



EzeAccounts for Android

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EzeAccounts for Android

1. Set Up and General Use

EzeAccounts is a simple accounting software package designed for UK based self-employed individuals and small businesses. Unlike all of the other accounts packages, EzeAccounts is easy to use. Setup takes two minutes and no experience is necessary. Once setup, you can easily and quickly produce invoices, tax and vat returns. This is an all in one solution to eliminate the need for an accountant and give you a business health check at any time.

EzeAccounts is a great accounts package suitable for you if you are a :

- ^ Self employed*
- ^ Sole trader*
- ^ VAT registered company*
- ^ Non VAT registered company*

EzeAccounts will produce

- ^ Customer Invoices*
- ^ Balance Sheets*
- ^ End of Year Reports*
- ^ Tax Returns*
- ^ Short Tax Return*
- ^ VAT returns*
- ^ Stock Accounts*
- ^ Fixed Assets Accounts*

EzeAccounts will store your basic records required for tax which will normally include:

- a record of all your sales, with copies of any invoices you've issued*
- a record of all your business purchases and expenses*
- details of any amounts you personally pay into or take*



EzeAccounts for Android

1a. Installation

To install EzeAccounts simply Download and double click on the EzeAccounts.apk program. This will automatically install EzeAccounts to your Android device.

1b. Demo Mode

The software comes in Demo mode to allow for evaluation before making a purchase. In Demo mode there are no Settings. In demo mode you will not be able to save any changes or add any new records. In Demo mode, a Buy Now window will appear every time you try to save your settings.

1c. Purchasing

If you wish to make a purchase, click on the Purchase button in the Buy Now window. In you are not online the software will request you connect to make the purchase. You will be taken to a secure checkout and asked for your payment card details. Once payment is completed you will be sent an email with a secure number. Enter this number into the EzeAccounts Buy Now window. Once entered click the Submit button. Once completed, if your code was correct your software will be in full mode and ready to use.



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1c. Settings

Click this button to go to settings



To edit the current settings or create new, simply fill in the entries you wish to change and press Save Details. Company Name, address and phone numbers should be correct as they are used on the printed reports and invoices.

- ⤴ VAT Registration Number - Leave this field blank unless you are registered for VAT*
- ⤴ VAT Period 1 Start Date- If you are VAT registered enter you period 1 start date*
- ⤴ Company Year Start - All companies have a start of year, if you have trade for more than a year you will already have a date, if not you will have to choose one.*
- ⤴ Company Year End - All companies have an end of year, it will be the day before your next start of year.*
- ⤴ Cheques Payable to - This will be printed on your invoices, simply enter your bank account name.*
- ⤴ Payment Terms - This will be printed on your invoices. This is the number of days you allow your customers to make payment for the goods. If you do not offer credit, enter zero.*
- ⤴ Home Allowance Claim - If you use your home for business, you can claim either a flat rate allowance of £3 per week (correct at the time of writing) or calculate a new figure as a percentage of the house bills based on the percentage of the house used.*



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- ⤴ *Pool Carried Forward - If you have traded for more than a year you may have a Pool value carried forward. This will be on your previous year's accounts. This will represent a percentage of the value of any fixed asset brought in the previous year. This value will be incorporated in to your current year tax return and will be used along with any fixed assets purchased in the current year to calculate your Capital Allowance.*
- ⤴ *Invoice Footer Note - The will be printed on your invoice as a footer. A simple message, advert, advise or anything you wish.*
- ⤴ *Save Details- After any changes, you must save the emended record by clicking on Save.*



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2. How to Add a New Invoice

Click this button to go to invoices



- ⤴ *Add New Entry - Click this button to create a new invoice.*
- ⤴ *Qty - Enter the number of item sold.*
- ⤴ *Description - A description of the item sold.*
- ⤴ *Unit Price - The price before VAT (if registered) for each item.*
- ⤴ *Set Date - The date the customer made their purchase.*
- ⤴ *Order No - If your customer uses order numbers record it in this field.*
- ⤴ *VAT Rate % - If you are VAT registered include the vat rate here, if not enter zero.*
- ⤴ *Delivery Charge - If you are sending the item include a postage charge. The charge should be pre vat (if registered).*
- ⤴ *Customers Name and address - If the customer has bought from you before, their address will be found automatically.*
- ⤴ *Customer Origin - The customer's origin is required for VAT. Select UK, Other EEC or Non EEC.*
- ⤴ *Find Part No - If your invoice includes items from stock click this button to locate your stock item. Once selected from the drop down, the part no will be placed in your clipboard. You can then paste it in the Enter Part Number field.*
- ⤴ *Enter Part Number - If your invoice includes items from*



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stock you must enter a valid stock number. If you do not your balance sheet for the year end will not be correct.

- ✧ *Add More Items- Click this button to add further items to the invoice. New description, Part Number, qty and unit price fields will be generated.*
- ✧ *Save Details- Click this button to save a new or amended invoice.*

3. How to Amend an Invoice

Click this button to go to invoices



- ✧ *Navigate the list of invoices to find the invoice you wish to edit. Long click the invoice icon and select Edit Entry from the drop down.*

Once at the invoice you wish to amend simply type in your changes! Do not forget to save your changes.

- ✧ *Save Details- Click this button to save a new or amended invoice.*



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4. How to Include Stock on an Invoice

Click this button to go to invoices



Either Create or Edit an invoice as described earlier. Use the Find Part No button to get a valid part number for the item you wish to include. Paste the part number in the Enter Part Number field.

- ⤴ Find Part No - If your invoice includes items from stock click this button to locate your stock item. Once selected from the drop down, the part no will be placed in your clipboard. You can then paste it in the Enter Part Number field.*
- ⤴ Enter Part Number - If your invoice includes items from stock you must enter a valid stock number. If you do not your balance sheet for the year end will not be correct.*
- ⤴ Qty - Enter the number of items sold. If you do not hold the stock for the transaction, you will be notified of the error.*
- ⤴ Description - A description of the item sold.*
- ⤴ Unit Price - The price before VAT (if registered) for each item.*
- ⤴ Save Details - Click this button to save a new or amended invoice.*



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5. How to Record an Invoice Payment

Click this button to go to invoices



Navigate the list of invoices until you find the invoice that payment has been received for.

- ⤴ Long click the invoice icon and select Payment Status from the drop down list.*

A Payment Status window will open. Details of the invoice will be shown and you then have the options

- ⤴ Set Payment Received Date - Click this button to set the date payment has been received. This must be accurate as it is used for VAT returns and End of Year Reports.*
- ⤴ Set Payment Not Received - Click this to change the invoice to payment not received.*
- ⤴ Save Payment Status - Click this button to save the payment status.*

Once set as Payment Received the invoice icon will change to show as paid.



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6. How to Send an Invoice

Click this button to go to invoices



Navigate the list of invoices until you find the invoice that payment has been received for.

- ✦ Click the invoice icon to view the invoice.*
- ✦ Email Document - Click this button to email the current invoice.*



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7. How to Record a New Expense

Click this button to go to expenses



Add New Entry - Click this button to enter a new expense.

- ⤴ Set Date - Date the goods or services were bought by you.*
- ⤴ Description - A brief description of the goods or services.*
- ⤴ Category - Select from the predefined categories of expense*

Stock - stock items for resale

Materials/Plant Hire - materials or equipment used for a job

Sub Contract - labour hired for a job

Employee Costs - cost associated with regular workforce

Premises - cost for use of a premises

Repairs - repairs to equipment

General Admin - stamps, phones, stationary etc

Motor Expenses - fuel, repairs etc.

Travel & Subsistence - travel and food

Advertising - advertising costs

Legal & Prof - Bank, Solicitors and Accountant etc.

Fixed Asset purchases (not cars) - A long-term, tangible asset not expected to be converted to cash in the current or upcoming fiscal year, such as manufacturing equipment and plant.

Fuel allowances (private car) - This is a mileage based allowance when using your own car for personal use. Enter the mileage and select the engine size of your car.



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- ⤴ *Total Amount - Enter the total expense including VAT, this will be on your receipt. This is not required when entering a Fuel allowances (private car).*
- ⤴ *From Account - If the expense was paid from a company cheque, card or petty cash select the option "Company Account". If the expense was paid from your personal cash, cheque or card select "Loan Account".*
- ⤴ *VAT Rate - Select the VAT rate paid on the goods, this will be on your receipt.*
- ⤴ *Origin of Purchase - Select the region from where the purchase was made. This is for VAT reports.*
- ⤴ *Date paid for - Enter the date you paid for the expense.*

8. How to Amend an Expense

Click this button to go to expenses



Navigate the list of expenses until you find the expense you wish to edit.

- ⤴ *Long click the expense icon to and select Edit Entry.*

Once at the expense you wish to edit simply type in your changes! Do not forget to save your changes.

- ⤴ *Save Details- Click this button to save a new or amended expense.*



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9. How to Record a Stock Purchase

Click this button to go to expenses



- ✧ *Add New Entry - Click this button to enter a new expense.*
- ✧ *Set Date - Date the goods or services were bought by you.*
- ✧ *Description - A brief description of the goods or services.*
- ✧ *Category - Select Stock from the drop down*
- ✧ *Assign Part Number - create a unique part number for the item. If you already hold stock in the same item you can use the existing part number. The part number can be whatever you wish.*
- ✧ *Total Amount - Enter the total expense including VAT, this will be on your receipt.*
- ✧ *From Account - If the expense was paid from a company cheque, card or petty cash select the option "Company Account". If the expense was paid from your personal cash, cheque or card select "Loan Account".*
- ✧ *VAT Rate - Select the VAT rate paid on the goods, this will be on your receipt.*
- ✧ *Origin of Purchase - Select the region from where the purchase was made. This is for VAT reports.*
- ✧ *Save Details- Click this button to save the new expense.*



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10. How to Record a Fuel Allowance

Click this button to go to expenses



- ⤴ *Add New Entry - Click this button to enter a new expense.*
- ⤴ *Set Date - Date the goods or services were bought by you.*
- ⤴ *Description - A brief description of the goods or services.*
- ⤴ *Category - Select Fuel Allowances (private car)*
- ⤴ *Fuel Type - Select your fuel type*
- ⤴ *Size of Engine - Select your engine size*
- ⤴ *Mileage - Enter the mileage travelled for claim*
- ⤴ *From Account - If the expense was paid from a company cheque, card or petty cash select the option "Company Account". If the expense was paid from your personal cash, cheque or card select "Loan Account".*
- ⤴ *VAT Rate - Select the VAT rate paid on the goods, this will be on your receipt.*
- ⤴ *Origin of Purchase - Select the region from where the purchase was made. This is for VAT reports.*
- ⤴ *Date paid for - Enter the date you paid for the expense*
- ⤴ *Save Details- Click this button to save the new expense.*



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11. How to Get Your VAT Return Figures

Click this button to go to VAT

VAT

All VAT returns due will be shown. VAT returns will not be viewable until after the period end. Current VAT returns and previous VAT returns will be shown.

✧ Email Document - Click to email your VAT Returns

12. How to Get Your End of Year Figures

Click this button to go to End OF Year



All End of Year figures will be shown, Trading Profit and Loss, Capital Allowances and your Balance Sheet. You can view this at any time through the year to see how your are doing.

✧ Email Document - Click to email your End of Year figures.



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13. Exporting Data

Click this button to go to Export Tables



This will export your database tables in xml. You can import xml into most databases and spreadsheets.

- *Email Document - Click to email your tables as an attachment.*

14. Importing PayPal Data

Click this button to go to Import PayPal Data



This will open a file explorer window to navigate to your PayPal sales history csv file. When you locate your csv file, click on the file icon. The the sales records will then be extracted from your csv file. You can then view each record (click on icon) and delete (long click on icon) any entries that do not relate to sales. Once you have deleted any unwanted records, click "Add Records To Database". Any records that have already been added will be ignored and any records with suspect data will be ignored. You will be notified of any suspect data or duplicates.

Before you can import data from paypal you need to download your PAYPAL sales history in CSV format for the period you require and save it to your phone. To get your sales history log in to your PAYPAL account and click on the HISTORY button. Next click on the



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DOWNLOAD HISTORY option. On the right side of the page is an option to ***CUSTOMISE MY DOWNLOAD HISTORY***. Click on this link. In addition to the Default Fields of Date, Time, Time Zone, Name, Type, Status, Currency, Gross, Fee, Net, From Email Address, To Email Address, Transaction ID, Reference Transaction ID, Receipt ID, the following should be selected:

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PayPal

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Customise My History Download

Tick the boxes next to the fields you want to download. All ticked fields will be included in your downloadable log.

Default Fields

Date, Time, Time Zone, Name, Type, Status, Currency, Gross, Fee, Net, From Email Address, To Email Address, Transaction ID, Reference Transaction ID, Receipt ID

PayPal Website Payments

- Item ID
- Item Title
- Invoice Number
- Custom Number
- Postage Amount
- Compensation Amount
- Single Column Postal Address (Address will be displayed in a single column)
- Multi-Column Postal Address (Address will be displayed in separate columns)
- Counter Party Status (Verified vs. Unverified)
- Address Status (Confirmed vs. Unconfirmed)
- VAT
- Option Names and Values
- Contact Phone Number



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Auction Payments

- Item ID
- Item Title
- Postage Amount
- Compensation Amount
- Auction Site
- Buyer ID
- Item URL
- Closing Date
- Single Column Postal Address (Address will be displayed in a single column)
- Multi-Column Postal Address (Address will be displayed in separate columns)
- Counter Party Status (Verified vs. Unverified)
- Address Status (Confirmed vs. Unconfirmed)
- VAT

Other Fields

- Subject
- Note
- Subscription Number
- Payment Type
- Balance Impact (Any transaction that affects account balance)

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Once set save your changes and return to the Download History page. Next select the file type to download as CSV (comma delimited) and click DOWNLOAD HISTORY button. Save the file to your phone. Once saved you can import as described in the start of this section.

IMPORTANT: *Your sales will be imported and saved as invoices and the PAYPAL fees associated with the sales will be added as expenses!*