

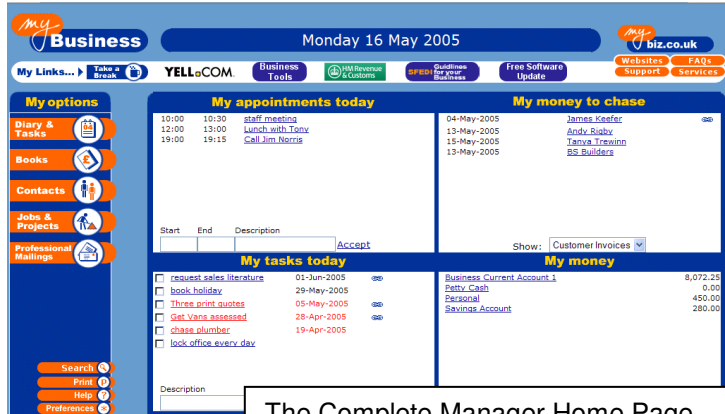
Cash Based Business - Handling the “day’s takings”

Introduction

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

What might you want to use in MyBusiness?

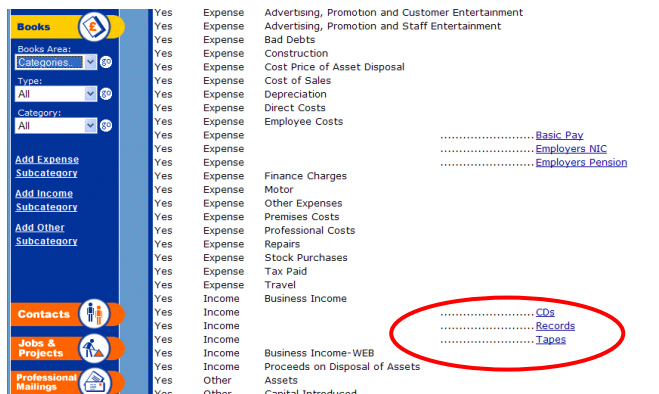
- Measure your business through Income and Expense categories – Go to Books / Categories to set up income or expense categories to measure which activities are most profitable. Create income categories for the key income streams you want to measure through reports.
- Customer invoices / receipts – you may occasionally be asked for an invoice or especially a VAT receipt. You can create Customer Invoices in Books and can select the Receipt Template.
- Supplier invoices – create and track supplier invoices. These can be used to automatically update your stock
- Entering you income and expenses – track all of your transactions and view them in your cashbook
- Recurring transactions – regular transactions need only be entered once, but you can only do this within a wizard and if you have selected Wizard Summary or Expert Mode you will need to go into Home Page / Preferences to temporarily uncheck the Wizard Summary boxes.
- Set up projects for promotional activity, departments, or product groups – Go to Projects / Add New Job
- Manage your Stock – see below
- Track customer orders through the diary – when a customer orders a product, keep a track in your diary and create a reminder in Contacts to contact the customer when the product is in stock.
- Email or mail your contacts through Professional Mailings – you will need to keep a record of customers and prospects
- Web linked e-commerce – you can link MyBusiness to trading websites. See our e-commerce guide.
- Cash up and track your daily takings – see below.



The Complete Manager Home Page

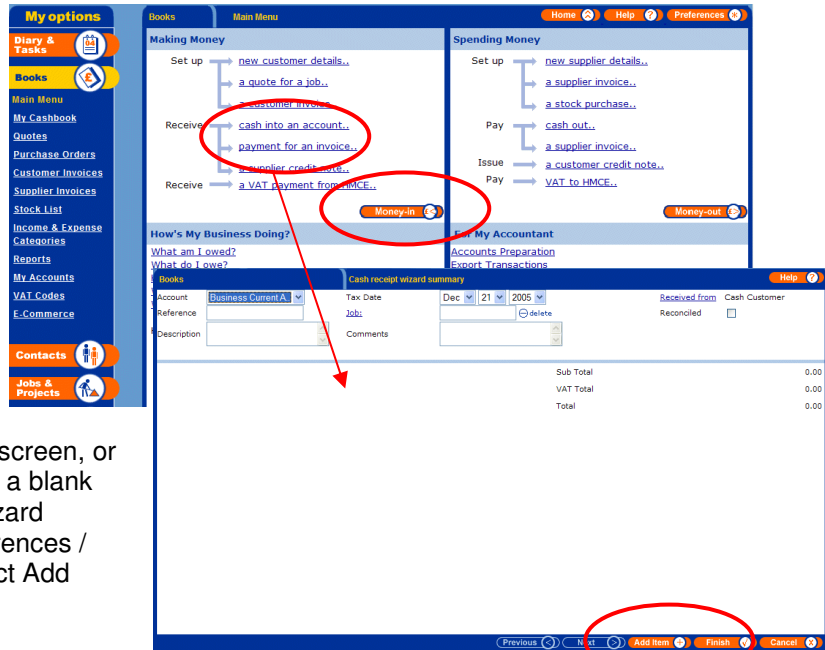
Example: Cashing up at the end of the day

Many cash based businesses need to add up their receipts at the end of the days and enter them into MyBusiness. In this example we have a retailer who sells CDs, Records and Tapes and has set these up as income categories (see opposite) to track and measure through reports.



• **Create a Receipt**

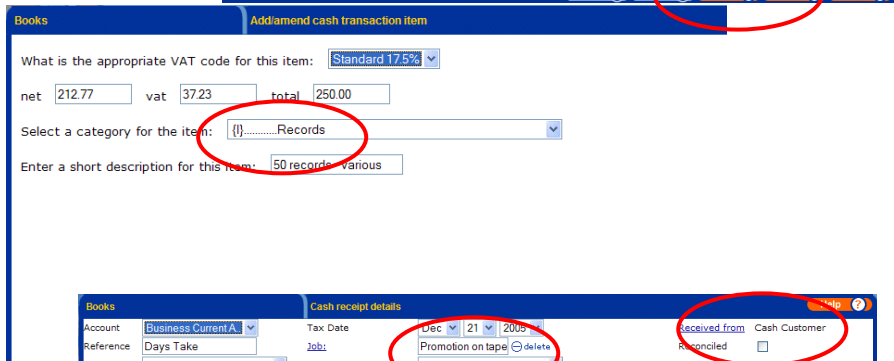
To set up a receipt go to Books Main Menu and select "Receive cash into an account" or "Money in". This example follows the first route but they are basically the same. You can also set up receipts from the Cash Book itself.



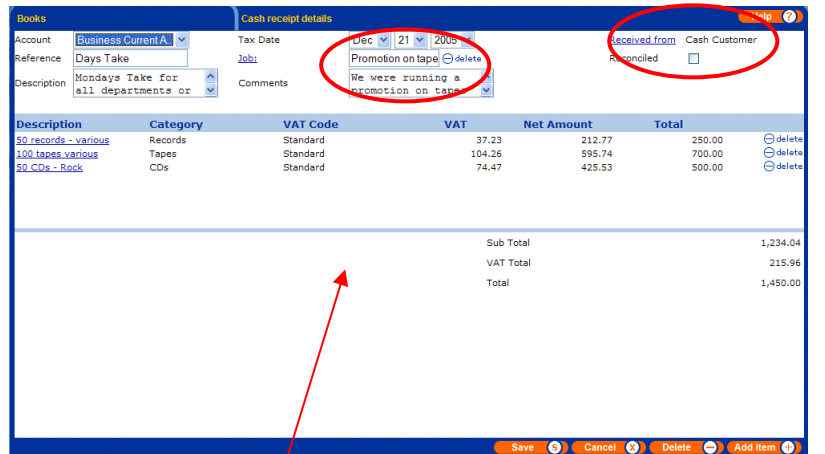
This will present you, either with the first wizard screen, or in this case because we are using Expert Mode, a blank Wizard Summary Screen. (To change these wizard settings go to Home Page / Preferences / Preferences / Wizard Summary). From this blank screen select Add Item.

• **Enter Receipt Details**

Enter the relevant details in the Transaction Item screen – selecting the relevant Income Category to measure the sales against. You will be able to report against these categories later from Reports.



Enter all of the transactions and details onto the main screen. Here we have previously created a Job (or Project) called "Promotion on tapes". By linking transactions to this Job we can later go to Jobs and Projects and view all transactions where there were promotions running. Note that you can change these details at any stage in the future, but a record will be made in the change log (Books Main Menu). "Received from" will be Cash Customer as you will not have all of the customer names.



• **View the Cash Book Entry**

The entry for the days taking can be seen in the Cash Book. By clicking on the Reference you can reopen, view and change the details.



Managing Stock

Because the process above enters sales of “categories” of products (Records, Tapes etc..) into the cash book for simplicity and speed, you will need to create a manual stock adjustment if you want to update your individual product stock levels. It is likely that you may do this on a weekly basis.

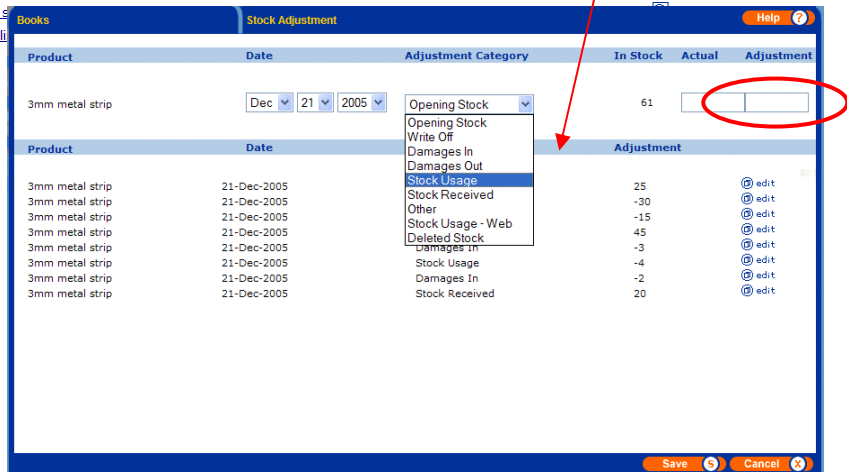
Go to Books Main Menu, and select Stock List to get the screen to the right.

Select Adjust Stock for the items which you wish to amend.



Select the type of adjustment to make – in this case Stock Usage, and enter the (negative) amount in the Adjustment box.

Under reports you will be able to access reports on Stock Values and Stock Histories.



Note: If you create a Customer Invoice or Customer Receipt (Invoice Template) for the individual sales this will automatically adjust your stock if the Auto Adjustment box is ticked within the Stock Item details screen.

