HELP GUIDE
-
INCOME

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1. How do I create a Sales Invoice?

SECTION : INCOME
SUBSECTION : CREATE INVOICE

1 Choose “Customer” from the drop down menu

2 Enter the date of the invoice

3 (OPTIONAL) Enter a unique reference in the ‘Your Ref’ box

4 Choose the appropriate income heading from drop down menu.

5 (OPTIONAL) Add a new income heading by clicking the (+) symbol. Brings up a new screen to add the heading.

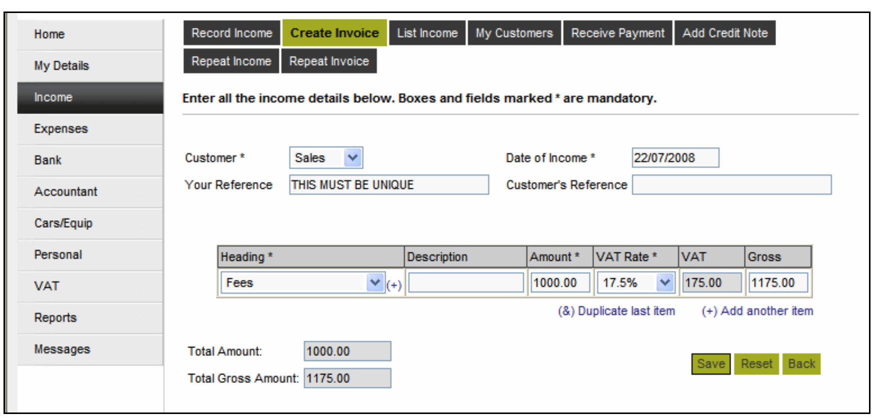
6 (OPTIONAL) Enter a description. (NB. This text will appear on any printed/emailed invoices.)

7 Enter the amount.

8 If the invoice has multiple entries, click (+) Add another item. You may add any number of lines.

9 Click Save

10 On the next screen, choose the relevant option. ‘Go back and edit’, ‘Confirm and finish’ or ‘Add another’.



2. How do I record "Cash" sales?

SECTION : INCOME
SUBSECTION : RECORD INCOME

1. Choose “Customer” from the drop down menu. To record a general sale/income, use the default “Sales”.

2. Enter the date.

3. (OPTIONAL) Enter a unique reference in the ‘Your Ref’ box

4. Choose the appropriate income heading from drop down menu.

5. (OPTIONAL) Add a new income heading by clicking the (+) symbol. This brings up a new screen to add the heading.

6. (OPTIONAL) Enter a description. (NB. This text will appear on any printed/emailed invoices.)

7. Enter the amount.

8. Choose the payment method.

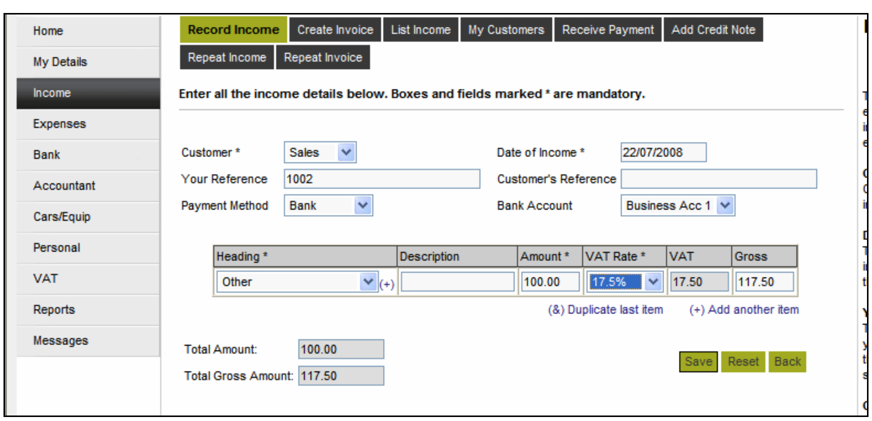
9. If you choose Bank, BACS or Card, a new box “Bank Account” will show. Choose the Account into which the payment will be made.

10. For cheque payments, after recoding the entry here you will also need to record when it is paid into the bank account. In the BANK section, choose the DEPOSIT subsection.

11. If the invoice has multiple entries, click (+) Add another item. You may add any number of lines.

12. Click Save

13. On the next screen, choose the relevant option. ‘Go back and edit’, ‘Confirm and finish’ or ‘Add another’.



3. How do I see a list of my income?

There are two methods to do this - as an editable list on screen or by running a printable report.

LIST OF ENTRIES

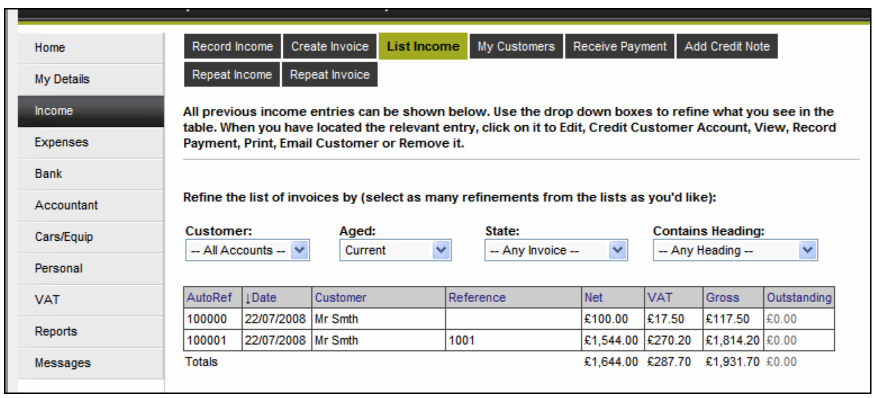
SECTION : INCOME
SUBSECTION : LIST INCOME

This screen has three or four filters. Choose one, several or all to narrow the list of income entries.

1. **Customer** Shows all customers with income entries, including default.
2. **Aged** (Accruals version only) Allows you to change the period to view.
3. **State** Choose whether the invoice is paid or unpaid, all invoices or credit notes raised.
4. **Contains Heading** Choose particular income type from list of all active headings.

For example, to show all income from a particular customer, choose the relevant entry on the drop down. To show all unpaid invoices from that customer, choose “Unpaid” from the “State” filter as well.

The more options you choose, the more narrowly defined the list. If you choose no options, all income entries will be shown.

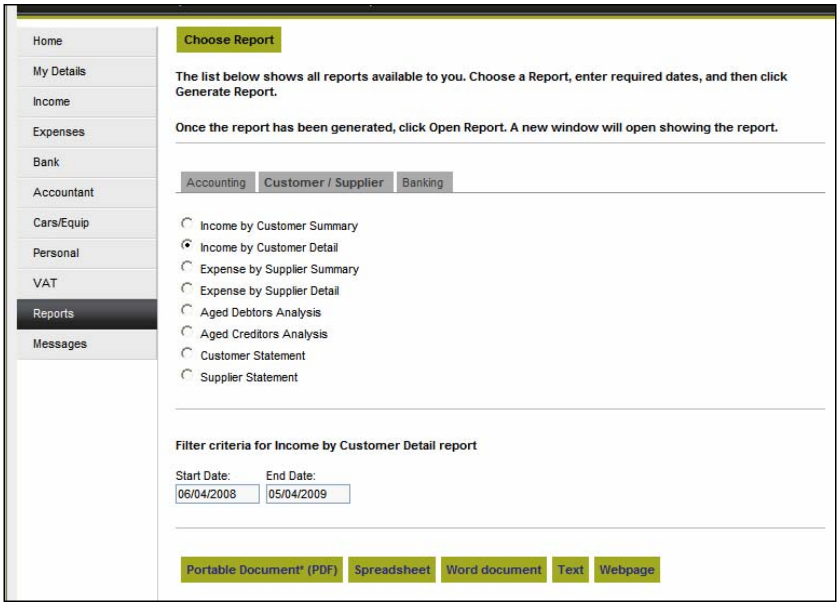


BY RUNNING A REPORT

SECTION : REPORTS
SUBSECTION: CUSTOMER/SUPPLIER

1. Choose “INCOME BY CUSTOMER SUMMARY” or “INCOME BY CUSTOMER DETAIL”

2. Two new boxes will show. Choose the date range for which you would like to run the report. The default is the full accounting period.



3. Select the way you would like to view your report - PDF, spreadsheet, word document, text or HTML webpage. The report opens in a new window.

4. How do I record a payment against a sales invoice?

NB: This applies to the accruals version only

SECTION : INCOME
SUBSECTION : RECEIVE PAYMENT

1. Choose the appropriate customer account. All unpaid invoices for that customer will show.

2. Enter the date the payment was received.

3. Against the invoice being paid enter the amount of the payment in the column “Amount Received”.

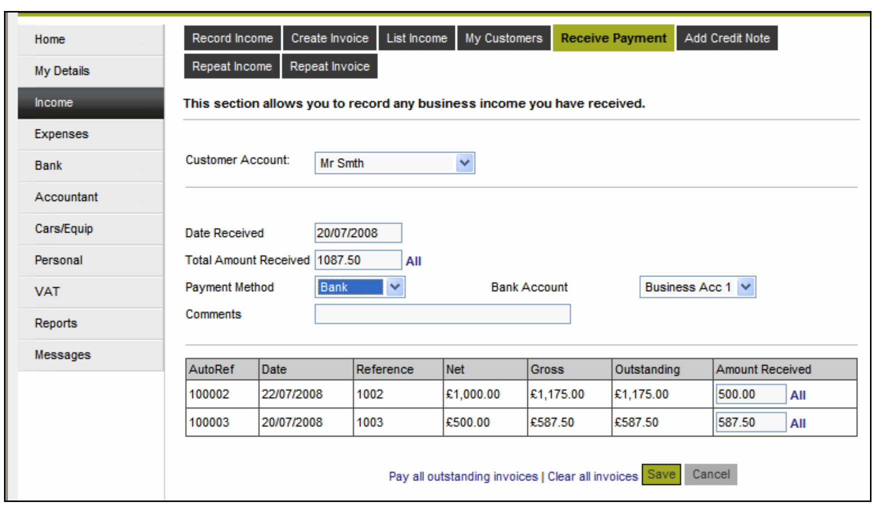
   If you were paid in full click ALL. This will enter the total of all outstanding invoices for the customer.

4. If the customer has more than one outstanding invoice, you can allocate the payment accordingly.

5. When you have made all the entries, click the ALL button next to the ‘Total Amount Received’ box. This will calculate the total of all payments.

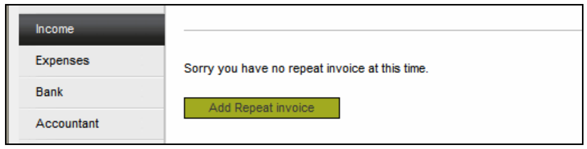
6. Select your payment method, and if appropriate the bank account into which payment has been made.

7. Click SAVE



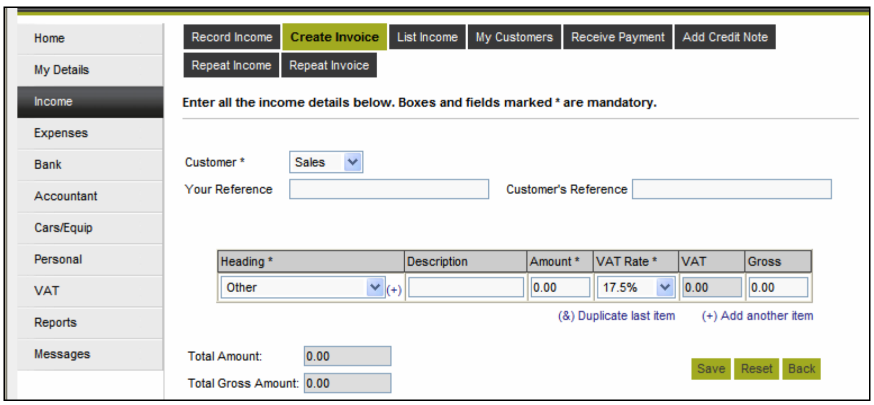
5. How do I set up a repeat invoice?

SECTION : INCOME
SUBSECTION : REPEAT INVOICE



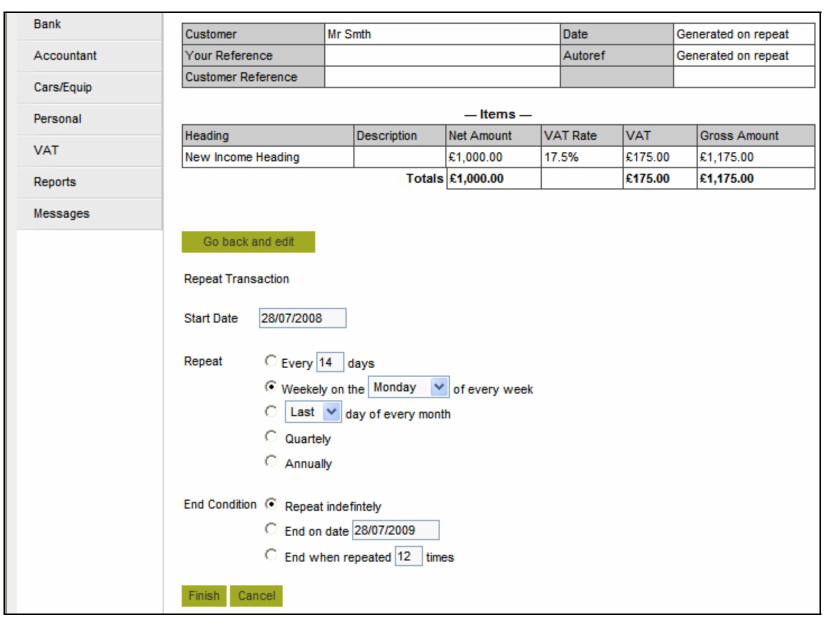
1. Click ‘Add Repeat Invoice’. A new screen will open.

2. Enter details of the invoice



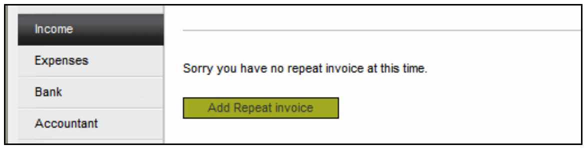
3. Next enter the criteria for the ‘repeat’ transaction

Start Date - The date of the first expected transaction.
Repeat - The frequency of the repeat invoice
End Condition - How many invoices are needed or the date of the last one



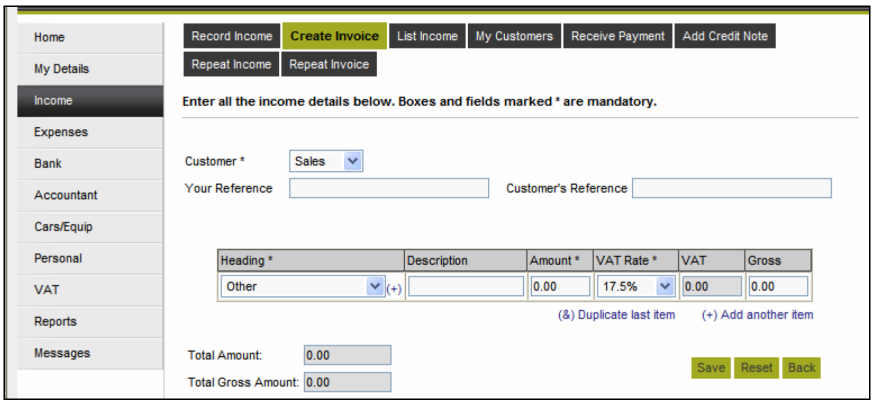
6. How do I set up a repeat income?

SECTION : INCOME
SUBSECTION : REPEAT INCOME



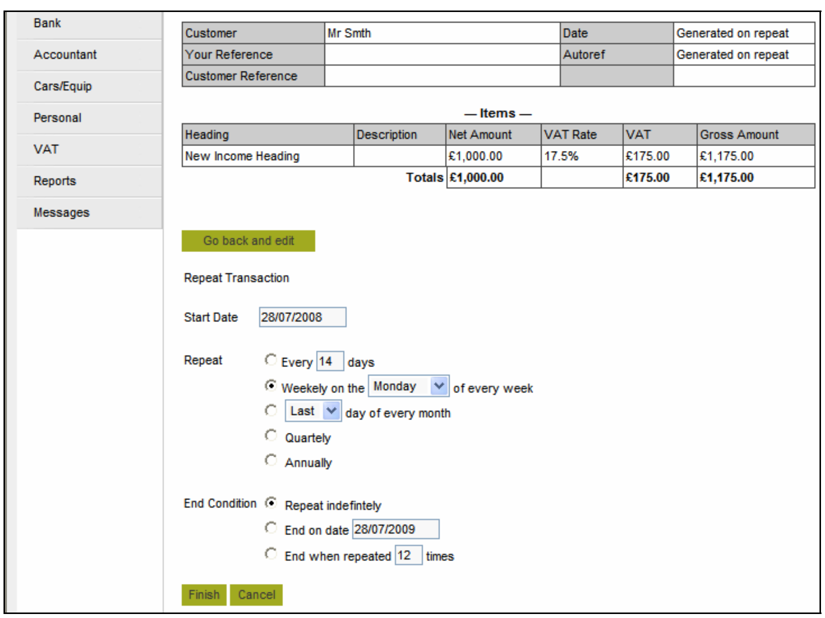
1. Click 'Add Repeat Income'. A new screen will open.

2. Enter details of the income transaction that will be repeated.



3. Next enter the criteria for the 'repeat' transaction

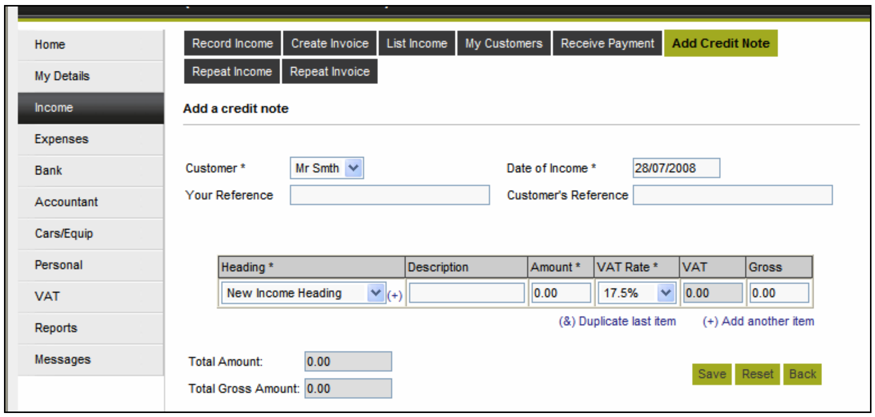
Start Date - The date of the first expected transaction.
Repeat - The frequency of the repeat invoice
End Condition - How many invoices are needed or the date of the last one



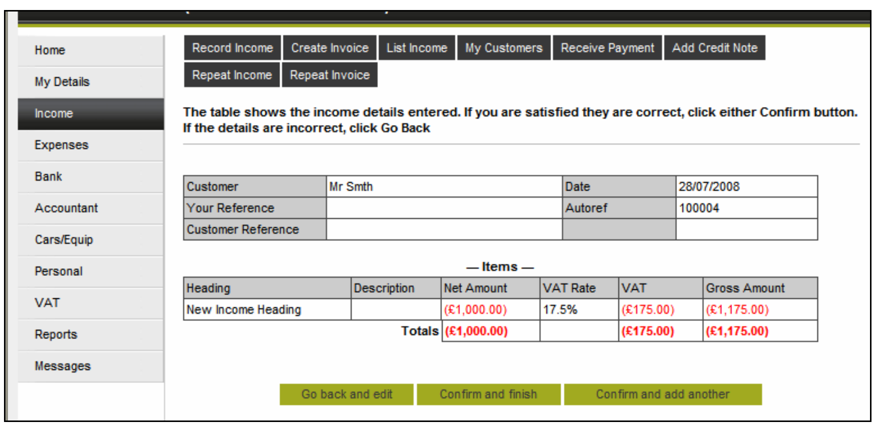
7. How do I raise a credit note?

SECTION : INCOME
SUBSECTION : ADD CREDIT NOTE

1. Complete the appropriate boxes with details of the customer and credit note that you wish to create



2. When all entries have been made, click ‘save’.



3. A new screen will show, with details of the credit note to be raised.

4. Choose ‘Go back and edit’, ‘Confirm and finish’ or’ Confirm and add another’

8. How do I print an invoice?

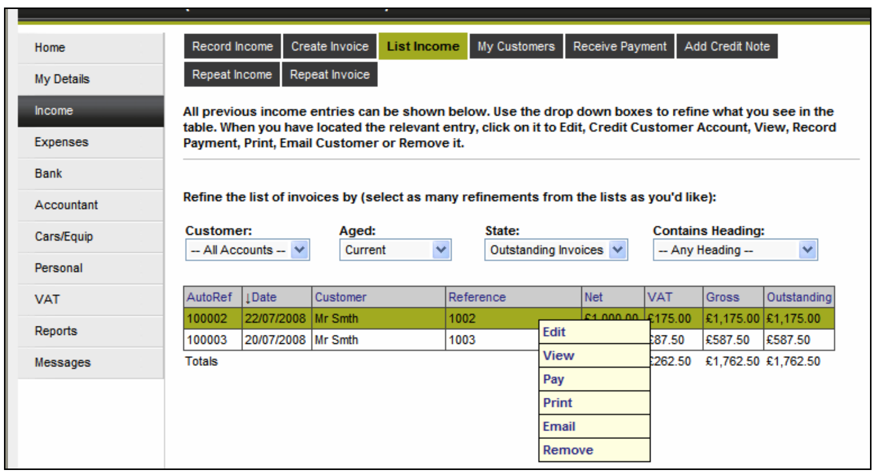
SECTION : INCOME
SUBSECTION : LIST INCOME

Details of any previously created invoice can be printed.

1. Follow the instructions “How do I list income?” using appropriate filters to find the invoice to print.

2. When you have found it, left click on it. (Hovering the mouse over it will cause it to change colour.)

3. A menu will show. Choose ‘Print’.



4. A printable version of the invoice will be shown on screen. You will then be guided to select your printer.

9. How do I send an invoice by email?

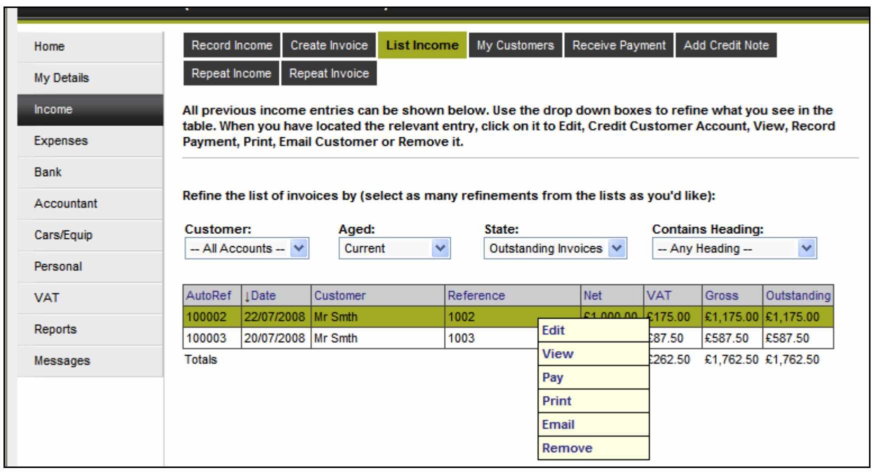
SECTION :
SUBSECTION :

Any previously created invoice can be emailed, provided you have the email address of the customer.

1. Follow the instructions “How do I list income?”, using appropriate filters to find the invoice.

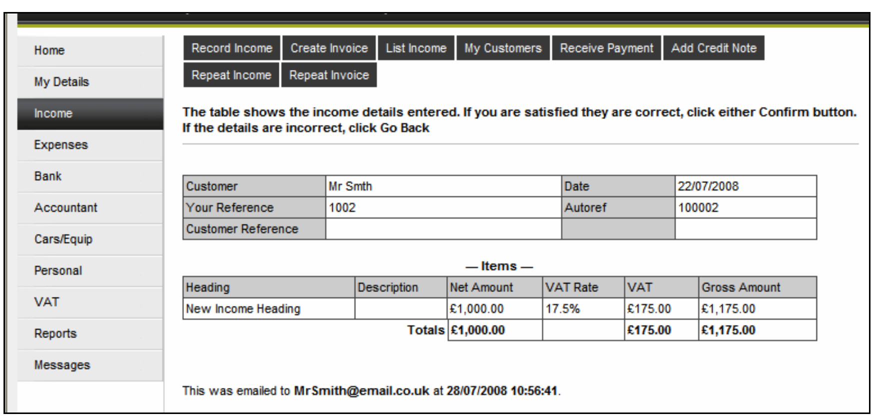
2. When you have found it, left click on it. (Hovering the mouse over it will cause it to change colour.)

3. A menu will show. Choose ‘Email’. (If you do not have the customer’s email address, this option will not show.)



4. Following your agreement the invoice will be emailed directly to your customer.

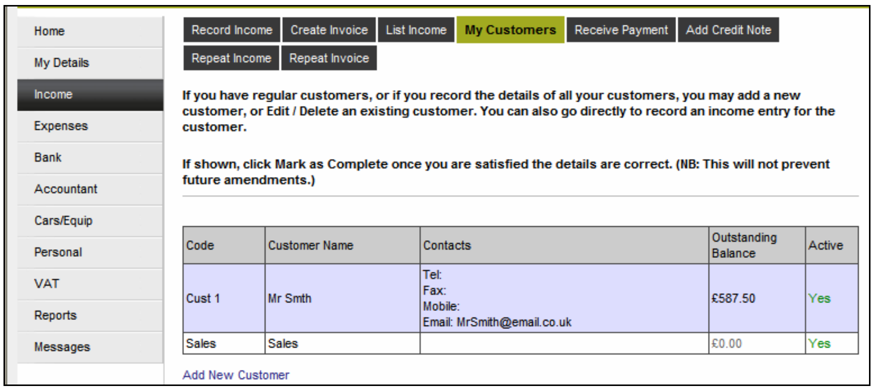
5. A memo will then be added to the invoice to show it has been emailed.



10. How do I add a new customer?

SECTION : INCOME
SUBSECTION : MY CUSTOMERS

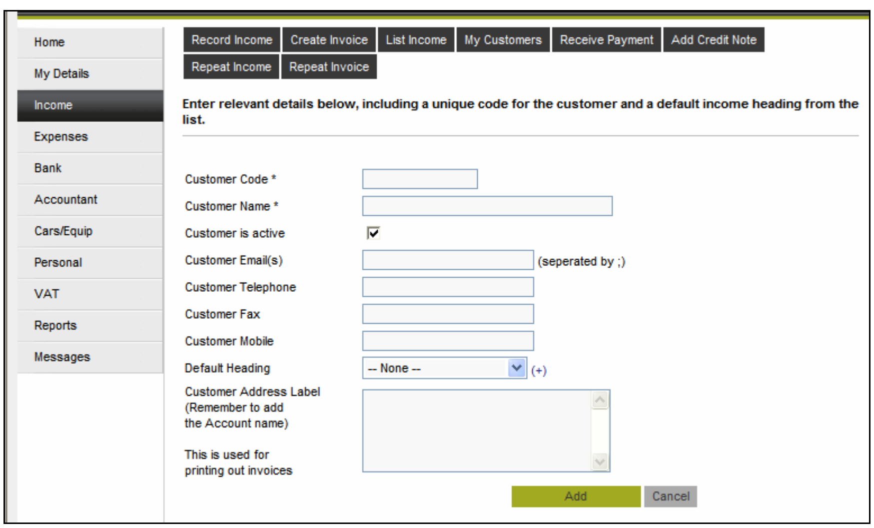
A default customer is already in the system, “Sales”. You may add as many customers as required.



1. Choose ‘Add New Customer’

2. Enter the customer details. Fields marked * are compulsory.

3. If the system does not have an appropriate heading for your customer, click (+) to add a new one. Any new headings will then be in system for your general use.



4. Once you have entered all the appropriate details click ‘Add’

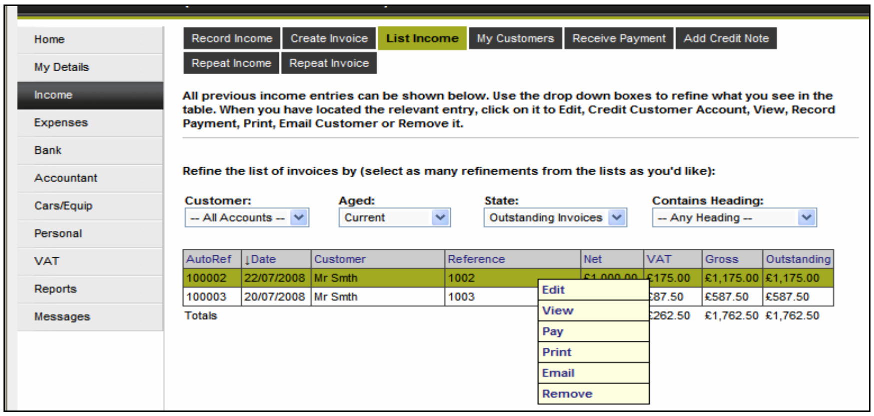
11. How do I edit an income entry?

SECTION : INCOME
SUBSECTION : LIST INCOME

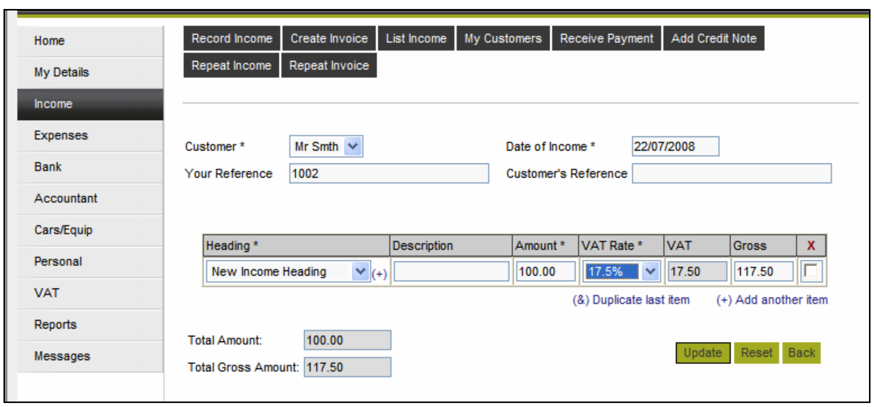
1. Follow the instructions “How do I list income?”, using appropriate filters to find the invoice.

2. When you have found it, left click on it. (Hovering the mouse over to change the colour.)

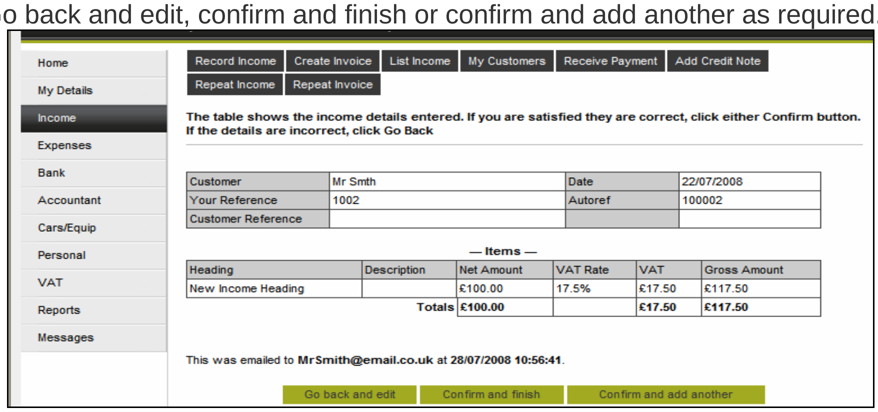
3. A menu will show. Choose ‘Edit’.



4. Update the transaction as necessary, then click ‘Update’



5. Go back and edit, confirm and finish or confirm and add another as required.



12. How do I delete an income entry?

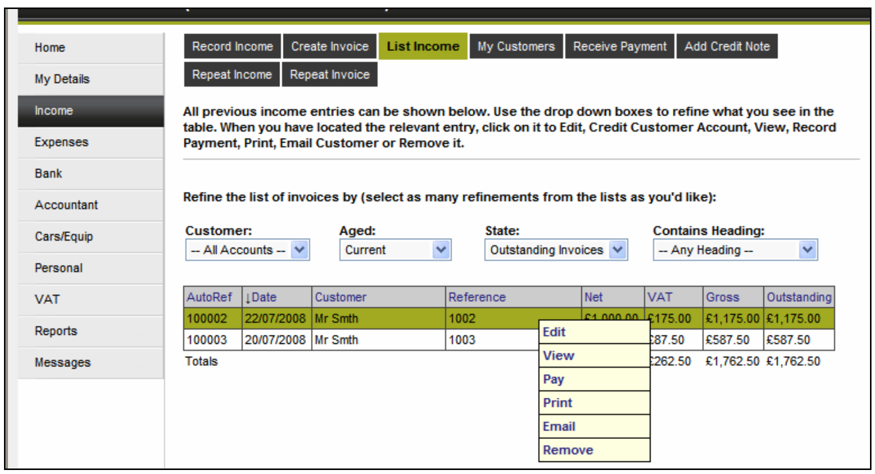
SECTION : INCOME
SUBSECTION : LIST INCOME

Please note that the system will only allow deletion of an entry if it has not been reconciled using the bank reconciliation facility.

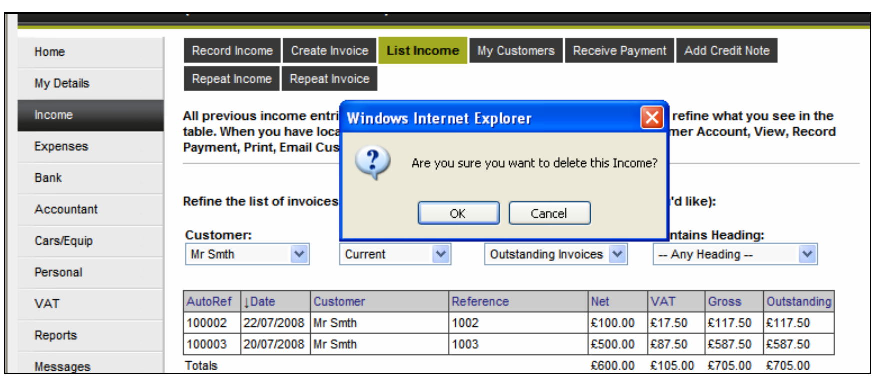
1. Follow the instructions “How do I list income?”, using appropriate filters to find the invoice.

2. When you have found it, left click on it. (Hovering the mouse over it will cause it to change colour.)

3. A menu will show. Choose ‘Remove’.
4.



4. You will be asked to confirm deletion



5. Click OK or Cancel as required.