



EasyAccounting

Powered by  SMEasy™

User Manual

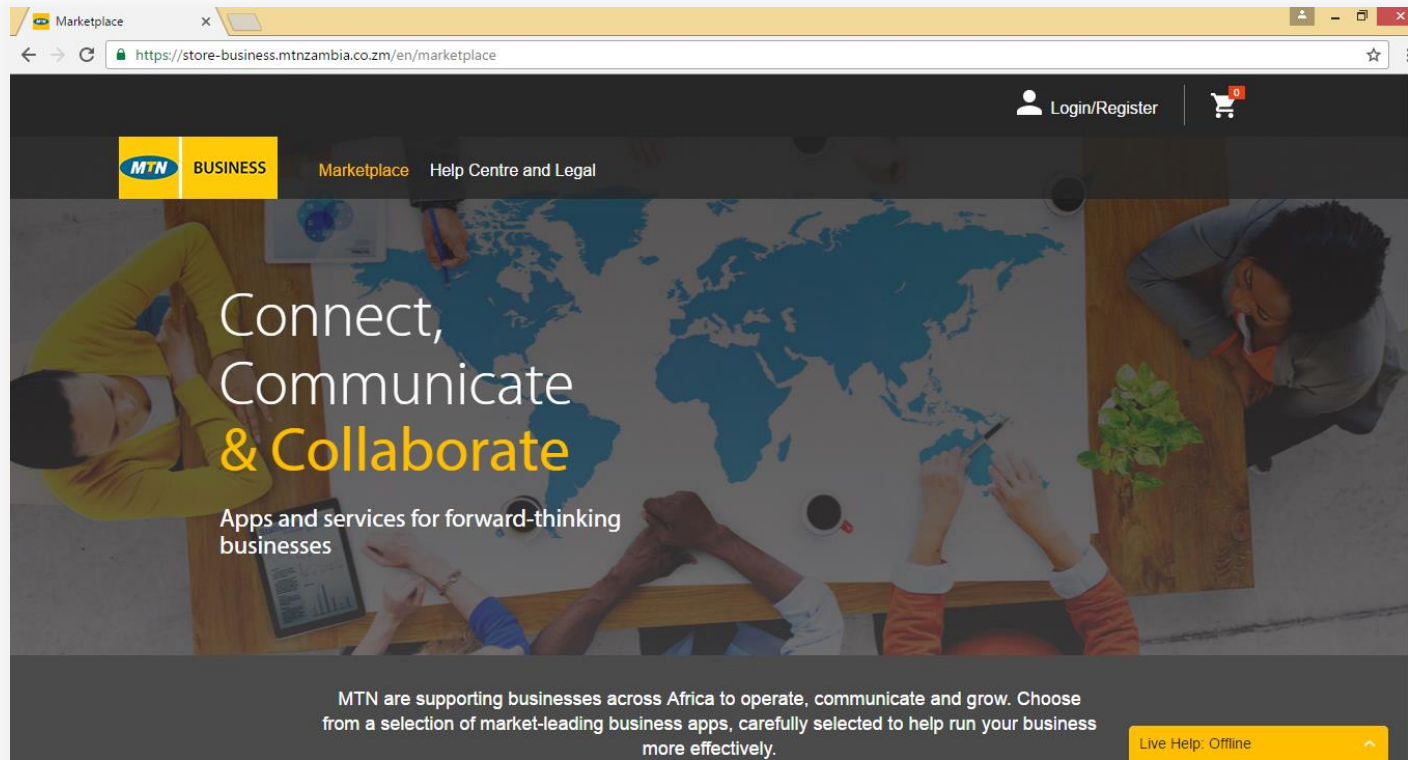
Version 3.0.0.829 – October 2016

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Using the System



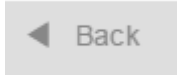
Opening up EasyAccounting

<p>Logging into the system for the first time</p>	<p>Open up your internet browser and type in https://store-business.mtnzambia.co.zm/en/marketplace</p> <p>Click on the Login/Register button which is in the top right hand corner of the screen</p>
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Dashboards

<p>Navigating around the system</p>	<p>The system is divided into sections that we call dashboards</p> <p>There are five dashboards:</p> <ul style="list-style-type: none">CONTACTSREPORTSFINANCESTAFFACCOUNTANT
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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 EasyAccounting system. There is a video for each section of your EasyAccounting 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.

Support Centre

If you would like to talk to someone, phone our support centre using the number displayed.

Viewing

Quick View

Whenever you see writing/text in blue (that changes to yellow when you hover on 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



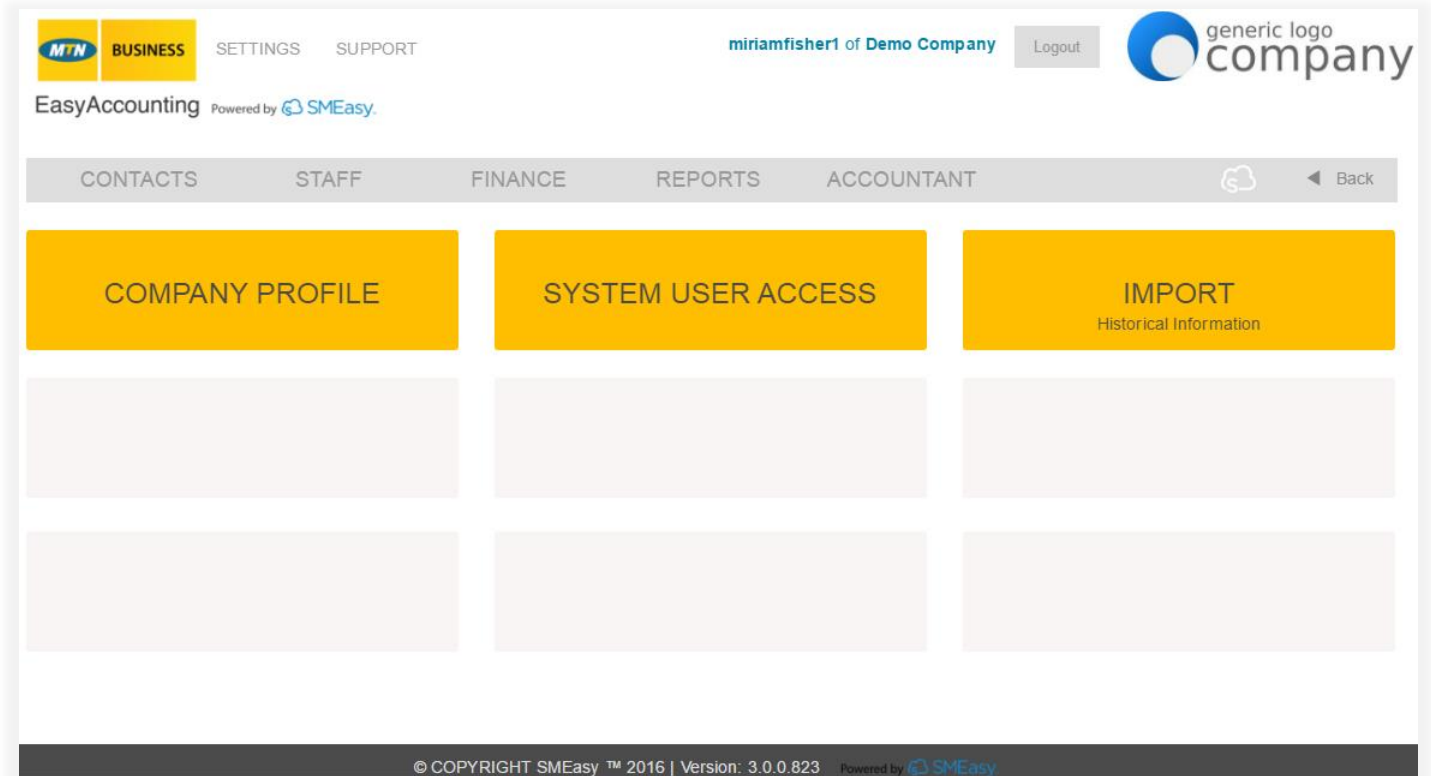
Pop up boxes appear in a number of situations in EasyAccounting. These are designed to alert you to the consequences of the function you are about to perform. Always read these carefully as once information has been saved it is not always possible to delete or amend this information.

Closing the System

How to **logout** of the system

When you have finished with the EasyAccounting 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

- You need to add a new user via your MTN Business' cloud services account
- Click on the **Manage People** tab to invite a new user
- Click on the **Invite People** button and enter the new user's details
- You can then **assign a licence** to them which means they can access your account
- Once they have registered for a cloud services account they will be able to access your EasyAccounting licence

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

The screenshot shows the 'Import Historical Information' page. At the top, there is a navigation bar with 'MTN BUSINESS', 'SETTINGS', and 'SUPPORT' on the left, and 'miriamfisher1 of Demo Company' and 'Logout' on the right. The 'generic logo company' logo is also present. Below the navigation bar, the text 'EasyAccounting Powered by SMEasy' is displayed. A secondary navigation bar contains 'CONTACTS', 'STAFF', 'FINANCE', 'REPORTS', and 'ACCOUNTANT', with a 'Back' button. The main content area features three yellow 'IMPORT' buttons: 'Contact Details', 'Historical Bank Statements', and 'Historical Customer Invoices'. Below these buttons are three rows of light gray placeholder boxes. The footer contains the copyright notice: '© COPYRIGHT SMEasy™ 2016 | Version: 3.0.0.823 Powered by SMEasy'.

Import Contact Details

The screenshot shows the 'Import Contact Details' page. The layout is similar to the previous page, with the same navigation and branding. The main content area features two yellow 'IMPORT' buttons: 'All customer/supplier organisation details' and 'Details for all contact people for each organisation'. The third column is empty. Below these buttons are three rows of light gray placeholder boxes. The footer contains the copyright notice: '© COPYRIGHT SMEasy™ 2016 | Version: 3.0.0.823 Powered by SMEasy'.

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

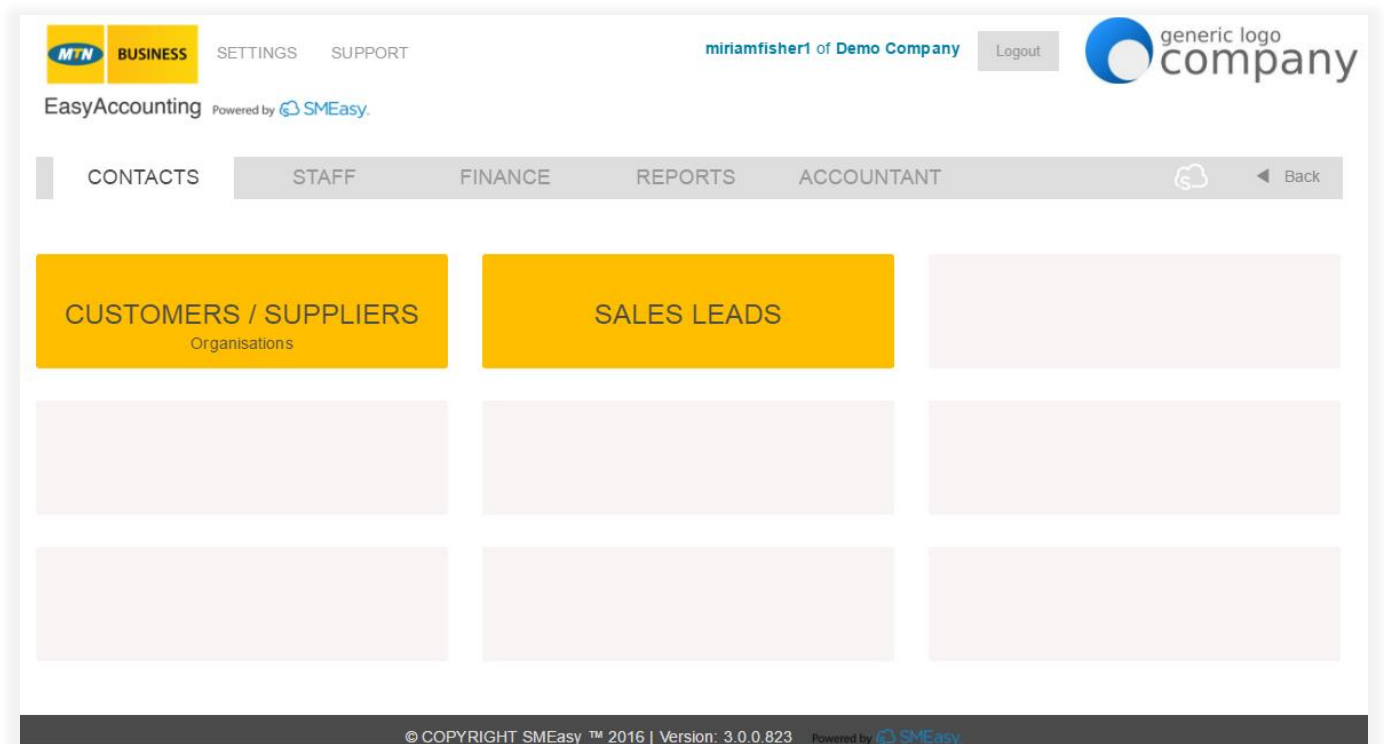
To import an historical customer invoice

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
- EasyAccounting 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

	<p>View details of the organisation</p> <p>View details of contacts connected with this company by clicking on the Contacts Tab</p> <p>View details of projects connected with this company by clicking on the Projects Tab</p> <p>View details of invoices connected with this company by clicking on the Invoices Tab (customers only)</p>
<p>To export customer/supplier data</p>	<p>Click on the Contacts button and then on Customers/Suppliers button.</p> <p>Click on Export Data and save the file in your documents.</p>
<p>To edit an existing organisation</p>	<p>Select the existing organisation that you want to edit (see above)</p> <p>Edit any of the information by retyping the specific field/s that you want to edit</p> <p>Click on the SAVE button</p>
<p>To add a contact to an organisation</p>	<p>Select the existing organisation that you want to edit (see above)</p> <p>Click on the Contacts Tab at the top of the screen</p> <p>Click on Add New</p> <p>Type in all the relevant information in the fields. Please note that the First Name, Last Name and Contact Type are compulsory fields</p> <p>Click on the SAVE button</p>
<p>To add a project to an organisation</p>	<p>Select the existing organisation that you want to edit (see above)</p> <p>Click on the Projects Tab at the top of the screen</p> <p>Click on Add New</p> <p>Type in all the relevant information in the fields</p> <p>Click on the SAVE button</p>
<p>To view an invoice for an organisation (customers only)</p>	<p>Select the existing organisation that you want to view an invoice (see above)</p> <p>Click on the Invoices Tab at the top of the screen</p> <p>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</p>

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

MTN BUSINESS SETTINGS SUPPORT miriamfisher1 of Demo Company Logout generic logo company

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CONTACTS STAFF FINANCE REPORTS ACCOUNTANT Back

STAFF DETAILS PAYSLIPS SALARY SCHEDULES

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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

	<p>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)</p> <p>Edit the details on Staff and/or Package Details tabs</p> <p>Click on the SAVE button</p>
<p>To delete a staff member</p>	<p>Select the staff member (see above) that you wish to delete</p> <p>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.</p>

Payslips

<p>To create a new payslip</p>	<p>Click on the Staff dashboard</p> <p>Click on the PAYSLIPS button</p> <p>Click on the Add New link at top right of the screen</p> <p>Select the correct staff member by clicking on the Staff Member drop down menu and finding their name</p> <p>Select the pay period dates (from and to) using the calendar options</p> <p>Edit other fields where necessary</p> <p>Click on the SAVE button</p>
<p>To search and view a payslip</p>	<p>Click on the Staff dashboard</p> <p>Click on the PAYSLIPS button</p> <p>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.</p> <p>Or</p> <p>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</p> <p>Click on the Full Name of the staff member whose payslip you wish to view</p>

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

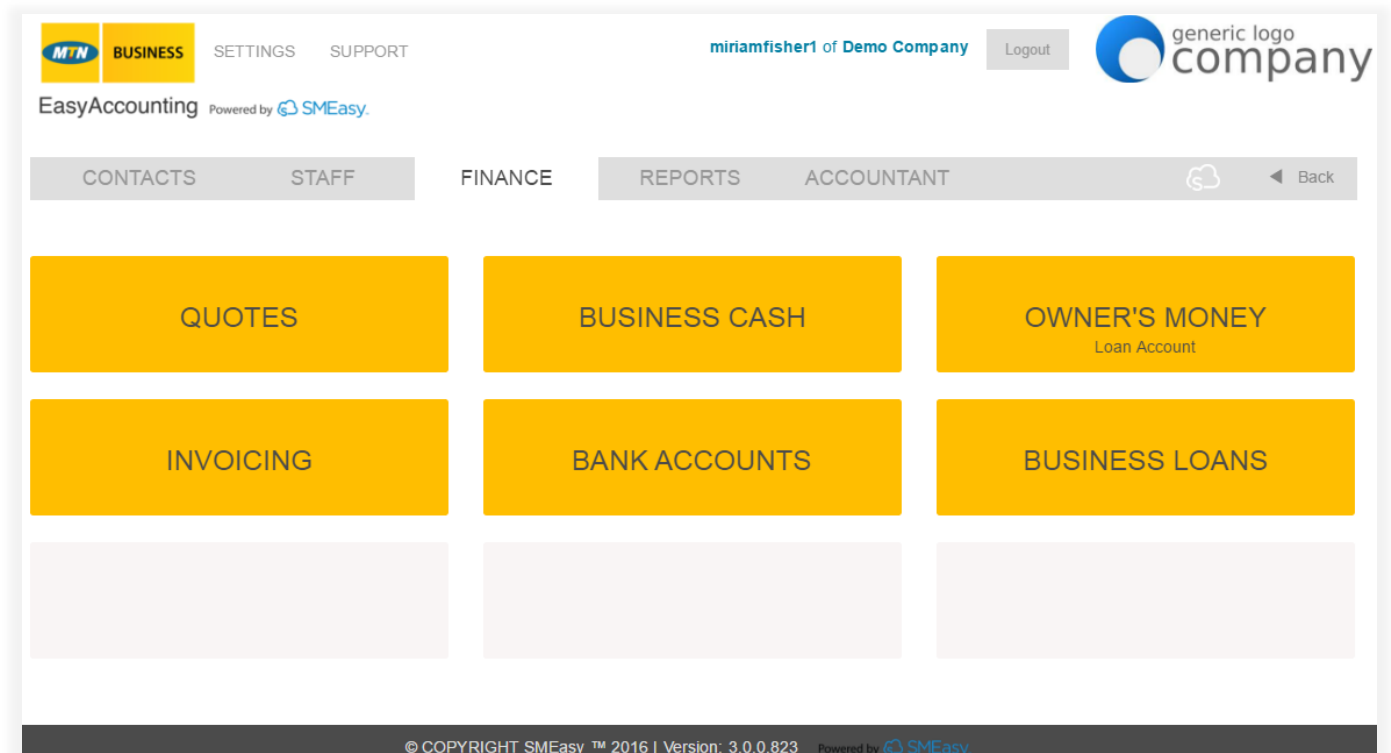
Click on the **Individual Salary Schedule** tab at the top of the screen

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** arrow on the right side of the screen. Select a quantity and an item type. When complete click the **OK** button

Repeat this process for additional sale items

Click the **SAVE** button 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

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 **yellow button with the black 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 item by clicking on the **SALES ITEM** button. Enter a quantity. You are able to select an item from your pricelist or you can manually enter an item. Once your information is entered click on the **OK** button

Repeat the process for additional sale items. Follow the same steps to insert a **DISCOUNT ITEM** and/or **INTEREST ITEM**

Click the **SAVE** button 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 **black cross in the yellow 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

	<p>Follow the same steps to insert an INTEREST ITEM and/or DISCOUNT ITEM</p> <p>Click the SAVE button when the invoice is complete</p>
<p>To search and view an existing invoice</p>	<p>Click on the Finance dashboard</p> <p>Click on the INVOICING button and then on the SUPPLIER INVOICE button</p> <p>Select a FROM date and a TO date using the CALENDAR icons or enter an invoice number or company into the search field</p> <p>Or</p> <p>Use the alphabet search option by clicking on the letter (A, B, C etc.) that corresponds with the first letter of the organisation</p> <p>Click on the invoice number to view the specific invoice</p>
<p>To delete an invoice</p>	<p>Search for the invoice (See above)</p> <p>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</p> <p>Should any payments have been made against an invoice, the invoice cannot be deleted</p>

Bank Accounts

<p>To import a new bank statement</p>	<p>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</p> <p>Click on the Finance dashboard</p> <p>Click on the BANK ACCOUNTS button and then on the IMPORT NEW BANK STATEMENT button</p> <p>Select the bank account from the account name drop down menu</p> <p>Select the statement you want to allocate by clicking on the name</p> <p>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</p>
<p>To allocate transactions on an already imported bank statement</p>	<p>Click on the Finance dashboard</p> <p>Click on the BANK STATEMENT button and then click on the ALLOCATE button</p>

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 **yellow button with the black 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

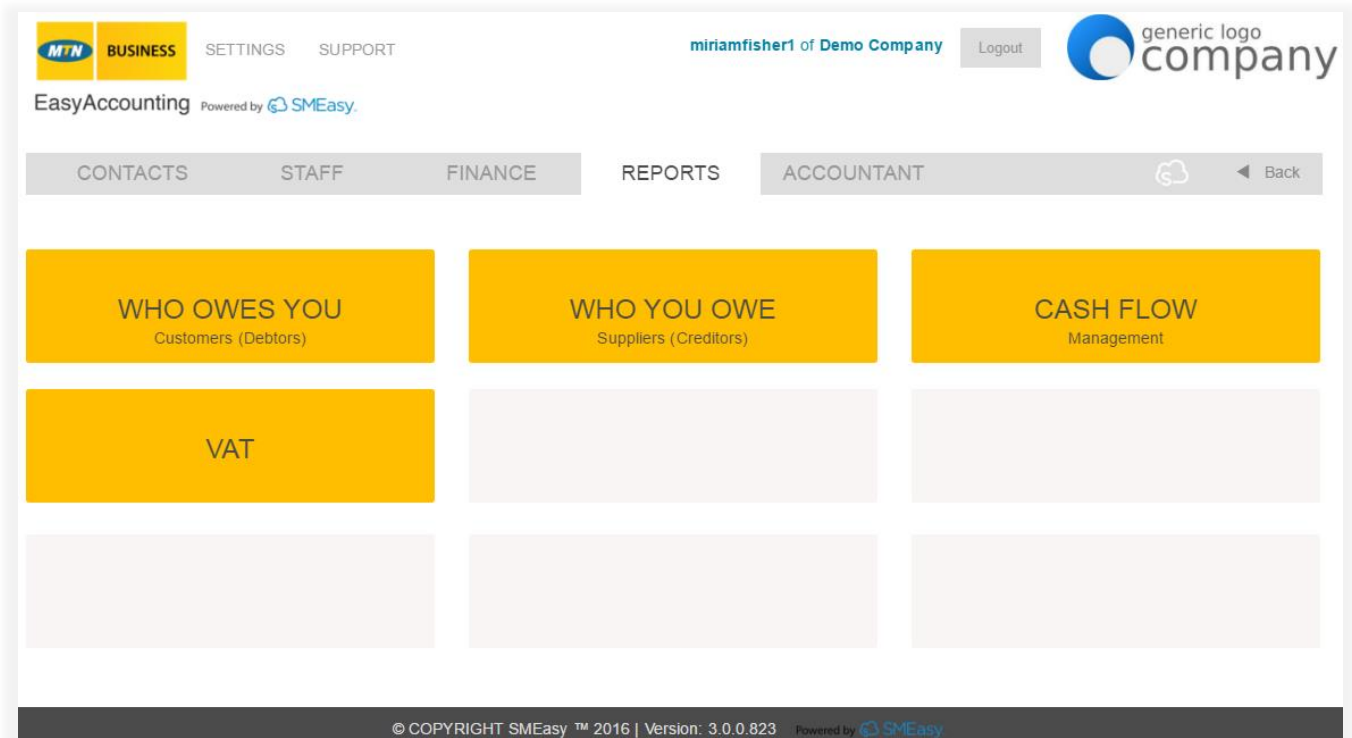
Click on the **BUSINESS LOANS** button

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 three months. These figures will be in black

It will show cash flow figures as at the current date

By ticking on the **SHOW ALL CATEGORES** box, which 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

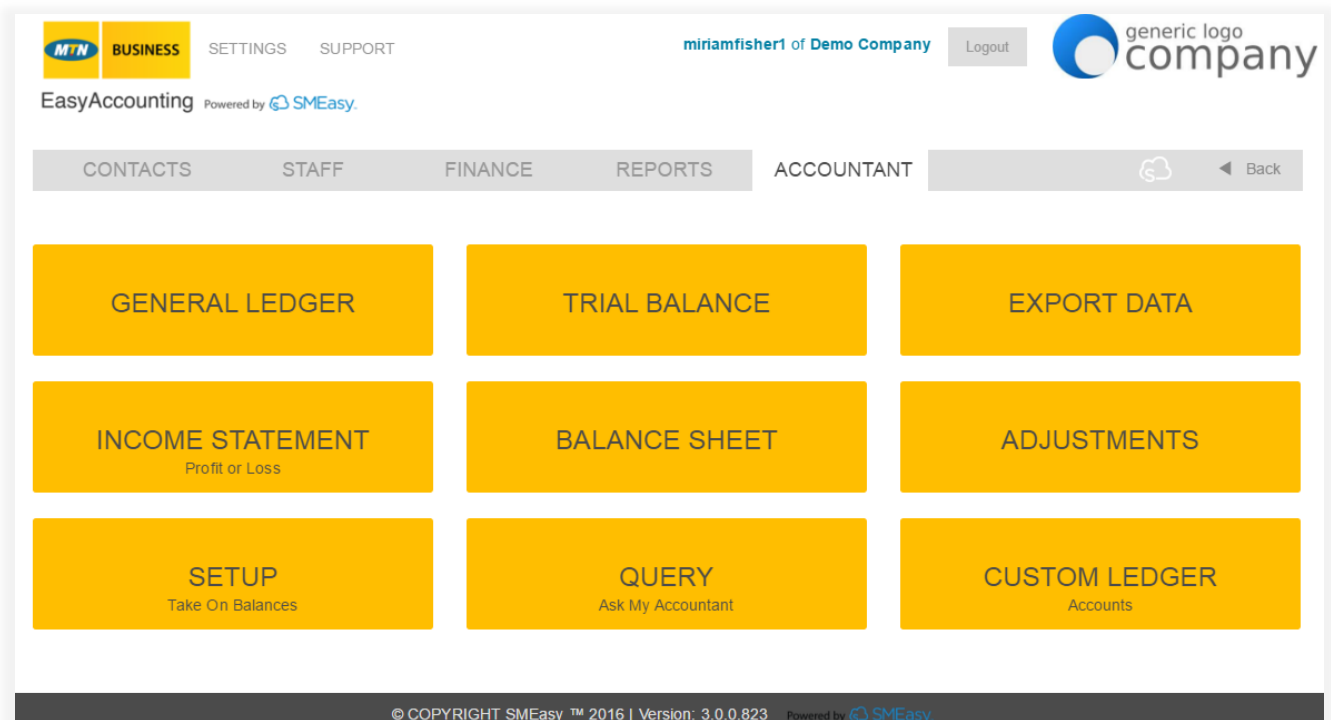
Click on the **Reports** dashboard

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 **PDF** button

A new pop up box will open with 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