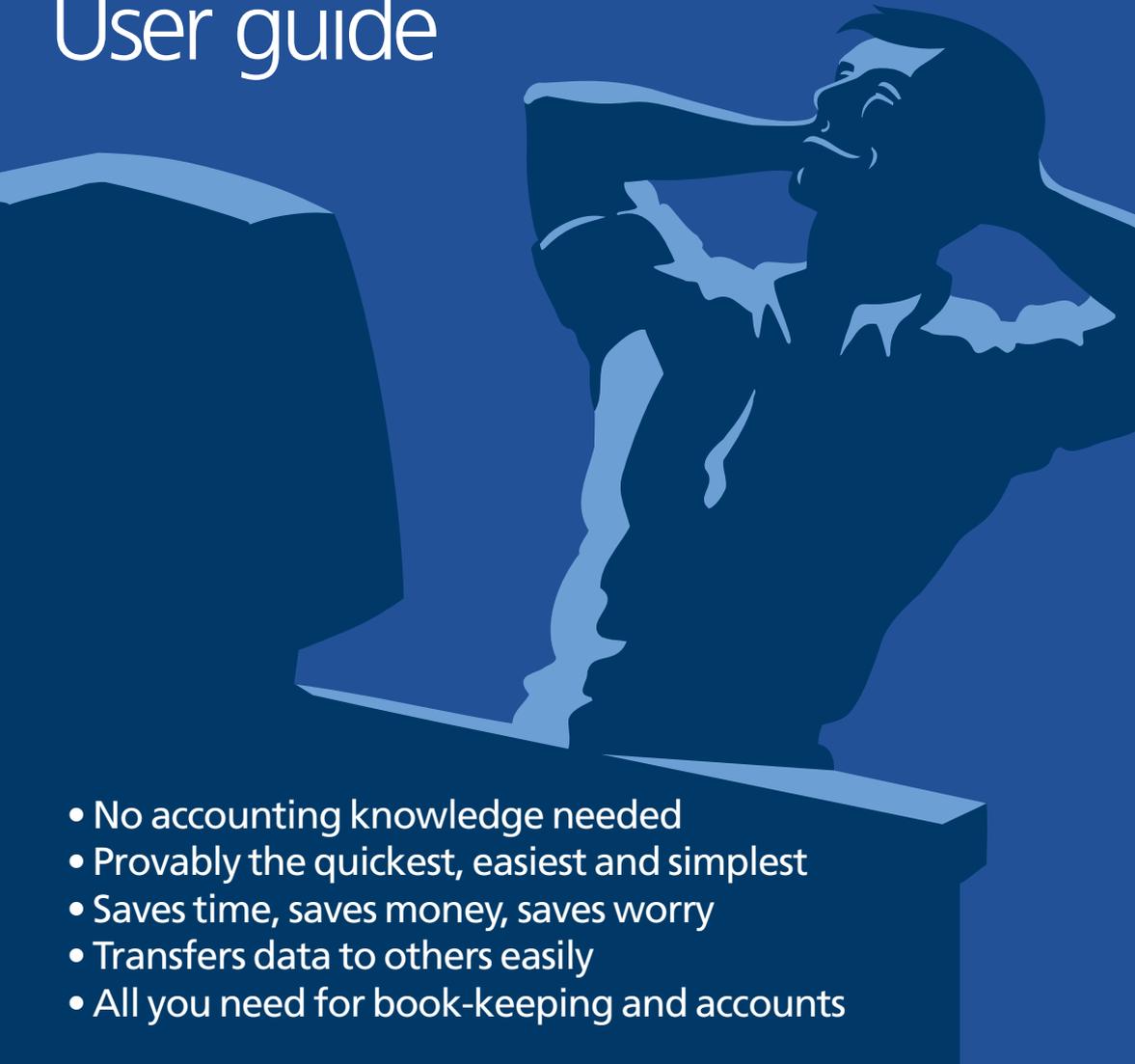


Makes life easier for very small businesses,  
sole traders and the self-employed

# Simply Books

ACCOUNTING SOFTWARE

User guide



- No accounting knowledge needed
- Provably the quickest, easiest and simplest
- Saves time, saves money, saves worry
- Transfers data to others easily
- All you need for book-keeping and accounts

Cheques

Receipts

Bank  
Statements

VAT

Invoices

Profit and Loss

Accredited by  
accountants



The Institute of Chartered Accountants in England and Wales has accredited this software under the terms of its IT Product Accreditation Scheme. Purchasers should ensure that the software and support meet their own specific requirements as the Institute of Chartered Accountants in England and Wales will not be liable for any damage incurred by any person occasioned by the use of the software, or any related products or services, howsoever caused.

Thank you for choosing Simply Books to help run your business. Our job is not only to make your life easier but also to give you quick access to the information that will help you run your business. This is something that is time consuming and difficult without a computer.

Whilst Simply Books is provably the quickest, easiest and simplest method of book-keeping for small businesses, and will have you up and running in record time, there is still a learning curve.

This brief User Guide is designed to make the learning curve as short and gentle as possible. Please spend some time reading it. Skip bits that are too repetitive, but do have a look at all of it.

Should you need it, we provide a help desk. We recognise that many small businesses do their accounts outside normal office hours and our help desk hours reflect this.

We wish you well with Simply Books and hope to be your accounting software provider for many years to come.

## *To help you check that Simply Books is appropriate for you ...*

Simply Books allows you to maintain your book-keeping records to accountant's standards.

Our customers include small businesses, sole traders, self-employed individuals, and charities; anyone with simple accounting requirements. The software does not provide salary calculations, stock control or job costing. Our emphasis is on simplicity, and a gentle and brief learning curve.

### **Your computer needs to have**

- ▶ Windows 95 or later
- ▶ 166 MHz processor or faster
- ▶ 32 Mb of memory or more
- ▶ CD drive (or connection to the internet)

**For support, call 020 7272 9700.**

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## Before you can begin the routine process

*Before you can begin the monthly routine of entering payments, cheques and invoices you must tell Simply Books a few things about your business.*

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Initial information – your account names and balances	8

## The book-keeping process

*Book-keeping is best done with a check list to hand. As time goes on you will work out the best order in which to do things, and what things you can skip altogether. On the page 13 is an example checklist, and on the subsequent pages you'll find guidance for each of the tasks.*

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## Special topics

*In the final section you'll find general topics that will help you use Simply Books efficiently.*

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## *Before you can begin the routine process*

Before you can begin the monthly routine of entering payments, cheques and invoices you must install the software and then tell Simply Books a few things about your business.

It's this simple:

- Are you going to record sales invoices?
- Are you going to record purchase invoices?
- What date are you going to record from?

Then you need to name your accounts (eg what your bank account is called). Then you need to say what the opening balances are. But in fact you don't have to do either of these things completely yet; as you will see...

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## *Installing* **Simply Books**

### **The easy way**

- 1** Close down any programs that you can.
- 2** Insert the Simply Books CD into your CD drive. Wait a few moments until the CD has stopped whirring. The install procedure should now start automatically.
- 3** Follow the on screen instructions.

### **The alternative way**

Some machines do not recognize CD automatic installs. If the install procedure does not appear to work, this is the alternative method.

- 1** Having done steps 1 and 2 above, ensure there isn't a floppy disk in the floppy disk drive.
- 2** Click on the Start button in the bottom left corner of your screen.
- 3** Click on Settings.
- 4** Click on Control Panel.
- 5** Double-click on Add/Remove Programs.
- 6** Click on the Install button. Wait a few moments until the CD has fully engaged. The install procedure should now start.
- 7** Follow the on screen instructions.

## *Starting* **Simply Books**

### **Each time you start**

- 1** Click on the Start button in the bottom left corner of your screen.
- 2** Click on Programs.
- 3** Click on Simply Books.
- 4** Click on Do Books.

### **The first time**

On the very first time you have to do two additional things.

- 1** A small form will request your Product Identification Number (which you will find on the CD case).
- 2** Another form will ask what kind of business you are. These are the options:

Sole Trader  
Company  
Partnership  
Charity

Select one of them, and click on .

If you're not sure which one to choose, choose any of them: you can always change it later.

Now wait for a moment while the accounts are created.

# Things to do before you make your **first entries**: entering some **basic**

## There are three questions you need to answer before starting to use **Simply Books**.

- ▶ **Should you record sales invoices?**  
(Do you issue invoices to your customers?)

### **Always**

Yes, you should record sales invoices.

### **Never**

Don't record sales invoices.

see

**3**

### **Sometimes**

Tell Simply Books you will record invoices.

- ▶ **Should you record purchase invoices in Simply Books?**

Do you pay all your bills in one go ?

(Eg at the end of the month, regardless of whether they are one or thirty days old.)

**No** – You should record purchase invoices.

see

**4**

**Yes** – Don't record purchase invoices.

- ▶ **What is the start date for your business records to be entered in Simply Books?**

It is strongly recommended that you choose a start date that is not too far in the past. The most convenient date to settle on is the first day of the current month.

see

**8**

- ▶ Select **View** → **Businesses** from the pull down menu.
- ▶ On the sidebar click on **My Business** (if you've already entered business details it won't say **My Business**, it will show the actual business name).
- ▶ Select **File** → **Properties** from the pull down menu.  
Now you will see the form **Business Properties** which you should use to enter the information relating to your business.

## Entering the information

Click on the word **General** near the top of the form.

- 1** Type in the name of your business.
- 2** Type in the first letter of your business name.
- 3** Click on this to remove the tick if you do not want to record sales invoices.
- 4** Click on this to remove the tick if you do not want to record purchases invoices.
- 5** Click on this to remove the tick if you are not VAT registered.

Now click on the word **Dates** near the top of the form.

- 6** Type in the start date for your business records in the box marked **Opening balances**.
- 7** In the **From** box type in the date of the day one month before the start date.
- 8** In the **To** box type in the latest date for which you will be allowed to enter transactions. The **From** date plus three months is recommended.

# options

**Business properties: My Business**

General Dates Notes Stats Advanced VAT

Name **1** → My Business

Short Name **2** → n

Use sales invoices  **3**

Use purchase invoices  **4**

VAT registered  **5**

OK Cancel

**Business properties: My Business**

General Dates Notes Stats Advanced VAT

Opening balances 01/09/99 **6**

Allowable dates for book-keeping entries and amendments

From 01/08/99 **7**

To 31/10/99 **8**

Next customer statements

Next P&L consolidation

OK Cancel

## Other entries

### Next customer statements

If you record sales invoices, and give your customers statements, this box says what the date is for your next set of statements. You don't have to fill it in now.

### Next P&L consolidation

This box says what the date is for your next end of year. You don't have to fill it in now.

# Naming your accounts

## What Simply Books creates automatically

### Banks accounts etc

Simply Books creates a set of bank accounts for you, including a cheque account, a deposit account, a credit card account and a petty cash account. Rename these as required (see below).

### Expense categories

A standard set of expense categories is created. If you prefer your own set of categories, rename and/or create new ones.

### Income categories

A standard set of income categories is created. Rename and/or create new ones as required.

### Customers and Suppliers

Example customers and suppliers are created (if you selected to record sales invoices and purchase invoices respectively). Rename these and create new ones, as required. (You can add opening balances, now or later).

### Assets and Liabilities

A standard set of assets and liabilities is created. Rename these and/or create new ones as necessary.

## Changing the Names of Accounts

- 1 Choose the type of account you wish to rename by selecting **View → Bank accounts etc** from the pull down menu (or **→ Income categories, → Expenses categories, → Assets and liabilities ...** whichever type of account you're looking for).  
Now you will see the sidebar change to show the selected type of account.
- 2 Click on an account in the sidebar.
- 3 Select **File → Properties** from the pull down menu.  
Now you will see the account form.
- 4 Click on the words **Name and type** near the top of the form.
- 5 Type in the name you want to use and click on .

## Creating New Accounts

- 1 Repeat step 1 above.  
Now you will see the account form with the correct category and sub-category selected.
- 2 Click on an account in the appropriate sub-category.
- 3 Select **File → New** from the pull down menu.
- 4 Repeat steps 4 and 5 above.

**Account properties: 10123456 Cheque Account (m)**

Name and type | Other details | Notes | Stats

Name  
1 10123456 Cheque Account

Short name Business  
10123456ChequeAccount My Business

Main category Sub category  
Bank accounts, etc Bank Account  
Expense categories Petty Cash Account  
Income categories Credit Card  
Customers' accounts Store card  
Suppliers' accounts  
Assets & liabilities  
Other accounts

2  Has statements  
3  Has cheque books  
4  Has paying in books  
5  Has standing orders and/or direct debits

OK Cancel

## The Account Form

### Other entries

#### Short name

The name is stripped of spaces to form the short name; you can change it if you want to.

#### Financial instruments

In boxes two to five, tick or untick the boxes depending on whether the account has the named facilities. (You only see these for some accounts.)

#### Business

This box is used if you have more than one business (advanced users only – new inexperienced users should keep strictly separate books for each business they own).

#### Main Category / Sub Category

These boxes define what sort of account it is. The main category corresponds directly with the initial items on the View pull down menu. When you select **View → Bank accounts etc**, you'll see all these accounts in the sidebar listed with their sub-categories.

**Don't worry** if at this stage you don't have a fully correct list of accounts.

# Entering opening balances for your accounts

## Opening Balances the easy way (1) ...

If you are starting a business from scratch, three cheers! All your opening balances are zero, and you can skip this section.

## Opening Balances the easy way (2) ...

Understandably, a lot of people start their businesses first and start their book keeping later; or they used to keep their books by hand, or some other way, and now are changing. This is for you.

With luck and good preparation you may have already drawn up a **balance sheet** on your start date. In this case, start entering the balances right away.

## Opening Balances the easy way (3) ...

You've arrived at the most difficult of the easy ways. Don't worry! It really is still easy.

- ▶ The only thing that can go badly wrong is if you send out statements to customers before entering their opening balances. You'll find yourself with a lot of explaining to do. Make sure you don't do this.
- ▶ Calculate your
  - ▷ petty cash balance on the start date (if you have petty cash)
  - ▷ customers' balances on the start date (if you are recording sales invoices)
  - ▷ suppliers' balances on the start date (if you are recording purchase invoices).

If you cannot readily work out the balances for any of these, don't worry. You can easily deal with them later; consult the online help – look up "Opening balances" in the index.
- ▶ Don't worry about
  - ▷ bank and credit card balances (these will be dealt with when you enter your first statement, see page 25)
  - ▷ assets and liability accounts (do these later; consult the online help, see above).

## Entering the opening balances of accounts

- 1 Select **View → Bank accounts etc** (or **View → Customer accounts, View → Suppliers accounts**) from the pull down menu.

Now you will see the sidebar change to show the selected type of account.

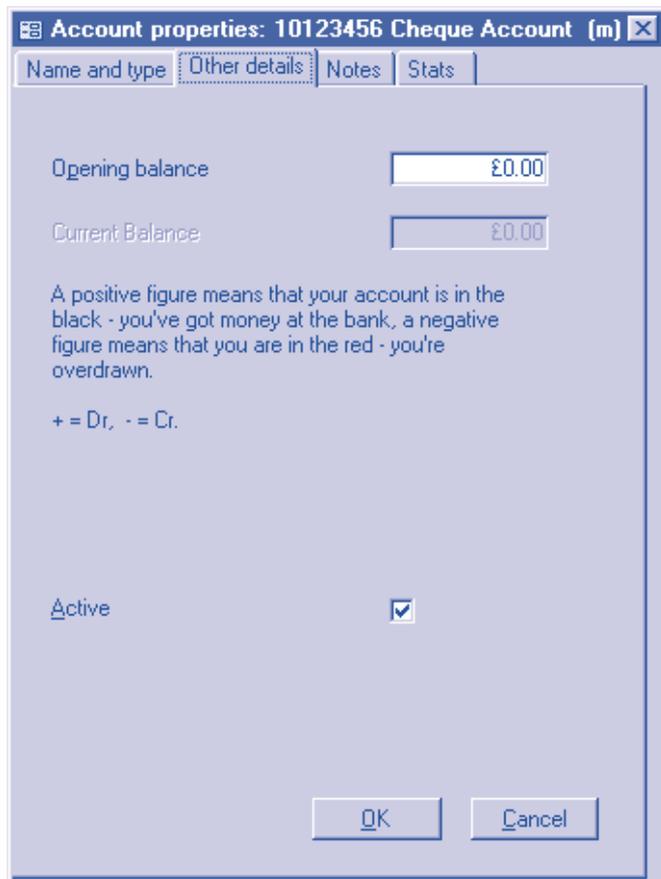
- 2 Click on the account in the sidebar.

- 3 Select **File → Properties** from the pull down menu.

Now you will see the account form.

- 4 Click on the words **Other Details** near the top of the form. Now you will see the section with balance details.

- 5 Type in the opening balance and click on .



**Account properties: 10123456 Cheque Account (m)**

Name and type | **Other details** | Notes | Stats

Opening balance

Current Balance

A positive figure means that your account is in the black - you've got money at the bank, a negative figure means that you are in the red - you're overdrawn.

+ = Dr, - = Cr.

Active

## The Account Form

### Other entries

#### Current balance

This box shows the closing balance of the account including all entries.

#### Active

If this is not ticked the account is inactive, and you may not make entries to it without permission.

**Don't worry** if at this stage you don't have a fully correct list of accounts.

## *The book-keeping check list*

Book-keeping is best done with a check list to hand. I can't emphasise this enough.

As time goes on you will work out your own check list – the best order in which to do things, and what things you can skip altogether. On the opposite page is an example check list for you to start with, and on the subsequent pages you'll find guidance for each of the tasks.



Tasks marked with this picture are ones you do yourself, more or less independently of Simply Books.



Tasks next to this picture are ones you do with Simply Books.

<i>Sales invoices and credit notes</i>	<i>(optional)</i>	14
<i>Purchase invoices and credit notes</i>	<i>(optional)</i>	15
Cheques		16
Paying in slips		17
<i>Standing orders and direct debits</i>	<i>(optional)</i>	18
Bank transfers, switch payments, etc		20
<i>Credit card purchases</i>	<i>(optional)</i>	21
<i>Petty cash</i>	<i>(optional)</i>	22
Transactions requiring more than one line		23
<b>Processing bank statements</b>		24
The most important bit		
<i>Customer statements</i>	<i>(optional)</i>	29
<i>Managing your cash flow with standing orders and direct debits</i>	<i>(optional)</i>	29

# *The Simply Books* **accounting check list**

## **Make out new:**



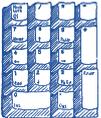
- ▶ cheques
- ▶ paying in slips
- ▶ invoices & credit notes



## **Check your:**

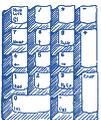
- ▶ petty cash balance (the balance in your pocket, not in Simply Books)

## **Enter:**



- ▶ sales invoices & credit notes
- ▶ purchase invoices & credit notes
- ▶ cheques
- ▶ paying in slips
- ▶ generate standing orders
- ▶ enter transfers (and switch vouchers and other bank transactions not in your cheque or paying in book)
- ▶ credit card vouchers and payments
- ▶ petty cash payments and receipts

## **Process:**



- ▶ process each bank and credit card statement received – until the statement figures in Simply Books agree with the (paper) statements
- ▶ send out statements to customers
- ▶ generate standing orders for the month ahead

# Entering sales invoices into Simply Books

Skip this page if you don't record sales invoices in Simply Books

- ▶ From the pull down menu, select **Forms → Sales Invoices**. (If you can't see Forms → Sales Invoices, it is because you have said you don't want to record sales invoices.)
- ▶ If you have not entered sales invoices before, you must tell the computer the first invoice number you want to record. You will see a small form to do this on. Type in the number and click on **OK**.

Now you should see the sales invoice book. Press **(F12)** once, or select **Forms → Expand form** from the pull down menu, to see the form at its fullest extent.

This page tells you how to record a one line invoice. For multiple line invoices, see page 23.

Simply Books is designed to record invoices you have already prepared. If you want to print invoices, consult the online help – in the index look for Invoices / printing sales invoices.

Invoice	Date	Customer	Amount net	Category	Vat categ.	Vat am't	Total
Inv20000	01/09/99	harryBoot	200.00	feesIncome	ss	35.00	235.00
Inv20001							

Arrows point to the following fields:

- Invoice number
- Date
- Customer
- Amount net
- Category
- Vat categ.
- Vat am't

- 1 Column one shows the invoice number. Normally you won't alter this number, but if you need to you can (just click on the number and start typing).
- 2 In column two type in the date of the invoice.
- 3 In column three enter the customer's name. You can type this in (you only have to type the first few letters), or you can click on **▼** and select a customer from the pull down list.

To enter a new customer,

select **View → Customer accounts** from the pull down menu, and then, when the sidebar is showing customers, select **File → New**.

- 4 In column four type the amount (excluding VAT).
- 5 In column five enter the income analysis code (which specifies the "double entry" account). You can type this in (you only have to type the first few letters), or you can click on **▼** and select an account from the pull down list.

## VAT

If you're not registered for VAT you don't have to use the last two columns.

- 6 In column six enter the VAT code (which specifies the VAT category). The code "ss" is preset for Sales Standard Rate. ("se" and "sz" are exempt and zero rated respectively.)
- 7 In column seven type in the amount of VAT.

Entering **credit notes** is just the same as entering invoices, except that you select **Forms → Sales Credit Notes** from the pull down menu. When you enter the amounts, use positive numbers; do NOT use negative numbers.

# Skip this page if you don't record purchase invoices in Simply Books

## Entering purchase invoices into Simply Books

▶ From the pull down menu, select **Forms → Purchase invoices**. If you can't see Forms → Purchase invoices, it is because you have said you don't want to record purchase invoices.

▶ Now you should see the purchase invoice form. Press **(F12)** once or select **Forms → Expand form** from the pull down menu, to see the form at its fullest extent.

This page tells you how to record a one line invoice. For multiple line invoices, see page 23.

Press Return or Tab to move on to the next line, or select File → Close to close the form. Entries are checked and saved when you do this. This applies throughout.

Date	Supplier	Invoice number	Amount net	Category	Vat categ	Vat amt	Total
04/03/99	vikingDirect	A-12875	220.00	generalAdmi	ps	38.50	258.50
08/03/99	jewsonsLtd	987760	1,350.00	costOfSales	ps	236.25	1,586.25

- 1 In column one type in the date of the invoice.
- 2 In column two enter the supplier's name. You can type it in (normally the first few letters will do), or you can click  and select a supplier from the pull down list. To enter a new supplier, select **View → Supplier accounts** from the pull down menu, and then, when the sidebar is showing suppliers, select **File → New**.

- 3 In column three type in the invoice number.
- 4 In column four type in the amount (excluding VAT).
- 5 In column five enter the expense category name (which specifies the "double entry" account). You can type it in (normally the first few letters will do), or you can click on  and select an account from the pull down list.

### VAT

If you're not registered for VAT you don't have to use the last two columns.

- 6 In column six enter the VAT code (which specifies the VAT category). The code "ps" is preset for Purchase Standard Rate ("pe" and "pz" are exempt and zero rated respectively.)
- 7 In column seven type in the amount of VAT.

Entering **purchase credit notes** is just the same as entering purchase invoices, except that you select **Forms → Purchase Credit Notes** from the pull down menu. When you enter the amounts, use positive numbers; do NOT use negative numbers.

# Entering cheques into Simply Books

▶ On the sidebar click on your bank account. (If you don't see bank accounts on the sidebar, select **View** → **Bank accounts etc** from the pull down menu.)

▶ Select **Forms** → **Cheque book** from the pull down menu. (If **Forms** → **Cheque book** is greyed out, it is because you have not designated the bank account as having cheque books. See page 9)

▶ If you have not entered cheques before, you must tell Simply Books the first cheque number you want to record. You will see a small form to do this on. Type in the cheque number and click on **OK**.

Now you should see the cheque book form. Press **(F12)** a couple of times, or select **Forms** → **Expand Form** from

Note: Simply Books is designed to record cheques you have already made out. Simply Books does not print cheques.

Number	Date	Amount	Paid to ...	Paid for ...	Account	Vat	Am't
<input type="checkbox"/> 000745	01/09/99	230.00	Islington Council	Rates	IsentAndRate		
<input type="checkbox"/> 000746							

the pull down menu, to see the form at its fullest extent.

The form shows the most recent cheques (up to ten), and two blank lines for entering new cheques. Each time you enter a cheque more blank lines will appear (alternatively you can select **Edit** → **Insert at end** from the pull down menu).

**1** Column one has tick boxes (not ticked here) which, when ticked, indicate that a cheque has cleared and is now shown on a statement in Simply Books. You cannot edit this column.

**2** Column two shows the cheque number. Normally you won't alter this number,

but if you need to you its simple (just click on the number and start typing).

**3** In column three type in the date of your cheque from the cheque stub (eg 1/6/99, 31/1/00, etc).

**4** In column four type in the amount of the cheque.

**5** In column five type in who you made the cheque out to.

**6** In column six type in what the cheque was for.

**7** In column seven enter the account to which the payment relates. You can type it in (normally the first few letters will do), or you

can click on **▼** and select an account from the pull down list.

## VAT

If you're not registered for VAT you don't have to use the last two columns. The VAT columns, however, also do service for prompt payment discounts.

**8** In column eight enter the VAT code (which specifies the VAT category). The code "ps" is preset for Purchase Standard Rate. ("pe" and "pz" are exempt and zero rated respectively.)

**9** In column nine type in the amount of VAT.

# Entering paying in slips into Simply Books

- ▶ On the sidebar click on your bank account. (If you don't see bank accounts on the sidebar, select **View** → **Bank accounts etc** from the pull down menu.)
- ▶ Select **Forms** → **Paying in book** from the pull down menu. (If **Forms** → **Paying in book** is greyed out, it is because you have not designated the bank account as having a paying in book. See page 9)

Now you should see the paying in book form. Press **(F12)** a couple of times, or select **Forms** → **Expand form** from the pull down menu, to see the form at its fullest extent.

The form shows the most recent paying in slips (up to ten) and two blank lines for entering new ones. Each time you enter a paying in slip more blank lines will appear (alternatively you can select **Edit** → **Insert at end** from the pull down menu).

	Date	Received	From ...	For ...	Account	Vat	Am't
<input type="checkbox"/>	01/09/99	120.00	John Smith	Cash job	feesIncome	ss	17.87
<input type="checkbox"/>	03/09/99	235.00	Harry Boot	Account	harryBoot		
<input type="checkbox"/>							

- 1 Column one has tick boxes (not ticked here) which, when ticked, indicate that a paying in slip has cleared and is now shown on a statement in Simply Books. You cannot edit this column.
- 2 In column two type in the date of the receipt from the paying in book stub (eg 1/6/99, or 1/1/00).
- 3 In column three type in the amount received.
- 4 In column four type in who the amount is from.

- 5 In column five type in what the amount is for.
- 6 In column six enter the account to which the receipt relates (which specifies the "double entry" account). You can type it in (normally the first few letters will do) , or you can click on  and select an account from the pull down list.

## VAT

If you're not registered for VAT you don't have to use the last two columns. The VAT columns, however, also do service for prompt payment discounts and tax credits.

- 7 In column seven enter the VAT code (which specifies the VAT category). The code "ss" is preset for Sales Standard Rate. ("se" and "sz" are exempt and zero rated respectively.)
- 8 In column eight type in the amount of VAT.

Press Return or Tab to move on to the next line, or select File → Close to close the form. Entries are checked and saved when you do this. This applies throughout.

# Setting up your standing orders and direct debits *into Simply Books*

Payment to .....	For ....	Amount	Frequency	Next Date	Bank or card account	Statement Description
London Electricity	Electricity s/o	55.00	Monthly	10/07/99	10123456Cheq	LEB
Cable & Wireless	Telephone dd	160.00	Quarterly	15/08/99	10123456Cheq	CableW

If you haven't already done so, now is the time to enter your standing orders and direct debits.

## Overview of how they work

You set up the details as described below. Then, every month (or so) you ask Simply Books to generate entries (ie transactions) from these details.

When Simply Books has generated these entries they have the same status as cheques or receipts or other transactions that you have entered manually. When you receive your bank statement you will then process all of them in the same way (see page 24).

## Entering the information

Select **Tools** → **Standing orders** from the pull down menu. Now you will see the standing order form. The form shows all standing orders and direct debits, and one blank line for entering more. Each time you enter a new one, another blank line will appear.

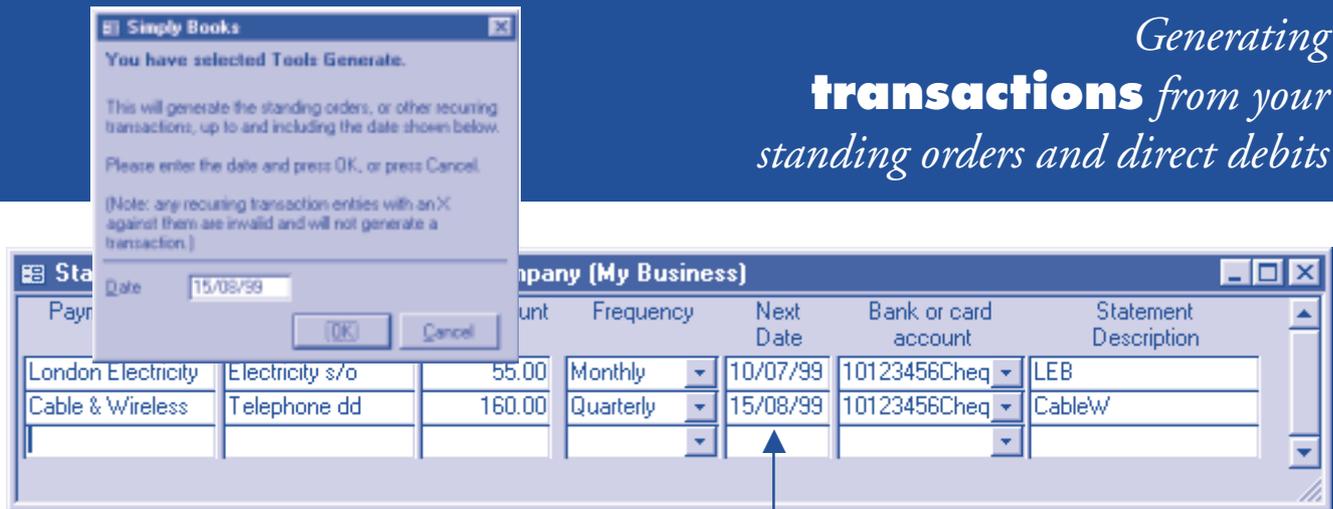
- 1 In column one type in who the payment is to.
- 2 In column two type in what the payment is for.
- 3 In column three type in the amount of the payment. (If the amount varies, as for some direct debits, type in an approximate amount, or zero.)

- 4 In column four enter the frequency of the payment. You can type this in directly, or you can click on  and select a frequency from the pull down list.
- 5 In column five type in the date of the first payment after your start date (see page 6).
- 6 In column seven enter the name of the bank account where the payment comes from. You can type this in directly (you only have to type the first few letters), or you can click on  and select a bank account from the pull down list.

If you cannot find the bank account you want, it is because you have not designated it as having standing orders (see page 9).

- 7 In column seven type in an identifying description you will recognise on the statement. It doesn't matter if this is not exactly the same text as appears on the statement.

# Generating transactions from your standing orders and direct debits



▶ Select **Tools** → **Standing orders** from the pull down menu. Now you should see the standing order form listed in date order.

1 Click in column five on the date of the latest standing order or direct debit you want generated.

(The entries are shown in date order.)

For example: with reference to the picture above, if you wanted to generate all transactions to the end of July, you would click on the London Electricity 10/07/99 line.

2 Select **Tools** → **Generate** from the pull down menu.

Now you will see a form requesting you to confirm the date.

3 Click on **OK**.

Now you'll see a confirmation dialog for the first transaction generated.

4 Click on **Yes To All**.

Shortly you will see a form asking you whether you want to see the transactions just generated.

5 Click on **Yes** the first time you use this, and Yes or No as desired on subsequent occasions (see the note below).

Press Return or Tab to move on to the next line, or select File → Close to close the form. Entries are checked and saved when you do this. This applies throughout.

### Important note:

When these are generated the first time, they are generated without the analysis account which would complete the double-entry. You must add the analysis account either by clicking on Yes in step 5 above (then press **F12**) to expand the form and type in the accounts), or by selecting **Tools** → **Generated Book**, or when you process your statement (see page 24 below).

The second time these are generated, the previous transactions are copied including the analysis accounts you added.

# Entering bank transfers, switch payments and any others into Simply Books

Account: 10123456 Cheque Account (m)

Date	Description (who to/from)	Description (what for)	Out (paid)	In (received)	Balance	Account	Vat	Am't
01/09/99	transfer	transfer	300.00		-300.00	20123456De		
06/09/99	Switch pmt to H	Tiles	45.60		-345.60	materials	ps	6.79
					-345.60			

1 2 3 4 5 6 7 8 9

► On the sidebar click on your bank account. (If you don't see bank accounts on the sidebar, select **View** → **Bank accounts etc** from the pull down menu.)

► **Select** → **Forms account** from the pull down menu.

Now you should see the account form. Press (F12) a couple of times, or select **Forms** → **Expand form** from the pull down menu, to see the form at its fullest extent.

This view of the account shows all transactions (ie cheques, receipts, bank charges, transfers, switch payments,

standing orders, direct debits, etc).

The form shows the most recent transactions (up to ten), and two blank lines for entering new ones. Each time you make a new entry more blank lines will appear (alternatively you can select **Edit** → **Insert at end** from the pull down menu).

1 In column one type in the date of the transfer or switch payment.

2 In column two type in who the payment is to, or who the receipt is from.

3 In column three type in what the payment or receipt is for.

4 If it's a payment, type in the amount in column four or ...

5 If it's a receipt, type in the amount in column five.

6 Column six shows the running balance. You cannot edit this column.

7 In column seven enter the account to which the payment relates (which specifies the "double entry" account).

## VAT

If you're not registered for VAT you don't have to use the last two columns. The VAT columns, however, also do service for prompt payment discounts and tax credits.

8 In column eight enter the VAT code (which specifies the VAT category). You can type the code in directly or you can click on ▾ and select an account from the pull down list.

9 In column nine type in the amount of VAT.

Press Return or Tab to move on to the next line, or select **File** → **Close** to close the form. Entries are checked and saved when you do this. This applies throughout.

# Entering credit card slips into Simply Books

Date	Description (who to/from)	Description (what for)	Purchase	Payment or refund	Balance owed by you	Account	Vat	Am't
01/09/99	Wholesale elect	Light bulbs	11.16		11.16	officeCosts	ps	1.66
					11.16			

- ▶ On the sidebar click on your credit card account. (The sidebar lists credit cards with bank accounts. **Select View → Bank accounts etc** from the pull down menu; if you don't see a credit card it's probably because you haven't created one. **Select File → New** to do so and see page 8.)
- ▶ Select **Forms → Account** from the pull down menu.

Now you should see the credit card form. Press **(F12)** a couple of times, or select **Forms → Expand form** from the pull down menu, to see the form at its fullest extent.

The form shows the most recent credit card slips and payments (up to ten), and two blank lines for making new entries. Each time you make an entry more blank lines will appear (alternatively you can select **Edit → Insert at end** from the pull down menu).

- 1** In column one type in the date of your transaction from the credit card slip (eg 1/6/99, 31/1/00, etc).
- 2** In column two type in the name of the merchant payment was made to.
- 3** In column three type in what the payment was for.
- 4** In column four type in the purchase amount.

- 5** Column five normally remains blank. You'll use this column when you receive refunds from merchants, and you'll see an entry here when you have paid the credit card company.
- 6** Column six shows the balance. You cannot edit this column.
- 7** In column seven enter the account to which the payment relates (which specifies the "double entry" account; this normally designates an expense category).

## VAT

If you're not registered for VAT you don't have to use the last two columns.

- 8** In column eight enter the VAT code (which specifies the VAT category). The code "ps" is preset for Purchase Standard Rate ("pe" and "pz" are exempt and zero rated respectively.)
- 9** In column nine type in the amount of VAT.

# Entering petty cash into Simply Books

Date	Description (who to/from)	Description (what for)	Out (spent)	In (cash)	Balance	Account	Vat	Am't
01/09/99	Bank	Cash		100.00	100.00	10123456C		
02/09/99	Post Office	Stamps	23.40		76.60	postageStati		
					76.60			

- ▶ On the sidebar click on the petty cash account.

(The sidebar lists petty cash with bank accounts. Select **View** → **Bank accounts etc** from the pull down menu; if you don't see a petty cash account it's probably because you haven't created one. Select **File** → **New** to do so.)

- ▶ Select **Forms** → **Account** from the pull down menu.

Now you should see the petty cash form. Press (F12) a couple of times, or select **Forms** → **Expand form** from the pull down menu, to see the form at its fullest extent.

The form shows the most recent petty cash payments and receipts (up to ten), and two blank lines for making new entries. Each time you make an entry more blank lines will appear (alternatively you can select **Edit** → **Insert at end** from the pull down menu).

- 1 In column one type in the date of the petty cash payment or receipt.
- 2 In column two type in who the payment was made to, or who the receipt was from.
- 3 In column three type in what the payment or receipt was for.

- 4 In column four type in the payment amount.

- 5 Column five normally remains blank. You'll use this column for refunds or adjustments to the petty cash, and you'll see an entry here when you have cashed a cheque.

- 6 Column six shows the petty cash balance. You cannot edit this column.

- 7 In column seven enter the account to which the payment or receipt relates (which specifies the "double entry" account; this normally designates an expense category).

## VAT

If you're not registered for VAT you don't have to use the last two columns.

- 8 In column eight enter the VAT code (which specifies the VAT category). The code "ps" is preset for Purchase Standard Rate ("pe" and "pz" are exempt and zero rated respectively.)
- 9 In column nine type in the amount of VAT.

# Transactions requiring more than one line in Simply Books

Sometimes a single transaction requires more than one line.

This happens when you make a purchase which covers more than one expense category. Eg, with one cheque you buy stationery and coffee. Or, you use a paying in slip for money from two customers.

## How to record these entries

Whatever entry form you are using (statements, cheque books, paying in book, etc):

- 1 Click on a line.
- 2 Select **Forms** → **Transaction** from the pulldown menu.  
Now you will see the transaction form.
- 3 Enter as many lines as you want.
- 4 Select **File** → **Close** to close the form.

Multiple line transactions are indicated on the entry form by a chevron (circled in the Paying In Book picture above). They cannot be fully edited on the entry form because the figure that appears there is a composite one.

**Paying In Book: 10123456 Cheque Account (m)**

Date	Received	From ...	For ...	Account
04/09/99	250.00	Customers	Accounts	domHide

**Transaction: Receipt from customer**

Account (dr) 10123456ChequeAcou Date 04/09/99  
To or from Customers For Accounts  
Line description Paid in

Account (cr)	Description	Amount	Vat
domHide	invoice 87	155.00	0.00
harryBoot	invoice 60	95.00	0.00
		250.00	0.00

TN19 04 Sep 1999

250.00

## *Processing Bank Statements*

Processing and checking your bank statements is the most important part of the whole monthly process. I cannot emphasise this enough.

### **Why is it so important?**

When you process and check your bank statements you are effectively checking that all the cash transactions that you entered in Simply Books are numerically correct. So this is the first and main check on the completeness and correctness of your work. There are further checks you can and should do (see page 34) but this is the principal one.

So, study the next four pages carefully. And come out of it:

- with an overall idea of what you will be doing with Simply Books;
- and/or knowing where to refer to when the time comes.

# Preparing to process **bank statements**

## Overview of the process

- Processing Simply Books bank statements is different from entering invoices or cheques or receipts, because you have to work with two forms at once.

The first form is the Simply Books bank statement. This is very like the forms you have already used.

The second form is the Uncleared Amounts form. This form shows all entries you have made for the bank (or other) account which are not yet shown on a Simply Books bank statement.

- There are two reasons for this process. Firstly, the easiest way to spot errors in your books is to check them against your (paper) bank statements: this process does just that. Secondly, there are entries you only know about when you get the paper statement, like bank charges, or direct debits where the exact amount varies. Simply Books has to be informed of these entries.
- When you process a statement you will be taking each line of the paper statement in turn and identifying whether you have already made an entry in Simply Books for this item (if you made an entry, you will see it on the Uncleared Amounts form).

If it is on the Uncleared Amounts form – you will “move” it to the Simply Books statement.

If it is not on the Uncleared Amounts form – you will make a new entry by typing the details straight on to the Simply Books bank statement.

When each line of the paper statement has been done, the two statements should match line for line. It is recommended that you keep the order of the lines on the Simply Books statement the same as on the paper statement, because this makes it particularly easy to spot any mistakes.

## To start

- 1** Get the statement from the bank (or the credit card company, etc) to hand. We'll refer to it as the paper statement.
- 2** On the sidebar click on your bank account (or the credit card or other account).
- 3** Select **Forms** → **Statement** from the pull down menu.
- 4** If you have not entered a statement before, you must tell the computer what the statement's opening balance is and what the statement number or date is. You will see two small forms to do this on. Type in the statement number (or date) and the balance and click on .

Now you will see the first or most recent statement for this account. We'll refer to this as the Simply Books statement.

- 5** If this is not the first Simply Books statement, select **View** → **Next sheet** from the pull down menu. You will see a new statement form with two blank lines.
- 6** Select **Forms** → **Uncleared amounts** from the pull down menu.

Now you will see the Uncleared Amounts form in the top right corner of the screen.

## Processing bank statements (entries that match) in Simply Books

The image shows two windows from the Simply Books software. The left window is titled 'Statement 1: 10123456 Cheque Account (m)'. It contains a table with columns: Date, Description on statement, Out (paid), In (received), and Balance. Below the table are fields for 'Closing balance' (0.00) and 'Cashbook balance' (105.24). The right window is titled 'Uncleared amounts' and contains a table with columns: Date, Desc, Out, and In. It lists several transactions, with the first entry (01/09/99, 000425, 25.00) highlighted. Below the table are buttons for 'Move to statement', 'Order', and 'Refresh', along with a 'Date Filter' field and a 'Total' field showing £105.24. A blue arrow points from the 'Out (paid)' column in the statement window to the 'Out' column in the 'Uncleared amounts' window.

Date	Description on statement	Out (paid)	In (received)	Balance
				0.00
				0.00
				0.00
Closing balance				0.00
Cashbook balance				105.24

Date	Desc	Out	In
01/09/99	000425	25.00	
08/09/99	000426	25.00	
19/09/99	000427	29.38	
19/09/99	000428	170.38	
01/09/99	Paid in		120.00
03/09/99	Paid in		235.00

**1** Look at the first entry on the paper statement.

**2** Find the equivalent entry on the Uncleared Amounts form. Click on it.

If you have lots of Uncleared entries you may have to scroll down the list to find it.

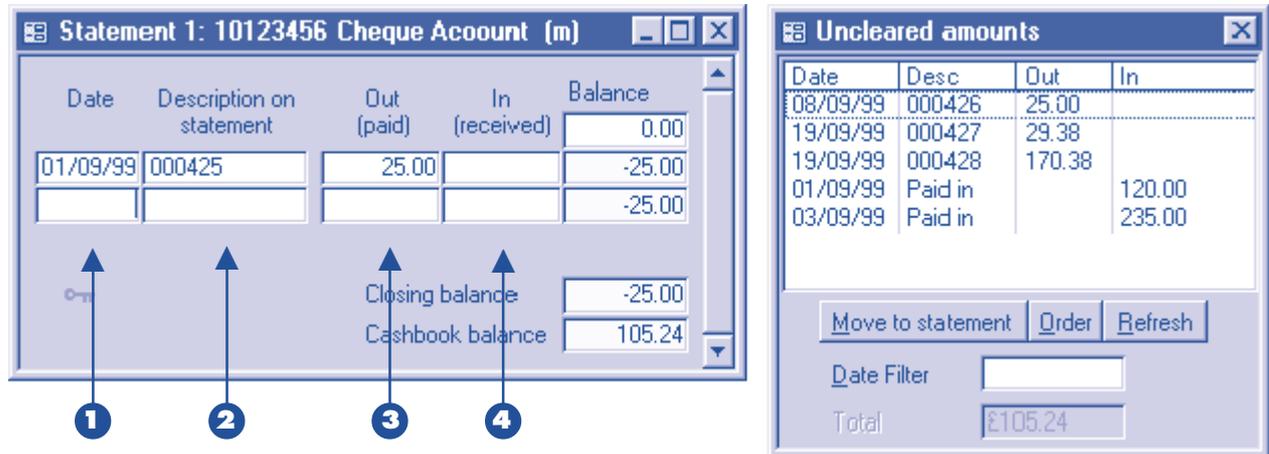
If you cannot find the equivalent entry, see the opposite page – “Entries you cannot find”.

**3** Click on the Move To Statement button.

Now you will see the entry removed from Uncleared Amounts and appear on the Statement form.

Repeat this procedure (or the one on the opposite page) for each line of the paper statement.

# Processing bank statements (entries you cannot find) in Simply Books



You may find some entries on the paper statement that are not on the Uncleared Amounts form. Typically these will be things like bank charges. You must type these entries in.

Select **Edit → Insert at end** from the pull down menu, and click on the first blank line on the Statement form.

- 1 In column one type in the date (from the paper statement).

## Note

If you type in a date before your "start date" (see page 6) the entry is not included in your accounts for the year, and your opening balance will be adjusted by the amount of the entry.

- 2 In column two type in the text from the statement.
- 3 In column three type in the amount, if it's a payment, or ...
- 4 In column four type in the amount, if it's a receipt.

Repeat this procedure (or the one on the opposite page) for each line of the paper statement.

## Nearly finished

When you have done this, the Statement form and the paper statement should look the same. In particular the Closing Balances should match. If they don't, you must make some corrections.

To make corrections you can edit the amounts on the Statement form (columns 3 and 4), and you can move

lines up and down by selecting **Edit → Move line up** or **down** from the pull down menu (in fact it's more convenient to use Shift + Up Arrow or Down Arrow, or the toolbar buttons).

You can remove lines from the statement by selecting **Edit → Return to uncleared list**, or, to delete a line, by selecting **Edit → Delete**.

Once the paper and Simply Books statements agree, you have nearly finished.

# Processing bank statements (completing) in Simply Books

Date	Description on statement	Out (paid)	In (received)	Balance	Description (who to/from)	Description (what for)	Account	Vat	Am't
01/09/99	000425	25.00		-25.00	M Sunderland	Cleaning	officeCosts		
07/09/99	interest	0.05		-25.05					
				-25.05					
Closing balance				-25.05					
Cashbook balance				105.19					

## Completing any incomplete entries

Some of your entries may be incomplete, in particular those that weren't on the Uncleared Amounts form and had to be typed in. These should be completed.

Click on the statement form, and press (F12) three times, or select **Forms → Expand form** from the pull down menu, to see the form at its fullest extent.

- 5 Column five shows the balance. You cannot edit this column.
- 6 In column six type in who the payment is to (or the receipt is from).
- 7 In column seven type in what the payment is for.
- 8 In column eight enter the analysis code (which specifies the "double entry" account). You can type this in (you only have to type the first few letters), or you can click on the button and select an account from the pull down list.

## VAT

If you're not registered for VAT you don't have to use the last two columns. The VAT columns, however, also do service for prompt payment discounts and tax credits.

- 9 In column nine enter the VAT code (which specifies the VAT category).
- 10 In column ten type in the amount of the VAT. (Enter the VAT as a positive number whether it's for a payment or receipt.)

## FINISHED

The Uncleared Amounts form now shows items that should appear on the next or a subsequent statement.

If you double-click on the grey key at the bottom left of the statement it will turn yellow indicating the statement is locked, ensuring that entries cannot be changed inadvertently. (Alternatively the statement will lock automatically when you process the next statement.)

## *Printing* **customer statements** *with Simply Books*

The first time you want to print statements for your customers Simply Books will need to know, unless you've been very efficient, what day of the month you usually send out statements. If it's not your first time, skip straight to step 1.

- ▶ Select **Reports → Customer statements** from the pull down menu.

The option **Change your statement run date** should already be selected.

- ▶ Click on .

You'll see the Business Properties form open at the Dates section.

- ▶ In the box marked **Next Customer statements**, enter the date for the statement run.
- ▶ Click on .

- 1 Select **Reports → Customer statements** from the pull down menu.

The option **Create statements as at 01/10/99** (or the date you specified) should be selected.

- 2 Click on .

Now follow the on screen instructions.

At the end of doing this, Simply Books increments the statement run date by a month.

## *Ahead of time* **standing orders and direct debits**

### **Managing your cash flow**

If you have a significant amount of payments by standing order or direct debit, you can take steps to manage your cash flow by generating these transactions ahead of time, and making sure you have sufficient funds to cover them.

We already did standing orders on pages 18 and 19, so isn't this wrong, doing it twice? Well if you do it this way now, then next month you won't have to do it prior to processing your statements.

So, if you choose to do it this way, this is what to do:

- ▶ Generate your standing orders and direct debits up to an appropriate date next month (see page 19).
- ▶ On the sidebar select the bank account(s) affected by the standing orders.
- ▶ Select **Forms → Account** from the pull down menu.

You should see the ten most recent transactions on the bank account. These should include the standing orders you've generated above. Press **F11 (View → Refill)** if you need to see more.

Inspect the account, particularly the running balance in yellow. Work out any transfers from deposit accounts needed to cover the payments. Arrange them with your bank and enter them on this form (see page 20).

## *Special topics*

In this final section you'll find general topics that will help you use Simply Books efficiently.

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## The sidebar – manipulating it quickly

Simply Books makes heavy use of the sidebar

You'll find yourself using it a lot, and the quicker you can use it the better. So we've put short cuts on the View menu items relating to the sidebar.

If at any time you want to see	Press
Expense categories	Ctrl + e
Income categories	Ctrl + i
Customers	Ctrl + u
Suppliers	Ctrl + s
Asset and Liability accounts	Ctrl + a
Bank accounts	Ctrl + b

(Press Ctrl + e means: hold the Ctrl key down, press e (and release it), and release the Ctrl key; this sounds complicated but it's exactly what you do when you type a capital letter, but using Ctrl rather than Shift.)

If you just want to see the sidebar, press the key combination once. If you need to *do something* on the sidebar, you can repeat the key combination and the sidebar will become the active form.



## Dates – don't you just hate entering dates

Simply Books helps you enter dates as effortlessly as possible.

If you've entered, say, **01/10/99** on one line of any of the main entry forms, and you need to enter **02/10/99** on the next line, just type in **2** (and return or tab). When you enter a date like this it will copy the month and year from the line above.

(If you needed to enter **02/11/99** on the next line, you'll have to type in **2/11**. If you're used to using some other separator character, a dot or a dash for example, Simply Books won't mind. And if you don't like using separators at all, that's OK too as long as you use 0211 not 211.)

## F10 – copycat

**F10** is the copy key (F10, the "function" key on the top row of your keyboard).

Press **F10** on the main entry forms and the entry from the lined above will be copied.

Press **F10** twice and the entry two lines above will be copied.

Press **F10** three times and .... etc. Try it; it'll save you a lot of time.

**F10** does some other tricks, but this is the main and most useful one. Look in help under the index entry Hot Keys for more.

## F4 and Esc

Will ...

**F4** Will close an entry form. Changes you have made will be saved. Where there is an OK button on the form you must click this to save changes.

**Esc** Will undo what you've typed in; if you're using one of the main entry forms, the first time you press Esc it will undo what you've typed in the box, and the second time it will undo any other changes you've made on that line.

Won't ...

Won't close the form.

## Dates – a lesson in security

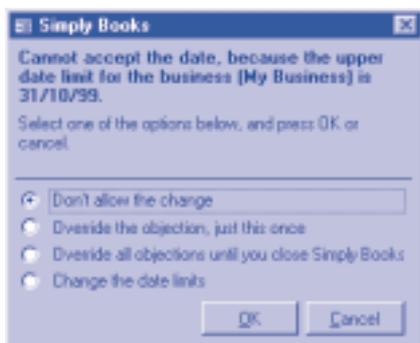
### When Simply Books doesn't like the date you entered

Some time or other you're going to find that Simply Books will object to a date you've entered. You'll see a form something like the one shown here.

You can follow the instructions on the form easily enough, but you may get a little bored with seeing it time after time; you may even want to know what it's all about. To understand it, first follow these instructions:

- 1 Select **View** → **Businesses** from the pull down menu.
- 2 Click on one of your businesses (if you have more than one).
- 3 Select **File** → **Properties** from the pull down menu.
- 4 Click on the word **Dates** at the top of the Business Properties form.

Now you should be looking at a form which is reproduced on page 7. Look at the **From** and **To** dates, they are the important ones for this purpose.



When you enter a transaction, a cheque for example, the date that you type in is vitally important. If by mistake you enter a date in 2001 when you meant it to be in 2000, the transaction won't figure in your 2000 accounts at all. To avoid such errors the computer warns you if the date falls outside the From and To dates. You can override the warning, but you shouldn't: the proper thing to do is to change the From and To dates when appropriate.

The From and To dates are easy to change (there are short cuts, such as **Tools** → **Options**), and you are advised to maintain a narrow band of dates here. The narrower the band, the greater the protection against error.

## Not enough room for your entry?

Sooner or later you'll want to type in something that is bigger than its box. There are two issues here: firstly there is a limit to entry sizes, and secondly, even before you get to that limit you may find you cannot see all of your entry.

The size limit, in practical terms, only applies to text entries. It's fifty characters.

The visible limit is less than fifty characters, and depends on what letters are being used amongst other things.

If you need to see more text or figures than are currently visible:

- ▶ make the columns wider by dragging the left or right hand edge of the form outwards; or
- ▶ when the cursor is in the box in question, press shift + F2; or
- ▶ when the cursor is on the line in question, inspect the status bar (at the bottom of the Simply Books screen).

## Help (as in online help, F1)

At some point you'll need more information than is contained in this booklet. Press the **F1** key (the "function" key on the top row of the keyboard) and the help system should start.

If you're new to using help, and need some instructions,

click on the word **Index** near the top (also distinguished by a small picture of a key) and type in "help", and click "beginner's help instructions".

The help is arranged as much like a book as possible, with a contents and a comprehensive index.

## Deleting entries

Select **Edit** → **Delete** from the pull down menu to delete entries on forms, or accounts on the sidebar.

# Reports

You've now spent some time recording your transactions in Simply Books, and you want to look at the information in different ways. Sometimes it's enough to look at it on screen, but often you'll need one of the reports.

- ▶ Select **Reports** → **Account listing** from the pull down menu.

You should now see the Reports form, with Account Listing selected.

Look carefully at the Reports form, as this is what you'll see any time you want a report, and it will look more or less the same whatever report you're aiming for.

- 1** In box 1 is the name of your business. You can only change this if you have more than one business.
- 2** In box 2 is the name of the report you selected from the pull down menu. You can choose a different report by changing the selection here. To the right of box 2 is a short description of the report. Select different reports and have a quick read of the description of what they do. Here are some further notes about a few of the reports:

## Bank Account Listing

This important report is also known as a Cash Book report.

## Bank Reconciliation

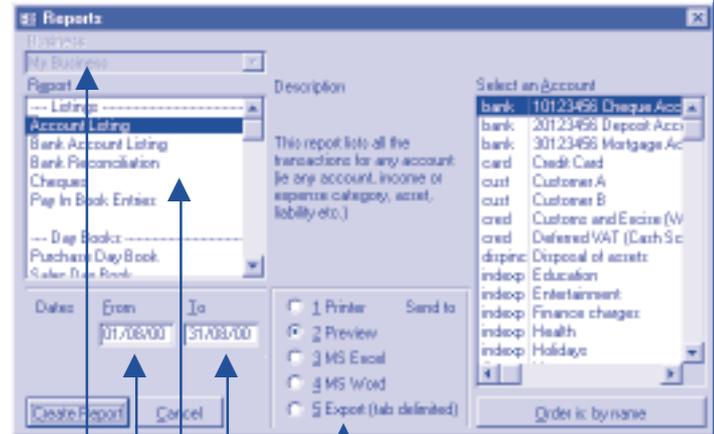
This report lays out the bank reconciliation in a traditional format. (But note: you don't do the bank reconciliation here; for that, see pages 24–27)

## Purchase Day Book, Sales Day Book

These two reports list all your purchase and sales related transactions. They are particularly useful for monitoring what's recorded in Simply Books.

## Profit and Loss Report, Balance Sheet Report

These reports show your financial position as at a particular date. The Profit and Loss report shows the profit from the start of your financial year to the date you give. Both reports have a Compare date; this causes comparison figures to be shown for an earlier date. If you're just starting with Simply Books, the Compare date will be irrelevant, but you have to leave it in anyway.



- 3** In box 3 enter the date *from* which the report should start (or the date *as at* which the figures should be calculated – see above).
- 4** In box 4 enter the date to which the report should go (or the date *as at* which comparison figures should be calculated – see above).
- 5** In box 5 click on one of the **Send to** options.

If you want to give the report to a colleague, you may prefer to give it to them electronically in a Word or Excel file (or in your preferred word processing or spreadsheet system). Simply Books works best with

Word and Excel, but if you don't have these it will work with any system that accepts "tab delimited" and "rich text" files (most do). Simply Books co-operates with Word and Excel to lay out your reports; with other systems the formatting (mainly the column widths) is down to you.

Report files are saved in a Simply Books sub-directory called Reports. These report files are over-written, so if you need to preserve them, copy them elsewhere.

To create the report, click on **Create Report**.

## Refill please – what you see isn't all you can get

This is very important. A lot of people get muddled about this when they start using Simply Books.

When you open one of the main entry forms, it will show the latest ten entries you've recorded, mostly in date order. (Actually this isn't quite true: when you start you haven't entered any transactions, so you see the forms with just two blank lines.)

But soon enough you will have entered more than ten entries, and then, when you open a form, only ten of them are shown. Where have the rest gone?

Select **View → Refill** from the pull down menu, and the next ten entries are loaded. If you can't see them all then drag the lower edge of the form down.

(Sorry, "drag" is jargon; it means: use the mouse to position the cursor over the lower edge of the form. Wait for the cursor to change to  then hold down the left button, and pull the mouse towards you.)

### Short cut

**F11** does **View → Refill**. (F11, the "function" key on the top row of your keyboard.)

## Checking everything is correct

### Checking bank balances

You should already have checked your bank balances are correct (see pages 26–27), but it's a good idea to keep an eye on any old items that appear not to have got through to the bank (or credit card, etc).

- 1 Select **View → Bank accounts etc** from the pull down menu.

For each bank account you want to check ...

- 2 Click on the bank account (or credit card) on the sidebar.
- 3 Select **Forms → Statement** from the pull down menu. You should now see a form showing the latest statement for the account.
- 4 Select **Forms → Uncleared amounts** from the pull down menu. Now you'll see a form showing all transactions for this account that have not cleared with your bank.
- 5 Click once on the button near the bottom labelled **Order**.

Now the list of uncleared items will be shown in date order.

You should from time to time perform this check to see if there are any receipts or cheques etc that appear not to have made their way through to the bank.

### Checking for incomplete entries

Sometimes you will find you are unable to enter an account on one of the main entry forms, because you don't know what it should be. (For example, money has been paid directly into your bank account, and you don't know what it's for yet.) In traditional book-keeping systems, such an amount will be booked to an account called something like "Mystery Account" (technically, a suspense account) until the correct details can be found. If you want to do a similar thing in Simply Books, that's fine. Otherwise you can simply leave the account box blank; Simply Books is designed to deal with this.

At the end of every month (or more frequently) you should check for incomplete entries.

- 1 Select **Edit → Find** from the pull down menu.
- 2 Click on the word **Advanced** at the top of the form.
- 3 Click on the **Transaction group** tick box.
- 4 Click on **Error** in the left hand list.
- 5 Click on **Incomplete** in the right hand list (if it's not already selected).
- 6 Click on the **Find** button. Now you should see a form listing the most recent ten incomplete entries (select **View → Refill completely** to see them all if there are more than ten).

You can edit these transactions on this form, but it can be a little tricky because they lack a context – you're not seeing them in the normal way you would. To see a transaction in context:

- 7 Either, select **Edit → Find statement** (Shift + F3) from the pull down menu, or, with the cursor on the non-blank account, select **Forms → Account**.

### Check for entries that may be incorrect

Simply Books helps you check for unusual entries – for example, if you suddenly find you have a rash of refunds from your suppliers, it's quite likely that your receipts have been wrongly categorised. These are the steps to take:

- 1 Select **View → Businesses** from the pull down menu.
- 2 If you've more than one business, click on the one you're checking.
- 3 Select **File → Properties** from the pull down menu. Now you'll see the Business Properties form.
- 4 Click on the word **Stats** near the top of the form. The statistics for your business transactions for the past six months are shown here. Each line starts with the name of a type of transaction; the figures that follow show the number of such transactions (in the period shown at the top).

If you are unsure about any of the statistics, use **Edit → Find** to list the dubious transactions. Using **Edit → Find** is described

immediately above; follow the same instructions, except this time you'll be looking for different transaction types.

### Checking customer and supplier balances

- 1 Select **View → Customers** (or Suppliers) from the pull down menu.
- 2 Press (F12) twice to see the sidebar at its fullest extent.
- 3 Check that each balance is correct as far as you know. If you're not sure it's correct, select **Forms → Account** from the pull down menu. You should see the details of this customer's or supplier's account. Check and investigate.

Alternatively you can use the Aged Debt reports to check the balances.

### Checking the petty cash balance

If you use petty cash, then you should regularly check that the amount in your cash box is the same as is shown in the petty cash account. Normally you should do this whenever you draw cash. If you refer to the instructions on page 22, checking the balance should be clear.

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## Hotkeys and shortcuts tips for speeding up your work

### Dates

Enter, eg, 5 in a box below the date 1/3/00 and you'll get 5/3/00.

Enter, eg, 2/4 in the same box, and you'll get 2/4/00.

Numpad+ Increment a date by one day.

Ctrl + Numpad+ Increment a date by one month.

Alt + Ctrl + Numpad+ Increment a date by one year.

Numpad – Decrement a date by one day, etc.

Note: use the numeric pad + and – keys. On a laptop this is usually done with an Fn key combination.

### Exit

F4 Exit a form.

### Moving lines

Shift + Up Arrow Move the whole line up one (swapping it with the one above). Statements only.

Shift + Down Arrow Move the whole line down one (swapping it with the one below). Statements only.

Up Arrow Move the insertion point up a line.

Down Arrow Move the insertion point down a line.

### Account list

F8 Toggle the account pull down lists between alphabetic and type order.

Shift + F8 Toggle it back.

If you have more than one business, this also toggles the listing between one and all businesses.

### Find

F3 Find a transaction.  
Shift + F3 Find a transaction on a statement or account.

### Sidebar

Ctrl + B View banks etc (on the sidebar).  
Ctrl + E View expense categories (on the sidebar).  
Ctrl + I View income categories.  
Ctrl + U View customers.  
Ctrl + S View suppliers.  
Ctrl + A View assets and liabilities.  
Ctrl + O View other accounts.  
Ctrl + N View businesses.

### Windows

Ctrl + T Toggles between the current entry form and the sidebar.

### Zoom

Shift + F2 View an entry that doesn't fit in its box.

### Save

Shift + Return Saves an entry.

### Cut, copy, paste

Ctrl + C Copy.  
Ctrl + X Cut.  
Ctrl + V Paste.

### Refill

F11 Refill the form with 10 more entries.  
Shift + F11 Refill the form completely.

### Tip: remembering made simpler

Most of the shortcuts using function keys (F12, F10 etc) do not mind whether you use Shift, Ctrl, or Alt if they have a combination of keys. For example if you want to use the Shift + F11 shortcut, Alt or Control will do just as well as Shift.