Accounting Software for small businesses

Cash Based Businesses

Introduction

MyBusiness contains a host of features for all kinds of businesses. As a cash based business you may feel that some of these features are not as important for you and want to know how to use the software to suit you. This guide is designed for you.

What might you want to use in MyBusiness

- Measure your business through Income and Expense categories. Go to Accounts, then Categories to set up income or expense categories to measure which activities are most profitable. Create income categories for the key income streams you want to measure through reports.
- Customer invoices / receipts. You may occasionally be asked for an invoice or especially a VAT receipt. You can create customer or supplier invoices with ease from the Home Page of MyBusiness and you can also select the Receipt Template.
- Entering your income & expenses. Track all of your transactions and view them in your cashbook.
- Recurring transactions. Regular transactions need only be entered once, but you can only do this within a wizard and if you have select Wizard Summary or Expert Mode you will need to go into the Home Page then Preferences to temporarily uncheck the Wizard Summary boxes.
- Set up projects for promotional activity, departments, or product groups. Go to Projects & Jobs then Add New Job
- Manage your stock – see below
- Track customer orders through the diary. When a customer orders a product, keep a track in your diary and create a reminder in Contacts to contact the customer when the product is in stock.
- Email or mail your contacts through Professional Mailings. You will need to keep a record of customers and prospects.
- Cash up and track your daily takings. With the use of income and expense categories.

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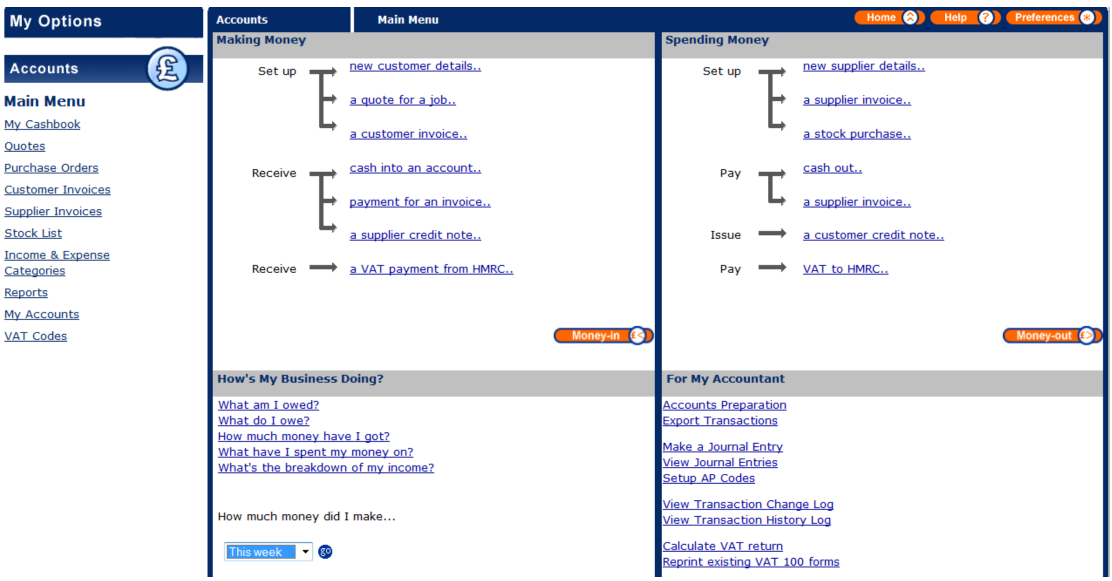
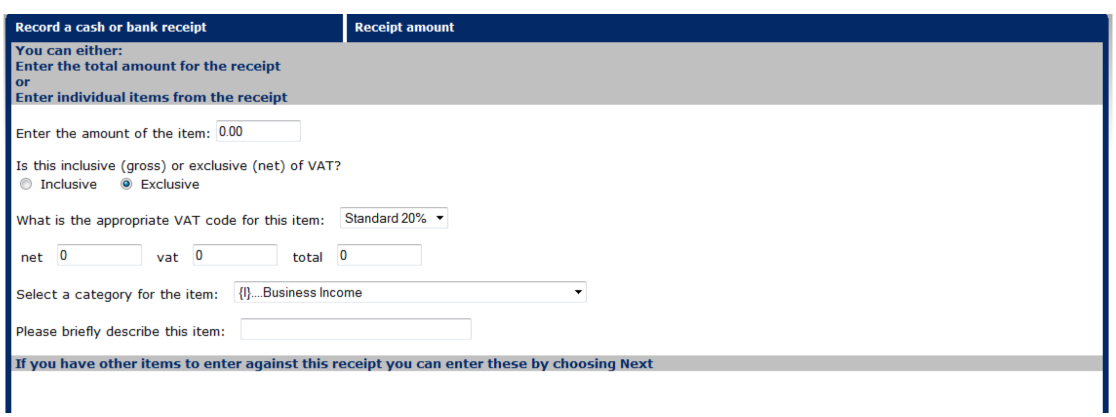
Creating a Receipt

To set up a receipt go to the Accounts Main Menu and select "Receive cash into an account" or select the Money In button. This example follows the first route but they are basically the same. You can also set up receipts from the Cash Book itself.



This will present you, either with a blank Wizard Summary screen if you are using Expert Mode but in this case we are presented with the first wizard screen. From this page you can enter the amount of the item, whether it is inclusive or exclusive to VAT, what the net & VAT & total values are and which category the item falls under.



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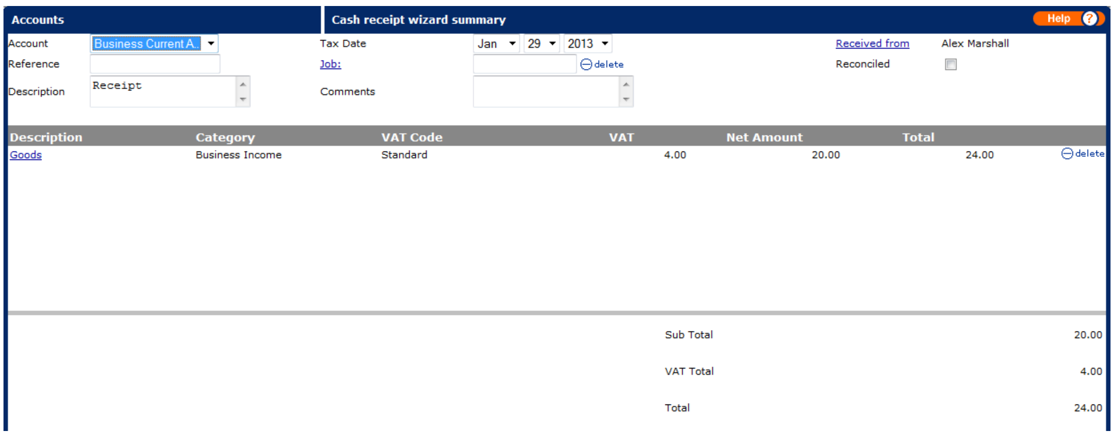
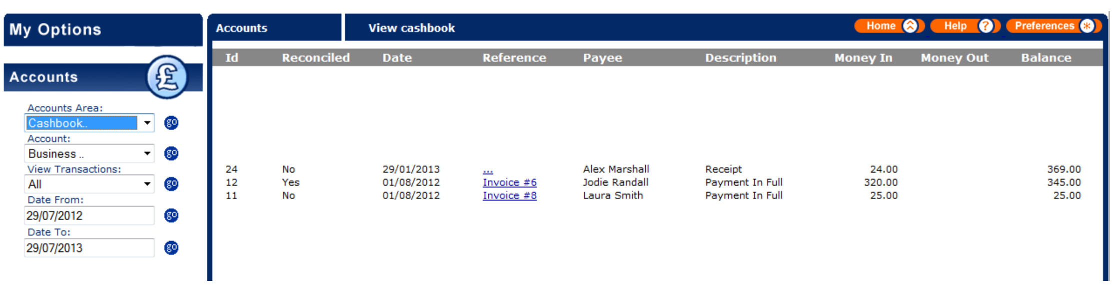
Entering & Editing a Receipt

Whether you are working in Expert Mode or have the Wizards activated the receipt can be edited at any time by simply selecting it and you will encounter the screen below. Within this screen you will notice that you can change the account that it is going into, along with other key features such as changing the contact assigned to it and the description of the receipt.



Viewing the Receipt in your Cash Book

When you have created a receipt and finished editing it or entering the details that you wish you will notice that you can view the receipt in your Cash Book, from here you can also edit the details of the receipt.



MY business

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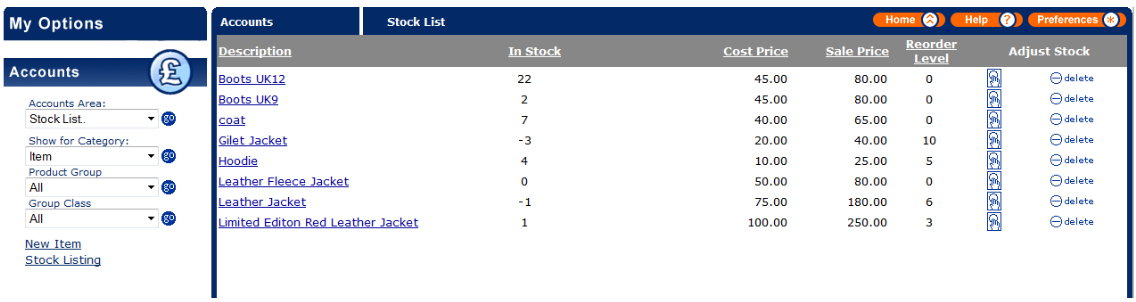
Managing Stock

Because of the process above enters sales of "Categories" of products (Boots, Jackets etc) into the Cash Book for simplicity and speed, you will need to create a manual stock adjustment if you want to update your individual product stock levels. It is likely that you may do this on a weekly basis.

Go to Accounts Main Menu and then select Stock List to get the screen below. Select Adjust Stock for the items which you wish to amend.



Select the type of adjustment to make and then enter the actual and adjustment figures. You can also enter these figures in negative values to represent loss of stock. As shown below.

If you wish for the software to automatic adjust the stock of items then simply go to your stock list and select your desired item then you will notice check box at the bottom "Automatically adjust" simply click this then save.