

Export Reports & 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:

How's my business doing?

MyBusiness can provide a range of information about your business.

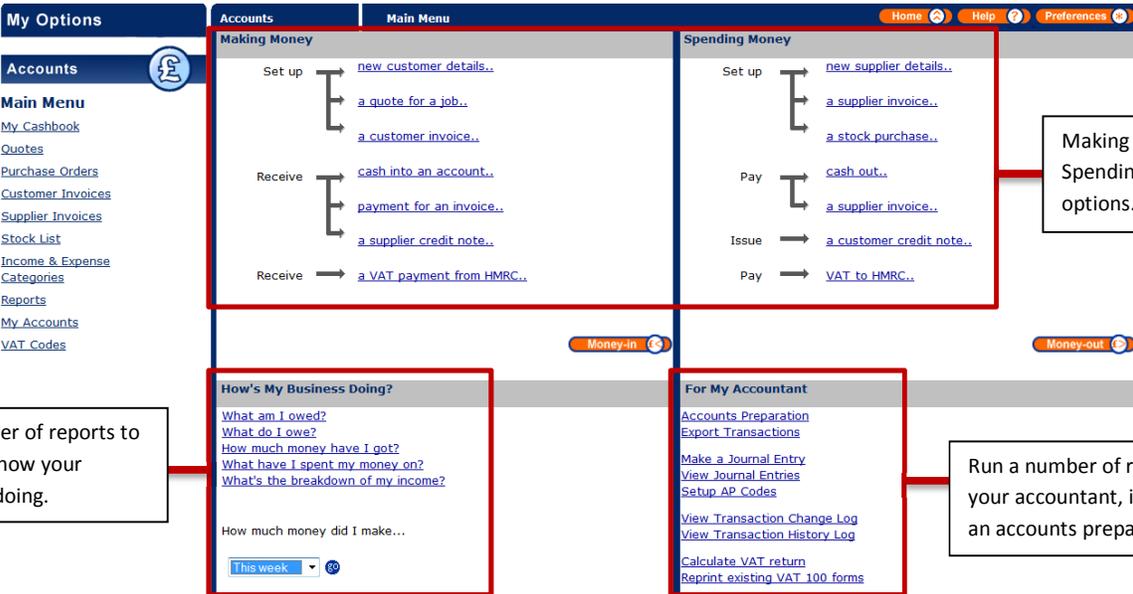
- Am I making a profit overall?
This can be best found by running a Trading Profit and Loss Report.
- Where should I focus my business?
If you track income and expenses against sub-categories, which reflect your different business activities, you can run an Income and Expense Report to see which activities (sub-categories) actually make the most profit.
- 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.
- 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.
- 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.
- 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.
- 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.

Getting Information from MyBusiness

Most of the financial data within MyBusiness can be found on the Accounts Home page, on this page you can run reports and view how your business is doing.

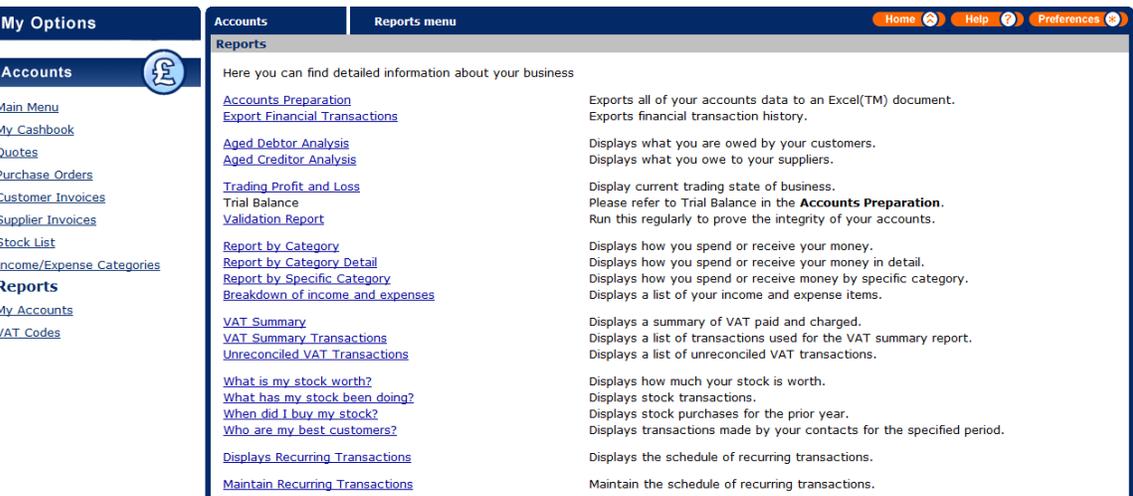


The screenshot shows the Accounts Home page with three callout boxes:

- Top Callout:** "Making and Spending money options." This points to the "Making Money" and "Spending Money" sections.
 - Making Money:** Includes options like "new customer details..", "a quote for a job..", "a customer invoice..", "cash into an account..", "payment for an invoice..", "a supplier credit note..", and "a VAT payment from HMRC..".
 - Spending Money:** Includes options like "new supplier details..", "a supplier invoice..", "a stock purchase..", "cash out..", "a supplier invoice..", "a customer credit note..", and "VAT to HMRC..".
- Bottom Left Callout:** "Run a number of reports to see exactly how your business is doing." This points to the "How's My Business Doing?" section, which lists reports such as "What am I owed?", "What do I owe?", "How much money have I got?", "What have I spent my money on?", and "What's the breakdown of my income?".
- Bottom Right Callout:** "Run a number of reports for your accountant, including an accounts preparation." This points to the "For My Accountant" section, which includes "Accounts Preparation", "Export Transactions", "Make a Journal Entry", "View Journal Entries", "Setup AP Codes", "View Transaction Change Log", "View Transaction History Log", "Calculate VAT return", and "Reprint existing VAT 100 forms".

On the Accounts Home Page you can run reports under "How's My Business Doing", here you can reports to show what you are owed, you owe to suppliers, how much money you have, what you have spent your money on and what the breakdown of your invoices are.

Alternatively you can click the option of Reports on the left hand side under Options; here you can run a number of reports that are all exported into a readable Excel spreadsheet.



The screenshot shows the Reports menu with the following items and descriptions:

- Accounts Preparation:** Exports all of your accounts data to an Excel(TM) document.
- Export Financial Transactions:** Exports financial transaction history.
- Aged Debtor Analysis:** Displays what you are owed by your customers.
- Aged Creditor Analysis:** Displays what you owe to your suppliers.
- Trading Profit and Loss:** Display current trading state of business.
- Trial Balance:** Please refer to Trial Balance in the **Accounts Preparation**.
- Validation Report:** Run this regularly to prove the integrity of your accounts.
- Report by Category:** Displays how you spend or receive your money.
- Report by Category Detail:** Displays how you spend or receive your money in detail.
- Report by Specific Category:** Displays how you spend or receive money by specific category.
- Breakdown of income and expenses:** Displays a list of your income and expense items.
- VAT Summary:** Displays a summary of VAT paid and charged.
- VAT Summary Transactions:** Displays a list of transactions used for the VAT summary report.
- Unreconciled VAT Transactions:** Displays a list of unreconciled VAT transactions.
- What is my stock worth?:** Displays how much your stock is worth.
- What has my stock been doing?:** Displays stock transactions.
- When did I buy my stock?:** Displays stock purchases for the prior year.
- Who are my best customers?:** Displays transactions made by your contacts for the specified period.
- Displays Recurring Transactions:** Displays the schedule of recurring transactions.
- Maintain Recurring Transactions:** Maintain the schedule of recurring transactions.