

**Reminders give information about:**

- Bills to be paid
- Overdue payments for receivables
- Checks to be printed
- Invoices/credit memos to be printed
- Money to deposit

**Values and Lists:**

- Accounts
- Income and Expense categories
- Items
- Vendors
- Customers
- Jobs (job numbers)
- Memorized transactions
- To do notes
- Classes
- Terms
- Messages
- Payment methods

- Estimates (print or PDF)
- Invoices (print or PDF)
- Contact info
- Job info

**Invoice**

DATE: 04/10/04 INVOICE #

**BILL TO:**  
 Jennifer L. Foy/Craig Stewart  
 Purchasing Contract Manager  
 Indiana University Purchasing  
 600 East Seventh Street  
 Bloomington, IN 47405

| QUANTITY | DESCRIPTION  | RATE   | AMOUNT |
|----------|--|--------|--------|
| 7        | Cartons: Polyphosphoric (300) boxes of reagent and 6 bind mem. | 123.00 | 861.00 |

**Profit and Loss**

| Ordinary Income/Expense | Income | Amount    | Balance |
|-------------------------|--------|-----------|---------|
| Labor                   |        | 4,252.00  |         |
| Construction            |        |           |         |
| Subcontractors          |        | 8,832.38  |         |
| Total Construction      |        | 8,832.38  |         |
| Total Income            |        | 13,084.38 |         |
| Gross Profit            |        | 13,084.38 |         |
| Expense                 |        |           |         |
| Job Expenses            |        |           |         |
| Equipment Rental        |        | 500.00    |         |
| Job Materials           |        | 1,302.26  |         |
| Total Job Expenses      |        | 1,852.26  |         |
| Total Expense           |        | 1,852.26  |         |
| Net Ordinary Income     |        | 11,232.12 |         |
| Net Income              |        | 11,232.12 |         |

**REPORTS:**  
**Profit & Loss:**  
 How much money was made or lost over a specific period of time?

**Itemized Profit and Loss**

| Type                    | Date     | Name        | Amount  | Balance |
|-------------------------|----------|-------------|---------|---------|
| Ordinary Income/Expense |          |             |         |         |
| Income                  |          |             |         |         |
| Materials               |          |             |         |         |
| Credit Memo             | 11/15/99 | Jones, Kris | -600.00 | -600.00 |
| Total Materials         |          |             | -600.00 | -600.00 |
| Labor                   |          |             |         |         |
| Invoice                 | 10/05/99 | Jones, Kris | 55.00   | 55.00   |
| Invoice                 | 10/05/99 | Jones, Kris | 35.00   | 90.00   |
| Total Labor             |          |             | 90.00   | 90.00   |
| Total Income            |          |             | -570.00 | -570.00 |
| Gross Profit            |          |             | -570.00 | -570.00 |
| Expense                 |          |             |         |         |
| Equipment Rental        |          |             |         |         |
| Bill                    | 11/07/99 | Jones, Kris | 300.00  | 300.00  |
| Total Equipment Rental  |          |             | 300.00  | 300.00  |

**Itemized Profit & Loss:**  
 What income and expense items contributed to net profit?

**Profit and Loss Comparison**

| Income/Expense | Jan Dec '00 | Jan Dec '99 | Change    | % Change |
|----------------|-------------|-------------|-----------|----------|
| Income         |             |             |           |          |
| Materials      | 2,100.00    | 750.00      | 1,350.00  | 180.0%   |
| Total Income   | 2,100.00    | 750.00      | 1,350.00  | 180.0%   |
| Gross Profit   | 2,100.00    | 750.00      | 1,350.00  | 180.0%   |
| Expense        |             |             |           |          |
| Payroll        | 8,891.98    | 1,816.42    | 7,075.56  | 389.5%   |
| Total Expense  | 8,891.98    | 1,816.42    | 7,075.56  | 389.5%   |
| Net Income     | -6,791.98   | -1,066.42   | -5,725.56 | -536.9%  |

**Profit & Loss Comparison:**  
 Is more money being made now for the same time period a year ago?

**Income by Customer Summary**

|                           |          |  |
|---------------------------|----------|--|
| Abercrombie, Kristy       |          |  |
| Family Room               | 881.19   |  |
| Total Abercrombie, Kristy | 881.19   |  |
| Ecker Designs             |          |  |
| Office Repairs            | 1,219.69 |  |
| Total Ecker Designs       | 1,219.69 |  |
| Jacobson, Doug            |          |  |
| Poolhouse                 | 5,944.42 |  |
| Total Jacobson, Doug      | 5,944.42 |  |

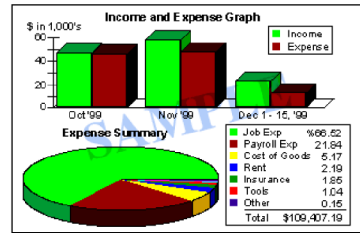
**Income by Customer Summary:**  
 What is the gross profit from each client? [Sale of services minus cost of goods/expenses = net income.]

**Expenses by Vendor Detail**

| Type                   | Account        | Amount   | Balance  |
|------------------------|----------------|----------|----------|
| Bayshore Water         |                |          |          |
| Check                  | Water          | 24.00    | 24.00    |
| Check                  | Water          | 37.85    | 61.85    |
| Total Bayshore Water   |                | 61.85    | 61.85    |
| Express Delivery       |                |          |          |
| Check                  | Freight        | 35.00    | 35.00    |
| Check                  | Freight        | 35.00    | 70.00    |
| Total Express Delivery |                | 70.00    | 70.00    |
| Gallon Masonry         |                |          |          |
| Bill                   | Subcontractors | 1,000.00 | 1,000.00 |
| Total Gallon Masonry   |                | 1,000.00 | 1,000.00 |
| TOTAL                  |                | 1,131.85 | 1,131.85 |

**Expenses by Vendor Detail:**  
 What are the total expenses charged by each vendor, broken down by individual transaction?

- Banking
- Check writing (print)
- Bill entry/payment
- Account balancing
- Entering receipts



**Graphs and Charts:**  
**Income & Expense**  
 How does income visually compare to expenses? What are the largest sources of income or expense?

**Itemized Balance Sheet**

| Type                      | Name                 | Amount    | Balance   |
|---------------------------|----------------------|-----------|-----------|
| ASSETS                    |                      |           | 66,198.56 |
| Current Assets            |                      |           | 66,198.56 |
| Accounts Receivable       |                      |           | 28,574.64 |
| Accounts Receivable       |                      |           | 28,574.64 |
| Invoice                   | Prettel Real Esta... | 12,412.18 | 40,986.82 |
| Payment                   | Teschner, Anton...   | -1,200.00 | 39,786.82 |
| Payment                   | Cook, Brian/Kico...  | -4,225.41 | 35,561.41 |
| Payment                   | Teschner, Anton...   | -5,000.00 | 30,561.41 |
| Invoice                   | Prettel Real Esta... | 1,715.00  | 32,276.41 |
| Invoice                   | Melton, Johnny...    | 4,999.50  | 37,275.91 |
| Credit Memo               | Nattello, Ernesto... | -33.99    | 37,241.92 |
| Total Accounts Receivable |                      | 13,867.28 | 37,241.92 |

**Itemized Balance Sheets:**  
 What assets, liabilities and equity transactions contribute to account balance totals?

- Time tracking
- Records hour
- Calculate cost of goods
- Time management

**Cash Flow Forecast**

|                | Accts Rec | Accts Pay | Bank Accts | Net flows | Proj Bal  |
|----------------|-----------|-----------|------------|-----------|-----------|
| Beginning Bal  | 7,772.11  | 7,299.20  | 9,194.95   |           | 9,667.86  |
| Dec 12-31, '99 | 27,738.27 | 20,020.00 | 4,324.00   | 12,034.27 | 21,702.13 |
| Jan 1, '00     | 0.00      | 0.00      | 0.00       | 0.00      | 21,702.13 |
| Dec 12, '99    | 27,738.27 | 20,020.00 | 4,324.00   | 12,034.27 |           |
| Ending Bal     | 35,592.38 | 27,319.20 | 13,518.95  |           | 21,702.13 |

**Cash Flow Forecast:**  
 What cash flow can be anticipated in the near future from receivables, payables and banking?