MyBusiness
Accounting Software for small businesses

Export Reports & Information for your Accountant

A beginner's guide

All businesses need information to let them know how they are performing and what they need to do about it. This information can be obtained from MyBusiness very easily.
Some of the information you might want for your business is outlined below:

How's my business doing?

MyBusiness can provide a range of information about your business.

- Am I making a profit overall?
  This can be best found by running a Trading Profit and Loss Report.

- Where should I focus my business?
  If you track income and expenses against sub- categories, which reflect your different business activities, you can run an Income and Expense Report to see which activities (sub-categories) actually make the most profit.

- Who are my best customers?
  All of your customer sales are reported in the Financial History Excel Report. You can also see this information by running an Aged Debtor Report. Alternatively, you can also run individual Customer Statements from the bottom of the Contacts Details screens.

- Who is my best salesperson?
  If you set up an income sub-category for each salesman. You will be able to see their performance in the Income and Expense Report.

- How much stock have I got?
  Look in Reports, How Much Stock Have I Got or what has my stock been doing. These will help you identify slow moving items, which are tying up cash.

- What am I spending my money on (and am I spending too much)?
  Expense Category Reports contain a list of all expenditure. This is a key report, which can identify areas of wastage or excess.

- Who owes me money?
  The details of money owing to you are in the Aged Debtor Report. Following up money owed is a critical element of cash flow management. Look also at Home Page, My Money to Chase.

Information for my Accountant.

- Your accountant will need certain information about your business on a regular basis. He needs to know the key financial information to prepare your accounts but he may also be the best person to advise you on the above questions – which they can find from within My Business.

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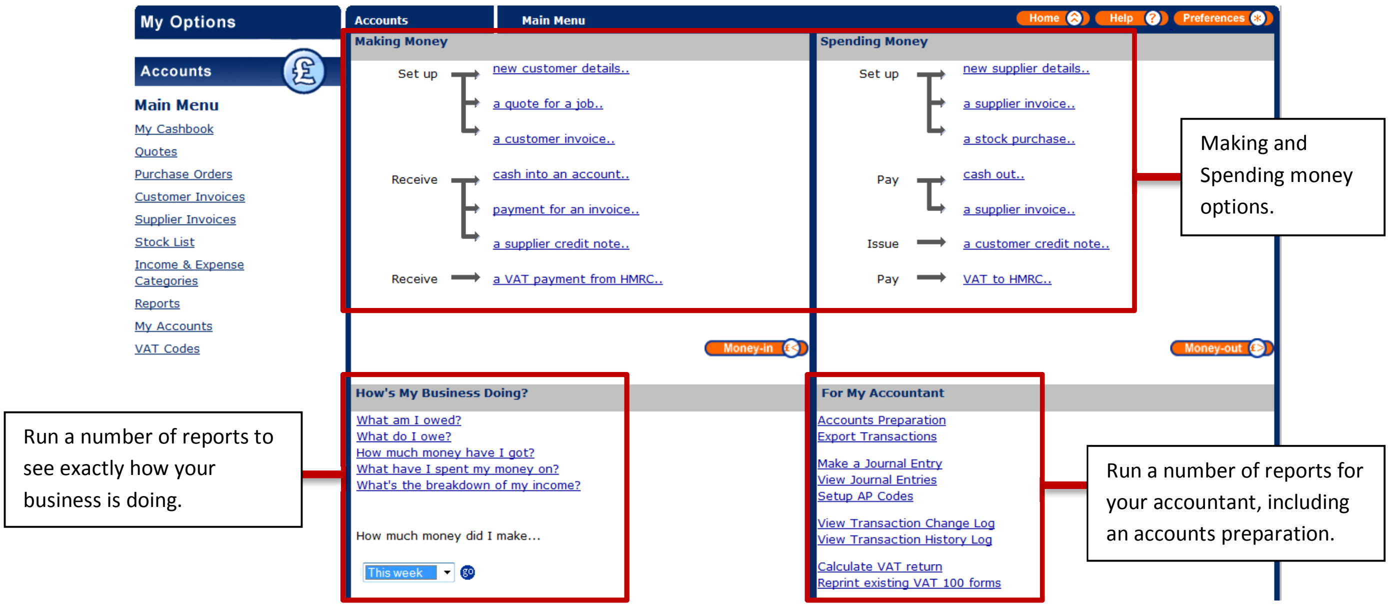
Getting Information from MyBusiness

Most of the financial data within MyBusiness can be found on the Accounts Home page, on this page you can run reports and view how your business is doing.



On the Accounts Home Page you can run reports under "How's My Business Doing", here you can reports to show what you are owed, you owe to suppliers, how much money you have, what you have spent your money on and what the breakdown of your invoices are.

Alternatively you can click the option of Reports on the left hand side under Options; here you can run a number of reports that are all exported into a readable Excel spread sheet.