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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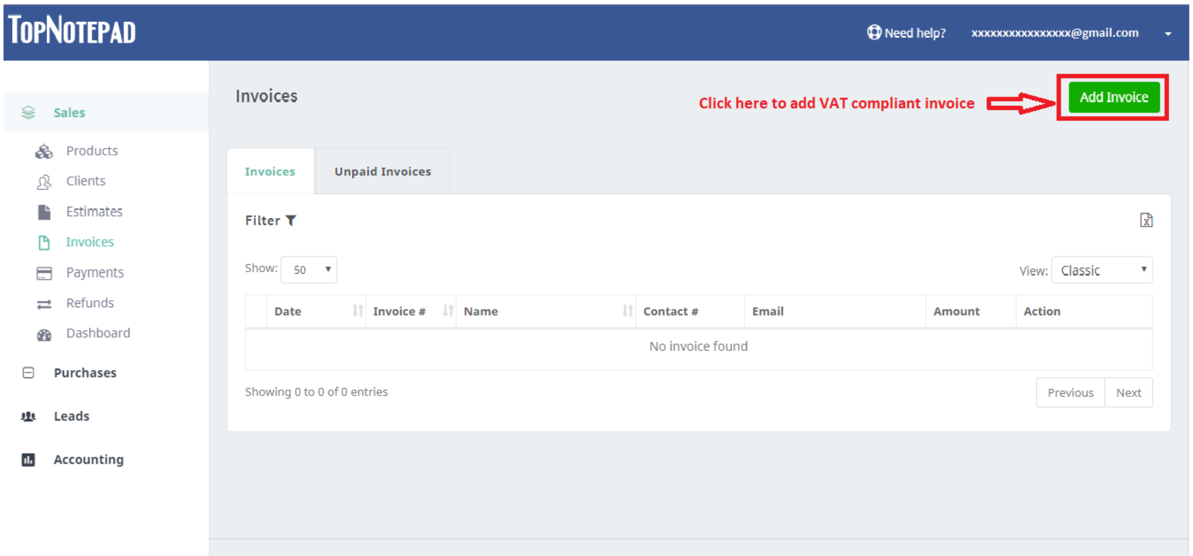
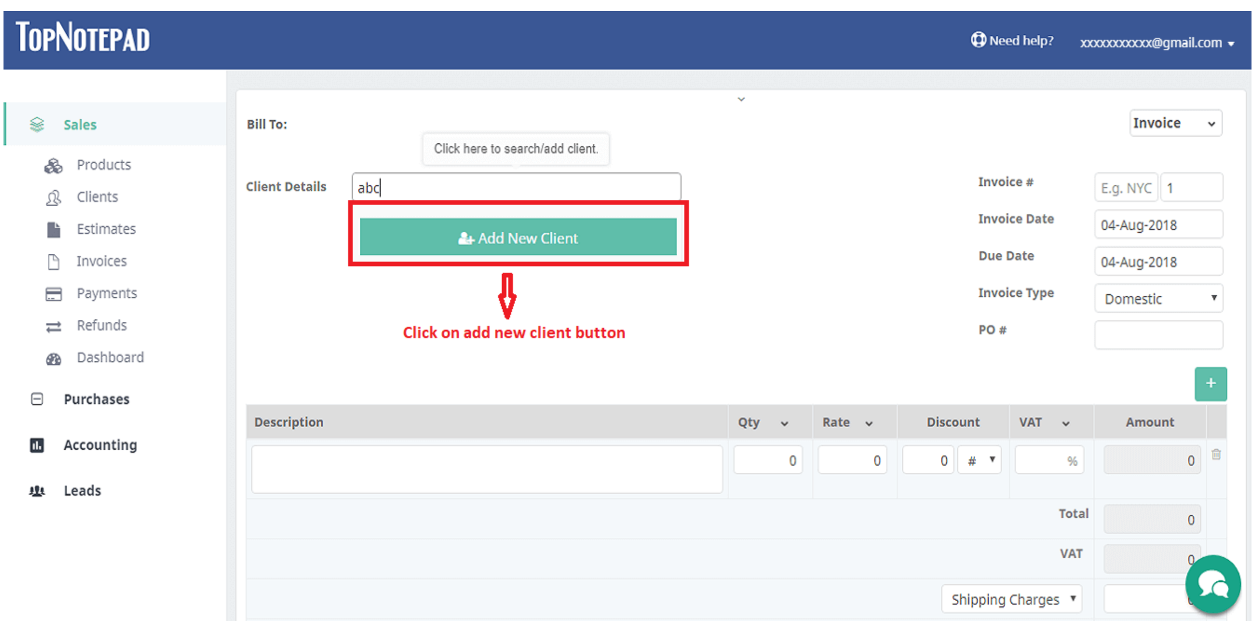
1. Steps to create an invoice

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

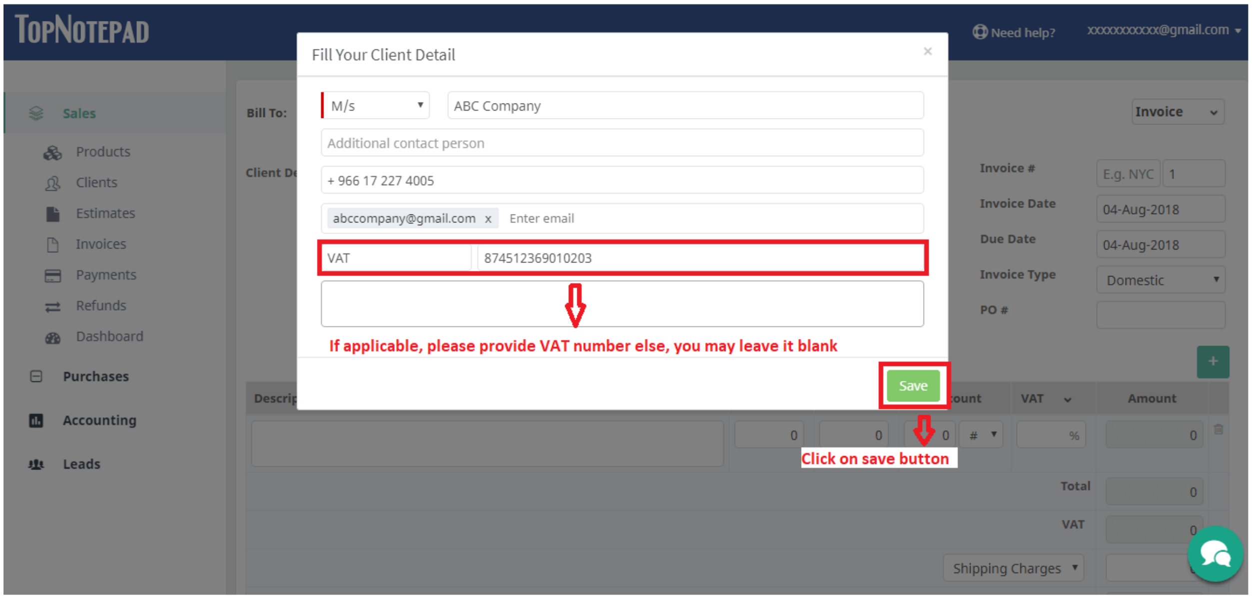


An Invoice form will open-up with different formats, select the suitable format and fill the necessary information as shown in the following steps.

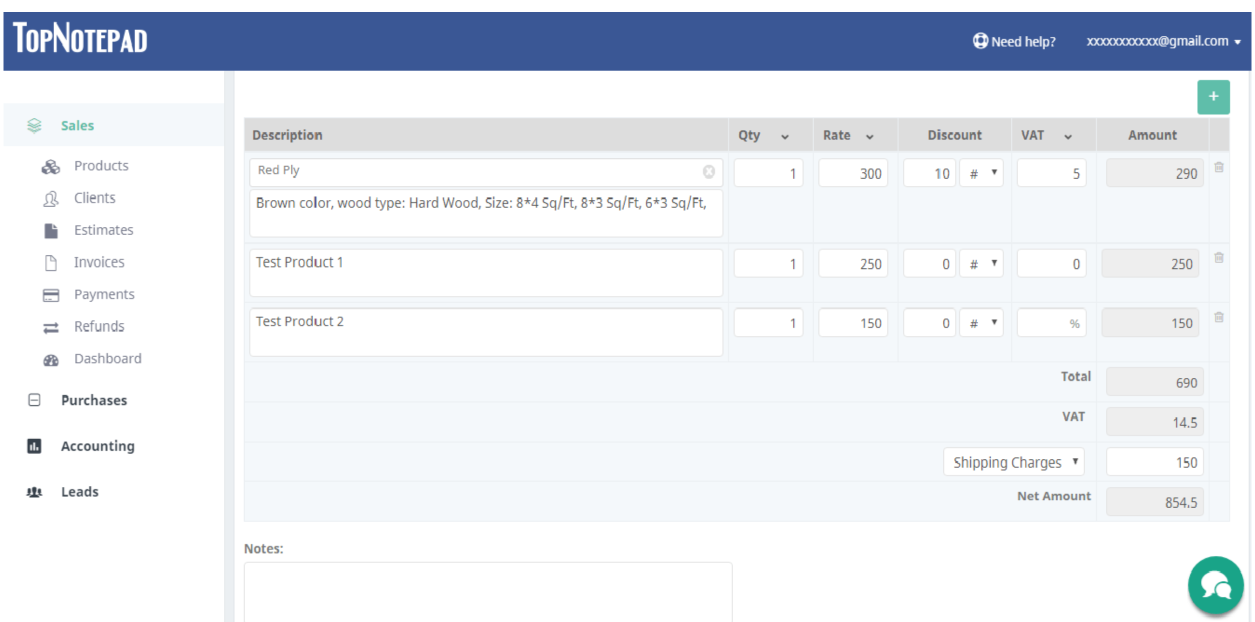
Step 2: If you are invoicing a new client click on the add client button and if you are invoicing an existing client, type the clients name and select from the suggestion list.



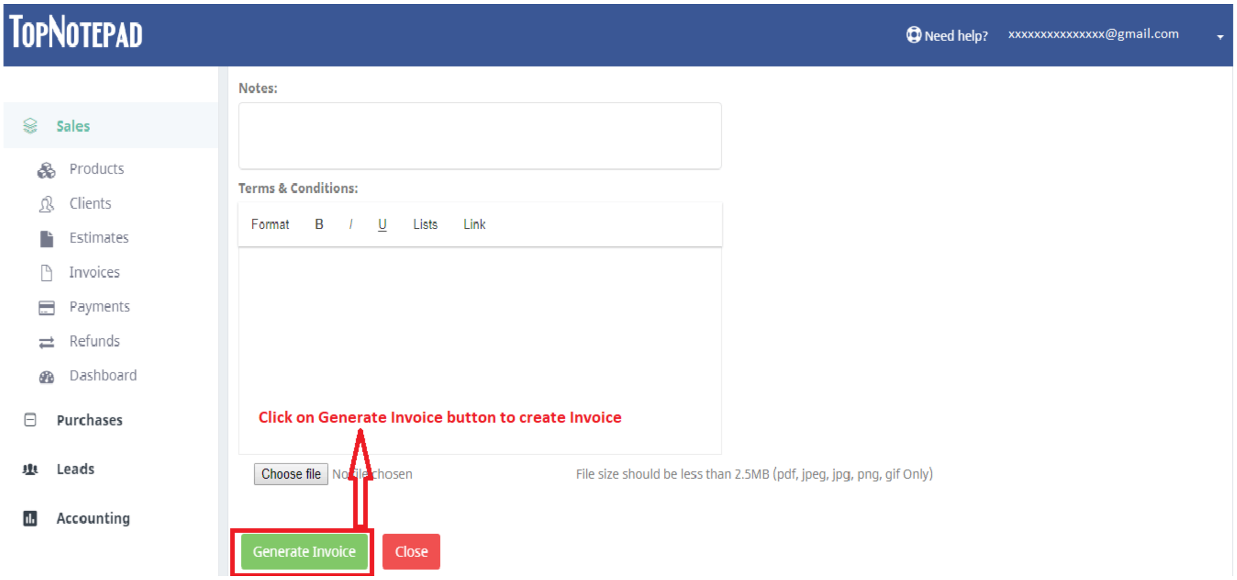
Step 3: If you are invoicing a new client as noted above please click on the “add client” button, this action will pop-out a client details form. Please fill out the details like client name, client TRN number (if applicable), address etc., and click on “Save” button.



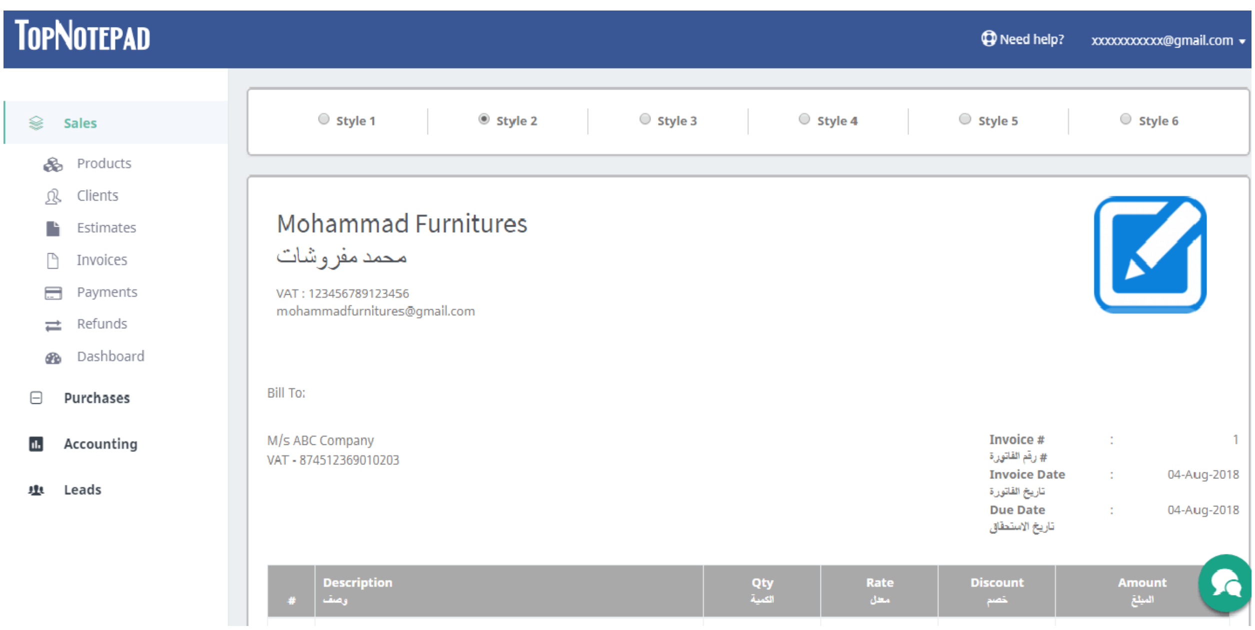
Step 4: Fill out the required information for creating the invoice as shown below. Provide information of product or service in the description section. In case you are selling a product, you may add the product by clicking on “add product” button, which appears when you start typing in the description 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.**



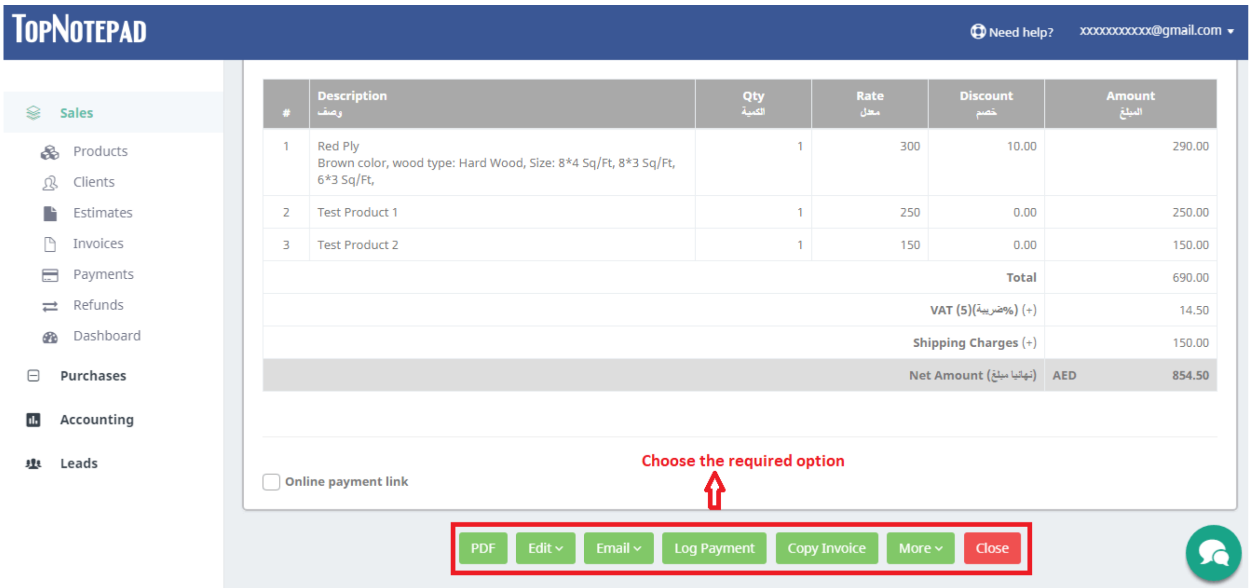
Step 5: Click on 'Generate Invoice' button to create VAT compliant invoice after providing all the required information. Please take note, you have option to add specific notes and also terms and conditions, if any, related to the invoice.



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.

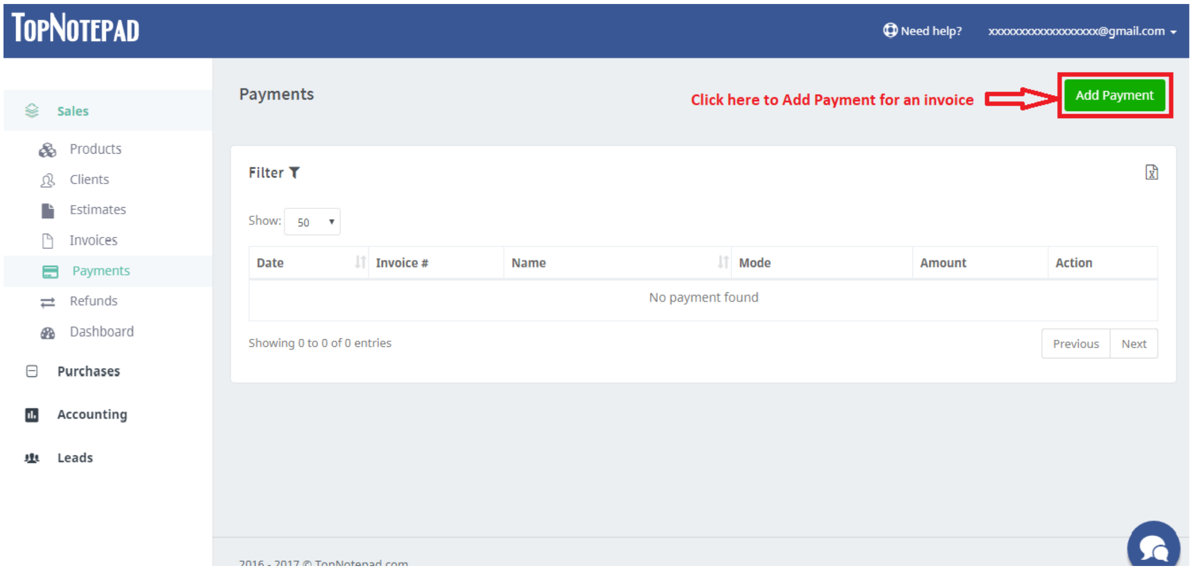


Step 7: Down, below the invoice. You will see quite a few options like PDF, you can click on it to generate the PDF version on the invoice, which can be printed. The other options include edit, email etc., you may explore all of them.

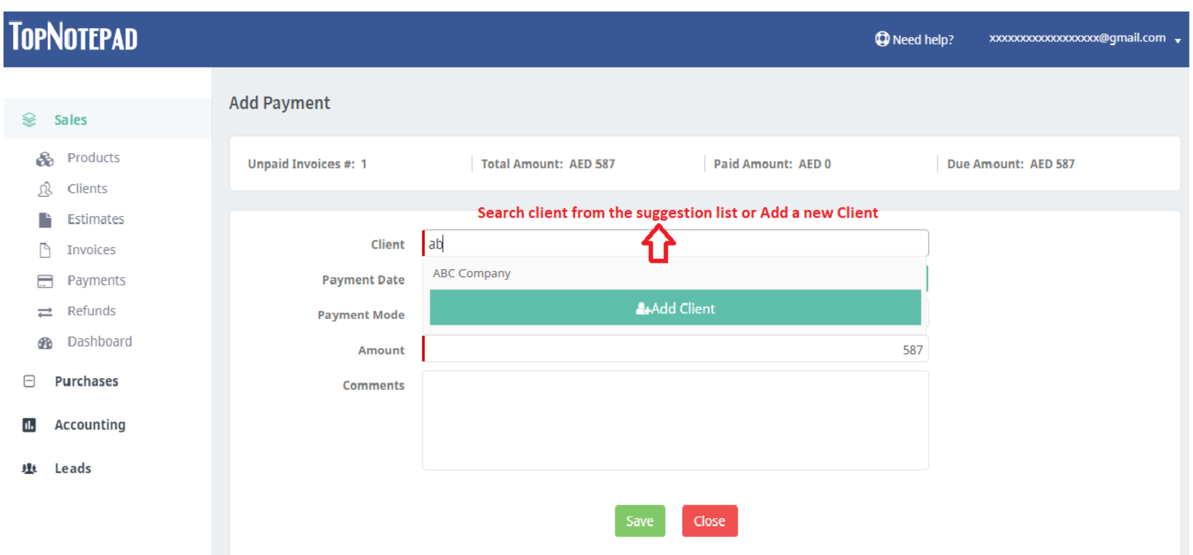


2. Steps to log a payment received from client.

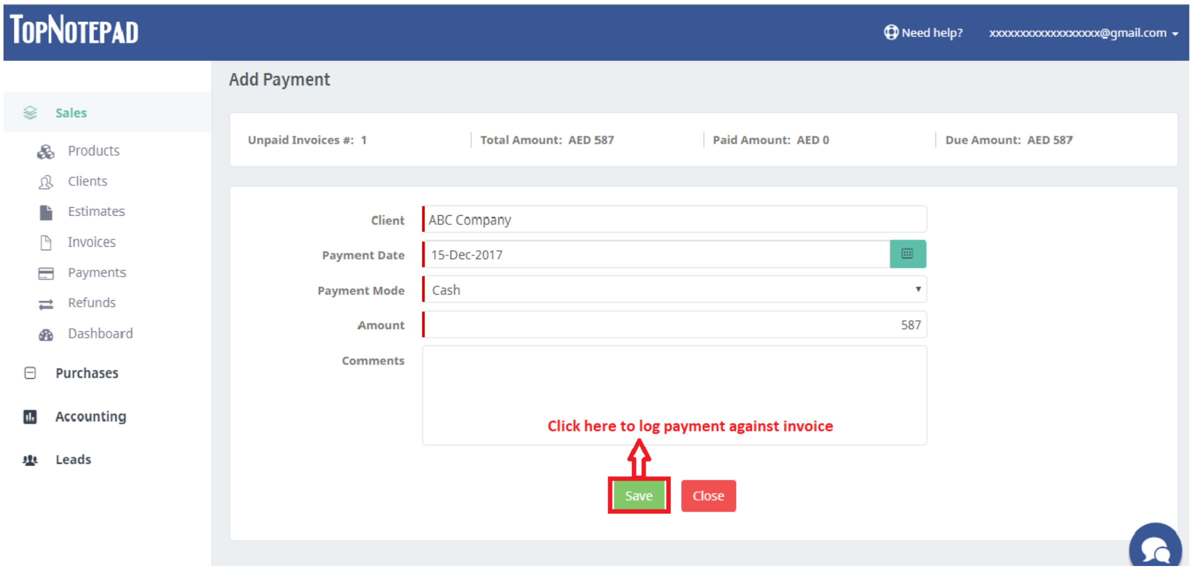
Step 1: On the “Payments” page under the “Sales” module, please click on “Add Payment” button to log payment a payment received from a client.



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.

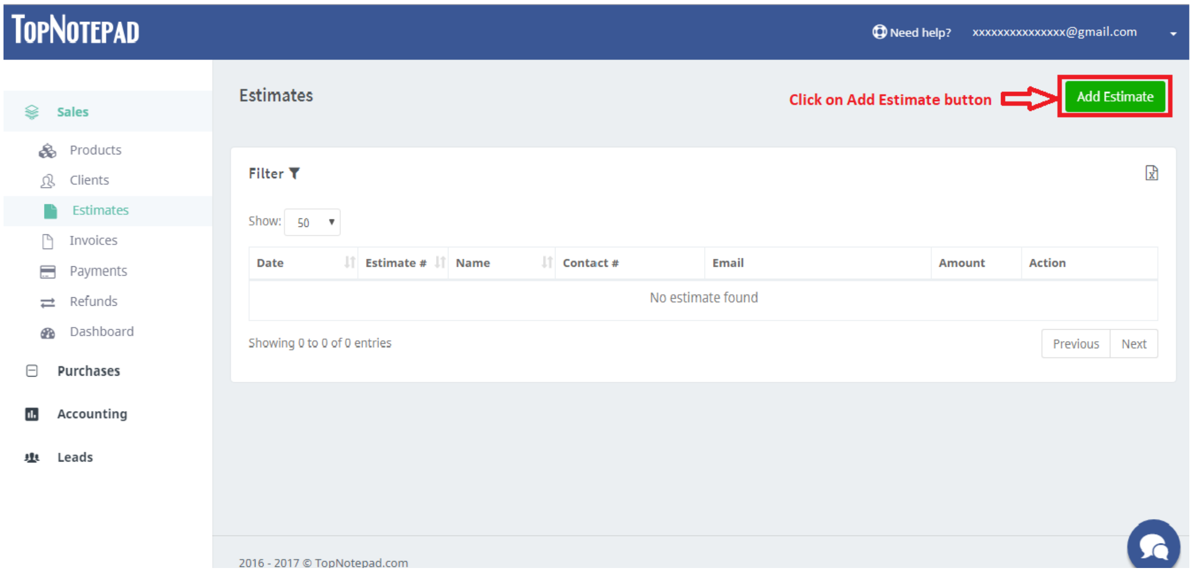


Step 3: Fill out other required information and click on save button to log the payment as shown below.


TopNotepad
Need help?
xxxxxxxxxxxxxxxxxx@gmail.com
Add Payment
Sales
Products
Clients
Estimates
Invoices
Payments
Refunds
Dashboard
Purchases
Accounting
Leads
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

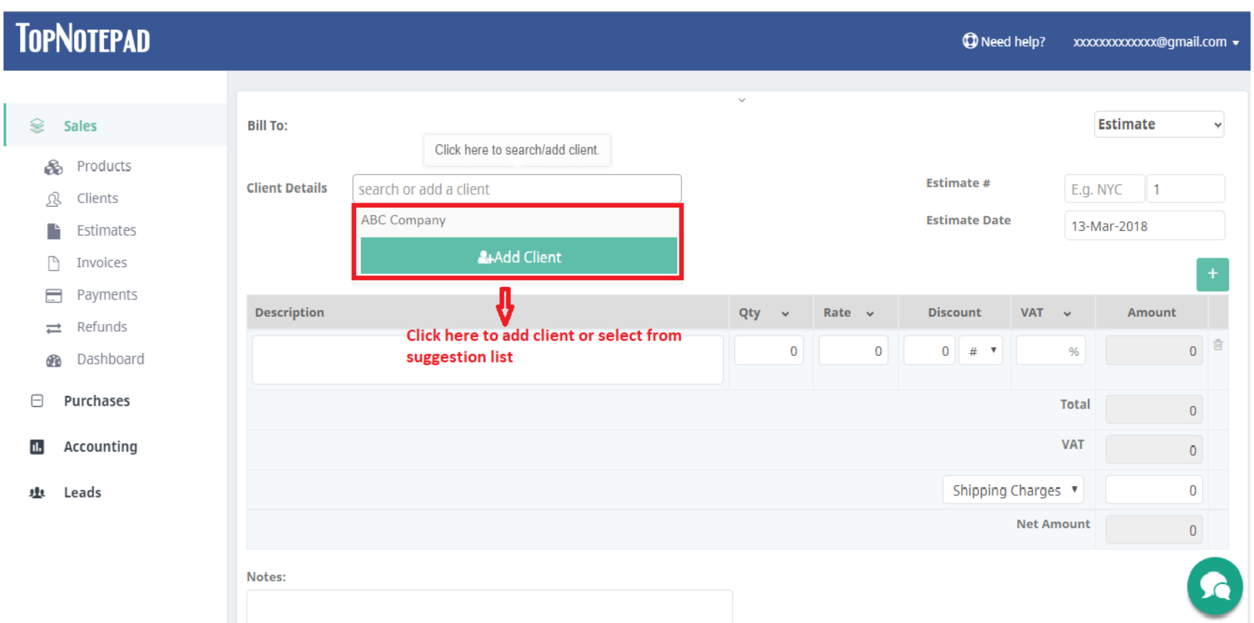
3. Steps to create an estimate/quotation.

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.



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

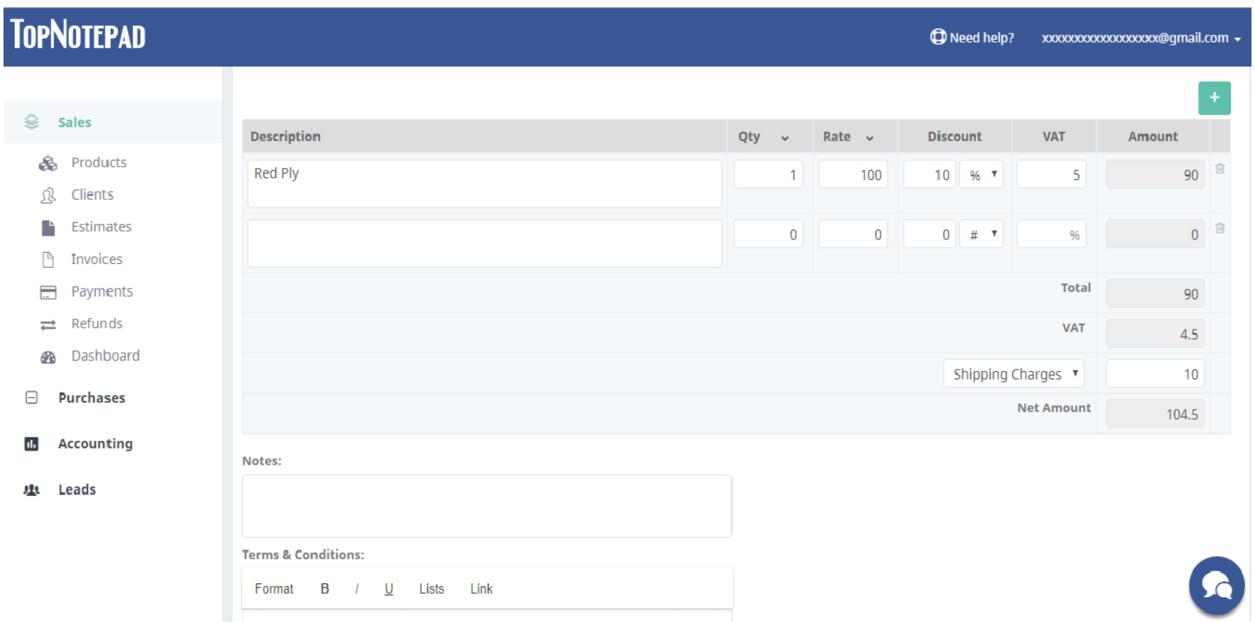
Step 2: If you are creating an estimate or quotation for a new client click on the add client button and if you are creating it for an existing client, type the clients name and select from the suggestion list.



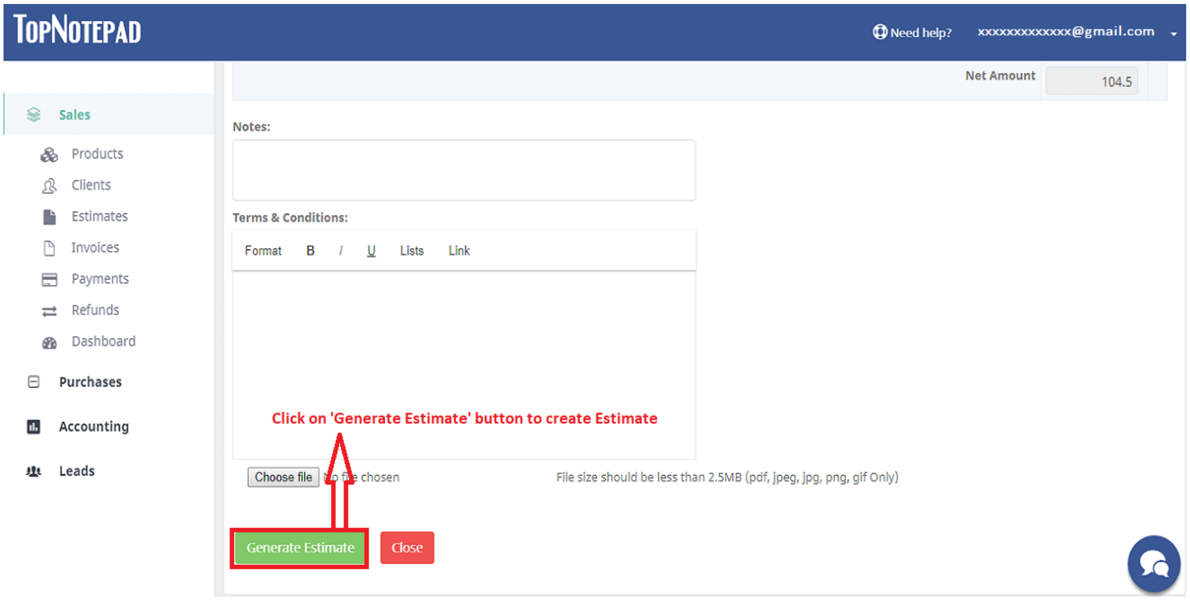
Please note, if you wish to call the estimate as “quotation” or “proforma invoice” then you may just change the estimate to quotation or other options available in the drop down on top right, just above estimate number.

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.

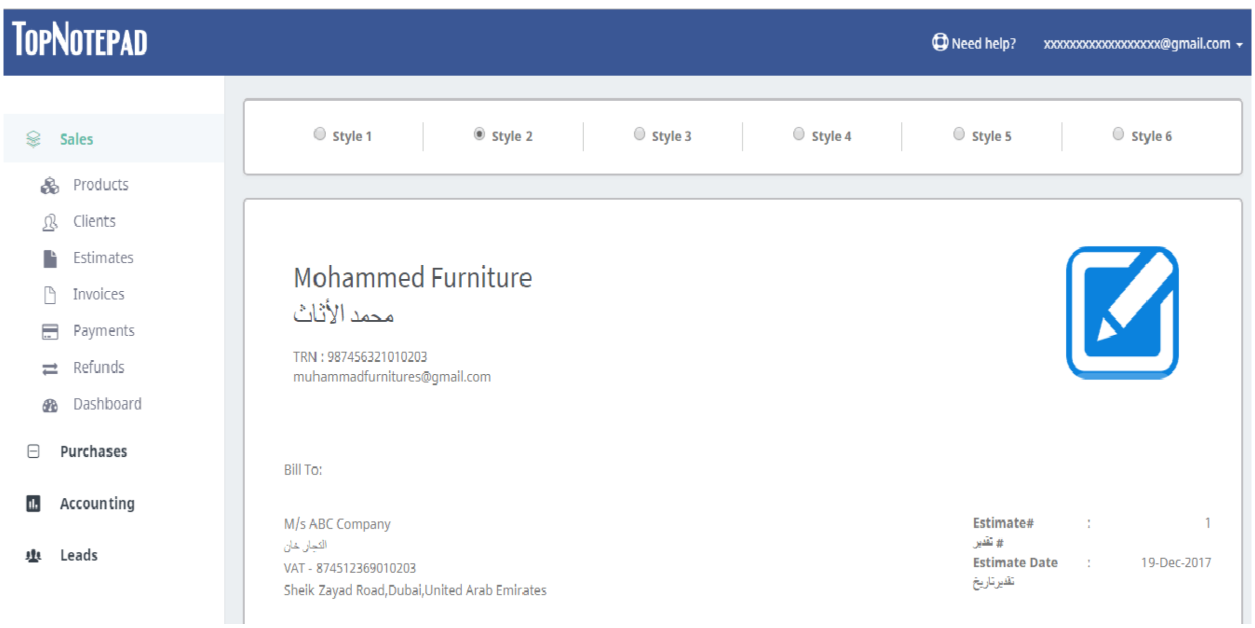
Step 3: Fill out the required information for creating the estimate or quotation as shown below. Provide information of product or service in the description section. In case you are providing quotation for a product, you may add the product by clicking on “add product” button, which appears when you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



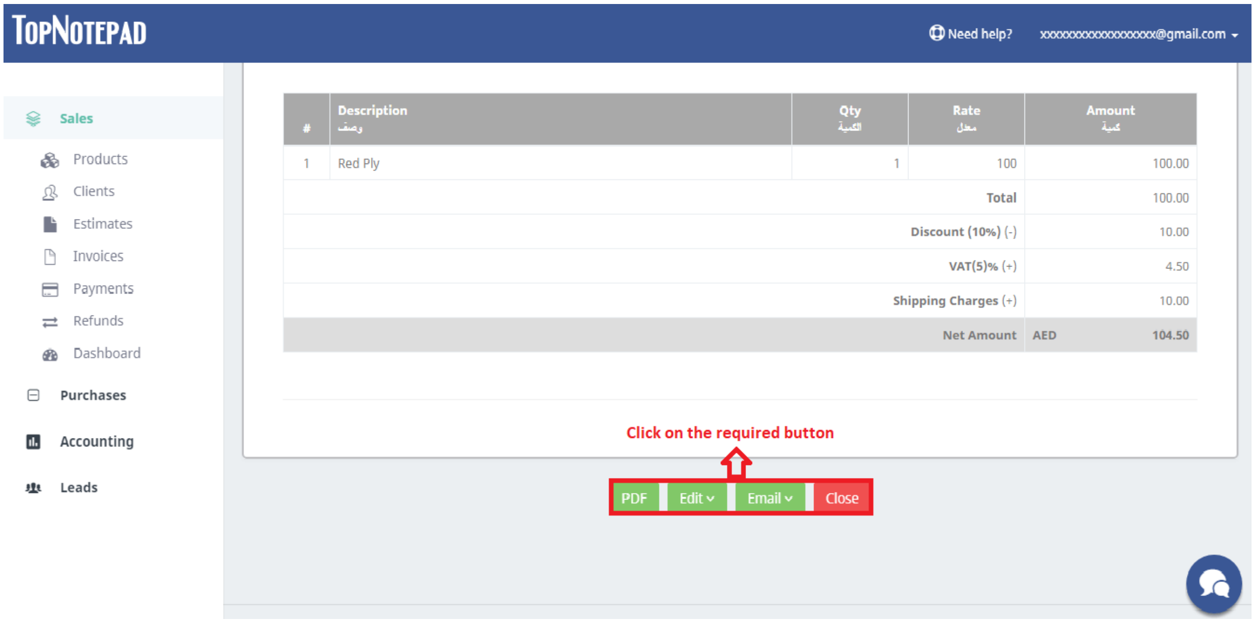
Step 4: Click on ‘Generate Estimate’ button to create the estimate. Please take note, you have option to add specific notes and terms and conditions, if any, related to the estimate.



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.

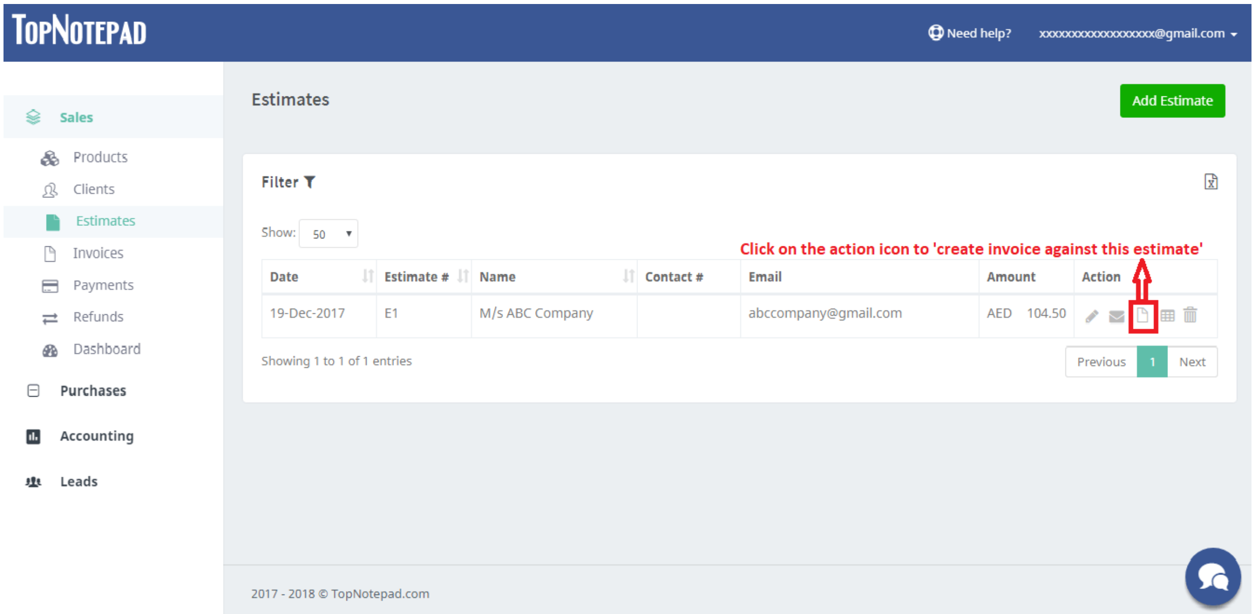


Step 6: Down, below the estimate. You will see quite a few options like PDF, you can click on it to generate the PDF version on the estimate, which can be printed. The other options include edit, email etc., you may explore all of them.

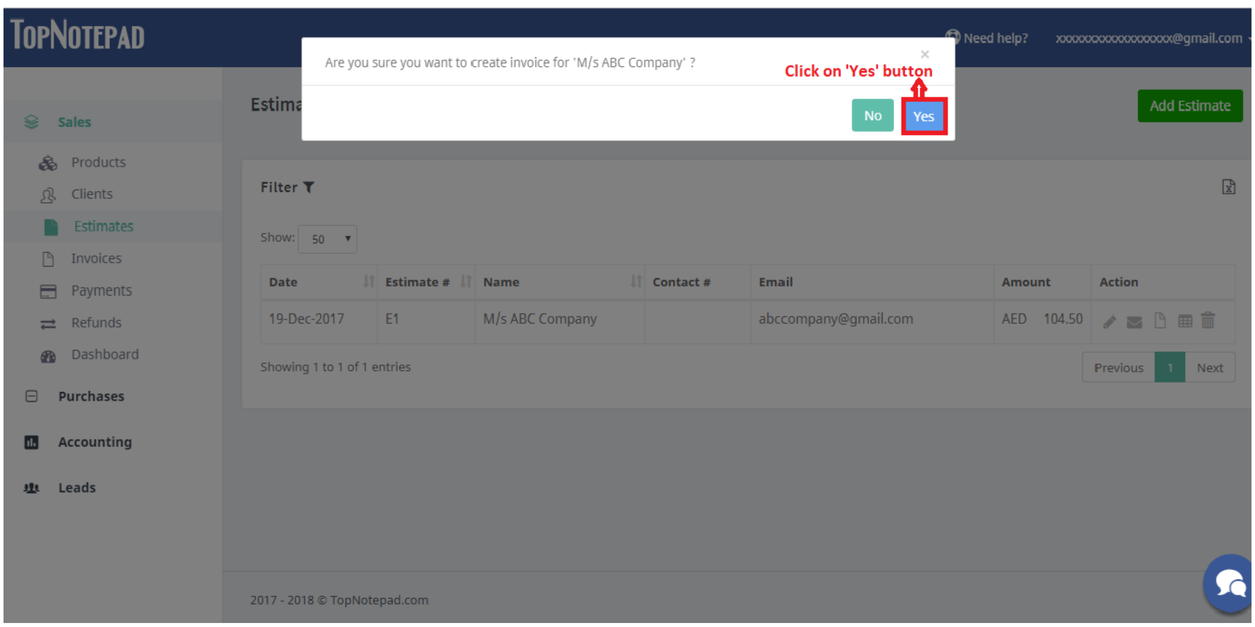

TopNotepad
Need help?
xxxxxxxxxxxxxxxxxx@gmail.com
Sales
Products
Clients
Estimates
Invoices
Payments
Refunds
Dashboard
Purchases
Accounting
Leads
| Description وصف | Qty الكمية | Rate معدل | Amount كمية
1 | Red Ply | 1 | 100 | 100.00
Total 100.00
Discount (10%) (-) 10.00
VAT(5)% (+) 4.50
Shipping Charges (+) 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.

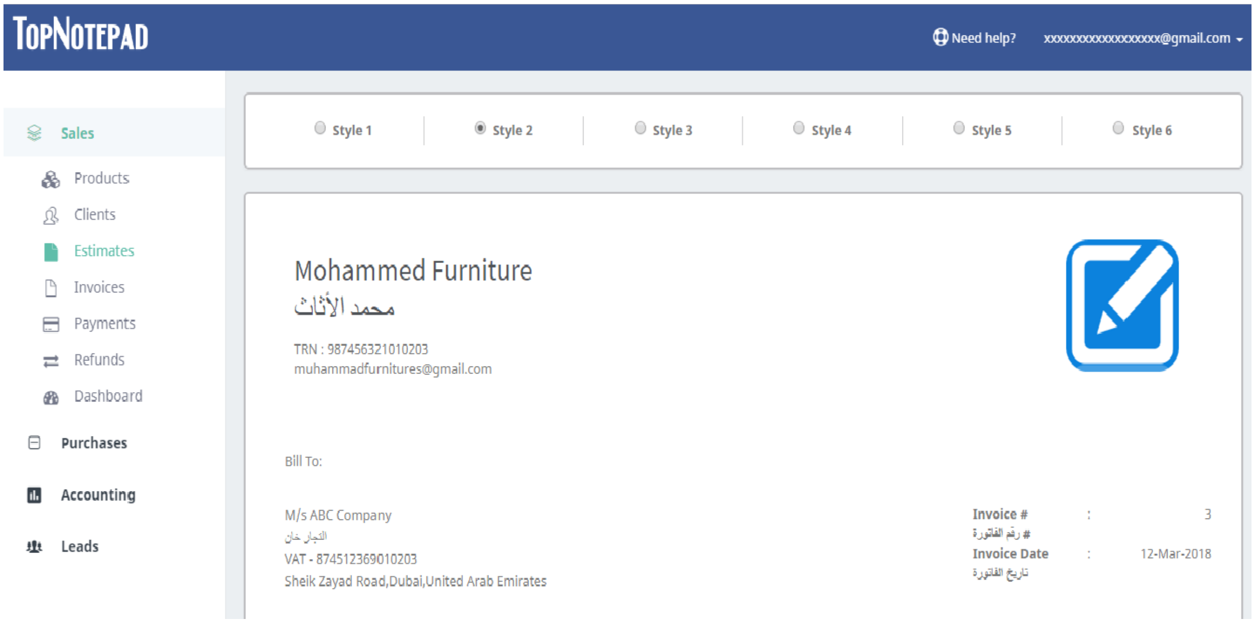
Step 1: To create invoice against an existing estimate, click on the action icon as shown in the screenshot below.



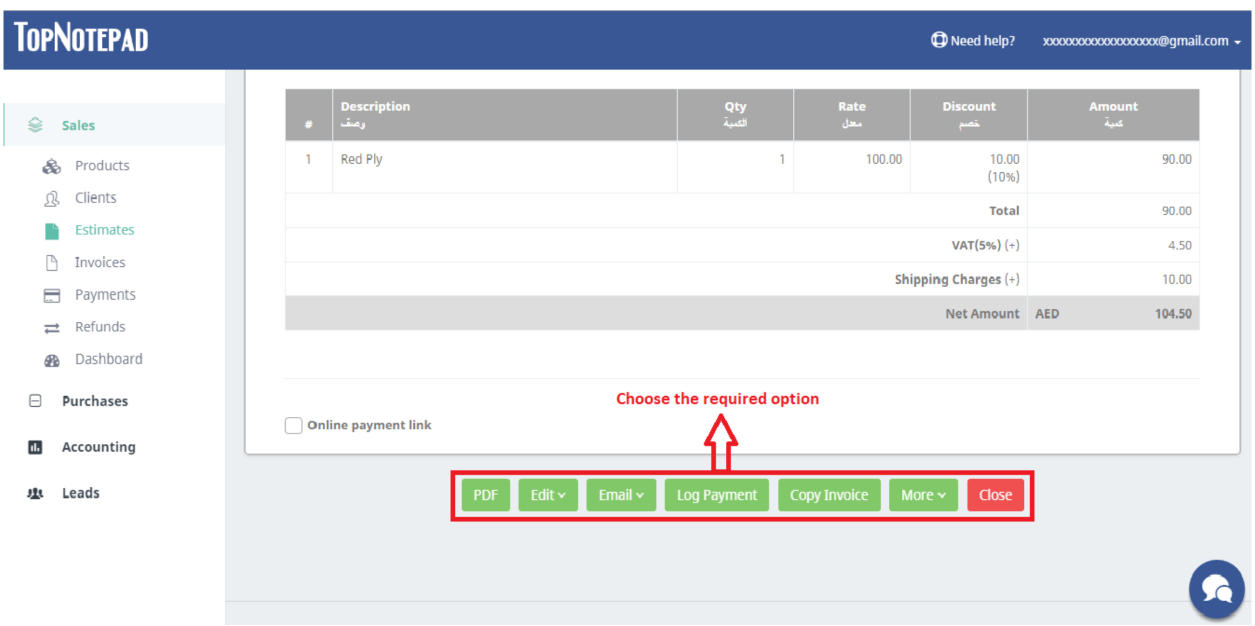
Step 2: The action will display a pop-up to confirm if you would like to go-ahead and create invoice against the estimate, just click on 'yes' button.



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.

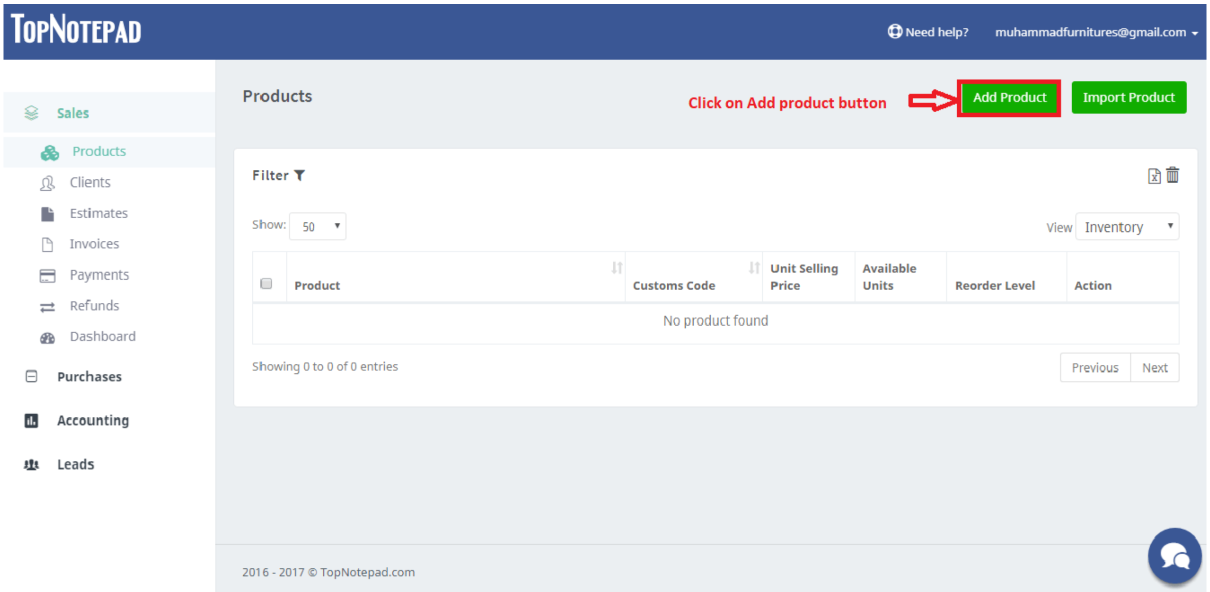


Step 4: Down, below the invoice. You will see quite a few options like PDF, you can click on it to generate the PDF version on the invoice, which can be printed. The other options include edit, email etc., you may explore all of them.

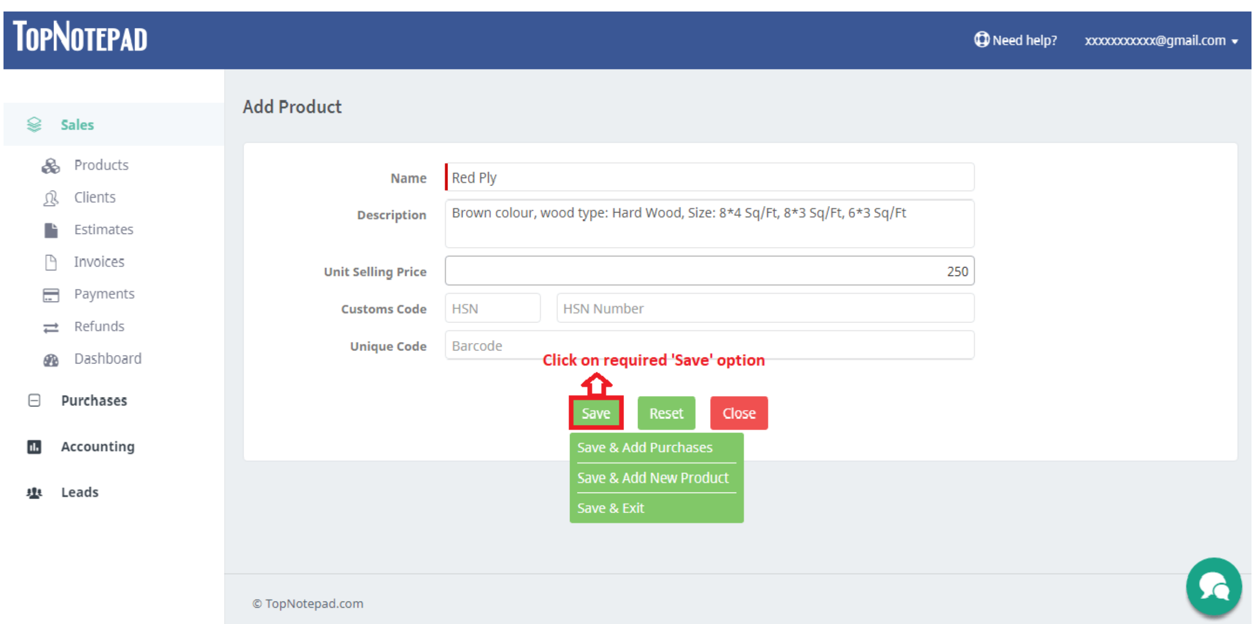


5. Steps to add a new product.

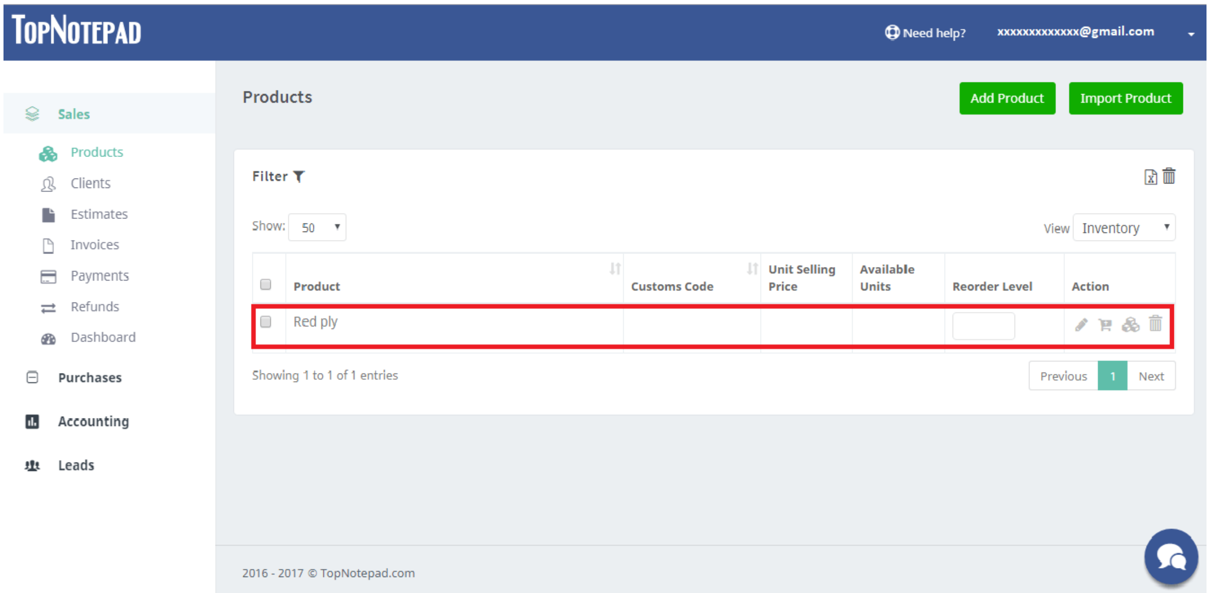
Step 1: To add a new product click on 'Add Product' as shown in the screenshot below.



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"

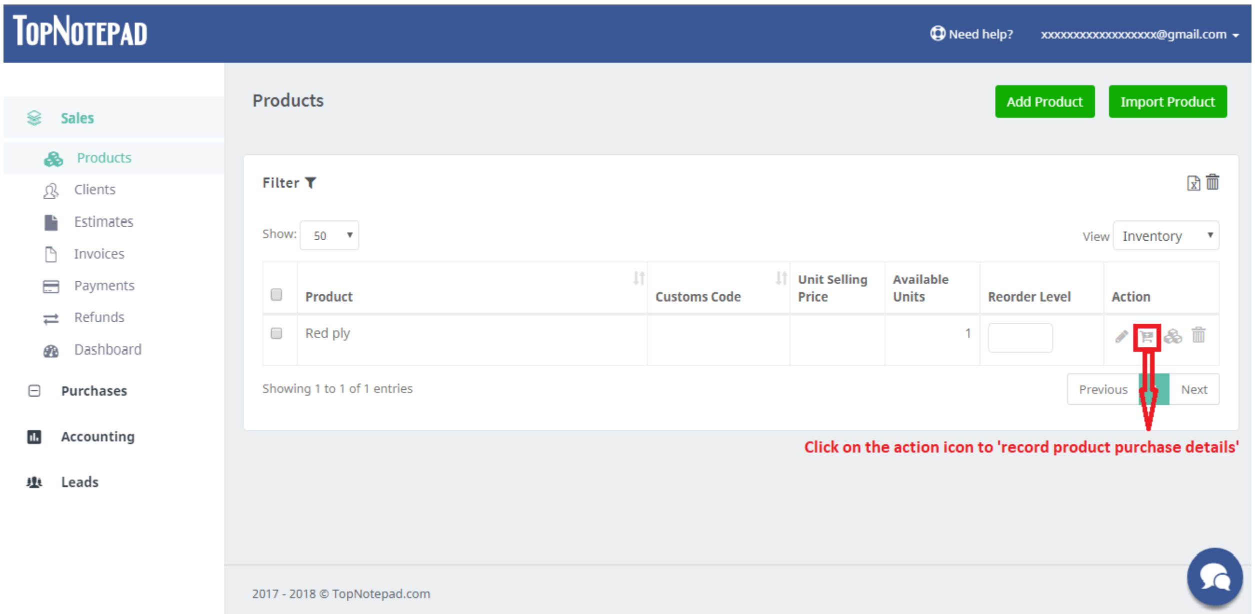


Step 3: After clicking on 'Save & Exit' you can view the product in listing.

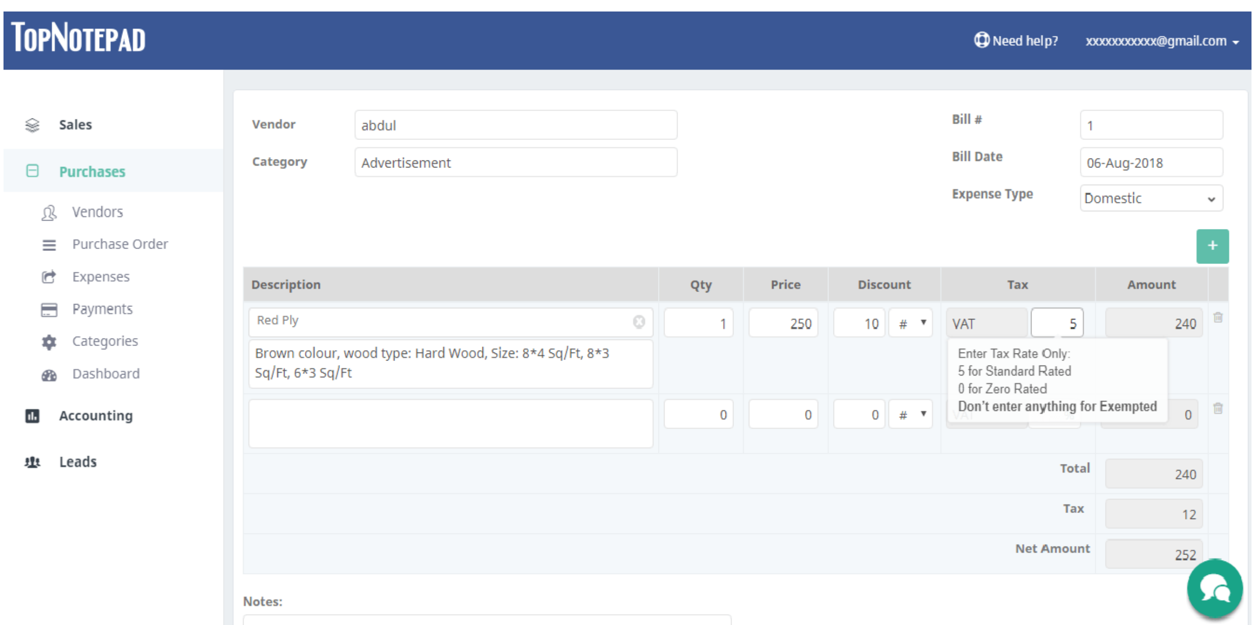


6. Steps to log product purchase details.

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

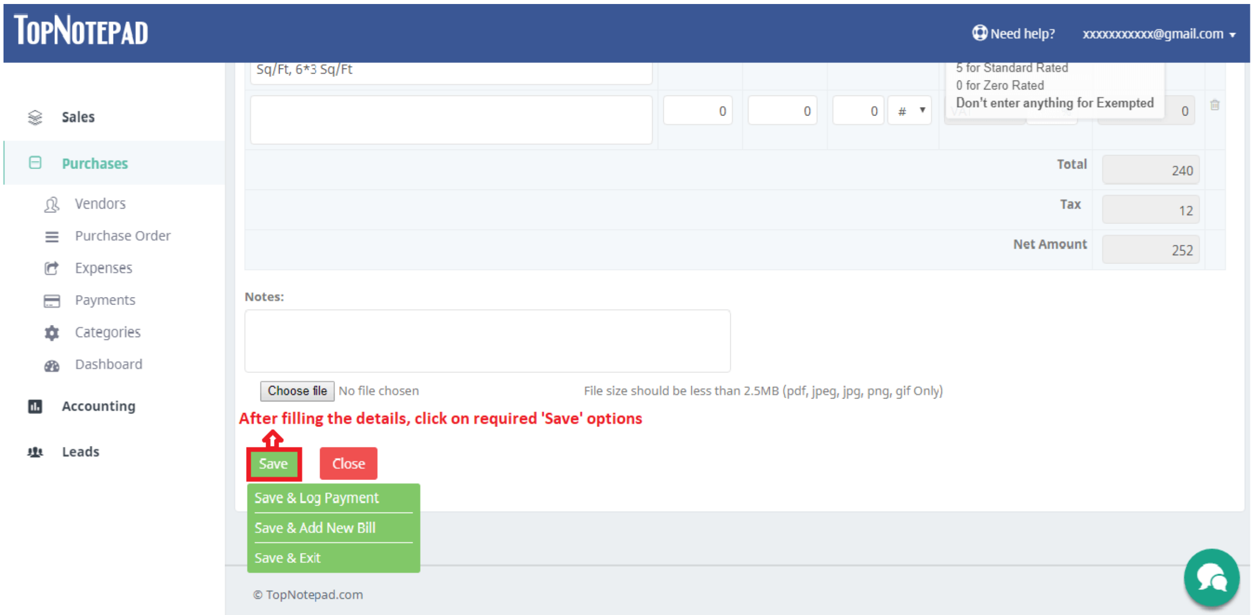


Step 2: The above action will open a purchase form. Fill out the details of the purchase you made.



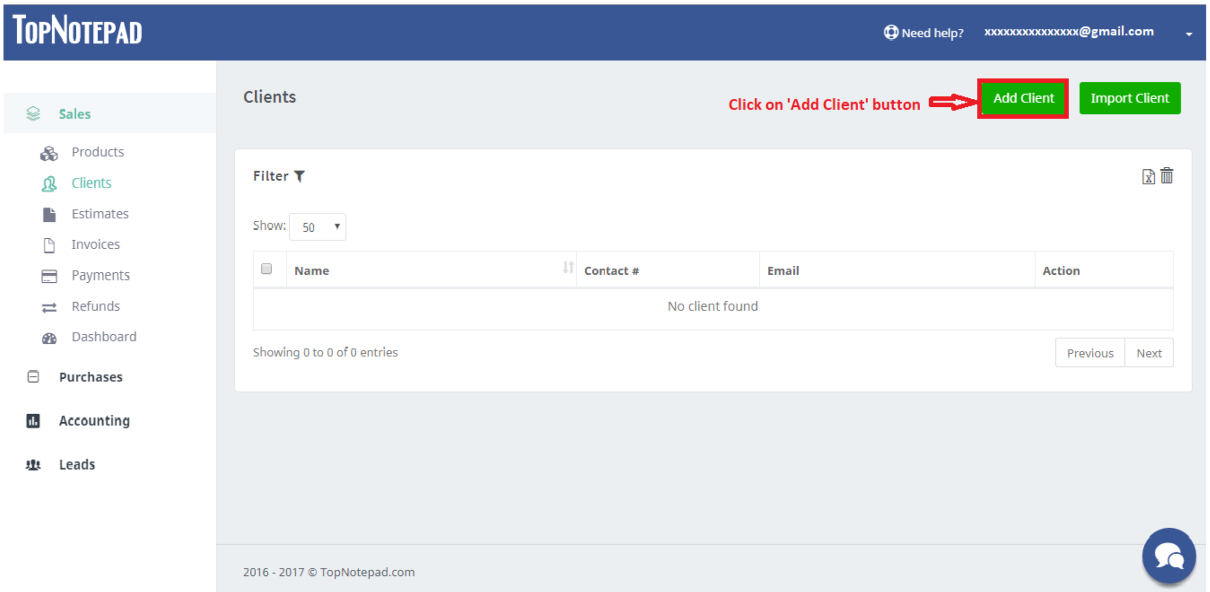
Step 3: After providing the required information, click on 'Save & Log payment' options, if you like to add the payment details against the bill.

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



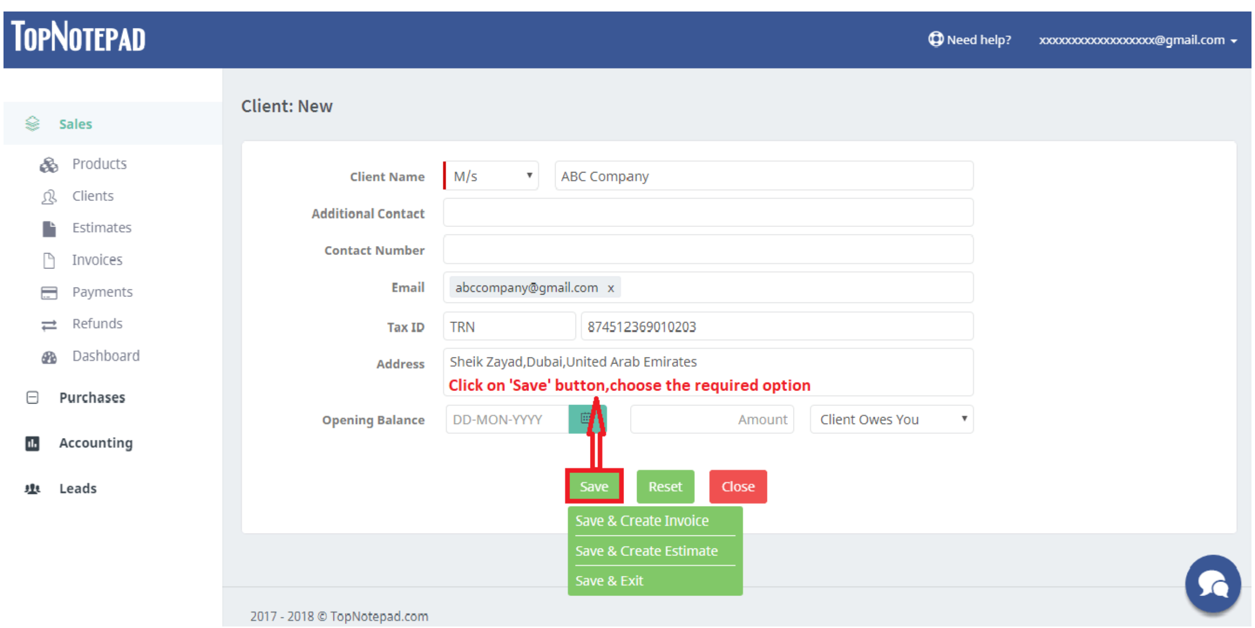
7.Steps to add a new client.

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

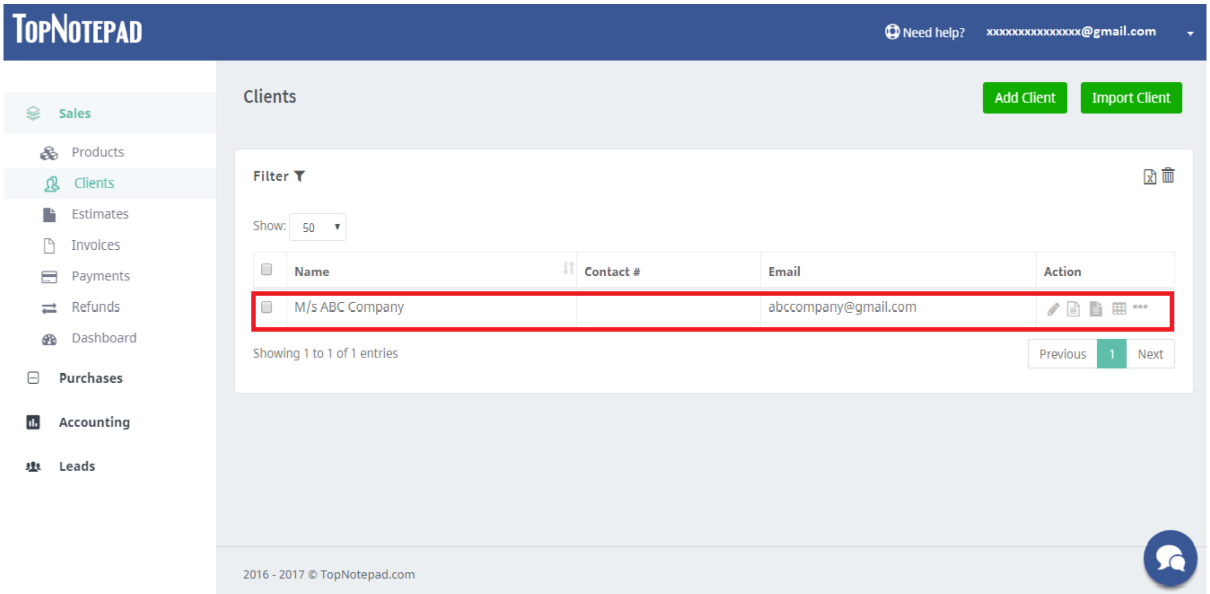


Step 2: Please add all the details of your client, like name, contact number, address etc., Please note, you can also provide opening balance, if any from previous transactions.

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”

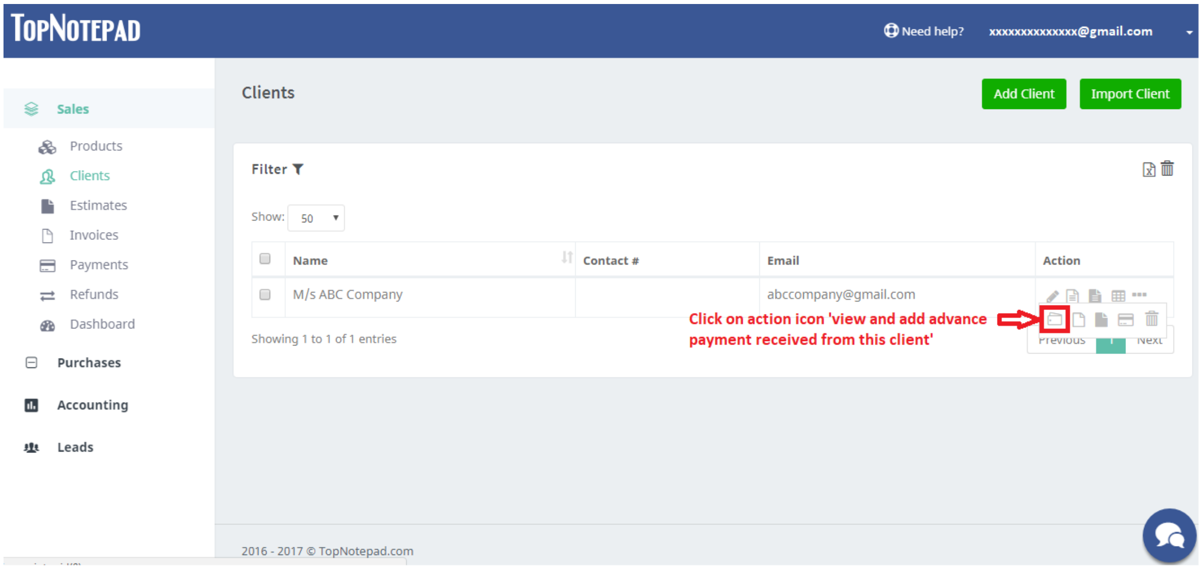


Step 3: After clicking on “Save & Exit” you can view the client in listing.

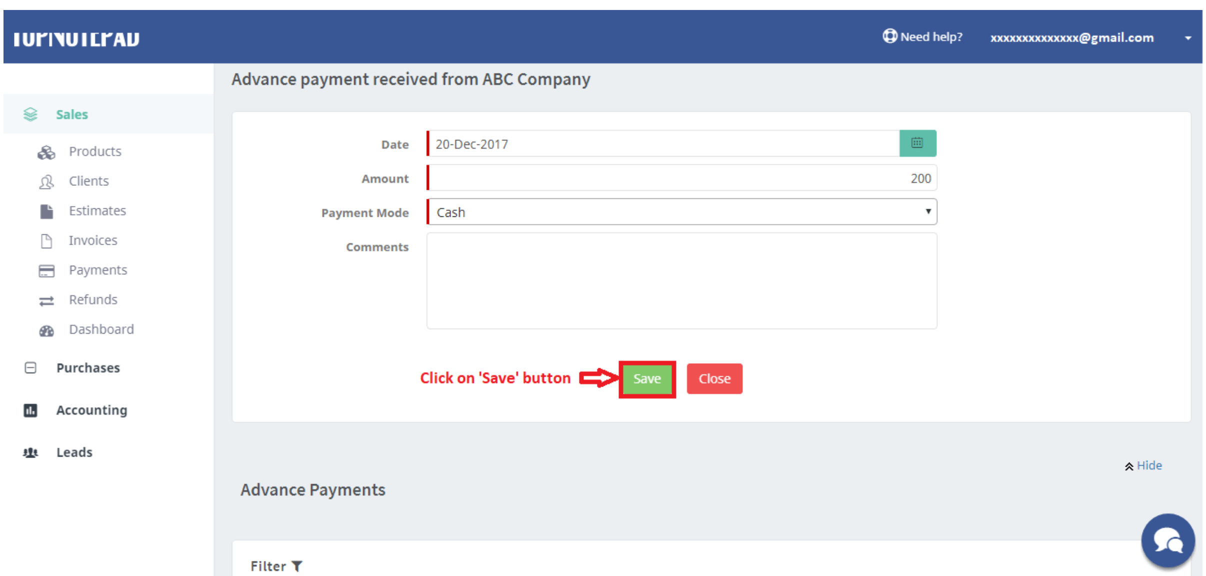


8. Steps to add and view advance payment of client from action icon.

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

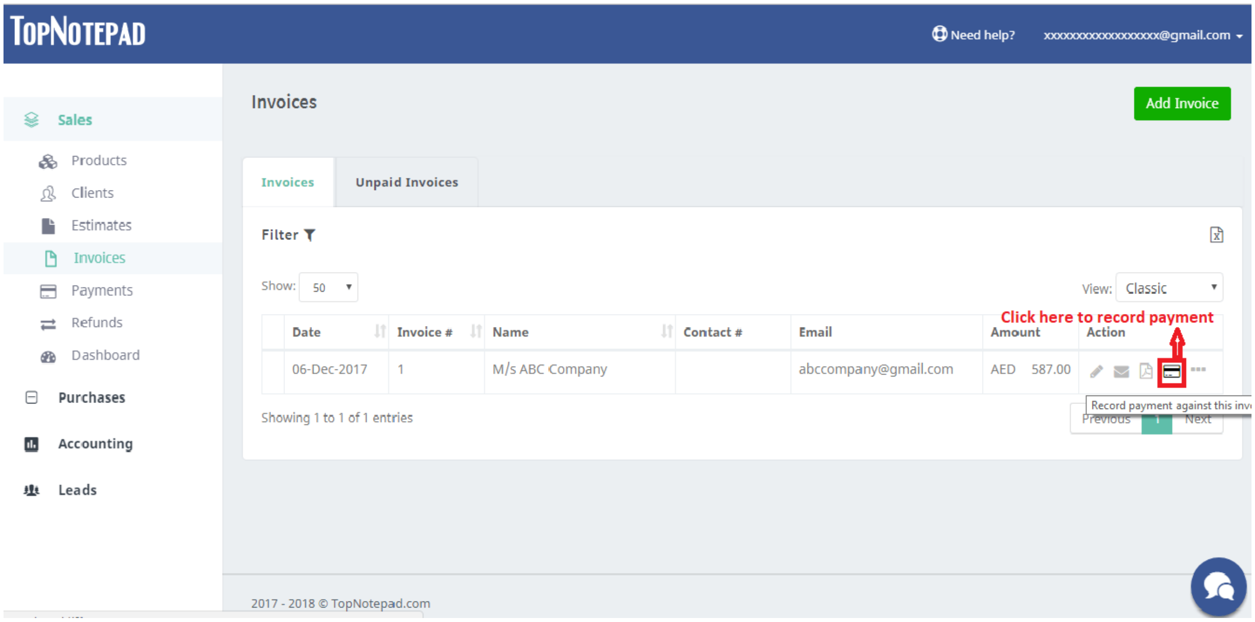


Step 2: Please provide the amount received and the mode of payment and click on save.



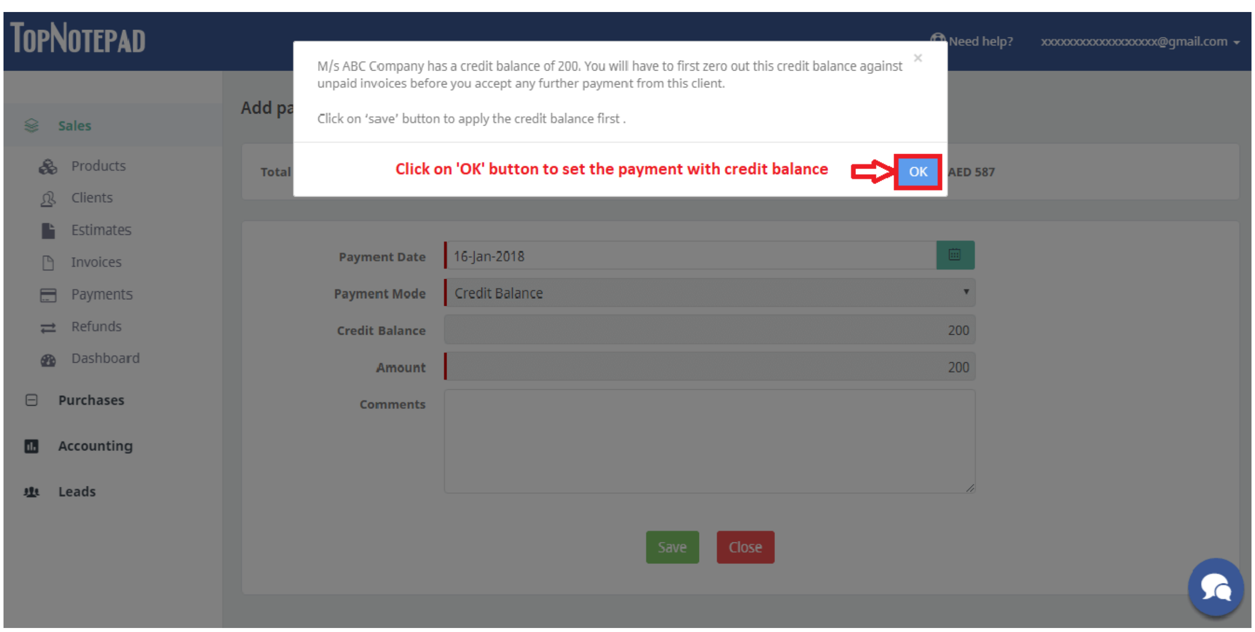
9. Steps to set-off credit balance against an unpaid invoice

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

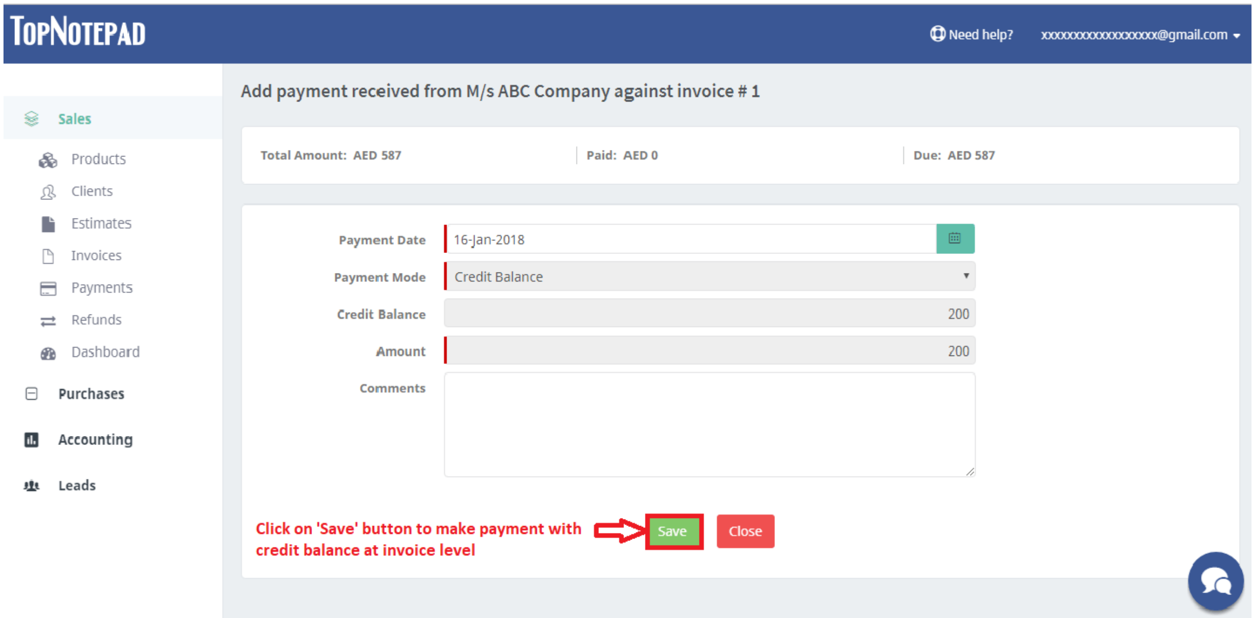


Step 2: If client has credit balance, the software will automatically show "credit balance" as the payment mode. A pop-up appears, it is just for your information, click "ok".

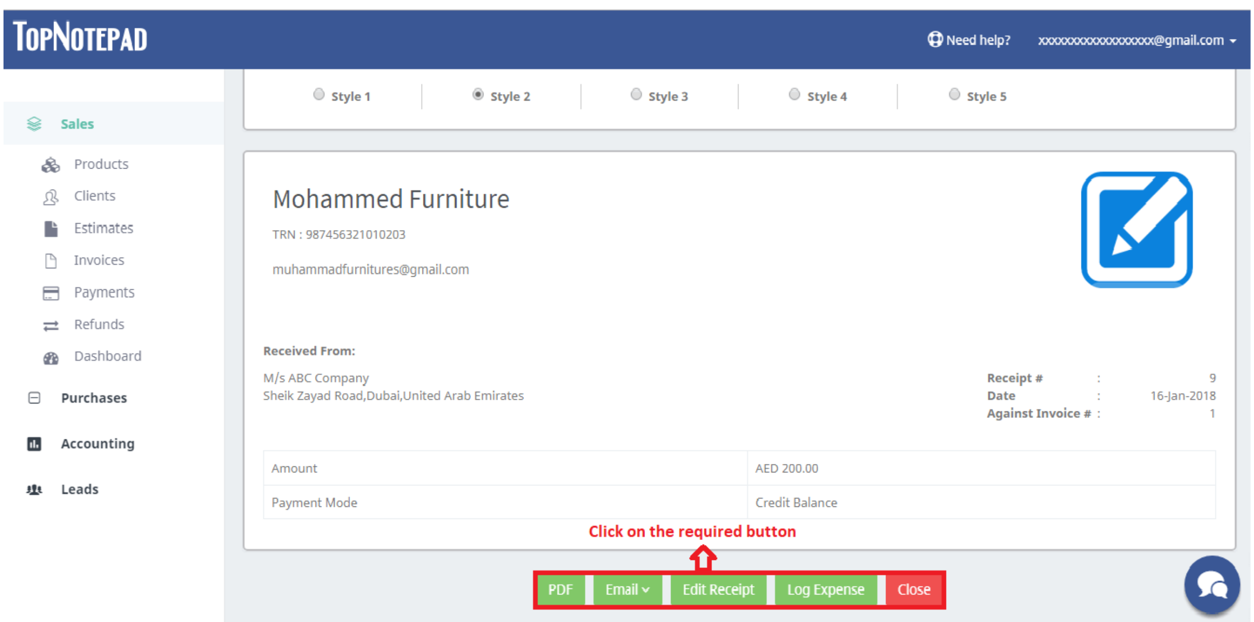
Please note, you must first zero out your client's credit balance against an unpaid invoice before you accept any further payment against the same invoice.



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

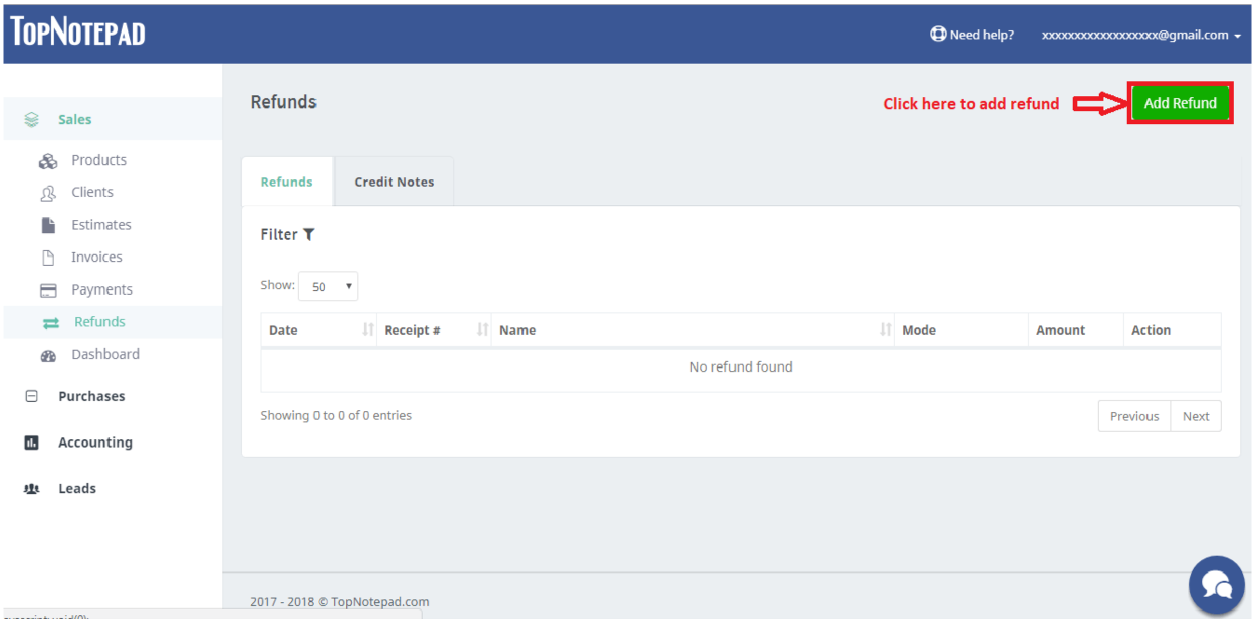


Step 4: After clicking on 'Save' button you can view the payment receipt. You have option to choose from different styles, choose the one you like the most.



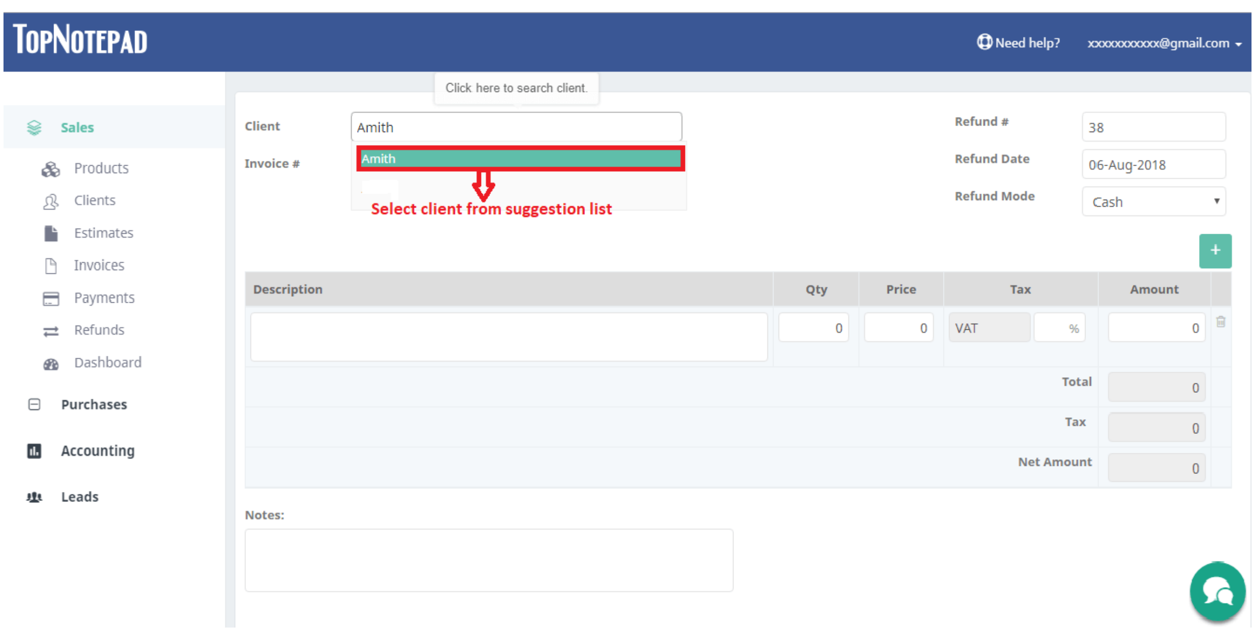
10. Steps to log a refund & issue a refund receipt.

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

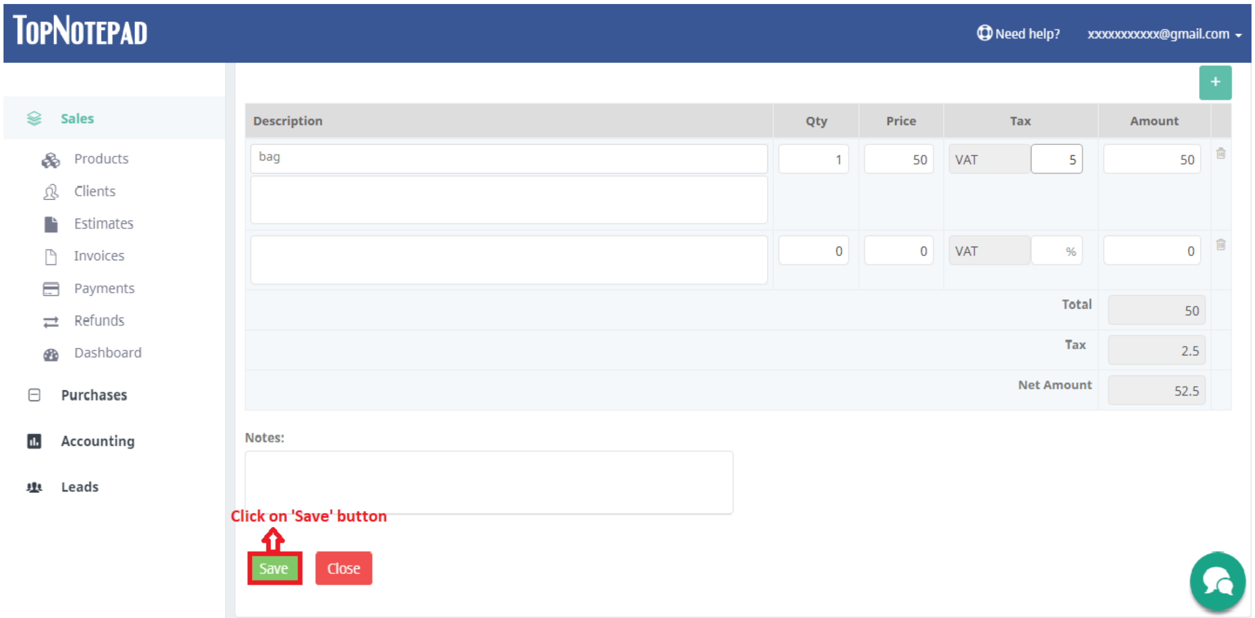


Step 2: Please select an existing client from the suggestions list. Next, select the invoice number against which the refund needs to be issued.

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.

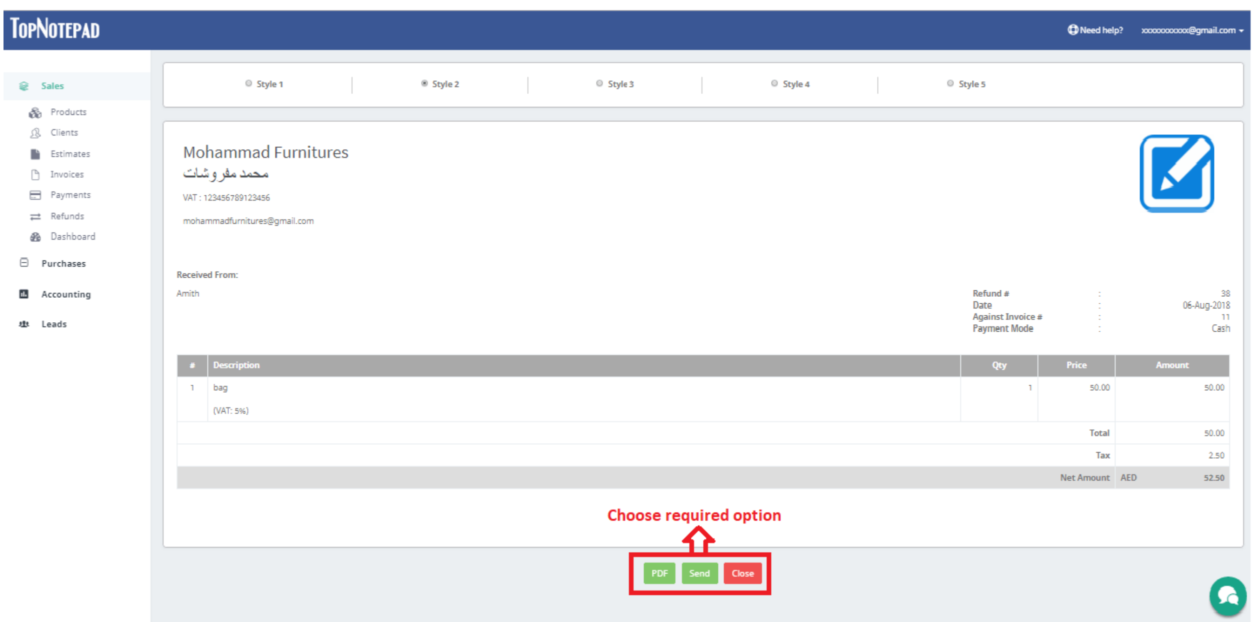


Step 3: Fill out the details of refund as shown below and click on 'Save' button.



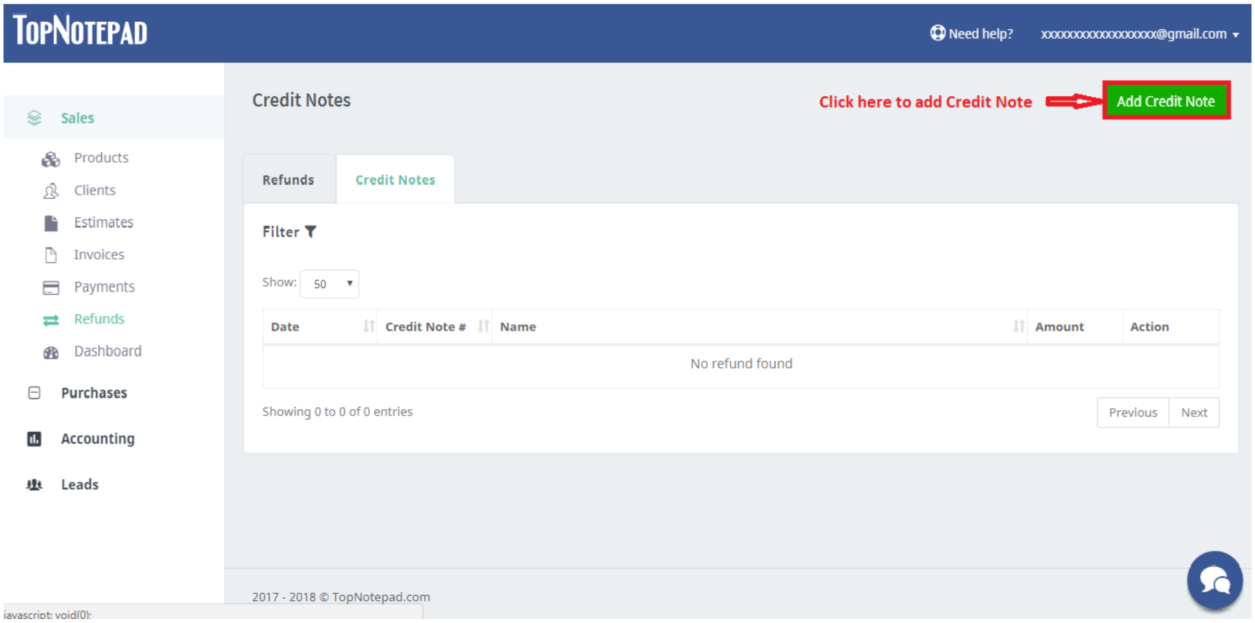
Step 4: After clicking on 'Save' button you can view the refund. You have option to choose the style you like the most.

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



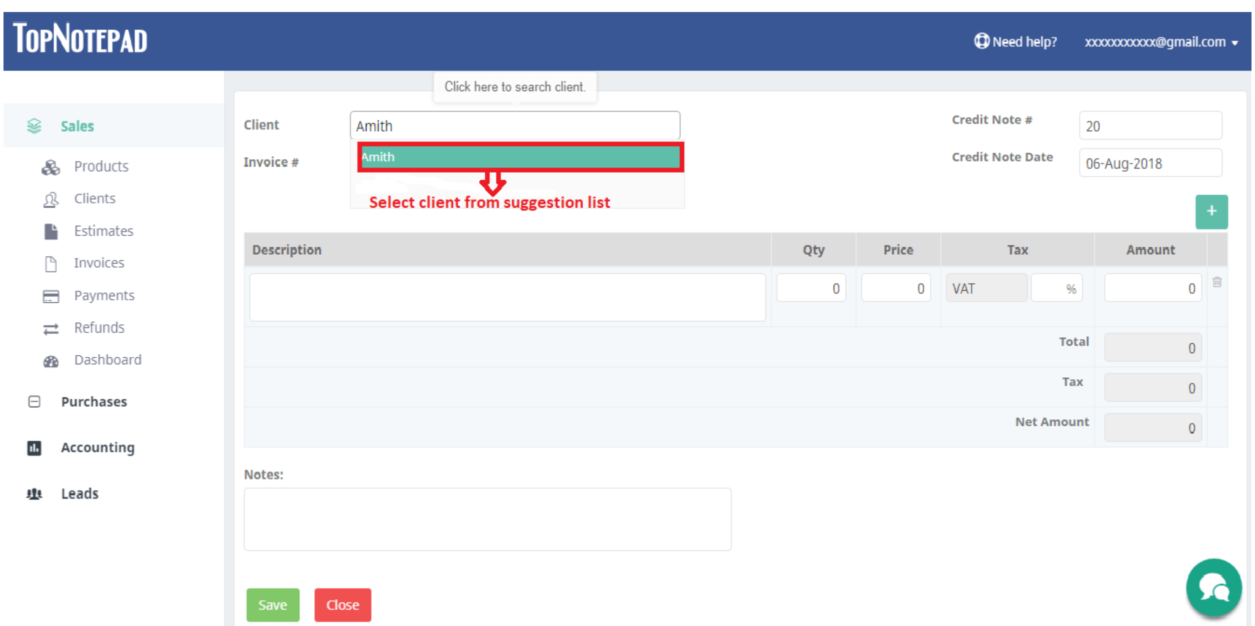
11. Steps to issue a credit note.

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

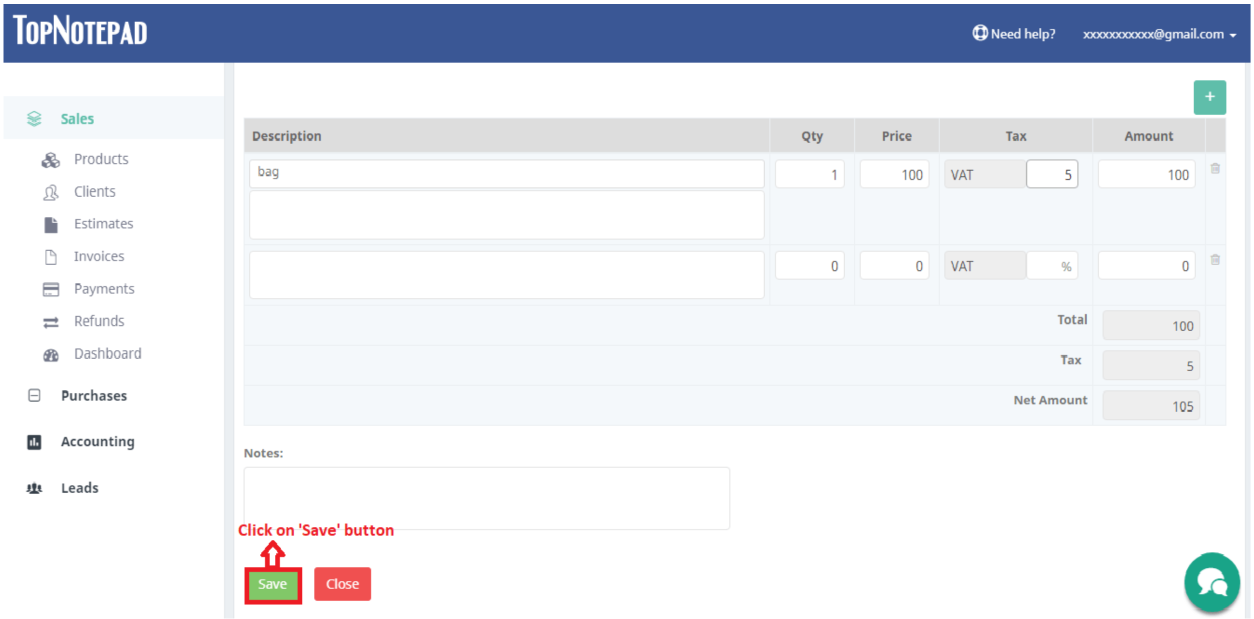


Step 2: Please select an existing client from the suggestions list. Next, select the invoice number against which the credit note needs to be issued.

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.

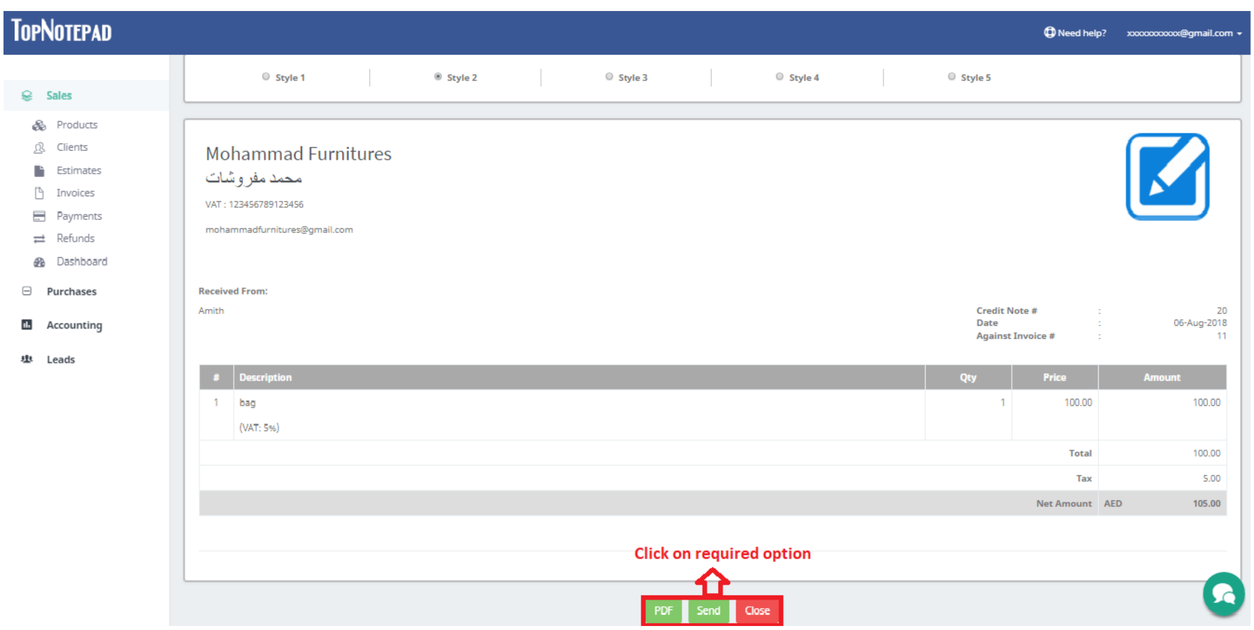


Step 3: Fill out the details for credit note as shown below and click on 'Save' button.



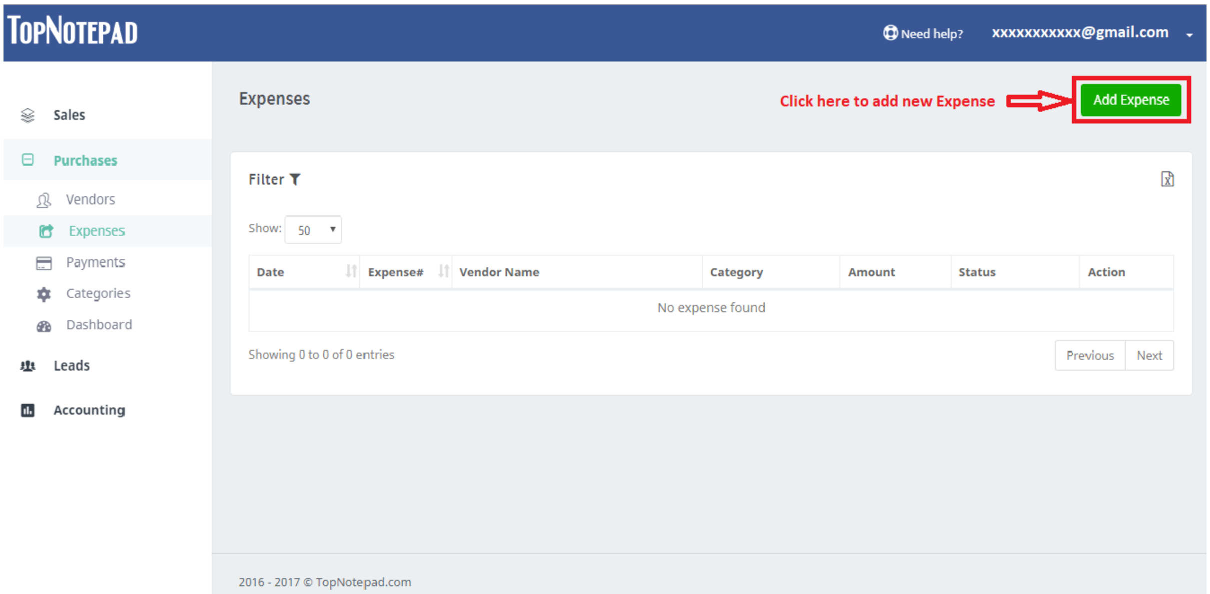
Step 4: After clicking on 'Save' button you can view the credit note. You have option to choose the style you like the most.

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

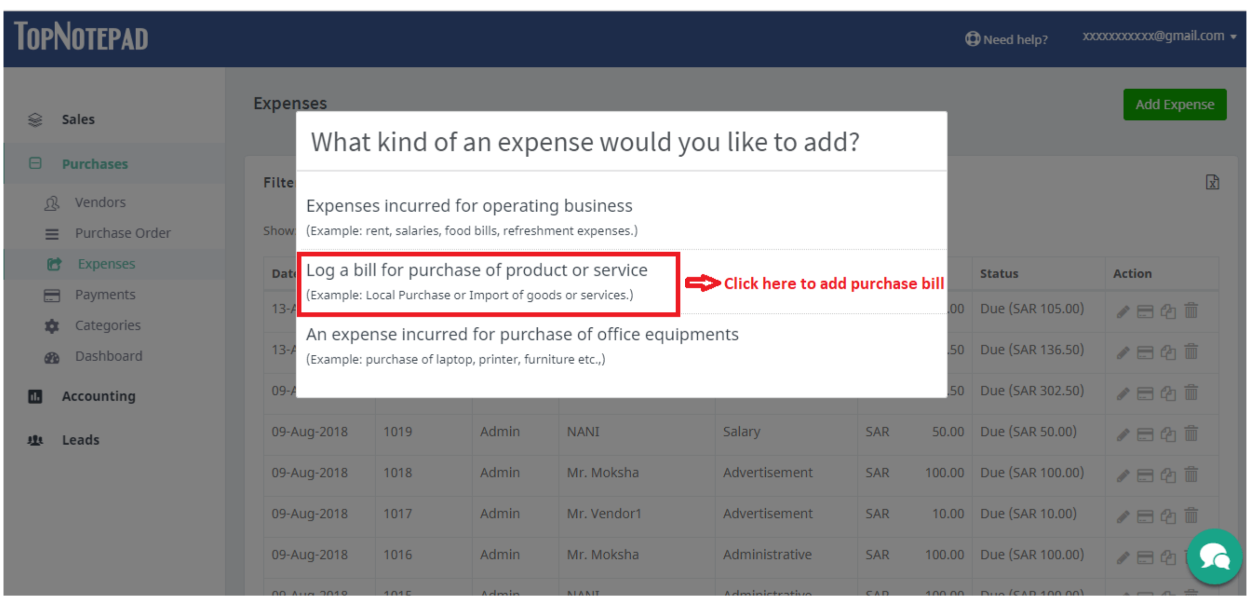


12. Steps to log a purchase bill.

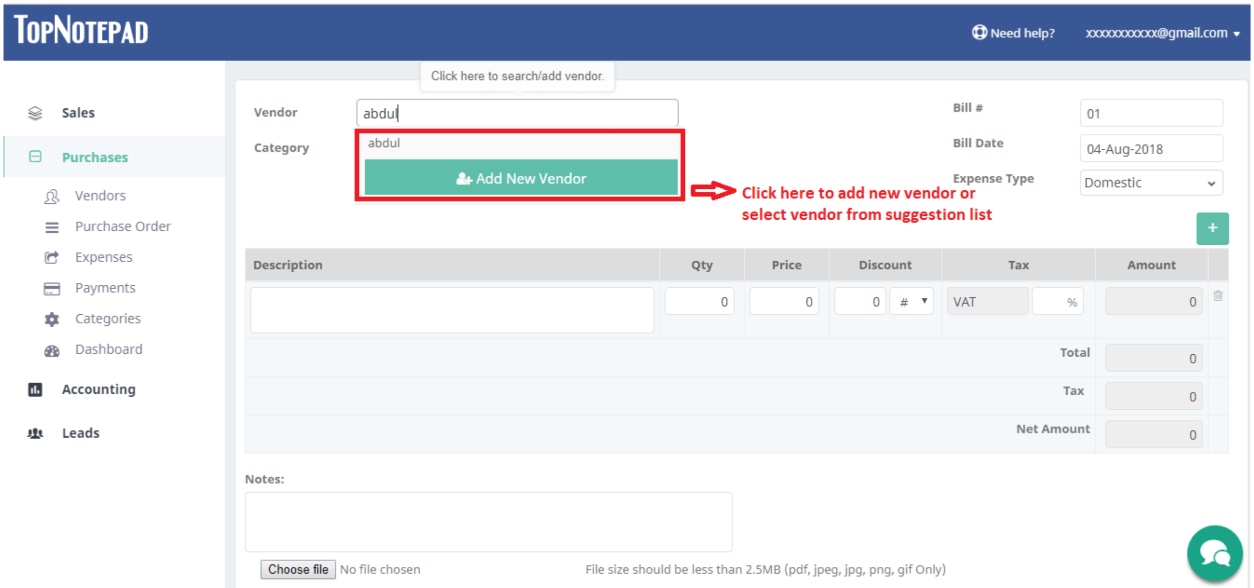
Step 1: To add an expense click on the "add expense" button in "expenses" page under purchases module as shown in the screenshot below.



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

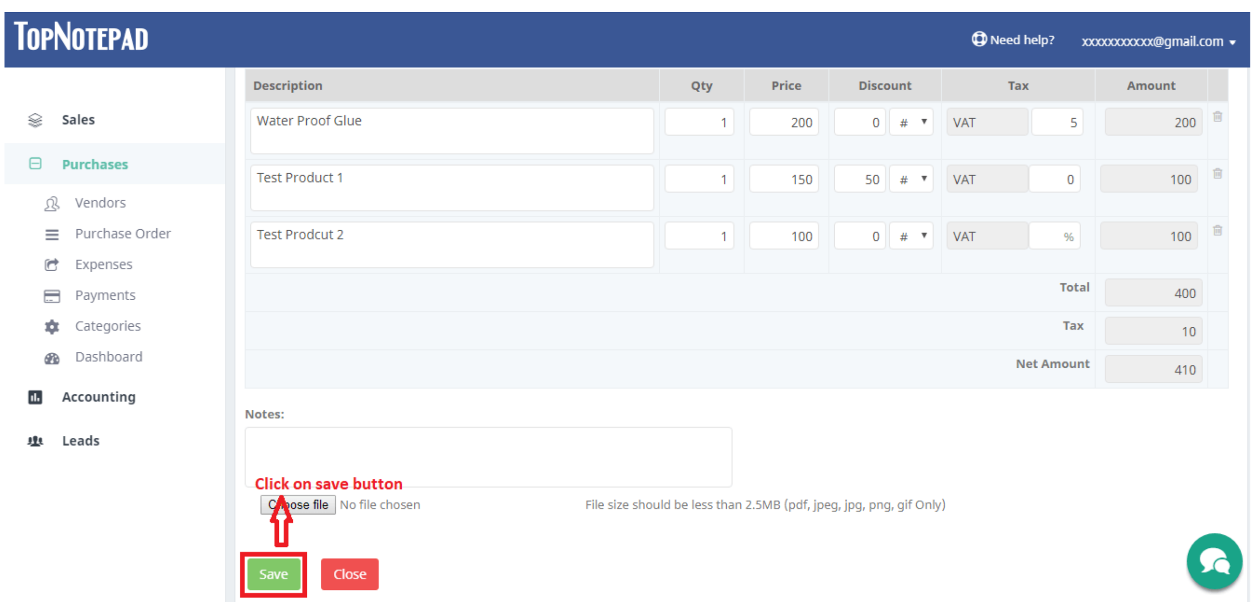


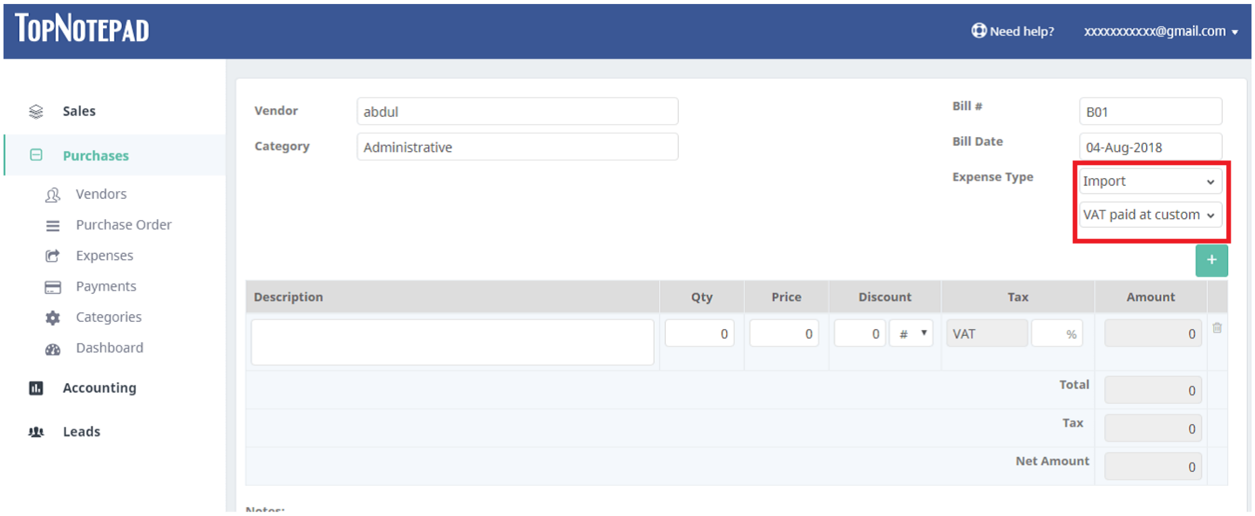
Step 3: A form would open-up to log a new bill. Next, add details of your vendor. If it's an existing vendor choose from the suggestion and if the vendor is new, please click on "add new vendor" button and add the details.



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.




TopNotepad
Need help?
xxxxxxxxxxx@gmail.com
Sales
Purchases
Vendors
Purchase Order
Expenses
Payments
Categories
Dashboard
Accounting
Leads
Vendor
abdul
Category
Administrative
Bill #
B01
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Description
Qty
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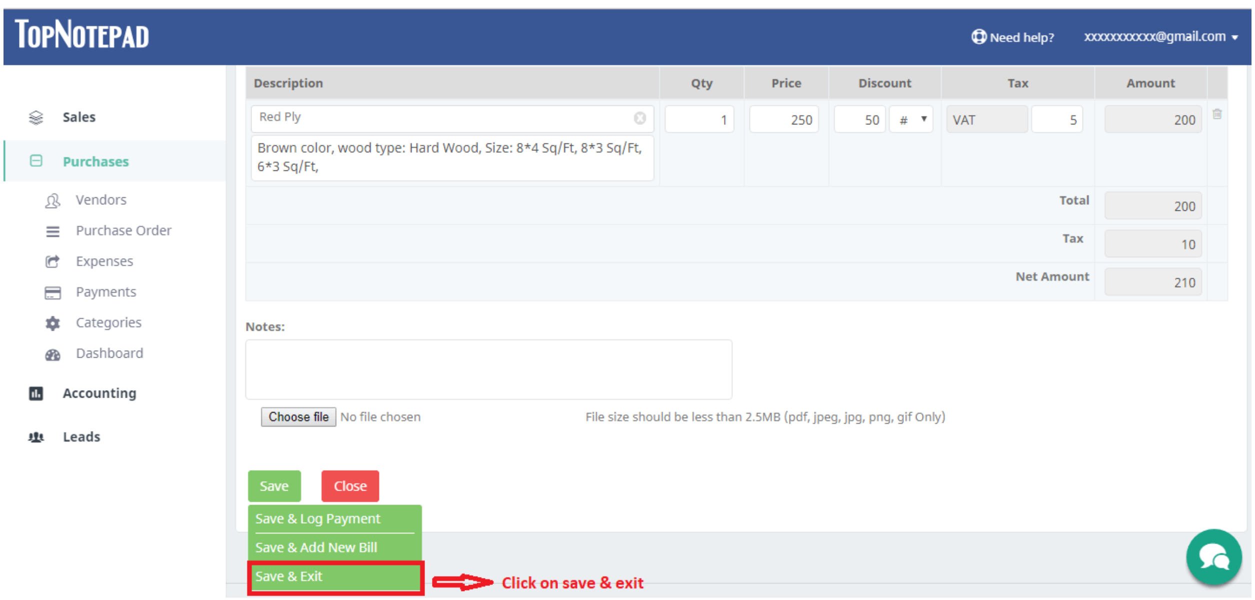
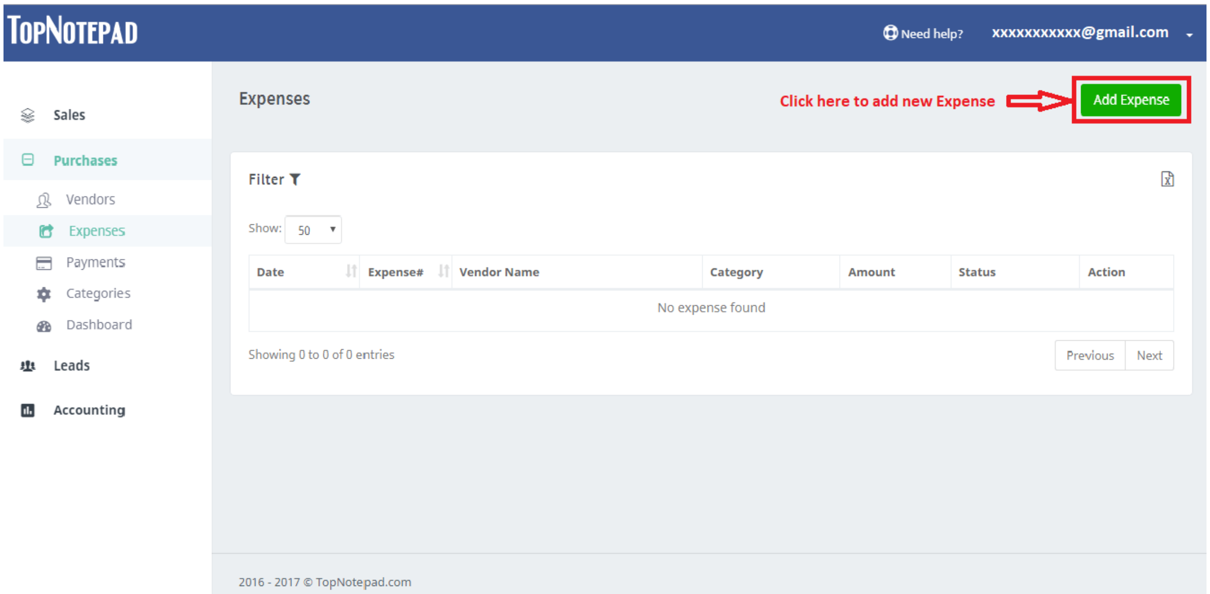
Tax
Amount
VAT
Total
Tax
Net Amount

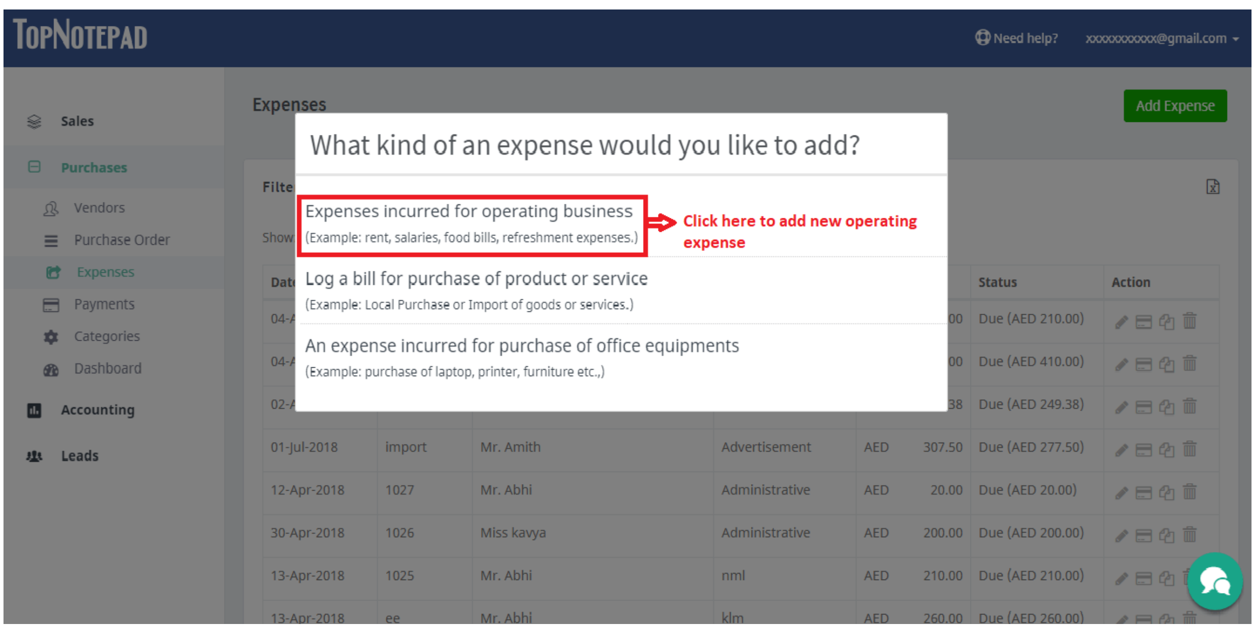

TopNotepad
Need help?
xxxxxxxxxxx@gmail.com
Sales
Purchases
Vendors
Purchase Order
Expenses
Payments
Categories
Dashboard
Accounting
Leads
Description
Qty
Price
Discount
Tax
Amount
Red Ply
1
250
50
VAT
5
200
Brown color, wood type: Hard Wood, Size: 8*4 Sq/Ft, 8*3 Sq/Ft, 6*3 Sq/Ft,
Total
200
Tax
10
Net Amount
210
Notes:
Choose file
No file chosen
File size should be less than 2.5MB (pdf, jpeg, jpg, png, gif Only)
Save
Close
Save & Log Payment
Save & Add New Bill
Save & Exit
Click on save & exit

13. Steps to add an expense.

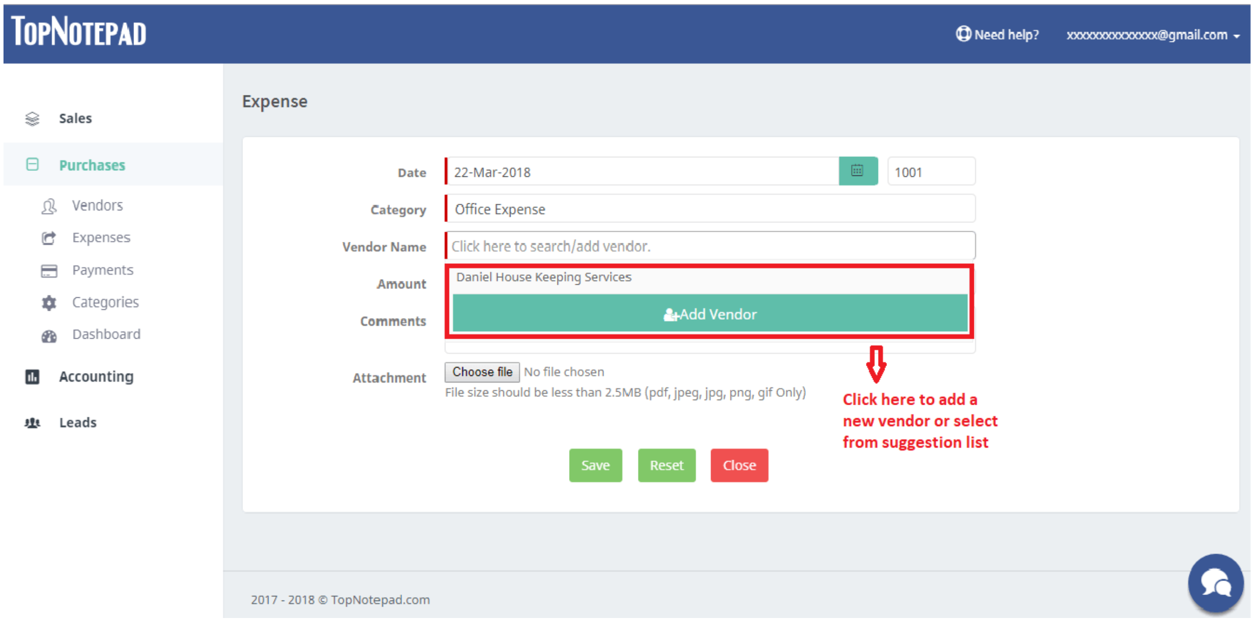
Step 1: To add an expense click on the add expense button in Purchases as shown in the screenshot below.



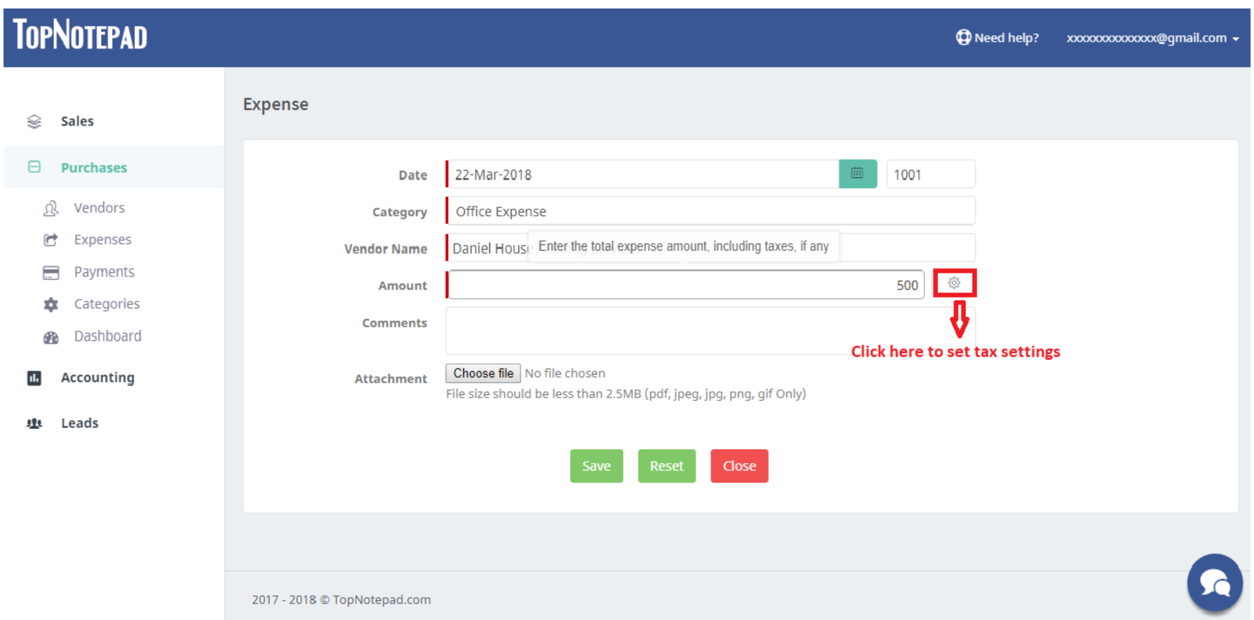
Step 2: Read through the options and choose appropriate type of expense and proceed. In our example, we are logging an expense incurred for seeking services.



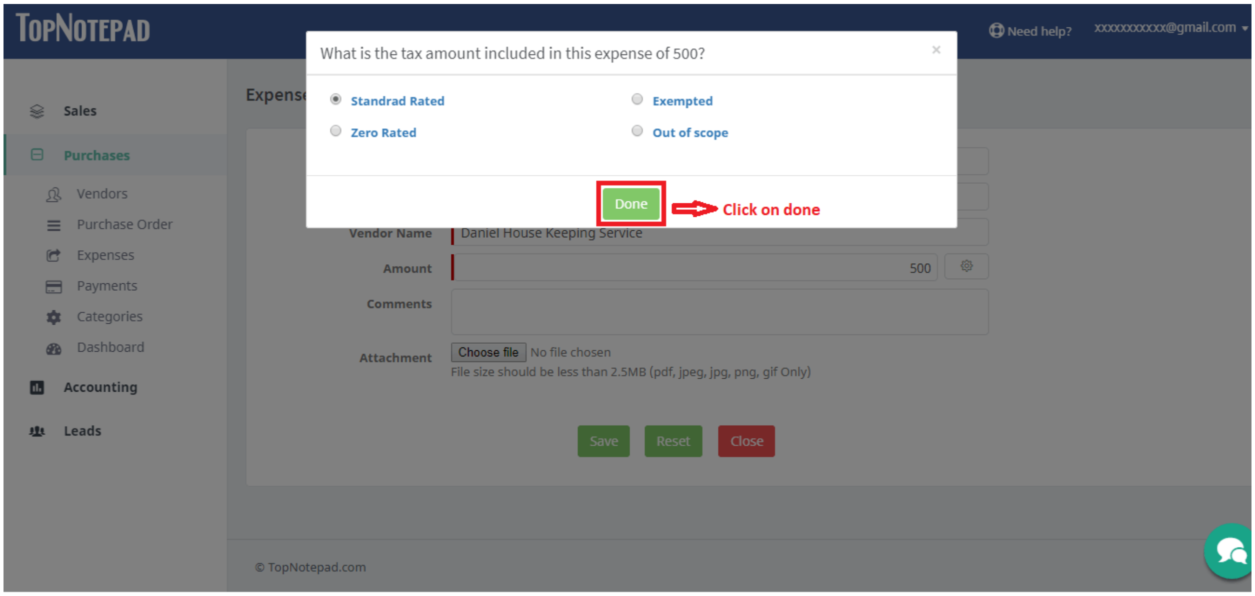
Step 3: A form would open-up to log an expense. Next, add details of your vendor. If it's an existing vendor choose from the suggestion and if the vendor is new, please click on "add new vendor" button and add the details.



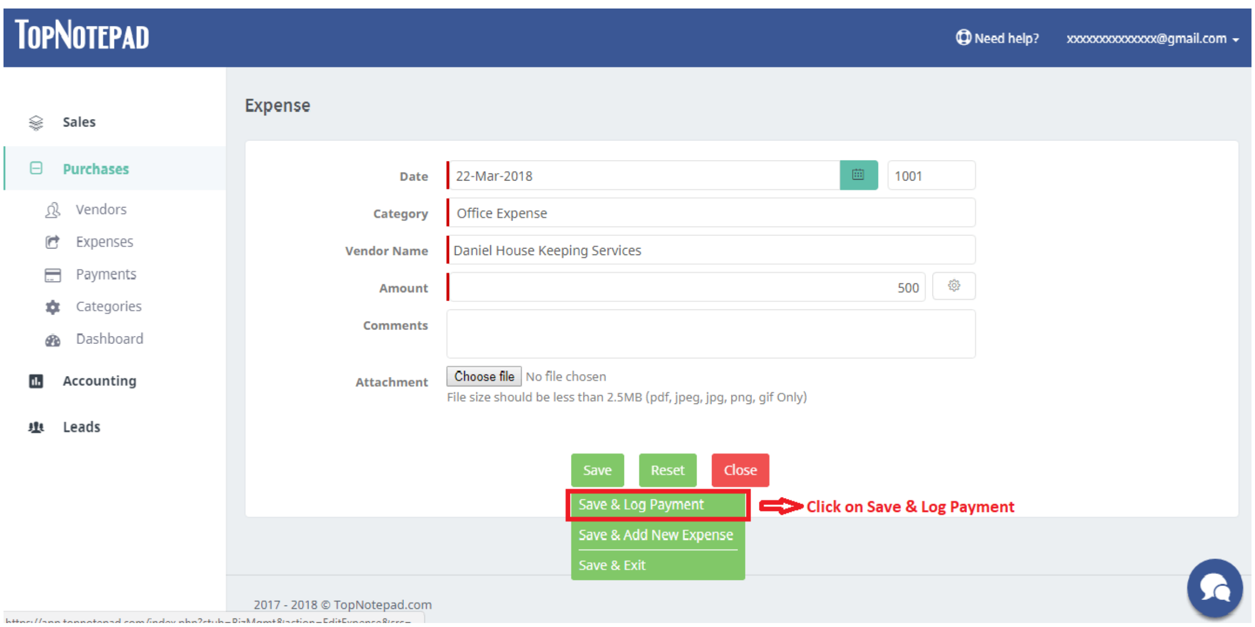
Step 4: If the expense amount includes tax which can be claimed to reduce your net tax liability, in that case click on the "cog wheel" icon to provide details.



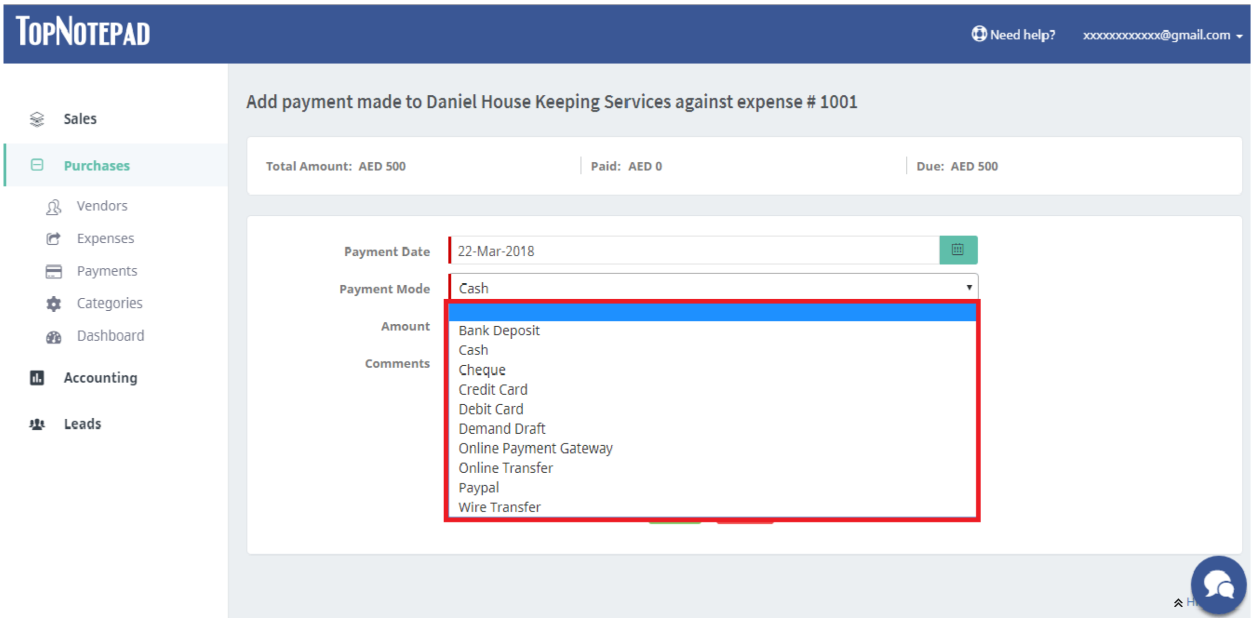
Step 5: You will see a pop-up asking you details of the tax amount included in the expense. Please provide the tax percentage.



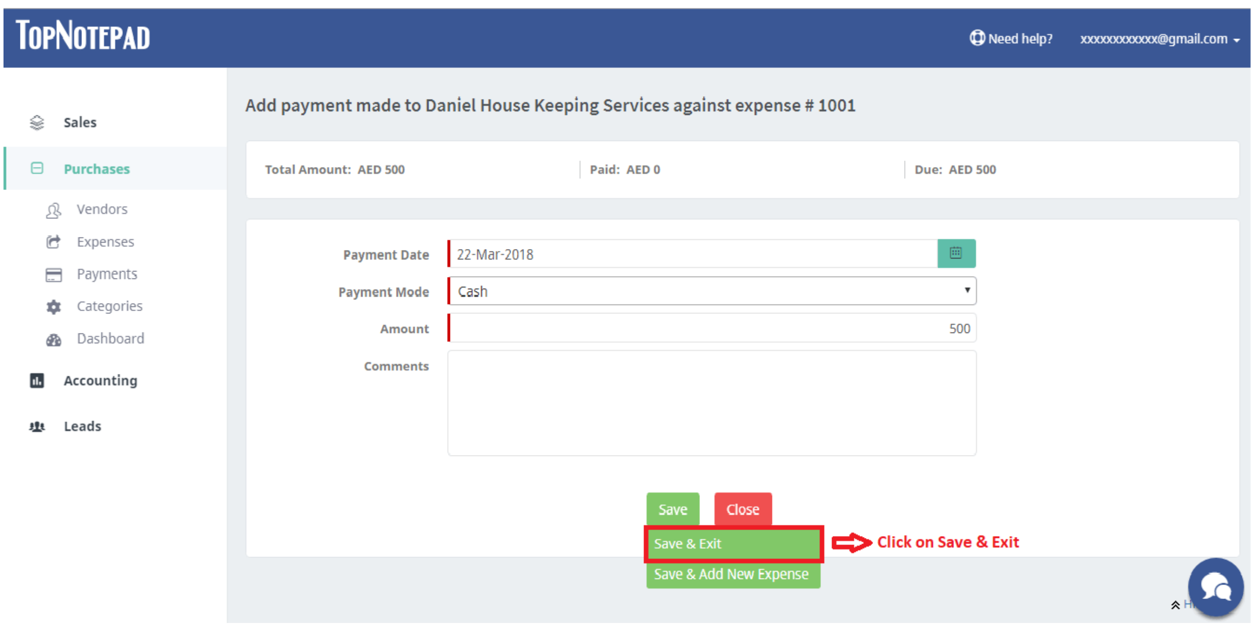
Step 6: After providing the required information, click on 'Save & Log payment' options, if you like to add the payment details against the expense. You will also see option to "save & add new expense" and another option to "save & exit", if you just want to save the expense.



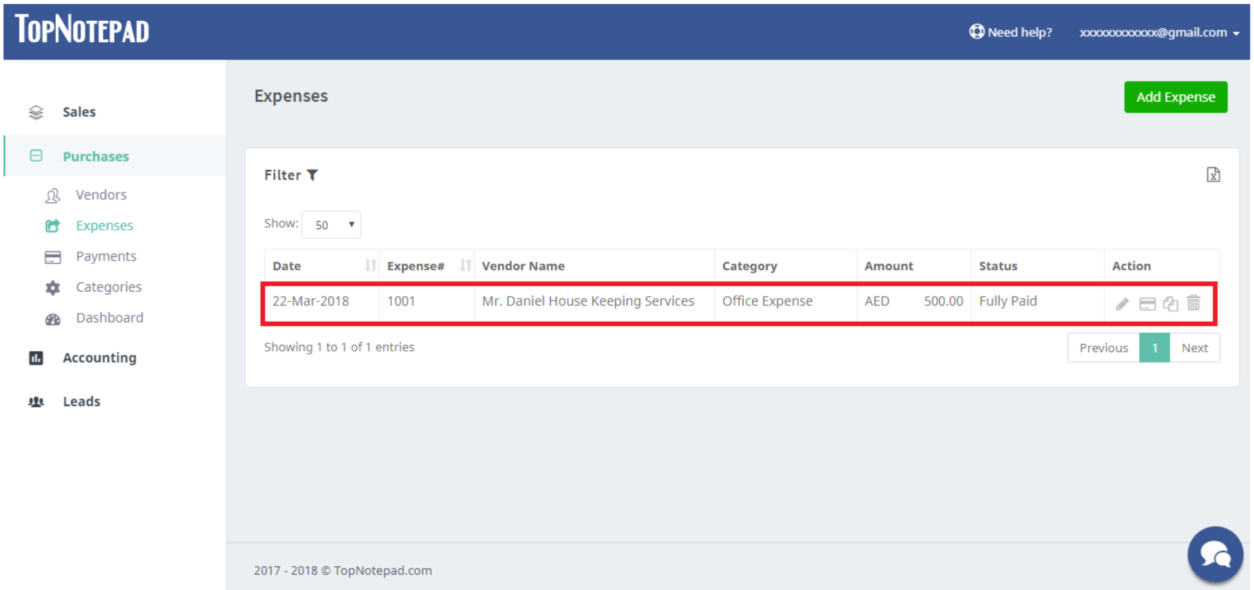
Step 7: After clicking on "Save & Log Payment" payment page will open. On the payments page, select the payment mode from the drop down.



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

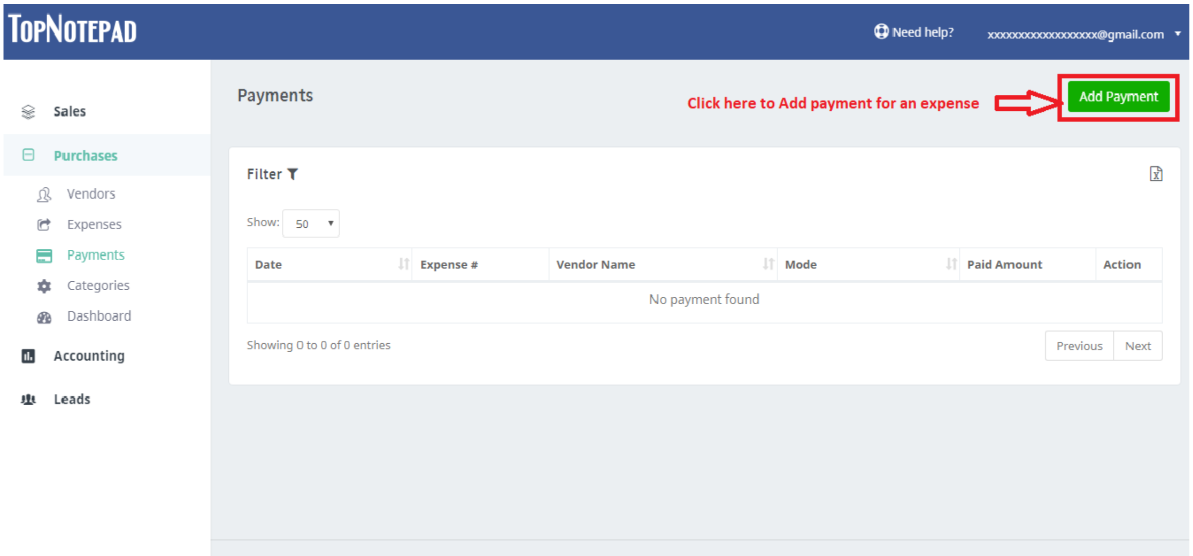


Step 9: After clicking on save & exit it will take you to the expense listing.

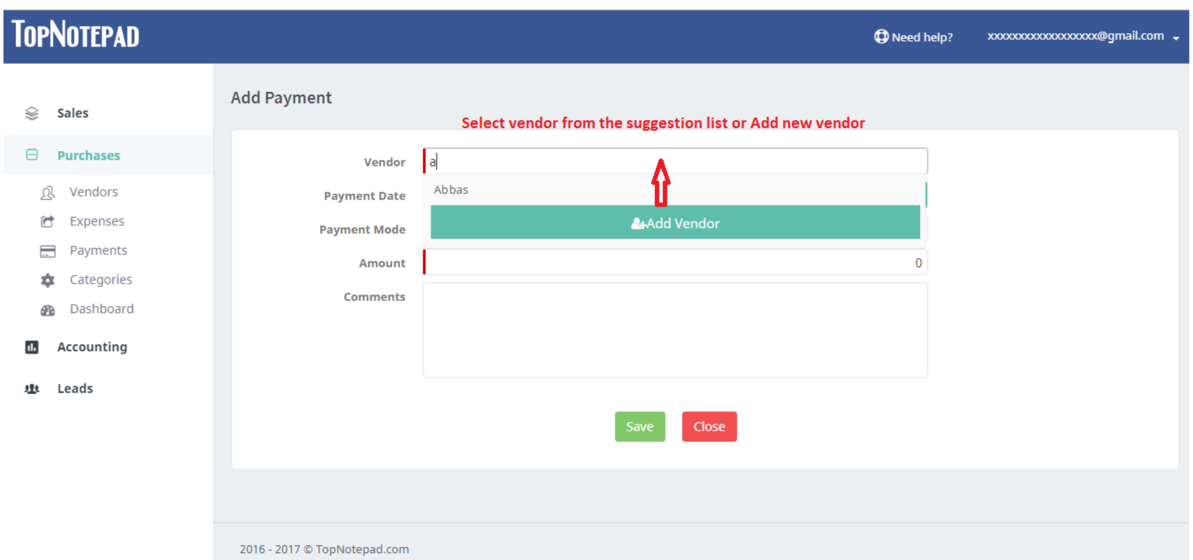

TopNotepad
Need help?
xxxxxxxxxxxx@gmail.com
Sales
Purchases
Vendors
Expenses
Payments
Categories
Dashboard
Accounting
Leads
Expenses
Add Expense
Filter
Show: 50
Date
Expense#
Vendor Name
Category
Amount
Status
Action
22-Mar-2018
1001
Mr. Daniel House Keeping Services
Office Expense
AED 500.00
Fully Paid
Showing 1 to 1 of 1 entries
Previous
1
Next
2017 - 2018 © TopNotepad.com

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

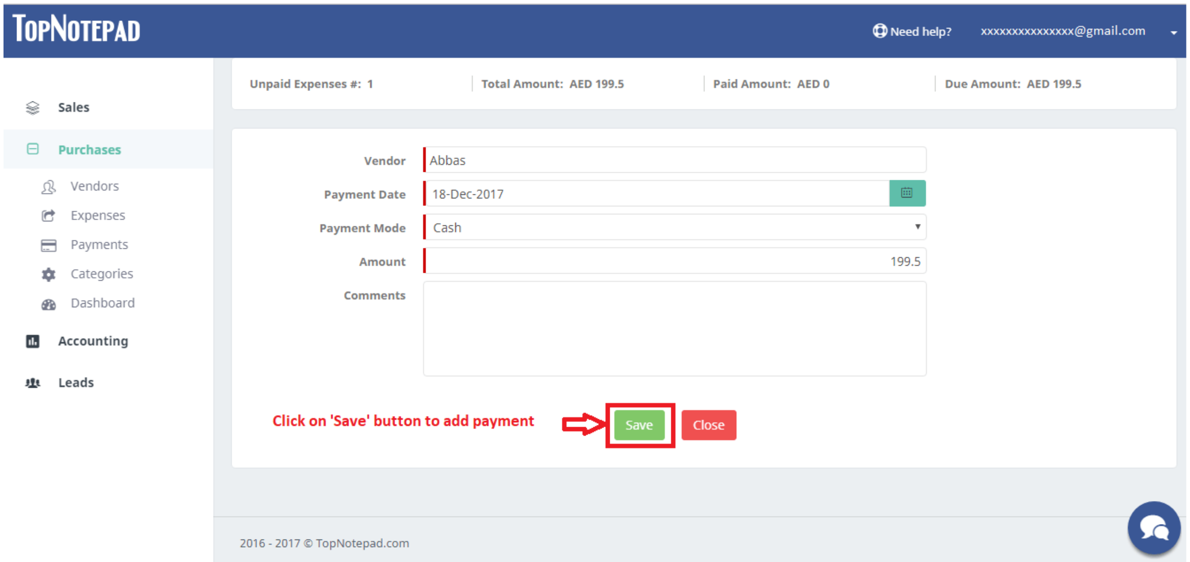
Step 1: On the “payments” page in “purchases” module click on ‘Add Payment’ button to log a payment.



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.

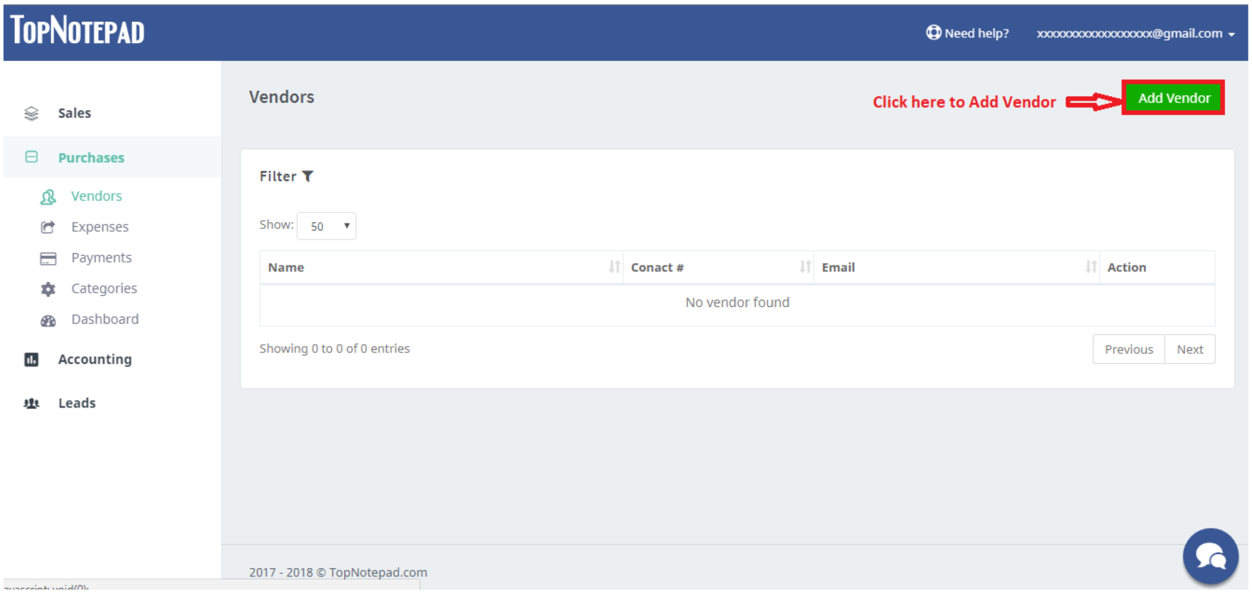


Step 3: Fill out details of payment like the date on which the payment was made and the mode of payment etc. and click on save button.



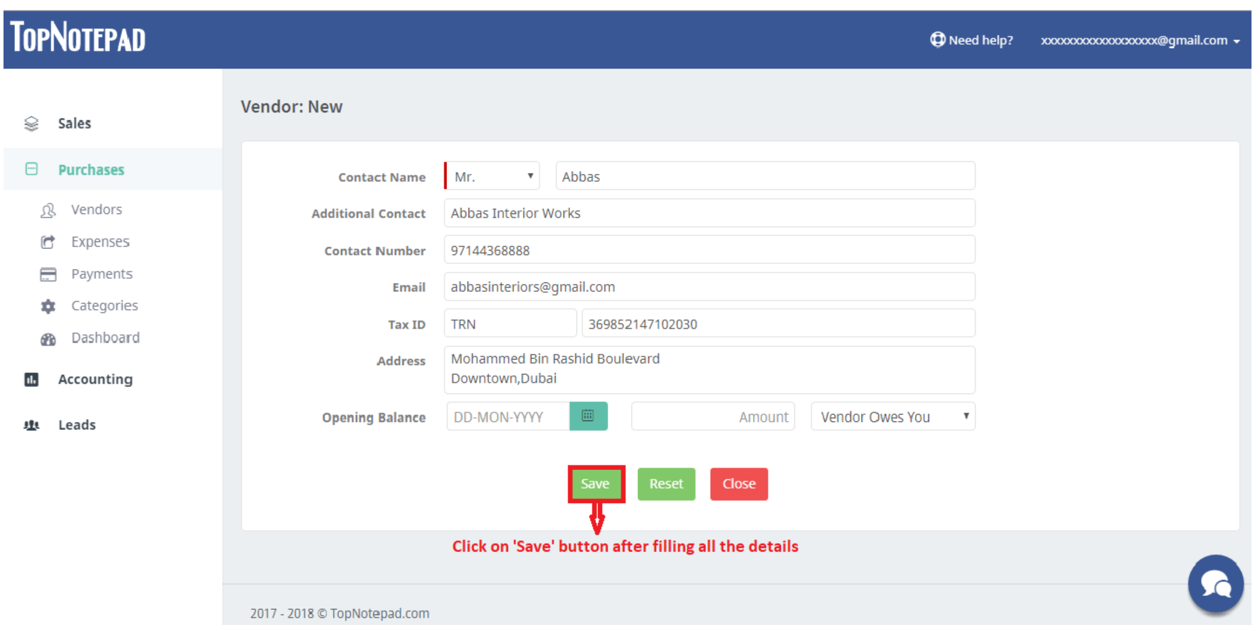
15. Steps to add a new vendor.

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

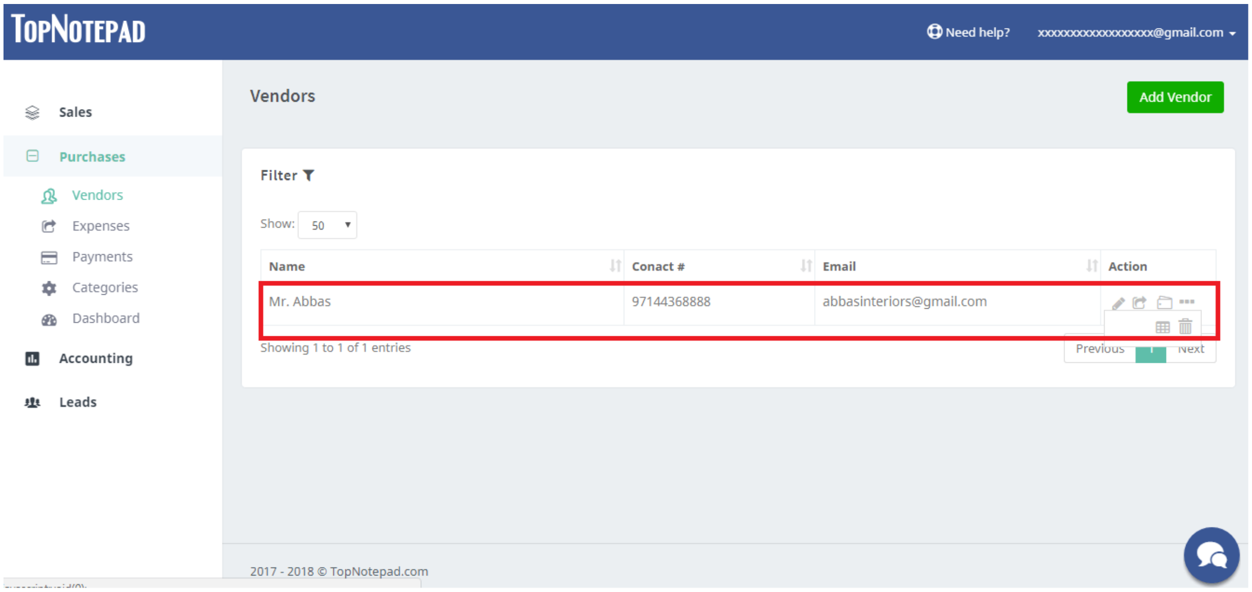


Step 2: Please add all the details of your client, like name, contact number, address etc., Please note, you can also provide opening balance, if any from previous transactions.

After filling out the details, please click on “save”.



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


TopNotepad
Need help?
xxxxxxxxxxxxxxxxxx@gmail.com
Sales
Purchases
Vendors
Expenses
Payments
Categories
Dashboard
Accounting
Leads
Vendors
Add Vendor
Filter
Show: 50
Name
Conact #
Email
Action
Mr. Abbas
97144368888
abbasinteriors@gmail.com
Showing 1 to 1 of 1 entries
Previous
1
Next
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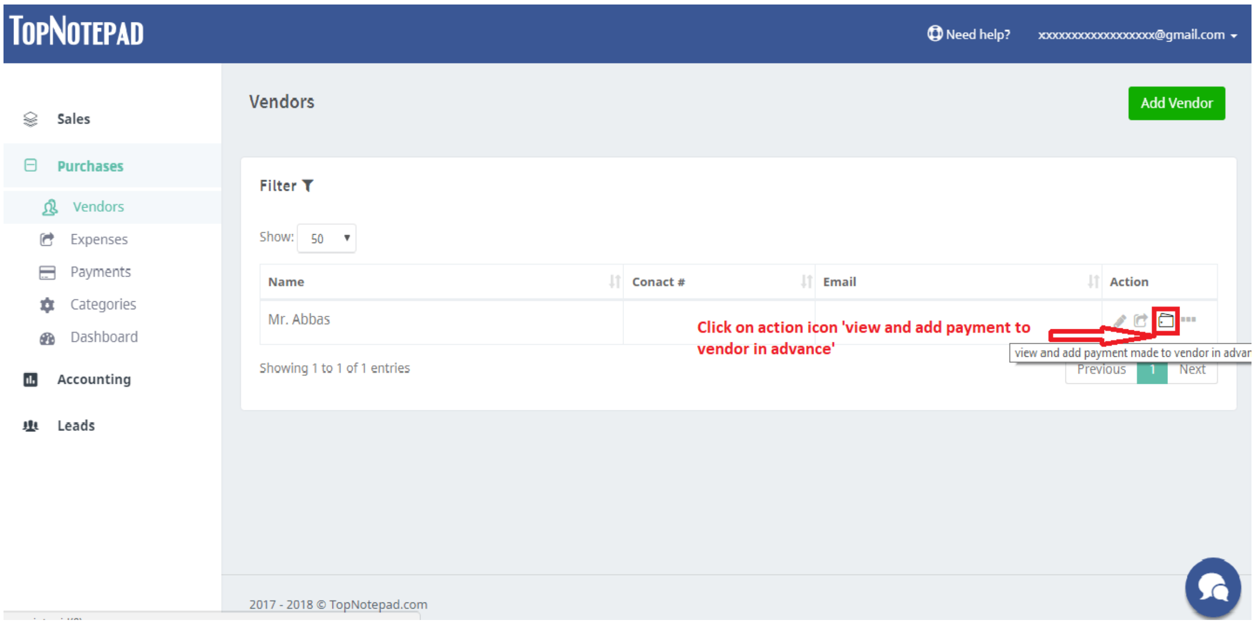
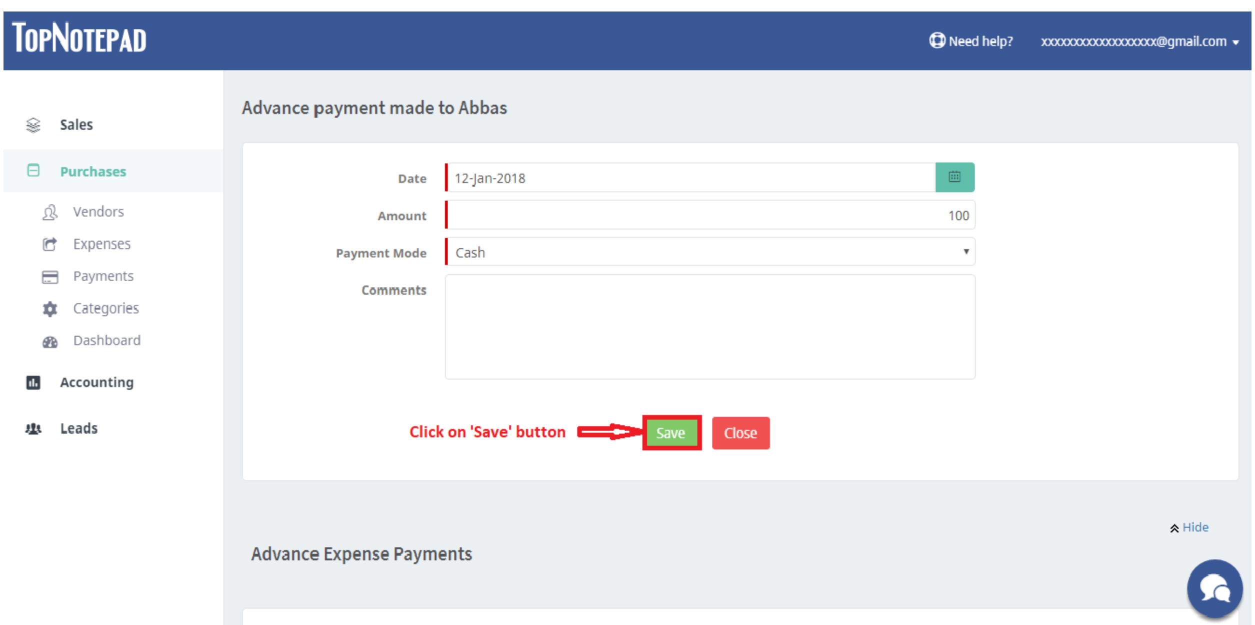
16. Steps to add and view advance payments made to a vendor from action icons.

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

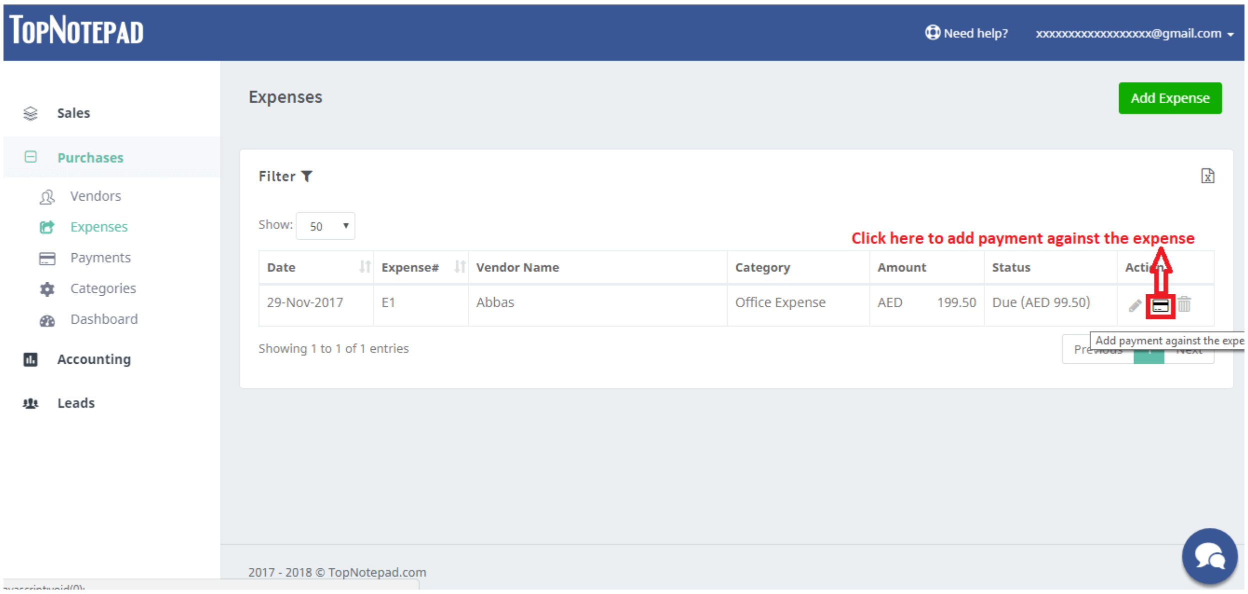


Step 2: You may scroll down to view previous advance payments made and to log a new advance payment made to vendor, fill the form as shown below and click on save.

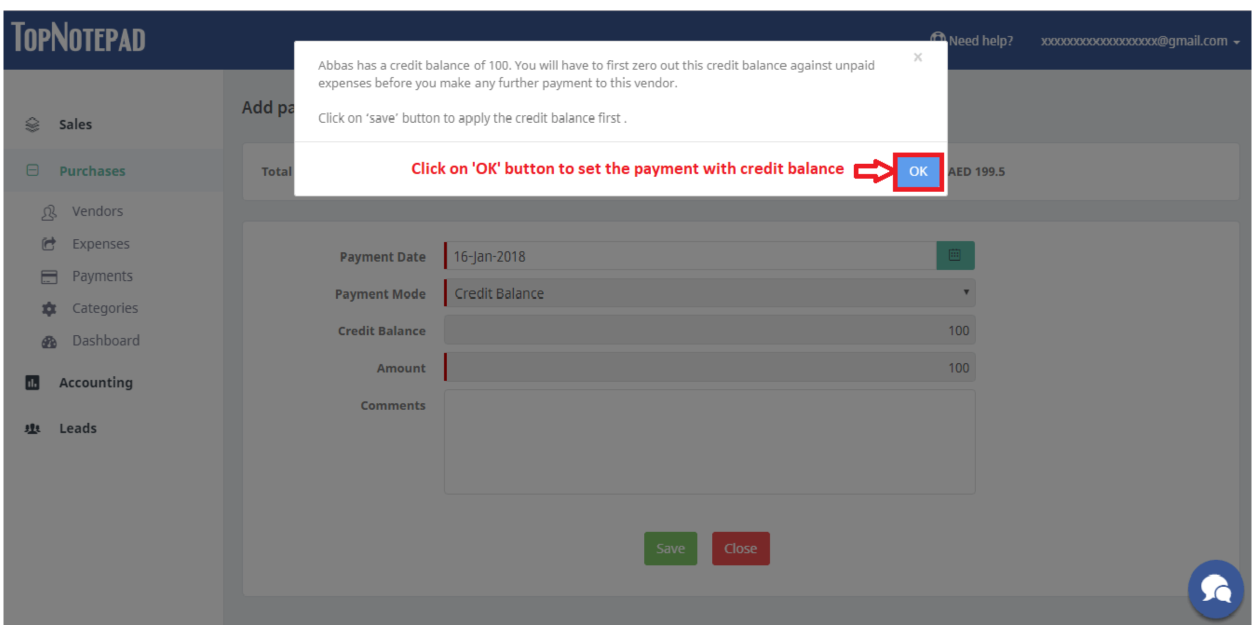


17. Steps to set-off credit balance against an unpaid expense.

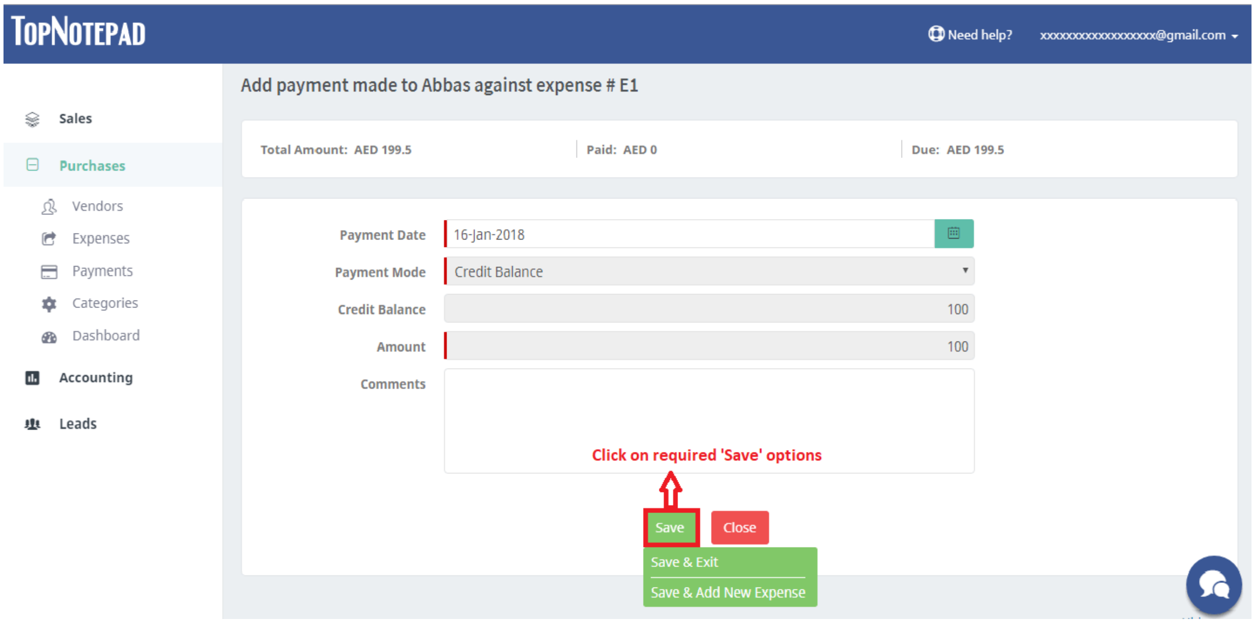
Step 1: To set-off any credit balance that you have with a vendor against an expense incurred at the vendor please click on action icon 'Add payment against the expense' as shown below.



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".



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


TopNotepad
Need help?
xxxxxxxxxxxxxxxxxx@gmail.com
Add payment made to Abbas against expense # E1
Sales
Purchases
Vendors
Expenses
Payments
Categories
Dashboard
Accounting
Leads
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

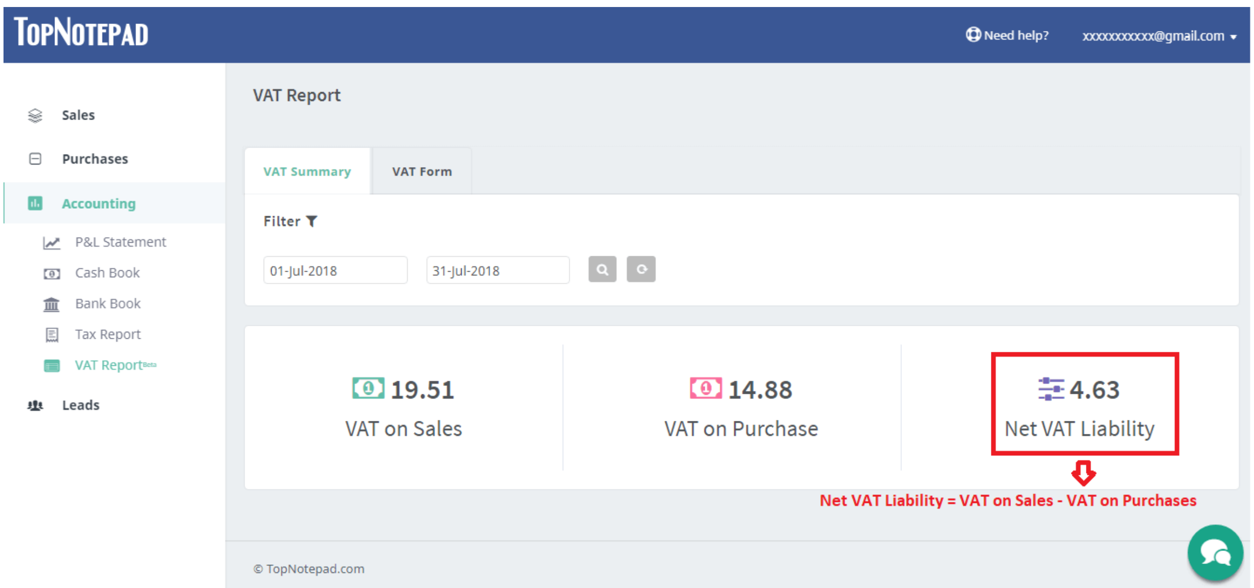
18. VAT Report (Summary)

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.

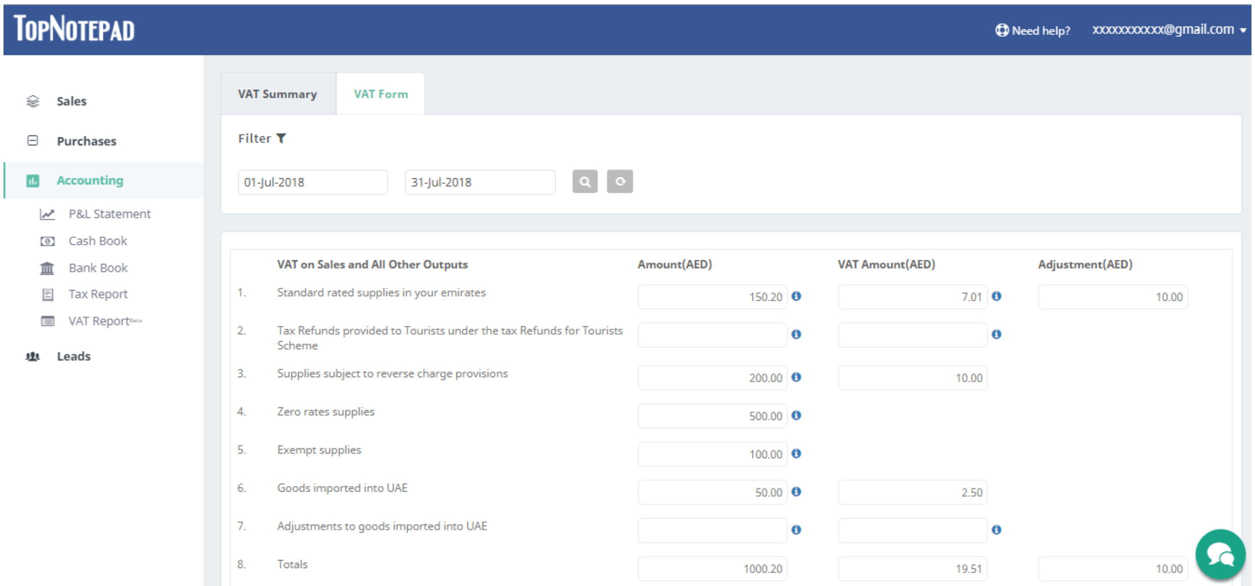
You can filter this report for different periods. Just select the date range in the search box and press enter.

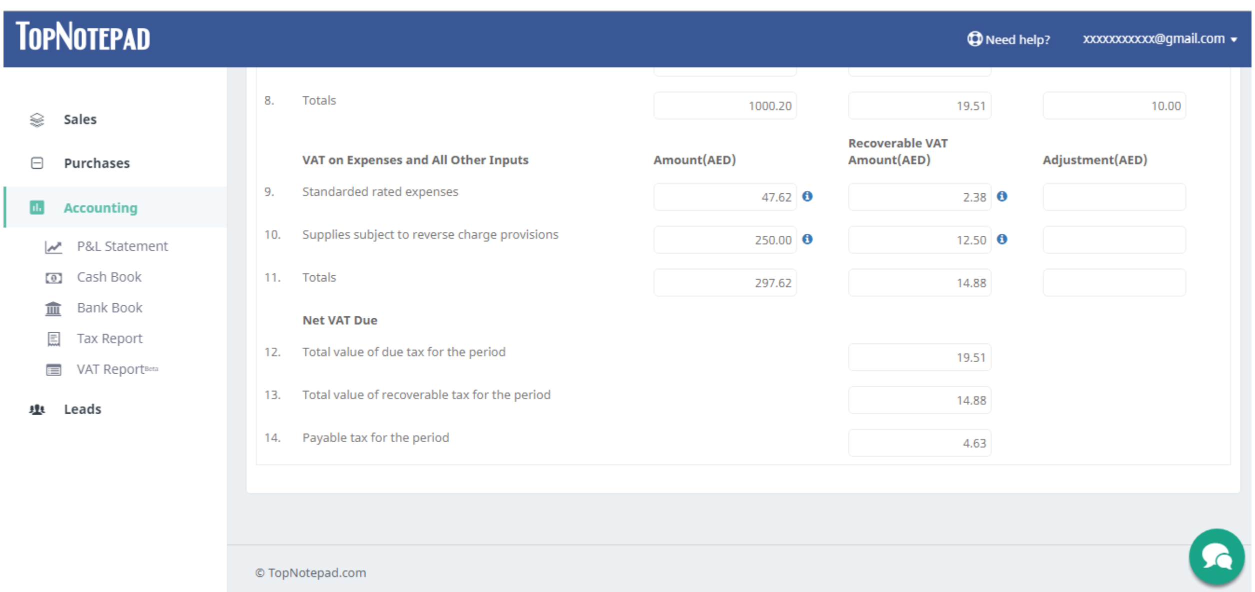
You can even export out the data in excel by click on the excel icon available in the search box. The report exported is very detailed. You will find VAT collected on each any every invoice and also the VAT paid on each and every expense.



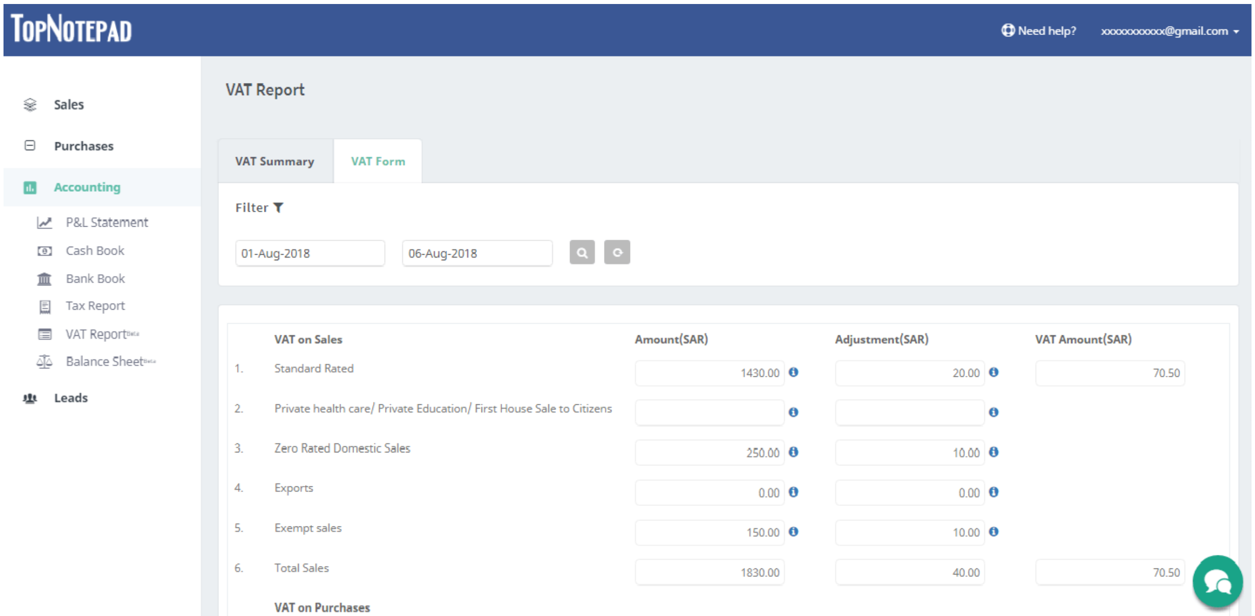
19. VAT form

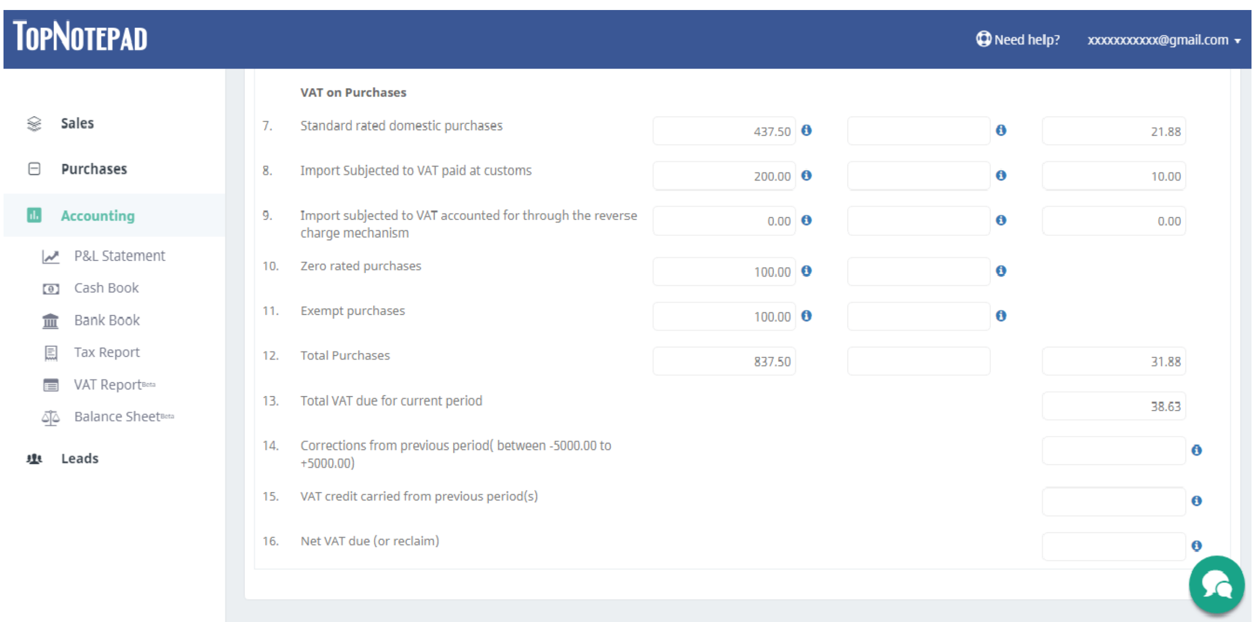
UAE VAT Form: VAT form is an auto populated VAT returns form and the layout of the form is exactly same as it appears on the FTA portal. Just copy and paste the components of VAT form from TopNotepad to the VAT form on FTA portal to file returns.





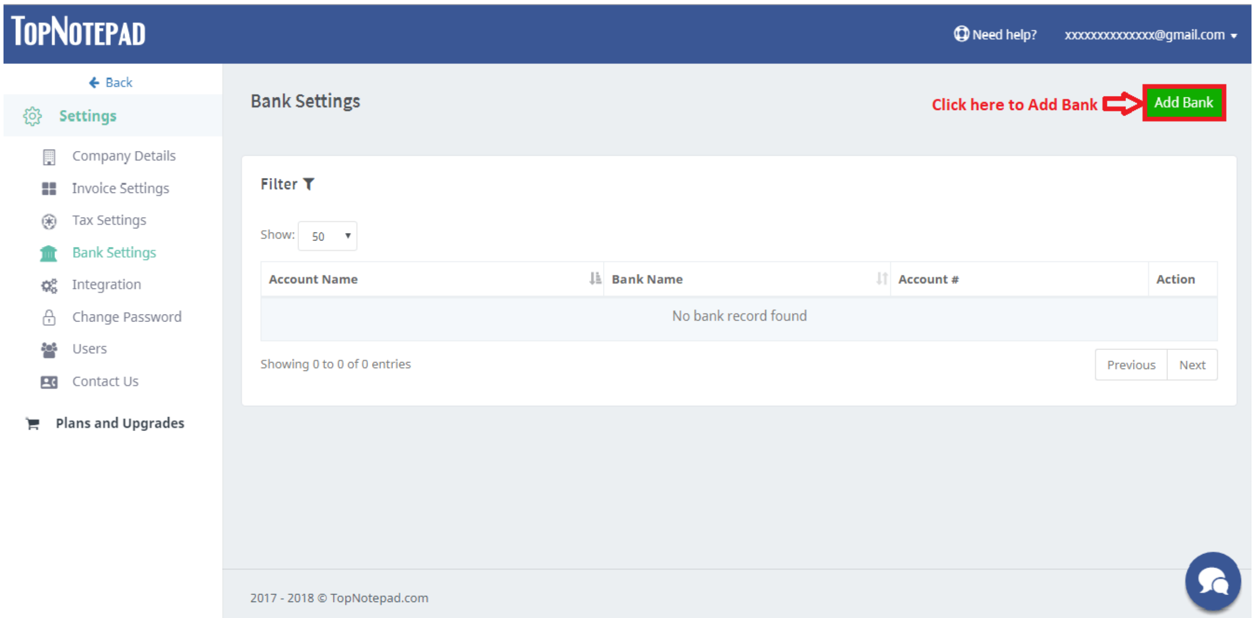
Saudi VAT Form: VAT form is an auto populated VAT returns form and the layout of the form is exactly same as it appears on the GAZT portal. Just copy and paste the components of VAT form from TopNotepad to the VAT form on GAZT portal to file returns.



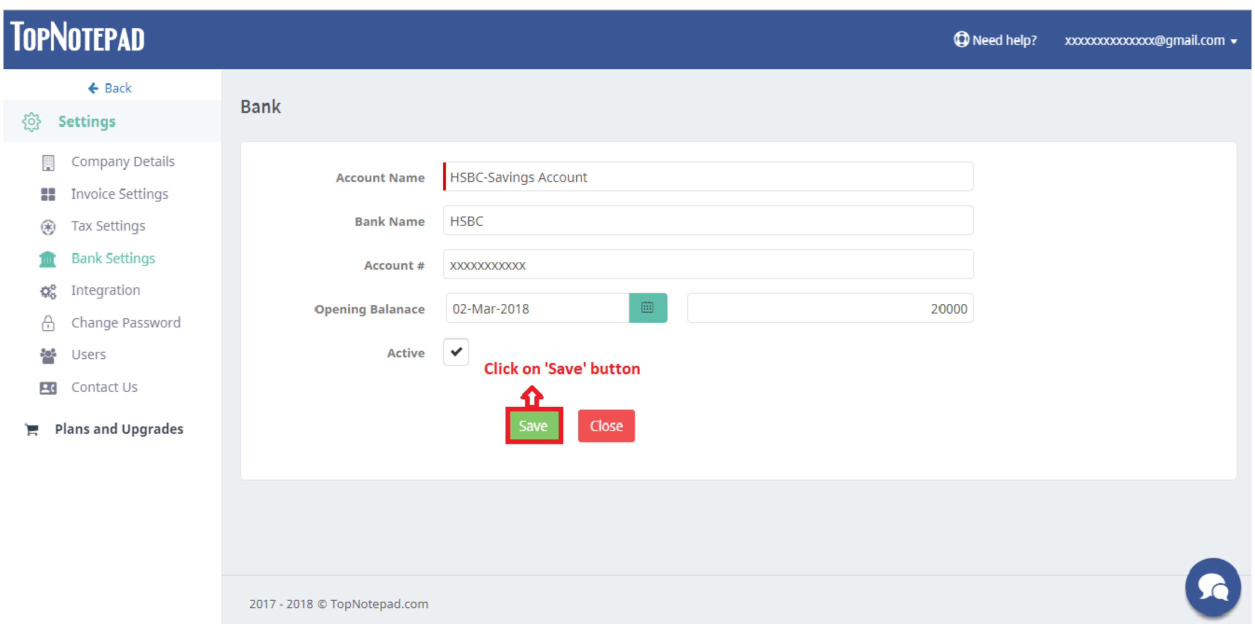


20. Steps to add a new bank & log bank transactions

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.

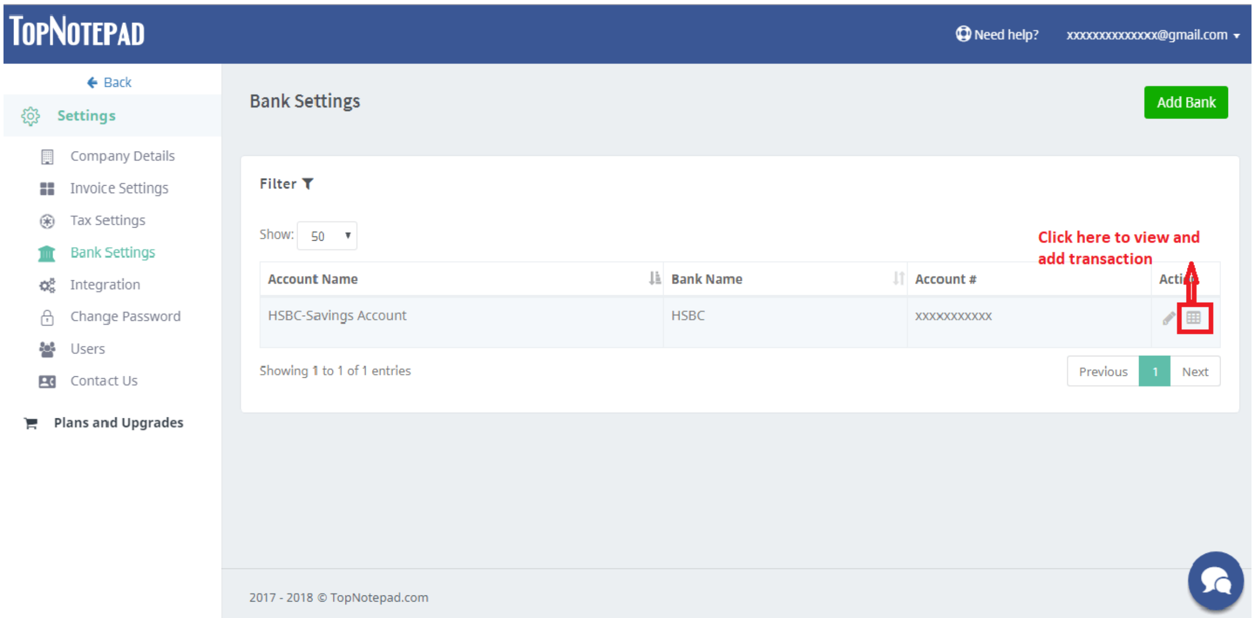


Step 2: Fill out the required information and click on save button.

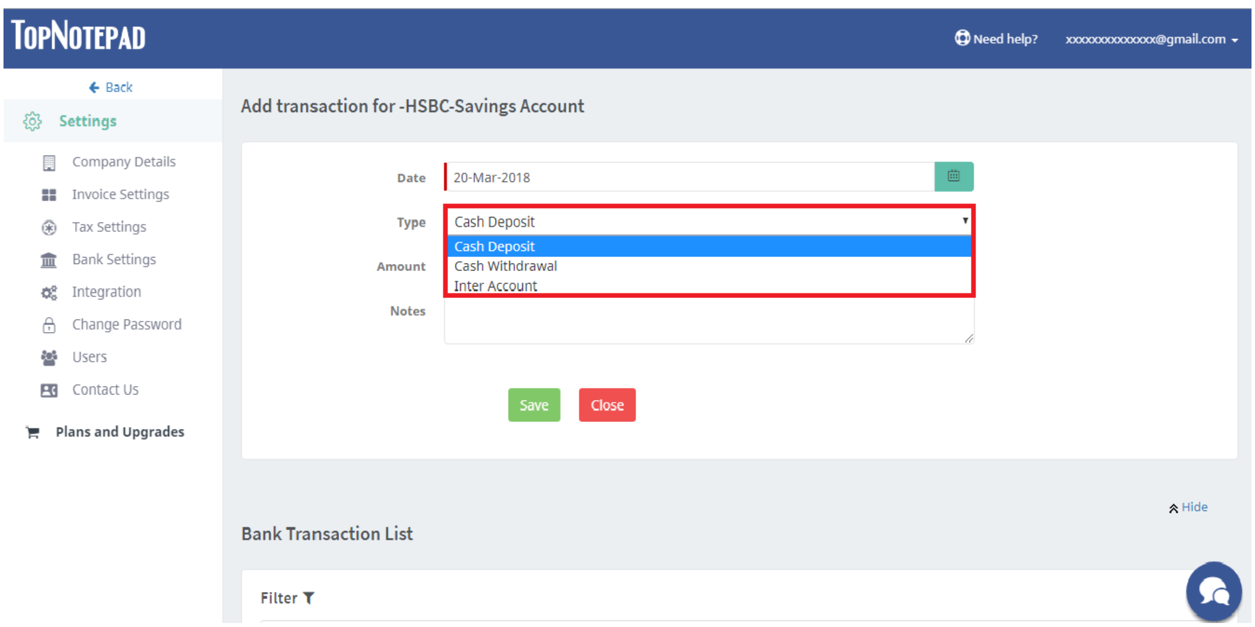


Done, now let's look at how to add a bank transaction NOT related to invoices or expenses.

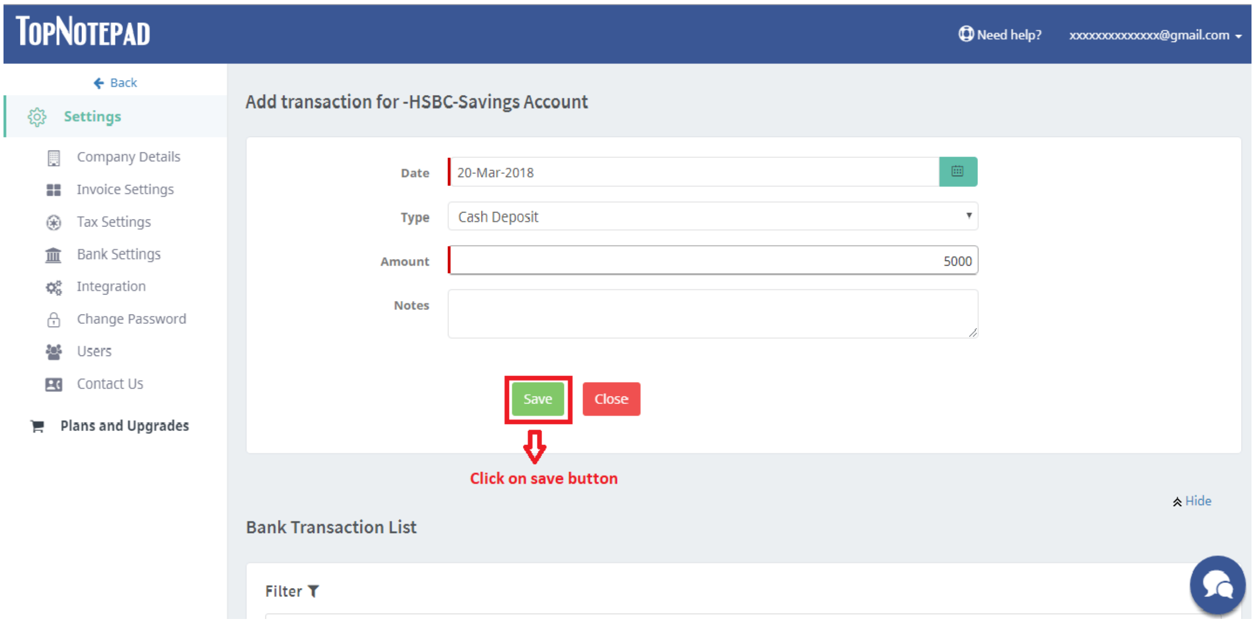
Step 1: To add and view bank transaction that are NOT related to an invoice or expense, please click in the action icon as shown below.



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 drop down.

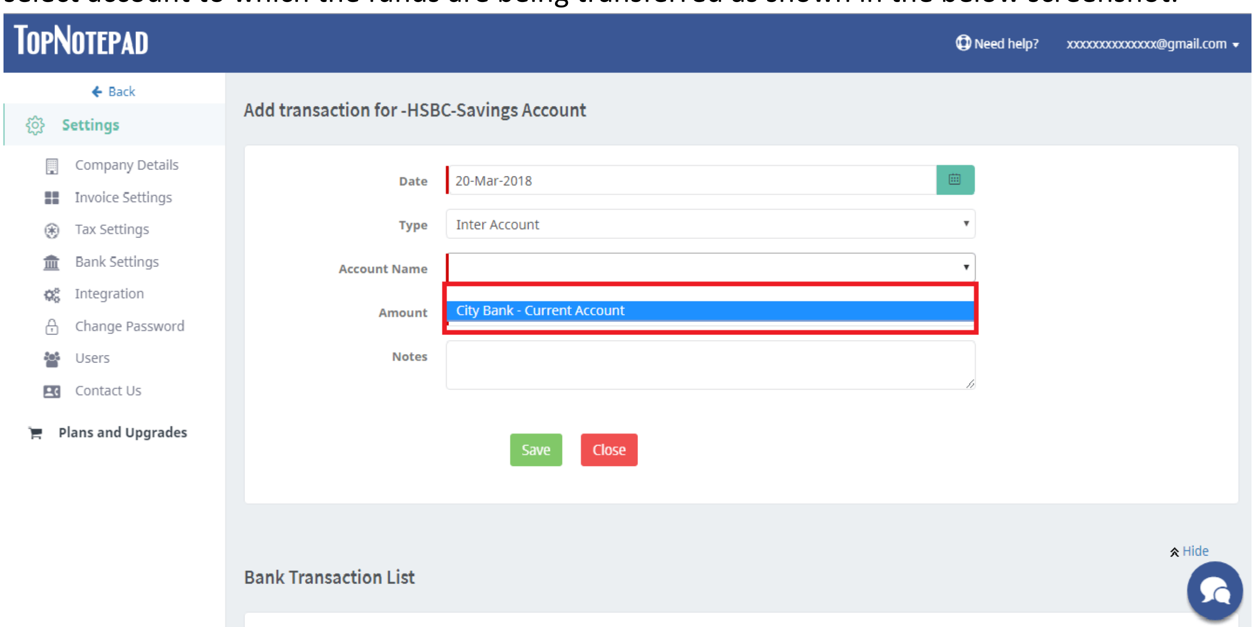


Step 3: Fill out the required information and click on save button. Similarly, you can log a cash withdrawal as well.

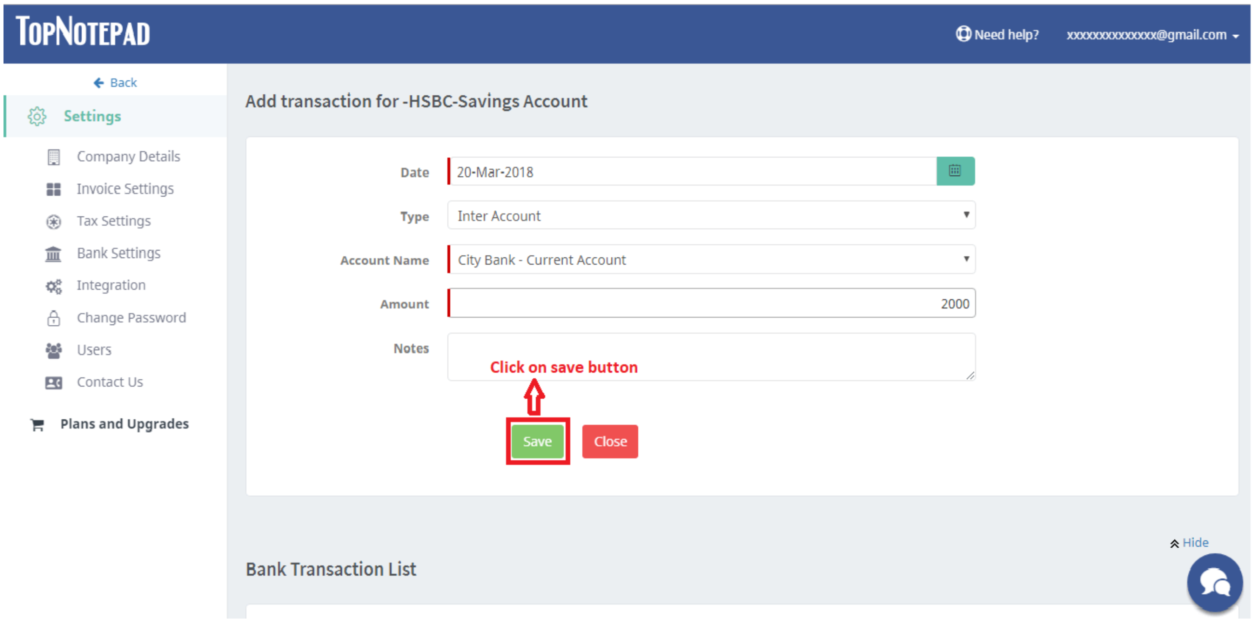


If you hold multiple accounts for your same business, you can log inter account transactions as well.

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.



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



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