The settings link has three buttons – **Company Profile, System User Access** and **Import Historical Information.**

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Company Profile

This section is where all the company information as well as the logo are loaded. Details include:

- Company name and registration details.
- Company contact details.
- All tax information including income tax reference number, PAYE, UIF, SDL and VAT numbers.
- Prefixes and starting numbers for quotes, invoices, credit notes and projects.
- Banking details.

System User Access

Allows additional users to be added to a company login.

Allows restrictions to be put in place for users in terms of restricted dashboard access enabling confidential and financial information to be restricted.

Import Historical Information

Import Contact Details

Import All Customer/Supplier Details

This section allows a user to import all of their existing customer and supplier details so that they don’t have to type all this information into the system manually.

Import details for all contact people for each organisation

This section allows a user to import all the contact details of the people they deal with at each of their customer and supplier organisations.

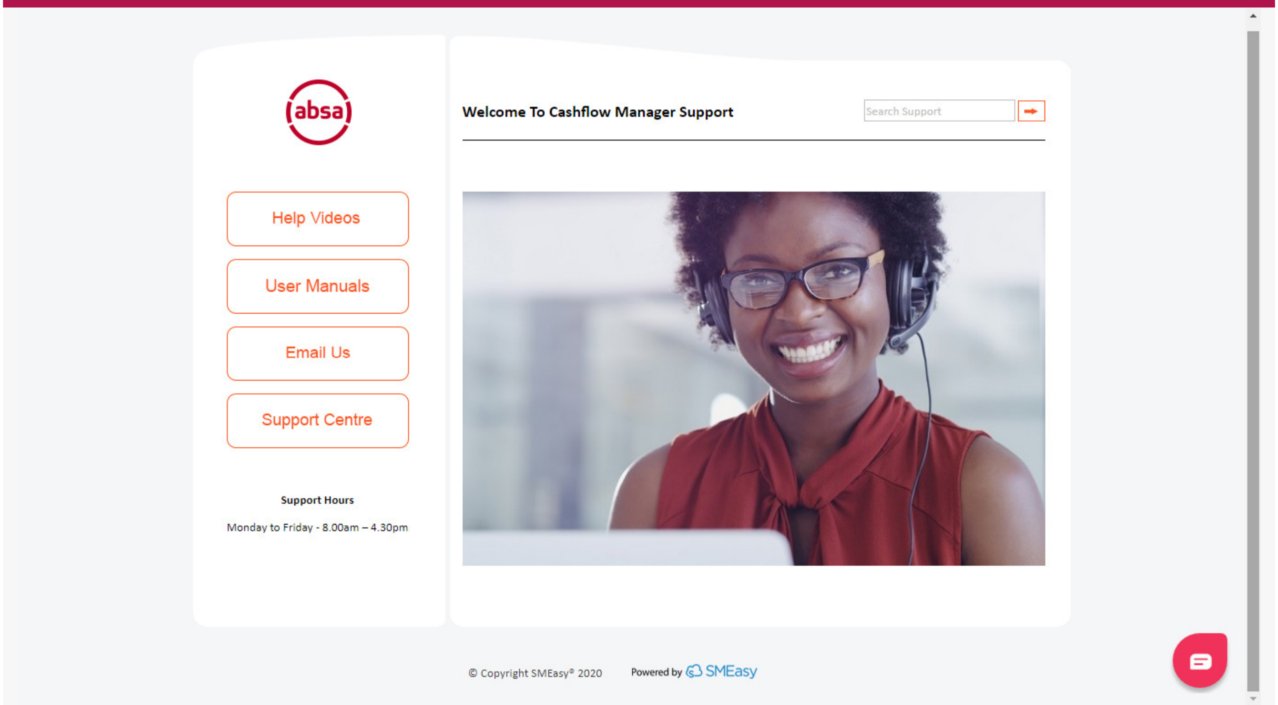
Import Historical Bank Statements

This section allows a user to import their historical bank statements. There is an Excel template to assist.

Import Historical Customer Invoices

This section allows a user to import all their existing customer invoices so that they don’t have to enter all this information into the system manually.

Support



Support	
Support	The following **Cashflow Manager** support is available: • Help videos for each system function • User manuals • Email • Live chat • Phone

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