Simple example to help you manage invoices, expenses & books of your business

Industry: Physical goods

Created by: Rebecca L

Created on: 6-Feb-2017

Version: 1.0

Here is an example to make it simple for you to use TopNotepad for managing books of accounts of your business.

Let's say you have a new client, Mr. Jon, who purchased goods worth $1000 from you, which includes Item A (Units: 1, Rate: $300/Unit), Item B (Units: 2, Rate: $250) and Item C (Units: 4, Rate: $50/Unit).

You procure these items from different vendors. Here is the list of vendors and the pricing of the products you purchase from these suppliers:

M/S Vendor A (for Item A) - $250/Unit

M/S Vendor B (for Item B) - $200/Unit

M/S Vendor C (for Item C) - $40/Unit

You also have recurring/non-recurring expenses for your office like rent, internet, salaries and others.

In the tutorial, we will show how to log other expenses as well.

Now, let' learn how to log every aspect of the above transaction in TopNotepad.

All set? Let's do it!

Step 1: Log all the inventory details, as shown below for each item:

Log purchase details:

Log the quanity of goods, price and other details releated to purchase:

Add Purchase Detail of: Item A

Date of Purchase	05-Feb-2017
Units	4
Unit Purchase Price	250
Amount	1000
Vendor Name	M/s Vendor A
Category	Product Purchase
Comments	

Click here to save the product purchase details

Save   Reset   Close

Repeat the steps to add product and purchase details of other items i.e., Item B and Item C.

After adding all the three products, the Product list should appear as shown below.

Products   Add Product   Import Product

Search

Name

Product List

Show 50 entries   View Inventory

|	Product	Unique Code	Unit Price	Available Units	Reorder Level	Action
☐	Item C		$ 50.00	6		🖉 🛒 ⚙ 🗑
☐	Item B		$ 250.00	2		🖉 🛒 ⚙ 🗑
☐	Item A		$ 300.00	4		🖉 🛒 ⚙ 🗑

Please note, when you log product purchase details, the purchase would be expensed off automatically in expenses section. You can go to 'expenses manager' and check it.

Step 2: Create an invoice and log payment received from Mr. Jon against the invoice
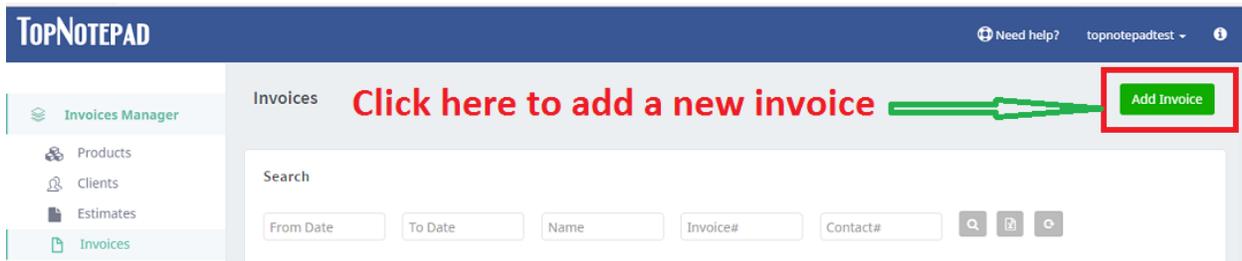
An invoice form would open, supply all the necessary information and click on generate invoice button at the end of the form.
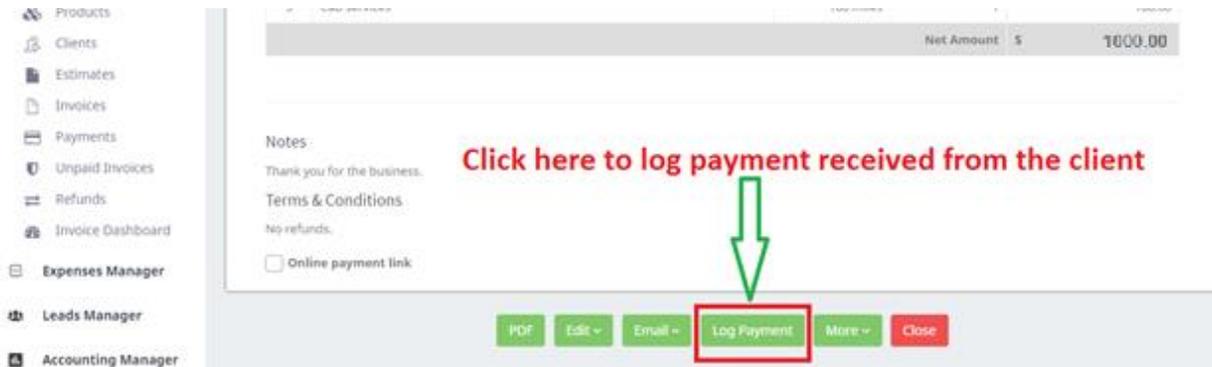
Ensure you select the products from suggestion list, this is required for inventory calculations.
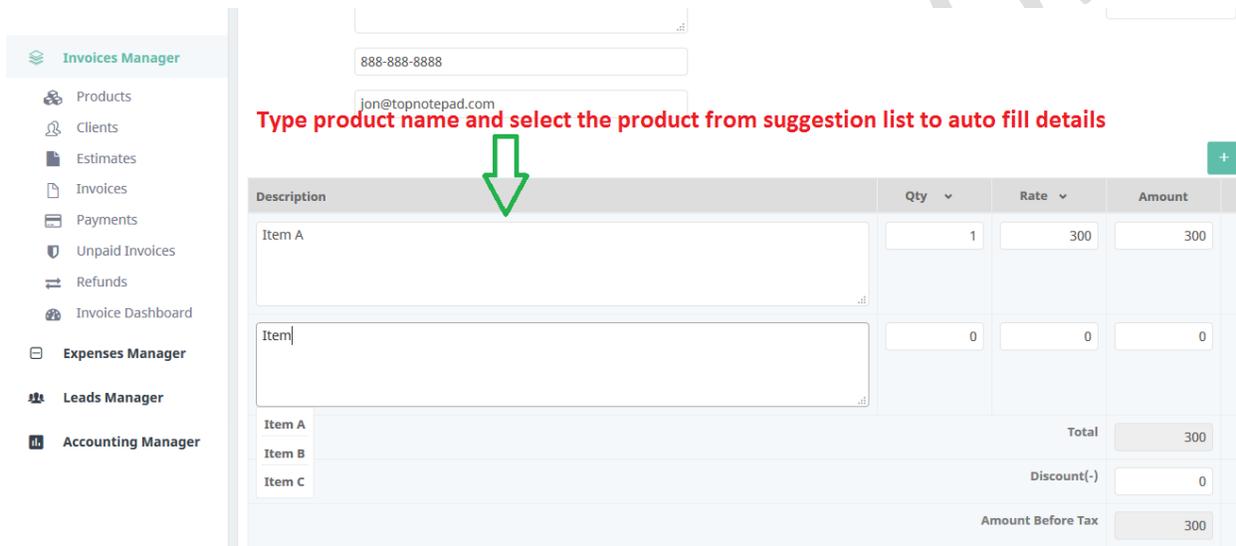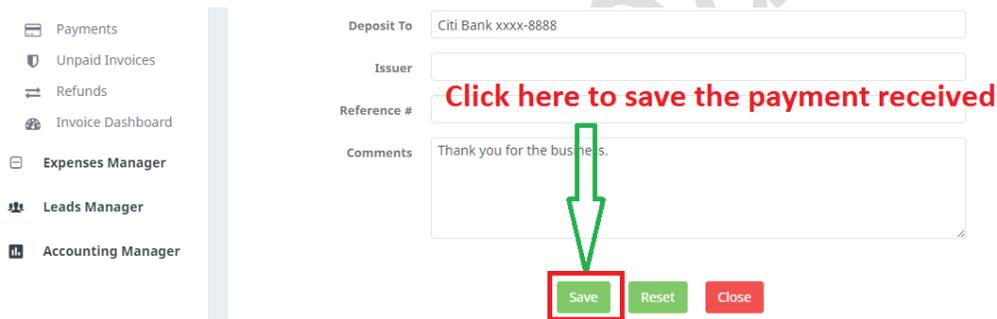

Once you add all the products, hit generate invoice.

Next, click on log payment to record the payment received from the client.

A payments form would open, supply all the necessary information and click on **save** button at the end of the form. That's it!
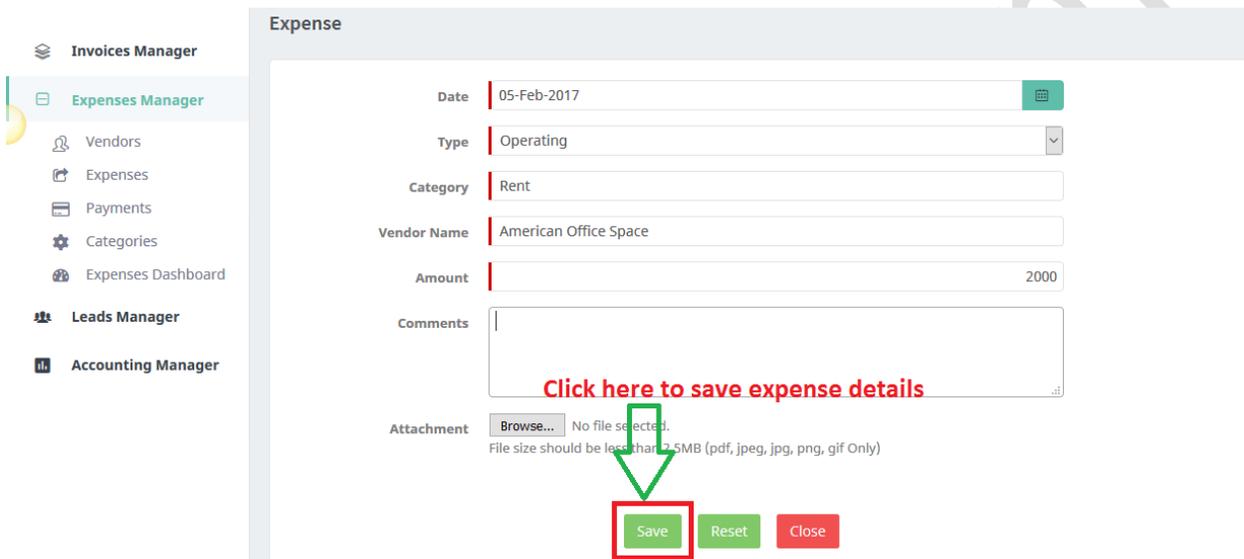
You can log all the other expenses you incur for running your business through expenses manager.
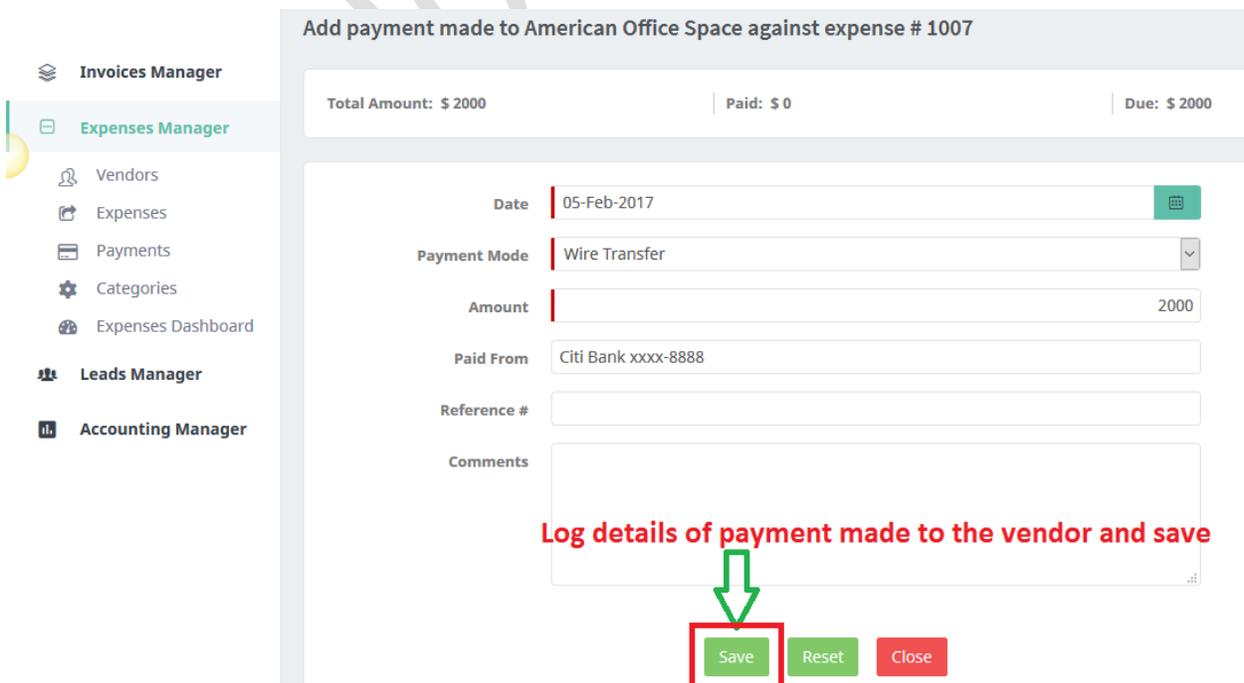
Step 1: Go to 'expenses' under 'expenses manager'. Click on add expense to start recording business expenses:

Enter expense details and click on save

Log the payment against the above incurred expense as shown below and click on save.

Track profit and loss, cash book, bank book and other reports available in accounting manager.

	Profit and Loss Statement	
Invoices Manager		
Expenses Manager		
Leads Manager	2017-01-01 14-Aug-2022 Generate	
Accounting Manager		
P&L Statement		
Cash Book	**INCOME**	**+**
Bank Book	Sales	$ 2000.00
Tax Report		$ 0.00
Balance Sheet Beta	Total Income	$ 2000.00
	EXPENSES	**+**
	Product Purchase	$ 1640.00
	Rent	$ 2000.00

Hope the document was helpful. As noted, the example covers a very basic case. The objective of the document is to get you started. In case of specific question for transactions not covered in the document, please feel free to write to us. We will try to do our best to answer your queries.

Please note, a few features listed below, are unavailable right now and are being built. As we evolve, we hope to add the following features to make TopNotepad more robust.
- *Log opening bank balance*
- *Importing bank data (for expenses)*
- *Tracking stock-in-trade*

Suggestion:

Balance sheet is a critical statement for any business, we advise seeking a professional's (CPA, Accountant) help for creating this. What we have in balance sheet report of TopNotepad gives a high-level view of your business basis invoices and expenses. There are many aspects that needs to be considered for creating a balance sheet like capital, loans, stocks-in-trade, value of assets etc. We strongly advise a professional support for creating balance sheet of your business.