



Business Management & Accounting Made Easy

# Functionality Manual

December 2016

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# NAVIGATION

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

The five dashboards are:

- contacts
- staff
- finance
- reports
- accountant

The contacts dashboard is the default dashboard.

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

SMEasy also has two separate links for:

- Settings
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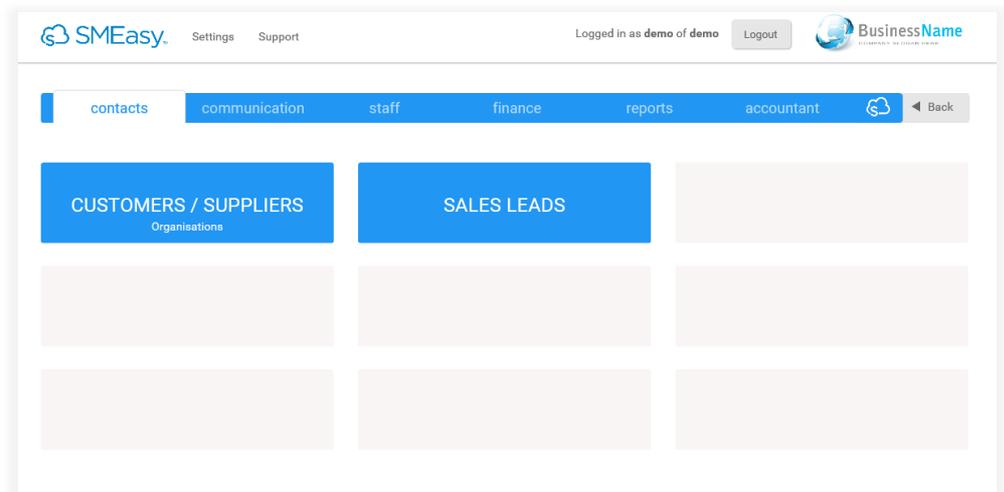
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## CONTACTS

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

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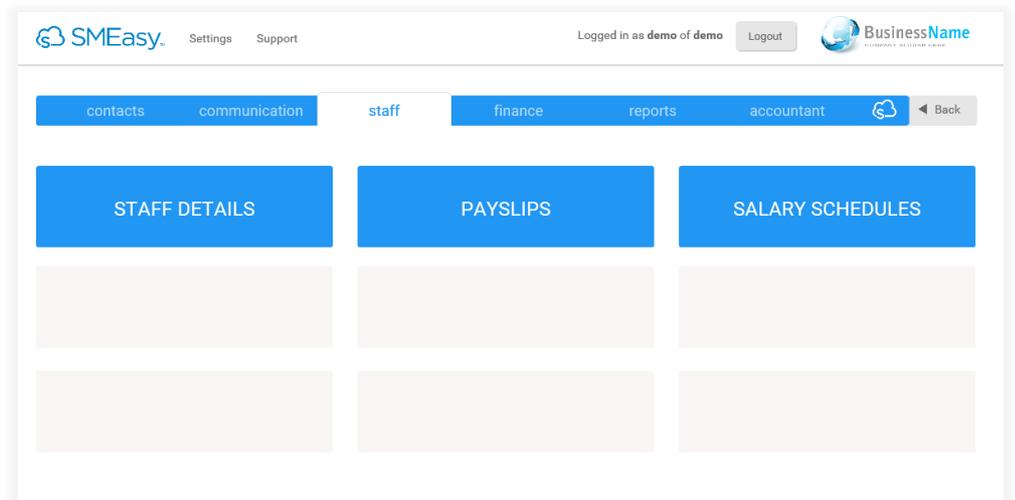
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## STAFF

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

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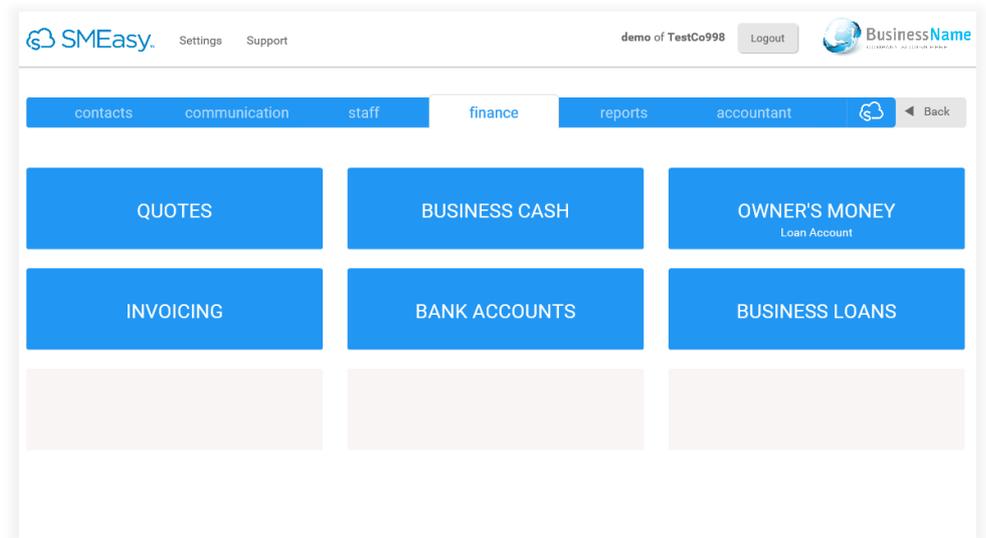
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# FINANCE

The finance dashboard has six buttons – quotes, business cash, owner's money, invoicing, bank accounts and business loans.

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 ACCOUNTS)

- 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

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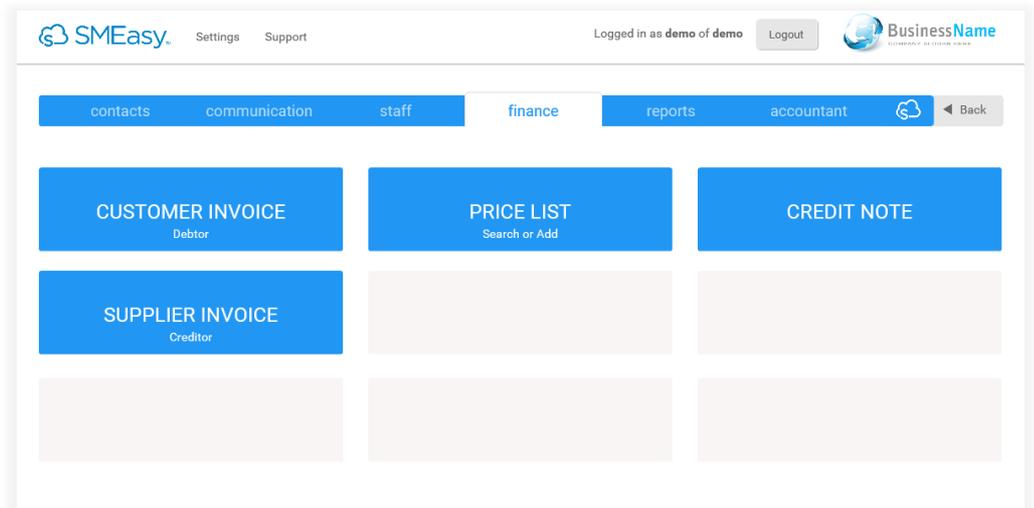
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## INVOICING



### 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

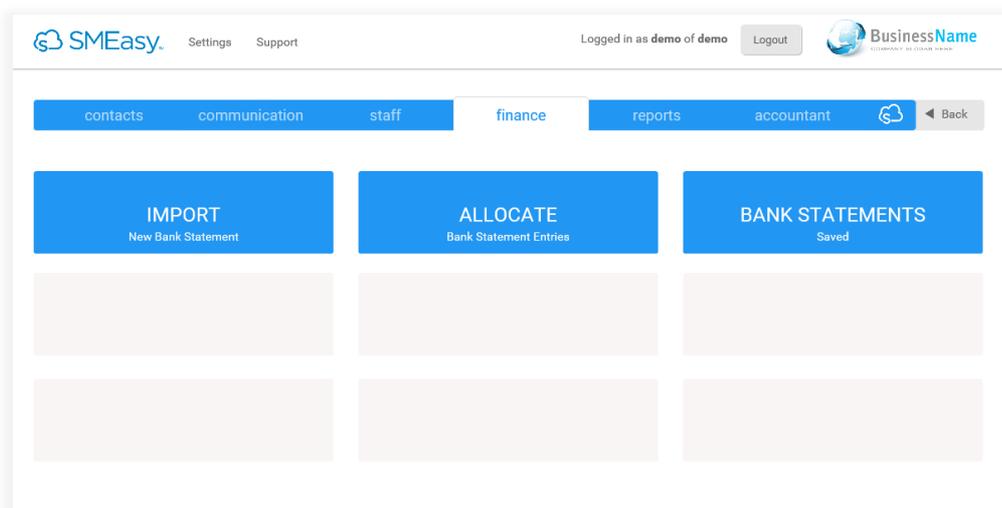
### CREDIT NOTE

- 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 importation 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 STATEMENTS 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

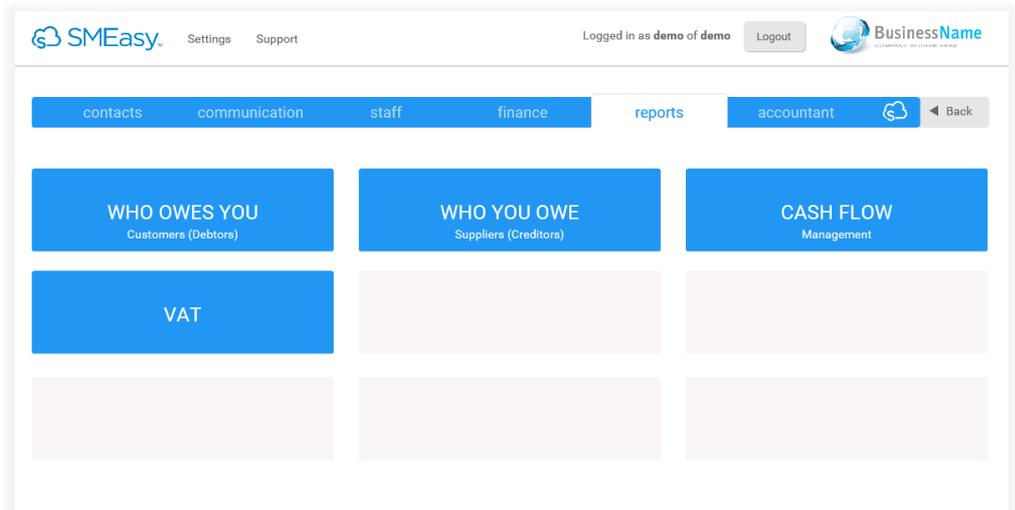
### BUSINESS LOANS

- Records all loans received by the company
- Records all installments 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

The reports dashboard has four buttons – Who owes you, who you owe, cash flow management and VAT.



### 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

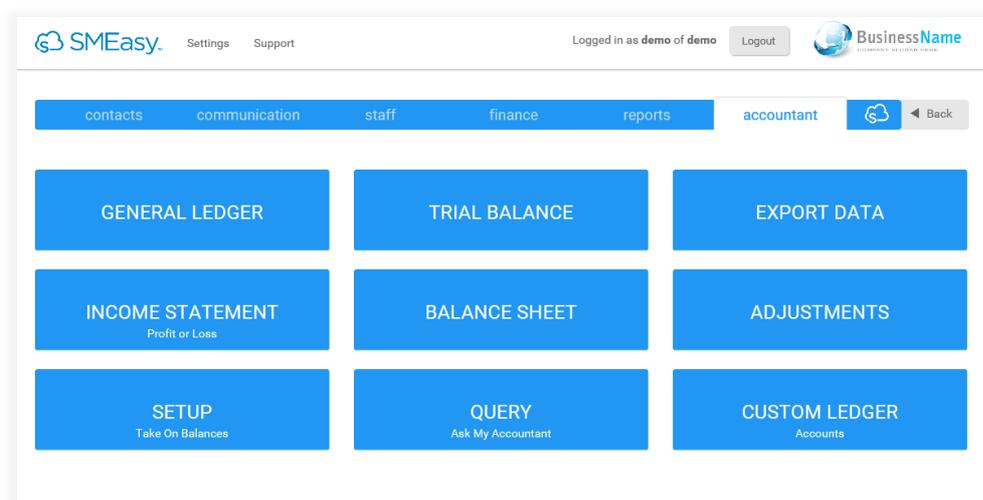
- Assists you with easy and effective cash flow planning by including actual figures for the last two months and projecting these forward for six months
- Helps with an accurate understanding of cash flow requirements

### VAT

- Provides you with your VAT input and VAT output figures to enter into your VAT Return (VAT 201)

## ACCOUNTANT

The accountant dashboard has nine buttons – general ledger, trial balance, export data, income statement, balance sheet, adjustments, setup take on balances, query ask my accountant and custom ledger accounts



### GENERAL LEDGER

- A general ledger statement can be generated and printed for any period required

### TRIAL BALANCE

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

### EXPORT DATA

- General ledger, trial balance, income statement and balance sheet data can be exported 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

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### **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

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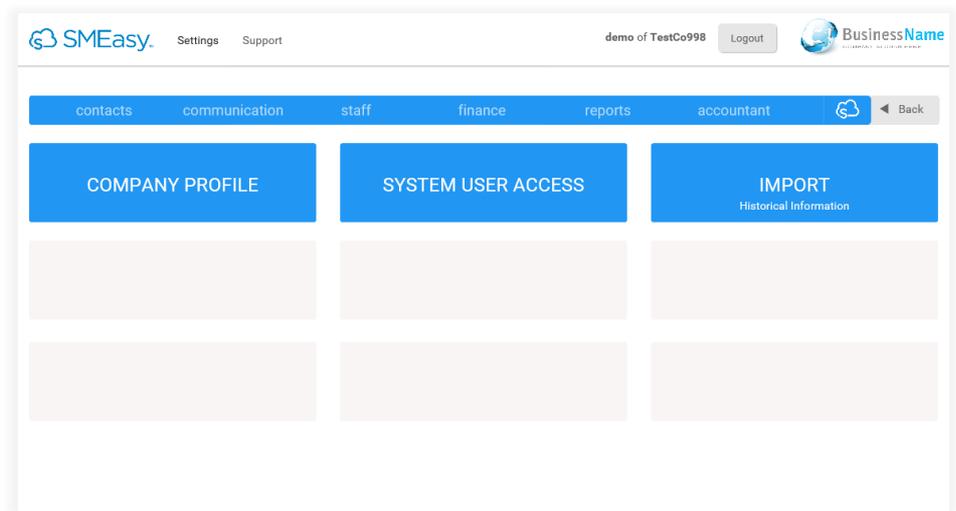
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## SETTINGS

The settings link has three buttons – company profile, system user access and import historical information.



### COMPANY PROFILE

- This section is where all of 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

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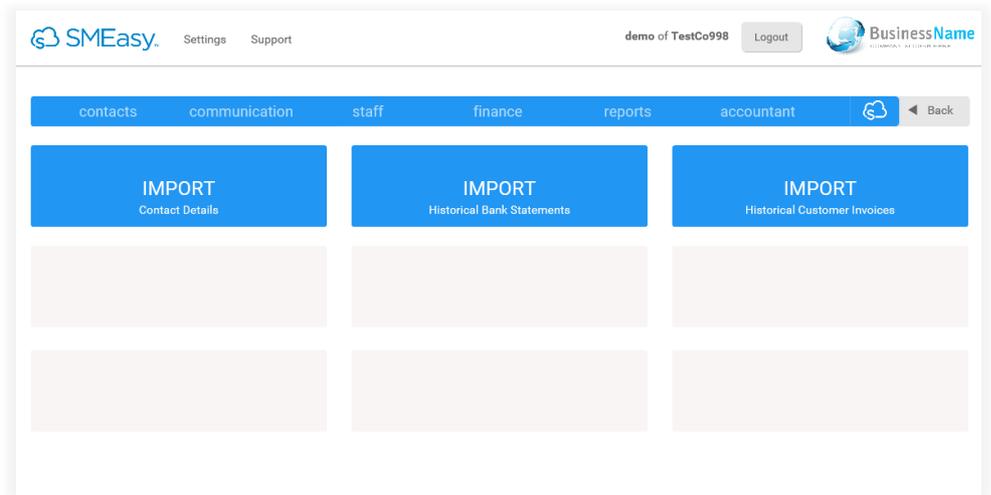
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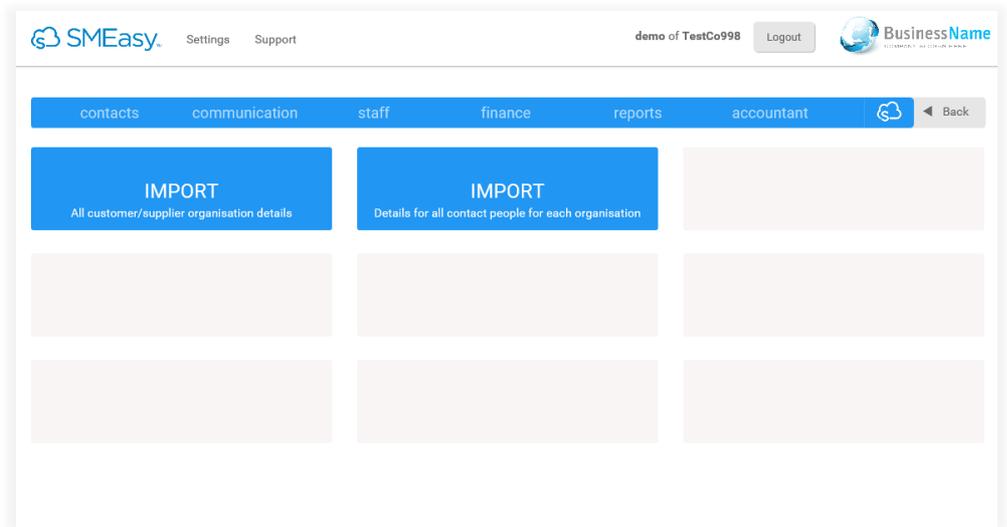
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IMPORT HISTORICAL INFORMATION



IMPORT CONTACT DETAILS



IMPORT ALL CUSTOMER/SUPPLIER ORGANISATION 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.

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## **IMPORT HISTORICAL CUSTOMER INVOICES**

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

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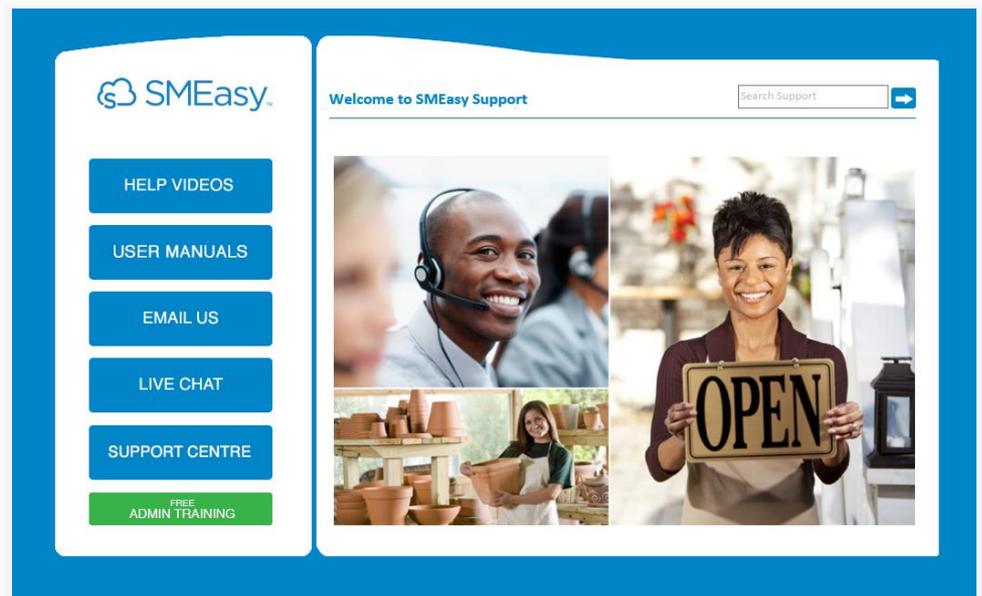
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## SUPPORT



The following SMEasy support is available:

- Help videos for each system function
- User manuals
- Email
- Live chat
- Phone