



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'.

Home | Record Income | **Create Invoice** | List Income | My Customers | Receive Payment | Add Credit Note

My Details | Repeat Income | Repeat Invoice

Income

Enter all the income details below. Boxes and fields marked * are mandatory.

Customer * Sales | Date of Income * 22/07/2008

Your Reference THIS MUST BE UNIQUE | Customer's Reference

Heading *	Description	Amount *	VAT Rate *	VAT	Gross
Fees		1000.00	17.5%	175.00	1175.00

(&) Duplicate last item (+) Add another item

Total Amount: 1000.00

Total Gross Amount: 1175.00

Save Reset Back

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'.

The screenshot shows the 'Record Income' interface with a navigation menu on the left and a main form area. The form contains the following fields and elements:

- Navigation Menu:** Home, My Details, Income (selected), Expenses, Bank, Accountant, Cars/Equip, Personal, VAT, Reports, Messages.
- Form Header:** Record Income (highlighted), Create Invoice, List Income, My Customers, Receive Payment, Add Credit Note. Below this are Repeat Income and Repeat Invoice buttons.
- Instructions:** Enter all the income details below. Boxes and fields marked * are mandatory.
- Customer *:** Sales (dropdown)
- Date of Income *:** 22/07/2008
- Your Reference:** 1002
- Customer's Reference:** (empty)
- Payment Method:** Bank (dropdown)
- Bank Account:** Business Acc 1 (dropdown)
- Table:**

Heading *	Description	Amount *	VAT Rate *	VAT	Gross
Other (dropdown) (+)	(empty)	100.00	17.5% (dropdown)	17.50	117.50
- Buttons:** (&) Duplicate last item, (+) Add another item
- Totals:** Total Amount: 100.00, Total Gross Amount: 117.50
- Action Buttons:** Save, Reset, Back

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.

The screenshot shows the 'List Income' interface. On the left is a vertical navigation menu with options: Home, My Details, Income (selected), Expenses, Bank, Accountant, Cars/Equip, Personal, VAT, Reports, and Messages. The main area has a top navigation bar with buttons: Record Income, Create Invoice, List Income (highlighted), My Customers, Receive Payment, Add Credit Note, Repeat Income, and Repeat Invoice. Below this is a text box: 'All previous income entries can be shown below. Use the drop down boxes to refine what you see in the table. When you have located the relevant entry, click on it to Edit, Credit Customer Account, View, Record Payment, Print, Email Customer or Remove it.' Below the text is a section titled 'Refine the list of invoices by (select as many refinements from the lists as you'd like):' with four dropdown menus: Customer: -- All Accounts --, Aged: Current, State: -- Any Invoice --, and Contains Heading: -- Any Heading --. At the bottom is a table with columns: AutoRef, Date, Customer, Reference, Net, VAT, Gross, and Outstanding. The table contains two rows of data and a Totals row.

AutoRef	Date	Customer	Reference	Net	VAT	Gross	Outstanding
100000	22/07/2008	Mr Smth		£100.00	£17.50	£117.50	£0.00
100001	22/07/2008	Mr Smth	1001	£1,544.00	£270.20	£1,814.20	£0.00
Totals				£1,644.00	£287.70	£1,931.70	£0.00

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.

Choose Report

The list below shows all reports available to you. Choose a Report, enter required dates, and then click **Generate Report**.

Once the report has been generated, click **Open Report**. A new window will open showing the report.

Accounting Customer / Supplier Banking

- Income by Customer Summary
- Income by Customer Detail
- Expense by Supplier Summary
- Expense by Supplier Detail
- Aged Debtors Analysis
- Aged Creditors Analysis
- Customer Statement
- Supplier Statement

Filter criteria for Income by Customer Detail report

Start Date: 06/04/2008 End Date: 05/04/2009

Portable Document* (PDF) Spreadsheet Word document Text Webpage

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

The screenshot shows a software interface for recording a payment. On the left is a navigation menu with options: Home, My Details, Income (selected), Expenses, Bank, Accountant, Cars/Equip, Personal, VAT, Reports, and Messages. The main area has a top navigation bar with buttons: Record Income, Create Invoice, List Income, My Customers, Receive Payment (highlighted), and Add Credit Note. Below this are Repeat Income and Repeat Invoice buttons. A descriptive text states: "This section allows you to record any business income you have received." The form includes the following fields:

- Customer Account: Mr Smth (dropdown)
- Date Received: 20/07/2008 (text input)
- Total Amount Received: 1087.50 (text input) with an All button next to it.
- Payment Method: Bank (dropdown)
- Bank Account: Business Acc 1 (dropdown)
- Comments: (text input)

At the bottom, there is a table with the following data:

AutoRef	Date	Reference	Net	Gross	Outstanding	Amount Received
100002	22/07/2008	1002	£1,000.00	£1,175.00	£1,175.00	500.00 All
100003	20/07/2008	1003	£500.00	£587.50	£587.50	587.50 All

At the bottom of the interface, there are buttons for "Pay all outstanding invoices", "Clear all invoices", "Save", and "Cancel".

5. How do I set up a repeat invoice?

SECTION : INCOME
 SUBSECTION : REPEAT INVOICE

A screenshot of a software interface showing a sidebar menu with 'Income' selected. The main area displays the message 'Sorry you have no repeat invoice at this time.' and a green button labeled 'Add Repeat Invoice'.

1. Click 'Add Repeat Invoice'. A new screen will open.
2. Enter details of the invoice

A screenshot of the 'Create Invoice' screen. The sidebar menu is on the left. The main area has a navigation bar with 'Create Invoice' selected. Below it, there are fields for 'Customer *' (Sales), 'Your Reference', and 'Customer's Reference'. A table for items is shown with columns: Heading, Description, Amount, VAT Rate, VAT, and Gross. The table contains one row with 'Other' as the heading, an amount of 0.00, a VAT rate of 17.5%, and a gross amount of 0.00. At the bottom, there are 'Total Amount' and 'Total Gross Amount' fields, both showing 0.00, and 'Save', 'Reset', and 'Back' buttons.

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

A screenshot of the 'Repeat Transaction' screen. The sidebar menu is on the left. The main area shows a table with columns: Customer, Date, and Generated on repeat. Below this is a table for items with columns: Heading, Description, Net Amount, VAT Rate, VAT, and Gross Amount. The table contains one row with 'New Income Heading' and a total of £1,175.00. Below the table is a 'Go back and edit' button. The 'Repeat Transaction' section has a 'Start Date' field (28/07/2008) and 'Repeat' options: 'Every 14 days', 'Weekly on the Monday of every week' (selected), 'Last day of every month', 'Quarterly', and 'Annually'. The 'End Condition' section has options: 'Repeat indefinitely' (selected), 'End on date 28/07/2009', and 'End when repeated 12 times'. At the bottom are 'Finish' and 'Cancel' buttons.

6. How do I set up a repeat income?

SECTION : INCOME
 SUBSECTION : REPEAT INCOME

A screenshot of a software interface showing a sidebar menu with 'Income' selected. The main area displays the message 'Sorry you have no repeat invoice at this time.' and a green button labeled 'Add Repeat Invoice'.

1. Click 'Add Repeat Income'. A new screen will open.
2. Enter details of the income transaction that will be repeated.

A screenshot of the 'Create Invoice' screen. The sidebar menu has 'Income' selected. The main area contains a form for entering income details. It includes fields for 'Customer *' (set to 'Sales'), 'Your Reference', and 'Customer's Reference'. Below these is a table for items:

Heading *	Description	Amount *	VAT Rate *	VAT	Gross
Other		0.00	17.5%	0.00	0.00

At the bottom, there are fields for 'Total Amount: 0.00' and 'Total Gross Amount: 0.00', along with 'Save', 'Reset', and 'Back' buttons.

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

A screenshot of the 'Repeat Transaction' screen. The sidebar menu has 'Bank' selected. The main area shows a summary table and configuration options:

Customer	Mr Smith	Date	Generated on repeat
Your Reference		Autoref	Generated on repeat
Customer Reference			

— Items —					
Heading	Description	Net Amount	VAT Rate	VAT	Gross Amount
New Income Heading		£1,000.00	17.5%	£175.00	£1,175.00
Totals		£1,000.00		£175.00	£1,175.00

Below the table is a 'Go back and edit' button. The 'Repeat Transaction' section includes:

- Start Date: 28/07/2008
- Repeat:
 - Every 14 days
 - Weekly on the Monday of every week
 - Last day of every month
 - Quarterly
 - Annually
- End Condition:
 - Repeat indefinitely
 - End on date 28/07/2009
 - End when repeated 12 times

At the bottom are 'Finish' and 'Cancel' buttons.

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’.

The screenshot shows the 'List Income' interface. At the top, there are navigation buttons: Record Income, Create Invoice, List Income (highlighted), My Customers, Receive Payment, and Add Credit Note. Below these are Repeat Income and Repeat Invoice buttons. A sidebar on the left contains a menu with options: Home, My Details, Income (selected), Expenses, Bank, Accountant, Cars/Equip, Personal, VAT, Reports, and Messages. The main area contains a text instruction: 'All previous income entries can be shown below. Use the drop down boxes to refine what you see in the table. When you have located the relevant entry, click on it to Edit, Credit Customer Account, View, Record Payment, Print, Email Customer or Remove it.' Below this is a section for refining the list of invoices with four dropdown menus: Customer (All Accounts), Aged (Current), State (Outstanding Invoices), and Contains Heading (Any Heading). A table of invoices is displayed with columns: AutoRef, Date, Customer, Reference, Net, VAT, Gross, and Outstanding. The table contains three rows of data and a Totals row. A context menu is open over the first row (AutoRef 100002), showing options: Edit, View, Pay, Print, Email, and Remove.

AutoRef	Date	Customer	Reference	Net	VAT	Gross	Outstanding
100002	22/07/2008	Mr Smth	1002	£1,000.00	£175.00	£1,175.00	£1,175.00
100003	20/07/2008	Mr Smth	1003		£87.50	£587.50	£587.50
Totals					£262.50	£1,762.50	£1,762.50

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.)

Record Income Create Invoice **List Income** My Customers Receive Payment Add Credit Note
Repeat Income Repeat Invoice

All previous income entries can be shown below. Use the drop down boxes to refine what you see in the table. When you have located the relevant entry, click on it to Edit, Credit Customer Account, View, Record Payment, Print, Email Customer or Remove it.

Refine the list of invoices by (select as many refinements from the lists as you'd like):

Customer: -- All Accounts -- Aged: Current State: Outstanding Invoices Contains Heading: -- Any Heading --

AutoRef	Date	Customer	Reference	Net	VAT	Gross	Outstanding
100002	22/07/2008	Mr Smth	1002	£1,000.00	£175.00	£1,175.00	£1,175.00
100003	20/07/2008	Mr Smth	1003		£87.50	£587.50	£587.50
Totals					£262.50	£1,762.50	£1,762.50

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.

Record Income Create Invoice List Income My Customers Receive Payment Add Credit Note
Repeat Income Repeat Invoice

The table shows the income details entered. If you are satisfied they are correct, click either Confirm button. If the details are incorrect, click Go Back

Customer	Mr Smth	Date	22/07/2008
Your Reference	1002	Autoref	100002
Customer Reference			

— Items —

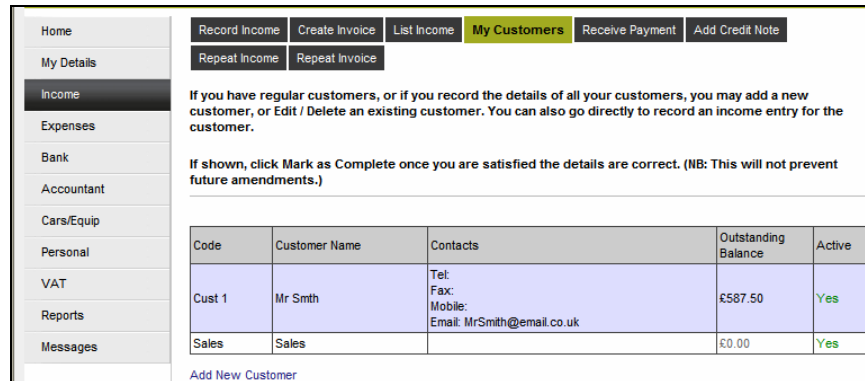
Heading	Description	Net Amount	VAT Rate	VAT	Gross Amount
New Income Heading		£1,000.00	17.5%	£175.00	£1,175.00
Totals		£1,000.00		£175.00	£1,175.00

This was emailed to MrSmith@email.co.uk at 28/07/2008 10:56:41.

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.

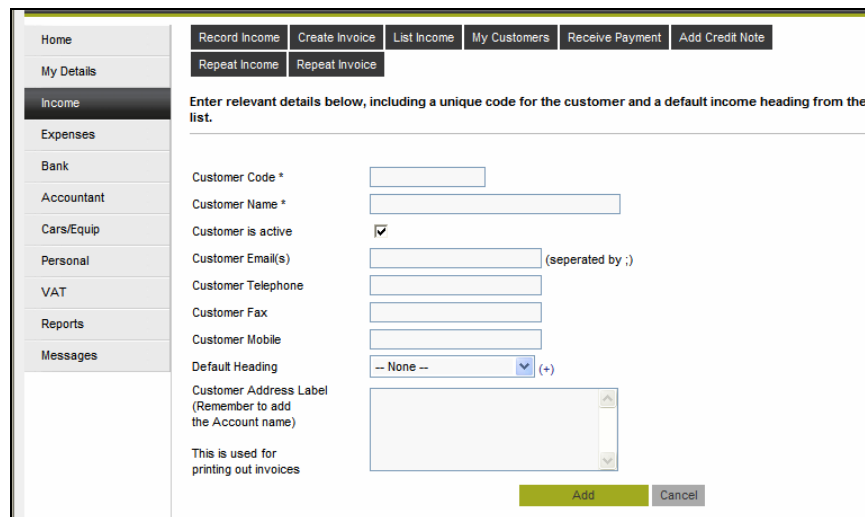


The screenshot shows the 'My Customers' page with a navigation menu on the left and a main content area. The main content area includes a table of customers and an 'Add New Customer' link.

Code	Customer Name	Contacts	Outstanding Balance	Active
Cust 1	Mr Smth	Tel: Fax: Mobile: Email: MrSmith@email.co.uk	£587.50	Yes
Sales	Sales		£0.00	Yes

[Add New Customer](#)

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.



The screenshot shows the 'Add New Customer' form with a navigation menu on the left and a main content area. The main content area includes a form with various fields and an 'Add' button.

Enter relevant details below, including a unique code for the customer and a default income heading from the list.

Customer Code *

Customer Name *

Customer is active

Customer Email(s) (seperated by ;)

Customer Telephone

Customer Fax

Customer Mobile

Default Heading (+)

Customer Address Label
(Remember to add the Account name)

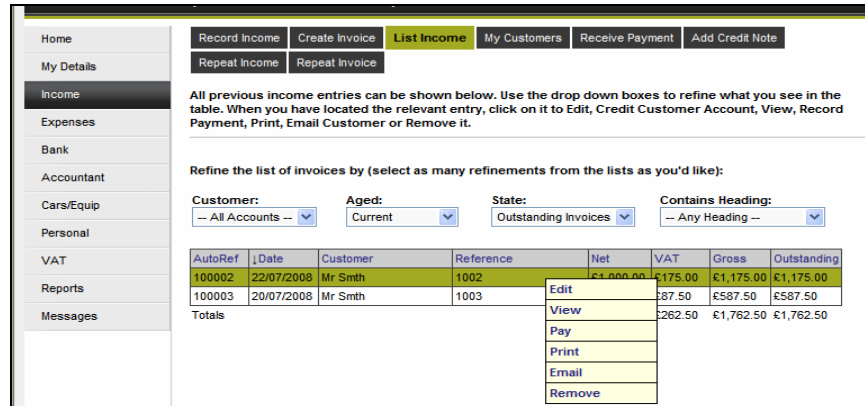
This is used for printing out invoices

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

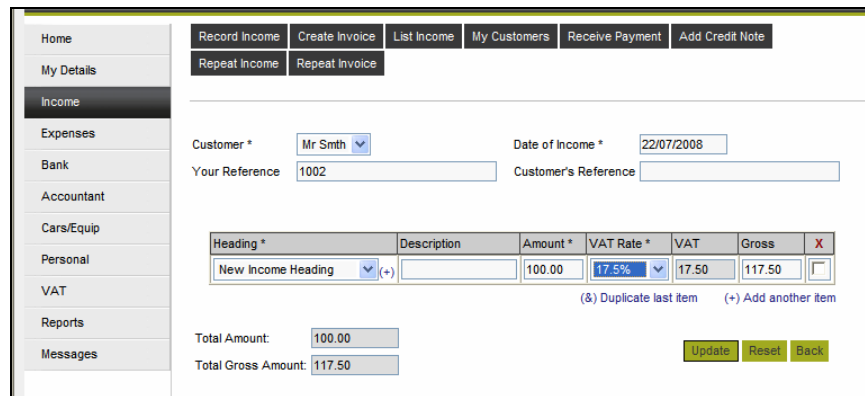
11. How do I edit an income entry?

SECTION : INCOME
 SUBSECTION : LIST INCOME

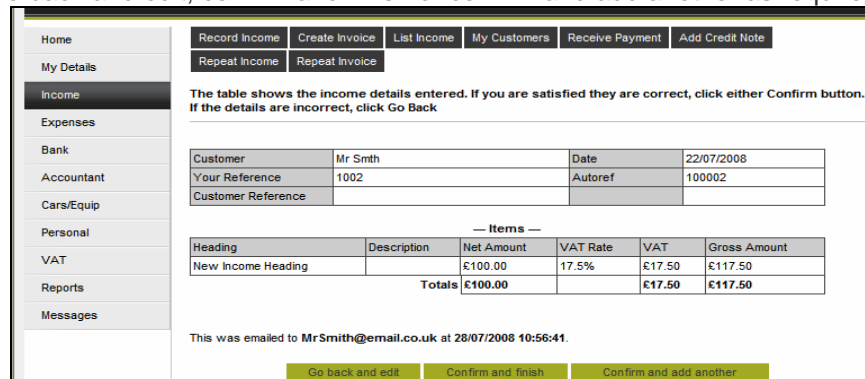
1. Follow the instructions “How do I list income?”, using appropriate filters to find the invoice.
2. When you have found it, left click on it. (Hovering the mouse over to change the colour.)
3. A menu will show. Choose ‘Edit’.



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.

The screenshot shows the 'List Income' page with a navigation menu on the left and a main content area. The main content area includes a header with navigation buttons, a description of the table, refinement filters, and a table of income entries. A context menu is open over the second entry (Reference 1003).

AutoRef	Date	Customer	Reference	Net	VAT	Gross	Outstanding
100002	22/07/2008	Mr Smith	1002	£1,000.00	£175.00	£1,175.00	£1,175.00
100003	20/07/2008	Mr Smith	1003		£87.50	£587.50	£587.50
Totals					£262.50	£1,762.50	£1,762.50

4. You will be asked to confirm deletion

The screenshot shows the same 'List Income' page as above, but with a confirmation dialog box overlaid. The dialog box asks 'Are you sure you want to delete this Income?' and has 'OK' and 'Cancel' buttons.

5. Click OK or Cancel as required.