BUSINESS SYSTEM PLUS (MODULAR)

PC APPLICATION

System setup

The system provides full business Accounting, CRM, Organizer and Inventory control support typically needed for a small business. The system can also include optional modules, needed for specific businesses. The system can be linked to one or more Android devices (phones or tablet PCs), so that information from the Android devices can be automatically downloaded to the system.
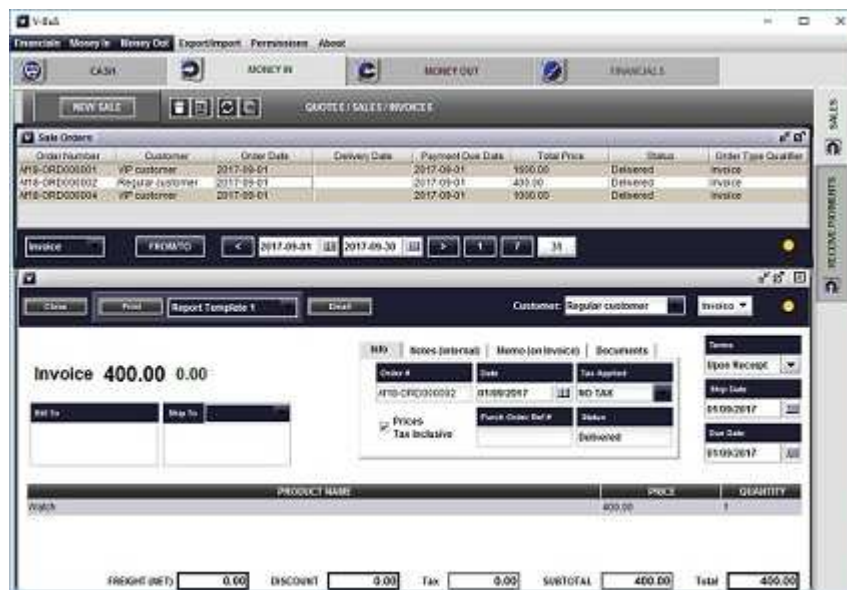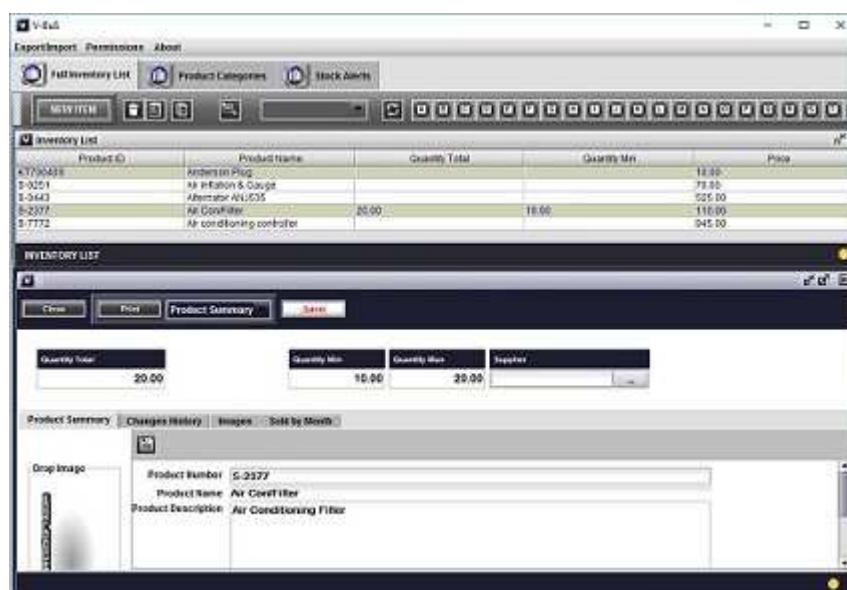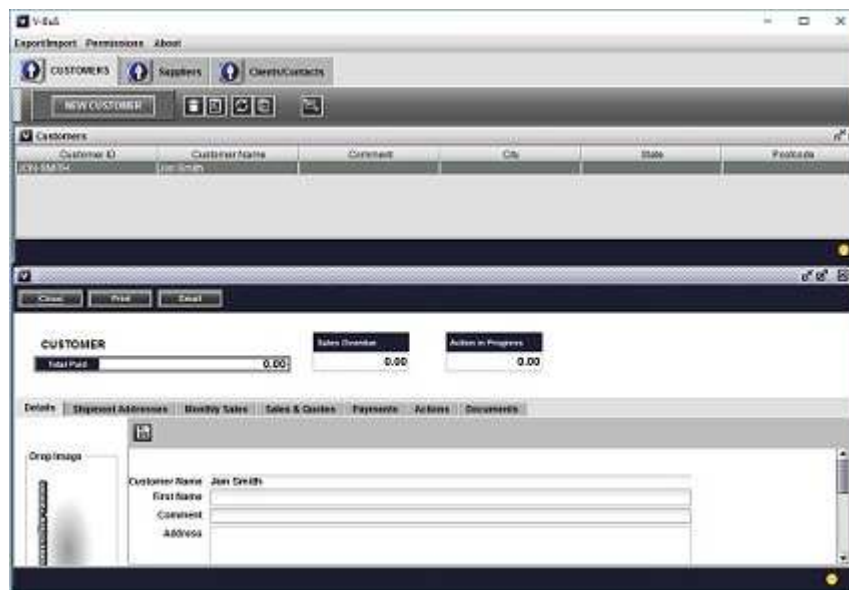
The system consists of

☑ **Control panel with organizer**

☑ **Accounting subsystem (panel), which contains the company accounting information including bank accounts, payments, sales and purchases.**

☑ **Inventory control subsystem (panel), which contains the list of products and services.**

☑ **CRM subsystem (panel), which contains customers, vendors and contacts data**.

✓ **Optional subsystems (panels), such as "Projects", which can be added to the system depending on the business needs.**
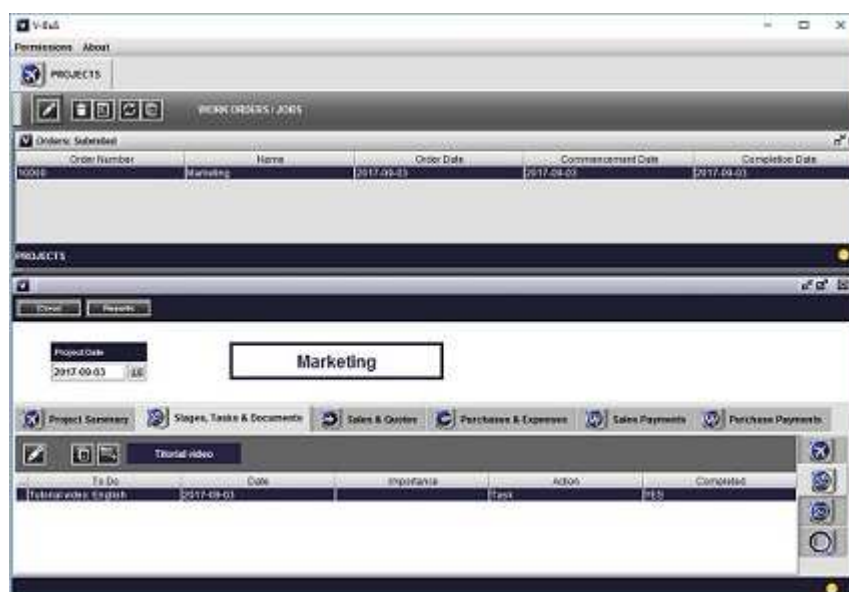
Accounting, Inventory, and CRM panels are opened when pressing on the appropriate buttons on the Control panel.

☑ **To start working with the system you need to set up the data as specified below.**

1.1 Set the company information, which will be printed on the documents (e.g. invoices).
1.2 Delete the sample data.
1.3 Insert inventory data.
1.4 Insert customers (and vendors) data.
1.5 Configure basic accounting data, in particular specify the company bank account(s).
1.5.1 Configure tax types and values used in your country.
1.6 Configure your email, which will be used to email invoices to the customers etc.
1.7 Set connections with Android devices (if needed).

☑ **To start system setup, press "Setup" button (bottom left of the control panel), the setup form will be opened.**

 Set company information

Select **Company Details** tab,

Remove the sample data and insert your company information. The company information and contact details will be placed on the documents such as estimates, invoices, receipts, etc.

- **Company Name** - your company name
- **Company Nu** - your company number
- **Company Id** - the value of your company Id used on the standard invoice
- **Address 1,2** - your address or your company address
- **State, Postcode, Country, Phone, Fax, Mobile** - contact details
- **Vendor ID NAME** - is the name used to identify the unique number of the company on the invoice e.g. ABN in Australia or VAT ID in US; the value for this name is given by *Company Id* specified above
- **Contact Name, Phone, Fax, E-mail, Web Site, Invoice Header, Footer** - information to be displayed on the invoice
- **Reports Logo** - the logo image printed on your reports: you can just drag and drop your image on the top of the existing sample image.

This is the default data. You can also specify invoice template and settings separately on the **Invoice Settings** tab, which itself contains three tabs.

- On the first tab the user can specify invoice captions.
- The second tab specifies which data will be displayed on the invoice (e.g., an

invoice may or may not contain products descriptions).
- The third tab specifies which template will be used for an invoice.

Delete sample data

The sample data was configured for users convenience and should be deleted before the system can be used. To delete the data press **Delete All Sample Data** button on the setup screen. This will delete all sample data.

Configure inventory and customers data

Insert inventory data

Inventory data can be inserted record by record, or imported from existing CSV (Excel) file.

● To insert record by record, do the following. Press on **Inventory** button on the **control panel**. This will open the **Inventory screen**. Press on NEW ITEM button. This will open a new inventory form. The minimal information needed to configure inventory record (which can be the product or the service you provide) is Product Name and Price. **Only in case if these values are set, the appropriate inventory record can be inserted into an Invoice.** You can also insert Quantity Total, which must be greater than zero and Cost (which will be used in a Purchase Orders).

● To import from CSV file, press on the icon "Import from CSV" on the top band. Navigate to the appropriate directory and click on CSV file, from which you want to import the data. The following screen will be opened.

The labels on the left of the screen are the captions of the data entries in the system, the

fields on the right are the names of the data entries in the CSV file, from which you want to import the data (not necessarily in English). For any caption on the left, the user needs to **select the name on the right, which has the same meaning**. For instance, you may have the field "Name" for the name of an inventory item in the CSV file. It should be set opposite the caption PRODUCT_NAME on the screen. The same with other names.

If CSV file does not contain fields which correspond to the caption on screen, for instance Bar code, or Manufacturer code is not specified for a product in CSV file, the user should select an empty field for the appropriate caption.

Pressing **Insert** will insert the data from the file while keeping the existing data. Pressing **Reset**, will reset the data: the old inventory data will be deleted, and the new inventory data will be inserted.

Note: *The field **PRODUCT_NUMBER** is mandatory and unique. **It must be set and must be unique.** If the initial data in CSV file does not contain unique product numbers for the inventory items, the user needs to edit CSV file (in Excel), create the field for "Product Number" and **set unique values for each record.** You can check the Internet to find an easy way to do it.*

Also the mandatory fields are **PRODUCT_NAME** and **PRICE**.

When the inventory item is inserted into an Invoice record, the system will automatically pick up the value of the price, configured for the inventory item. Similarly, in the case of a Purchase Order, the system will be using the value of inventory Cost (which also should be configured, if you plan to use this feature). All the rest of the information is optional.

Insert customer data

Customer data can be inserted record by record, or imported from existing CSV (Excel) file, in the same way as inventory data.

● To insert record by record, do the following. Press **CRM** button on the **control panel**. This will open the **CRM screen**. Choose Customers tab and create customer records by pressing **NEW CUSTOMER** button. Customer Name is mandatory; all the rest of the information is optional. The customer data is needed for creating of invoices.

Note: *The system provides the facility to specify several Shipment Addresses for the customer. You can pick up the one you need when creating an invoice.*

The vendor data, which is specified similarly, is needed for creating purchase orders.

● Import of the data is conducted exactly the same as for inventory (see above) both for customers and vendors from a single CSV file. Whether the data entry is recorded as a customer or a vendor depends on the parameter **CUSTOMER_TYPE**, which should be set to **Customer** for a customer and **Supplier** for a vendor (supplier).

☑ **Note:** *The field **CUSTOMER_ID** must be set and must be unique. If the initial data in CSV file does not contain unique customer IDs, the user needs to edit CSV file (in Excel), create the field for "Customer ID" and set unique values for each record. This is similar to unique IDs for inventory items.*

Configure accounting data

The Accounting data is needed to run the accounting procedures when you process sale, purchase or payment. It consists of the preconfigured set of Accounts, which you can edit if needed. The system also allows the user to configure the individual accounts, which will be automatically modified when sale or purchase information is recorded. The system may contain the set of **sample** bank accounts, which you need to delete and create your own records.

Configure Bank accounts

The bank account records, which you create should represent your actual bank accounts data and have the correct balances. To set the bank accounts, open Accounts panel of the system.

1. To access the list of **Bank Accounts** which you must set correctly as a part of the system setup, select **CASH** panel and then click on the **CASH & BANK ACCOUNTS** tab on the right of the panel. The list at the bottom is the list of your bank accounts and credit cards. You can either delete the existing records and create the new ones, or reuse the existing records.

1.1 To delete the record, click on the appropriate line in the list, the Bank Account form will be opened. Click on the small "Trash" button on the bottom button band. The record in the list will be deleted, the form closed.

To create the new account, click on the "New Account" button on the bottom button band.
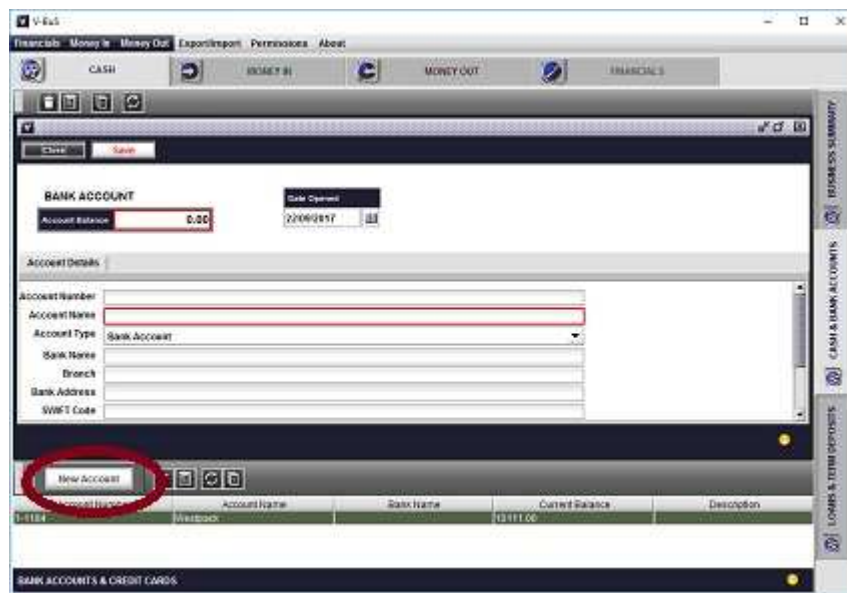
The new Account form will appear. Insert account information (e.g. Name, Balance, Bank name, etc.), choose account type "Bank Account" or "Credit Card" and press "Save" button. The new record will appear in the list. The new (ACCOUNT) record with the same name will also appear in the ACCOUNTS list in the **FINANCIALS->GENERAL LEDGER** tab.

You can edit all bank account information (except its balance), just by opening bank account form, changing information and saving the data (pressing "Save" (**Floppy**) button on grey band in the middle of the form).

1.2 To edit bank account balance, you need to chose **the corresponding account in the ACCOUNTs list**, change Current Balance and save.

2. The preconfigured lists of General Ledger accounts can be accessed by opening the General Ldger panel, at the top of the Accounts->FINANCIALS tab. We do not recommend to modify this list until you are well experienced with the system.

Configure Specific Accounting information

Open the Accounting tab of Setup pane. Use options to specify general accounting information, which will be used by the system

1. STANDARD check-box is used to specify the procedure of calculating and reporting the sales tax when the sale is recorded.

- If **STANDARD** is checked:
  The sales tax is calculated based on the sum of prices of products being sold (sale subtotal) and freight and charges. In case if the discount is offered, the sales tax is calculated based on the actual amount paid (after the discount), which is typical for volume discounts.

- If **STANDARD** is unchecked:
  The sales tax is calculated based on the sum of prices of products being sold (sale subtotal) only. Freight and charges amount is just displayed on the invoice; the sale tax is not deducted from the freight amount. In case if the discount is offered, the sales tax is calculated based on the price of the products (before the discount), which is typical for early payment discounts.

The particular choice of the procedure may depend on the business practice and the country legislation.

2. Charges tax specifies the tax applied to "Freight and Charges" amount, which is added to sales subtotal. The separate value is needed in case if it is different from the standard sales tax applied to the sale.

2.1 Overwrite tax applied to sale check-box is used to specify that the value of tax applied to "Freight and Charges" should overwrite the value of sales tax, which is selected on the invoice. In case if not checked, the value of sales tax selected on the invoice will be applied both to sales subtotal and "Freight and Charges."

2. Operations started specifies the date of starting of the business operations. It can be used in the reports (e.g. Statement of Financial position)

3. Currency specifies the currency used for business operations and can be displayed in the reports.

4. Fiscal year start specifies the date and month of start of the fiscal (financial) year in your country.

The button **Year end closing books procedure** will start the appropriate procedure of finalizing the data at the end of the fiscal (financial) year (see "End of financial year procedures" below).

5. The user can also specify the accounts which are automatically used by the system for processing sales and purchases (on Setup->Accounting screen). The set of these accounts is pre-configured; the changes are not recommended unless conducted by an experienced user.

The setup accounting screen also contains templates for orders and transaction numbering used in the system, which can be changed according to your needs. To do that, replace the letters within existing templates by your own letters, then set as many zeros as you need to

have the desired length of the order number.

Configure Tax values and default Tax

Open on the Accounting tab of Setup pane.

1 Configure tax values

On the Accounting tab of Setup pane, select "Tax Types" tab. The pane contains the list of sample data, which you need to edit

To add the value of tax, which you plan to use

- Insert the values for "Tax Code", "Description", "Rate (%)"; and "Tax Type" into the appropriate fields below the list;
- Press **"Add Tax"** button, the new tax record will be added to the list.

To delete the record, select the record in the list by clicking on it and then press "Delete Tax" button. The record will be deleted.

To modify the data, select the record in the list by clicking on it. The fields below the table will be filled with the tax data, change the data and press the button "Modify Tax"; the values will be changed accordingly.

2 Set the default sales tax value

On the Accounting tab of Setup pane, select "System accounts" tab

- Press the **"..."** button to the right of the "Default Sales Tax" field; the list of tax records will be opened;
- Choose the tax record from the list, the "Tax Code" will be inserted into the appropriate field;
- Press **"OK"**, the data will be saved.

The table has sample values for the sales tax, if you want to use the tax, not in the list, create your own tax record as specified above.

2.1 Selection **Prices quoted excluding sales tax** specifies if the price of the product includes the sales tax (like in Australia), or the sales tax is calculated and added to the price of the products (like in the US).

3 Configure payroll tax and deductions (optional module)

In case if you use the Payroll module, you need to configure payroll tax, deduction and pension (superannuation), which you will need to withdraw or pay, depending on salary amount.

- Select "Payroll" tab within Accounting tab on Setup pane.
- In case if you pay pension (superannuation) for your employees, you need to specify, whether the pension amount should be added to the (yearly) package amount or is included into it. This depends on the way you have specified it in the contract with your employees.
- For each taxation level threshold, specify the Payment type, (threshold) level and Tax rate (%). This can be several records, which you need to insert into the table.

The payment type "Income taxes" (different types) will specify the income taxes which you need to deduct from your employee's salary and report and pay to tax office; you can also specify the optional name here, for your convenience.

"Deduction" will specify various deductions which you deduct from your employee's salary and report and pay to any other organization (e.g. a compulsory medical insurance).

"Payment/Superannuation" will specify pension payment as a percentage of the salary which you deduct or add to your employee's salary, report and pay to his pension fund.

The list will be used for calculation of the deductions amount, which will be credited from a salary payment for each employee.
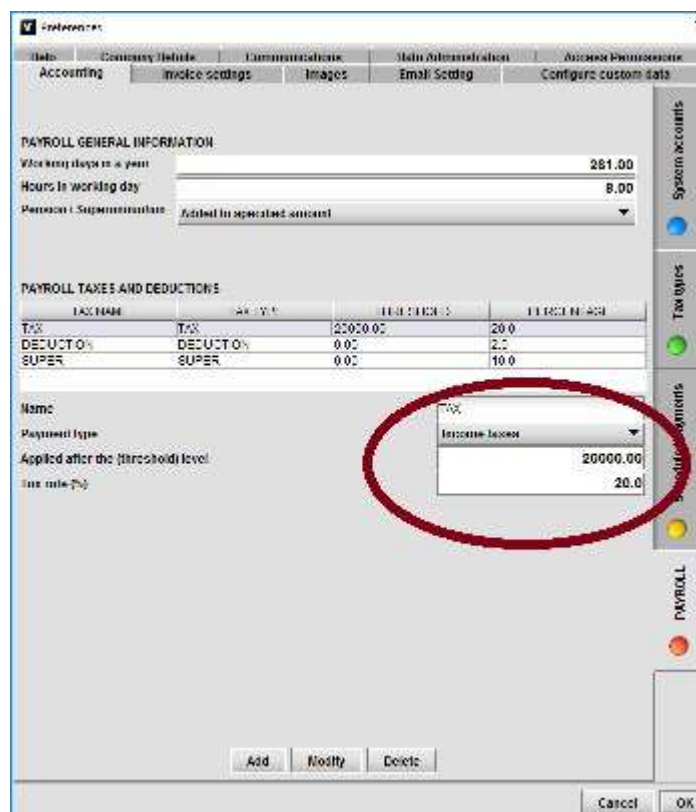
☑ **Example:** the record list

"Income taxes", 12000, 10
"Income taxes", 20000, 20
"Deduction", 0, 3
"Payment/Superannuation", 0, 10

will mean no tax for annual salary less than 12000; 10% tax for the salary from 12000 to 20000; 20% tax for the salary above 20000; 3% additional deduction from the salary (which can be for instance a medical insurance or a union fee); 10% pension, which is additional payment or deduction from the salary amount, depending how it is configured on the top of the pane.

The pane also contains the number of working days in the year and working hours in a working day. This information is needed to calculate a daily or hourly pay, in case if you configure an annual payment amount for your employee. The particular values are set depending on legislation in your country, or are defined in the employment contract.

Configure Email

To configure Email select Email Setting tab on Setup form. Type your email address and password in the appropriate fields and press on Configure Account button. The system will try to configure your account details automatically. If the system can upload information successfully, the record with your email address will appear in the list on the top. If the system can't automatically configure your account (the necessary data is not specified by your internet service provider in the online repository), you should submit the appropriate information manually. You may need to contact your internet service provider to get it.

Note: *information for the major email servers such as gmail, or aol is set within the system and if you spelled your email address and password correctly, the accounts should be configured without problems.*

When the email is configured, you can start using the system with full capacity (email Invoices, Purchase Orders, etc. to your customers or vendors).

Note: *The system allows the user to send graphical emails with your company image embedded in the text. This can be configured as additional information.*

You can configure additional information, which can be used by email
- **Instant e-mail Processing** - you configure this if you want to receive the emails instantly, the alternative is just to check for the new emails upon pressing of the **"Receive"** button
- **E-mail signature** - you configure the signature of you outgoing emails
- **Email template Image** - the image used in your email, if you are choosing "Image template" when send email
- **Email template Heading** - the heading used in your email, if you are choosing "Image template" when send email
- **WWW** - you configure the default web site, which will be opened upon pressing on the **"theBusinesSoft.com"** button

Accounting

Standard features

The system provides the necessary facilities for conducting Managerial and Financial

Accounting: keeps track of income and expenses, records sales and purchases related information into General Ledger, creates financial reports. The accounting system consists of "Cash," "Money In," "Money Out" and "Financials" subsystems.

1 Cash

The subsystem keeps information about cash accounts, that is

1.1 The list of Bank accounts and Credit cards with all related transactions attached to these accounts. Similarly, the system maintains the lists of Loans and Deposits.

1.1.1 For the Bank accounts, the balances are updated automatically, when the sale (purchase) has been recorded. The user can also record Deposit, Withdrawal, Transfer, Interest (for interest-bearing Bank Account).

1.1.2 For interest bearing accounts (e.g. Bank accounts, Term deposits, etc.), the user can specify the interest rate.

1.1.3 The system lists basic financial liabilities, such as loans, as well as financial assets e.g. Term deposits.

The system provides the facility to specify interest for Loans/Deposits.

2 Financials

The subsystem consists of General Ledger and Capital Assets pane.

2.1 General Ledger

The subsystem contains the list of General Ledger Accounts (the Accounts needed to describe the financial status of the company), journal transactions and standard Accounting reports.

The system includes the list of pre-existing general ledger Accounts, some of which are mandatory and can't be deleted. You can delete a non-mandatory Account (provided it does not have transactions), or create new accounts; however, this is not necessary.

2.1.1 The General Ledger Account displays Account details, balance, monthly changes and the list of transactions.

2.1.2 The system provides the list of accounting journal transactions and the facility to record new journals. The list of journals includes the journals created by the system when the user, for instance, records a sale or a purchase, and accounting journals created manually.

2.2 Capital assets

2.2.1 The system provides the facility to list the capital assets of the business.

The the Account will include information about asset depreciation.

The user can specify the length of useful life of an asset in years. In this case, the asset depreciation percentage will be calculated by the system. Alternatively, the user can provide the depreciation percentage for an asset.

The depreciation is recorded by the user, upon pressing on "Depreciation" button at the bottom bar of the panel. Unlike interest payment, the system does not create a "scheduled payment" record for asset depreciation, which means that depreciation cannot be automatically processed by the system, only manually by the user.
When the asset depreciation is recorded, the system records the transaction in the ledger and updates "Accumulated Depreciation" Account (Asset) and "Depreciation Expenses" Account (Expense).

2.2.2 The system provides the facility to specify the method used to acquire or dispose an asset.

In the case of acquiring an asset, the system can specify the following

- Adding of an asset: the Owners Equity Account is modified accordingly.
- Purchasing of an asset: the money is being withdrawn from the selected bank Account, the "Owners Equity" Account is unchanged.

In the case of disposing of an asset, the user can specify

- An asset being marked for sale: the corresponding Account is classified differently in the "Statement of Financial Position" report (IFRS)
- An asset being sold. With the sale amount being deposited to the selected bank Account.
- An asset has been disposed of: the "Owners Equity" Account is modified accordingly.

2.2.3 The system provides the facility to reevaluate the asset and record its current market price, rather than to keep only book value for this asset.

Both values are kept in the system and can be used in the different accounting reports. The book value of the asset will be used in the Balance Sheet report. The market value of the asset will be used in the Statement of Financial position report.

2.3 Accounting reports

The system contains the following list of standard accounting reports

2.3.1 Sales, Estimates (Per month, per customer, unpaid)
The lists of total amount for delivered and paid sales, being specified per category or time interval.

2.3.2 Aged receivables
The standard accounting report which lists amounts overdue by different customers for the periods more than 30, 60 or 90 days

2.3.3 Purchases (Per supplier, unpaid)
The lists of amounts actually paid by the customers for delivered goods or services, as specified by Sale Receipts and Invoices

2.3.4 Aged payables
The standard accounting report which lists amounts overdue to different suppliers for the periods more than 30, 60 or 90 days

2.3.5 Balance Sheet
The standard report listing Assets, Liabilities and Equity of the company.

2.3.6 Profit Loss
The standard profit loss statement for the company for specified periods.

2.3.7 Chart of Accounts
The list of all General Ledger accounts with balances

2.3.8 Journals
All accounting transaction records with amounts and types (Debit or Credit)

2.3.9 Trial Balance
List of debit and credit amounts per Account, for a time interval.

2.3.10 Cash Flow
The standard cash flow statement lists incoming and outgoing cash amounts for the specified period.

2.3.11 Inventory List
The list of inventories with physical amounts, costs and inventory total amounts.

End of financial year procedures

The **end of financial year procedures** are the standard accounting procedures, which will be conducted upon pressing on the button **Year end closing books procedure** on the

settings pane.

The procedures can be conducted after the actual end of the financial year. The procedures will include:

- Processing income and expenses accounts, evaluating profit or loss
  The balances of Income and expenses accounts will be reset to zero with the accounts outstanding balances being transferred to a temporary income Account.

  The data from the temporary income Account will be transferred to Retained Earnings Account, or the balance of Owners Capital Account will be adjusted.
- The user can select an option: to pay dividends. In this case, the amount of dividend payment will be withdrawn from the Retained Earnings Account.

The particular action conducted by the system is specified by the users selection on the panel: **Year end closing books procedure**.

International Financial Reporting Standards

In addition to the standard accounting functions, the system provides some additional (optional) features, which makes it basically compliant with International Accounting Reporting Standards for Small and Medium entity (IFRS SME).

The specific features of IFRS procedures, compared to generally accepted accounting practices for each particular country, are related to analysis of the company actual financial standing in the market environment, rather than just recording movement of assets related to the company finacial activity. The IFRS supporting functionality consists of

- Standard IFRS reports
- Automatic maintenance of the list of General Ledger accounts, which are needed to

provide IFRS reporting
- Facilities to evaluate the company financial position within the existing market environment by reevaluating the capital assets based on their market value.

Standard IFRS reports

Standard IFRS reports are defines as follows:

1.1 Statement of comprehensive income
The report has a meaning similar to the Profit Loss statement with slightly different presentation of income and expenses categories

1.2 Statement of cash flow
The actual cash flow for the company

1.3 Statement of financial position
The list of assets and liabilities of the company, which also indicates current and non-current assets and liabilities

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☑ **Note:** Current assets are those which can be consumed within the current year, typically to pay for current liabilities, which are due within the current year. Non-current assets are those Twhich cannot be consumed within the current year.

1.4 Statement of financial position: preceding period
The list of assets and liabilities of the company for the previous fiscal year.
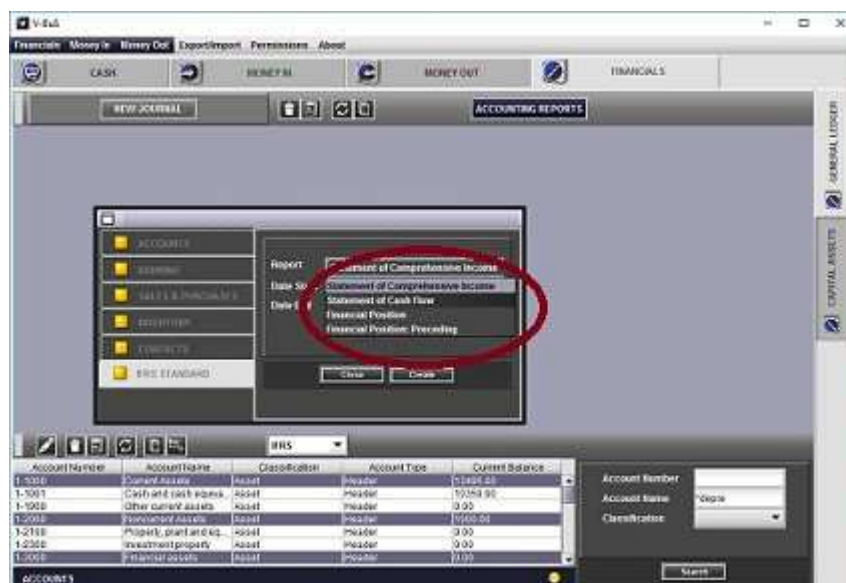
Note: *All IFRS features are optional, which means they may or may not be used by the business. Still if not used for formal financial reporting, the provided features are quite useful to give an insight of the company financial standing.*

Accounting data integrity and consistency

The system maintains the quality of the accounting data. In particular, the system ensures the integrity and consistency of the data; keeps the complete history of the data modifications.

1. The accounting-related records (such as invoices, sales receipts, purchase orders, etc.), can't be deleted from the system or altered. The system keeps the accounting data in its original state without any alterations, provided the status of the transaction (sale or purchase) is not specified as "In Progress." Any corrections (modification, cancellation) can be conducted through registration of the new transactions.

In particular, deletion of the sale (purchase) record will be recorded in the system as cancellation of the sale (purchase), with the appropriate journal transaction being created.

2. All the accounting sales, purchases and transactions records (original and modifications) can be supplemented by the attachments, which can represent the copies of original payment documents. This ensures that the payment information can be verified against original documents and confirmed.

3. The accounting and other data can be kept in the system for unlimited time period. The system provides the "year-end, closing books procedure," which will in particular archive and keep the accounts balances for the end of the financial year, as well as all the transactions. The data older than the start of the current financial year can be kept but cannot be modified. The system forbids to add the transactions with the date earlier than the start of the current financial year.

4. The user has access to all historical data, which belongs to the previous financial years. The system provides access to account balances, transactions and financial reports for all historical data.

5. All the transactions in the accounting system are accompanied by audit records. Each audit record is signed and cannot be deleted.
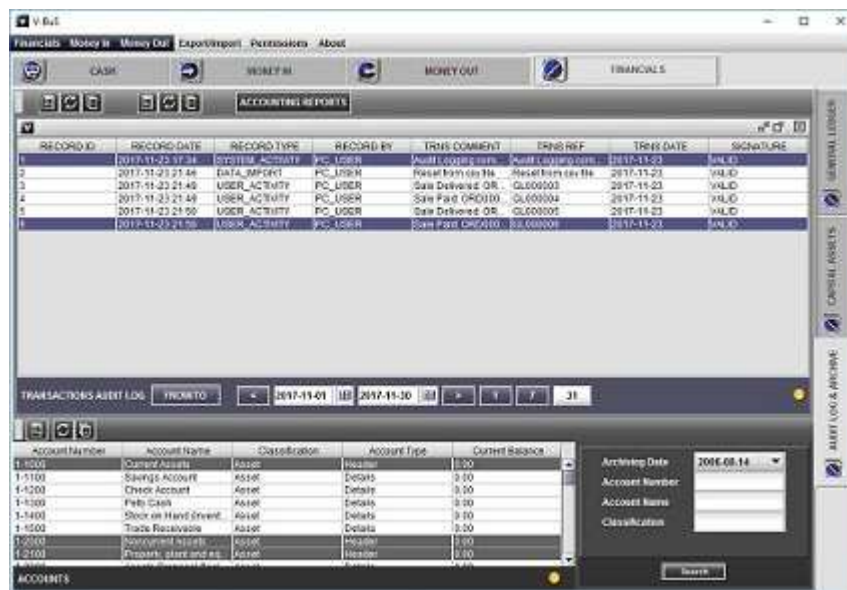
Audit is optional and can be set at Setup->Accounting pane. The Audit procedure is started instantly, after being set. When the Audit log procedure is commenced, it cannot be stopped.
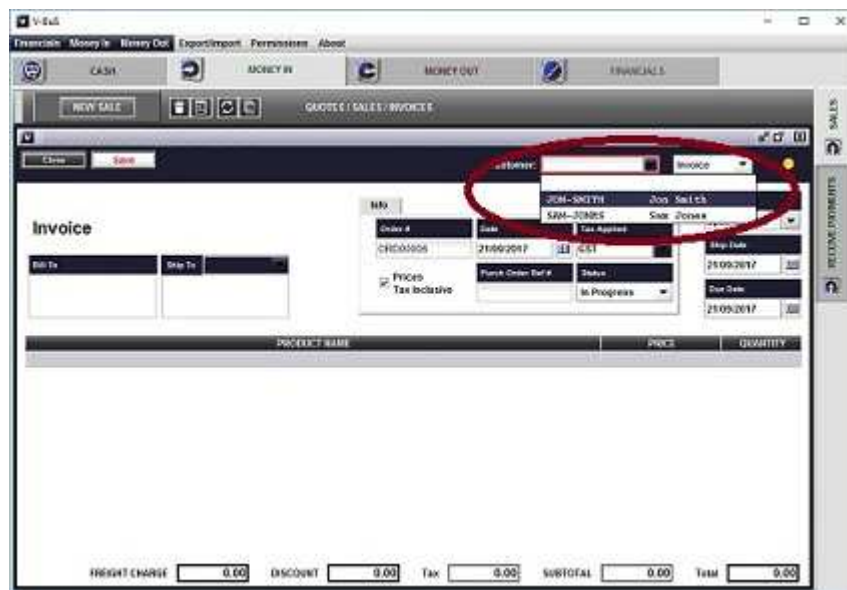
Money In

Process an estimate or sale

Create new Sale Receipts, Invoices, Estimates: record the data, generate pdf documents, email or print the documents.

1 Record the customer

1.1 Select the customer name in the customer field, or type the new customer name, it will be saved when the Invoice is saved

2 Select document type

The system allows the user to choose from the following documents types: "Estimate" - to print or email the estimate to the customer; "Invoice" - to record the customer's request (payment yet to be received), "Sale Receipt" - to record delivery of the goods and the payment. In all cases the document can be emailed to the customer or printed.

2.1 "Estaimate" (to record an estimate): the data, including order type can be modified later;

2.2 "Invoice": the data can or cannot be changed later depending on initial status. The status of "Invoice" can be set to "In Progress," "Delivered," or "Paid." If the Invoice is created in "In Progress" status, it can be modified. If the Invoice is created in "Delivered" or "Paid" status it cannot be modified. Depending on the status, the appropriate transactions, related to processing of the sale and payment, will be created in the general ledger;

2.3 "Sale Receipt". Upon creation, the status of "Sale Receipt" will be automatically set to "Paid." The data can't be changed later: the accounting data including the changes in bank account balance is recorded instantly.

3 Add inventory items

3.1 Click with the mouse on the first line of the order line table underneath the "PRODUCT_NAME" caption (light blue ribbon). You can either choose the existing product from the list or create the new product record.

3.1.1 To register the new product (service) type its name and price in the appropriate fields: the new product with this name and price will be recorded in the system upon saving the "Invoice" record. You can edit the data later (in particular add the description for the product).

3.1.2 To Select existing product or service record: click on the small blue rectangle on the right of the "PRODUCT_NAME" field. The list of the products with the prices will be displayed. Choose the product (its price will be entered into the appropriate field in the table automatically) and set the quantity. **You may need to double click on the table item to edit it.**

Make sure that order's Total (box at the bottom of the form) has been changed. If it did not change automatically upon entering the product **press ENTER key on your keyboard**, the new (empty) line in the list will be created, the order's Total will be updated.

4 Record additional information: Freight, Discount, Terms, Order Date, Ship Date, Due Date.

Note: When specify Terms, the Due Date value will be inserted automatically based on Ship Date and Terms values.

5 Specify tax

5.1 You can specify whether the tax is included in the product price or should be added to it, by checking the appropriate checkbox on the screen.

5.2 You can select the particular tax type applied to Invoice by choosing the entry from the selection specified by "Tax Applied" box. If the invoice is tax free choose an empty line.

Note: The tax types to be used should be specified during the system setup (see the appropriate instructions).

6 Modify the data. Record invoice memo and attach documents

6.1 To record specific memo (one or several) open the created invoice and select "Memo" or "Note" tab. Click on "New" icon, type the text of memo and then click "Save" icon.
6.1.1 The system allows the user to record internal "Note", related to the sale and not appearing on printed invoice, and external "Memo", which will appear on the printed invoice.

6.2 To attach the document to invoice, select "Documents" tab. Drag and drop the document to the area below the blue band (the document icon will appear), or press "New' icon and attach select the file which you want to add. It can be any file: text, or image. If you want to open the document later, click on the appropriate document icon.

In case if the PC system is connected to Android devices and the invoice is uploaded from Android, the document linked to invoice on Android device (e.g., the photo of the appropriate receipt) will also be uploaded and placed into the document area.

6.3 Modify record information and status: Information for Estaimate or Invoice "In Progress" can be modified and saved by pressing "Modify" button.

6.3.1 Invoice in "Delivered" status will display "Paid" button at the top for simplified processing. If the "Paid" button is clicked, the payment data is processed, the individual transaction is created in General Ledger, the entry corresponding to order payment is recorded in the payments list, bank account balance changed. If the status is set to "Paid" and "Modify" button is pressed, the payment is processed similarly. This is a simplified method of recording the payment, which also allows the user to specify the account into which the payment amount is deposited. When the order status is changed to "Paid," the list of bank accounts will appear at the top blue band of the order screen. You need to select the account, which was used to deposit the money and then press the "Modify" button (the account balance will be changed accordingly).

The alternative method to record payments (including partial payments and payments details, e.g. credit card number, etc.) will be described below.

6.3.2 In case of Invoice status is "In Progress," the data, including order type, can be changed later. You can also change the status of invoice, to set it "Delivered" or "Paid";

6.3.3 In case if the status is "Paid", the data can't be changed; the payment related accounting data has been recorded;

7. Email or Print Document

When the invoice record is created, you can edit it (if it is in "In Progress" state), create, view and pdf document, or email it to the customer.

7.1 To generate and view pdf click on "Print" button on the top of the screen. This will open the pdf document which you can print, save in a specified folder or email.

7.2 The system provides ten templates for generating invoice-type documents. You can choose the template by selecting the appropriate "Report Template" entry in the box on the blue band at the top of the form. This gives an option to choose between 2 specific invoice templates and eight templates presented in the System Settings.

7.3 To email document (estimate, invoice, receipt) to the customer, click on "Email" button on the top of the screen. This will open the email client. It is expected that email, e.g. your email credentials have been already set up. If not, please see above how to do that.

The document you want to email will be already attached. You can view the document again by clicking on the attachment pdf in the attachment area at the right top of your email client screen. You can attach more documents to email by dragging and dropping them into the attachment area of the email client screen.

If you have configured the email address of the customer (within Contacts subsystem), it will be automatically inserted into the address field. If not, you need to click on the "Link" button on the right of the Address field; this will open the address list. Click on the appropriate record; this will insert the email address into the "Address" field.

You can also type the address in the "Address" field and save it for the future use by clicking on the "Save" ("Floppy") button on the right of the address field.

Press the "Send" button in the bottom button-bar to send the email.

Process sale payment

Record the payment details (e.g. check details, credit card details, etc.) for full and partial payments as well as the payments for multiple sales.

1 When the Invoice is in "Delivered" state, the system provides the facility to process the payment.

1.1 To record the payment click on the "RECEIVE PAYMENTS" tab on the right of the

pane and then press on the button "SALE PAYMENT." The "Sale Payment" form will be opened. Select the customer in the "Customer" at the top blue band on the form. The list o outstanding invoices ("Delivered" or "Partially Paid") will be displayed. In case if you choose an empty string instead the customer name, the full list of outstanding invoices wil be displayed.

1.2 Check (click on) the box on the right of the table for the invoice record which is being paid.
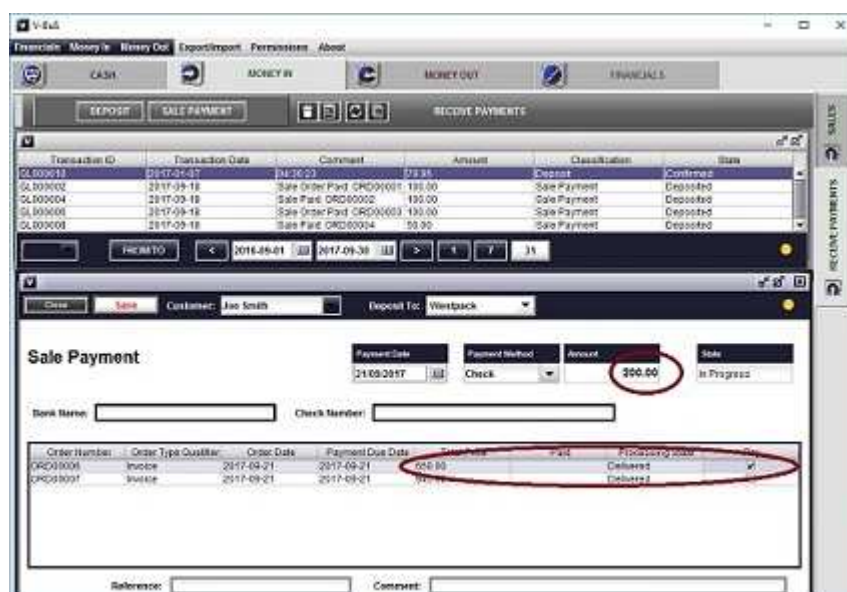
The outstanding amount of the invoice will appear in the Amount box in middle of the form. You can check several boxes; in this case, the sum of outstanding amounts for invoices will be inserted in the Amount box. This is the case when the customer is paying for several invoices in full. You can edit this amount: insert the actual amount of payment (which would correspond to the partial payment).

1.2 Choose the bank account into which the payment is deposited (the white combo box on the blue band on the top of the form); choose the payment method and insert the payment details (e.g., Credit card details)

1.3 You can record payment Reference and Comment in the fields at the bottom of the form. If you do not do it, the reference and comment records will be created by the system automatically and contain the invoice numbers, which has been paid for.

1.4 Press "Save" button on the top of the form. The payment will be recorded in the list; the bank balance adjusted, the status of invoices marked in the list will be changed to "Paid," or "Partially Paid."

Note: If you process payment for several invoices and the amount of payment is less than total sum of outstanding amounts of invoices, the fist (by sequence numbers in the system) invoice will be marked as fully "Paid" and the last Partially Paid", with "Total Price" and actually "Paid" amount recorded.

You can record payments for the partially paid invoices later.

Record a deposit

Apart from recording sale payments, you can also register the generic deposit. To do that click on the "DEPOSIT" button on the top of the pane, the deposit form will be opened.

2.1 Insert the amount of the deposit into the box at the right of the form. **The table to specify payment category will appear.** You **must** choose the PAYMENT_CATEGORY Click on the light blue ribbon underneath the PAYMENT_CATEGORY field with the mouse and then on the small blue rectangle to the right of the text field. The list of accounts (categories) will appear. Choose the appropriate account (e.g., Rent); the appropriate record will appear in the list, the amount is automatically set equal to deposit amount.

You can record several categories for the payment (e.g., if for instance, you receive a single check which includes payment for personal services and rent). However, you should make sure the sum of AMOUNTs in the table is equal to the total Amount of payment (the system will control that).

2.2 To edit the amount: **double click** on the AMOUNT field and the then insert the correc value of the amount. Then you can add the PAYMENT_CATEGORY.

The totals of amounts should match the Payment Amount. Press ENTER. The new line in the table will appear. You can repeat the whole procedure several times.

Money Out

Purchase inventory

Recording Purchase order information

Create new Purchase Orders: record the data, generate pdf documents, email or print the documents. The procedure is very similar to creating Invoices, except for minor

differences.

To record the purchase order choose on the "PURCHASES" tab on the right of the **MONEY OUT** pane and then press on the button "NEW PURCHASE". The "Purchase order" form will be opened.

1 Record operation type and the vendor

1.2 Select the operation type, which can be **Purchase Order, Purchase or Bill**.
1.2.1 In case of Purchase Order, the system will modify the inventory and accounts related to purchasing of inventory.
1.2.2 In case of Purchase or Bill, the user should select the expense category related to the payment. The appropriate account will be modified when the payment is registered.
1.2.3 In case of Purchase, the record status can be set as **Delivered**, or **Paid**
1.2.4 In case of Bill, the status is automatically set to **Paid**, the user should select the bank account used for the payment from the list on the top of the form.

1.2 Select the vendor name in the vendor field, or type the new vendor name, it will be saved when the Purchase order is saved

2 Add inventory items

2.1 Click with the mouse on the first line of the order line table underneath the "PRODUCT_NAME" caption (light blue ribbon). You can either choose the existing product from the list or create the new product record.

2.1.1 To register the new product (service) type its name and price in the appropriate fields: the product with this name and price will be recorded in the system upon saving the "Purchase order" record. You can edit the data later (in particular add the description for the product).

3.1.2 To Select existing product or service record: click on the small blue rectangle on the right of the field. The list of the products with the prices will be displayed. Choose the product; its price will be entered into the appropriate field in the table automatically if you have specified **product cost** for the appropriate inventory item. If not, you have to enter the value manually. Set the quantity. You may need to double click on the table item to edit it.

Make sure that the total amount of the order has been changed. If it did not change automatically upon entering the product **press the ENTER key on your keyboard**, the new (empty) line in the list will be created, the order "Total" will be updated.

4 Record additional information: Freight, Terms, Order Date, Ship Date, Due Date.

Note: When specifying Terms, the Due Date value will be inserted automatically based on Ship Date and Terms values

5 Specify tax

5.1 You can specify whether the tax is included in the product price or should be added to it, by checking the appropriate checkbox on the screen

5.2 You can select the particular tax type applied to Purchase order by choosing the entry from the selection specified by "Tax Applied" box. If the purchase is tax-free, choose an empty line. The tax type for the order should be selected from the list; all the rest of information can be explicitly inserted into the appropriate fields.

Note: The tax types to be used should be specified during the system setup.

6 Record purchase order memo and attach documents

6.1 To record specific memo (one or several) open the created purchase order and select "Memo" tab. Click on the "New" icon, type the text of memo and then click "Save" icon.

6.2 To attach the document to purchase order, select "Documents" tab. Drag and drop the document to the area below the blue band (the document icon will appear), or press "New" icon and attach select the document which you want to attach (it can be any file, text, or image). If you want to open the document later, click on the appropriate document icon in the area below the blue band.

In case if the PC system is connected to Android devices and the purchase order is uploaded from Android, the document linked to the purchase order on Android device (e.g., the photo of the appropriate receipt) will also be uploaded and placed into the specified area.

7 Modify record information and status

Information for Purchase Order can be modified and saved by pressing the "Modify" button. The status can be modified by pressing "Delivered" or "Paid" buttons which will appear when the order is in "In Progress" or in "Delivered" state. This basically reflects the standard workflow of processing the purchase order.

6.1 If the "Paid" button is clicked, the payment data is processed and the appropriate record corresponding to order payment is created in the purchase payments list. This is the simplified method of recording the payment, which does not allow the user to specify the account from which the payment amount is withdrawn (the default account "Undeposited funds" is used). The alternative method to record purchase payments (including payments) is similar to recording sale payments and will be described below.

6.2 In case of status "In Progress" the data can be changed later;

6.3 In case of status "Paid" the data can't be changed; the payment related accounting data has been recorded.

7. Email or Print Document

When the purchase order record is created, you can edit it (if it is in "In Progress" state), create, view and print pdf document, or email it to the vendor.

7.1 To generate and view pdf click on "Print" button on the top of the screen. This will open the pdf document which you can print, save in a specified folder or email.

7.2 Similar to invoice, the system provides ten templates for generating a purchase order. You can choose the template you like by selecting the appropriate "Report Template" entry in the combo box on the blue band at the top of the form.

7.3 To email document to the vendor, click on "Email" button on the top of the screen. This will open the email client. It is expected that email, e.g. your email credentials have been already configured, if not please see above how to do that.

The document you want to email will be already attached. You can view the document again by clicking on the attachment pdf in the attachment area at the right top of your email client screen. You can attach more documents to email by dragging and dropping them into the attachment area of the email client screen.

If you have configured the email address of the vendor (within Contacts subsystem), it will be automatically inserted into the address field. If not, you need to click on the "Link" button on the right of the Address field; this will open the address list. Click on the appropriate record; this will insert the email address into the "Address" field.

You can also type the address in the "Address" field and save it for the future use, by clicking on the "Save" ("Floppy") button on the right of the address field.

Press the "Send" button in the bottom band to send the email.

Purchase payments

Record the details for full and partial payments as well as the payments for multiple purchases.

1 When the Purchase order is in "Delivered" state, the system provides the facility to record the purchase payment.

1.1 To record the payment click on the "PURCHASE PAYMENTS" tab on the right of the pane and then press on the button "PURCHASE PAYMENT." The "Purchase Payment" form will be opened. Select the vendor in the "Vendor" field at the top blue band on the form. The list of outstanding purchase orders ("Delivered" or "Partially Paid") will be

displayed. In case if you choose an empty string instead of the vendor name, the full list of outstanding purchase orders will be displayed.

1.2 Check (click on) the box on the right of the table for the purchase order, which is being paid. The outstanding amount of the order will appear in the Amount box in middle of the form. You can check several boxes; in this case, the sum of order outstanding amounts will be inserted in the Amount box. The value will be correct if you are paying for (several) purchases in full. You can edit this amount: insert the actual amount of payment which will correspond to the full or partial payment of the outstanding balance.

1.2 Choose the bank account from which the payment is withdrawn (the white combo box on a blue band on the top of the form).

1.3 You can record payment Reference and Comment in the fields at the bottom of the form. If you do not do it, the reference and comment records will be created by the system automatically and contain the purchase order (order) numbers, which has been paid for.

1.4 Press "Save" button on the top of the form. The payment will be recorded in the list; the bank balance adjusted, the status of orders marked in the list will be changed to "Paid," or "Partially Paid."

Note: If you pay for several purchase orders and the amount of payment is less than total sum of outstanding amounts of orders, the first in the list (by sequence numbers in the system) will be marked as fully "Paid", and the last will be marked "Partially Paid". The "Total Price" and actually "Paid" amounts will be recorded.

You can pay for the partially paid order later.

Expenses

Register (not a purchase order) expenses.

1. To record the expense click on the "EXPENSES" tab on the right of the pane and then either create the new category or click on the existing row in the table to record the payment for existing payment category.

1. To create the new payment category press on the button "NEW PAY CATEGORY," the new payment category form will be opened. Select "Expense Type" which will give a general classification of your expense (e.g., Rent) and insert more specific "Payment Name," if the value is not set, the "Expense Type" will be used as a payment name. Choose the bank account, which is typically used to make this type of payment. Press the "Save" button. The payment form will appear at the bottom of the form. Now you can record the first payment (or close the form and use the data later). To record the payment insert the value of Amount. All the rest of the information is optional. Press

"Save" ("Floppy") button on the grey button-bar above the form. The first payment has been recorded. The payment list with the recorder new payment will appear at the bottom of the form. You can close the form, or record the new payment.

2. To record the payment for existing payment category, click on the record in the **PAYMENT CATEGORIES** list. The payment category form will open. Click on the "New Payment" ("Pen") button on the left of the light grey button-bar in the center. The payment form will appear at the bottom of the form.

2.1 Insert the value of Amount. All the rest of information is optional. Press "Save" ("Floppy") button on the grey button-bar above the form; the payment has been recorded. You can close the form, or record the new payment similarly.

Payroll and payments to employees (optional)

1 To record the payment to an employee click on the "PAYROLL" tab on the right of the pane.

1.1 Create the new employee record.

1.1.1 Press the button **REGISTER NEW EMPLOYEE**. The employee screen will be opened. Insert "Employee Name" and "Annual Salary (package)" at the top of the screen. Select the bank account, which will be used to make salary payments.
1.1.2 Specify optional employee data, such as the name, the address, tax file number, date of birth.
1.1.3 Select **Pay rate basis**: Annual, Daily or Hourly. In case if "Hourly" or "Daily" rate is selected, specify pay rate (per hour or per day).
1.1.4 Save the data.

1.2 Record salary payment.

1.2.1 Press on employee record in the list. The employee screen will be opened.
1.2.2 Press on the "Pen" icon in the top button-bar. The salary screen will be opened. The daily payment amount (calculated based on annual amount) will be inserted in the appropriate field.
1.2.3 Insert the number of days worked, paid holidays, paid sick leave, if any.
1.2.4 Specify start and ent of the payment period and the type of payment (e.g. Salary).
1.2.5 Save the data. The appropriate transaction will be recorded in the system, account balances will be updated.
1.2.6 To print the payment slip for the employee, select the salary record and press on **Print pay slip**
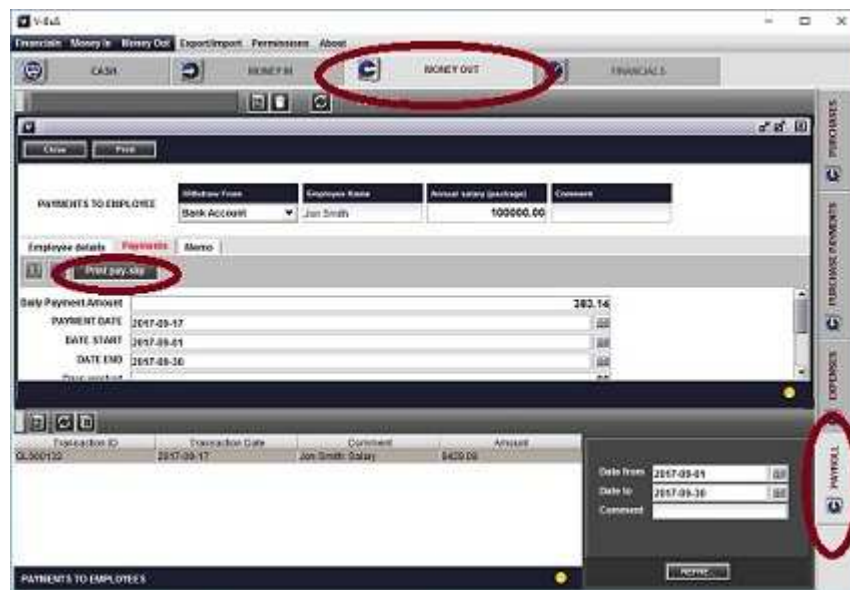
1.3 Record other payments to an employee.

1.3.1 Press **NEW SALARY/BONUS/ALLOWANCE** button on the top of the PAYROLL pane. The payment screen will be opened.

1.3.2 Select payment type (**Salary, Bonus or Allowance**) and employee name on the top of the screen. Insert payment amount and the date.

1.3.2 Mark if the income tax, deductions or superannuation (pension) payments are applied and should be deducted from the actual amount. To do that, check the appropriate boxes.

1.2.5 Save the data. The appropriate transaction will be recorded in the system, account balances will be updated.

Bank and Cash

The system includes the list of bank accounts and credit card accounts together with transactions. The accounts are linked to the appropriate sales, expenses, withdrawals and deposit records so that the balances will be updated upon making or receiving the payments.

The subsystem keeps information about balances of bank accounts, transactions, including the interest payments and the bank fees. The module also can be used to conduct Accounts reconciliation procedure for the data recorded in the system and in the bank statement. The list of transactions for an account can be imported and exported in CSV format.

The Bank Accounts

The basic function of the subsystem is to keep the list of bank account data which includes account balances and transactions.

Bank Account Data

- **Account Number** - the account number, as registered in the bank, or internal account number
- **Account Name** - the account name
- **Balance Cleared** - the account balance after reconcilliation procedure;
- **Bank Name** - the name of the bank
- **Branch** - the name of the branch
- **Bank Address** - the address of the bank
- **SWIFT Code** - the code of the bank and the branch
- **Bank account interest** - the bank account interest
- **Description** - account description
- **Date Cleared** - the date when you conducted the " bank account reconciliation procedure".

The account balance is displayed at the top and can not be changed directly. In case if you want to change the balance, you can

- Record Deposit or Withdrawal, by pressing the appropriate button;
- Change the balance of this account in the General Ledger.

The interest will be recorded, when you press "Interest" button on the account pane.

Transactions

The system provides the facility to create different types of transactions for a bank accoun

- Deposits
- Withdrawal
- Transfer

## Import transactions from bank account

You can import the list of your bank transactions into the system in the following way.

- Open the web page of your bank account in the browser. Create a CSV transactions file and upload to your PC.
- Drag and drop the file onto reconciliation details screen. To do that:
    - Click on the bank account in the list. The bank account screen will open.
    - Press "Reconciliation" button at the bottom of the screen. The bank account reconciliation screen will open.
    - Drag and drop the file onto the area on the top. The transaction list will be displayed on the right of the screen.

☑ **Note:** you need to specify the number of the field in the CSV file which you want to use as comment at the bottom of the list. In case if nothing is specified, the system will decide which field will be used as a comment, based on the rule that it is the first field in the CSV file which is not a date or a number.

- For any particular transaction, **select from the list the account which indicates the purpose of this transaction**. The fifth column in the list will provide the selection.
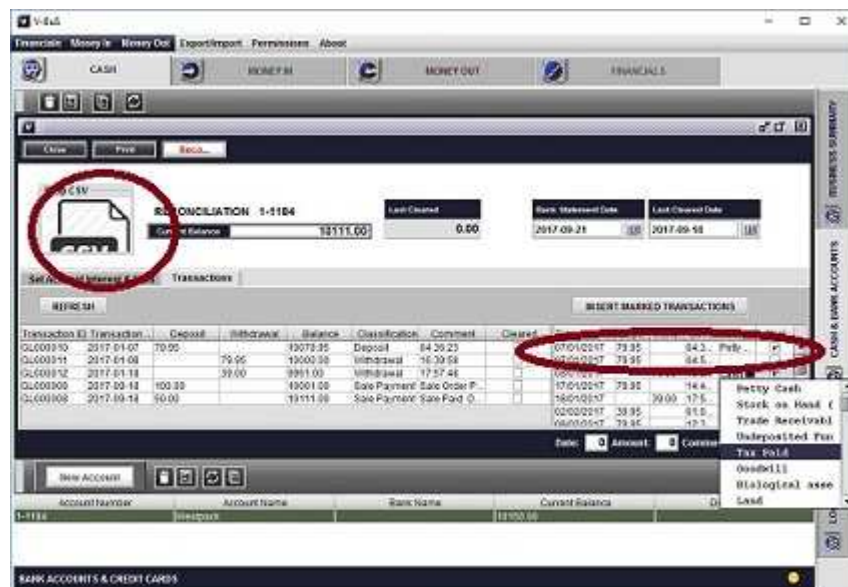
- If you want to insert the transaction into the system, mark the transaction with a tick. When you have marked all the transactions you need to click the button "INSERT MARKED TRANSACTIONS".

The transactions will be inserted into the system.

Note: In case if you have already recorded a sale or a purchase, the system has created the bank transactions automatically. The transaction in the list may be the duplicate of the existing one. You do not need to insert it, so it should not be marked. You should insert into the system only the transactions which are not currently there.

Note: Inserting the missed bank transaction can be a part of Bank accounts reconciliation procedure.

Bank Account Reconciliation

"Reconciliation" is a standard accounting procedure to match the data in the system with the bank statement data.

Note: To adjust the records in the system according to the actual status of your bank account, you may need to record in the system bank charges, or interest and correct the mistakes in existing records, if they are.

Reconciliation procedure

The reconciliation procedure is conducted based on the data from the bank statement and consists of the following steps.

- Open the reconciliation form for the account you want to reconcile and import the bank transactions as described above. You may do the same thing manually without using the CSV file.
- Check that the list on the left contains all the transactions recorded in your bank statement and all these transactions are marked "Cleared." In this case, the amounts in the fields "Current Cleared" and "Bank Statement" should be the same;
- Press the button "Reconcile," information will be recorded in the system: the transactions will be confirmed as "Cleared," the values of "Balance Cleared" and "Date Cleared" will be adjusted.

Android devices

Multiple users: Connection with Android

The system can be connected to one or several Android devices. In this case, the business data recorded within the Android application will be downloaded to the system on PC. The Android user also will be able to upload the data from the PC application to his Android device (read the data).

Download of the data from the particular Android device to PC can be conducted either instantly, or as a set of records, depending on the way the "PC CONNECTION" has been configured.

Transmission of the data is based on standard AS1 protocol (exchange of encrypted email messages), so the user must specify the same email account for the exchange of messages (submit his email address and password) both on the Android device and PC.

Alternatively, the Dropbox server can be used for data exchange. In this case, the data is not encrypted when passed between the devices.

The system provides the choice of Dropbox, Gmail or AOL accounts to be used for the exchange of the data. The user may create the new special Dropbox, Gmail or AOL account for this purpose.

Note: If the data is recorded at the time when Android device is located outside of the zone of network coverage, the data will be automatically marked for bulk upload, independent of the initial configuration of the system (this data only).

Android PC connection is established as a sequence of the following steps

The data is exchanged using email accounts (or Dropbox server), which must be configured both on Android devices and PC application.

For the PC application

1.1 Select the third party server to be used for connection: Dropbox (recommended), Gmail, or AOL.

1.2 Setup email login and password, which whould be used for connsction with Android (full gmail or AOL address e.g. yourname@gmail.com and password) on "Setup -> Communications" screen. Press the "Android connect" button; wait until the text on the button changes to "Reset connection."

If it does not change for more than 1 min, check your email and password and try again. Check that Gmail (AOL) Account is created: the corresponding record should appear in the list in Setup -> Email Setting screen.

1.2.1 In case of Dropbox server, the system will open a special screen to establish connection.

1.2.2 The system will confirm that the connection is established.
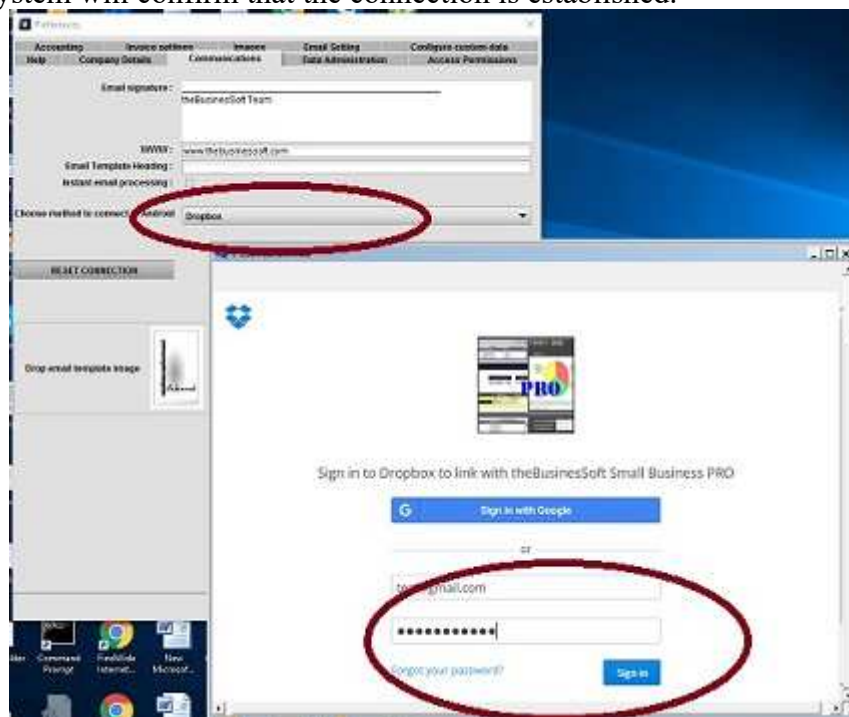
1.2.3 In case if email, you need to check that Gmail (AOL) account is created: the corresponding record should appear in the list in Setup -> Email Setting screen.

Note: in case if you use email account for the connection

- The systems **can't be connected using email account configured with two steps authorisation** (if you provided a mobile number for additional verification in addition to password verification).
- If you want to use our system, use (or create) an email account with password authorization only, or use Dropbox for connection.

For an Android device

2.1 Configure connection by selecting the server (Dropbox, Gmail or AOL) and submitting Gmail (AOL) login and password in SETUP -> UPLOAD TO PC -> PC CONNECTION screen. This MUST be the same as configured on the PC.

Select an option to upload the data instantly, or to conduct the bulk upload. In the case of bulk upload, you can filter information and discard the data which you do not want to

transfer to PC.

If you have a slow internet connection, do not check the box "Image Upload," to indicate that only textual information, not images should be uploaded to PC.

Note: Generally the system uploads to PC both data and images, The option to upload the text only is the recommended choice in the case when the speed of internet connection or speed of user's computer is low (multiple uploads of large images can stall the application).

Checking the box "Reset the data" will enforce the system to delete the current accounts, and inventory data and subsequently insert the data, transferred from the PC.

Provided the settings are correct, the system will start operation in connected mode: all new sales, purchase, payments, inventory, contact, tasks and notes records will be uploaded to V-BuS PC application, either instantly, or as a "data feed" (in bulk, upon the user's request). In the case of the "data feed" (bulk upload), information recorded on Android, can be uploaded to PC by pressing "Arrow-right" icon on Setup-> "UPLOAD TO PC"-> "UPLOAD DATA" screen. Only the selected data will be uploaded; the redundant messages can be discarded (deleted).

The procedure can be conducted for several Android devices.

2.2 Android: Check connection. Conduct the initial data upload.
2.2.1 In case if you established the connection using Dropbox, you can check the connection by uploading a document to Dropbox server. To do that create an estimate or invoice, press "Notes" icon on the top button-bar in Invoice screen: the pdf for the estimate (invoice) will be created. Open Data Exchange-gt; Upload to cloud (Dropbox). Upload the documents to Dropbox server and check that they are uploaded (into theBusinesSoft ... ->MONEY folder on Dropbox server) using your browser.
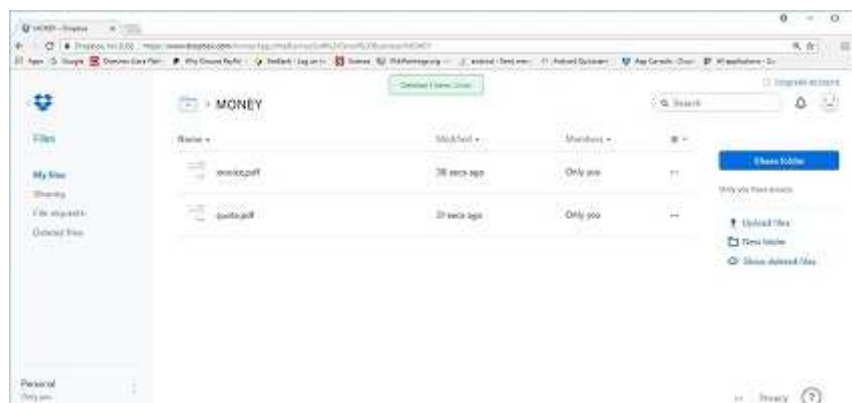
2.3 Conduct initial data upload from Android to PC (or from PC to Android).
2.3.1 If you already were using Android application, you may want to upload some data

(e.g., already created invoices) to the PC application. To do that, open the appropriate list on Android application and press double arrows on the top. Select "Sales/Purchases upload data to V-Business PC." If PC application is running, the data will be uploaded to PC application with about 1-2 minutes delay.
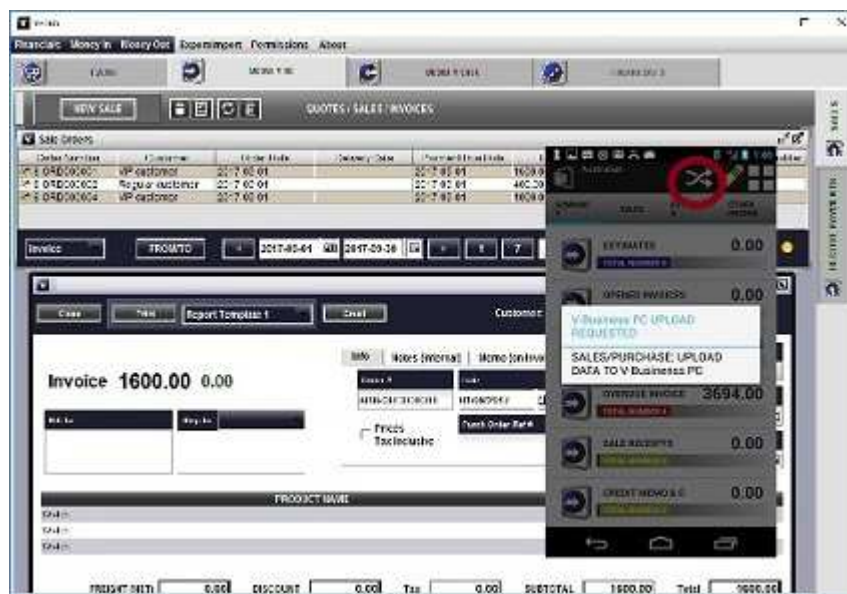
The same way, you can upload your inventory list, or contacts from Android to PC.

2.3.1 If you already was using PC application and for instance inserted inventory data, which you want to use on Android as well, you need to download the data from PC to Android. To do that, open the appropriate list on Android application and press double arrows on the top. Select "Inventory: merge data from V-Business PC," or "Inventory: full restore from V-Business PC." PC must be up and running. the data will be uploaded from PC application to Android application with about 2-4 minutes delay.

Similarly, the other subsystems.

Note: The option "full restore" will delete the old data on Android and insert new data from PC. The option "merge data" will merge old data on Android with the new data from PC application.

2.4 Troubleshooting (Dropbox)
2.4.1 In case if the connection does not work as expected, you cab verify upload of the data using your web browser.

To verify that all processes are running correctly, you can check theBusinesSoft ... ->ANDROID_PC folder on Dropbox server.
When you upload the data from Android to PC, or request data download from PC to Android, the file with the data should appear in this directory when you start the upload and disappear, when PC or Android application actuallt recives the data.
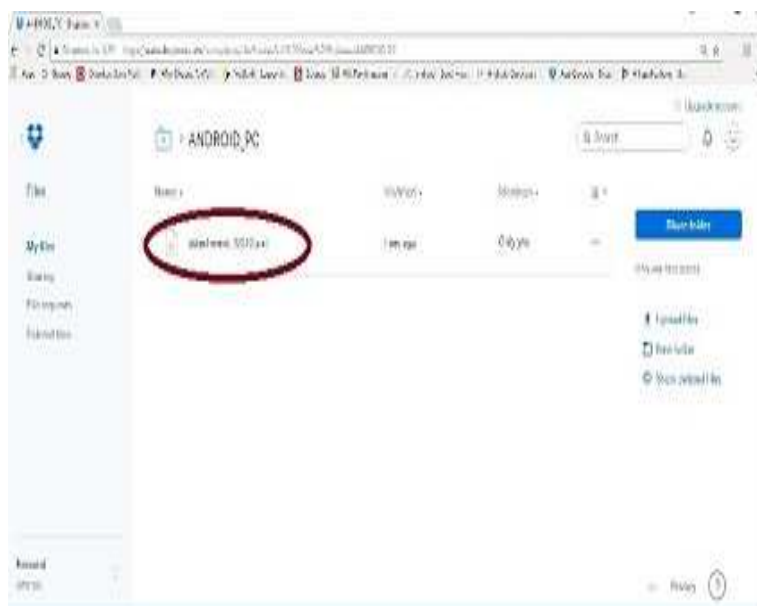
Android users access permissions

If you connect PC application with (several) Android devices, you can set access permissions for the Android devices. That means the user with the particular Android device will be able to download (write) all his data to the PC application. The user with the particular Android device will be able to upload (read) only the part of the data from PC application, depending on his access permission. For instance, an employee can read from the PC application inventory data (the list of inventory items, currently in the system), or customers (and vendors) list, but can't read accounting data.

Note: If the checkbox "Access only to configured users" is not selected, the permissions will be restricted rather than allowed. That means, in case if the Android user established the connection to PC application from his Android device and the user permissions have not been configured for him, he has read permissions to all the data. Alternatively (if the box is checked), the Android users not configured in the list will not have access to the data in the PC application.

If you do not want to give the user the full access to PC data, you need to configure the permissions for this particular user (or users).

To configure users permissions, please do as follows

- On the Setup pane select the "Access Permissions" tab.
- For each Android user, insert Device Id of Android device (first six figures), the name of the user and select "All Permissions" or "Permissions per Subsystem."
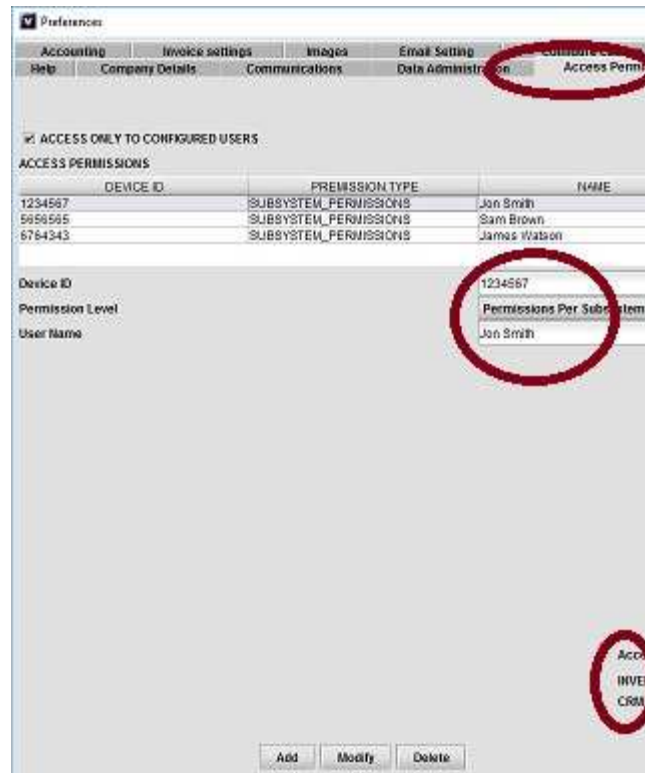
The device id is located in ABOUT screen of Android device, which is connected to PC application.

In case of "All Permissions", the user with the specified device has access to all data in PC application (the same as if he has not been configured in the list).
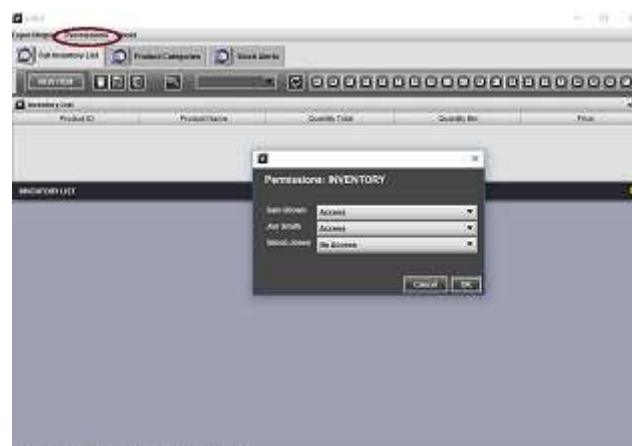
In case of "Permissions per Subsystem", you will need to select the subsystems

(Inventory, CRM, or accounting), from which the user can read the data.

- Open the particular subsystem (e.g. Inventory). In the top menu select Permissions.
- For each Android user, which you have configured in the Setup pane, select "Access" or "No Access."

In the case of "Access," the Android user will be able to read the data from the particular subsystem. In the case of "No Access," the user will not be able to read the data from this subsystem

ANDROID APPLICATION

Money In

Creating new Sale Receipts, Invoices, Quotes (Estimates): record the data, generate pdf documents, email or upload the data to the server

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1 Record the customer

1.1 Type customer name in the customer field; save the customer name in the contact list: tap "FLOPPY" icon to the right of the text field;

1.2 Select existing customer record: tap "MAGNIFIER" icon to the right of the text field and select a contact from the contact list; The magnifier implements the search function: if the Customer field is empty, the whole list of contact will be displayed; if the field contains at least one letter, only the contact records starting with this letter will be displayed.

2 Choose document type, status & stock

2.1 Select document type

2.1.1 "Estimate" (to record an estimate): the data, including order type can be changed later;

2.1.2 "Invoice" : specify Status (for meaning of different statuses see "Modify Invoice status" below)

2.1.3 "Sale Receipt": status "Paid" is assigned automatically, the saved data can't be changed later: the payment related accounting data has been recorded

2.2 Record inventory items, services or amount

2.2.1 Tap on "Add product or service" band: the order line screen will be opened.

Using the screen, you can register in the system the new product or service record, or search the existing list of products or services already registered in the system;

2.2.2 The system provides two options for inventory cost calculation: "Standard costs" and "Weighted average" (see the setup of Accounting).

2.2.2.1 If the "standard costs" option is selected, to register the new product (service) type its name and price in the appropriate fields and tap on "Paper-clip" icon to the right of the text field: the product with this same name and price will be recorded in the system, you can edit the data later (in particular add the tax value or description for the product).

2.2.2.2 If the "Weighted average" option is selected, the "Paper-clip" icon is not displayed. The new product will be automatically registered when you create an **Estimate**, **Invoice** or **Sales receipt**. You can edit the created inventory record and add more information later.

2.2.3 To Select existing product or service record: tap "MAGNIFIER" icon to the right of the text field and select an entry from the list, the price will be inserted automatically. The magnifier implements the search function: if the Name field is empty, the whole list of products will be displayed; if the field contains at least one letter, only the product records starting with this letter will be displayed.

2.3 Scan the product Bar code: if the product with this barcode has been already recorded in "Products & Services" list, the appropriate product record will be added to the Invoice. If the product with this bar code has not been recorded in the list, the system will prompt the user to record the new product and will open the appropriate screen. The product can be added to the invoice later: either by selection from the list or scanning the bar code.

2.4 Recording additional information: freight and charges, discount, due date, order number If the memo is not specified for the particular Invoice record, the generic memo record, defined on the invoice settings screen will be used.

3 Specify tax

3.1 You can specify whether the tax is included in the product price or should be added on the top of it, by checking the appropriate checkbox on the screen

3.2 You can select the particular tax type applied to Invoice by choosing the entry from the selection to the right of the "Tax Inclusive" checkbox. If the invoice is may tax-free choose **NO TAX**. In case of a single tax per invoice, you can choose the appropriate tax entry from the list of configured tax records (see below). If the products in the invoice are taxed differently, choose **TAX PER ITEM** entry. In this case, the system will automatically pick the tax rate configured for each product or service included in the invoice. These tax rates have to be configured in advance on the particular product screens (if not specifically configured, NO TAX is implied for the product).

3.2.1 To configure tax value used in your country go to SYSTEM SETUP->TAX screen. Tap on the "PEN" icon on the top of the screen, this will open the entry for the new tax record, you can specify tax name and rate (percentage). This will be included in the appropriate selection lists for new sale, purchase, or product/service records. You can specify the entry which combines several taxes. This will be the single entry with the name of your choice (e.g., VAT & Luxury Tax), and the rate, which is the sum of tax rates for individual taxes included (20% = 5 + 15 %). You can delete the existing tax records (tap on the record in the list and then on "TRASH" icon), which has been created as examples for your convenience.

4 Record invoice memo and internal comment

To record (internal) comment, not shown on the invoice, or the specific memo to be displayed on invoice tap on the colored band on the top of the screen, the appropriate fields will appear (if you tap again the fields will disappear).
You can insert the necessary information **FLOPPY** and **MAGNIFIER** buttons are operating similarly to the previous. You can use the "MICROPHONE" icon to use voice recognition facility, rather than type your information.

5 Process invoice and modify invoice status

Invoice status can be modified for "In Progress" or "Delivered" invoice. This basically reflects the standard workflow of processing the sale order. Depending on the status of invoice, the record can be processed differently

5.1 In case of status "In Progress" the data, including order type can be changed later;

5.2 In case of status "Delivered" the data can't be changed, the separate Payment screen

can be opened, when tap on "$" icon on order details screen to record Invoice payment (see below)

5.3 In case of status "Paid" the data can't be changed; the payment related accounting data has been recorded;

5.4 In case of status "Delivered" the invoice can be cancelled and credit memo recorded. The order payment can be processed when tap on "$" icon on credit memo screen. This is a simplified procedure, so that only account, not payment details can be selected. The same procedure can be conducted with Sales Receipt;

5.5 The Invoice can be transformed to Sales Receipt with payment recorded automatically

5.5 The Invoice be replicated to the new one. It's date is set to current and state specified as "In Progress"

6. Configure Invoice template and company data

Invoice template (for pdf printout) can be configured using SYSTEM SETUP->INVOICE FORMAT SETUP screen.

6.1 The first tab allows the user to choose the template for invoice and the texture used at the top of the page. If you do not like any of the textures in the list, you can use your own custom texture: choose the second tab, check "Use Custom Texture" and tap on the image which will appear. The system will open the directory structure. You need to navigate to the appropriate directory in your Android device and select the image you want to use from the list. The similar procedure is needed to select the logo image on the invoice.

6.2 The second tab will specify which information you want to include into the invoice. This can be applied to order line records (you can add optional information, such as description, tax or stock image for quote) as well as total invoice format

You can include the facsimile signature to invoice (which you need to record on SYSTEM SETUP->DOCUMENT SIGNATURE screen: write signature by a stylus or finger in the grey band and then save)

You can also include both shipping address and billing address on the invoice. In either case you need to check the appropriate checkbox.

6.2.1 The system allows the user to choose two types of document naming.

6.2.1.1 Unique naming is recommended in case if application is linked to Dropbox, in this case the different documents will not overwrite each other on Dropbox server.

6.2.1.2 The alternative (non unique, generic naming) is recommended when the system is

not linked to Dropbox, as more economical in terms of use of memory on Android device. You can make a choice by checking the appropriate checkbox on the screen

6.3 The third tab of SYSTEM SETUP->INVOICE FORMAT SETUP provides the facility to use custom captions on the printed documents (e.g., You may want to use **Estimate** instead of "Quote", etc.), or configure the captions using languages other than English. The system supports generating of pdf documents for the basic European languages as well as Chinese, Japanese, Korean, Arabic and Russian.

6.4 Set company data

To complete configuring the invoice template, you need to specify company data, which will be used on your documents (invoices, quotes, etc.) letterheads as well as in email signatures, on emails, which you send to your customers. Here you basically specify Company name, address, email, website, etc. as well as official memo and footer for different types of documents (invoices, receipts, quotes, etc.). The official memo can be overwritten by the custom memo if it has been specified for the particular invoice. Here you can also specify the link to the payment web-page (e.g., PayPal if you have one), which, if configured, will be automatically included in the email with which you send invoices to your customers.

7. Display, print or email document

When the invoice record is created, you can edit it (if it is quote or invoice in "In Progress" state), create and view a pdf document, or email it to the customer, or upload the pdf document to the server (Dropbox). If you want to print the document, the simplest way would to view it, upload to Dropbox server and then print from your PC using a local printer.

7.1 To edit invoice tap on the "PEN" icon on the top of the screen

7.2 To generate and view pdf tap on "NOTEPAD" icon on the top of the screen. The pdf document will be displayed. To print a document, select File->Send and select Bluetooth. Provided the printer has a Bluetooth interface, the file can be sent to the printer directly.

7.3 To email invoice to the customer, tap on "ENVELOPE" icon on the top of the screen. The email message with the company details signature will be generated, the pdf invoice is attached to the email. If configured, the link to the payment web-page is also included in the email.

8 Upload the document to cloud server

You can keep all generated documents on your PC as well. This is done using the third party facility, namely Dropbox server or Google Drive.

To start using the service you need to connect to the server (establish the new account if

you have not got one) or provide your account credentials to establish the link.

Upload to Dropbox and Google Drive are similar (except the application creates and uses the directory structure on Dropbox or put documents into a single directory on Google Drive). The choice is entirely for your convenience

When the connection is established all pdf documents generated in your system (when taping on the "NOTEPAD" icon) will be uploaded to the Dropbox server or Google Drive You can subsequently browse or print the documents from your web browser on PC, or if you downloaded and installed Dropbox software, keep them in the particular directory on your PC.

If you do not want to upload all pdf files to Dropbox server, you can tap on "TRASH" icon on "DROPBOX UPLOAD" screen this will delete all pdf files generated before. Then you can create pdf documents for the records you need (by opening the appropriate record in the list (say invoice) and then tapping on "PAPERS" icon. When the documents are created, you can go to "DROPBOX UPLOAD" screen and press "Upload" button.

The same for Google Drive

In both cases, you can save the full backup to the server and restore the data from the server (Dropbox or Google Drive) when needed. See HELP on the appropriate screen for more details

Note: we do not recommend to upload too many documents at once, as this puts a too heavy load to android memory and the bandwidth of your internet connection. The better option is to create one or two documents and then instantly upload them, then repeat the procedure if you need to upload more. See more details below.

9 Record order payments (including partial payments)

When the invoice is in "Delivered" state, the system provides the facility to record the details of payments (may be several partial payments). To record the payment tap on "$" icon on invoice details screen (the icon is displayed only in the case if the invoice is in the "Delivered" state). The payment screen will be opened, you can record the type of payment (Check, Credit Card, PayPal, etc.) as well as the payment details and comments. When the total amount of payments reaches the invoice amount, the invoice status is automatically changed to **Paid**.

The receipt, which may be sent to the customer will include the details of all partial payments.

Money Out

Recording and generating pdf documents for Bills, Purchases and Purchase Orders is very similar to recording invoices, except here, when making the record, you automatically specify the Expense Category.

You can configure your expense categories (very similar you configure tax rates), see below the details.

"Purchase Order" is used to record inventory purchases (used for subsequent sales).

1 Record the vendor

1.1 Type vendor name in the vendor field; save the vendor name in the contact list: tap "FLOPPY" icon to the right of the text field;

1.2 Select existing vendor record: tap **MAGNIFIER** icon to the right of the text field and select a contact from the contact list. The magnifier implements the search function: if the Vendor field is empty, the whole list of contact will be displayed; if the field contains at least one letter, only the contact records starting with this letter will be displayed.

2 Choose document type, status & stock

2.1 Select document type

2.1.1 "Bill" or "Purchase".

2.1.2 "Purchase Order" : specify Status (for meaning of different statuses see "Modify Purchase Order status" below)

2.2 Record inventory items, services or amount

In the case of a Bill, you can only record the amount. For Purchase or Purchase Order you can record stock items being purchased

2.2.1 Tap on "Add product or service" band: the order line screen will be opened.

Using the screen, you can register in the system the new product or service record, or search the existing list of products or services already registered in the system;

2.2.2 The system provides two options for inventory cost calculation: "Standard costs" and "Weighted average" (see the setup of Accounting).

2.2.2.1 If the "Standard costs" option is selected, to register the new product type its name and price in the appropriate fields and tap on "Paper-clip" icon to the right of the text field the product with this name and cost will be recorded in the system, you can edit the data later (in particular add the price, tax, or description for the product).

2.2.2.2 If the "Weighted average" option is selected, the **Paper-clip** icon is not displayed. The new product will be automatically registered when you create a "Purchase Order." You can edit the created inventory record and add more information later.

2.2.3 To Select existing product or service record: tap "MAGNIFIER" icon to the right of the text field and select an entry from the list, the cost will be inserted automatically. The magnifier implements the search function: if the Name field is empty, the whole list of products will be displayed; if the field contains at least one letter, only the product records starting with this letter will be displayed.

2.3 Scan the product Bar code. If the product with this barcode has been already recorded in the "Products & Services" list, the appropriate product record will be added to the Purchase Order; if the product with this bar code has not been recorded in the list, the system will prompt the user to record the new product and will open the appropriate screen. The product can be added to the purchase order later: either by selection from the list or scanning the bar code.

2.4 Manually insert the amount into the amount field (this is the simplified way to record the purchase

3 Specify tax

3.1 You can specify whether the tax is included in the product cost or should be added on the top of it, by checking the appropriate checkbox on the screen

3.2 You can select the particular tax type applied to Purchase Order by choosing the entry from the selection to the right of the "Tax Inclusive" checkbox. If the purchase order is may tax-free choose **NO TAX**. In case of a single tax per purchase order, you can choose the appropriate tax entry from the list of configured tax records (see below). If the products in the purchase order are taxed differently, choose "TAX PER ITEM" entry. In this case, the system will automatically pick the tax rate configured for each product or service included in the purchase order. These tax rates have to be configured in advance on the particular product screens (if not specifically configured, NO TAX is implied for the product).

3.2.1 To configure tax value used in your country go to SYSTEM SETUP->TAX screen. Tap on the "PEN" icon on the top of the screen, this will open the entry for the new tax record, you can specify tax name and rate (percentage). This will be included in the appropriate selection lists for new sale, purchase, or product/service records. You can specify the entry which combines several taxes. This will be the single entry with the name of your choice (e.g., VAT & Luxury Tax), and the rate, which is the sum of tax rates for individual taxes included (20% = 5 + 15 %). You can delete the existing tax records (tap on the record in the list and then on "TRASH" icon), which has been created as examples for your convenience.

You can insert the necessary information; "FLOPPY" and "MAGNIFIER" buttons are operating similarly to the previous. You can use the "MICROPHONE" icon to use voice recognition facility, rather than type your information.

4 Process purchase order and modify purchase order status

Purchase Order status can be modified for "In Progress" or "Delivered" purchase order. This basically reflects the standard workflow of processing the sale order. Depending on the status of purchase order, the record can be processed differently

4.1 In case of status "In Progress" the data, including order type can be changed later;

4.2 In case of status "Delivered" the data can't be changed, the separate Payment screen can be opened, when tap on "$" icon on order details screen to record Purchase Order payment.

4.3 In case of status "Paid" the data can't be changed; the payment related accounting data has been recorded;

Products & Services
The list of products and services should include the products or services which can be listed in invoices or purchase orders.

The items in the list can be manually inserted, uploaded in bulk from PC V-Business Small business accounting system (see below), or inserted in bulk using CSV file.

The records typically include name description, price and tax details (name and price are mandatory), as well as some additional information, such as "Bar code" and manufacturer code. The bar code can be read from the barcode scanner, which will be called when tapping on the "BAR CODE" icon to the right of the appropriate field.

The system allows the user to attach to the record several stock images, which can be instantly made photographs, or existing (pre-processed) images, selected from Android storage and attached to the record.

The information about the stock can also be printed as a pdf file, images included.

The tax specified for the product or service is selected from the list of available tax records and used in the invoice when configured "TAX PER ITEM" (see above).

3.1 In the multi-currency configuration the user can configure an inventory item to be priced in several currencies. For two inventory records registered for two different companies (with the different currencies), in case if their **product IDs** are the same, the system will be using the same single counter for the actual amount of inventory. The user can have a single list with changes of the amount for the inventory item and the several money amounts linked to the same item (quoted in the different currencies).

This can be used for export/import sales when purchase orders are nominated in one currency, sales in the other, while the inventory amount is a single value for the stock, being increased/decreased both by purchases and sales.

3.2 Backup and transfer inventory data between companies

In case if several companies with different currencies are registered, the user can copy the inventory data registered for the different companies. After that the data can be updated: the prices quoted in the currency, as specified for the second company, entered.

Note To copy the inventory data from the different company, you need to use the option **MERE WITH CSV DATA** . The alternative option will not change the company id, so the data will still belong to the old company.

Contacts, Tasks & Notes

The system provides basic CRM facilities, which includes a list of contacts. The contact detail can be manually inserted, uploaded from contacts subsystem of Android phone, or inserted in bulk using CSV file.

The system provides the standard calendar facility as well as the facility to record events, tasks, and notes, which can be linked to contacts.

The system also links to the contacts all related phone call records, which are automatically copied from Android phone log.

Financial Accounting

The system provides the basic Financial Accounting facilities: keeping track of income and expenses, recording all sales and purchases related information into General Ledger, creating financial reports. The accounting system is split into "Cash" and "Accounting." subsystems.

1 Cash: bank accounts & expenses

The subsystem keeps information about the money, that is

1.1 The list of Bank Accounts & Credit cards with all related transactions attached to the accounts. Similarly, the system specifies the lists of Loans and Deposits, as well as Capita Assets.

The system contains the list of accounts for demo purposes. You can either use the existing records: just set the correct balances, or delete existing records and create your own list of accounts with the correct balances.

1.1.1 For the Bank accounts, the balances are updated automatically, when the sale (purchase) is recorded. The user can also record Deposit, Withdrawal, Transfer, Interest (for an interest-bearing account) as well as update the initial account balance. The account details screen displays total balance and monthly changes for the account.

1.1.2 For interest-bearing accounts (e.g., Bank accounts, Term deposits, etc.), the user can specify the interest rate and select an option to "Automatically add interest
1.1.3 The system lists basic financial liabilities, such as loans (borrowed), as well as financial assets: Term deposits, Loans (lend); and Capital assets.

The system provided the facility to specify interest for Loans/Deposits and depreciation for Capital Assets.

1.2 The Expenses categories (accounts) contain the similar information (balance, monthly changes and the list of related transactions)

1.2.1 Expenses accounts can be arranged hierarchically so that the user can specify expense category and subcategory. This is convenient when analyze and report the detailed expenses, which belong to the same particular subcategory.

1.2.2 For Expenses the user can specify the monthly budget (which will be kept and displayed on the appropriate report together with monthly expenses)

1.2.3 The user can specify the bill payment notification (day in a month), in case if he needs notification that the particular bill is due to be paid. In this case, the system will automatically create and insert the appropriate events into the calendar, approximately a month in advance.

1.3 Cash Flow

The subsystem also includes the convenience screen with the summary for cash flow for the system for a week, month and the year to date.

1.4 Currency conversion

In case if multiple currencies are configured, the system provides the facility to record the transfers of money between the accounts with different currencies. These currency accounts are registered as for separate "Companies" with the separate set of accounting books. So that the transfer is recorded as a deposit (or withdrawal) to (from) the particular accounts with the appropriate debit or credit of Owners drawing equity account. The transfer is recorded for the current (updated from the internet) exchange rates specified for the given currencies. The system uploads exchange rates for the currencies upon tap on the "Circular arrow" icon on the top band of "System setup-> Currency exchange rates" screen The entries in the list are supplied by a calculator for quick calculation of payments in different currencies.

2 General Ledger

The subsystem contains the list of General Ledger accounts (all accounts needed to describe the financial status of the company) and standard Accounting reports.

The system includes the list of predefined accounts, some of which are mandatory and can't be deleted. You can delete a non-mandatory account (provided it does not have transactions), or create new accounts; however, this is not necessary.

2.1 The general ledger account record displays information similar to bank account (the balance monthly changes and the list of transactions)

2.2 Accounting reports contain the graphical and textual representation of the data, as well as the option to create pdf and CSV data files (if needed the files can be uploaded to Dropbox server or Google Drive as specified above). The representation is switched between graphical and textual upon tapping on "A" icon on particular report screen. The pdf file is created upon tapping on "Notepad" icon on report screen. The CSV file is generated upon tapping on "Papers" icon on report screen.

3 Financial Reports

The system contains the following list of reports

3.1 Budgets & Expenses

For the different expense categories, the report specifies configured monthly budgets and actual expenses

3.2 Sales (Per month, Per quarter, Per customer, Per item)
The lists of total amount for delivered and paid Sales as specified per category or time interval.

3.3 Aged receivables
The standard accounting report which lists amounts owing by different customers for the periods more than 30, 60 or 90 days

3.4 Tax (Per month, per quarter)
The lists of tax amounts within sale amounts for delivered and paid sales as specified for time intervals

3.5 Payments (Per month, per customer)
The lists of amounts actually paid by the customers for delivered goods or services, as specified by Sale Receipts and paid or partially paid Invoices

3.6 Expenses (Per month, per category)
The list of expenses per category (and subcategory) with total amounts and percentages as specified by Bills, Purchases and paid Purchase Orders

3.7 Balance Sheet
The standard report listing Assets, Liabilities and Equity of the company.

3.8 Profit Loss
The standard profit loss statement for the company for specified periods.

3.9 Gross Profit
Sales amount less cost of sales for a specified period.

3.10 Chart of Accounts
The list of all General Ledger accounts with balances

3.11 Journals
All accounting transaction records with amounts and types (Debit or Credit)

3.12 Trial Balance
List of debit and credit amounts per account per time interval.

3.13 Cash Flow
The standard cash flow statement, which list incoming and outgoing money for specified the period.

3.14 Inventory: Summary & Total costs
The list of inventories with physical amounts, costs and totals.

4 Setup & End of financial year

4.1 The setup of Accounting subsystem is conducted on the System Setup -> Tax &

Accounting -> Accounting setting pane. The user can specify:

- Date of start of operations
  It may be needed for Statement of financial position report.
- Day and month for the start of financial year.
- Standard or simplified procedures for processing of sales tax in the accounting subsystem.

If **STANDARD** is checked:
The sales tax is calculated based on the sum of price of the products being sold (sale subtotal) and freight and charges. In case if the discount is offered, the sales tax is calculated based on the actual amount paid (after the discount was applied), which is typical for volume discounts. Discount is acknowledges as contra (negative) income.

If **SIMPLIFIED** is checked:
The sales tax is calculated based on the sum of price of the products being sold (sale subtotal) only. Freight and charges amount is just displayed on the invoice, the sale tax is not deducted from the freight amount. In case if the discount is offered, the sales tax is calculated based on the price of the products (before the discount was applied), which is typical for early payment discounts. Discount is acknowledged as the cost of sale (expense).

4.2 The user can choose the method for inventory cost calculation **4.2.1** "Standard costs" method implies that the cost is set by the user for each inventory item ("product").

4.2.2 "Weighted average" method implies that the cost of each particular inventory item will be re-calculated (and possibly reset) by the system, upon processing of each purchase order for this inventory item, based on the price which was paid paid. The cost of an inventory item will be calculated based on the standard accounting "weighted average" procedure (total money paid for the product when purchased, divided by total amount of the product).

4.3 The end of financial year procedures are the standard accounting procedures, which will be conducted upon pressing on the button **Closing books** on the System Setup -> Tax & Accounting -> Accounting setting pane.

The procedures can be conducted after the actual end of the financial year and will include.

- Processing income and expenses accounts, evaluating profit or loss

  The balances of Income and expenses accounts will be reset to zero with the totals transferred to a temporary income account. The data from the temporary income account will be transferred to the Retained Earnings account, or Owners Capital

account will be adjusted.

International Financial Reporting Standards

In addition to the standard accounting functions, the system provides some additional, limited features, which makes it basically compliant with International Accounting Reporting Standards for Small and Medium entity (IFRS SME).

The specific feature of IFRS procedures, compared to generally accepted accounting practices for each particular country, are related to the analysis of the company financial standing in the actual market environment. The IFRS compliant functionality is limited by the following set of features

- Standard IFRS reports;
- Automatic maintenance of the list of General Ledger accounts, which are needed to provide IFRS reporting.

IFRS General Ledger accounts

The set of IFRS accounts can be established on the Company pane by selection of the appropriate list when creating the new Company.

Standard IFRS reports

Standard IFRS reports are defines as follows:

1.1 Statement of comprehensive income
It has a meaning of Profit Loss statement with slightly different detalisation of income and expenses categories

1.2 Statement of financial position
The List assets and liabilities of the company, which also indicates current and non-current assets and liabilities

Note: Current assets are those which can be consumed within the current year, typically pay for current liabilities, which are due within the current year. Noncurrent assets are those, which cannot be consumed within the current year.

1.3 Statement of financial position: preceding period
Statement of financial position: previous financial year.

Note: *All IFRS features are optional, which means may be or may not be used by the*

business. Still if not used for formal financial reporting, the provided features are quite useful to give an insight of the company financial standing.

Multiple companies / currencies

1. The user can register multiple companies (or currencies) in an ordinary fashion, by providing an abbreviated company name. When the company is registered, it is set as a default. The particular company details, invoice settings, etc. can be recorded later within the SYSTEM SETUP->COMPANY DETAILS ... screen. The settings will be recorded for the company currently selected as a default.

   Note: The feature is optional and may be used only in case if the user runs multiple companies, or works with multiple currencies. **In the case of a single company (or a currency) no records need to be recorded here.**

   Note: As the system conducts separate accounting calculations (reports) for each company, the feature can be used to conduct separate accounting for operations with different currencies without the need to recalculate the totals based on the particular exchange rates, when prepares financial reports.

   Note: When creating a new company, the user can choose a concise or full list of accounts. The first may be more convenient for a contractor, while the second for the business. The user can add necessary accounts later.

2. In case of use of multiple currencies, the system provides the facility to record transfers of money between the accounts with different currencies. These are registered as for separate companies, with a separate set of accounting books. The transfer is recorded as a deposit (or withdrawal) on the particular accounts with the appropriate debit or credit of Owners drawing Equity account.

   The transfer is registered with the current (updated) exchange rates for the currencies.

3. The user can configure inventory to be priced in the different currencies, to have a single counter for physical inventory amount and several money amounts linked to the inventory item. (For more details see the System Help.)

4. The user can switch between the companies, by opening the particular record and saving it as a default. Accounting, inventory and settings records are linked to the particular company. Organiser records: contacts, tasks and notes are common to all registered companies.

5. The backup to Dropbox is conducted for consolidated data, which includes the data

for all companies, currently registered. The backup to PC is conducted separately for each company.

System Setup

The system allows the user to set invoice and company data, specify tax (see above) and pre-record frequently used messages. Apart from that, the system supports some useful auxiliary functions

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Recovering system info and license number

In case if by some reasons the license is not registered automatically, or the is lost when you re-installed the system, you can upload your license number from the online database

Go to SYSTEM SETUP->ABOUT screen and tap on the "KEY" icon on the top; answer "Yes" to the question, if you want to verify license number. Provided the license has been registered, the number will be uploaded from the server.

Purge the data

To Purge old data open SYSTEM SETUP->BACKUP & RECOVERY screen. Tap on "PURGE THE DATA" icon and specify the date, so that all the record with earlier dates will be deleted from the system (e.g., the events, sales, accounting transactions, etc.)

For the sake of completeness, the system provides an option to recalculate account balances (as long as you delete transactions, totals may be changed), this, however, is a special option which you typically should not use (you delete obsolete transactions, rather than wrongly recorded).

Full Backup of the data to SD file

The backup command will copy all the data in the system to temporary file data.CSV. The recovery from the CSV file will insert the data from the chosen CSV file to the database.

Note: The data in the system after the backup will be as recorded in the backup file. If you conducted transactions after the backup, they will be lost unless you create a second backup with the current data and merge two files.

Insert of pre-recorded data (or backup) into the system

1 Create a CSV file from an existing list (e.g., a list of contacts) by tapping on the "PAPERS" icon on the appropriate screen. This will give you the template into which you can insert your own data. You can export the file to the Dropbox server or Google Drive

(see Help inside the appropriate screen), copy to PC when Android device is connected to PC via USB port and then edit on your PC. Alternatively, just edit it on your Android device. The file will be located in **/sdcard/VBuS/Reports/ORDER** directory. If you do not use unique file naming (see above) the file name tmpData.CSV

2 Edit the list: insert your data. Place the file into the directory specified above, or any other directory on Android device, you can navigate to.

Note: You **MUST NOT** change the number of columns or captions in the top row. If the number of columns is changed, the data will not be uploaded.

3 Tap on "RECOVER DATA FROM CSV FILE" and select the file you have just edited. Upon taping on the file record in the list, information from the CSV file will be uploaded to the system. Check the appropriate list (e.g., CONTACTS) to confirm that the data has been uploaded.

Upload to cloud server, Backup & Recover data

The system can use Dropbox server or Google Drive for upload of the documents, partial and full backup of the data, as well as for exchange of the data between Android devices.

Upload documents to Dropbox server or Google Drive

You can keep all generated documents on your PC as well as on the third party public server: Dropbox (Google Drive)

To start using the service, you need to connect to the server (establish the new account if you have not got one) or provide your account credentials to establish the link.

When the connection is established all pdf and CSV documents generated in your system (when taping on "NOTEPAD" and "NOTES" icons) will be uploaded to the Dropbox server (Google Drive). You can subsequently browse or print the documents from your web browser on PC.

If you do not want to upload all pdf files to the server, you can tap on "TRASH" icon on the top band screen this will delete all pdf files generated before. Then you can create pdf documents for the records you need, by opening the appropriate record in the list (say invoice) and then tapping on "PAPERS" icon. When the documents are created, you can go to "DROPBOX UPLOAD" screen and tap on "Arrow" icon.

Note: we do not recommend to upload too many documents at once, as this puts a too heavy load to android memory and the bandwidth of your internet connection. The better option is to create one or two documents and then instantly upload them. Repeat the procedure if you need to upload more.

The documents will be uploaded into several directories on Dropbox server (e.g., REPORTS, DOCS, NOTES, etc.) depending on the type of a document.
Br/> In the case of Google Drive, the documents are uploaded into the top directory.

Full Backup of the data

The option to back up the data will copy all the data in the system to temporary file data.CSV and upload it to the server. The file can be subsequently used to recover the data in the system as well as for exchange of the data between several Android devices. To conduct the procedure tap on "Two arrows" icons. The system allows the user to conduct

- FULL BACKUP TO DROPBOX
- FULL RESTORE FROM DROPBOX

Note: As Dropbox is a third-party server and data exchange is running as a background operation, you may need to **fully exit and restart the system** (tap on "Arrow up" icon on the main screen to exit) between running several operations of data exchange. You may even need to restart your Android device to conduct the operation.

FULL BACKUP TO DROPBOX will extract all the data from the system (except settings) and upload it to the Dropbox server.

Note: in case of several Android devices, this should be done with care, not to overwrite the valuable data.

FULL RESTORE FROM DROPBOX will download the backup file from Dropbox server and insert to the system. The system data will be **reset**: the data in the system after the backup will be as recorded in the backup file. If you conducted transactions after the backup, they would be lost.

The backup / restore to Google Drive is exactly the same. Two options are provided entirely for the user's convenience.

Interaction with the PC application
The Android application can work independently, or may be linked to the PC application

Link to SMALL BUSINESS APPLICATION on PC

The system can be linked to **V-BuS SMALL BUSINESS PC APPLICATION**, In this case, the business data can be exchanged between Android & PC applications.

Transmission of the data is based on standard AS1 protocol (exchange of encrypted email messages), so the user must specify the same email account for the transfer of messages (submit his email address and password) both on the Android device and PC. Alternatively, Dropbox can be used for data exchange. In this case, the data is not encrypted when passed between the devices.

Upload of the data from Android application to PC can be conducted either instantly, or in bulk, depending on the way the "PC CONNECTION" has been configured. The data also can be downloaded from the PC to Android device (or several Android devices).

Note: If the data is recorded at the time when the Android device is located outside of the zone of network coverage, the data will be automatically marked for bulk upload, independent of the initial configuration of the system (this data only).

The system provides the choice of Dropbox, Gmail or AOL accounts to be used for the exchange of the data. The user may create the new account for this purpose, not to interfere with his usual email account.

Android PC connection is established as a sequence of the following steps

Please note:

- The systems **can't be connected using email account configured with two steps authorization** (if you provided a mobile number for additional verification on the top of password verification). If you want to use our system, use (or create) an email account with password authorisation only.
- The sequence of steps is important. **First you must configure PC application and then Android device application.**

1 For PC application

1.1 Upload, install and configure inventory and accounts data on PC application. This data will be uploaded to Android application (depending on configuration, either added to existing data or the data on Android will be recreated).

The PC application has some sample inventory data, which you need to delete: Press **"Delete All Sample Data"** button on Setup->Company Details screen of V-BuS PC application.

1.2 Setup Android connection email login and password (full Gmail or AOL address e.g. yourname@gmail.com) and password on Setup -> Communications screen; press "ANDROID CONNECT" button; wait until the text on the button changes to "RESET CONNECTION" (if it does not change for more than 1 min, check your email and password and try again). Check that Gmail (AOL) account is created: the corresponding record should appear in the list in Setup -> Email Setting screen.

Note: To make sure that the first step was conducted correctly, you can check that the message with the subject "V-BuS-Upload setup" appeared in your Gmail (AOL) Inbox. The attachment of the message contains the inventory and accounting data (encrypted) selected from the PC application to be upload to the Android application.

2 For Android device application

1.1 Configure connection by selecting the server (GMAIL or AOL) and submitting Gmail (AOL) login and password in DATA EXCHANGE->UPLOAD TO V-BuS PC ACCOUNTING -> PC CONNECTION screen. This MUST be the same as configured on the PC.

Select an option to upload the data instantly, or to conduct the bulk upload. In the case of bulk upload, you can filter information an discard the data which you do not want to be transferred to PC.

If you have a slow internet connection, do NOT check the box "Image Upload" to indicate that only textual information, not images should be uploaded to PC.

Note: Generally the system uploads to PC both data and images, The option to upload the text only is the recommended choice in the case when the speed of internet connection, or speed of user"s computer is low (repeated upload of large images can stall the application).

Checking the box "Reset the data" will enforce the system to delete the current accounts, and inventory data and subsequently insert the data which has been configured on PC.

Provided the settings are correct, the system will start operation in connected mode: all new sales, purchase, payments, stock, contact, tasks and notes records will be uploaded to V-BuS PC application, either instantly, or in bulk, upon the user"s request. In the case of a bulk upload, information recorded on a smartphone can be uploaded to PC by pressing "Arrow" icon on DATA EXCHANGE->"UPLOAD TO V-BuS PC ACCOUNTING"->"UPLOAD DATA" screen. Only the selected data will be uploaded; the redundant messages can be discarded (deleted).

- If you want to link to PC several Android devices, you need to repeat **BOTH TWO STEPS** for PC and each Android device. Sequence of steps **must** be maintained for setup of **EACH** device.

Backup & exchange of data between Android devices via PC V-Business application

The system can use PC V-Business application for upload of the data, partial and full backup of the data, as well as for exchange of the data between Android devices (reset or

sync).

Upload new records to PC V-Business application

You can keep all generated data within the PC V-Business application, provided the connection between Android devices and PC is established (see "Help" screen on Data exchange screen).

Exchange the data between Android device and PC application

The system allows the user to conduct

- UPLOAD NEW DATA TO V-Business PC
- FULL RESTORE FROM V-Business PC
- MERGE DATA FROM V-Business PC

UPLOAD NEW DATA TO V-Business PC will upload the newly created data (e.g. Sales, Stock, Contacts, etc.) to PC V-Business application.

FULL RESTORE FROM V-Business PC will be downloading all the data PC V-Business application and inserting to the system. The system data will be **reset**: the data in the system after the backup will be as recorded within PC V-Business application. If you conducted transactions after the backup, they would be lost.

MERGE DATA FROM V-Business PC will be downloading all the data PC V-Business application and inserting to the system. The system data will be **merged**: the data in the system after the backup will contain both the transactions recorded within PC application together with all transactions conducted within Android application. The accounts balances will be recalculated based on the total list of transactions (sales, purchases, etc.).

Exchange of the data between Android devices.

1. Conduct **UPLOAD NEW DATA TO V-Business PC** the Android devices - the data created on this device (e.g., sales, purchases) will be uploaded to PC V-Business application.

2. Conduct **MERGE DATA FROM V-Business PC** on the second Android device - the data on the second device will be merged with the data from the first device (the users may conduct different transactions on the different devices, they should not be lost).

Note: in case of differences in the data, as resulted from updates on the other device, the system will update accounts, stock and contact information; sales, purchases and transactions data will be inserted into the system on the top of the existing one. The account balances will be recalculated based on transactions' data.

Note: the system provided the option to reset the data, rather than to merge by using the option **FULL RESTORE FROM V-Business PC** . This can be selected in case if the user wants to edit or purge the data on the PC and then replicate it.

PC & Android: client-server configuration

The PC and the set of Android applications can be configured and used as a client-server system. So that the data can be exchanged between Android applications by uploading it to PC (by one of the Android applications) and then downloading and merging with the data on the other Android application. This is conducted in two steps.

1. Link Android applications to the PC application, as described above. Start PC application

2. On Android applications

- Open DATA EXCHANGE->UPLOAD TO V-BuS PC ACCOUNTING window
- Tap on "crossed arrows" icon on the top band and select "UPLOAD NEW DATA TO V-Business PC" or "MERGE DATA FROM V-Business PC" interchangeably on one or the other Android application.

The data will be exchanged between Android applications via a PC application.