



BEANKEEPER v4.0 FEATURES

- DATABASE MANAGEMENT:
 - Corporate Details:
 - Enter corporate details to personalise all Beankeeper documents.
 - Enter Rate, Library, Bank and Nominal categories to suit your style of business.
 - Enter global Trading terms for Invoices, Quotes, Statements, Purchase Orders.
 - Enter Tax Quarters and codes including percentage rates
- BUSINESS DATA
 - Contacts
 - Create integrated customer, suppliers and staff data.
 - Beankeeper has an integrated web viewer and google map.
 - Beankeeper locates connected contacts.
 - Printable hard copy list.
 - Full search engine.
 - Store important related documents, images and data with contact.
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 - Rates
 - Separates products and services into sections and sub-sections.
 - Stores product pictures.
 - Enables publishing of price list - fully selectable from list.
 - Printable hard copy.
 - Estimates / Quotes
 - Build simple or complex quotes from your rates / price list.
 - Enter full brief details, delivery and payment terms.
 - Allows two overhead fields for number or percentage uplifts.
 - Prints / pdfs short form or long form client / customer breakdowns.



- Projects / Jobs
 - Provides for full description and brief. Stores pdfs and contracts with job for easy back referencing.
 - Links to Contacts / Rates / Quotes / Worksheet / multiple Sales and Purchase Invoices / multiple Cash and Bank payments.
 - Print or pdf financial reports budget vs cost vs invoiced vs outstanding Purchase Orders.
- Worksheets
 - Keep daily time sheets by project / job - times and rates are immediately posted to job.
- Purchase Orders
 - Links outside suppliers to jobs - add terms costs delivery schedule etc - links with jobs and purchase invoices to let you know whats outstanding / invoiced / paid.
 - Print and pdf document - store pdf in Beankeeper for security.
- Digital Library
 - Store digital files - videos / images / audio / pdfs / docs etc.
 - Local and external numbering.
 - 16 assignable category fields.
 - PDF, Video, Image screens
 - Sort by client and or category.
 - List for pdf or print.
- ACCOUNTS DATA:
 - Sales Invoices:
 - Create personalised invoices for pdf or hard copy print.
 - Store pdf with record.
 - List all or outstanding invoices
 - Create statements for single or all customers
 - Links to jobs, Purchase Orders, Nominal ledger, Tax etc.
 - Sales Credit Notes
 - Create personalised credit notes for pdf or hard copy print.
 - Store pdf with record.
 - List all credit notes.
 - Links to jobs, Nominal ledger, Tax etc.



- Cash Sales Receipts:
 - Create personalised cash sales receipts for pdf or hard copy print.
 - Store pdf with record.
 - List all cash sales receipts.
 - Links to Nominal Ledger, Tax etc.
 - Shows web site and location of customer.

- Purchase Invoices:
 - Enter purchase invoices from suppliers.
 - List all or outstanding invoices
 - Create payment advice for outstanding invoice payments.
 - Store pdf of payment advice with invoice.
 - Links to jobs, Purchase Orders, Nominal ledger, Tax etc.

- Cash payments:
 - Enter petty cash or non regular payments and disbursements.
 - Check outstanding petty cash owed to staff member.
 - Includes mileage log by staff member and repayments.
 - List by all or type or staff member.
 - List all or outstanding invoices
 - Links to jobs, Purchase Orders, Nominal ledger, Tax etc.

- Bank Receipts / Bank payments:
 - Reconcile bank statements by statement page number.
 - Log receipts and payments.
 - Add standing order and Direct Debit payments and charge back / allocate.
 - Add notes for future reference.
 - Print bank statements by page number.
 - NOTE: BEANKEEPER DOES NOT LINK TO E-BANK ACCOUNTS OR IMPORT DOWNLOADS - THIS IS A MANUAL OPERATION.

- NOMINAL LEDGER REPORTS:
 - Cash sales:
 - Print or pdf period / end of year reports by all or single nominal code.

 - Sales Invoices:
 - Print or pdf period / end of year reports by all or single nominal code.
 - Print or pdf unpaid Sales Invoices.



- Sales Credit Notes:
 - Print or pdf period / end of year reports by all or single nominal code.
 - Print or pdf unresolved Sales Credit notes.

- Cash Payments:
 - Print or pdf period / end of year reports by all or single nominal code.
 - Print or pdf unpaid non-reimbursed cash payments.

- BANK PAYMENTS AND RECEIPTS REPORTS:
 - Bank
 - Print or pdf period / end of year reports by all or single nominal code for either function.

- TAX ANALYSIS:
 - Run VAT / Tax Analysis
 - Run full or flat rate VAT / Tax analysis by quarter. Print or pdf reports including Tax form that matches UK VAT submissions categories. Flag items as reconciled.
 - Tax Documents
 - Store all Tax documents as pdfs by quarter and type.

- MANAGEMENT PROFIT & LOSS:
 - P&L reports:
 - Analyse for screen, print or pdf by Period / Year to Date / Last 12 months.

- SECURITY
 - Password protected
 - Backs data up to desktop on exit.