



Version 12.01 Release Notes

14 October 2011

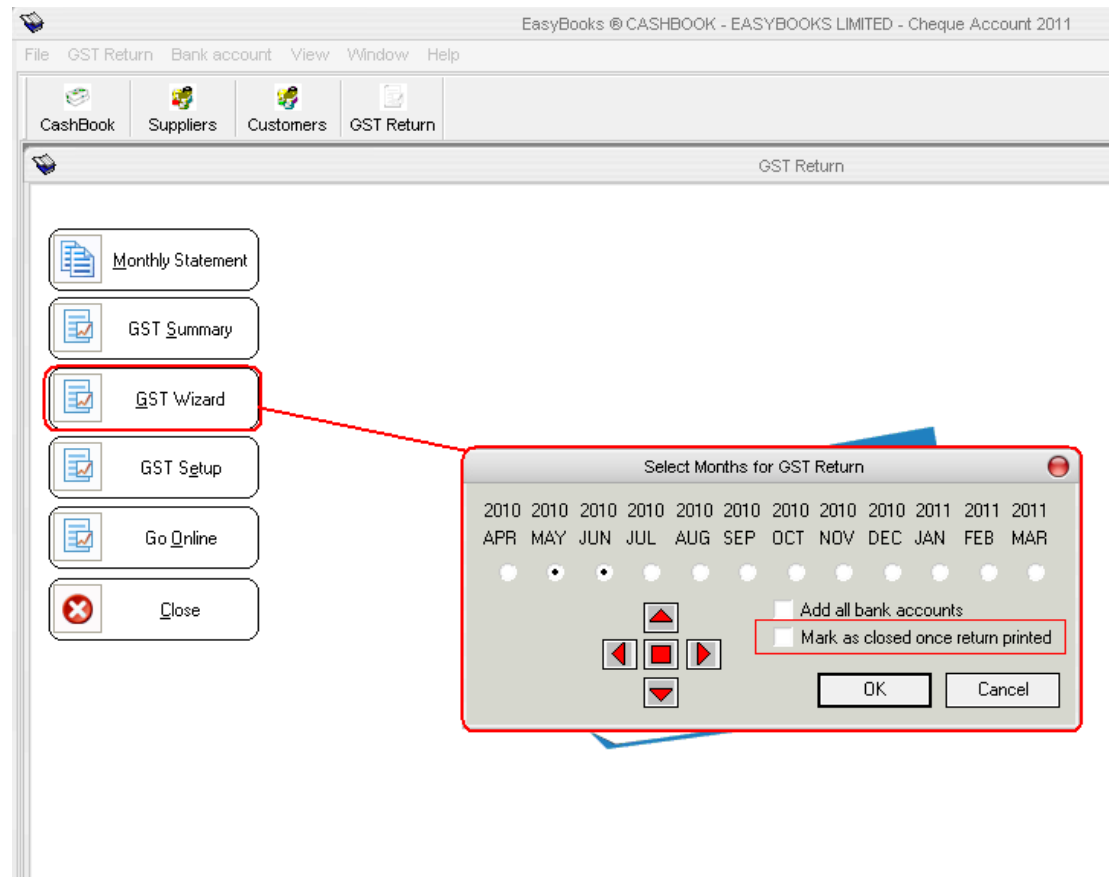
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Marking GST Periods as Processed or Closed

Selected months can be flagged as processed or closed and trigger a warning if transactions are being entered in that period.

Selecting this option will set a flag after the GST worksheet is completed and the resulting GST return is printed.



Closed periods can be maintained from the GST setup screen.

EasyBooks © CASHBOOK - EASYBOOKS LIMITED - Cheque Account 2011

File GST Return Bank account View Window Help

Monthly Statement

GST Summary

GST Wizard

GST Setup

Go Online

Close

GST Settings

Registered GST name: EASYBOOKS LIMITED

GST registration number: 89-692-954

GST period:
☐ 1 monthly ☐ 2 month odd ☒ 2 month even ☐ 6 monthly

GST Rate Settings

Start	Default	Spare 1	Spare 2
01APR11	15.00	0.00	0.00
	0.00	0.00	0.00

GST Worksheet Settings

Gross Totals: ☒ Transactions ☐ Calculated from GST

Calculation check: ☒ Warn me ☐ Ignore

GST worksheet column width:

Narrow ☐ Wide ☐

Report Settings

Ledger reports: ☒ GST exclusive ☐ GST inclusive

Cashflow reports: ☒ GST exclusive ☐ GST inclusive

GST return: ☐ Payments basis ☒ Invoice basis

Ledger codes

GST on receipts: 844/01 GST on Receipts

GST on payments: 844/02 GST on Payments

Closed periods

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

For Help, press F1

Email Authentication

Email servers requiring login, authentication and secure connection can now be accessed from EasyBooks.

On the main screen of EasyBooks click on 'File->User Details'

The 'User Details' dialog box contains the following fields and values:

Field	Value
Name	EASYBOOKS LIMITED
Street or Box #	PO Box 28684
Postal centre	REMUERA
State/Province, Post Code	1541
Phone	09 985 8046
Fax	09 985 8050
Your email address	gmailuser@gmail.com
SMTP server address	smtp.gmail.com
Port	465
Email Password	XXXXXXXX
Email Security	SSL
Authentication	<input checked="" type="checkbox"/>

Buttons: OK, Cancel

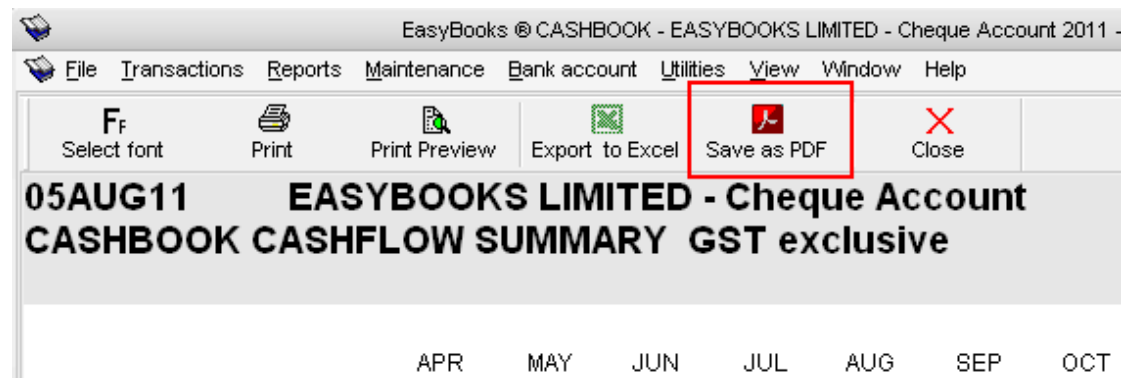
For example:

Service	SMTP name	Port	Security	Authentication
Gmail with SSL	smtp.gmail.com	465	SSL	Yes
Gmail with TLS	smtp.gmail.com	587	TLS	Yes
Hotmail with TLS	smtp.live.com	25	TLS	Yes
Yahoo with SSL	plus.smtp.mail.yahoo.com	465	SSL	Yes

This makes it possible to send emails with data, reports or invoices directly from EasyBooks using almost any emailing service without shuffling files or searching for attachments.

PDF Report Writer

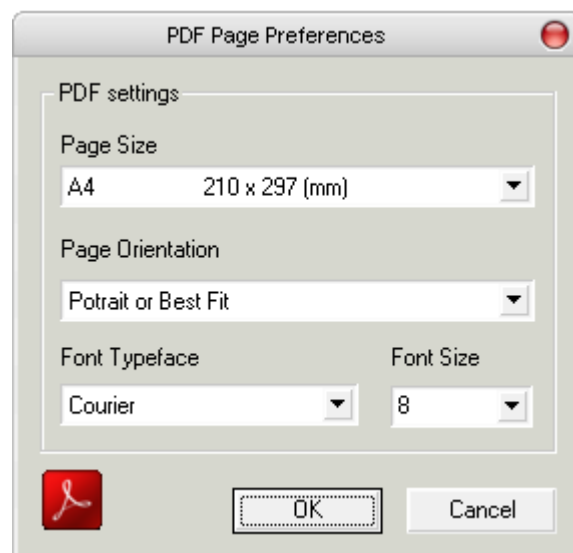
All reports can be saved as PDF documents. From the toolbar click to save as PDF and select the location for the resulting PDF file.



PDF settings can be maintained from Reports->Options->PDF Report Settings

A selection of stationery page sizes is available for convenience; page orientation can be left to be determined by the report writer as different reports have varying number of columns and column widths.

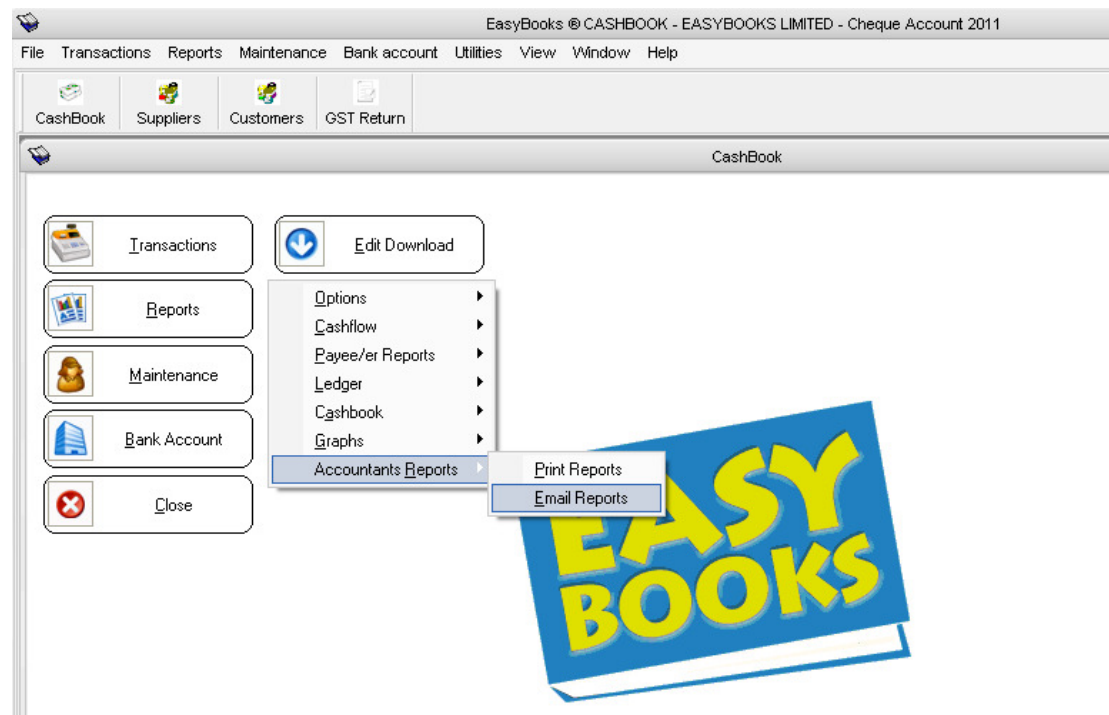
Since the PDF comes with a set of predetermined or installed fonts the report writer will need to translate the font metrics from the fonts selected in EasyBooks to one of the available ones in PDF. This ensures that the reports are displayed correctly on different computers, some of which may have a different set of fonts installed.



The system will prompt you for a PDF file name and a location to save the file in. Perhaps a folder can be designated in Documents, or wherever convenient, that can contain further subfolders reflecting corresponding financial periods.

Emailing Accountant's Reports

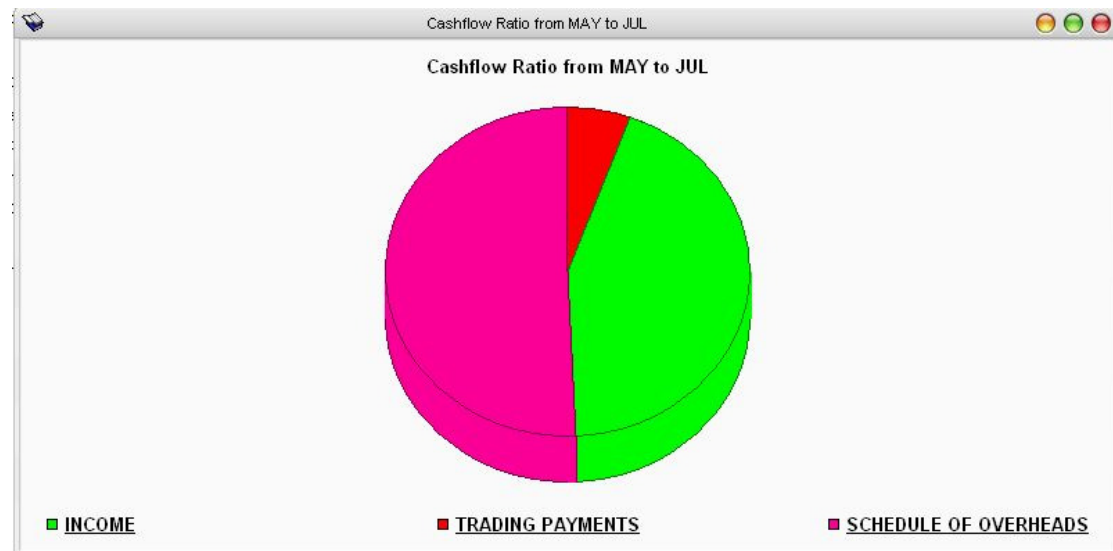
Cashbook accountant's reports can be emailed out of the program as PDF attachments. A single email is sent with each report attached as an individual file.



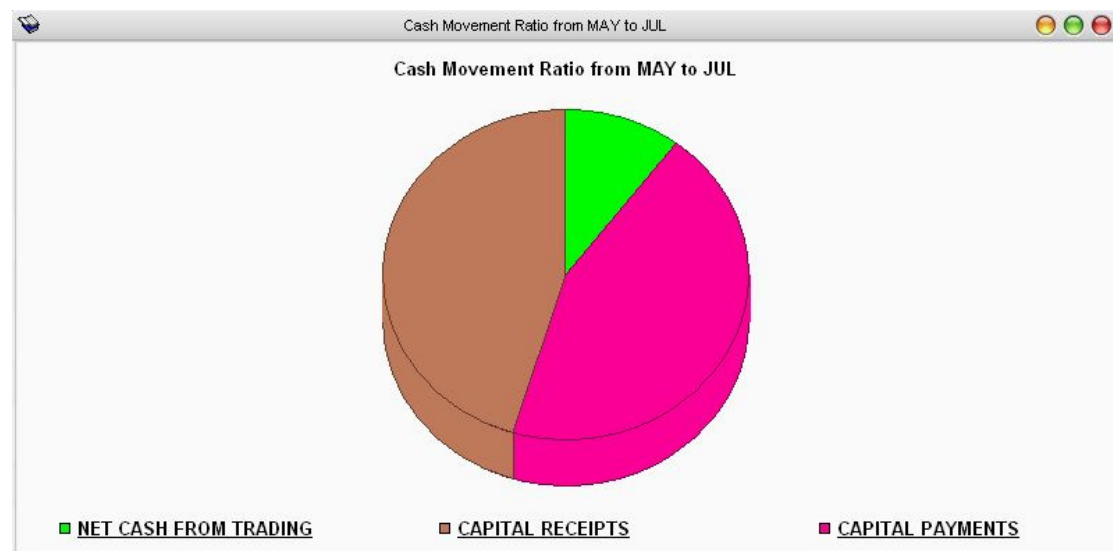
This function works in the same way as the existing Print Accountant's reports except that the reports are generated as PDF files which are attached to an email and sent directly out of the program.

Cashbook Ratio Graphs

The ratio graphs are implemented to help visualize the Cashflow Summary report totals. The **Cashflow Ratio** graph compares the income, trading payments and schedule of overheads totals for a selected period.



The **Cash Movement Ratio** compares the net cash with capital receipts and capital payments



Importing Supplier Details

Supplier details can now be imported into EasyBooks. The program will import details from a formatted comma separated (CSV) file. If a field name happens to contain a comma (e.g. partnerships like name1, name2 & name3) then that field must be enclosed in double quotes. The fields must appear in the following order:

**Code,
Name,
Address1,
Address2,
Address3,
Phone,
Contact,
Comments,
Ledger1,
Ledger2,
Ledger3,
Ledger4,
Ledger5,
Ledger Split1,
Ledger Split2,
Ledger Split3,
Ledger Split4,
Ledger Split5,
Fax,
Bank Account Number,
GST Number,
Email**

If a record duplicate or clash is detected on import, a copy of the import file is written out with the text '-conflicts' appended to the name. Each failed import record line will contain a brief description of the problem e.g. 'Payee Code Conflict' if a payee record with the same payee code is already present in the system.

Buyer-Generated Supplier invoices

In order to issue IRD approved buyer-generated supplier invoices the invoice must display the supplier's GST number. Each supplier that will have the buyer created invoices issued must have a GST number maintained.

The screenshot shows the 'Payee Maintenance' window. At the top are 'List', 'Add', and 'Delete' buttons. The form contains the following fields:

- Code:** 93
- Name:** ABC Ltd
- Address:** PO Box 5432
- Glenfield:** (sub-address)
- Tel:** 09 555 3423
- Auckland:** (sub-address)
- Fax:** 09 555 3424
- Email:** (empty)
- GST:** 12-345-567 (highlighted with a red box)
- Bank account:** 00 0000 00000000 00
- Contact:** (empty)

Below the main form is a section titled 'Default Ledger Codes' with a table:

			% split
#1	List	114 Contractors	
#2	List		
#3	List		
#4	List		
#5	List		

At the bottom is the 'Paylink Default Statement Details' section:

PtIs: PAYLINK Code: Ref:

At the very bottom are 'Update' and 'Exit' buttons.

Create a supplier invoice and if applicable select buyer-created by ticking the option

The screenshot shows a software window titled "Supplier Transactions AUG 11". It contains several input fields: "Payee Code", "Name", "Reference", "Date" (set to 5/08/2011), and "Total". There are also two checkboxes, one of which is labeled "Buyer-created". Below these fields is a section for "Supplier Ledger Balance" showing a value of 390.00. A large table follows, with columns for "Ledger Account name", "Code", "Qty", "D/C", "\$ Gross", and "\$ GST". The table has multiple rows, some containing data and others blank. At the bottom right of the table area, there is a "Total" label and two empty boxes. At the very bottom of the window are three buttons: "Print", "OK", and "Cancel". The "Print" button is highlighted with a red rectangle.

Buyer generated invoices can be printed to a customized MS Word document template invoice “.dot” file saved in the ‘Word 97 – 2003’ document format.

**Buyer-Created Tax Invoice
Inland Revenue approved**

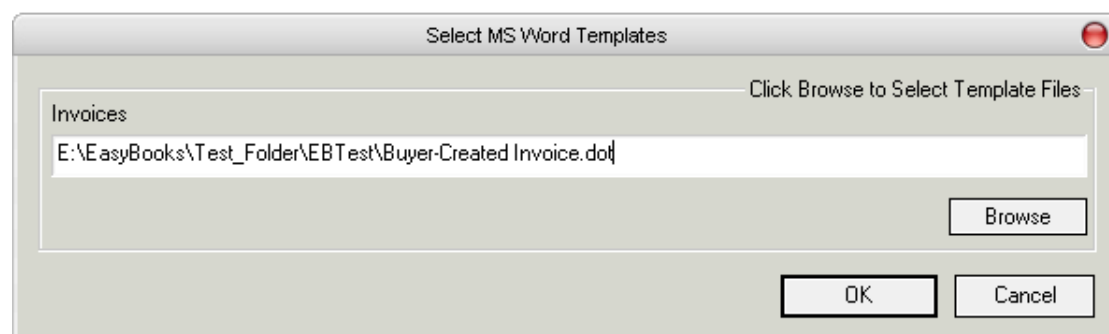
GST Number:	<BuyerGSTNum>	To:	<Name>
Date:	<Date>		<BankAccount>
Invoice Number:	<Invno>		<SellerGSTNum>
			<Address1>
			<Address2>
			<Address3>

Code	Name	Quantity	Nett

Subtotal
GST
Total

<Subtotal>
<GST>
<GTtotal>

The template document link maintenance is under
‘Maintenance->Select Invoice Stationery’

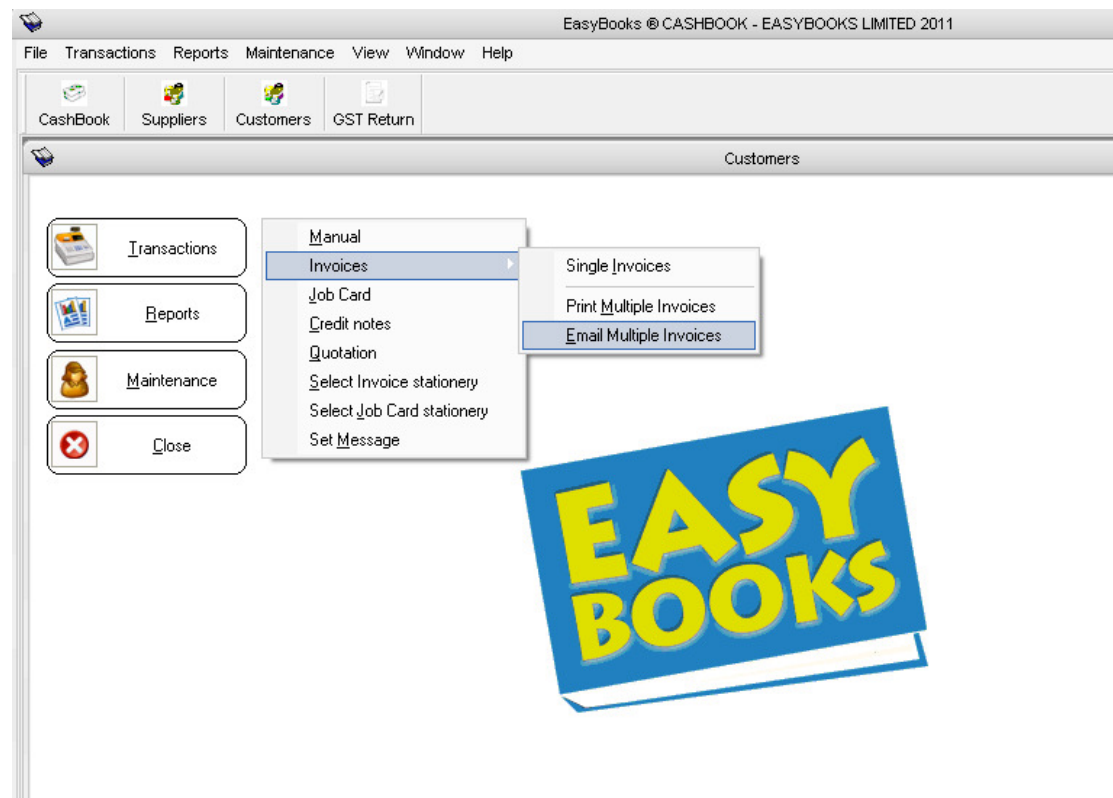


All merge tags e.g. ‘<Date>’ can be manipulated but the item details table from the middle of the template should not be modified as this can have a negative impact on the invoice writer.

Bulk Emailing of Posted Invoices

Posted invoices can be emailed in bulk (with the exception of cash sale customers). In order to use this feature the following requirements must be met:

- System email settings configured
- Invoice have been posted
- Customer email addresses have been maintained
- Internet connectivity



This functionality automates the existing email functionality. Invoices are sent out as HTML files and may be rendered differently on the client's machine subject to the local setup.

Posted invoices for the month are listed.
 Selection for printing is made by **double-clicking** on the line.
 This changes the 'Email Y/N' selection to 'Yes'.
 Only lines displaying 'Yes' will be emailed.

Multiple Invoice Emailing

Show Invoices: Posted invoices for SEP11

Number	Customer Name	Date	Email Address	Total	Email Y/N
2952	The Marketing Company	30SEP11	marketing.company@extra.co.nz	199.99	Yes
2951	Company B Ltd	27SEP11	admin@companyb.co.nz	139.13	Yes
2950	ABC Ltd	21SEP11	officemanager@abc.co.nz	450.00	No

Select All Deselect All Email Exit

To adjust the right hand margin of the emailed invoice please go to 'Select Invoice Stationery' Please note that the emailed invoices are not produced by or linked with MS Word

Select Invoice Stationery

Using MS Word template

Blank A4 Paper
 A4 with letterhead
 Continuous Forms, plain, short invoice
 Continuous Forms, preprinted, short invoice
 Continuous Forms, plain, long invoice
 Continuous Forms, preprinted, long invoice
Using MS Word template
 User designed HTML template

Default number of invoice copies 1

Number of lines to skip for letterhead 5

Emailed invoice right margin

Slide to the right to decrease the right margin

Print to

☒ LPT1 ☐ LPT2 ☐ LPT3 ☐ LPT4

☐ Check to include your GST Number on the invoice when printing on A4 with a letterhead.

☒ Check to display invoice in MS Word before printing.

Select OK Cancel

Importing Customer Details

Customer details can now be imported into EasyBooks. The program will import details from a formatted comma separated (CSV) file. If a field name happens to contain a comma (e.g. partnerships like name1, name2 & name3) then that field must be enclosed in double quotes. The fields must appear in the following order:

**Code,
Name,
Address1,
Address2,
Address3,
Delivery Address1,
Delivery Address2,
Delivery Address3,
Phone,
Contact,
Tax,
Discount,
Email,
Principal
Name,
Principal Address1,
Principal Address2,
Principal Address3,
Principal Phone,
Discount**

If a record duplicate or clash is detected on import a copy of the import file is written out with the text '-conflicts' appended to the name. Each failed import record line will contain a brief description of the problem e.g. 'Debtor Code Conflict' if a debtor with the same code is already present in the system.