

Business Friend

**Quoting, Invoicing & Receipts,
Payments & Asset Tracking for
small New Zealand Businesses**

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Acknowledgements

My sincere thanks to my wife & family who have suffered patiently over that past year as this software has come to fruition. Their support and encouragement has helped make the development possible.

Special thanks must also be given to Woody Woodford, the other partner in the DrillSoft Partnership, whose belief that it was possible to produce a package that would track the essential financial details for a small business while remaining simple to understand. His encouragement and sponsorship of the project has made this all possible.

Kelvin Sparks
May 1999

System Requirements & Year 2000

Business Friend requires a IBM compatible PC with a 486 processor or better, Windows 95/NT4.0 or later, a minimum of 16Mb RAM (32Mb or more commended, 64 Mb is great), a minimum of 20 Mb of HDD space (allowing for growth for data), a 3 ½ " diskette drive, CDROM drive, and a printer.

Business Friend uses Microsoft Access 8.0. Microsoft has stated that MS Access 8.0 is year 2000 compliant (a copy of that compliance statement can be supplied on request). Business Friend is not dependent on the PC system date for any calculation but does use the system date as a prompt in some data entry fields. The use if it in these situations will not affect the ability of Business Friend to operate beyond January 2000. It is recommended, however, that the PC being used for Business Friend best tested for Year 2000 compliance and upgraded accordingly.

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Installation

Business Friend is supplied on a CD ROM. To install Business Friend, insert the CD ROM into your CD ROM drive.

Click on the start button and choose Run from the menu.

Type D:\setup.exe (replace D with the drive letter for your DC ROM drive)

The setup routine will start. Accept the default prompts and choose the complete setup unless you have good reason to vary these. The compact install is available for those who have Access 97 (Access 8.0) already installed and who do not want a runtime version installed.

The setup will add Business Friend to your start menu. You can copy this shortcut to your desktop if you prefer. (Use find to locate the shortcut and copy it to the desktop).

Starting Business Friend

If you have created a desktop shortcut, double click on it to start Business Friend.

Otherwise, click on the start button, select programs, and click on Business Friend. Click on the Business Friend Option to start Business Friend.

Registration of Business Friend

Business Friend is distributed as demonstration software. Each and every copy must be registered with the DrillSoft partnership. When installed, Business Friend can be started 10 times or used for 30 days – until whichever option expires first. Changing the PC on which you run Business Friend will require re-registration.

There is form in the back of this manual, which you can complete and fax to DrillSoft to obtain a registration number or you can email kelvin@clear.net.nz with the details required on the form. Upon payment in full and receipt of the necessary details from the registration form, a password will be issued that allows unlimited use of the software on the PC for which it has been registered.

Please ensure that you include the CPU number that the blue screen supplies to you.

To use while waiting for the password, click the Run in Demo Mode button.

Registering your Company in the System

The first time you use Business Friend, you will be asked to register your company and record a number of details relating to your company. These are used to create a header with your name and contact details on invoices, statements and many reports.

The form below is used for this.

Business Friend - [Register Your Company]

File Edit View Insert Format Records Tools Window Help

Register Your Company Details

Company Name

Address

City

Post Code

Country

Enter your post code

Telephone

Fax

Email

GST Reg No.

Prof. Body you belong to:

Do you accept Credit Card Payments?: No

When entering your telephone and fax numbers, make sure you include your international and area STD codes. ie 64 (03) 546-9284

OK

Name of Your Company

Start Personal Folders - Microsof... Microsoft Word - Business ... Business Friend - [Re...]

14:44

Figure 1: Company Registration Form

The following is a guide to the use of this form.

Company Enter your company or trading name. This is the name that will appear at the top of invoices.

Address Up to three lines are used for your address. This is the address you want clients to post material to you at.

Post Code Enter your post code.

Country Enter your country. Important if you are exporting or providing services overseas.

Telephone Enter your telephone number. Provide the two digit std code for your country (64 for New Zealand), your two digit area code and up to 8 digits of telephone number.

Fax Enter your fax number using the same format as your telephone number.

Email Enter your Email address (if you have one)

Prof. Body Enter the abbreviation of the professional body your belong to. This is not used at present may be included in headers in later versions of Business Friend.

GST Reg No Enter your GST number. This will be used on your invoices.

Accept Credit Cards If you select yes, invoices will be printed with a prompt for credit card details on the remittance slip of the invoice. If you choose no, the details will be omitted. You can change this option between invoice prints to alter whether these details show.

Lick OK when all details are complete. Note: you can edit these details to as circumstances change.

Basic User Information

All data entry screens (called forms) use a similar style for data entry. The forms are blank apart from a number of buttons, which allow you to perform different tasks. In most cases you can either add a new record, edit an existing record or close the form. Once you click on one of these options, the appropriate fields will be displayed. The Add button will display the fields ready to accept a new record. The Edit button will provide a record selector so that you choose a record to edit.

It is important to understand the difference between adding and editing records. You use Add Record to create an entirely new record (i.e. a new receipt, new payment etc). Edit is used to recall a record that already existing to perform some action on it (possibly amend, delete or reprint). The Close button will close the form and save the data showing on your form.

The Delete button will remove the record showing on your form from the system. Once removed, you cannot recover it. Please be sure that you wish to remove the record showing before you use that option.

Some forms have a cancel (or undo) button. This will usually be displayed only after a record to be edited is displayed and you have commenced to alter the record. Clicking on undo will restore the record to its original state.

The Main Menu

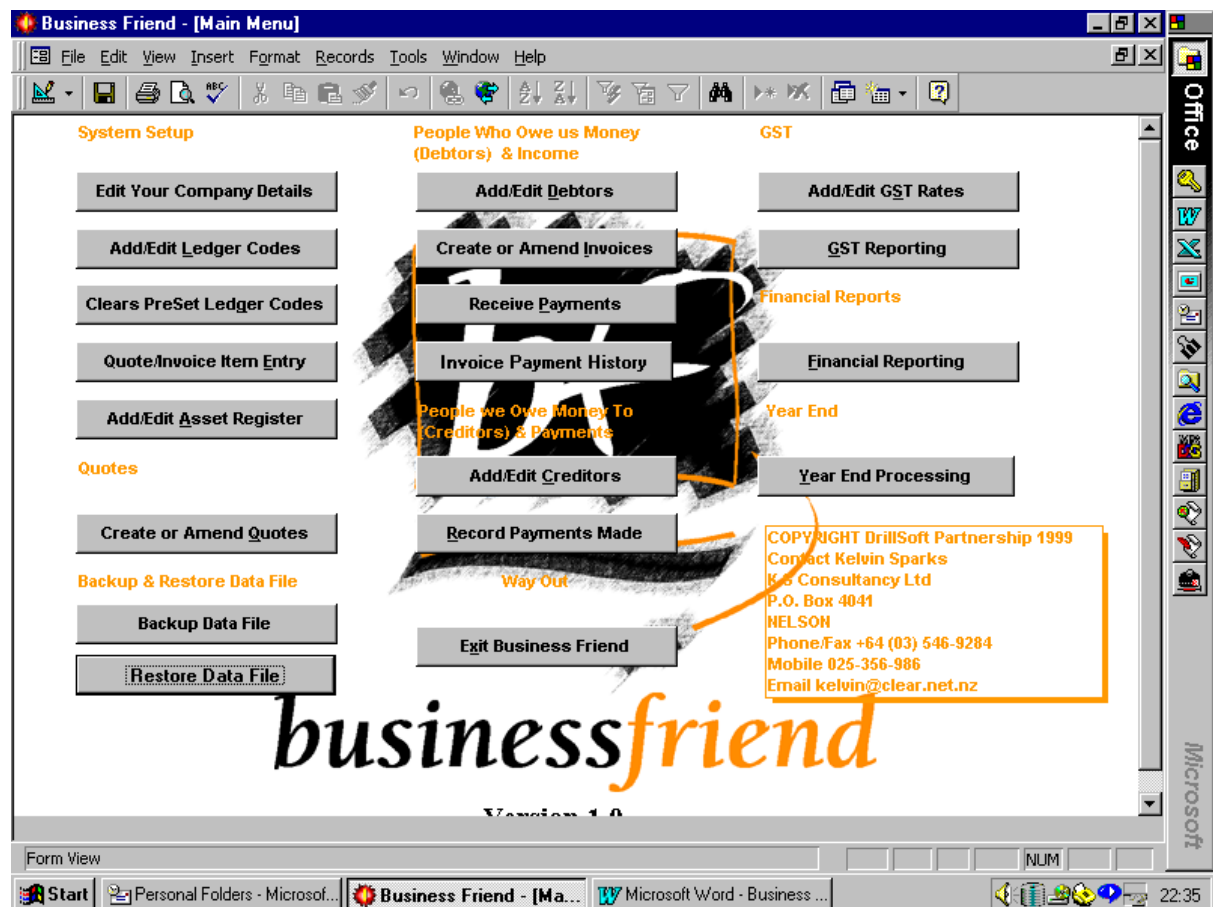


Figure 2: Main Menu

This menu allows you to access all parts of Business Friend. Holding your cursor over most menu buttons will give you a fuller description of that item. This screen shot shows the description for financial reporting.

Click on any of the buttons to choose the option described.

Each of the options is now described.

System Setup

Edit Your Company Details

This allows you to alter any of your Company details that you has set during your initial setup or any subsequent changes. Any changes you make will be effective for any new transactions or prints of transactions entered before these changes.

This can be used to change your Credit Card flag for example. You may normally accept credit card payments but may wish to print an invoice that does not offer that

option. You can set the flag to no, print the invoice and then set it back to yes. The invoice printed will not offer credit card payment options. You should note, however, that any reprint of the invoice would include the option unless you change the flag again.

Add/Edit Ledger Codes

Clicking on this button will provide the following screen:

Ledger Code Maintenance

Options

- Add Ledger Code
- Edit Ledger Code
- Close & Save
- Print List of Codes

Code:

Ledger Desc:

Type: I for Income or E for Expenditure

Ledger Grouping:

Ledger Codes	
2500	Sales
3500	Accident Compensation
3540	Commissions Received
3720	Interest Received
3840	Other Income
4000	Purchases
4010	Subcontractors
4020	Wages
4030	Freight
5000	ACC
5010	Accountancy
5030	Advertising
5070	Bad Debts

Figure 3: Add/Edit Ledger Codes

Ledger Codes are the codes that group and identify the different types of income and expenditure. Business Friend is preloaded with ledger codes for The Accounting & Taxation Centre, Nelson. If you do not wish to use them, use the option on the Main Menu to delete them and create your own.

Ledger Codes are the numeric codes used to classify your income and expenditure for financial reporting.

Clears PreSet Ledger Codes

Business Friend ships with a pre-loaded set of ledger codes. These can be used or cleared before you load your own. This should only be done **before** you start to enter financial data. Should you clear these at a later stage you will have to recreate all

your data again. Be very sure you want to clear all your ledger codes before choosing this option.

Quote/Invoice Item Entry

The screenshot shows a Windows application window titled "Business Friend - [Items]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The toolbar contains various icons for file operations and data management. The main window has a light blue background with a dark blue header bar that reads "Invoice Line Items". On the left side, there is a "Record Operations" panel with five buttons: "Add New Item", "Edit Existing Item", "Delete Item", "Close Form", and "Undo this Change". Below this panel, there are three input fields: "Code:" with a text box, "Item:" with a text box, and "Unit Cost:" with a text box containing "\$0.00". On the right side, there is a large empty box labeled "Existing Items List". At the bottom of the window, there is a status bar with the text "Code for this Item" and a "NUM" button. The taskbar at the bottom shows the Start button and several open applications: "Personal Folders - Microsof...", "Microsoft Word - Business...", and "Business Friend - [Ite...". The system clock in the bottom right corner shows "10:40".

Figure 4: Quote/Invoice Item Entry

This form is used to setup those items you would regularly use as line items in your quotes and invoices. Each item must have a unique code. This can be any combination of letters and numbers up to a maximum of 10 characters. Enter the description of item in the field item (Business Friend will use this description by default in your quotes or invoices, although you can edit it at that stage). Enter the pre GST unit cost in the Unit Cost field. Again Business Friend will use this unit cost in quotes and invoices and you can overwrite it at that stage.

The existing items list will build as you create your list of items. This is a "read only" list for your reference.

Add/Edit Asset Register

Figure 5: Add/Edit Asset

This form is used to record the purchase and/or sale of all assets that are included in your balance sheet. The form will automatically be started whenever you make a payment for an asset or receive a payment from the sale of an asset.

You can also edit these details directly from the menu.

Quotes

Business Friend can be used to create quotes for your business. These quotes may be converted to invoices although it is not necessary to have a quote to create an invoice. Quotes and invoices can use the items in the Quote/Invoice Item Entry table or you can create additional items in the table as you work. You can also create items in a quote or invoice without using the table or adding them to it.

Create or Amend Quotes

Business Friend - [Quotes]

File Edit View Insert Format Records Tools Window Help

Prepare or Edit Quote Form

Client:

Client Ref:

GST:

Item Code	Item	Units	Unit Cost	Total
<input type="text"/>	<input type="text"/>	0.00	\$0.00	\$0.00

Record Operations

Create New Quote

Edit a Quote

Delete This Quote

Close Form

Print This Quote

Sub Total: GST: \$0.00 Total:

Comments:

Allow Discount: Yes Percentage Discount: 0.00 Discount Amount: \$0.00

Discount Comment:

Form View

Start | Contacts - Microsoft Outlook | Business Friend - [Qu... | Microsoft Word - Business ...

18:30

Figure 6: Create or Amend Quotes

The form above is used to create or amend a quote. You can create a new quote, or edit an existing quote. The form above is set to create a new quote. Firstly, you select a **client**. If it is a new client, click twice in the client field to add the client to the client's table (see instructions on page 15). After you have added the client and closed the client entry form, the client should appear in the drop down (combo) box. Selecting that client will commence this quote for that client.

The **Client Reference** field is used where you may have to quote any reference number that the client has supplied to you.

The **GST** field is used to indicate whether the quote will attract GST. Select **Incl** for any invoice that will have GST applied to it (note that the various detail lines of the quote will be GST exclusive). Select Zero for any Zero rated goods or services (usually exported ones), Exempt for any goods and services that are exempt and Excl for all other cases. It is not possible, at this stage to mix GST types in a single quote or invoice.

At this stage you are ready to begin listing quote **Items**. You can select an item from the table by clicking on the downward pointing arrow in the Item Code column and finding the item you want. If it does not exist and you wish to add it to the table,

double click (two quick clicks of your left mouse button) and you can create a new item (see the instructions on page 11). Once you select an item, its code, description and unit price will load into that line. You can amend the description or unit price for this line if you wish. Tab past each field if you wish accept the loaded values and ensure you enter a number in the quantity field. Repeat the process for as many items as you need for your quote.

Should you wish to add items to your quote that are not in your items table and you do not want to add them there, Business Friend will permit you to create the items you need for this quote. Simply create an item code that is not used in your items table that is unique for this quote. Then type in its description and enter the quantity and unit costs.

When you have finished entering all the quote items hold down the Ctrl button and press Tab to move out of the items section.

The Sub Total, GST and Total will now be filled in by Business Friend.

You can add any comments for this quote.

If you are allowing a discount, choose yes otherwise leave Business Friend showing the default of no. If yes is chosen, the discount fields will appear.

When complete, you can print the quote.

Clients & Debtors (People who owe you money)

Add/Edit Debtors

The screenshot shows a software window titled "Business Friend - [Debtor Setup]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is light green and contains the following fields and buttons:

- Debtor Entry** (Title)
- Debtor Options** (Grouped buttons):
 - [Add Debtor](#)
 - [Edit Debtor](#)
 - [Save & Close](#)
- Debtor:** [Text Field]
- Contact Person's First Name:** [Text Field]
- Contact Person's Surname:** [Text Field]
- Postal Contact Details** (Section Header):
 - Postal Address:** [Text Field]
 - City or Town:** [Text Field]
- Street or Road Address** (Section Header):
 - Address:** [Text Field]
 - City or Town:** [Text Field]
- Telephone:** [Text Field]
- Fax:** [Text Field]
- Mobile:** [Text Field]
- Email:** [Text Field]

The window also shows a taskbar at the bottom with the "Start" button and several open applications: "Personal Folders - Microsof...", "Business Friend - [De...", and "Microsoft Word - Business...". The system clock shows "23:47".

Figure 7: Add/Edit Debtors

The form above is used to create or edit debtors (people who owe you money). Note that Business Friend uses the postal address for quotes and invoices. If you leave this blank, an address will not appear on your quote or invoice. Telephone, fax mobile and email fields are for your reference and are not used by Business Friend at this stage.

Create or Amend Invoices

When you create an invoice, you have the option of either creating an invoice from a quote that already exists or creating an invoice from scratch.

Click on Create or Amend Invoices to enter the invoicing form. The form displayed below will open – note some options on the displayed form are only available as required.

Business Friend - [Invoices]

File Edit View Insert Format Records Tools Window Help

Create or Edit Invoice

Client: Invoice Number:

InvoiceDate: Client Reference: GSTType:

Work Description:

Item Code	Item	Units	Unit Cost	Total
<input type="text"/>	<input type="text"/>	0.00	\$0.00	\$0.00

Allow Discount: Percentage Discount: Discount Amount: Progress Payment Received:

Discount Comment:

Ledger Code: Progress Payment Comments:

Comments:

Sub Total: GST: Total:

Total Payable:

Close Invoice:

Enter any comment relating to this invoice

Form View

Start | Inbox - Microsoft Outlook | Business Friend - [Inv... | Microsoft Word - Business ...

22:35

Figure 8: Create or Amend an Invoice

Create Invoice from Quote

To turn an existing quote into an invoice, click on the Create Invoice from Quote button. The quote selection field will appear. This will list all quotes you have created. Select the quote you required and click on it. Business Friend will then create the invoice and open it. You can now either print the invoice as created or edit it. To print as it is, click on the Print this Invoice button and two copies will be printed.

To edit the invoice, move to the appropriate fields and edit them accordingly. You can print the invoice when you have finished editing it.

Create New Invoice

Use this button to create a new invoice. The form shown above will display. Begin by selecting the client (debtor) you wish to invoice. Use the drop down arrow to see the list of clients. If the client is new to this system, you can add a client by double clicking in the client field. The Add Debtor form will be displayed. Follow the instructions on page 15. Close the debtors' form. The new client will now be found in the drop down list. Click on the client you wish to use. Business Friend uses its own numbering, starting from the number 1. Users cannot alter this at present.

Business Friend will show the current date as the invoice date. You can press tab to accept this date or edit it to another date. The **Client Reference** is used where you may have been given a reference number (order number perhaps) by your client. This field accepts both letters and numbers.

GST Type is used to indicate the GST type for this invoice. You have the choices of **Incl, Excl, Exempt and Zero**.

Incl means the invoice is to calculate and include GST.

Excl will ignore GST totally (probably be used by a non GST registered person).

Exempt is used for those items that are exempt for GST (not normally the case for invoiced goods and services).

Zero is used for zero rated invoices – probably export goods and services.

Work Description is used to describe the range of work carried out that is being invoiced. This is similar to the description of work undertaken that is put at the being of invoices from motor mechanics for vehicle repairs. You can enter as much text in here as you wish. The field will scroll to allow text entry. You are limited to about 12 pages of typed text.

The next step is to list the individual items that make up your invoice. These can be items from your Items list or newly created items that you can choose to save or not. Double click in the item code field to add a new item to the table of items. You must ensure that you do not repeat any item codes in any one invoice. In other words each item code must be different for any one invoice (item codes can be reused on other invoices).

If you use an item code from the list, Business Friend will insert the description and unit price into the invoice. You are free to change these details if you wish on the invoice. These changes, if any, will only apply to this invoice. Please ensure you enter a quantity value. Business Friend will then calculate the Total Value for the item, and the final totals for the invoice.

Repeat the process for any other items that make up the invoice.

When you have finished all items, press and hold Ctrl and press Tab to move from this part of the invoice.

You now have the option to offer this client a discount. By default, Business Friend is set to no. Enter yes into the Allow Discount field to see the discount section. Enter a percentage value of the discount you are offering. Business Friend will calculate the dollar value and display this (you cannot edit the dollar value – to change it go back and change the percentage until you get the dollar value you require). You may also enter a comment to go with the discount.

Select a ledger code for this invoice.

You can now enter any final comments for this invoice.

If you have received any progress payments for this invoice, you can enter the value of them into the Progress Payment Received field. Note, business Friend does not automatically retrieve payments from the receipts history and update this field.

You may also enter a progress payment comment.

There is a close invoice check box. It is recommended that you do not close an invoice until you are sure that it will not be changed. Once close, an invoice cannot be edited. Most choose not to close an invoice until final payment is received.

The following effects result from closing an invoice.

- The invoice cannot be edited again
- You can only print a closed invoice from the Closed Invoice Print button
- The invoice is removed from the Edit Invoice button list

It is not essential that you close invoices, but it will reduce the volume of invoices in your Edit Existing Invoice List.

Click the Print This Invoice button to print the invoice. The invoice will print to your default printer. Two copies are printed, one for the client and one for your records.

Edit Existing Invoice

Click the Edit Existing Invoice button to edit an invoice that you had previously created. You can only edit invoices that have not been closed. Once you click on the button, a list of invoices you can edit will be available. Select one from the list and you can edit any details on the invoice and print it again.

You can also use the Delete Invoice button to delete an invoice.

Closed Invoice Print

Use this button if you need to print an invoice that has been closed. You are not able to edit it, but can print another copy.

Receive Payments

Click on the Receive Payments button to open the following form.

Business Friend - [Receipts]

File Edit View Insert Format Records Tools Window Help

Receipts

Received From:

Amount of this Payment:

Date of Receipt:

GST Type:

Ledger Code:

Receipt Operations

- Receipt Invoices
- Receipt Misc Payments
- Close Form & Save
- Cancel (no save) & Close
- Edit Receipt

Receipt Detail

Invoice No	Amount Paid
0	\$0.00

Receipt Summary

Invoice	Amount	Paid	Balance
---------	--------	------	---------

Owner ID

Start | Inbox - Microsoft Outlook | Business Friend - [Re... | Microsoft Word - Business ... | NUM | 12:10

Figure 9: Receive Payments

You have the option to either receive a payment against an invoice, or to receive a miscellaneous payment.

Receipt Invoices

Click the Receipt Invoices button to receive a payment from a client making a payment from an invoice. You can then select the client you wish to receipt. . You can receive money from a client and credit it to more than one invoice.

Record the total amount of the payment.

Record the date of Receipt.

Choose a GST type as follows:

Incl means the payment includes GST.

Excl means there is no GST content (probably be used by a non GST registered person).

Exempt is used for those items that are exempt for GST (not normally the case for invoiced goods and services).

Zero is used for zero rated payments – probably export goods and services.

Select a ledger code. This is important as this is used by Business Friend to report your end of financial year data.

You can now assign the payment to one or more invoices. The Receipt Summary box will show you the outstanding balance of each invoice owed to you by the client.

In the Receipt Detail box enter the invoice number that you are receipting and the gross amount to be receipted for that invoice. Repeat on additional lines for all invoices being receipted for this receipt.

Business Friend will update the outstanding balance for each invoice displayed in the Receipt Summary. When an invoice is fully paid, it will be removed from the Receipt Summary box.

Receipt Misc Payments

The procedure is the same for receipting a miscellaneous payment except that the Receipt Detail and Receipt Summary boxes are not displayed.

Edit Receipt

Clicking the edit receipt button will display a combo box that allows you to select a receipt for editing. Receipts can be edited until they have been included in the appropriate GST return and the GST period is closed.

Once you select the receipt, the details are displayed and you can amend any of them.

Suppliers & Creditors (People You Owe Money to)

Business Friend does not offer a full creditors ledger. Instead it maintains a records of all suppliers and payments to suppliers. At present there is no provision to enter creditor invoices and assign payments to them.

Add/Edit Creditors (Suppliers)

Clicking on the Add/Edit Creditors button on the main menu will open the following form.

The screenshot shows the 'Business Friend - [Creditors]' window. The title bar includes 'Business Friend - [Creditors]' and standard window controls. The menu bar contains 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Tools', 'Window', and 'Help'. The toolbar includes icons for file operations, editing, and viewing. The main area is titled 'Creditor Setup' in blue text. It contains several input fields: 'Creditor Code' (a small box), 'Creditor' (a larger box), 'Postal Address' (a large box), 'Street Address' (a large box), 'International STD' (a small box), 'Telephone' (a box), 'Fax' (a box), 'Mobile' (a box), 'Email' (a long box), and 'CreditorRef' (a box). On the right side, there is a 'Creditor Options' box containing three buttons: 'Add Creditor', 'Edit Creditor', and 'Close & Save'. The status bar at the bottom shows 'Record: 1 of 1' and 'Code for Creditor'. The taskbar at the bottom shows the Start button and open applications: 'Personal Folders - Microsof...', 'Business Friend - [Cr...', and 'Microsoft Word - Business ...'. The system clock shows '12:32'.

Figure 10: Add/Edit Creditor

Click the Add Creditor button to add a new creditor. The form will display a blank record. Create a code for the creditor. Each creditor must have a code that is different from all other creditors. If you use a code that is already in use, Business Friend will refuse to save the creditor record.

Enter the creditor's name. The code and name are the minimum details you need to create a creditor. It is optional whether you add the remaining details.

Click on the edit creditor to edit an existing creditor. You can then choose the creditor from the drop down list provided. The details will then load onto the form and be available for editing.

Record Payments Made

Click on the Record payments Made button to record a payment to a supplier (creditor). The following form will be used.

Business Friend - [CPayments]

File Edit View Insert Format Records Tools Window Help

Creditor Payments

Creditor:

Payment Date:

Cheque No:

Payment Amount:

GST Type:

Ledger Code:

Invoice:

Payment Options

NOTE: You can only edit or delete a payment until its GST period is closed. Once the payment is included for GST and the period closed, it cannot be altered. You must create an amending entry.

Form View

Start Personal Folders - Microsof... Business Friend - [CP... Microsoft Word - Business ... 12:56

Figure 11: Record Payments Made

To record a payment, select a creditor from the drop down list in the creditor's field. If the creditor is new, double click in the creditor field to create the creditor. The Add/Edit Creditor form will open. Create the creditor and close the form. The new creditor will now be in the drop down list.

Enter the payment date.

Enter your cheque number – leave blank if paid by cash or direct credir/debit.

Enter the amount of the payment.

Enter the GST type. Use the following:

Incl means the payment includes GST.

Excl means there is no GST content (probably be used by a non GST registered person).

Exempt is used for those items that are exempt for GST (not normally the case for invoiced goods and services) but typically covers bank fees, interest etc.

Zero is used for zero rated payments – probably export goods and services.

Select the ledger code to record the payment against.

Enter the invoice number of the invoice you are paying. Note: this is a text field and you can enter any text you choose. You could, optionally, use this field for any notes relating to this payment.

GST

Add/Edit GST Rates

You can add changes to GST rates or amend existing ones using this option. If you click on the Add New GST Rate you will be able to add a new rate. You are prompted for the date and the rate that will apply.

Editing will allow you to change existing records. **Use with care!!!**

GST Reporting

This part is used to generate your GST returns and provide audit data to support the returns.

Clicking on the GST Reporting button on the main menu produces the following screen:

Business Friend - [GSTReport : Form]

File Edit View Insert Format Records Tools Window Help

GST Reports

Which GST Period are you Reporting? To

REMEMBER!

You must close your GST Period once you have finished printing your final GST reports for the period.
Failure to do so may result in GST errors.

Preview Report
Print Report
Close GST Period
Close Form

Form View

Start Personal Folders - Microsof... Business Friend - [GS... Microsoft Word - Business ... 15:39

Figure 12: GST Reporting

To produce any GST reports, enter the dates for the start and end of the GST period.

Clicking on the Preview Report button will produce a report in much the same format as the IRD GST returns.

Clicking on the Print Report button will produce 2 reports. The first is the report seen when clicking of the preview Report button, the second is a report the shows all transactions that make up the respective figures on the first report. This is the audit trail for any GST audit.

You should check these reports before closing the GST period. Once printed, check the report carefully and ensure you agree with the transactions shown. If you need to amend any you can do so by going to the appropriate Receive Payments or Record Payments Made options on the Main Menu and editing the records concerned. Reprint the reports until you are satisfied that they are correct.

You can then close the period. Closing the period locks the records so that you cannot edit them. Should any change be needed for a transaction after the period is closed then you must create an amending transaction.

You are still able to enter transactions for a period after it has been closed. Any transactions recorded in this manner will be included in the next available GST return.

Financial Reporting

Business Friend ships with a range of standard reports. These are access off the Financial Reporting Menu as shown below.

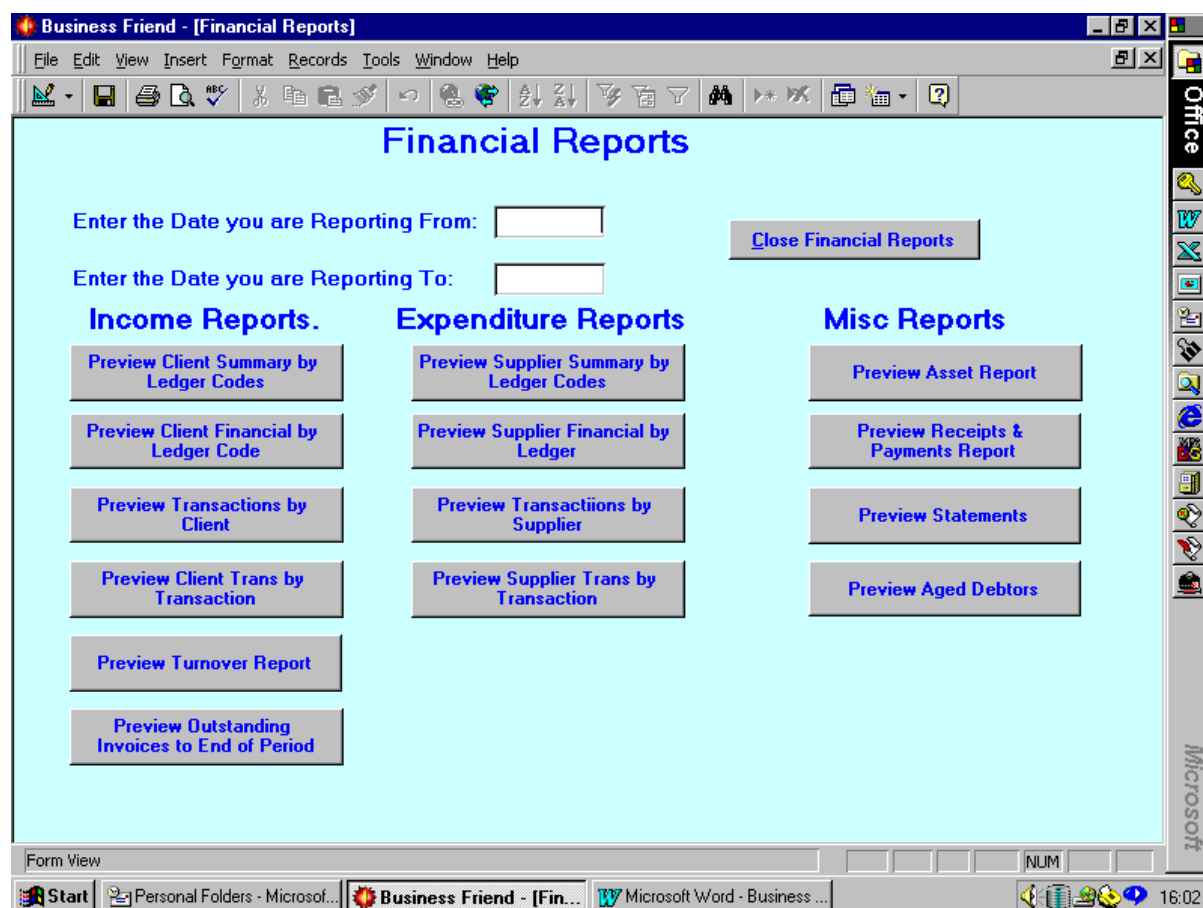


Figure 13: Financial Reporting Menu

Before running any reports you must enter a from and to date for your reports. This ensures that data is reported for the period you require.

Unlike many accounting systems, Business Friend is not restricted to accounting months. You can report between any two dates, which need not be the beginning and end of months.

Also, Business Friend does not summarise and archive data. Your individual transactions are stored indefinitely and are available to you at any time in the future.

There are a number of income and expenditure reports. These are listed under their appropriate headings of the Financial Reporting Menu.

The first four reports listed in each of the income and expenditure headings use the same data (income using receipts data, expenditure using payments data). In all cases Business Friend gathers the transactions for the period entered at the top of

the screen. Each report prints to the screen. Click on the file menu to see the print option and print accordingly.

The **Client (or Supplier) Summary by Ledger Codes** will show a list of ledger codes with the total value of transactions for each code. You will be shown Gross, Net and GST values and also given a grand total for each.

The **Client (or Supplier) Financial by Ledger Code** will give you a list of all transactions in date order sorted by ledger code. A subtotal for each ledger code will be provided along with a grand total.

Transactions by Client (or Supplier) prints a list of all transactions, grouped by client (or Supplier). A subtotal for each client (or supplier) is provided as is a grand total.

Client (Supplier) Trans by Transaction is a list of transactions in date order. A grand total is provided.

The **Preview Turnover Report** is a list of all invoiced work for the period selected. This is useful when you need to identify how much you have earned over a given period rather than how much you may have received. This report only uses the end date at the top of the screen.

The **Preview Outstanding Invoices to End of Period** reports all invoices that are unpaid and the date shown as the reporting to date at the top of the form. This will always recreate the unpaid invoices at the date you have entered. This report only uses the end date from the top of the screen.

The **Preview Asset Report** reports the assets entered in Business Friend.

The **Receipts and Payments Report** is a report of receipts and payments by ledger code for the period named.

The **Preview Statements** option prepares a set of statements for the end date shown at the top of the screen. The statements shown the transactions for the month, the balances of any unpaid invoices and aged debtors balances (i.e. the amount owed that is current, 30days, 60 days and 90+ days). A remittance slip is provided. The statement will fit on the A4 "Perf Paper" that can be bought from Printhouse, Nelson (and possibly other suppliers). This paper has a perforated tear off slip at the bottom.

The **Preview Aged Debtors** report is a standard aged debtors report. It will always show your outstanding debtors as at the date shown for the end date at the top of the screen. This enables you to recreate this report at any time in the future to reflect your outstanding debtors at any date you provide (does not have to be the end of a month).

Year End Processing

This automates the Year end tasks and prepares your data for your financial advisor to undertake your tax year end returns.

Once you have entered and checked all data for the year end, enter the date you use for the end of your tax year and click on the **Produce End of Year Reports and Diskette**. The system will print a set of standard reports and ask you to put a named diskette in your diskette drive. It will create a list of ledger codes and totals for your advisor to import into their financial systems or a spreadsheet.

This is a comma delimited file that can be read by most systems.

Backup Data Files

Backup Data Files

This button enables you to copy your data files to a diskette. To make a backup, obtain a blank diskette and put it in your diskette drive and click on the **Backup Data Files** button. You will be asked to insert the first diskette of a Multi Volume set. Put your first diskette in and click OK. If your data is too big to fit on one diskette, you will be asked for the second (and third etc) diskette.

Please ensure that you label each diskette with its number (first diskette is No 1, second is No 2 etc).

Business Friend will backup your data. You will be advised by Business Friend when the backup is complete. Prior to the back up the system will compact your data files.

The following is recommended as a good backup routine.

Use a set of 5 daily backup diskettes. Rotate their use over the five working days of the week – re-using them each week.

At the end of each week, backup your data files and label them with the date. Use a new diskette each week during the month.

At the end of the month, backup and label with the end on month date. Keep this diskette for the year.

Note that the backup routine created a zip file. This file will be much the same size as your data file. This is due to the encryption applied to the data file which restricts compression. The zip routine will, however, allow the data file to spread over several diskettes if needed.

Restore Data Files

Should it be necessary to restore from a backup, select the diskette that holds the data you wish to restore. Insert it in the diskette drive and click on the **Restore Data Files** button. Business Friend will advise you when the restore is complete.

Exit Business Friend

Click on the Exit Business Friend button to exit Business Friend. As Business Friend closes. It will undertake some maintenance tasks to ensure that your files remain in an optimum state and use a minimum of disk space.

Registration Form

Fax To:
DrillSoft
Fax (03) 546-9284
Email kelvin@clear.net.nz

Business Friend Registration Form

Your Name or Company Name_____

Contact Person First Name_____

Contact Person Last Name_____

Postal Address _____

Street Address _____

Phone_____ Fax_____ Mobile_____

Email_____

CPU Number of PC Business Friend is Installed on_____