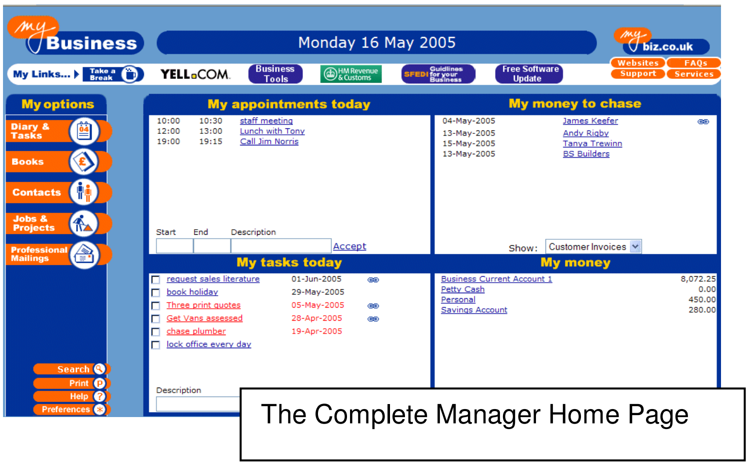
# Using MyBusiness to provide Reports and Information for your Accountant

## A Beginner's Guide

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




The Complete Manager Home Page

- **How's my business doing?**

MyBusiness can provide a range of information about your business.

- o **Am I making a profit overall?** This can be best found by running a Trading Profit and Loss Report.
- o **Where should I focus my business?** If you track income and expenses against sub- categories, which reflect your different business activities, you can run an Income and Expense Report to see which activities (sub-categories) actually make the most profit.
- o **Who are my best customers?** All of your customer sales are reported in the Financial History Excel Report. You can also see this information by running an Aged Debtor Report. Alternatively, you can also run individual Customer Statements from the bottom of the Contacts Details screens.
- o **Who is my best salesperson?** If you set up an income sub-category for each salesman. You will be able to see their performance in the Income and Expense Report.
- o **How much stock have I got?** Look in Reports, How Much Stock Have I Got or what has my stock been doing. These will help you identify slow moving items, which are tying up cash.
- o **What am I spending my money on** (and am I spending too much)? Expense Category Reports contain a list of all expenditure. This is a key report, which can identify areas of wastage or excess.
- o **Who owes me money?** The details of money owing to you are in the Aged Debtor Report. Following up money owed is a critical element of cash flow management. Look also at Home Page, My Money to Chase.

- **Information for my Accountant.**

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

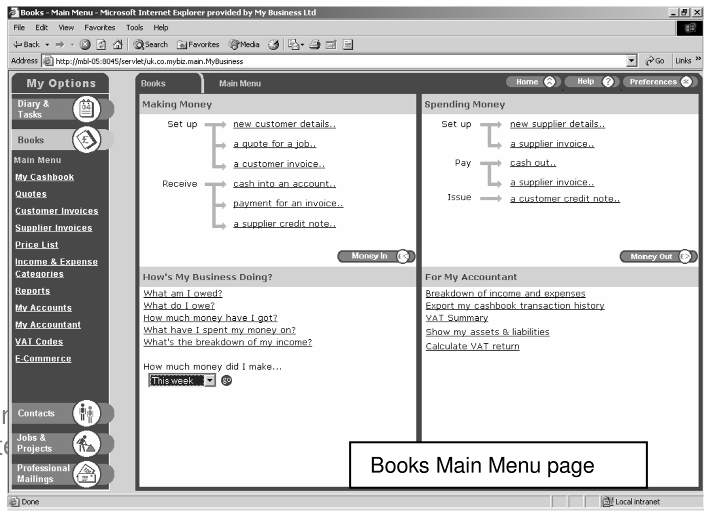
- **Legally required information.**

If you are VAT registered you will need to provide accurate and timely information to HMCE.

## Getting Information from My Business

Most of the financial data within My Business can be accessed from the Books Main Menu page. This guide will look at the following activities:

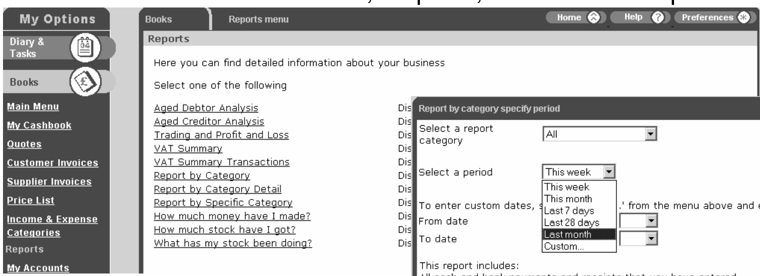
- How to Create a report
- How to export information to Excel
- How to send information to your accountant
- How to create a VAT 100 report

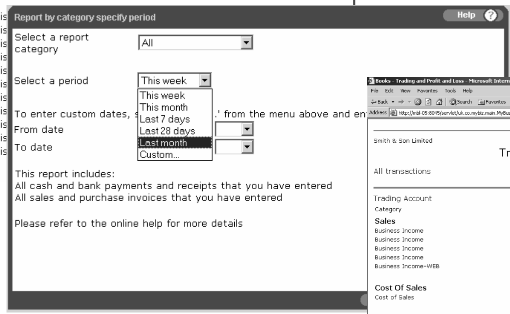


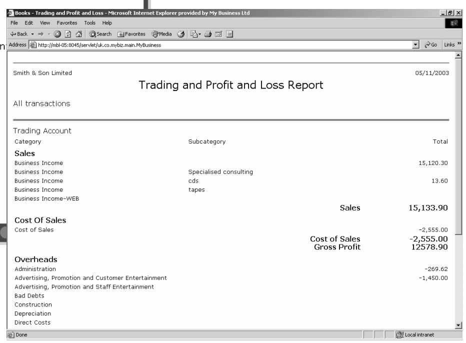

Books Main Menu page

## How to Create and Save a Report

Go to Books Main Menu, Reports, and select a report. Specify the period you want to select for the report and select "Preview" to view the formatted report or "Save" to save the Report to a file. If you select a "Custom" period then you need to put in the start and end dates for the Report.

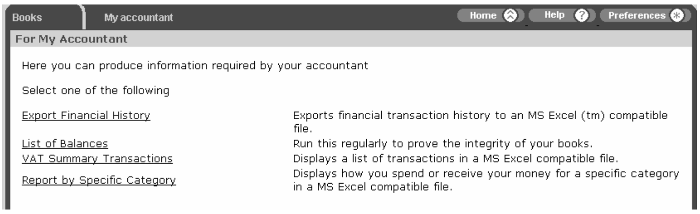



## How to export information to Excel

You can export your data into Excel and then save it onto your hard or floppy drive, and even email it to your accountant. Go to Books Main Menu, My Accountant on the right hand side, and select "Accounts Preparation". Once again, select the period to report and select "Save", and your data will be automatically exported into Excel (Note you will need to format the columns in Excel). You can now save this to your hard drive by selecting File, save, from the top left hand of your browser. The information saved will include all of the Transaction details, including Reference, Type, Category, Customer or Supplier, Date, Descriptions and Amounts net and gross of VAT.

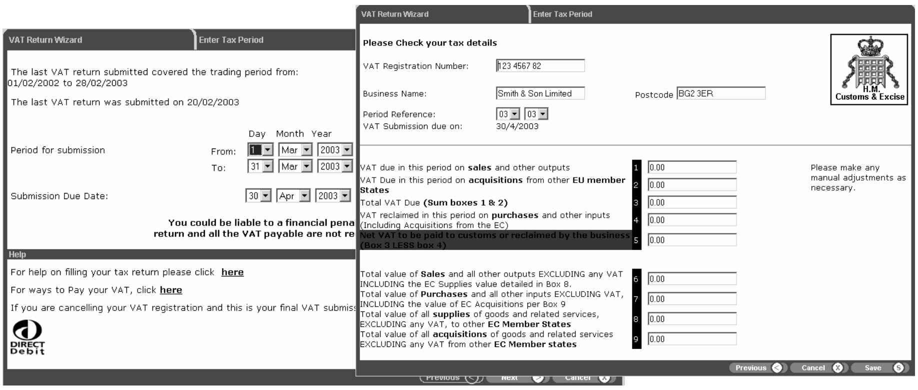



## How to provide information to your accountant

To provide your information to your accountant or adviser you can either follow the steps above or you can send your adviser your script file. All of the data in My Business is contained within a script file, which can be emailed to your accountant. Your accountant can then open this in our Bureau version, which we provide to accountants free of charge. If your accountant does not have a version they can contact us and we will send a copy free of charge. To email your script file right, click on Start (bottom left hand of your screen, select Explore, select Hard disk (c:), Program Files, My Business, Data, Mybiz.script. Right click on this file, select "Send To", "Mail Recipient" and this will create an email with attachment.

## How to create a VAT 100 report

Go to Books Main Menu, For My Accountant, Calculate VAT Return. My Business will automatically tell you when the last VAT was submitted and when the next one is due. Choose the period and select "Next". You will see a VAT 100 screen with your data inserted. If this is correct select "Save". The completed VAT 100 form can be found in Start, Programs, My Business, My Business Documents, VAT Returns Folder. It is advisable to talk to your accountant or adviser before making VAT submissions.




This guide is intended to help get you started when using My Business. If you have any questions or would like further advice please ring our Free Helpline on 08707 591 444, Monday to Friday, 09.00 to 17.00. Or email support@mybiz.co.uk
The My Business Support Team will be happy to answer any of your questions