

The CashBook

The key to an easier life?
Oh – it really is



So what is it?

- Basically it is a lifesaver for small business
- It is so simple to use that training takes less than 30 minutes
- It keeps track of your income
- It keeps track of your outgoings
- It tells you what money you owe, and more importantly what you are owed
- It produces invoices
- It generates figures for VAT, end of year accounts
- It will do a user time defined income and outgoings report

Tax Year 01 April 2010 to 31 March 2011

Income Outgoings Define Reports

Whole Year 2010

Income Outgoings Summary

All Clients Types Types All All

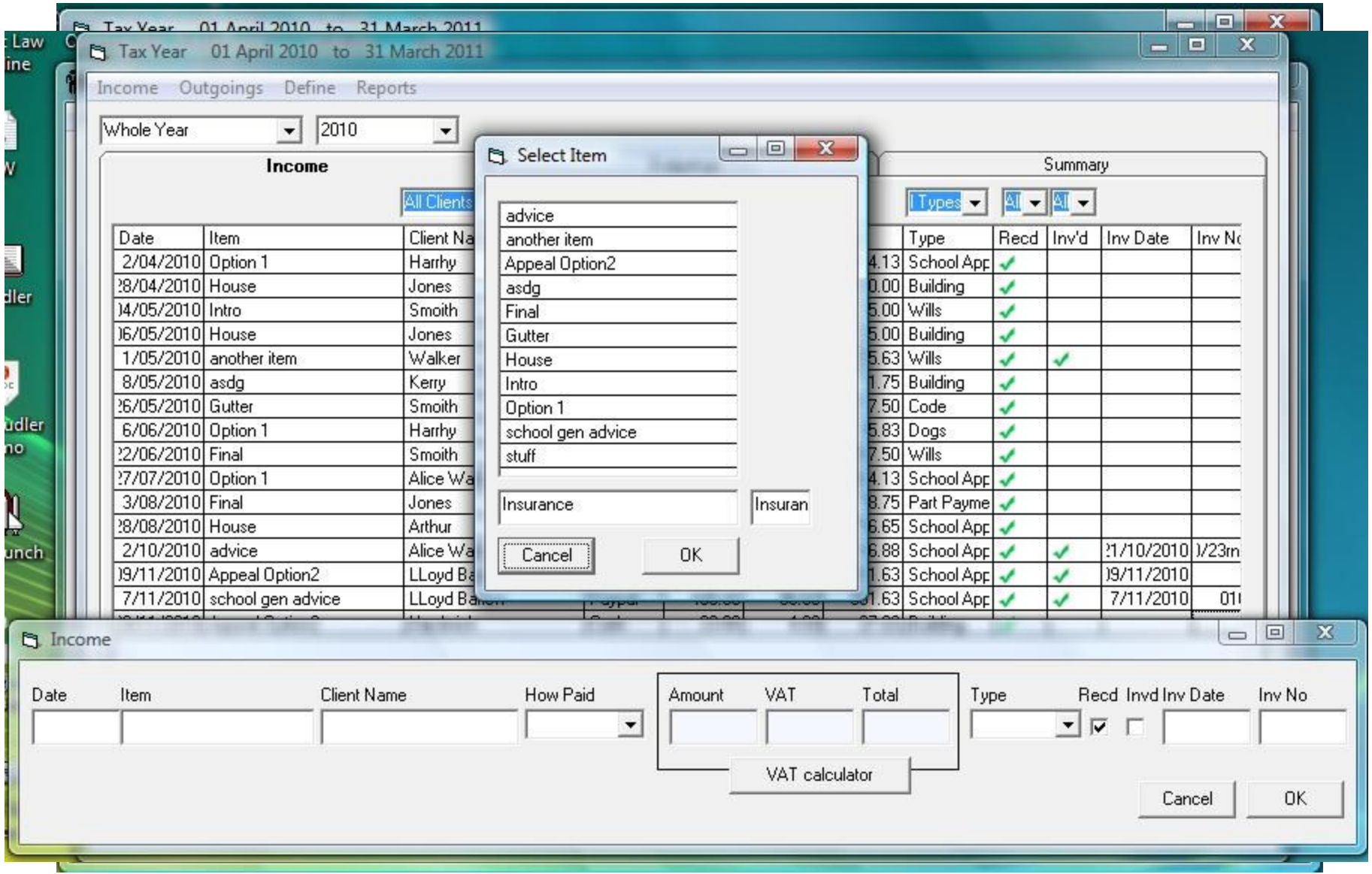
Date	Item	Client Name	How paid	Amount	VAT	Total	Type	Recd	Inv'd	Inv Date	Inv No
2/04/2010	Option 1	Harry	Credit Car	395.00	69.13	464.13	School App	✓			
28/04/2010	House	Jones	Cash	8510.64	1489.36	10000.00	Building	✓			
14/05/2010	Intro	Smoith	Cash	200.00	35.00	235.00	Wills	✓			
16/05/2010	House	Jones	Cash	200.00	35.00	235.00	Building	✓			
17/05/2010	another item	Walker	Cheque	175.00	30.63	205.63	Wills	✓	✓		
18/05/2010	asdg	Kerry	Cash	10.00	1.75	11.75	Building	✓			
19/05/2010	Gutter	Smoith	Cash	100.00	17.50	117.50	Code	✓			
16/06/2010	Option 1	Harry	Cash	39.00	6.83	45.83	Dogs	✓			
12/06/2010	Final	Smoith	Debit Card	500.00	87.50	587.50	Wills	✓			
17/07/2010	Option 1	Alice Walker	Debit Card	395.00	69.13	464.13	School App	✓			
13/08/2010	Final	Jones	Credit Card	50.00	8.75	58.75	Part Payme	✓			
18/08/2010	House	Arthur	Debit Card	678.00	118.65	796.65	School App	✓			
						146.88	School App	✓	✓	21/10/2010	1/23m
						581.63	School App	✓	✓	19/11/2010	
						581.63	School App	✓	✓	7/11/2010	011
						27.03	Building	✓			

Amount VAT Total

£12390.64 £2168.40 £14559.04

You simply enter your income

- Either select or add a new Item
- You can search all existing client third party contacts
 - Specify how you were paid
 - Enter the amount, it will work VAT out for you
- You can then specify the type of work if you choose
 - Then tick when you have received payment
 - And if you have sent an invoice
- And the Cashbook keeps a running record of what you have been paid and what you are owed



Tax Year 01 April 2010 to 31 March 2011

Income Outgoings Define Reports

Whole Year 2010

Income Outgoings Summary

All Suppliers Types Types All

Date	Item	Supplier Name	How paid	Amount	VAT	Total	Type	Paid	Rcp.No
28/04/2010	Sand	Rollings	Cheque	1.06	0.19	1.25	Materials	✓	
31/05/2010	cleaning items	fred	Debit Card	20.00	3.50	23.50	Materials	✓	1
1/05/2010	Sand	Rollings	Credit Card	58.00	10.15	68.15	Materials	✓	
2/05/2010	Mobile Phone Bill		02 Debit Card	35.00	6.13	41.13	Materials	✓	
12/06/2010	bubble wrap	makro	Debit Card	3.50	0.61	4.11	Materials	✓	
14/06/2010	paper	Viking	Debit Card	56.00	9.80	65.80	Stationary	✓	093
2/06/2010	Mobile Phone Bill		02 Direct Del	35.00	6.13	41.13		✓	
2/07/2010	Mobile Phone Bill		02 Direct Del	35.00	6.13	41.13		✓	
26/07/2010	bill	jewson	Cash	560.00	98.00	658.00	Stationary	✓	2
14/08/2010	paper	fred	Credit Card	50.00	8.75	58.75	Materials	✓	
1/08/2010	Software	BCL	Paypal	350.00	61.25	411.25	Stationary	✓	
2/08/2010	cleaning items	makro	Credit Card	119.15	20.85	140.00	Materials	✓	3
2/08/2010	Mobile Phone Bill		02 Direct Del	35.00	6.13	41.13		✓	
18/09/2010	Car Tax	DVLA	Credit Card	120.00	21.00	141.00	Transport	✓	
2/09/2010	Mobile Phone Bill		02 Direct Del	35.00	6.13	41.13		✓	
15/10/2010	Insurance	Hiscox	Credit Card	230.00	40.25	270.25	Stationary	✓	
19/11/2010	Legal Books	Hammicks	Cash	20.00	3.50	23.50	Stationary	✓	
2/11/2010	Diesel	Morrissons	Credit Card	44.12	7.72	51.84	Materials	✓	
						92.83	Stationary	✓	
						29.38	Stationary	✓	
				Amount	VAT	Total			
				£1910.83	£334.43	£2245.26			

And for Outgoings?

- You do exactly the same thing.
- Date, Item, Supplier and how you paid.
- The Cashbook can work out your VAT
- You keep a note of if you have paid and any receipt number

Tax Year 01 April 2010 to 31 March 2011

Income Outgoings Define Reports

Whole Year 2010

Income			Outgoings			Summary
Paid	Outstanding	Total	Paid	Outstanding	Total	
Total amount	Total amount	Total amount	Total amount	Total amount	Total amount	
£12390.64	£0.00	£12390.64	£1910.83	£0.00	£1910.83	
Total VAT	Total VAT	Total VAT	Total VAT	Total VAT	Total VAT	
£2168.40	£0.00	£2168.40	£334.43	£0.00	£334.43	
Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	Grand Total	
£14559.04	£0.00	£14559.04	£2245.26	£0.00	£2245.26	

At a Glance – The Summary

- The Cashbook makes VAT returns and end of year accounts so much easier
 - You can select by month, defined period or year
 - You can see your income and your outgoings
 You can see what you owe and what you are owed

Income: Tax Year 01 April 2010 to 31 March 2011

November 2010

Date	Item	Supplier	How Paid	Amount	VAT	Total
09/11/2010	Appeal Option2	<u>Lloyd Barlow</u>	<u>Paypal</u>	£495.00	£86.63	£581.63
17/11/2010	schoolgen advice	<u>Lloyd Barlow</u>	<u>Paypal</u>	£495.00	£86.63	£581.63
20/11/2010	Appeal Option2	Hardwick	Cash	£23.00	£4.03	£27.03
Month Total				£1013.00	£177.29	£1190.29
Grand Totals				£12390.64	£2168.40	£14559.04

Print off reports for the whole year, or just an individual month – you decide
 Income and Expenditure work in the same easy to access way
 The Cashbook makes being in control of your finances so much simpler

Tax Period 16 May 2012 to 16 May 2013

Income Outgoings Define Reports Help

< September > 2012

Income			Outgoings				Summary				
Date	Item	Client Name	How paid	Amount	VAT	Total	Income Str	Recd	Inv'd	Inv Date	Inv No
12/09/2012	Session Payment	Luke Carlyle	Debit Card	125.00	25.00	150.00	Advice				

Invoice options

Invoice Number: TEST 1234

Make cheque payable to: J A Walker Business Account

Bank A/c name: J A Walker Business Account

Account number: 123 765 234 8

Sort code: 22 32 43

IBAN: IBAN H736492&2749

Pay within: 14 days

Include "Signed" and "Dated"

Save copy of invoice to MCR

Cancel OK

And invoicing is easy

- The cashbook provides a template
- So all you do is choose what you want to invoice and the Cashbook does the rest for you.
- It stores a copy of the invoice back to the client's records
- It really couldn't be more straightforward

Summary

- This will save you countless, frustrating hours
- It produces and stores your invoices
- It tells you how much you earn, how much you owe
- It prepares you basic annual accounts – so saving your accountant time and you money
- It gives you your life back