Management menu & Reports

Daily, Monthly, Yearly income reports

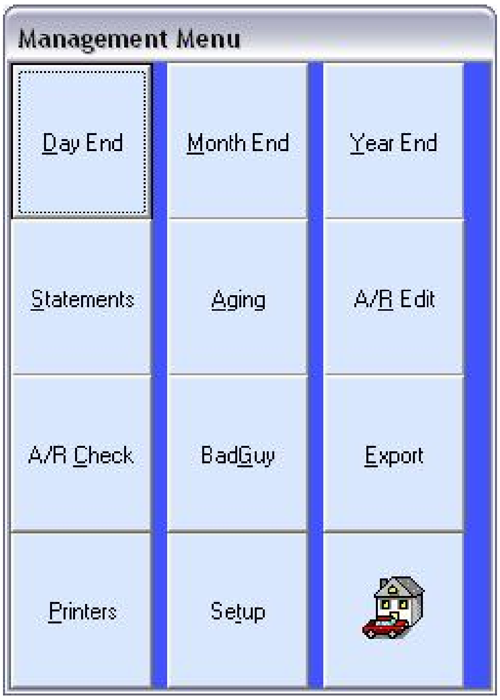
Tutorial

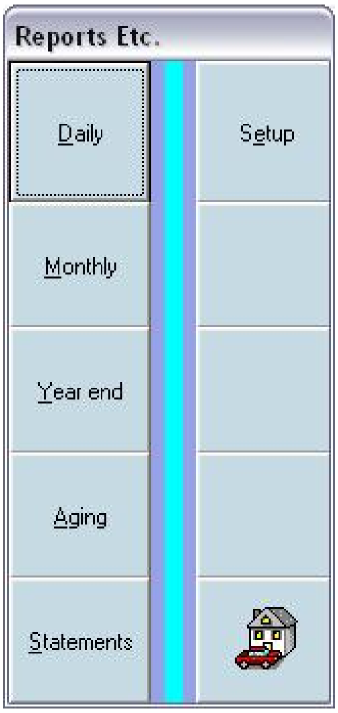
These modules are for use with the following programs from AbbottSoft

- I-Rent Software
- I-Sell POS Software
- XPressSell POS Software
- QuickFix Repair shop Software

Reports etc. is available from your management home page and is activated by touching or clicking on the "Management" button.   In order to access this module you must provide the correct password (case sensitive).

Depending upon the program you are using you should see a Management Menu which looks something like this.   (Not all programs have all of the same modules.)



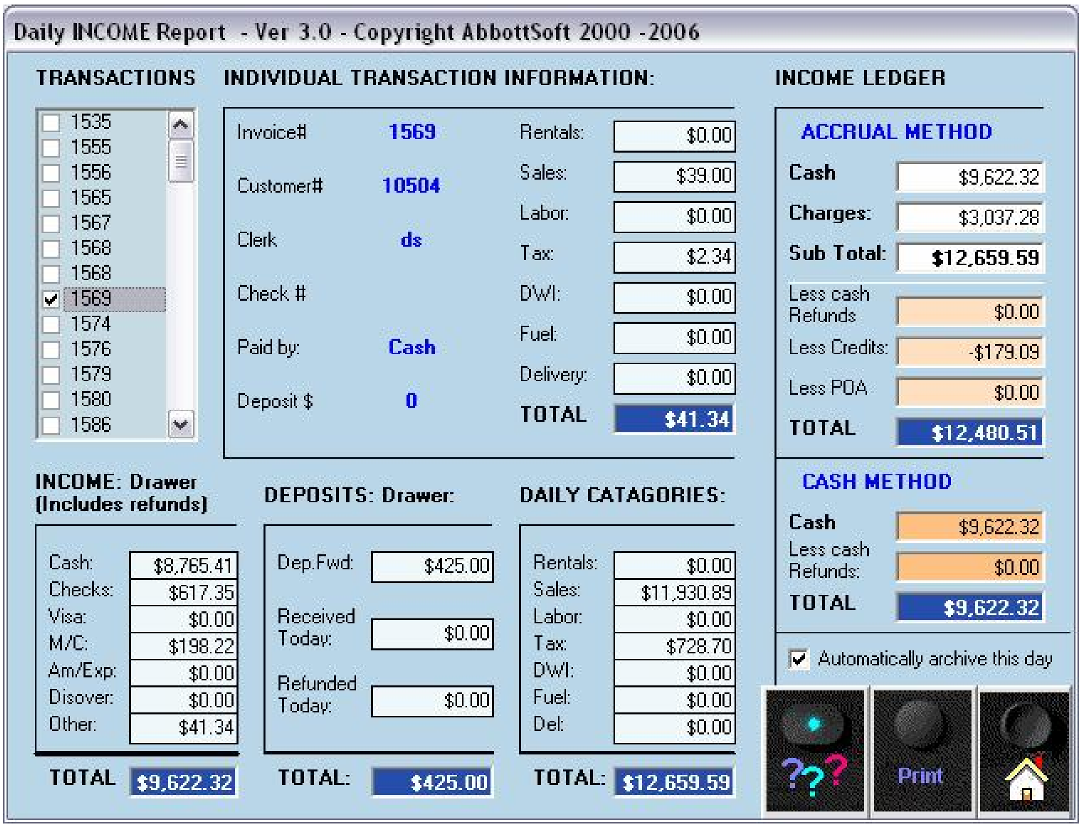


Once you have the Management menu (Reports Etc.) on your monitor you have at your disposal important information about your income, accounts receivable, and other management information Each function on the Reports etc. page is shown as a touch button. To activate any function just click with your mouse or if using a touch screen then touch the button.

Note: If you are using a network version then you may want to have some of these features available at the front counter or other work stations. This is easily accomplished and AbbottSoft will tell you how.

NOTES:

Daily Report: This module is designed to be run at the end of each day. It will report your income both cash and accrual, itemize each sale or payment on account -- including any sales tax, fuel or delivery charges and reconcile both your cash drawer and your deposit drawer (Deposits are for I-Rent II only). View the on-line manual for more information.



You can run this report as many times each day as you wish but should only be **reset** at the "end of the day" and after you have verified all the totals as correct.

End of the day: Here is a guide on how you may wish to handle your end of day shutdown. You can improvise as you wish but our way works and is used by most users. **First:** run your end of day report but do not reset. **Second:** the audit tape from your "invoice" receipt printer. **Third:** reconcile the closed invoices to the audit tape and then the audit tape to the daily report. **Fourth:** If using I-Rent, count and verify both your income and deposit drawer to the daily report. **Fifth:** The daily report drawer summary is also your bank deposit. You should make up your bank deposit at this time. **Sixth:** Reset the daily report (only if all is OK) and do your daily onto your zip or other removable hard drive. **Seventh:** Re-stock both your income and deposit drawers with any cash needed for the next days business and lock them up in the safe. Secure your clients deposits as you wish.

Monthly Report: This module is designed to be ran immediately after you have closed the last day of each month. When you click on the monthly report icon from your Reports etc. page the below monthly report will appear.

Similar to the daily report in function, the monthly report consists of the totals from each daily report, sequentially as you closed each day.

You can go through each day by clicking on the individual days listed on the bottom left of your page and their totals will be shown in the "Daily TOTALS" box. Once you have assured yourself of the validity of the report you can reset for a new month.

Resetting the Monthly Report will reset all sales and income information for the month and move the totals into your yearly report. If you have been filing your daily reports with the closed contracts etc. then you should attach the monthly report to the top and send to bookkeeping for sales tax reporting and posting to your general ledger.

Helping you with Tax computations: Depending on how your state wants you to fill out their sales tax forms will determine if this little computation sheet will help you or not.

Many states only want to know how much taxable and non-taxable sales you had for the last month. Other states want you to have a degree in accounting to fill in a simple sales tax return.

With this understanding we have added the following to your Monthly screen.
It is located on the bottom left and when you start up the monthly module it will show you the totals for Gross, Taxable and Non-taxable income on the left column and on the right column you will see the amount of tax collected and two blank *yellow fields where you will select your tax rate and then the tax obligation will be computed and shown to you automatically.

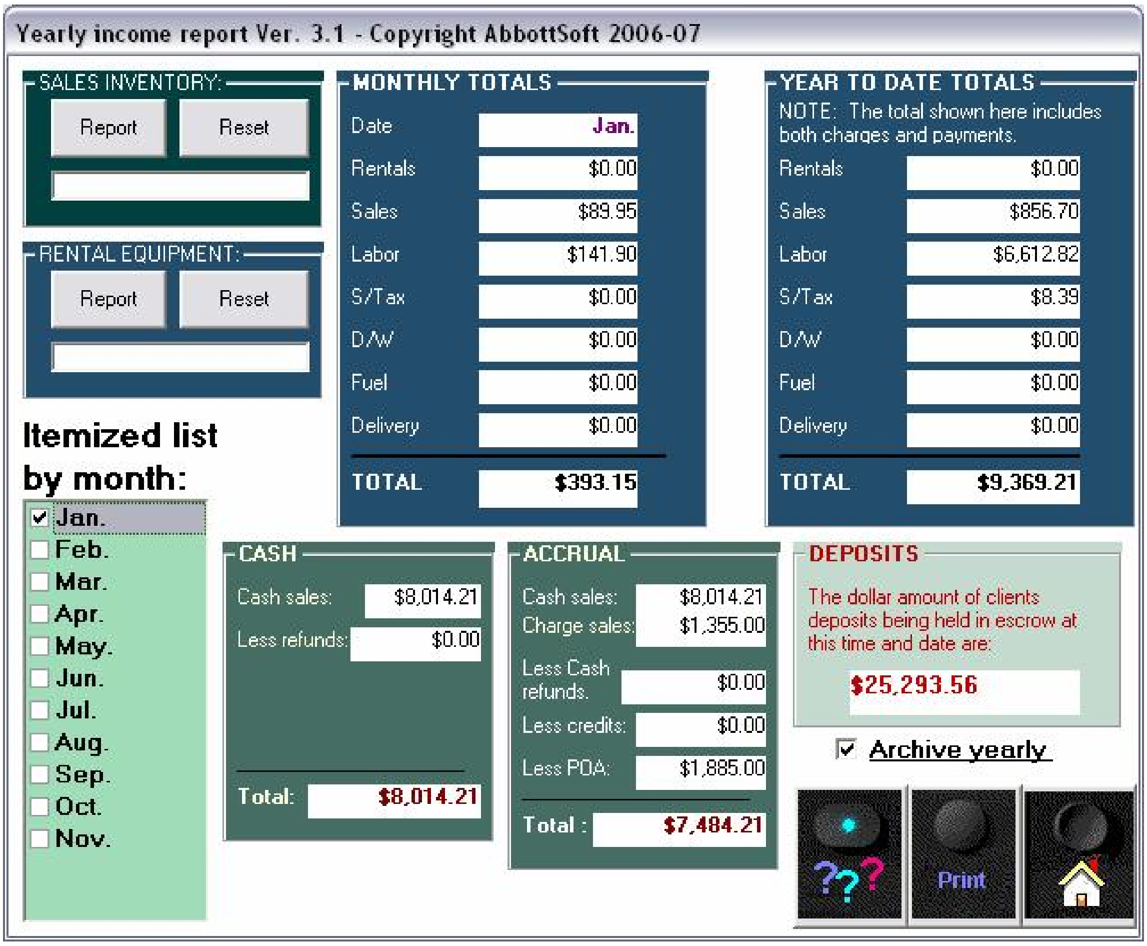
Once you reset the month these totals will no longer be available to you so if you intend to make use of this little calculation window you should write down the numbers and attach them to your monthly printed report.

Speaking of Sales Tax computations. Realize that if you set a client as non-taxable if your program uses the client database If you set any individual inventory item to non-taxable. If you choose the "x" option when you are actually selling an item then under all of these circumstances the program will not charge sales tax. Also realize that for each inventory item you must set the correct tax rate. Some states have different rates for different types of inventory.

IMPORTANT: On the daily, monthly and yearly report the first page lists the raw data. To see your actual income totals you should review the "cash" and "accrual" income report shown on the second page. Deposits only apply to users of I-Rent software**. Only reset the equipment files if you are using i-Rent II.**

STORING RECORDS ON YOUR COMPUTER: If you activate the check box which asks if you want to archive your daily, monthly, or yearly totals then your program will store a copy of the file once your reset it. In the case of the daily files you will find them listed as (date + .ARC). You can open this file in Notepad and see all the raw numbers. In the case of monthly files you will find them listed as (Month+Yr + .MTH) and you can open these files in notepad also. The yearly module allows you to store the whole year on your computer once you have reset. The yearly file can be found by looking for the last two digits of the year plus the letters "GRT" e.g. (06-GRT) would be the archive for 2006

Yearly Report: This module is designed to be ran immediately after you have closed the last month of your years business. When you click on the yearly report icon from your Reports etc. page the below yearly report will appear.



Once loaded you will see each months totals displayed. You can click on the list on the bottom left and review the monthly totals. Once you are satisfied with the totals you can run your yearly report out to your printer.

Before you print and close your yearly report you should run a printed report on both your inventory and if using i-Rent II you can also do the same with your equipment. It should also be said that once you have closed your first monthly report you can then load up your year end report and run the inventory and equipment reports as many times as you wish. You would probably not print the yearly report until you get there. Although you can print as many times as you wish, just don't reset until the end of your physical year.

More Reports etc. are found in Chapter 6b – BILLING