

Simple example to help you manage invoices, expenses & books of your travel consulting business with TopNotepad

Industry: Travel Agency

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

Let's say you have a new client, Mr. Jon, who purchased services worth \$1000 from you, which includes an air ticket (\$300), a tour package (\$500) and cab services (\$200).

Your vendors, who supply these services and their charges for above services are as follows:

M/S Air Tickets (for air tickets) - \$250

M/S Tour Package (for tour package) - \$400

M/S CABS (for cab services) - \$180

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

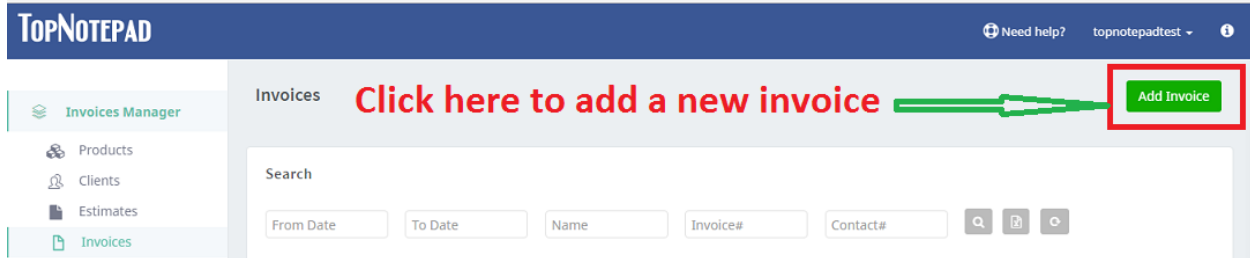
In the tutorial, we will show how to log other expenses as well.

Now, let's learn how to log every aspect of the above transaction in TopNotepad, in a few different scenarios.

All set? Let's do it!

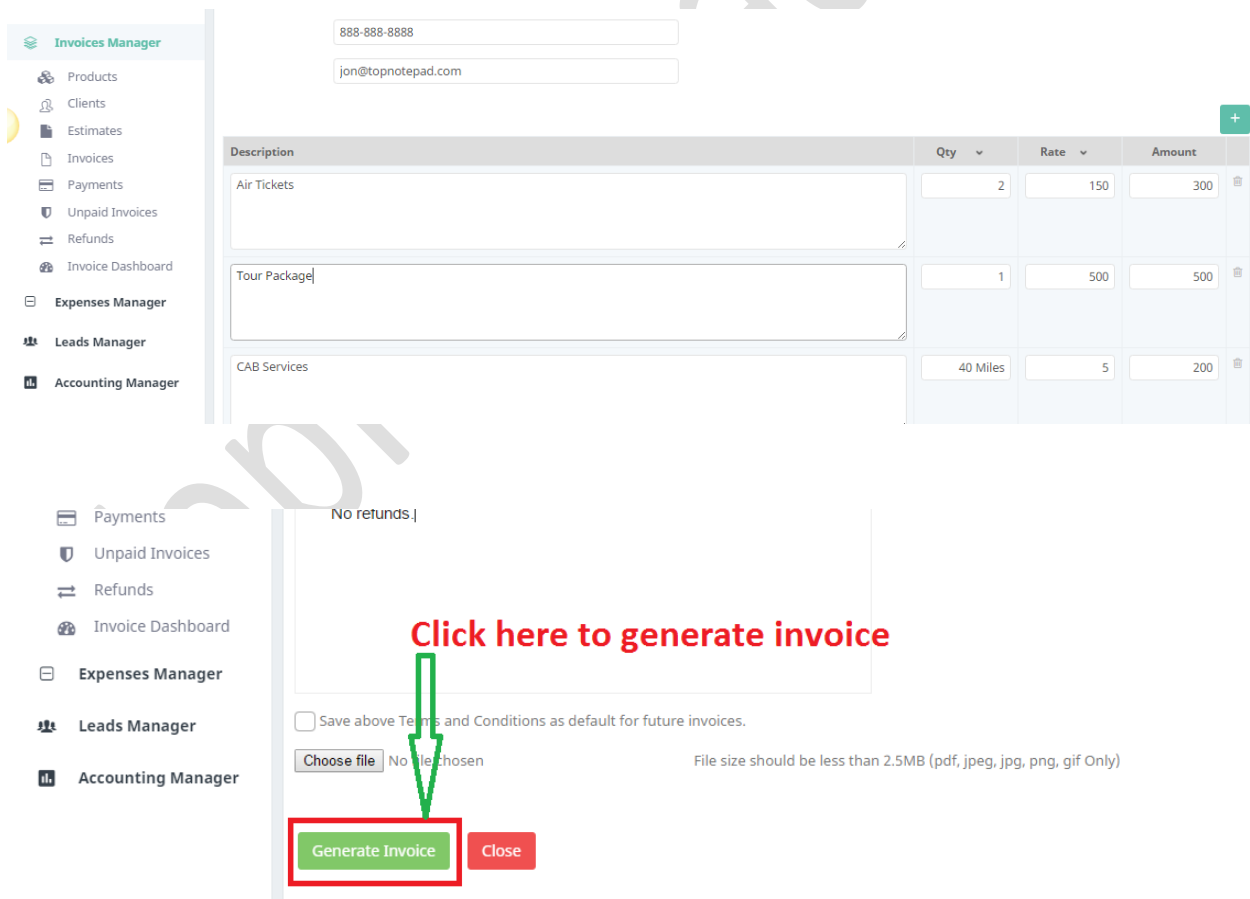
Scenario 1: The vendors who supply the services are paid by you after deducting your commission.

Step 1: Create an invoice and log payment received from Mr. Jon against the invoice



Screen shot 1.0

An invoice form would open up, supply all the necessary information and click on **generate invoice** button at the end of the form.



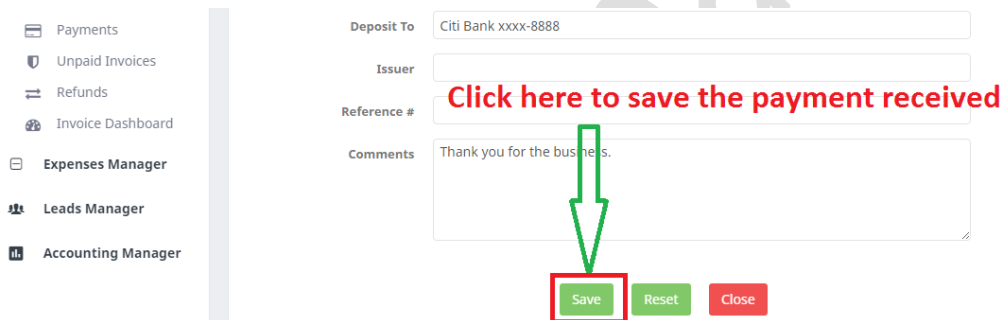
Screen shot 1.1

Click on log payment to record payment received from the client.



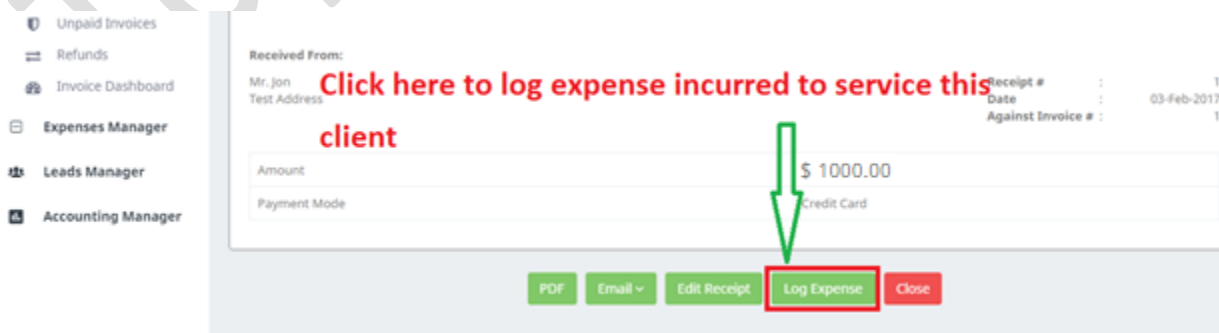
Screen shot 1.2

A payments form would open, supply all the necessary information and click on **save** button at the end of the form.



Screen shot 1.3

Step 2: Log all expenses, against the invoice you created in step 1, incurred to service this client.



Screen shot 1.4

By logging expense through the 'Log Expense' button, you are linking invoice and expense, you would want to do this only when you incurred the expense for the client and not otherwise i.e., you should not log rent, salary and other expense via the 'log expense' button. While all the expenses would be saved in expenses manage, you need to log the other recurring/non-recurring business expenses through a different workflow, which will be explained in this tutorial at later point.

An expense form would open, log necessary details and save the expense entry.

The screenshot shows a sidebar on the left with menu items: Vendors, Expenses, Payments, Categories, Expenses Dashboard, Leads Manager, and Accounting Manager. The main form has the following fields: Type (Operating), Category (Vendor Expense), Vendor Name (M/s CAB), Amount (180), and Comments (with a red text overlay 'Click here to save the expense entry'). Below the form is an Attachment section with a 'Choose file' button and a note: 'No file chosen. File size should be less than 25MB (pdf, jpeg, jpg, png, gif Only)'. At the bottom are three buttons: Save (highlighted with a red box), Reset, and Close.

Screen shot 1.5

A payments form would open and if you have made the payment to your vendor, select the appropriate payment mode and log the payment amount (full or partial) and save the payment. For our example, we are assuming full payment is made to the vendor.

The screenshot shows a sidebar on the left with menu items: Invoices Manager, Expenses Manager, Vendors, Expenses, Payments, Categories, Expenses Dashboard, Leads Manager, and Accounting Manager. The main form title is 'Edit payment made to CAB against expense # 1001'. It displays summary information: Total Amount: \$ 180, Paid: \$ 0, and Due: \$ 180. The form fields are: Date (03-Feb-2017), Payment Mode (Cash), and Amount (180). The Comments field contains a red text overlay 'Click here to save the payments entry'. Below the form are three buttons: Save (highlighted with a red box), Reset, and Close.

Screen shot 1.6

You have learnt how to create an invoice and log one expense incurred against the invoice, now let's look at how to log the other expenses incurred against the invoice.

Go back to invoices and log the remaining two expenses as shown below, one at a time.

The screenshot shows the 'Invoice List' page. On the left is a sidebar with navigation items: Invoices, Payments, Unpaid Invoices, Refunds, Invoice Dashboard, Expenses Manager, Leads Manager, and Accounting Manager. The main area displays a table with columns: Date, Invoice #, Name, Contact #, Email, Amount, and Action. A red box highlights the 'Action' column for the first invoice, with a green arrow pointing to it. A red text overlay says 'Step 1: Mouse over the icon to open more options'. Another red text overlay says 'Step 2: Click here to log more expenses against this invoice' with a green arrow pointing to a specific icon in the action menu.

Date	Invoice #	Name	Contact #	Email	Amount	Action
03-Feb-2017	1	Mr. Jon	888-888-8888	jon@topnotepad.com	\$ 1000.00	[Action icons]

Screen shot 1.7

For the first time, when you click on the icon, log expense incurred at M/S Air tickets

The screenshot shows the 'Expense Entry' form. The left sidebar has items: Expenses, Payments, Categories, Expenses Dashboard, Leads Manager, and Accounting Manager. The form fields are: Category (Vendor Expense), Vendor Name (Air Tickers), Amount (250), and Comments (with a red text overlay 'Click here to save the expense entry' and a green arrow pointing to the Save button). There is an Attachment section with a 'Choose file' button and a note: 'File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)'. At the bottom are three buttons: Save (highlighted with a red box and green arrow), Reset, and Close.

Screen shot 1.8

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

Expenses Manager

Expenses Manager

- Vendors
- Expenses
- Payments
- Categories
- Expenses Dashboard

Leads Manager

Accounting Manager

Edit payment made to Air Tickers against expense # 1002

Total Amount: \$ 250 | Paid: \$ 0 | Due: \$ 250

Date: 03-Feb-2017

Payment Mode: Cash

Amount: 250

Comments:

Save Reset Close

Screen shot 1.9

Now, go back to invoices and for the second time when you click on the icon, log expense incurred at M/S Tour Package

Expenses Manager

- Expenses
- Payments
- Categories
- Expenses Dashboard

Leads Manager

Accounting Manager

Type: Operating

Category: Vendor Expense

Vendor Name: Tour Package

Amount: 400

Comments: **Click here to save the expense entry**

Attachment: Choose file | No file chosen
File size should be less than 2 MB (pdf, jpeg, jpg, png, gif Only)

Save Reset Close

Screen shot 1.10

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

Invoices Manager

Expenses Manager

- Vendors
- Expenses
- Payments
- Categories
- Expenses Dashboard

Leads Manager

Accounting Manager

Add payment made to Tour Package against expense # 1003

Total Amount: \$ 400 | Paid: \$ 0 | Due: \$ 400

Date: 04-Feb-2017

Payment Mode: Cash

Amount: 400

Comments:

Save Reset Close

Screen shot 1.11

Step 3: Done! You have made all the entries for this transaction required to maintain your books perfectly. Now, track commission/gross margin!

Unpaid Invoices

Refunds

Invoice Dashboard

Expenses Manager

Leads Manager

Accounting Manager

Invoice List

Select Profitability view from the drop down

Date	Invoice #	Name	Contact #	Income	Expense	Profit	Action
03-Feb-2017	1	Mr. Jon	888-888-8888	\$ 1000.00	\$ 830.00	\$ 170.00	Profitability Standard Profitability

Showing 1 to 1 of 1 entries

Previous 1 Next

Screen shot 1.12

Please note, whether you get a commission from vendor later or you deducted the commission and make the payment to your vendor in either case the way you log details in TopNotepad would remain the same as above.

Scenario 2: Let's say, you deal with M/S Air Ticket (your vendor) on a regular basis and you always make an advance payment to this vendor for future business. This advance payment that is with M/S Air Ticket is your money and is owed to you until you seek service worth the amount from M/S Air Ticket.

Let's assume you paid \$2000 to M/S Air Ticket as advance payment for services to be taken in future. To the remaining two vendors, you pay as and when you seek their service.

In this scenario, here is how you would log various transaction associated to service Mr. Jon

Step 0: Log the advance payment of \$2000 made to M/S Air Ticket. In 'vendors' under 'expenses manager' Click on the icon as shown below to open the advance payment form.

Vendor List

Click here to log advance payment made to the vendor

Name	Company Name	Contact#	Email	Action
M/s Tour Package				
M/s Air Tickers				
M/s CAB				

Showing 1 to 3 of 3 entries

Screen shot 1.13

A payments form would open up, supply all the necessary information and click on **save** button at the end of the form.

Advance payment made to Air Tickers

Date: 01-Feb-2017

Amount: 2000

Payment Mode: Cash

Comments:

Click here and save the payments entry

Save Reset Close

Screen shot 2.0

Now, all the other steps remain the same as shown above in scenario 1, except that, when you log payments for expense incurred at M/S Air Ticket (see screen shot 1.9), this time choose payment mode as 'Advance' as shown below.

Edit payment made to Air Tickets against expense # 1002

Total Amount: \$ 250 | Paid: \$ 0 | Due: \$ 250

Date: 04-Feb-2017

Payment Mode: **Advance** (Select the 'Advance' option from the drop down)

Amount: 250 (Advance payment made to the vendor and not yet used is shown 2000)

Comments: This is the amount to be set off against the advance payment. After saving this payments entry, your vendor will have a surplus of 1750 that can be set-off against future expenses you may incur for seeking this vendor's services.

Buttons: Save, Reset, Close

Screen shot 2.1

The entry will deduct the sum of \$250 from the advance payment of \$2000. With this entry, you now have only \$1750 with M/S Air tickets as remaining funds paid by you.

Here is how you can check the available balance with your vendor, go to 'vendors' under 'expenses manager' and mouse over the last icon, which will further open more options. From the additional options, click on the highlighted icon as shown below:

Vendor List

Show 50 entries

Name	Company Name	Contact#	Email	Action
M/s Tour Package				
M/s Air Tickets				Click here to view summary of all expenses incurred and payments made to this vendor
M/s CAB				

Showing 1 to 3 of 3 entries

Navigation: Previous 1 Next

[Invoices Manager](#)
[Expenses Manager](#)
[Vendors](#)
[Expenses](#)
[Payments](#)
[Categories](#)
[Expenses Dashboard](#)
[Leads Manager](#)
[Accounting Manager](#)

From Date To Date

Expenses (M/s Air Tickets)

\$ 250
Total Expenses

\$ 250
Total Paid

\$ 0
Total Due

\$ 1750
* Un-apportioned payment

Expense Date	Expense#	Amount	Paid	Due
03-Feb-2017	1002	\$ 250	\$ 250	\$ 0.00

Showing 1 to 1 of 1 entries

Previous **1** Next

You can log all the other expenses you incur for running your business through expenses manager.

Go to expenses under expenses manager. Click on add expense to start recording business expenses:

[Invoices Manager](#)
[Expenses Manager](#)

[Expenses](#)
Click here to add expense

Add Expense

Enter expense details and click on save

[Invoices Manager](#)
[Expenses Manager](#)
[Vendors](#)
[Expenses](#)
[Payments](#)
[Categories](#)
[Expenses Dashboard](#)
[Leads Manager](#)
[Accounting Manager](#)

Expense

Date

Type

Category

Vendor Name

Amount

Comments

Click here to save expense details

Attachment No file selected.
File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)

Save
Reset
Close

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

Add payment made to American Office Space against expense # 1007

Total Amount: \$ 2000 | Paid: \$ 0 | Due: \$ 2000

Date: 05-Feb-2017

Payment Mode: Wire Transfer

Amount: 2000

Paid From: Citi Bank xxxx-8888

Reference #

Comments

Log details of payment made to the vendor and save

Save Reset Close

Hope the document was helpful. As noted the example covers a few basic cases of a businesses, 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.

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.