




Cashflow Manager

User manual

November 2020

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Using the system



Please Login

Company Login Name

Username

Password

[Forgotten Password Support](#)

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Opening up Cashflow Manager

Logging into the system for the **first time**

Open up your internet browser and type in www.absa.smeasy.co.za

Click on the **Login** button which is in the top right-hand corner of the screen.

System overview

System overview

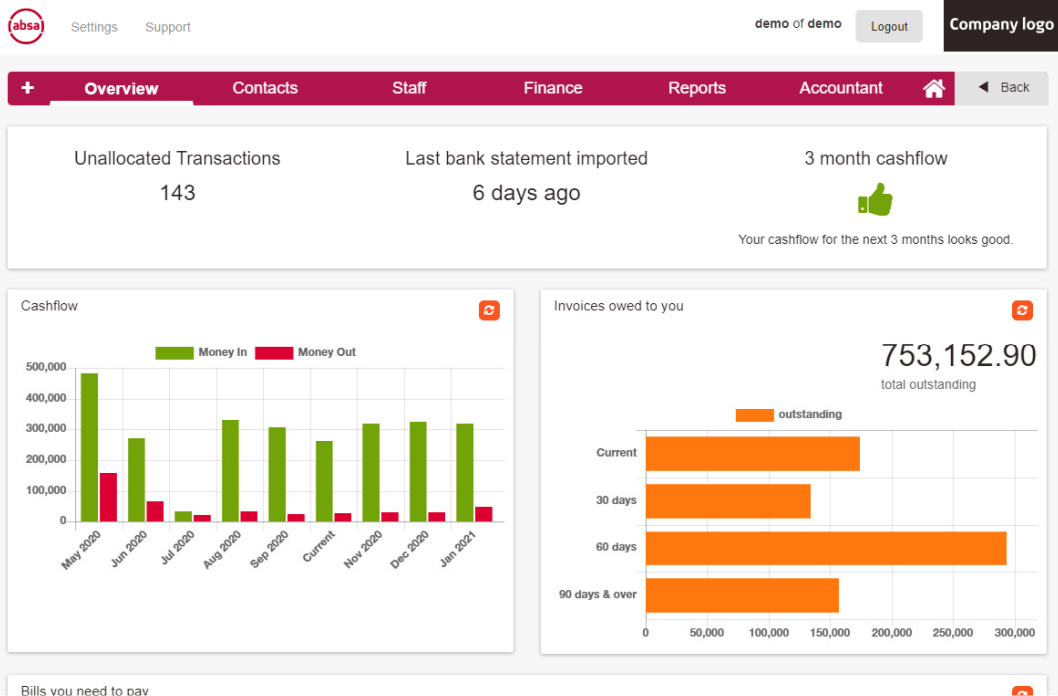
The **System Overview** is displayed when a user logs in.

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 cashflow report.
- The **Cashflow** graph shows the income and expenses for the current and prior two months and predicts cashflow for the following six months based on the prior two months' figures. Hovering the mouse over each column in the graph will reveal the totals for that month.
- **Invoices owed to you** shows outstanding customer invoices in an aged format. Hovering the mouse over each bar in the graph will display the amount outstanding.
- **Bills you need to pay** will reflect the total of supplier invoices outstanding.
- In **Spending** you can 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 six dashboards:

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

Back button

 Back

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-hand 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 Videos** button will allow you to watch a complete set of training videos illustrating how to go about using your Cashflow Manager system. There is a video for each section of your Cashflow Manager 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 **Live Chat** icon 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 087 057 9660, or email us at absasupport@smeasy.co.za.

Please note the live chat, email, and phone support options are only available during office hours (Monday to Friday from 8am to 4:30pm).

Viewing

Quick View

Whenever you see writing/text, with a 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 grey box means that you can 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 can 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



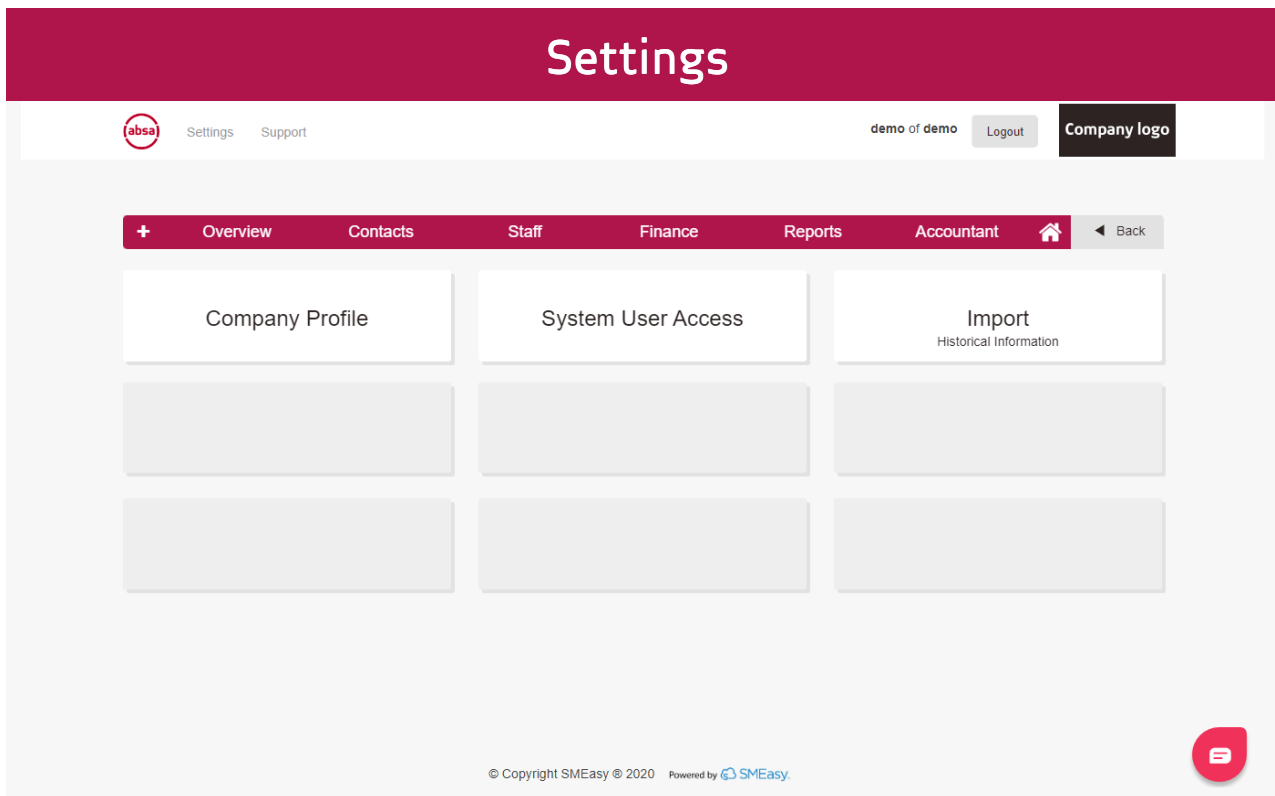
Pop-up boxes appear in several situations in Cashflow Manager. These are designed to alert you to the consequences of the function you are about to perform. Always read these carefully, as once information has been saved it is not always possible to delete or amend this information.

Closing the system

How to **logout** of the system

When you have finished with the Cashflow Manager 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



Settings Support

demo of demo

Logout

Company logo

+ Overview Contacts Staff Finance Reports Accountant Back

Import Contact Details	Import Historical Bank Statements	Import Historical Customer Invoices

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Import contact details



Settings Support

demo of demo

Logout

Company logo

+ Overview Contacts Staff Finance Reports Accountant Back

Import All customer/supplier organisation details	Import Details for all contact people for each organisation	

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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.

Download and save the Excel template from the link (top right of the screen).

Populate the template with your customer and supplier details.

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.

Save your populated Excel template (as a CSV file).

Go back to the import screen in your system and click **Browse**, then select your populated Excel template.

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 can import all 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.

Download and save the Excel template from the link (top right of the screen).

Populate the template with the contacts from each organisation.

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.

Save your populated Excel template (as a CSV file).

Go back to the import screen in your system and click **Browse**, then select your populated Excel template.

Click the **Save** button and all your customer and suppliers' 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 a 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 can import your historical (past months) bank statements

Download and save the Excel template from the link (top right of the screen).

Populate the template of the bank statement you want to import.

Save your populated Excel template (as a CSV file).

Go back to the import screen in your system and click **Browse**, then select your populated Excel template.

Select the correct bank account from the dropdown list.

Select the date format that you have used in the Excel spreadsheet from the drop-down list.

Click **Preview** to view the bank statement.

You now have the option to **Import & Allocate** or **Import**.

To allocate your imported bank statement go to the **Finance** dashboard and click **Bank Accounts** and then click **Allocate**.

Import historical customer invoices

To import a 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 can import all of your existing customer invoices so that you don't have to enter all this information into the system manually.

Download and save the Excel template from the link (top right of the screen).

Populate the template with your customer invoices.

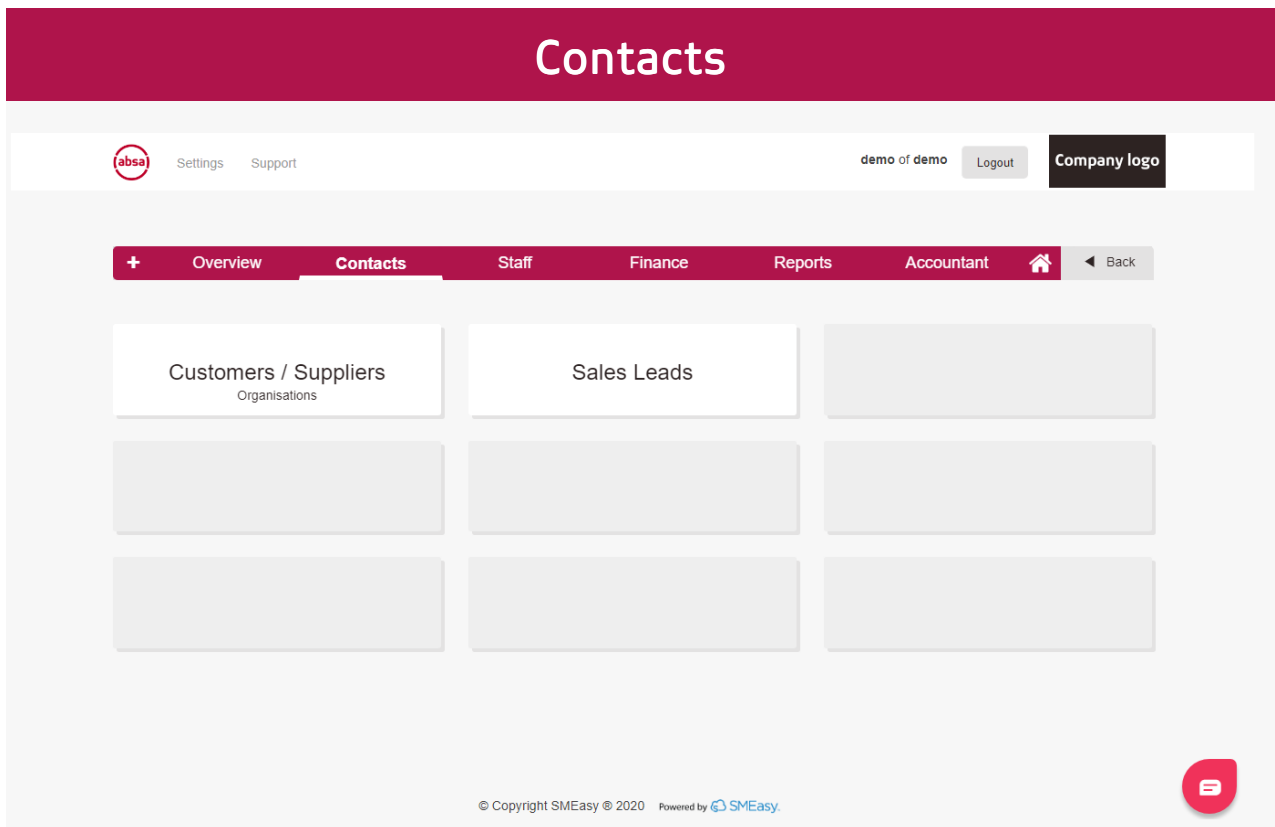
NB: You will also need to download the list of drop-down options to use when you populate your Excel template as the "Item Type" field in the template has specific options that must be used.

Save your populated Excel template (as a CSV file).

Go back to the import screen in your system and click **Browse**, then select your populated Excel template.

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.
- Cashflow Manager will allow you to change an organisation from being a supplier to a customer or vice versa if 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** button 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, B, 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.

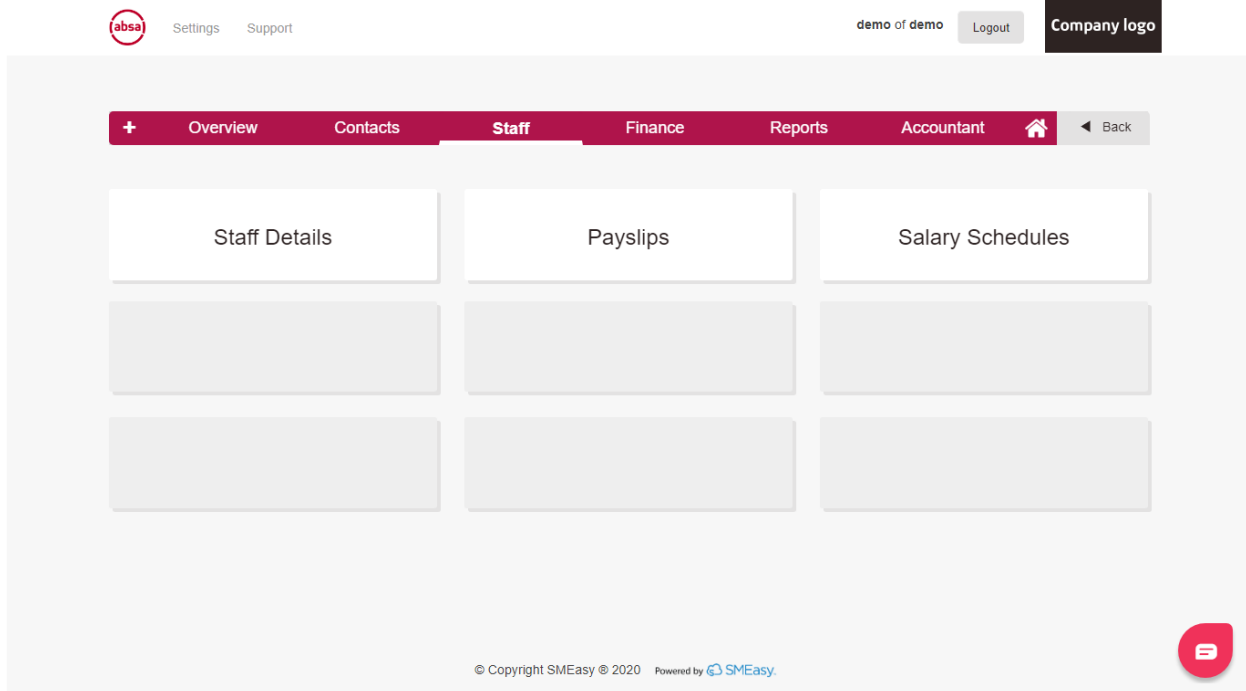
Click on the **Save** button.

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**, Employment Status, Pay Package Type and Staff Type 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.

To email a payslip

Search for the payslip (see above).

Click on the full name of the payslip you want to email.

Click on the email icon.

Check the details and then click the send button.

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

The screenshot shows the 'Finance' dashboard interface. At the top, there is a navigation bar with the 'absa' logo, 'Settings', and 'Support' links on the left, and 'demo of demo', 'Logout', and 'Company logo' on the right. Below this is a secondary navigation bar with tabs for '+ Overview', 'Contacts', 'Staff', 'Finance' (which is active), 'Reports', 'Accountant', and a 'Back' button. The main content area features a grid of six white cards: 'Quotes', 'Business Cash', 'Owner's Money' (with 'Loan Account' below it), 'Invoicing', 'Bank Accounts', and 'Business Loans'. The bottom row of cards is currently empty. At the bottom of the page, there is a footer with the text '© Copyright SMEasy © 2020 Powered by SMEasy' and a red circular icon with a white 'E' on the right.

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 item 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 this 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 first icon on the right of the screen (the box with the arrow) 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.

<p>To search for a product on the price list</p>	<p>Click on the Finance dashboard.</p> <p>Click on the Quotes button and then on the Price List button.</p> <p>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.</p>
<p>To edit a product on the price list</p>	<p>Find the existing product (see above).</p> <p>Click on the product name of the product you want to edit (first column of the display table).</p> <p>Edit any of the details by retyping the specific fields that you want to change.</p> <p>Click the Save button.</p>
<p>To delete a product on the price list</p>	<p>Find the existing product (see above) that you want to delete.</p> <p>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.</p>
<p>To PDF or print your price list</p>	<p>Click on the PDF icon on the top right of your screen.</p>

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 the **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 **Owners Money Loan Account** button.
- Click on the **button with the orange 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 menu.
- 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 the **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 item 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 the **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 **orange box with the white cross**. 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 **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 **Invoicing** button and then on the **Supplier Invoice** button.

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 **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 can 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 Accounts**, then the **Bank Statement** button and 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 Accounts**, then 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 **button with the orange 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 **Loan Account** 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 **Loan Account** 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

The screenshot shows the 'Reports' section of a software interface. At the top, there is a navigation bar with the 'absa' logo, 'Settings', 'Support', 'demo of demo', 'Logout', and 'Company logo'. Below this is a secondary navigation bar with a '+' icon and tabs for 'Overview', 'Contacts', 'Staff', 'Finance', 'Reports' (which is highlighted), 'Accountant', and a home icon with a 'Back' arrow. The main content area displays a grid of report cards. The first row contains three cards: 'Who Owes You' (Customers (Debtors)), 'Who You Owe' (Suppliers (Creditors)), and 'Cash Flow' (Management). The second row contains a 'VAT' card and two greyed-out cards. The third row contains three greyed-out cards. At the bottom of the interface, there is a copyright notice: '© Copyright SMEasy © 2020 Powered by SMEasy.' and a red circular icon with a white speech bubble.

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 (Debtors)** 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**, then the **All Transactions 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 (Debtors)** 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 (Debtors)** button.

Click on the **Customer Statements** 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 (Creditors)** 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 (Creditors)** 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 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.

It will show cashflow figures as at the current date.

By ticking 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

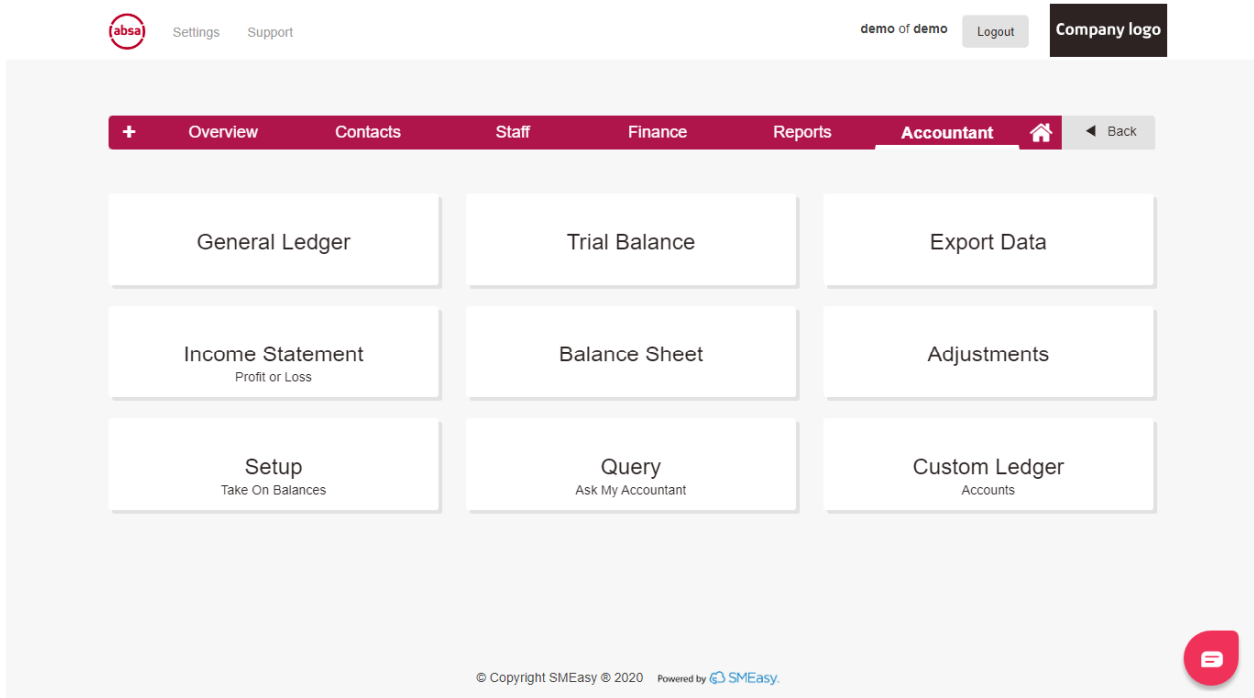
Click on the **Reports** dashboard.

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 must 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 Profit or Loss** 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.

Set up take on balances

To set up 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.

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