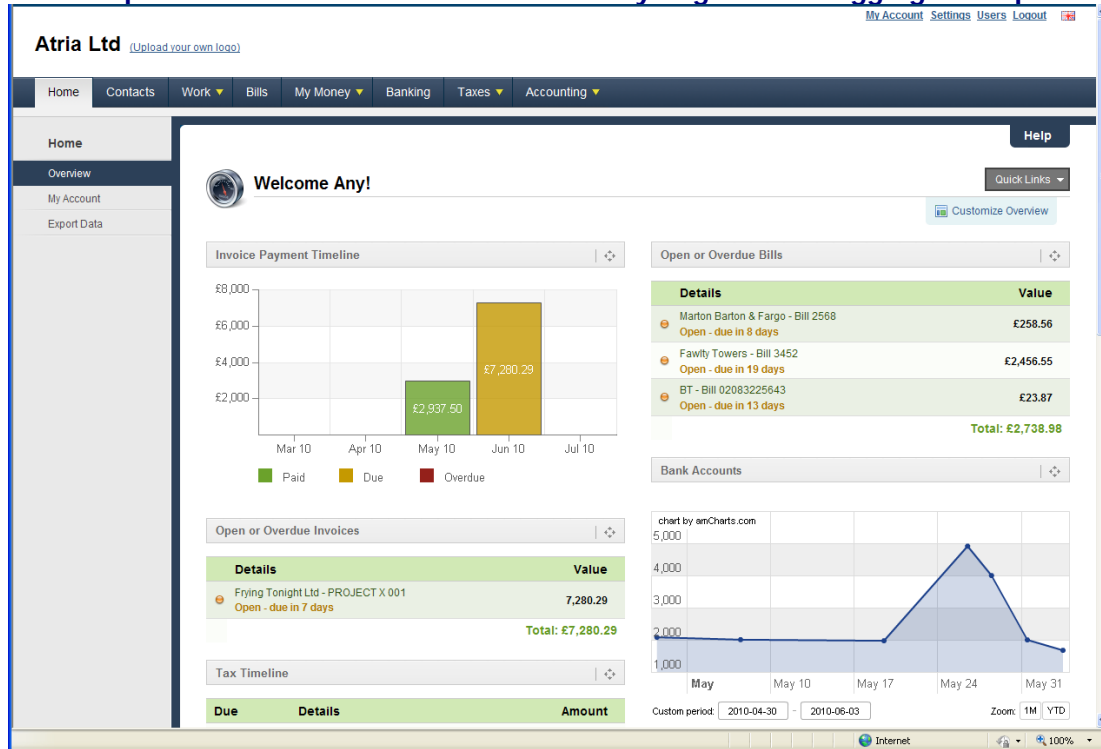


OpenBooks Screenshots and notes

This is a portion of the Home/overview screen you get when logging into OpenBooks:



The overview screen is customisable to suite your needs and shows graphical and summary information of your business today ie:

- **Your invoicing history**, indicating paid, due & overdue invoices;
- **Unpaid bills** (sums you owe suppliers);
- **Your bank account** history and current balance;
- **Customer/client projects**, inc'l any billed and unbilled time & costs;
- **Recent timesheet & expense claim items**;
- **Profit & Loss for the year so far**, including dividends paid and profits still available for dividend;
- **A Tax Timeline**: predicting dates and sums due for PAYE/VAT/Corporation tax and even personal tax.

The **menu** bar is uncluttered and leads you to individual areas to enter & monitor your accounting transactions as follows:

Contacts where you enter contact details for customers & suppliers.

Work where you can setup and manage customer Estimates/Quotes, projects, time tracking and invoicing.

Bills where you enter and monitor bills received from your suppliers.

My Money where the user enters his/her expense claims, monitors dividends and salary drawn and even generates a simplified payroll/PAYE record.

Banking where you spend most time entering bank, credit card and even Paypal account transactions

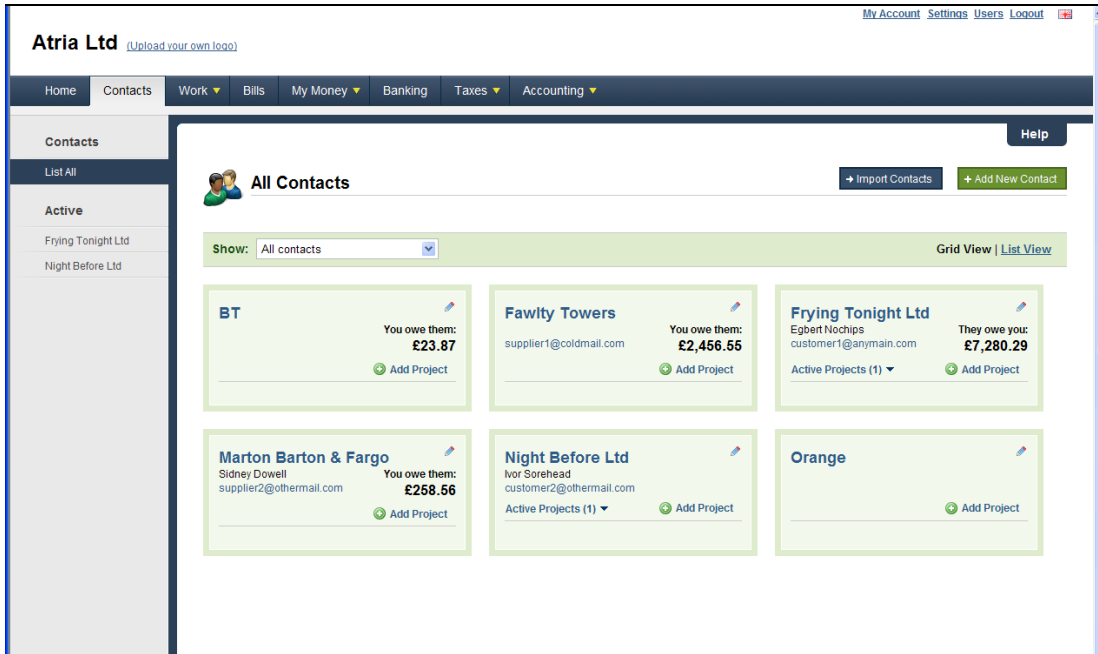
Taxes where you monitor personal tax, VAT, Corporation tax & PAYE liabilities.

Accounting showing P&L, Balance Sheet and other reports, dividend paperwork, maintain capital asset details and enter non invoice/bill/bank transactions in the form of "Journal Entries".

Follow each link above or the bookmarks tab to the relevant screen shots and notes.

OpenBooks Screenshots and notes

Contacts screen:



The screenshot shows the 'All Contacts' screen in the OpenBooks software. The interface includes a top navigation bar with 'Home', 'Contacts', 'Work', 'Bills', 'My Money', 'Banking', 'Taxes', and 'Accounting'. A left sidebar lists 'Active' contacts: 'Frying Tonight Ltd' and 'Night Before Ltd'. The main content area displays a grid of contact cards. Each card shows the contact name, email address, and outstanding balance. For example, 'Frying Tonight Ltd' has a balance of £7,280.29 owed to them, while 'BT' has a balance of £23.87 owed to them. Each card also features an 'Add Project' button.

Contact Name	Email	Outstanding Balance	Action
BT		You owe them: £23.87	Add Project
Fawly Towers	supplier1@coldmail.com	You owe them: £2,456.55	Add Project
Frying Tonight Ltd	Egbert Nochips customer1@anymain.com	They owe you: £7,280.29	Add Project
Marton Barton & Fargo	Sidney Dowell supplier2@othermail.com	You owe them: £258.56	Add Project
Night Before Ltd	Ivor Sorehead customer2@othermail.com	Active Projects (1)	Add Project
Orange		Active Projects (1)	Add Project

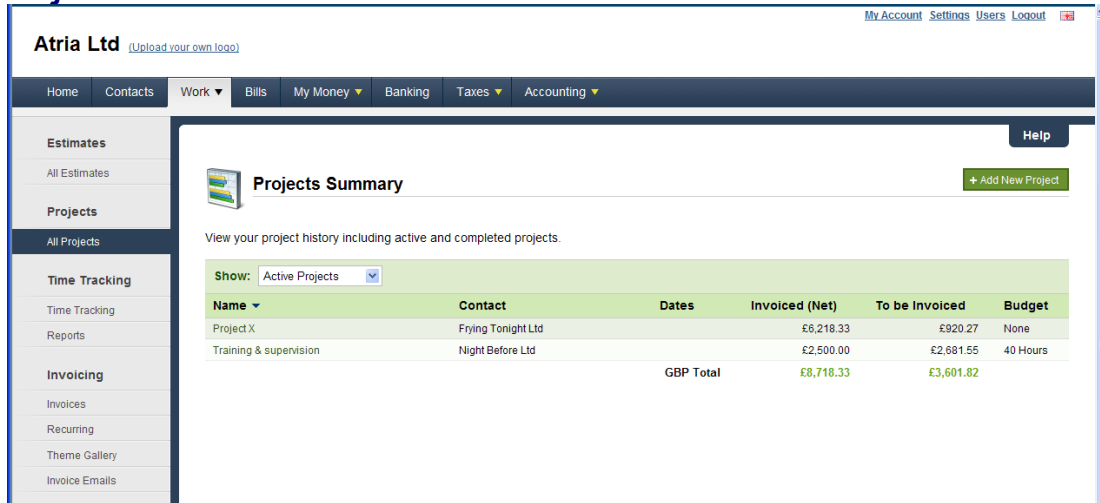
Shows each customer & supplier with current outstanding balances owed by or to them.

There are also shortcuts to generate new or view existing projects for each customer.

OpenBooks Screenshots and notes

Work screens:

Projects:



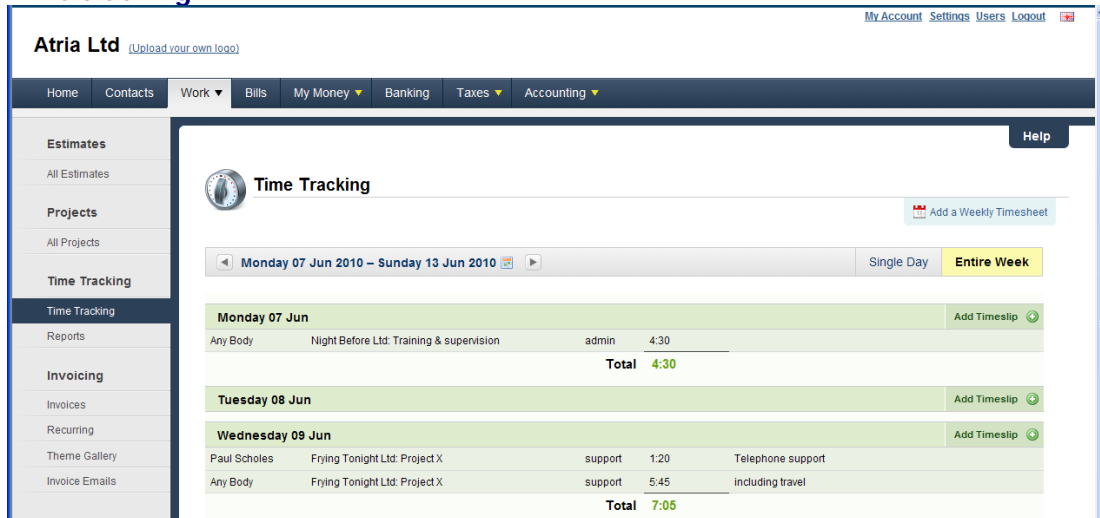
The screenshot shows the 'Projects Summary' page in the OpenBooks software. The page title is 'Atria Ltd' with a sub-link '(Upload your own logo)'. The navigation menu includes Home, Contacts, Work, Bills, My Money, Banking, Taxes, and Accounting. The left sidebar has sections for Estimates, Projects, Time Tracking, and Invoicing. The main content area is titled 'Projects Summary' and includes a '+ Add New Project' button. Below the title, there is a 'Show:' dropdown menu set to 'Active Projects'. A table displays project data:

Name	Contact	Dates	Invoiced (Net)	To be Invoiced	Budget
Project X	Frying Tonight Ltd		£6,218.33	£920.27	None
Training & supervision	Night Before Ltd		£2,500.00	£2,681.55	40 Hours
GBP Total			£8,718.33	£3,601.82	

Your choice to show active, completed or all projects.

When clicking on a project you will see a summary tab as well as ones to take you to the project's Estimates, Invoices, Tasks, Time and Expenses/Bills.

Time tracking:



The screenshot shows the 'Time Tracking' page in the OpenBooks software. The page title is 'Atria Ltd' with a sub-link '(Upload your own logo)'. The navigation menu is the same as in the Projects screen. The left sidebar has sections for Estimates, Projects, Time Tracking, and Invoicing. The main content area is titled 'Time Tracking' and includes an 'Add a Weekly Timesheet' button. Below the title, there is a date range selector set to 'Monday 07 Jun 2010 - Sunday 13 Jun 2010' and a 'Single Day' / 'Entire Week' toggle. The main content area displays a table of time tracking entries:

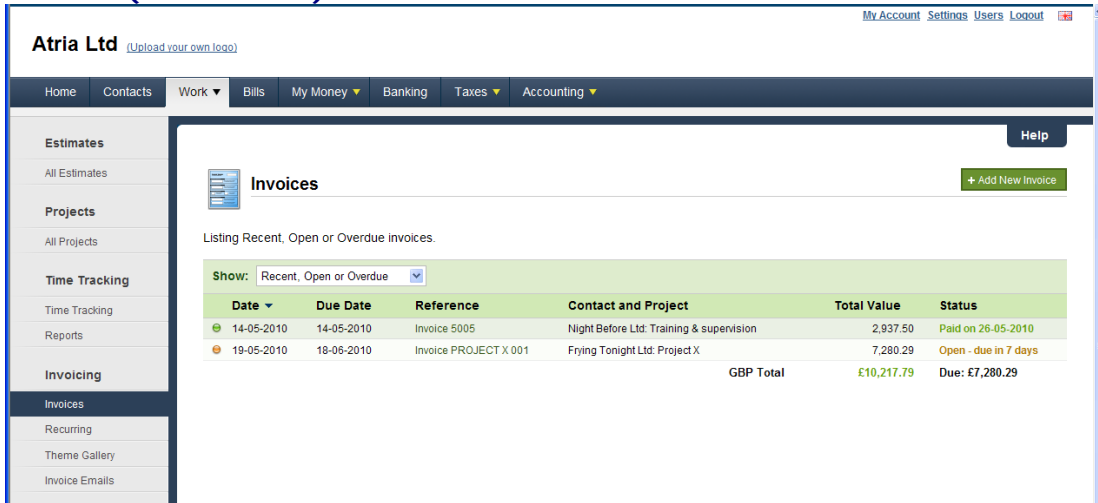
Monday 07 Jun					
Any Body	Night Before Ltd: Training & supervision	admin	4:30		
			Total	4:30	
Tuesday 08 Jun					
Add Timeslip					
Wednesday 09 Jun					
Paul Scholes	Frying Tonight Ltd: Project X	support	1:20	Telephone support	
Any Body	Frying Tonight Ltd: Project X	support	5:45	including travel	
			Total	7:05	

You can display/enter time by day or even weeks to customer projects and further detail the time by using tasks (eg support, admin, training etc) which can be either billable or non billable.

OpenBooks Screenshots and notes

Work screens (continued):

Invoices (to customers)



Atria Ltd (Upload your own logo) My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

Estimates: All Estimates
Projects: All Projects
Time Tracking: Time Tracking, Reports
Invoicing: Invoices, Recurring, Theme Gallery, Invoice Emails

Invoices Help + Add New Invoice

Listing Recent, Open or Overdue invoices.

Show: Recent, Open or Overdue

Date	Due Date	Reference	Contact and Project	Total Value	Status
14-05-2010	14-05-2010	Invoice 5005	Night Before Ltd: Training & supervision	2,937.50	Paid on 26-05-2010
19-05-2010	18-06-2010	Invoice PROJECT X 001	Frying Tonight Ltd: Project X	7,280.29	Open - due in 7 days
GBP Total				£10,217.79	Due: £7,280.29

Here you generate new, or edit existing, invoices to customers, there are various pre-set formats (themes) or you can generate your own.

When generating invoices you can just make them plain and simply to the customer or you can pick a project and automatically pull in any billable time, expenses or bills entered against the project.

The optional **Estimate screen** is similar to this and estimates/quotes/proposals can be generated, sent, approved and then converted into invoices.

Invoices can be generated as drafts and once approved are printed, PDFd or even sent directly by email from the site to the customer. The accompanying emails are customisable and you can set invoices and their emails as recurring on predefined dates.



OpenBooks Screenshots and notes

Bills screen: (bills are invoices you receive from suppliers)

The screenshot shows the 'My Bills' interface in OpenBooks. It includes a navigation menu with options like Home, Contacts, Work, Bills, My Money, Banking, Taxes, and Accounting. The main content area displays a table of bills owed to other people, with filters for 'Show: All bills' and 'In the last 3 months'. A '+ New Bill' button is visible in the top right.

Due On	Bill Date	Reference	Supplier Contact, Details	Total Value	Status
03-05-2010	02-04-2010	02081234675	BT Internet & Telephone - inc £48.54 VAT Main line	325.89	Paid on 03-06-2010
19-05-2010	04-05-2010	07986543789	Orange Mobile Phone - inc £4.84 VAT	32.50	Paid on 19-05-2010
20-06-2010	21-05-2010	2568	Marlon Barton & Fargo Legal and Professional Fees - inc £38.51 VAT Legal work on Project X not rechargeable linked to Frying Tonight Ltd: Project X	258.56	Open - due in 8 days
25-06-2010	25-05-2010	02083225643	BT Internet & Telephone - inc £3.56 VAT Fax	23.87	Open - due in 13 days
01-07-2010	01-06-2010	3452	Fawty Towers Accommodation and Meals - inc £365.87 VAT rebilled to Night Before Ltd: Training & supervision at cost	2,456.55	Open - due in 19 days
Total Unpaid				£2,738.98	

This facility (unusual in spreadsheet systems) is crucial to accurate accounting in that it recognises expenditure as it is incurred (i.e. as it arises) and not when it's paid. Not only therefore can you see which bills you still owe but expenditure, profits and tax the system calculates will be more meaningful.

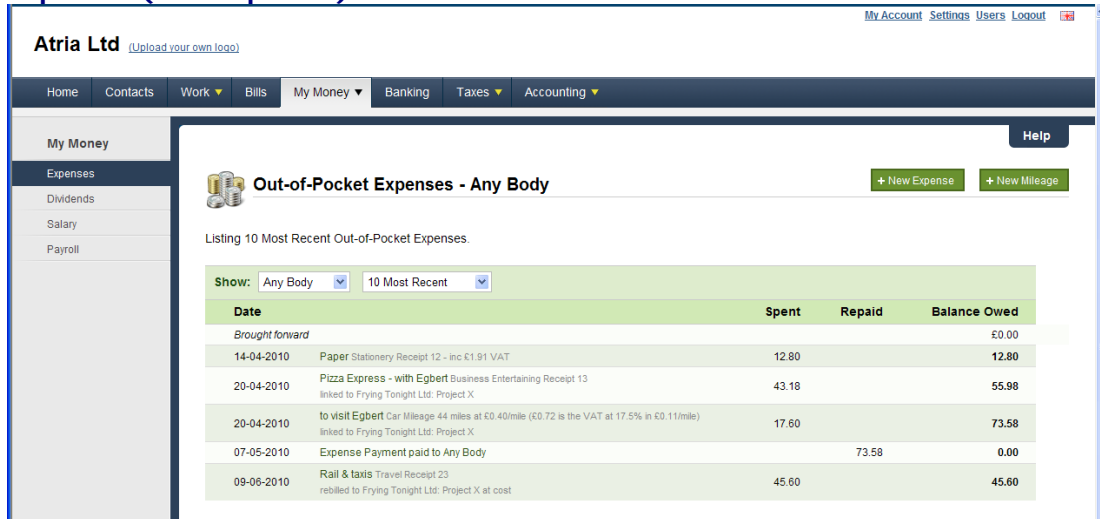
You can choose to list bills under various criteria, i.e. All, open, overdue, paid etc etc.

You can either generate a new bill entry or click on an existing one to edit it (any paid though will be locked to editing).

OpenBooks Screenshots and notes

My Money screens:

Expenses (out-of-pocket):



Atria Ltd (Upload your own logo) My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

My Money Help

Out-of-Pocket Expenses - Any Body + New Expense + New Mileage

Listing 10 Most Recent Out-of-Pocket Expenses.

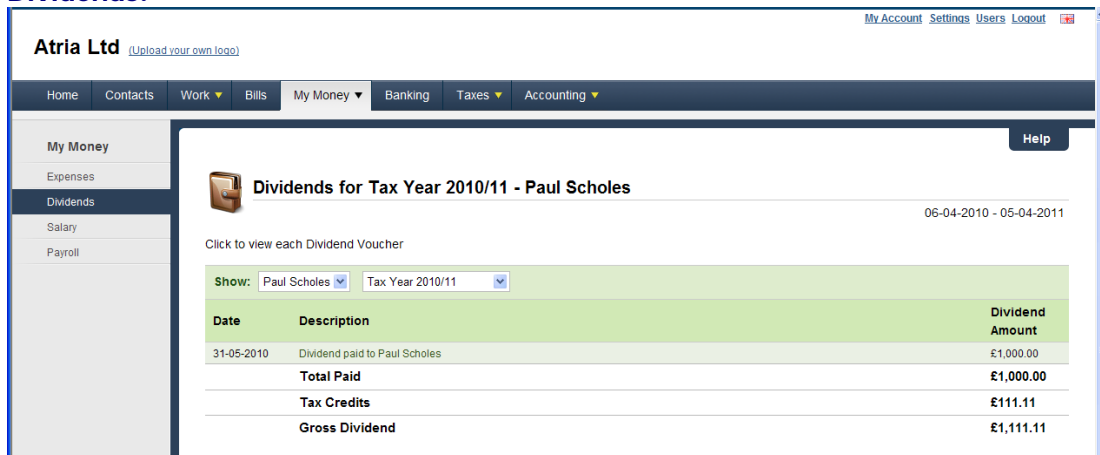
Show: Any Body 10 Most Recent

Date		Spent	Repaid	Balance Owed
<i>Brought forward</i>				
				£0.00
14-04-2010	Paper Stationery Receipt 12 - inc £1.91 VAT	12.80		12.80
20-04-2010	Pizza Express - with Egbert Business Entertaining Receipt 13 linked to Frying Tonight Ltd: Project X	43.18		55.98
20-04-2010	to visit Egbert Car Mileage 44 miles at £0.40/mile (£0.72 is the VAT at 17.5% in £0.11/mile) linked to Frying Tonight Ltd: Project X	17.60		73.58
07-05-2010	Expense Payment paid to Any Body		73.58	0.00
09-06-2010	Rail & taxis Travel Receipt 23 rebilled to Frying Tonight Ltd: Project X at cost	45.60		45.60

Shows the current state of play on each person's expense claims, i.e. what's been claimed and how much reimbursed and still outstanding.

As with other screens here is where you enter new expense claims or edit existing ones (unless already invoiced on to a customer).

Dividends:



Atria Ltd (Upload your own logo) My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

My Money Help

Dividends for Tax Year 2010/11 - Paul Scholes 06-04-2010 - 05-04-2011

Click to view each Dividend Voucher

Show: Paul Scholes Tax Year 2010/11

Date	Description	Dividend Amount
31-05-2010	Dividend paid to Paul Scholes	£1,000.00
Total Paid		£1,000.00
Tax Credits		£111.11
Gross Dividend		£1,111.11

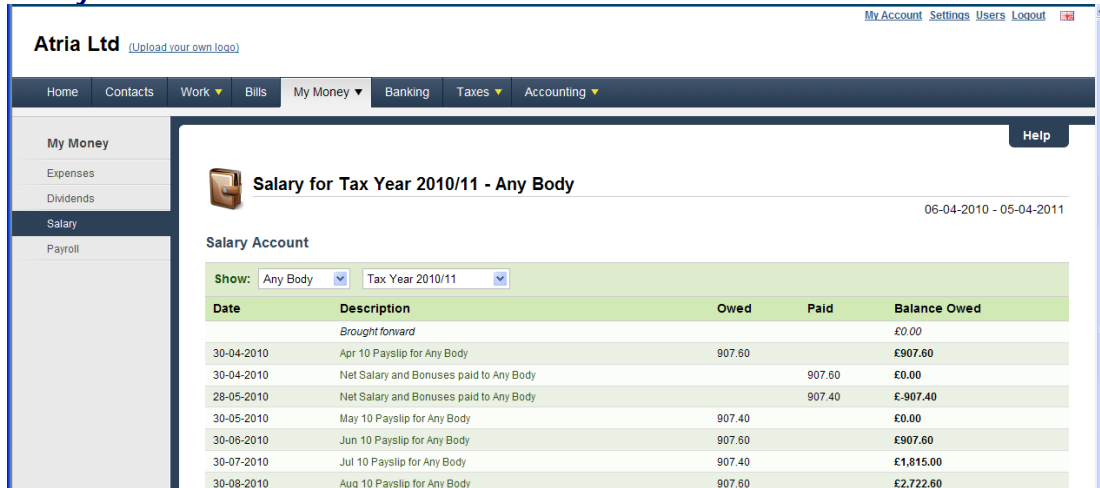
Dividends are recorded as paid from the bank or entered as payable via Journal Entries (Accounting screen).

The above screen shows each person's dividends and tax credits and clicking on each will generate the dividend voucher.

OpenBooks Screenshots and notes

My Money screens (continued):

Salary:



Atria Ltd (Upload your own logo) My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

My Money Help

Salary for Tax Year 2010/11 - Any Body 06-04-2010 - 05-04-2011

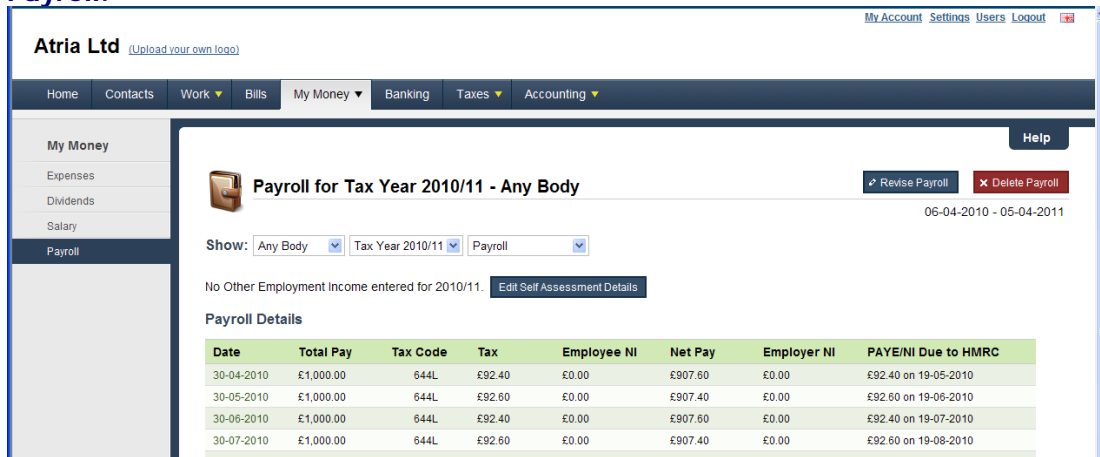
Salary Account

Show: Any Body Tax Year 2010/11

Date	Description	Owed	Paid	Balance Owed
	Brought forward			£0.00
30-04-2010	Apr 10 Payslip for Any Body	907.60		£907.60
30-04-2010	Net Salary and Bonuses paid to Any Body		907.60	£0.00
28-05-2010	Net Salary and Bonuses paid to Any Body		907.40	£-907.40
30-05-2010	May 10 Payslip for Any Body	907.40		£0.00
30-06-2010	Jun 10 Payslip for Any Body	907.60		£907.60
30-07-2010	Jul 10 Payslip for Any Body	907.40		£1,815.00
30-08-2010	Aug 10 Payslip for Any Body	907.60		£2,722.60

When you prepare the payroll for each person (below) it generates a payslip for each month and these are listed above together with details of when each net salary is paid (via banking screen).

Payroll:



Atria Ltd (Upload your own logo) My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

My Money Help

Payroll for Tax Year 2010/11 - Any Body 06-04-2010 - 05-04-2011

Show: Any Body Tax Year 2010/11 Payroll

No Other Employment Income entered for 2010/11. [Edit Self Assessment Details](#)

Payroll Details

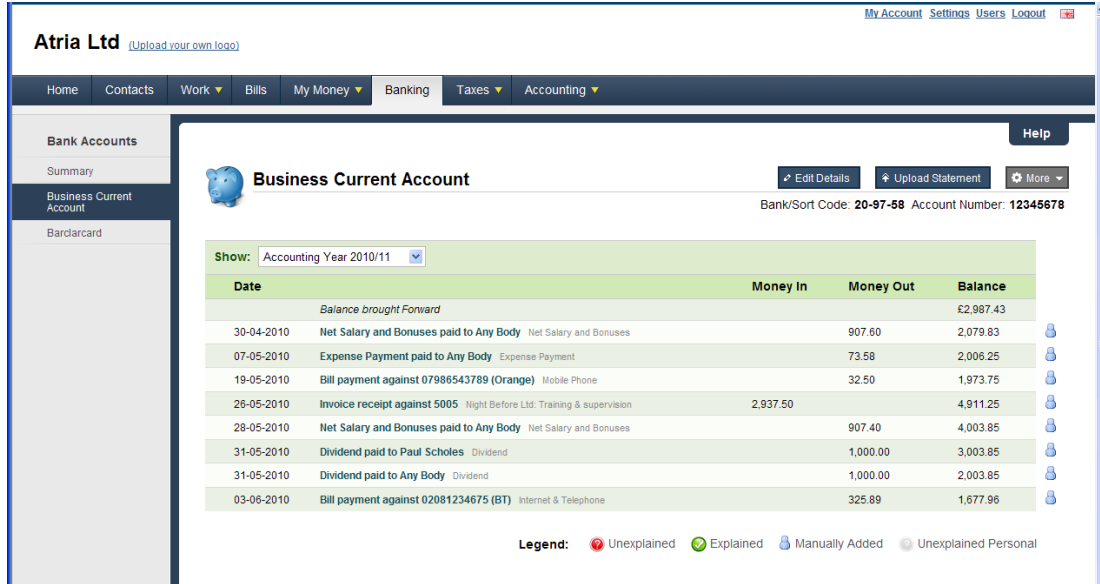
Date	Total Pay	Tax Code	Tax	Employee NI	Net Pay	Employer NI	PAYE/NI Due to HMRC
30-04-2010	£1,000.00	644L	£92.40	£0.00	£907.60	£0.00	£92.40 on 19-05-2010
30-05-2010	£1,000.00	644L	£92.60	£0.00	£907.40	£0.00	£92.60 on 19-06-2010
30-06-2010	£1,000.00	644L	£92.40	£0.00	£907.60	£0.00	£92.40 on 19-07-2010
30-07-2010	£1,000.00	644L	£92.60	£0.00	£907.40	£0.00	£92.60 on 19-08-2010

This is a simplified and unsophisticated payroll generator in which you enter the person's monthly salary & tax code and indicate whether you wish the NI for directors to be calculated monthly or annually. The system is not currently linked to HMRC for online filing but this will come.

OpenBooks Screenshots and notes

Banking screens:

Current account:



Atria Ltd (Upload your own logo)

My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

Bank Accounts Summary Business Current Account Barclcard

Business Current Account Edit Details Upload Statement More

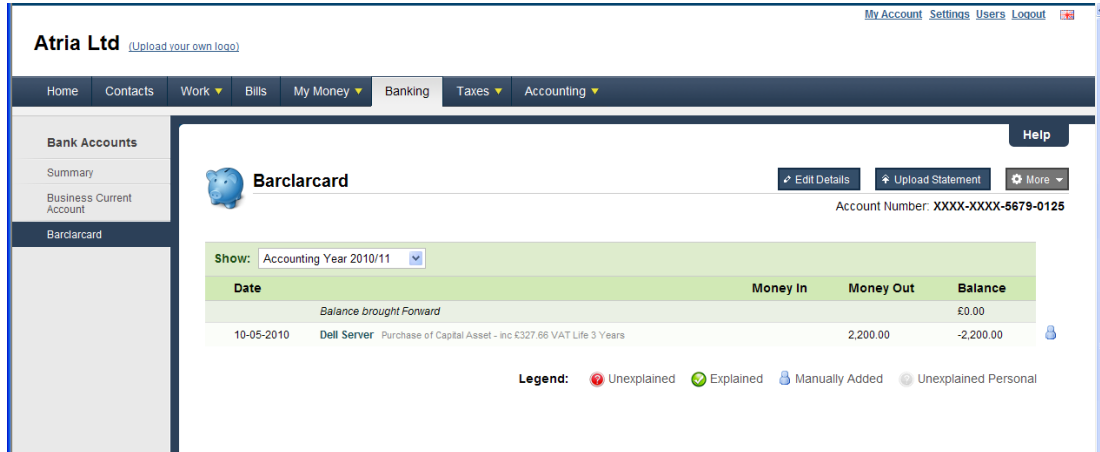
Bank/Sort Code: 20-97-58 Account Number: 12345678

Show: Accounting Year 2010/11

Date		Money In	Money Out	Balance
	Balance brought Forward			£2,987.43
30-04-2010	Net Salary and Bonuses paid to Any Body Net Salary and Bonuses		907.60	2,079.83
07-05-2010	Expense Payment paid to Any Body Expense Payment		73.58	2,006.25
19-05-2010	Bill payment against 07986543789 (Orange) Mobile Phone		32.50	1,973.75
26-05-2010	Invoice receipt against 5005 Night Before Ltd. Training & supervision	2,937.50		4,911.25
28-05-2010	Net Salary and Bonuses paid to Any Body Net Salary and Bonuses		907.40	4,003.85
31-05-2010	Dividend paid to Paul Scholes Dividend		1,000.00	3,003.85
31-05-2010	Dividend paid to Any Body Dividend		1,000.00	2,003.85
03-06-2010	Bill payment against 02081234675 (BT) Internet & Telephone		325.89	1,677.96

Legend: Unexplained Explained Manually Added Unexplained Personal

Credit card account:



Atria Ltd (Upload your own logo)

My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

Bank Accounts Summary Business Current Account Barclcard

Barclcard Edit Details Upload Statement More

Account Number: XXXX-XXXX-5679-0125

Show: Accounting Year 2010/11

Date		Money In	Money Out	Balance
	Balance brought Forward			£0.00
10-05-2010	Dell Server Purchase of Capital Asset - Inc £327.66 VAT Life 3 Years		2,200.00	-2,200.00

Legend: Unexplained Explained Manually Added Unexplained Personal

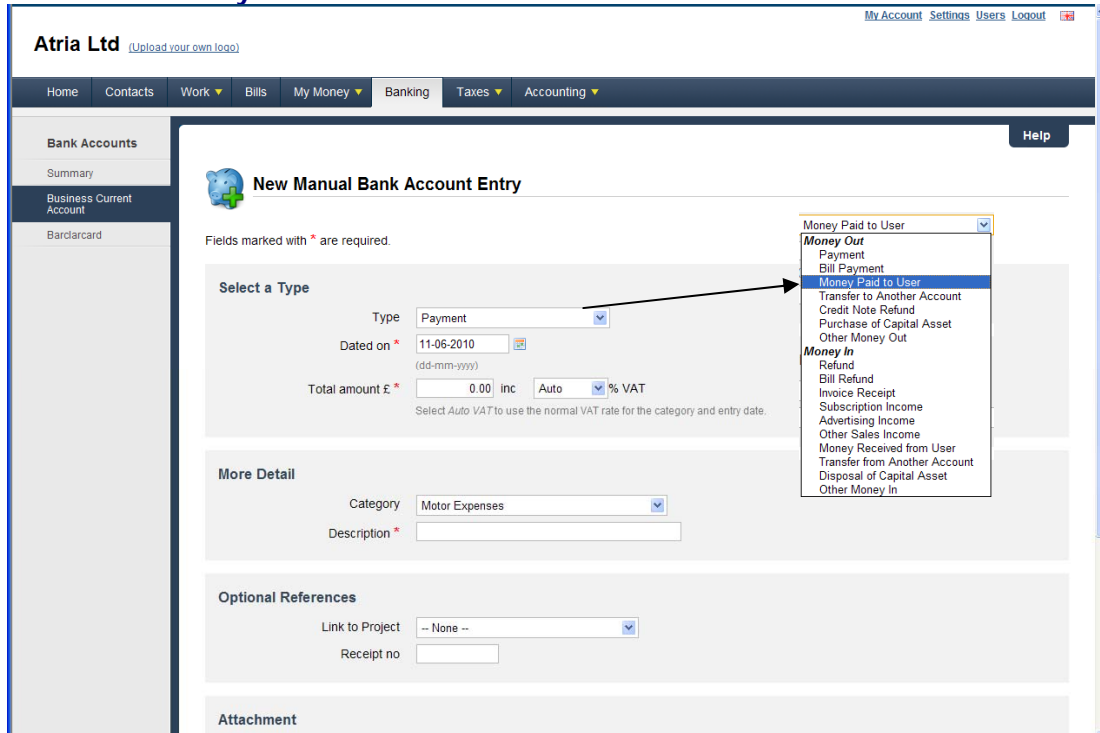
These screens list the current entries entered in & out and enable you to enter new manual transactions (below) or edit existing entries.

Alternatively you can download an electronic bank statement from internet banking and "upload" it into OpenBooks. This will enter all the transactions into the screen but will not actually treat them as movements in the account until you classify each entry, i.e. money from a customer to pay an invoice, payment of salary etc etc.

OpenBooks Screenshots and notes

Banking screens (continued):

New Manual entry:



Atria Ltd (Upload your own logo)

My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

Bank Accounts Summary Business Current Account Barclarcard Help

New Manual Bank Account Entry

Fields marked with * are required.

Select a Type

Type:

Dated on *: (dd-mm-yyyy)

Total amount £ *: inc % VAT
Select Auto VAT to use the normal VAT rate for the category and entry date.

More Detail

Category:

Description *:

Optional References

Link to Project:

Receipt no:

Attachment

Money Paid to User

- Money Out
 - Payment
 - Bill Payment
 - Money Paid to User
 - Transfer to Another Account
 - Credit Note Refund
 - Purchase of Capital Asset
 - Other Money Out
- Money In
 - Refund
 - Bill Refund
 - Invoice Receipt
 - Subscription Income
 - Advertising Income
 - Other Sales Income
 - Money Received from User
 - Transfer from Another Account
 - Disposal of Capital Asset
 - Other Money In

This is the typical bank transaction entry screen with the pull down menu to determine which type of transaction it is.

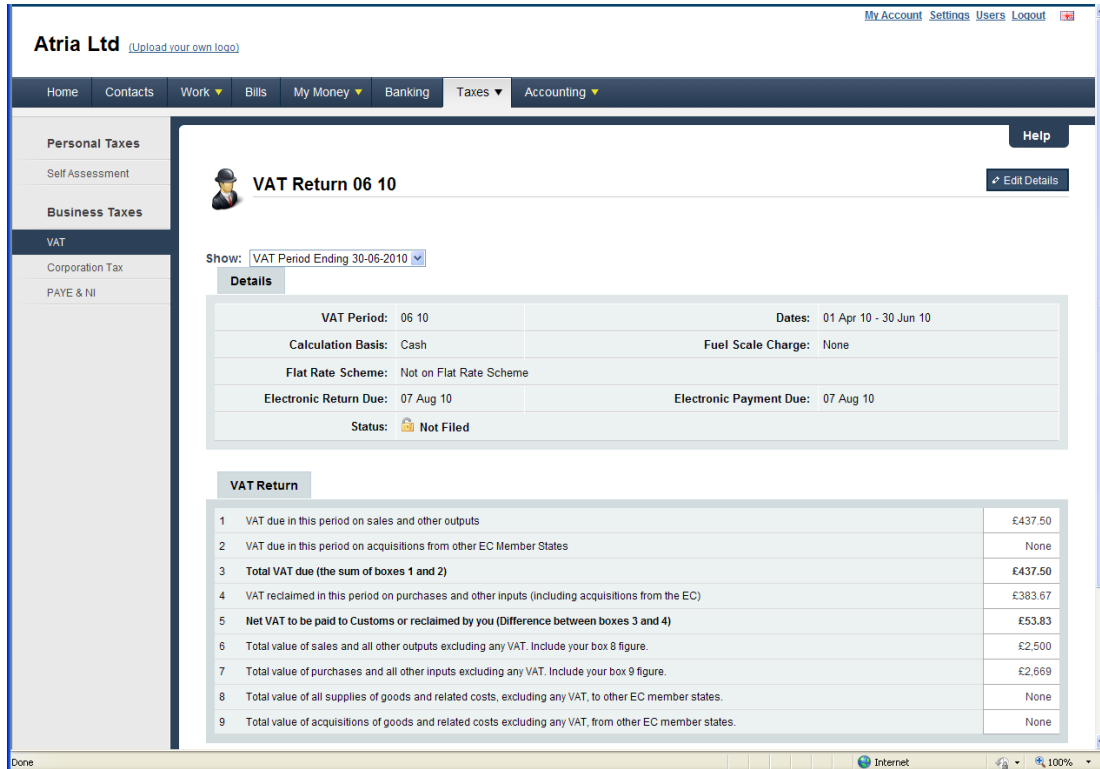
A plain payment for example (i.e. not paying off a pre-entered supplier bill) will ask you for a category, eg travel, stationery, advertising, whereas if you chose to pay off a supplier's bill the screen changes and offers you a list of all the unpaid bills currently sitting on the system.

Alternatively you may be paying yourself or another employee in which case the screen will ask you to say whether it's salary, dividend, expenses or even a director's loan item.

OpenBooks Screenshots and notes

Taxes screens:

VAT:



VAT Return 06 10

Show: VAT Period Ending 30-06-2010

Details

VAT Period: 06 10	Dates: 01 Apr 10 - 30 Jun 10
Calculation Basis: Cash	Fuel Scale Charge: None
Flat Rate Scheme: Not on Flat Rate Scheme	
Electronic Return Due: 07 Aug 10	Electronic Payment Due: 07 Aug 10
Status: Not Filed	

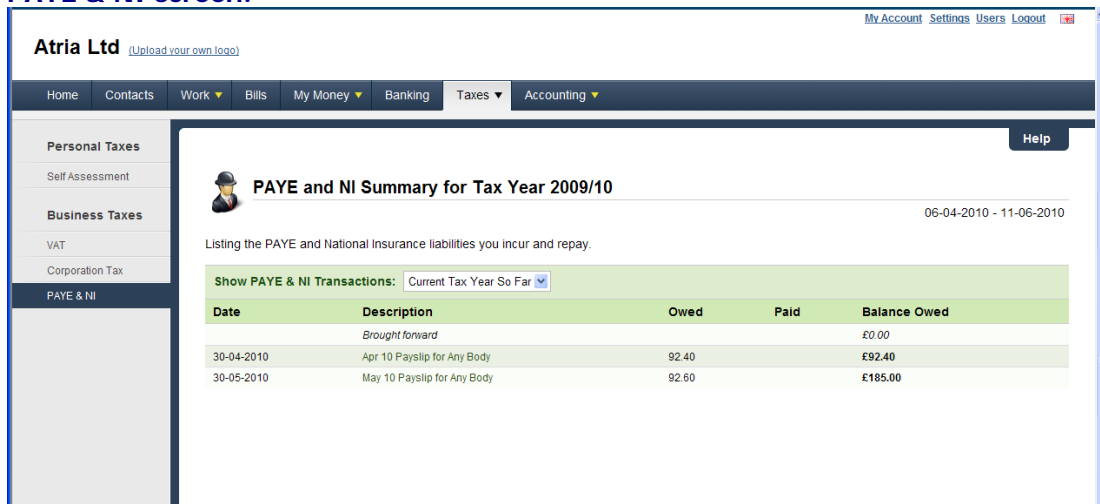
VAT Return

1	VAT due in this period on sales and other outputs	£437.50
2	VAT due in this period on acquisitions from other EC Member States	None
3	Total VAT due (the sum of boxes 1 and 2)	£437.50
4	VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	£383.67
5	Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	£53.83
6	Total value of sales and all other outputs excluding any VAT. Include your box 8 figure.	£2,500
7	Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure.	£2,669
8	Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states.	None
9	Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states.	None

This shows you in summary (as above) or in detail (listing each transaction) how your current VAT return is building. Once you have passed the quarter end you have the ability to finalise the return at which time all the related transactions are locked.

The system handles all the major forms of VAT calculation, i.e. on invoice basis, cash basis, standard rates or Flat Rate Scheme.

PAYE & NI screen:



PAYE and NI Summary for Tax Year 2009/10

06-04-2010 - 11-06-2010

Listing the PAYE and National Insurance liabilities you incur and repay.

Show PAYE & NI Transactions: Current Tax Year So Far

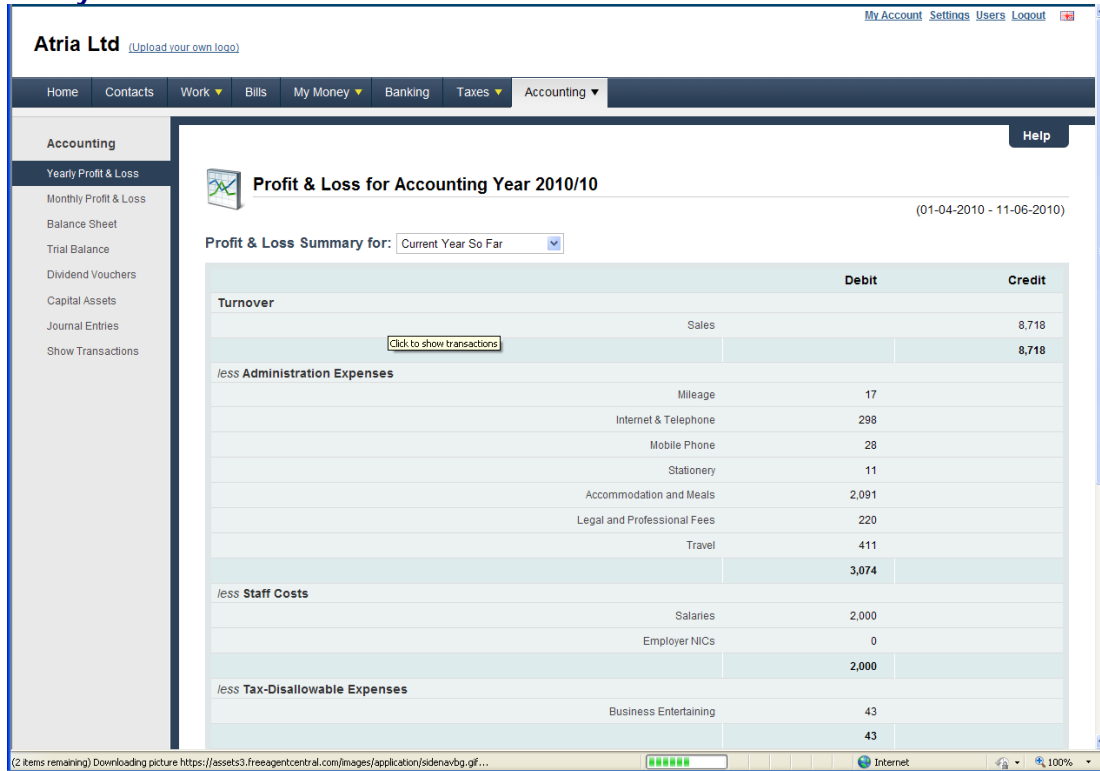
Date	Description	Owed	Paid	Balance Owed
	<i>Brought forward</i>			£0.00
30-04-2010	Apr 10 Payslip for Any Body	92.40		£92.40
30-05-2010	May 10 Payslip for Any Body	92.60		£185.00

Shows the total PAYE liabilities due & paid.

OpenBooks Screenshots and notes

Accounting screens:

Yearly Profit & Loss:



Atria Ltd (Upload your own logo)

My Account Settings Users Logout

Home Contacts Work Bills My Money Banking Taxes Accounting

Accounting Help

Profit & Loss for Accounting Year 2010/10 (01-04-2010 - 11-06-2010)

Profit & Loss Summary for: Current Year So Far

	Debit	Credit
Turnover		
Sales		8,718
		8,718
less Administration Expenses		
Mileage	17	
Internet & Telephone	298	
Mobile Phone	28	
Stationery	11	
Accommodation and Meals	2,091	
Legal and Professional Fees	220	
Travel	411	
	3,074	
less Staff Costs		
Salaries	2,000	
Employer NICs	0	
	2,000	
less Tax-Disallowable Expenses		
Business Entertaining	43	
	43	

The other reports and facilities under this menu are shown down the left hand side.

Many clients will know of, if they run computerised bookkeeping, or will have heard us mention the "Trial Balance" (TB). This report provides the period or year end information we need to begin to prepare final accounts.

With other systems (and with OpenBooks) the TB is generated as an Excel spreadsheet and, following some manipulation, is pulled into our Iris Accounts Production software. The benefit of OpenBooks however is that Iris Accounts Production will be able to automatically recognise and input an OpenBooks TB, with no manual intervention.