

GUIDE TO CREATE VAT INVOICES, LOG EXPENSES & TRACK VAT LIABILITY

Version: V1.1

Updated On: 21-AUG-18

Created by: Rebecca

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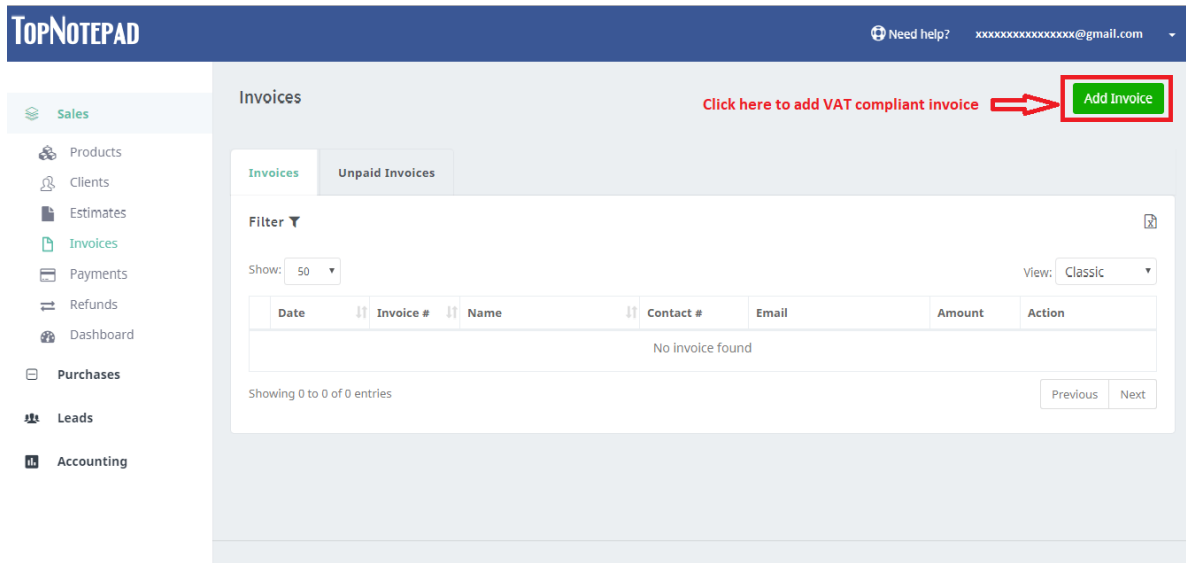
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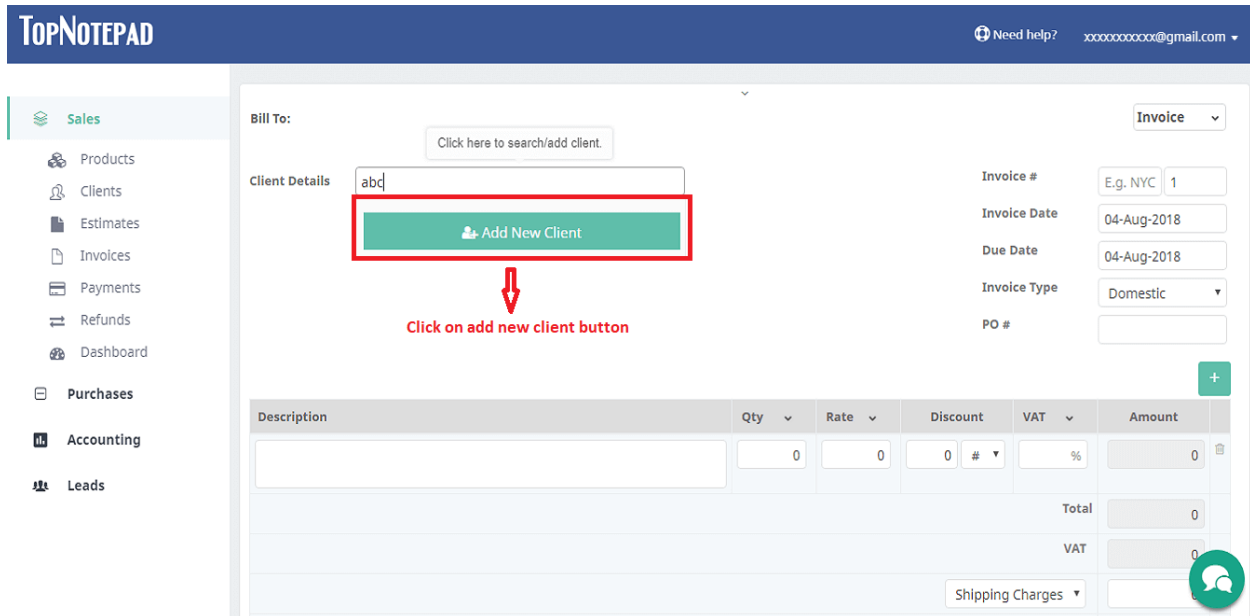
1. Steps to create an invoice

Step 1: To create an Invoice click on the add invoice button as shown in the screenshot below



An Invoice form will open-up with different formats, select the suitable format and fill the necessary information as shown in the following steps.

Step 2: If you are invoicing a new client click on the add client button and if you are invoicing an existing client, type the clients name and select from the suggestion list.



Step 3: If you are invoicing a new client as noted above please click on the “add client” button, this action will pop-out a client details form. Please fill out the details like client name, client TRN number (if applicable), address etc., and click on “Save” button.

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Fill Your Client Detail

Bill To: M/s ABC Company

Additional contact person

Client Details: +966 17 227 4005

Email: abccompany@gmail.com Enter email

VAT: 874512369010203

If applicable, please provide VAT number else, you may leave it blank

Save

Click on save button

Step 4: Fill out the required information for creating the invoice as shown below. Provide information of product or service in the description section. In case you are selling a product, you may add the product by clicking on “add product” button, which appears when you start typing in the description section (this is optional though) and if it’s a customized service, you may just type the details. **In VAT, put 5%, 0% or leave blank depending on applicable VAT.**

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Sales

Products

Clients

Estimates

Invoices

Payments

Refunds

Dashboard

Purchases

Accounting

Leads

Description	Qty	Rate	Discount	VAT	Amount
Red Ply Brown color, wood type: Hard Wood, Size: 8*4 Sq/Ft, 8*3 Sq/Ft, 6*3 Sq/Ft,	1	300	10 #	5	290
Test Product 1	1	250	0 #	0	250
Test Product 2	1	150	0 #	%	150
Total					690
VAT					14.5
Shipping Charges					150
Net Amount					854.5

Notes:

Step 5: Click on 'Generate Invoice' button to create VAT compliant invoice after providing all the required information. Please take note, you have option to add specific notes and also terms and conditions, if any, related to the invoice.

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Sales

Products

Clients

Estimates

Invoices

Payments

Refunds

Dashboard

Purchases

Leads

Accounting

Notes:

Terms & Conditions:

Format B / U Lists Link

Click on Generate Invoice button to create Invoice

Choose file No file chosen File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)

Generate Invoice Close

Step 6: That's it! Your invoice is ready. You can now choose from the available styles. These styles present the same invoice in a few different ways. You can choose the style, you like the most.

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Sales

Products

Clients

Estimates

Invoices

Payments

Refunds

Dashboard

Purchases

Accounting

Leads

Style 1 Style 2 Style 3 Style 4 Style 5 Style 6

Mohammad Furnitures
محمد مفروشات

VAT : 123456789123456
mohammadfurnitures@gmail.com

Bill To:

M/s ABC Company
VAT - 874512369010203

Invoice # : 1
رقم الفاتورة
Invoice Date : 04-Aug-2018
تاريخ الفاتورة
Due Date : 04-Aug-2018
تاريخ الاستحقاق

#	Description وصف	Qty الكمية	Rate معدل	Discount خصم	Amount المبلغ
---	--------------------	---------------	--------------	-----------------	------------------

Step 7: Down, below the invoice. You will see quite a few options like PDF, you can click on it to generate the PDF version on the invoice, which can be printed. The other options include edit, email etc., you may explore all of them.

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Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard

Purchases

- Accounting
- Leads

#	Description وصف	Qty الكمية	Rate معدل	Discount خصم	Amount المبلغ
1	Red Ply Brown color, wood type: Hard Wood, Size: 8*4 Sq/Ft, 8*3 Sq/Ft, 6*3 Sq/Ft,	1	300	10.00	290.00
2	Test Product 1	1	250	0.00	250.00
3	Test Product 2	1	150	0.00	150.00
Total					690.00
VAT (5) (ضريبة) (+)					14.50
Shipping Charges (+)					150.00
Net Amount (نهاية مبلغ)					AED 854.50

Choose the required option

Online payment link

PDF
Edit ▾
Email ▾
Log Payment
Copy Invoice
More ▾
Close

2. Steps to log a payment received from client.

Step 1: On the “Payments” page under the “Sales” module, please click on “Add Payment” button to log payment a payment received from a client.

The screenshot shows the TOPNOTEPAD interface. The top navigation bar includes the logo, a 'Need help?' link, and a user email address. The left sidebar lists various modules: Sales, Products, Clients, Estimates, Invoices, Payments (highlighted), Refunds, Dashboard, Purchases, Accounting, and Leads. The main content area is titled 'Payments' and features a red text prompt: 'Click here to Add Payment for an invoice' with a red arrow pointing to a green 'Add Payment' button. Below this is a 'Filter' section with a 'Show: 50' dropdown. A table with columns 'Date', 'Invoice #', 'Name', 'Mode', 'Amount', and 'Action' is displayed, showing 'No payment found'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' navigation buttons.

Step 2: If you are receiving payment from a new client click on “add client” button and if you are receiving payment from an existing client, type the clients name and select from the suggestion list.

The screenshot shows the 'Add Payment' form in TOPNOTEPAD. The top summary bar displays: 'Unpaid Invoices #: 1', 'Total Amount: AED 587', 'Paid Amount: AED 0', and 'Due Amount: AED 587'. Below this is a red instruction: 'Search client from the suggestion list or Add a new Client'. The form fields include: 'Client' (with 'ab' entered and a suggestion for 'ABC Company' shown), 'Payment Date' (with 'ABC Company' selected), 'Payment Mode' (with a green 'Add Client' button), 'Amount' (with '587' entered), and 'Comments' (an empty text area). At the bottom, there are 'Save' and 'Close' buttons. A red arrow points to the 'Add Client' button.

Step 3: Fill out other required information and click on save button to log the payment as shown below.

- Sales
- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard
- Purchases
- Accounting
- Leads

Add Payment

Unpaid Invoices #: 1 | Total Amount: AED 587 | Paid Amount: AED 0 | Due Amount: AED 587

Client	ABC Company		
Payment Date	15-Dec-2017		
Payment Mode	Cash		
Amount			587
Comments	Click here to log payment against invoice		

Save Close



3. Steps to create an estimate/quotation.

Step 1: On the “Estimates” page under the “Sales” module, please click on the “add estimate” button as shown in the screenshot below to create an estimate or quotation.

The screenshot shows the TOPNOTEPAD interface. The top navigation bar includes the logo, a 'Need help?' link, and a user email address. The left sidebar lists various modules: Sales, Products, Clients, Estimates, Invoices, Payments, Refunds, Dashboard, Purchases, Accounting, and Leads. The main content area is titled 'Estimates' and features a red arrow pointing to a green 'Add Estimate' button. Below this is a filter section with a 'Show: 50' dropdown and a table with columns: Date, Estimate #, Name, Contact #, Email, Amount, and Action. The table currently displays 'No estimate found' and 'Showing 0 to 0 of 0 entries'. A footer contains the copyright notice '2016 - 2017 © TopNotepad.com' and a user profile icon.

An Estimate form with different formats would open-up, select the suitable format and fill the necessary information as shown below.

Step 2: If you are creating an estimate or quotation for a new client click on the add client button and if you are creating it for an existing client, type the clients name and select from the suggestion list.

The screenshot shows the TOPNOTEPAD 'Estimate' form. The top navigation bar is identical to the previous screenshot. The left sidebar is also identical. The main content area is titled 'Estimate' and features a 'Bill To:' field with a 'Click here to search/add client.' link. Below this is a 'Client Details' section with a search box containing 'ABC Company' and a green 'Add Client' button highlighted with a red box and a red arrow. To the right are fields for 'Estimate #' (E.g. NYC 1) and 'Estimate Date' (13-Mar-2018). Below these is a table with columns: Description, Qty, Rate, Discount, VAT, and Amount. The table has a red arrow pointing to the 'Description' column with the text 'Click here to add client or select from suggestion list'. The table rows show 'Total', 'VAT', 'Shipping Charges', and 'Net Amount' with values of 0. A footer contains a 'Notes:' field and a user profile icon.

Please note, if you wish to call the estimate as “quotation” or “proforma invoice” then you may just change the estimate to quotation or other options available in the drop down on top right, just above estimate number.

If you are invoicing a new client as noted above please click on the “add client” button, this action will pop-out a client details form. Please fill out the details like client name, client TRN number (if applicable), address etc., and click on “Save” button.

Step 3: Fill out the required information for creating the estimate or quotation as shown below. Provide information of product or service in the description section. In case you are providing quotation for a product, you may add the product by clicking on “add product” button, which appears when you start typing in the description section (this is optional though) and if it’s a customized service, you may just type the details.

The screenshot shows the TOPNOTEPAD interface for creating an estimate. The sidebar on the left lists various modules: Sales, Products, Clients, Estimates, Invoices, Payments, Refunds, Dashboard, Purchases, Accounting, and Leads. The main content area features a table with the following structure:

Description	Qty	Rate	Discount	VAT	Amount
Red Ply	1	100	10 %	5	90
	0	0	0 #	%	0
Total					90
VAT					4.5
Shipping Charges					10
Net Amount					104.5

Below the table, there are two text input fields: "Notes:" and "Terms & Conditions:". The "Terms & Conditions" field includes a rich text editor with options for Format, Bold (B), Italic (I), Underline (U), Lists, and Link. A user profile icon is visible in the bottom right corner of the interface.

Step 4: Click on ‘Generate Estimate’ button to create the estimate. Please take note, you have option to add specific notes and terms and conditions, if any, related to the estimate.

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Net Amount 104.5

Notes:

Terms & Conditions:

Format B / U Lists Link

Click on 'Generate Estimate' button to create Estimate

Choose file No file chosen File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)

Generate Estimate Close

Step 5: That's it! Your estimate is ready. You can now choose from the available styles. These styles present the same estimate in a few different ways. You can choose the style, you like the most.

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Style 1 Style 2 Style 3 Style 4 Style 5 Style 6

Mohammed Furniture
محمد الأثاث

TRN : 987456321010203
muhammadfurnitures@gmail.com

Bill To:

M/s ABC Company
الشركة ج ا ب
VAT - 874512369010203
Sheik Zayad Road, Dubai, United Arab Emirates

Estimate# : 1
تقدير #
Estimate Date : 19-Dec-2017
تاريخ تقدير

Step 6: Down, below the estimate. You will see quite a few options like PDF, you can click on it to generate the PDF version on the estimate, which can be printed. The other options include edit, email etc., you may explore all of them.

Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard
- Purchases
- Accounting
- Leads

#	Description وصف	Qty الكمية	Rate معدل	Amount مجموعه
1	Red Ply	1	100	100.00
Total				100.00
Discount (10%) (-)				10.00
VAT(5)% (+)				4.50
Shipping Charges (+)				10.00
Net Amount				AED 104.50

Click on the required button



PDF Edit Email Close



4. Steps to generate an invoice against an existing estimate.

Step 1: To create invoice against an existing estimate, click on the action icon as shown in the screenshot below.

The screenshot shows the TopNotepad interface with the 'Estimates' section active. A table displays one estimate entry:

Date	Estimate #	Name	Contact #	Email	Amount	Action
19-Dec-2017	E1	M/s ABC Company		abccompany@gmail.com	AED 104.50	[Action icons]

A red arrow points to the 'Action' icon in the table row. A red text annotation says "Click on the action icon to 'create invoice against this estimate'".

Step 2: The action will display a pop-up to confirm if you would like to go-ahead and create invoice against the estimate, just click on 'yes' button.

The screenshot shows the TopNotepad interface with a confirmation pop-up dialog box. The dialog asks: "Are you sure you want to create invoice for 'M/s ABC Company'?". There are two buttons: "No" and "Yes". A red arrow points to the "Yes" button. A red text annotation says "Click on 'Yes' button".

Step 3: That's it! Your invoice is ready. You can now choose from the available styles. These styles present the same invoice in a few different ways. You can choose the style, you like the most.

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Style 1 | **Style 2** | Style 3 | Style 4 | Style 5 | Style 6

Mohammed Furniture
محمد الأثاث
TRN : 987456321010203
muhammadfurnitures@gmail.com

Bill To:
M/s ABC Company
البيجي خان
VAT - 874512369010203
Sheik Zayad Road,Dubai,United Arab Emirates

Invoice # : 3
رقم الفاتورة
Invoice Date : 12-Mar-2018
تاريخ الفاتورة

Step 4: Down, below the invoice. You will see quite a few options like PDF, you can click on it to generate the PDF version on the invoice, which can be printed. The other options include edit, email etc., you may explore all of them.

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#	Description وصف	Qty الكمية	Rate معدل	Discount خصم	Amount كمية
1	Red Ply	1	100.00	10.00 (10%)	90.00
Total					90.00
VAT(5%) (+)					4.50
Shipping Charges (+)					10.00
Net Amount					AED 104.50

Online payment link

Choose the required option

PDF | Edit | Email | Log Payment | Copy Invoice | More | Close

5. Steps to add a new product.

Step 1: To add a new product click on 'Add Product' as shown in the screenshot below.

The screenshot shows the 'Products' management interface. At the top right, there are buttons for 'Add Product' (highlighted in red) and 'Import Product'. Below these is a 'Filter' section with a 'Show:' dropdown set to '50' and a 'View:' dropdown set to 'Inventory'. A table with the following columns is visible: Product, Customs Code, Unit Selling Price, Available Units, Reorder Level, and Action. The table content is empty, with the text 'No product found' centered below the headers. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' navigation buttons.

Step 2: After providing the required information please click on "save & Exit" to save the product. If you wish to add purchase details associated with the product, please click on "Save & add purchases" option and if you wish to add another product click on "Save & add new product"

The screenshot shows the 'Add Product' form. The fields are filled as follows: Name: Red Ply, Description: Brown colour, wood type: Hard Wood, Size: 8*4 Sq/Ft, 8*3 Sq/Ft, 6*3 Sq/Ft, Unit Selling Price: 250, Customs Code: HSN, HSN Number, and Unique Code: Barcode. Below the form, there are three buttons: 'Save' (highlighted in red), 'Reset', and 'Close'. A dropdown menu is open below the 'Save' button, showing three options: 'Save & Add Purchases', 'Save & Add New Product', and 'Save & Exit'.

Step 3: After clicking on 'Save & Exit' you can view the product in listing.

The screenshot shows the TopNotepad web application interface. The top navigation bar is dark blue with the 'TOPNOTEPAD' logo on the left, a 'Need help?' link, and a user email address 'xxxxxxxxxxxx@gmail.com'. A left sidebar contains a menu with categories: Sales (Products, Clients, Estimates, Invoices, Payments, Refunds, Dashboard), Purchases, Accounting, and Leads. The main content area is titled 'Products' and features two green buttons: 'Add Product' and 'Import Product'. Below these are a 'Filter' dropdown and a 'Show: 50' selector. A table displays product information with columns: Product, Customs Code, Unit Selling Price, Available Units, Reorder Level, and Action. The first row contains 'Red ply' and is highlighted with a red border. The 'Action' column for this row includes icons for edit, delete, and refresh. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The footer contains the copyright text '2016 - 2017 © TopNotepad.com' and a circular chat icon.

Product	Customs Code	Unit Selling Price	Available Units	Reorder Level	Action
Red ply					

6. Steps to log product purchase details.

Step 1: If you wish to add purchase information for the product you added click on the appropriate action icon as shown below.

The screenshot shows the 'Products' section of the TopNotepad application. On the left is a navigation menu with options like Sales, Products, Clients, Estimates, Invoices, Payments, Refunds, Dashboard, Purchases, Accounting, and Leads. The main area displays a table of products. The table has columns: Product, Customs Code, Unit Selling Price, Available Units, Reorder Level, and Action. One product is listed: 'Red ply' with a quantity of 1. The 'Action' column contains icons for edit, purchase (highlighted with a red box and arrow), and delete. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the table area, there are 'Previous' and 'Next' buttons. A red arrow points to the purchase icon with the text: 'Click on the action icon to record product purchase details'.

Step 2: The above action will open a purchase form. Fill out the details of the purchase you made.

The screenshot shows the 'Purchase' form in TopNotepad. The form is divided into several sections. At the top, there are input fields for 'Vendor' (filled with 'abdul'), 'Category' (filled with 'Advertisement'), 'Bill #' (filled with '1'), 'Bill Date' (filled with '06-Aug-2018'), and 'Expense Type' (set to 'Domestic'). Below these is a table for listing purchase items. The table has columns: Description, Qty, Price, Discount, Tax, and Amount. The first row contains 'Red Ply' with Qty 1, Price 250, and Amount 240. The second row is empty with Qty 0 and Amount 0. A tooltip is visible over the Tax field of the second row, containing the text: 'Enter Tax Rate Only: 5 for Standard Rated, 0 for Zero Rated, Don't enter anything for Exempted'. At the bottom right of the table, there is a summary section with 'Total' (240), 'Tax' (12), and 'Net Amount' (252). Below the table is a 'Notes' field.

Step 3: After providing the required information, click on ‘Save & Log payment’ options, if you like to add the payment details against the bill.

You will also see option to “save & add new bill” and another option to “save & exit”, if you just want to save this bill.

The screenshot displays the TopNotepad software interface. On the left is a sidebar menu with categories: Sales, Purchases (highlighted), Vendors, Purchase Order, Expenses, Payments, Categories, Dashboard, Accounting, and Leads. The main content area shows a form for a purchase entry. At the top, there are input fields for 'Sq/Ft, 6*3 Sq/Ft' and a dropdown menu for '5 for Standard Rated, 0 for Zero Rated, Don't enter anything for Exempted'. Below these are several empty input fields. To the right, a summary table shows: Total (240), Tax (12), and Net Amount (252). A 'Notes' section contains an empty text area and a 'Choose file' button. Below the notes, a red text instruction reads: 'After filling the details, click on required 'Save' options'. Underneath this instruction are three buttons: 'Save' (highlighted with a red box and an arrow), 'Close', and a green dropdown menu with options: 'Save & Log Payment', 'Save & Add New Bill', and 'Save & Exit'. The footer includes '© TopNotepad.com' and a chat icon.

7.Steps to add a new client.

Step 1: To add a new client click on 'Add Client' as shown in the screenshot below.

The screenshot shows the 'Clients' management interface in TopNotepad. At the top right, there are two buttons: 'Add Client' (highlighted with a red box and a red arrow) and 'Import Client'. Below these is a filter section and a table with columns: Name, Contact #, Email, and Action. The table is currently empty, displaying 'No client found'. The left sidebar contains navigation options like Sales, Products, Clients, Estimates, Invoices, Payments, Refunds, Dashboard, Purchases, Accounting, and Leads.

Step 2: Please add all the details of your client, like name, contact number, address etc., Please note, you can also provide opening balance, if any from previous transactions.

After filling out the details, please click on “save & exit”. In case the next action that you want to perform is to create an invoice for the client, then just click on “Save & create invoice” and if you wish to create an estimate or quotation then click on “Save & create estimate”

The screenshot shows the 'Client: New' form in TopNotepad. The form includes the following fields: Client Name (M/s, ABC Company), Additional Contact, Contact Number, Email (abccompany@gmail.com), Tax ID (TRN, 874512369010203), Address (Sheik Zayad, Dubai, United Arab Emirates), and Opening Balance (DD-MON-YYYY, Amount, Client Owes You). Below the form are three buttons: 'Save' (highlighted with a red box and a red arrow), 'Reset', and 'Close'. A dropdown menu is open below the 'Save' button, showing three options: 'Save & Create Invoice', 'Save & Create Estimate', and 'Save & Exit'. A red text annotation says 'Click on 'Save' button, choose the required option'.

Step 3: After clicking on “Save & Exit” you can view the client in listing.

The screenshot displays the 'Clients' management interface in TopNotepad. On the left, a sidebar lists various business functions: Sales, Products, Clients (highlighted), Estimates, Invoices, Payments, Refunds, Dashboard, Purchases, Accounting, and Leads. The main area is titled 'Clients' and includes two green buttons: 'Add Client' and 'Import Client'. Below these is a 'Filter' section with a 'Show: 50' dropdown. A table lists client entries with columns for Name, Contact #, Email, and Action. The first entry, 'M/s ABC Company' with email 'abccompany@gmail.com', is highlighted with a red border. The table indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The footer contains the copyright notice '2016 - 2017 © TopNotepad.com' and a chat icon.

8. Steps to add and view advance payment of client from action icon.

Step 1: To view and/or to add advance payment received for client click on action icon as shown in screenshot below.

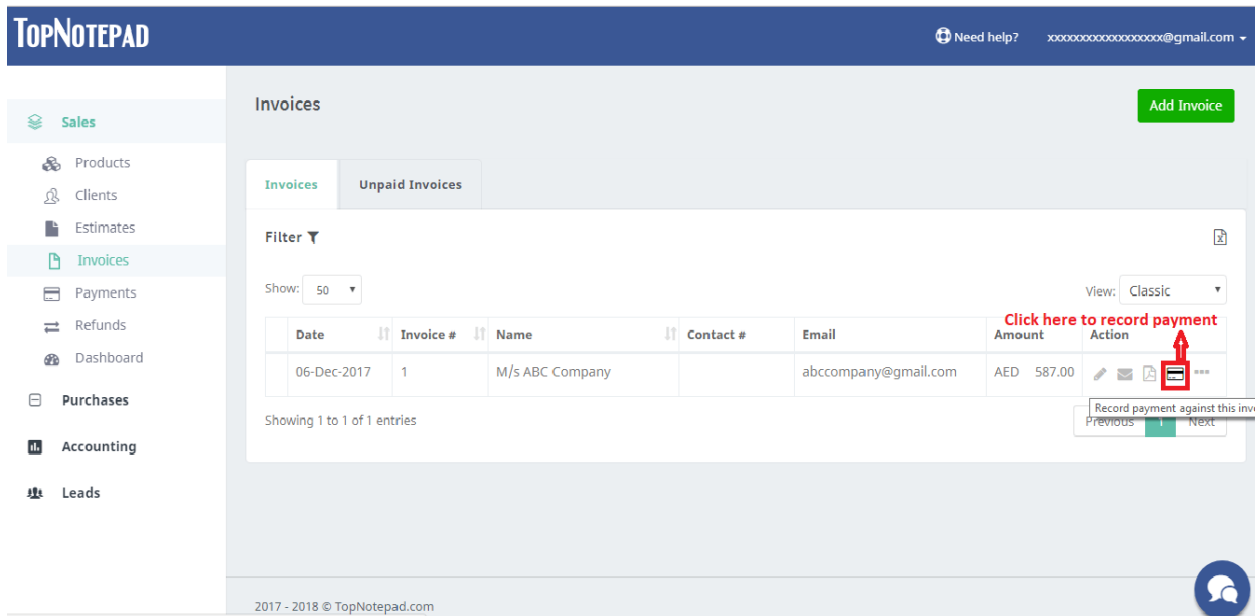
The screenshot shows the 'Clients' management interface in TopNotepad. On the left is a navigation menu with options like Sales, Products, Clients, Estimates, Invoices, Payments, Refunds, Dashboard, Purchases, Accounting, and Leads. The main area displays a table of clients. The table has columns for Name, Contact #, Email, and Action. One client is listed: 'M/s ABC Company' with email 'abccompany@gmail.com'. The 'Action' column for this client contains several icons, including one for adding an advance payment. A red arrow points to this icon, and a red text box says: "Click on action icon 'view and add advance payment received from this client'".

Step 2: Please provide the amount received and the mode of payment and click on save.

The screenshot shows the 'Advance payment received from ABC Company' form. The form has the following fields: Date (20-Dec-2017), Amount (200), Payment Mode (Cash), and a Comments text area. At the bottom of the form, there are 'Save' and 'Close' buttons. A red arrow points to the 'Save' button, and a red text box says: "Click on 'Save' button".

9. Steps to set-off credit balance against an unpaid invoice

Step 1: To set-off an invoice against credit balance of a client, click on the action icon as shown below.



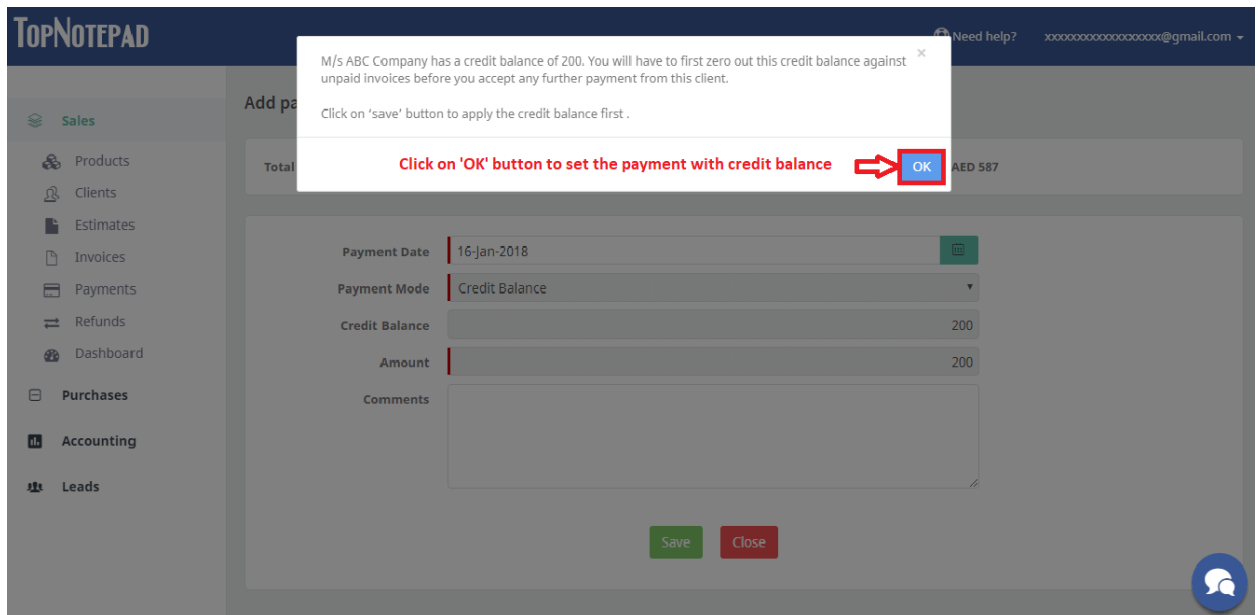
The screenshot shows the TOPNOTEPAD interface with the 'Invoices' section selected. The 'Unpaid Invoices' tab is active. A table lists one invoice:

Date	Invoice #	Name	Contact #	Email	Amount	Action
06-Dec-2017	1	M/s ABC Company		abccompany@gmail.com	AED 587.00	Record payment against this invoice

A red arrow points to the 'Record payment' icon in the 'Action' column. A tooltip above the icon reads 'Record payment against this invoice'. A red text label 'Click here to record payment' is positioned above the arrow.

Step 2: If client has credit balance, the software will automatically show "credit balance" as the payment mode. A pop-up appears, it is just for your information, click "ok".

Please note, you must first zero out your client's credit balance against an unpaid invoice before you accept any further payment against the same invoice.



The screenshot shows the 'Add payment' form in TOPNOTEPAD. A pop-up window is displayed with the following text:

M/s ABC Company has a credit balance of 200. You will have to first zero out this credit balance against unpaid invoices before you accept any further payment from this client.
Click on 'save' button to apply the credit balance first.

The 'OK' button in the pop-up is highlighted with a red box and a red arrow. The background form shows the following details:

- Payment Date: 16-Jan-2018
- Payment Mode: Credit Balance
- Credit Balance: 200
- Amount: 200
- Comments: (empty text area)

Buttons for 'Save' and 'Close' are visible at the bottom of the form.

Step 3: Click on save button to set-off the credit balance against unpaid invoice.

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Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard

Purchases

- Accounting
- Leads

Add payment received from M/s ABC Company against invoice # 1

Total Amount: AED 587 | Paid: AED 0 | Due: AED 587

Payment Date: 16-Jan-2018

Payment Mode: Credit Balance

Credit Balance: 200

Amount: 200

Comments:

Click on 'Save' button to make payment with credit balance at invoice level

Save **Close**

Step 4: After clicking on 'Save' button you can view the payment receipt. You have option to choose from different styles, choose the one you like the most.

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Style 1 | **Style 2** | Style 3 | Style 4 | Style 5

Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard

Purchases

- Accounting
- Leads

Mohammed Furniture

TRN : 987456321010203

muhammadfurnitures@gmail.com

Received From:
M/s ABC Company
Sheik Zayad Road, Dubai, United Arab Emirates

Receipt # : 9
Date : 16-Jan-2018
Against Invoice # : 1

Amount	AED 200.00
Payment Mode	Credit Balance

Click on the required button

PDF **Email** **Edit Receipt** **Log Expense** **Close**

10. Steps to log a refund & issue a refund receipt.

Step 1: To log a refund and create refund receipt, click on the add refund button as shown in the screenshot below.

The screenshot shows the 'Refunds' page in the TopNotepad application. On the left is a sidebar with navigation options: Sales, Products, Clients, Estimates, Invoices, Payments, Refunds (highlighted), Dashboard, Purchases, Accounting, and Leads. The main content area is titled 'Refunds' and includes a 'Click here to add refund' link with a red arrow pointing to a green 'Add Refund' button. Below this is a 'Filter' section with a 'Show: 50' dropdown. A table with columns 'Date', 'Receipt #', 'Name', 'Mode', 'Amount', and 'Action' is shown, but it is empty with the message 'No refund found'. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. The footer of the page shows '2017 - 2018 © TopNotepad.com' and a user profile icon.

Step 2: Please select an existing client from the suggestions list. Next, select the invoice number against which the refund needs to be issued.

Please note, a refund can be issued for amount no more than the amount paid by the client against the specific invoice against which the refund is being issued. If you have not logged a payment or never received a payment, then there is nothing to refund and the software will not allow you to create a refund for such unpaid invoice.

The screenshot shows the 'Add Refund' form in the TopNotepad application. At the top, there is a 'Click here to search client' link. The 'Client' field is set to 'Amith'. The 'Invoice #' field is also set to 'Amith', and a red box highlights the 'Amith' suggestion in the dropdown list, with a red arrow pointing to it and the text 'Select client from suggestion list'. To the right, there are input fields for 'Refund #' (38), 'Refund Date' (06-Aug-2018), and 'Refund Mode' (Cash). Below these are input fields for 'Description', 'Qty', 'Price', 'Tax', and 'Amount'. A summary table shows 'Total', 'Tax', and 'Net Amount', all set to 0. At the bottom, there is a 'Notes' field. The footer of the page shows '2017 - 2018 © TopNotepad.com' and a user profile icon.

Step 3: Fill out the details of refund as shown below and click on 'Save' button.

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Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard

Purchases

- Accounting
- Leads

Description	Qty	Price	Tax	Amount
bag	1	50	VAT 5	50
	0	0	VAT %	0
Total				50
Tax				2.5
Net Amount				52.5

Notes:

Click on 'Save' button

Save Close

Step 4: After clicking on 'Save' button you can view the refund. You have option to choose the style you like the most.

Down below the refund receipt you will see PDF and email option as well.

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Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard

Purchases

- Accounting
- Leads

Mohammad Furnitures
محمد مفر وشات
VAT: 123456789123456
mohammadfurnitures@gmail.com

Received From: Amith

Refund # : 38
Date : 06-Aug-2018
Against Invoice # : 11
Payment Mode : Cash

#	Description	Qty	Price	Amount
1	bag (VAT: 9%)	1	50.00	50.00
Total				50.00
Tax				2.50
Net Amount				AED 52.50

Choose required option

PDF Send Close

11. Steps to issue a credit note.

Step 1: To create credit note, click on the add credit note button as shown in the screenshot below.

The screenshot shows the TopNotepad application interface. At the top, there is a navigation bar with the logo and user information. A sidebar on the left contains various menu items. The main content area is titled 'Credit Notes' and features a red button labeled 'Add Credit Note' with a red arrow pointing to it. Below this, there is a filter section and a table with columns for Date, Credit Note #, Name, Amount, and Action. The table currently displays 'No refund found'.

Step 2: Please select an existing client from the suggestions list. Next, select the invoice number against which the credit note needs to be issued.

Please note, a credit note can be issued for amount no more than the amount paid by the client against the specific invoice against which the credit is being issued. If you have not logged a payment or never received a payment, then there is nothing to issue credit note for and the software will not allow you to create a credit note for such unpaid invoice.

The screenshot shows the 'Add Credit Note' form in the TopNotepad application. The 'Client' field is filled with 'Amith'. The 'Invoice #' field is highlighted with a red box and a red arrow pointing to it, with a red box around the text 'Amith' and a red arrow pointing to it from below, with the text 'Select client from suggestion list' below it. The form includes fields for 'Credit Note #' (20) and 'Credit Note Date' (06-Aug-2018). Below these is a table with columns for Description, Qty, Price, Tax, and Amount. The table has one row with '0' in the Qty and Price columns, and 'VAT' in the Tax column. There are also 'Total', 'Tax', and 'Net Amount' rows at the bottom of the table. At the bottom of the form, there are 'Save' and 'Close' buttons.

Step 3: Fill out the details for credit note as shown below and click on 'Save' button.

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Sales

- Products
- Clients
- Estimates
- Invoices
- Payments
- Refunds
- Dashboard

Purchases

Accounting

Leads

Description	Qty	Price	Tax	Amount
bag	1	100	VAT 5	100
	0	0	VAT %	0
Total				100
Tax				5
Net Amount				105

Notes:

Click on 'Save' button

Save **Close**

Step 4: After clicking on 'Save' button you can view the credit note. You have option to choose the style you like the most.

Down below the refund receipt you will see PDF and email option as well.

TOPNOTEPAD Need help? xxxxxxxxxx@gmail.com

Style 1 | Style 2 | Style 3 | Style 4 | Style 5

Mohammad Furnitures
 محمد مفروشات
 VAT: 123456789123456
 mohammadfurnitures@gmail.com

Received From: Amith

Credit Note # : 20
 Date : 06-Aug-2018
 Against Invoice # : 11

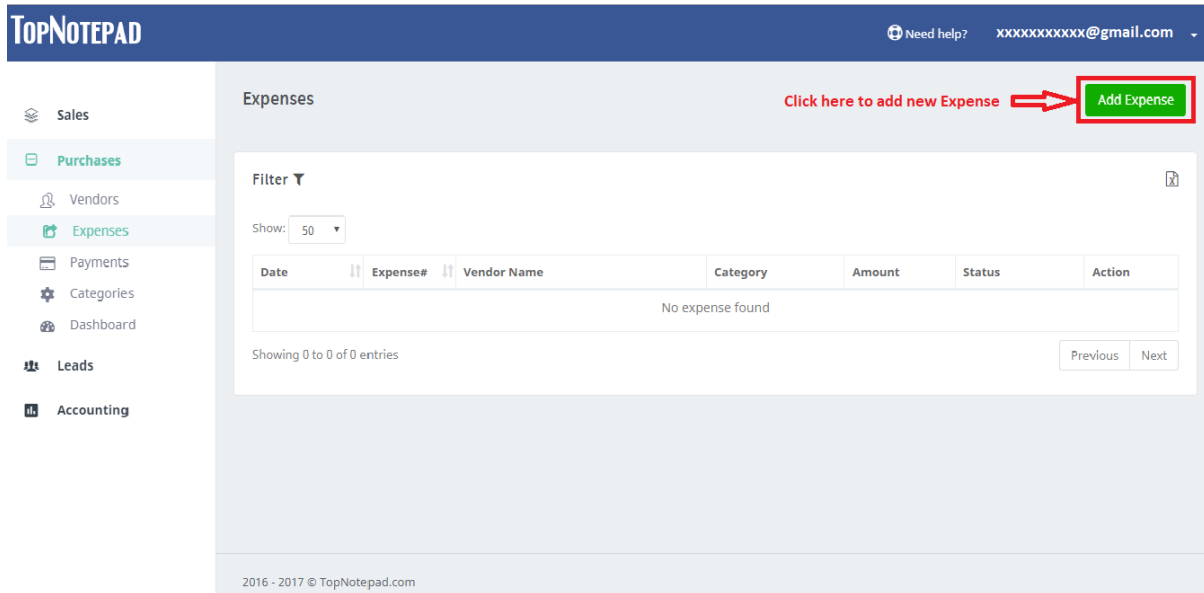
#	Description	Qty	Price	Amount
1	bag (VAT: 5%)	1	100.00	100.00
Total				100.00
Tax				5.00
Net Amount				AED 105.00

Click on required option

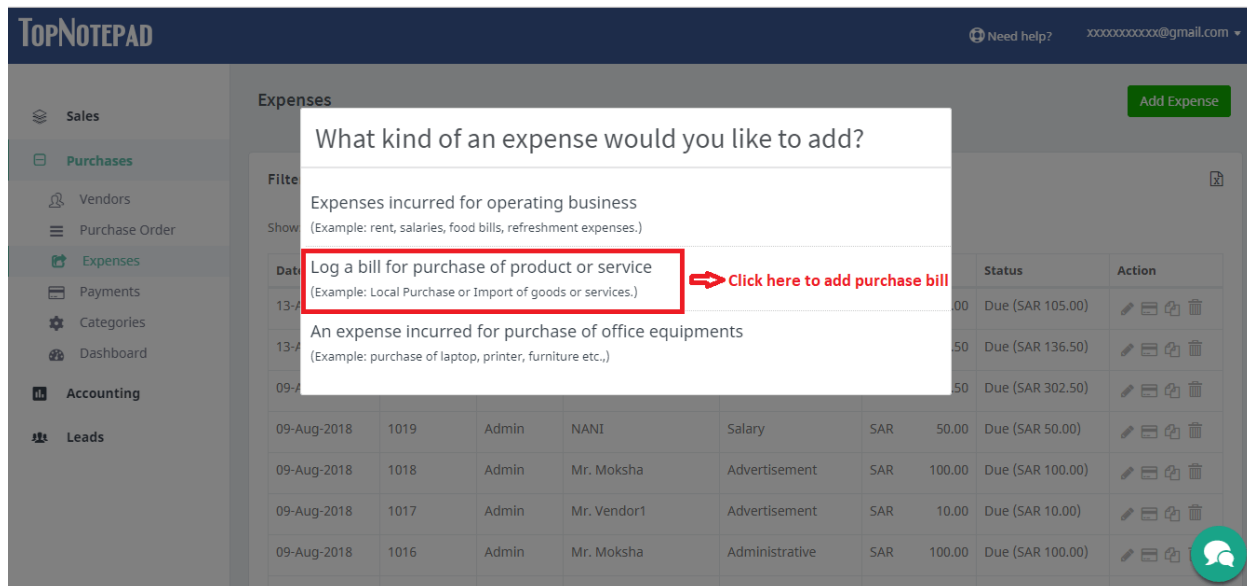
PDF **Send** **Close**

12. Steps to log a purchase bill.

Step 1: To add an expense click on the “add expense” button in “expenses” page under purchases module as shown in the screenshot below.



Step 2: Read through the options and choose appropriate type of expense and proceed. In our example, we are logging a purchase bill.



Step 3: A form would open-up to log a new bill. Next, add details of your vendor. If it's an existing vendor choose from the suggestion and if the vendor is new, please click on “add new vendor” button and add the details.

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Click here to search/add vendor.

Vendor: abdu| Bill #: 01

Category: abdu| Bill Date: 04-Aug-2018

Add New Vendor Expense Type: Domestic

Click here to add new vendor or select vendor from suggestion list

Description	Qty	Price	Discount	Tax	Amount
	0	0	0 # ▾	VAT %	0
Total					0
Tax					0
Net Amount					0

Notes:

Choose file No file chosen File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)

Step 4: After providing the required information, click on ‘Save & Log payment’ options, if you like to add the payment details against the bill.

You will also see option to “save & add new bill” and another option to “save & exit”, if you just want to save this bill.

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Description	Qty	Price	Discount	Tax	Amount
Water Proof Glue	1	200	0 # ▾	VAT 5	200
Test Product 1	1	150	50 # ▾	VAT 0	100
Test Product 2	1	100	0 # ▾	VAT %	100
Total					400
Tax					10
Net Amount					410

Notes:

Click on save button

Choose file No file chosen File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)

Save **Close**

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Sales
Purchases
Vendors
Purchase Order
Expenses
Payments
Categories
Dashboard
Accounting
Leads

Vendor: Bill #:
Category: Bill Date:
Expense Type: Import
VAT paid at custom

Description	Qty	Price	Discount	Tax	Amount
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> # ▾	VAT %	<input type="text" value="0"/>
Total					<input type="text" value="0"/>
Tax					<input type="text" value="0"/>
Net Amount					<input type="text" value="0"/>

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Sales
Purchases
Vendors
Purchase Order
Expenses
Payments
Categories
Dashboard
Accounting
Leads

Description	Qty	Price	Discount	Tax	Amount
<input type="text" value="Red Ply"/>	<input type="text" value="1"/>	<input type="text" value="250"/>	<input type="text" value="50"/> # ▾	VAT 5	<input type="text" value="200"/>
Brown color, wood type: Hard Wood, Size: 8*4 Sq/Ft, 8*3 Sq/Ft, 6*3 Sq/Ft,					
Total					<input type="text" value="200"/>
Tax					<input type="text" value="10"/>
Net Amount					<input type="text" value="210"/>

Notes:

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

⇒ Click on save & exit

13. Steps to add an expense.

Step 1: To add an expense click on the add expense button in Purchases as shown in the screenshot below.

Step 2: Read through the options and choose appropriate type of expense and proceed. In our example, we are logging an expense incurred for seeking services.

Step 3: A form would open-up to log an expense. Next, add details of your vendor. If it's an existing vendor choose from the suggestion and if the vendor is new, please click on "add new vendor" button and add the details.

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Expense

Date: 22-Mar-2018 1001

Category: Office Expense

Vendor Name: Click here to search/add vendor.


Amount: Daniel House Keeping Services

Comments: +Add Vendor

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

↓
Click here to add a new vendor or select from suggestion list

Save Reset Close

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Step 4: If the expense amount includes tax which can be claimed to reduce your net tax liability, in that case click on the “cog wheel” icon to provide details.

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Expense

Date: 22-Mar-2018 1001

Category: Office Expense

Vendor Name: Daniel Hous Enter the total expense amount, including taxes, if any


Amount: 500 ⚙️

Comments:

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

↓
Click here to set tax settings

Save Reset Close

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Step 5: You will see a pop-up asking you details of the tax amount included in the expense. Please provide the tax percentage.

The screenshot shows the TopNotepad interface with an 'Expense' form. A modal dialog box is open, asking 'What is the tax amount included in this expense of 500?'. The dialog has four radio button options: 'Standrad Rated' (selected), 'Zero Rated', 'Exempted', and 'Out of scope'. A red box highlights the 'Done' button in the dialog, with a red arrow pointing to the text 'Click on done'. The background form shows 'Vendor Name' as 'Daniel House Keeping Service', 'Amount' as '500', and 'Attachment' as 'Choose file'. At the bottom of the form are 'Save', 'Reset', and 'Close' buttons.

Step 6: After providing the required information, click on 'Save & Log payment' options, if you like to add the payment details against the expense. You will also see option to "save & add new expense" and another option to "save & exit", if you just want to save the expense.

The screenshot shows the TopNotepad 'Expense' form. The form fields are filled: 'Date' is '22-Mar-2018', 'Category' is 'Office Expense', 'Vendor Name' is 'Daniel House Keeping Services', and 'Amount' is '500'. Below the form, a dropdown menu is open, showing three options: 'Save & Log Payment' (highlighted with a red box and a red arrow pointing to the text 'Click on Save & Log Payment'), 'Save & Add New Expense', and 'Save & Exit'. The background form also shows 'Attachment' as 'Choose file' and 'Save', 'Reset', and 'Close' buttons.

Step 7: After clicking on "Save & Log Payment" payment page will open. On the payments page, select the payment mode from the drop down.

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Sales

Purchases

- Vendors
- Expenses
- Payments
- Categories
- Dashboard

Accounting

Leads

Add payment made to Daniel House Keeping Services against expense # 1001

Total Amount: AED 500 | Paid: AED 0 | Due: AED 500

Payment Date: 22-Mar-2018

Payment Mode: Cash

Amount:

Comments:

Bank Deposit
Cash
Cheque
Credit Card
Debit Card
Demand Draft
Online Payment Gateway
Online Transfer
Paypal
Wire Transfer

Need help?

Step 8: After providing the required information click on save & exit button to log the payment against the expense.

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Sales

Purchases

- Vendors
- Expenses
- Payments
- Categories
- Dashboard

Accounting

Leads

Add payment made to Daniel House Keeping Services against expense # 1001

Total Amount: AED 500 | Paid: AED 0 | Due: AED 500

Payment Date: 22-Mar-2018

Payment Mode: Cash

Amount:

Comments:

Save Close

Save & Exit ⇒ Click on Save & Exit

Save & Add New Expense

Need help?

Step 9: After clicking on save & exit it will take you to the expense listing.





- Sales
- Purchases**
- Vendors
- Expenses
- Payments
- Categories
- Dashboard
- Accounting
- Leads

Expenses

Add Expense

Filter

Show: 50

Date	Expense#	Vendor Name	Category	Amount	Status	Action
22-Mar-2018	1001	Mr. Daniel House Keeping Services	Office Expense	AED 500.00	Fully Paid	   

Showing 1 to 1 of 1 entries

Previous 1 Next



14. Steps to log a payment made to a vendor.

Step 1: On the “payments” page in “purchases” module click on ‘Add Payment’ button to log a payment.

The screenshot shows the TopNotepad interface. The left sidebar contains navigation options: Sales, Purchases (selected), Vendors, Expenses, Payments, Categories, Dashboard, Accounting, and Leads. The main content area is titled 'Payments' and includes a red link: 'Click here to Add payment for an expense'. A red arrow points to a green 'Add Payment' button. Below the link is a filter section with a 'Show: 50' dropdown and a table with columns: Date, Expense #, Vendor Name, Mode, Paid Amount, and Action. The table is currently empty, displaying 'No payment found' and 'Showing 0 to 0 of 0 entries'. Navigation buttons for 'Previous' and 'Next' are visible at the bottom right of the table area.

Step 2: If you are making a payment to existing vendor select the vendor from the suggestions list and if you are making payment to a new vendor please click on add vendor.

The screenshot shows the 'Add Payment' form in TopNotepad. The form includes fields for Vendor (containing 'a'), Payment Date (containing 'Abbas'), Payment Mode (with a green 'Add Vendor' button), Amount (containing '0'), and a Comments text area. A red arrow points to the 'Add Vendor' button. Above the form is a red instruction: 'Select vendor from the suggestion list or Add new vendor'. At the bottom of the form are 'Save' and 'Close' buttons. The footer of the page reads '2016 - 2017 © TopNotepad.com'.

Step 3: Fill out details of payment like the date on which the payment was made and the mode of payment etc. and click on save button.

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Unpaid Expenses #: 1 | Total Amount: AED 199.5 | Paid Amount: AED 0 | Due Amount: AED 199.5

Vendor: Abbas

Payment Date: 18-Dec-2017

Payment Mode: Cash

Amount: 199.5

Comments:

Click on 'Save' button to add payment → **Save** **Close**

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15. Steps to add a new vendor.

Step 1: Click on 'Add Vendor' button to add new vendor as shown in the below screenshot below.

The screenshot shows the TopNotepad interface. The left sidebar contains navigation options: Sales, Purchases, Vendors, Expenses, Payments, Categories, Dashboard, Accounting, and Leads. The main content area is titled 'Vendors' and features a 'Filter' dropdown, a 'Show: 50' dropdown, and a table with columns for Name, Contact #, Email, and Action. The table currently displays 'No vendor found'. A red arrow points to a green 'Add Vendor' button in the top right corner, with the text 'Click here to Add Vendor' next to it. The footer shows '2017 - 2018 © TopNotepad.com' and a chat icon.

Step 2: Please add all the details of your client, like name, contact number, address etc., Please note, you can also provide opening balance, if any from previous transactions.

After filling out the details, please click on "save".

The screenshot shows the 'Vendor: New' form in TopNotepad. The form fields are: Contact Name (Mr., Abbas), Additional Contact (Abbas Interior Works), Contact Number (97144368888), Email (abbasinteriors@gmail.com), Tax ID (TRN, 369852147102030), Address (Mohammed Bin Rashid Boulevard, Downtown, Dubai), and Opening Balance (DD-MON-YYYY, Amount, Vendor Owes You). A red arrow points to a green 'Save' button, with the text 'Click on 'Save' button after filling all the details' below it. The footer shows '2017 - 2018 © TopNotepad.com' and a chat icon.

Step 3: After clicking on 'Save' button you can view the vendor in listing.




- Sales
- Purchases
- Vendors
- Expenses
- Payments
- Categories
- Dashboard
- Accounting
- Leads

Vendors

Add Vendor

Filter

Show: 50

Name	Contact #	Email	Action
Mr. Abbas	97144368888	abbasinteriors@gmail.com	  

Showing 1 to 1 of 1 entries

Previous **1** next



16. Steps to add and view advance payments made to a vendor from action icons.

Step 1: To view and add advance payment made for vendor, click on action icon as shown in screenshot below.

The screenshot shows the 'Vendors' page in TopNotepad. The left sidebar includes 'Sales', 'Purchases', 'Vendors', 'Expenses', 'Payments', 'Categories', 'Dashboard', 'Accounting', and 'Leads'. The main content area has a header 'Vendors' and an 'Add Vendor' button. Below is a 'Filter' section with a 'Show: 50' dropdown. A table lists vendors with columns for Name, Contact #, Email, and Action. The first entry is 'Mr. Abbas'. A red box highlights the 'Action' column, and a red arrow points to the 'view and add payment to vendor in advance' icon. A tooltip is visible over the icon. The footer shows '2017 - 2018 © TopNotepad.com' and a chat icon.

Step 2: You may scroll down to view previous advance payments made and to log a new advance payment made to vendor, fill the form as shown below and click on save.

The screenshot shows the 'Advance payment made to Abbas' form in TopNotepad. The left sidebar is the same as in the previous screenshot. The main content area has a header 'Advance payment made to Abbas'. Below is a form with fields for Date (12-Jan-2018), Amount (100), Payment Mode (Cash), and Comments. A red box highlights the 'Save' button, and a red arrow points to it. A tooltip is visible over the 'Save' button. The footer shows 'Advance Expense Payments' and a chat icon.

17. Steps to set-off credit balance against an unpaid expense.

Step 1: To set-off any credit balance that you have with a vendor against an expense incurred at the vendor please click on action icon 'Add payment against the expense' as shown below.

The screenshot shows the TOPNOTEPAD interface with the 'Expenses' section active. A table lists one expense entry:

Date	Expense#	Vendor Name	Category	Amount	Status	Actions
29-Nov-2017	E1	Abbas	Office Expense	AED 199.50	Due (AED 99.50)	

A red arrow points to the 'Add payment against the expense' icon in the Actions column. A tooltip above the icon reads: 'Add payment against the expense'.

Step 2: The software will automatically identify the surplus amount available with the vendor. It also gives a pop-up that informs you about the credit balance available with your vendor, that can be used to set-off the expense incurred at the vendor. Just click on "OK".

The screenshot shows the 'Add payment' form in TOPNOTEPAD. A pop-up dialog box is displayed with the following text:

Abbas has a credit balance of 100. You will have to first zero out this credit balance against unpaid expenses before you make any further payment to this vendor.
Click on 'save' button to apply the credit balance first.

A red arrow points to the 'OK' button in the dialog box. The form below the dialog box shows the following details:

- Payment Date: 16-Jan-2018
- Payment Mode: Credit Balance
- Credit Balance: 100
- Amount: 100
- Comments: (empty text area)

Buttons for 'Save' and 'Close' are visible at the bottom of the form.

Step 3: Click on save & exit button to set-off the credit balance against any unpaid expenses incurred at the vendor.

- Sales
- Purchases
- Vendors
- Expenses
- Payments
- Categories
- Dashboard
- Accounting
- Leads

Add payment made to Abbas against expense # E1

Total Amount: AED 199.5 | Paid: AED 0 | Due: AED 199.5

Payment Date | 16-Jan-2018

Payment Mode | Credit Balance

Credit Balance | 100

Amount | 100

Comments

Click on required 'Save' options

Save Close

Save & Exit

Save & Add New Expense



18. VAT Report (Summary)

This report gives you your net vat liability in a selected period.

It also gives the breakup of your Net VAT liability, which is the difference between the total VAT you collected on all your invoices and total VAT you paid on all your expense.

You can filter this report for different periods. Just select the date range in the search box and press enter.

You can even export out the data in excel by click on the excel icon available in the search box. The report exported is very detailed. You will find VAT collected on each any every invoice and also the VAT paid on each and every expense.

The screenshot shows the TopNotepad VAT Report Summary interface. The left sidebar contains navigation options: Sales, Purchases, Accounting (selected), and Leads. Under Accounting, there are links for P&L Statement, Cash Book, Bank Book, Tax Report, and VAT Report. The main content area is titled 'VAT Report' and has two tabs: 'VAT Summary' (active) and 'VAT Form'. Below the tabs is a 'Filter' section with two date input fields: '01-jul-2018' and '31-jul-2018', along with search and refresh icons. The report displays three key metrics in a row:

Metric	Value
VAT on Sales	19.51
VAT on Purchase	14.88
Net VAT Liability	4.63

The 'Net VAT Liability' value of 4.63 is highlighted with a red box. Below the metrics, a red arrow points to the formula: **Net VAT Liability = VAT on Sales - VAT on Purchases**. The footer includes the copyright notice '© TopNotepad.com' and a chat icon.

19. VAT form

UAE VAT Form: VAT form is an auto populated VAT returns form and the layout of the form is exactly same as it appears on the FTA portal. Just copy and paste the components of VAT form from TopNotepad to the VAT form on FTA portal to file returns.

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Sales
Purchases
Accounting
P&L Statement
Cash Book
Bank Book
Tax Report
VAT Report

Leads

VAT Summary | **VAT Form**

Filter ▼
01-Jul-2018 31-Jul-2018

VAT on Sales and All Other Outputs		Amount(AED)	VAT Amount(AED)	Adjustment(AED)
1.	Standard rated supplies in your emirates	150.20	7.01	10.00
2.	Tax Refunds provided to Tourists under the tax Refunds for Tourists Scheme			
3.	Supplies subject to reverse charge provisions	200.00	10.00	
4.	Zero rates supplies	500.00		
5.	Exempt supplies	100.00		
6.	Goods imported into UAE	50.00	2.50	
7.	Adjustments to goods imported into UAE			
8.	Totals	1000.20	19.51	10.00

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Sales
Purchases
Accounting
P&L Statement
Cash Book
Bank Book
Tax Report
VAT Report

Leads

8.	Totals	1000.20	19.51	10.00
VAT on Expenses and All Other Inputs		Amount(AED)	Recoverable VAT Amount(AED)	Adjustment(AED)
9.	Standard rated expenses	47.62	2.38	
10.	Supplies subject to reverse charge provisions	250.00	12.50	
11.	Totals	297.62	14.88	
Net VAT Due				
12.	Total value of due tax for the period		19.51	
13.	Total value of recoverable tax for the period		14.88	
14.	Payable tax for the period		4.63	

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Saudi VAT Form: VAT form is an auto populated VAT returns form and the layout of the form is exactly same as it appears on the GAZT portal. Just copy and paste the components of VAT form from TopNotepad to the VAT form on GAZT portal to file returns.

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Sales
Purchases
Accounting
 P&L Statement
 Cash Book
 Bank Book
 Tax Report
 VAT Report
 Balance Sheet

Leads

VAT Report

VAT Summary | **VAT Form**

Filter
 01-Aug-2018 06-Aug-2018

VAT on Sales		Amount(SAR)	Adjustment(SAR)	VAT Amount(SAR)
1.	Standard Rated	1430.00	20.00	70.50
2.	Private health care/ Private Education/ First House Sale to Citizens			
3.	Zero Rated Domestic Sales	250.00	10.00	
4.	Exports	0.00	0.00	
5.	Exempt sales	150.00	10.00	
6.	Total Sales	1830.00	40.00	70.50

VAT on Purchases

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Sales
Purchases
Accounting
 P&L Statement
 Cash Book
 Bank Book
 Tax Report
 VAT Report
 Balance Sheet

Leads

VAT on Purchases

7.	Standard rated domestic purchases	437.50		21.88
8.	Import Subjected to VAT paid at customs	200.00		10.00
9.	Import subjected to VAT accounted for through the reverse charge mechanism	0.00		0.00
10.	Zero rated purchases	100.00		
11.	Exempt purchases	100.00		
12.	Total Purchases	837.50		31.88
13.	Total VAT due for current period			38.63
14.	Corrections from previous period(between -5000.00 to +5000.00)			
15.	VAT credit carried from previous period(s)			
16.	Net VAT due (or reclaim)			

20. Steps to add a new bank & log bank transactions

Step 1: First let's look at how to add a new bank account. In settings, just click on "Add Bank" as shown in the screenshot below.

The screenshot shows the 'Bank Settings' page in the TopNotepad application. The sidebar on the left includes 'Settings', 'Company Details', 'Invoice Settings', 'Tax Settings', 'Bank Settings', 'Integration', 'Change Password', 'Users', 'Contact Us', and 'Plans and Upgrades'. The main content area is titled 'Bank Settings' and features a red arrow pointing to a green 'Add Bank' button. Below this is a table with columns for 'Account Name', 'Bank Name', 'Account #', and 'Action'. The table is currently empty, showing 'No bank record found'. A 'Filter' section is located above the table, and 'Previous' and 'Next' buttons are positioned at the bottom right of the table area.

Step 2: Fill out the required information and click on save button.

The screenshot shows the 'Bank' form in the TopNotepad application. The form fields are filled with: Account Name: HSBC-Savings Account, Bank Name: HSBC, Account #: xxxxxxxxxxxx, Opening Balance: 02-Mar-2018, and Active: checked. A red arrow points to a green 'Save' button, with the text 'Click on "Save" button' next to it. A red 'Close' button is also visible.

Done, now let's look at how to add a bank transaction NOT related to invoices or expenses.

Step 1: To add and view bank transaction that are NOT related to an invoice or expense, please click in the action icon as shown below.

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Settings

- Company Details
- Invoice Settings
- Tax Settings
- Bank Settings**
- Integration
- Change Password
- Users
- Contact Us


Plans and Upgrades

Bank Settings Add Bank

Filter ▼

Show: 50 ▼

Click here to view and add transaction

Account Name	Bank Name	Account #	Action
HSBC-Savings Account	HSBC	xxxxxxxxxxxx	

Showing 1 to 1 of 1 entries

Previous 1 Next

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Step 2: A transaction form opens-up, from dropdown select the type of transaction that you want to log. For example, if you wish to log a cash deposit, select “Cash deposit” from the dropdown.

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Plans and Upgrades

Add transaction for -HSBC-Savings Account

Date: 20-Mar-2018

Type: **Cash Deposit**

Amount: Cash Withdrawal

Notes:

Save Close

Bank Transaction List Hide

Filter ▼

Step 3: Fill out the required information and click on save button. Similarly, you can log a cash withdrawal as well.

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Settings

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- Bank Settings
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Add transaction for -HSBC-Savings Account

Date: 20-Mar-2018

Type: Cash Deposit

Amount: 5000

Notes:

Save Close

Click on save button

Bank Transaction List

Filter

If you hold multiple accounts for your same business, you can log inter account transactions as well.

Step 1: To log a fund transfer from one account to other account of the same business, please select “inter account” in the transaction type drop down and in the next drop down, please select account to which the funds are being transferred as shown in the below screenshot.

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Add transaction for -HSBC-Savings Account

Date: 20-Mar-2018

Type: Inter Account

Account Name: City Bank - Current Account

Amount:

Notes:

Save Close

Bank Transaction List

Step 2: Fill out the required information and click on save button.

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Add transaction for -HSBC-Savings Account

Date: 20-Mar-2018

Type: Inter Account

Account Name: City Bank - Current Account

Amount: 2000

Notes: **Click on save button**

Save **Close**

Bank Transaction List Hide

Step 3: After saving the transaction you can view all the transactions in the listing.

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Bank Transaction List

Filter

01-Mar-2018 22-Mar-2018 **Search** **Clear**

Date	Type	Amount	Action
20-Mar-2018	Cash Deposit	5000	
20-Mar-2018	Transfer to- City Bank - Current Account	2000	

Showing 1 to 2 of 2 entries Previous **1** Next