



# book'n'keep User Guide

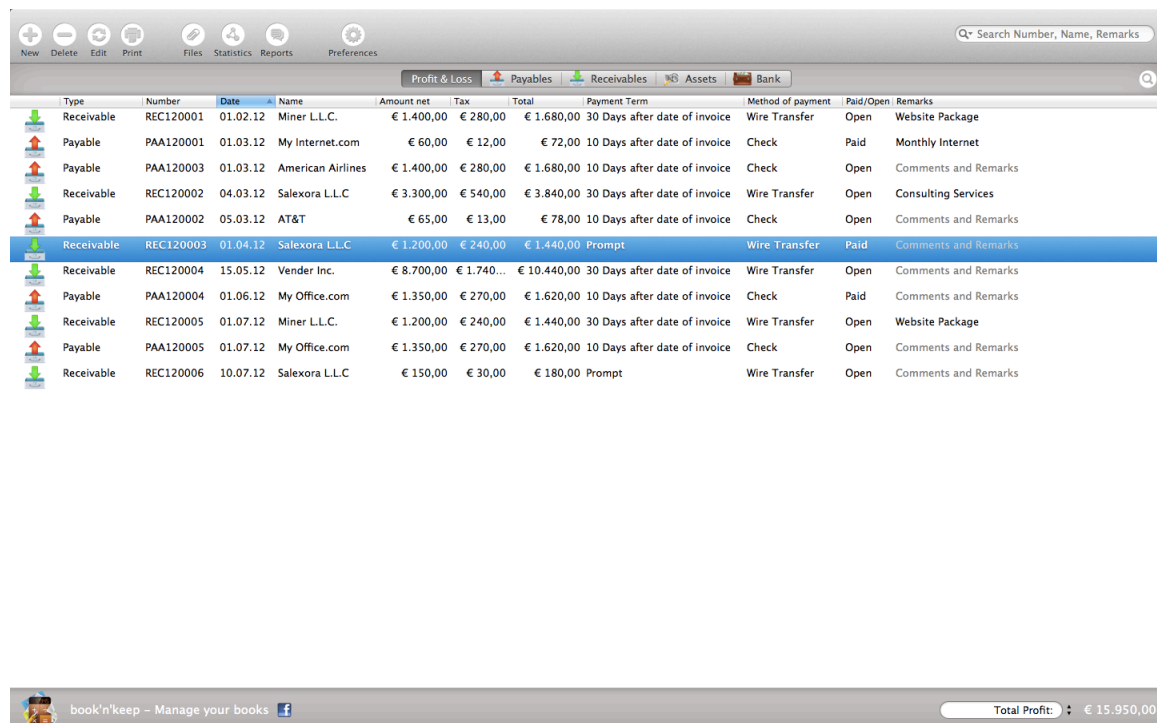
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## 1. Welcome to book'n'keep

This guide will give you a short overview of the book'n'keep features and explains the most important options and ways you have to manage your books with book'n'keep. We are going to start with an introduction to the main window and preferences, following with all other windows and some general information to reports.

The main window gives you an overview about the finances of your company. Splitting into:

- P&L Overview (Receivables and Payables)
- Payables
- Receivables
- Assets
- Payments



The screenshot displays the main window of the 'book'n'keep' application. At the top, there is a menu bar with options: New, Delete, Edit, Print, Files, Statistics, Reports, and Preferences. Below the menu bar is a toolbar with icons for these functions. A search bar on the right allows searching by number, name, or remarks. The main area shows a table of transactions, with tabs for Profit & Loss, Payables, Receivables, Assets, and Bank. The 'Receivables' tab is selected, showing a list of transactions with columns for Type, Number, Date, Name, Amount net, Tax, Total, Payment Term, Method of payment, Paid/Open, and Remarks. The table lists several transactions, including receivables from Miner L.L.C., My Internet.com, American Airlines, Salexora L.L.C., and AT&T, and payables to My Office.com. The bottom of the window features a status bar with the text 'book'n'keep - Manage your books' and a Facebook icon, along with a 'Total Profit' of € 15.950,00.

Type	Number	Date	Name	Amount net	Tax	Total	Payment Term	Method of payment	Paid/Open	Remarks
Receivable	REC120001	01.02.12	Miner L.L.C.	€ 1.400,00	€ 280,00	€ 1.680,00	30 Days after date of invoice	Wire Transfer	Open	Website Package
Payable	PAA120001	01.03.12	My Internet.com	€ 60,00	€ 12,00	€ 72,00	10 Days after date of invoice	Check	Paid	Monthly Internet
Payable	PAA120003	01.03.12	American Airlines	€ 1.400,00	€ 280,00	€ 1.680,00	10 Days after date of invoice	Check	Open	Comments and Remarks
Receivable	REC120002	04.03.12	Salexora L.L.C.	€ 3.300,00	€ 540,00	€ 3.840,00	30 Days after date of invoice	Wire Transfer	Open	Consulting Services
Payable	PAA120002	05.03.12	AT&T	€ 65,00	€ 13,00	€ 78,00	10 Days after date of invoice	Check	Open	Comments and Remarks
Receivable	REC120003	01.04.12	Salexora L.L.C.	€ 1.200,00	€ 240,00	€ 1.440,00	Prompt	Wire Transfer	Paid	Comments and Remarks
Receivable	REC120004	15.05.12	Vender Inc.	€ 8.700,00	€ 1.740,00	€ 10.440,00	30 Days after date of invoice	Wire Transfer	Open	Comments and Remarks
Payable	PAA120004	01.06.12	My Office.com	€ 1.350,00	€ 270,00	€ 1.620,00	10 Days after date of invoice	Check	Paid	Comments and Remarks
Receivable	REC120005	01.07.12	Miner L.L.C.	€ 1.200,00	€ 240,00	€ 1.440,00	30 Days after date of invoice	Wire Transfer	Open	Website Package
Payable	PAA120005	01.07.12	My Office.com	€ 1.350,00	€ 270,00	€ 1.620,00	10 Days after date of invoice	Check	Open	Comments and Remarks
Receivable	REC120006	10.07.12	Salexora L.L.C.	€ 150,00	€ 30,00	€ 180,00	Prompt	Wire Transfer	Open	Comments and Remarks

The totals are showing you the information for the actual selected category. This should give you a feeling how your company is actually situated, how much turn over you have or which expenses (Payables) are entered at the moment. Starting with version 1.0.5 these values will only be calculated for the actually shown transactions, means that it will only include transactions from the actual selected business year or for the selected date range. A filter can be set if click on the small icon in the top right corner. You can filter for a specific date range.

By the way, it is possible to export your entries with a simply right click on the main table. A file will be created that can be opened with numbers or excel.

## 2. Preferences and Settings

The screenshot shows the 'Preferences' window with the following settings:

- General Settings**
  - Actual Business Year: 2012
  - First Sales Tax %: 20,00 %
  - Second Sales Tax %: 10,00 %
  - Unique number ranges: ☒ Yes ☐ No
  - Set transactions automatically to paid: ☐ Yes ☒ No
- iCloud Synchronization Settings**
  - Sync Data with iCloud: ☐ Yes ☒ No
- Payment Transaction Number Range**
  - Payment Short Mark: PAY
  - Payment First Number: 120001
  - Next Number: 120005
- Payable Number Range**
  - Payable Short Mark: PAA
  - Payable First Number: 120001
  - Next Number: 120006
- Receivable Number Range**
  - Receivable Short Mark: REC
  - Receivable First Number: 120001
  - Next Number: 120007

\*Please download the import scheme from our website:  
[www.teischl.com/booknkeep/Import.csv](http://www.teischl.com/booknkeep/Import.csv)

Done

**Business year:** The standard setting is the actual year. It defines for which year you would like to enter and see records. If you want to start enter transactions from a past year, simply change it to another year and enter the transactions you would like to have in book'n'keep. When you are finished change it back to the actual year. You can change the business year as often as you want. No records will be deleted but you will only see transactions from the actually selected business year.

**Sales Tax:** This two fields are allowing you to enter standard sales tax percentage. This will be used as standard in all new transactions but can be changed for a specific transaction every time you need it. Changing the standard tax percentage will not change already existing transactions.

**Unique number range:** If you select yes, you will not be able to change the numbers when you create or change a transaction. If you delete a transaction the number will not be used again.

**Set transactions paid:** If you select yes all new transactions will be set as "paid" automatically, nevertheless you enter a payment or not. Please note that if you change this setting after some time and reopen an existing entry that has been entered without payment this transaction will be set to "open" then.

**iCloud:** If you enable iCloud you can use book'n'keep on all your other Macs that are assigned to your Apple ID.



*Different number ranges:* This are the number ranges book'n'keep is going to use if you create a new receivable, payable or bank transaction.

- "Short Mark" or Abbreviation is the text that is at the beginning of the number.  
E.g. "PAA"
- "First number" is the first number (numeric only) book'n'keep is going to use.  
"120001"
- "Next number" is the next automatic number when creating a new transaction.  
"120002"

So if you would like to apply a new number range simply change the first and next number to a new set of numbers e.g. for 2013 "130001" and as next number "130001" to start with "1".

*Customers/Vendors:* Simply create a new customer or vendor by selecting the type at the left bottom and click on "+". A new blank record will be created. You can then change the field on your right hand side and enter an address and other standard settings. The standard settings will be useful as they are applied to new payables or receivables automatically if you select the customer or vendor. You can export all customers and vendors to excel with a right click on the table. You can copy a single address of a selected customer or vendor to your clipboard by clicking the button on the top right corner. You can then paste it to any other document.

The screenshot shows the 'Preferences' window for 'Customers & Vendors'. The window has a sidebar on the left with a gear icon and the word 'Preferences'. The main area is divided into two sections: 'Name and Address' and 'Standard Entries'. The 'Name and Address' section contains a table with columns 'Customer/Vendor' and 'Name'. The table lists several entries: Vendor AT&T, Vendor American Airlines, Customer Miner L.L.C., Vendor My Internet.com, Vendor My Office.com, Customer Salexora L.L.C., and Customer Vender Inc. A blue button 'Export Customers/Vendors' is positioned over the table. To the right of the table are input fields for 'Name of company', 'Street', 'ZIP Code', 'City/State', and 'Country'. The 'Standard Entries' section contains input fields for 'VAT Number', 'Terms of payment', 'Method of payment', 'Business type', and 'Standard category'. A 'Done' button is located at the bottom right of the window.

Customer/Vendor	Name
Vendor	AT&T
Vendor	American Airlines
Customer	Miner L.L.C.
Vendor	My Internet.com
Vendor	My Office.com
Customer	Salexora L.L.C.
Customer	Vender Inc.

Export Customers/Vendors

Name and Address

Name of company: My Internet.com

Street: Street/Street No.

ZIP Code

City/State: Name of City Name of State

Country: Name of Country

Standard Entries

VAT Number: VAT Number

Terms of payment: 10 Days after date of invoice

Method of payment: Check

Business type: Other Business

Standard category: Office Expenses

Done

*Bank Accounts:* Simply create a new bank account by clicking “+”. A new blank record will be created. You can enter different bank accounts and an actual account balance. When creating bank transactions you have to select the bank account to which it is applied to. The totals will sum up by bank account then.

*Master files:* These are your changeable entries. You can set different payment terms, expense and income groups (these are important for your P&L as all your transactions will added to the different expense and income groups). Account types, business types and others.

The screenshot shows the 'Preferences' window with the 'Master Files' tab selected. The window is organized into a sidebar and a main content area. The sidebar has a 'Preferences' label and a gear icon. The main content area has four tabs: 'General Settings', 'Customers & Vendors', 'Bank Accounts', and 'Master Files'. The 'Master Files' tab is active, showing six sections for configuring master data:

- Asset Types:** Office Equipment, Phones, Computer, Other Assets
- Account Types:** Checking Account, Cash Account
- Payment Methods:** Cash, Credit Card, Wire Transfer, Check
- Business Types:** Lawyer, Reseller, Other Business
- Expense Category:** Phone Bill, Office Expenses, Travel, Salary, Other Expenses
- Income Category:** Products, Services, Other Earnings

Below these sections is a 'Payment Term' table with columns for the term and the number of days:

Payment Term	Days
10 Days after date of invoice	10
Prompt	0
30 Days after date of invoice	30

A 'Done' button is located at the bottom right of the window.

### 3. Create / Change / Delete Transactions

*Create a new record:* To create new records you have to select the category first. For example if you would like to create a new receivable simply click on “Receivable” and then “New” from the toolbar. A new entry will then be created. If you directly enter a payment in receivables or payables book’n’keep will automatically create an entry in “bank transactions” for you.

*Changing records:* You can change entries by simply double clicking them in the main table or via clicking “edit” from the toolbar. Book’n’keep will open the actually selected record.

*Deleting records:* Simply select the record you would like to delete and click on “delete” in the toolbar. You will be prompted before the record will be actually deleted.

#### 4. Payables/Receivables Window

**Receivable**

**Receivable General Information**

Receivable #: REC120001

Client: Miner L.L.C.

VAT Number: X221009A2

Payment Method: Wire Transfer

Payment Term: 30 Days after date of inv

**Receivable Details**

Date: 01.02.2012

Net Amount	Tax %	Tax Amount
€ 1.400,00	20,00 %	€ 280,00
€ 0,00	10,00 %	€ 0,00
<b>Total Amount incl. Tax: € 1.680,00</b>		

**Payments**

Date of Payment	Payment Amount
+ Open Amount: € 1.680,00	

**Category of Income & Remarks**

Category: Products

Remarks: Website Package

Done

After you clicked “new” a new window will open, asking you to enter different kind of information. The “#” shows you the actual number book’n’keep has generated for this record. According to your setting you are or are not able to change this field. Then you can select a vendor or customer, standard settings will be applied automatically depending on your customer/vendor settings.

After that you select a date of the transaction, the net value and tax. Split the net value into two fields if you have different tax percentages on one invoice. The gross value will be calculated automatically. If you received the payment already you can right away assign a payment with clicking “+” in the payment part of the window. You can apply the full or a partial payment, the actual open amount will be calculated automatically.

At the end you can either stay with the predefined expense or income group you set with the customer or vendor or you change it to a different one. A free remarks field is also at your disposal. Click on “done” to save your entry.

## 5. Mark a payable as asset

**Payable**

**Payable General Information**

Payable #: PAA120001

Vendor: My Internet.com

VAT Number: Enter a tax number

Payment Method: Check

Payment Term: 10 Days after date of inv

**Payable Details**

Date: 01.03.2012

Vendor Invoice #: A12234567

Net Amount	Tax %	Tax Amount
€ 60,00	20,00 %	€ 12,00
€ 0,00	10,00 %	€ 0,00
<b>Total Amount incl. Tax:</b>		<b>€ 72,00</b>

**Payments**

Date of Payment	Payment Amount
10.07.12	€ 72,00
+ Open Amount: € 0,00	

**Category of Expense & Remarks**

Category: Office Expenses

Asset: ☐ Link to an asset

Remarks: Monthly Internet

Done

If you mark a payable as an asset it means that you are going to create an asset after creating this transaction (or the other way round). This is necessary for a correct years end P&L calculation. As in a lot of countries around the world you have to depreciate your assets. So the full amount of the invoice for this asset has to be depreciated over a specific time period depending on your legal standards. This setting will only have an effect on the "Profit and Loss Report" not on the total values showed on the main window or statistics as the total values are representing cash flow information only. If you don't have to make any depreciation simply ignore this setting. **Please note that special tax rules may apply in your country. Please check the depreciation rules with your local tax advisor.**

## 6. Asset Window

**Asset**

**Asset General Information**

Asset Description: iMac 2011

Asset Type: Computer

Payment Method: Check

**Asset Details**

Purchase Date: 01.01.2012

Purchase Value: € 1.700,00

Planned time of usage: 3,0 Years

Depreciation % per year: 33 %

**Actual Information**

Value by years begin: € 0,00

Value by years end: € 1.133,33

Fully depreciated by: 01.01.2015

Asset in property: ☒ Yes ☐ No

Asset sold/left by: 01.01.2015

**Remarks**

iMac for my Office, only business use

Done

When creating a new asset you can add an asset description a type and the way you paid it. You then have to select the purchase date (important for the depreciation calculation) the purchase value (usually net value) the planned time of usage (depreciation time).

The depreciation percentage will be calculated automatically. Simply then set the value by years beginning (should be changed every new year), the value by years end will be calculated automatically. The same with the “Fully depreciated by field”. The difference between “value by years begin” and “years end” will be part of the depreciations shown in the P&L Report. Please note that special depreciation rules has half year depreciation are not included. In these cases you have to change the “Value by years end” manually! **Please also note that special tax rules may apply in your country. Please check the report with your local tax advisor.**

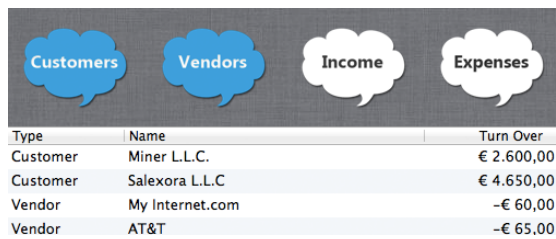
## 7. Files Window

When opening the files window, you will see or be able to attach new documents to the actual selected entry (payable, receivable, asset or bank transaction) in the main window. You can add multiple documents at once by simply Drag&Drop them on the files window. The original document will be copied to the book’n’keep folder. The original document is not needed to work correctly after dragged into the program.

You can delete a document in the files window if you simply click once on the document entry and then click the “-” sign. Open the document with a double click. Made changes in the document itself will be saved in stored document in book’n’keep.



## 8. Statistics Window



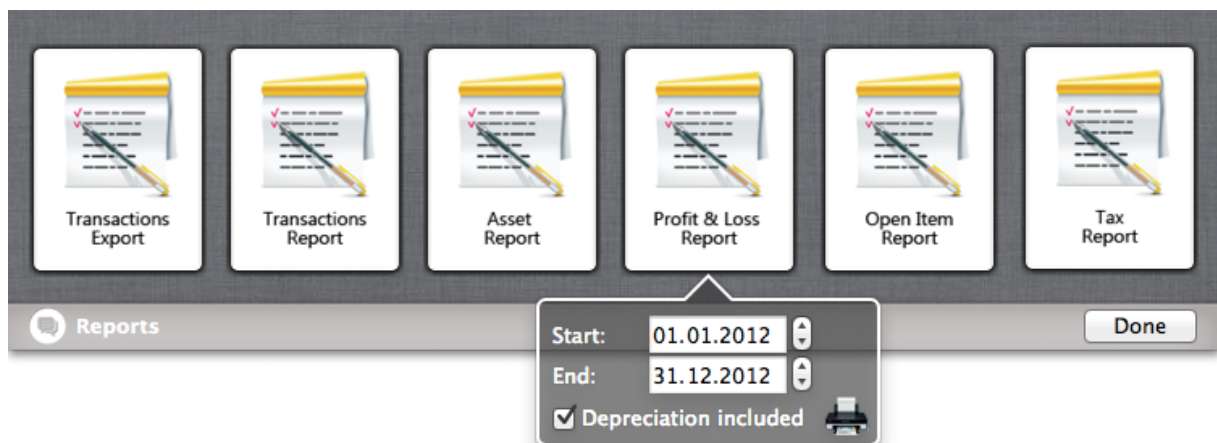
Type	Name	Turn Over
Customer	Miner L.L.C.	€ 2.600,00
Customer	Salexora L.L.C	€ 4.650,00
Vendor	My Internet.com	-€ 60,00
Vendor	AT&T	-€ 65,00

This window will help you to give a short and basic overview of your actual turnover by customer or vendor and expenses by expense group or your income by income group. You can see the values by clicking the white clouds. A blue cloud shows you that it

is activated at the moment. You can combine different clouds with each other (e.g. expense and income cloud).

## 9. Reports Window

You have different kind of reports available in book'n'keep.



- **Export transactions**
- Get a **transaction report** (receivables, payables or both)
- **Asset report** to show your total asset values
- A **profit and loss report**, which will show you P&L grouped by expense and income groups. Select "Depreciation" if you would like to include depreciation of assets as an expense in your P&L. Before printing a P&L at years end get sure that all your assets are entered correctly and that the "Beginning" and "Ending" Values are correct. Also be sure that the payables entered for this assets are marked as "Asset" otherwise you may have the costs twice (as payable expense and as partial depreciation) **Please note that special tax rules may apply in your country. Please check the report with your local tax advisor.**

- An **open item report**, to show you're the unpaid invoices of your customers but also the not paid payables from your side.
- Additionally you have a **tax report** available to get overview which sales tax you received, how much you paid and what the total turnover by tax group is. You can select a specific time range. **Please note that special tax rules may apply in your country. Please check the report with your local tax advisor.**

If you need further information to book'n'keep please do not hesitate to contact us anytime. We are happy to assist you.

**Please note, that even if you are using software like book'n'keep to assist you with your bookkeeping you are still responsible for all data that is entered and created in the used software. You or your tax advisor must check all entered information before sending it to your financial ministry.**

Ways to contact us:

- E-Mail: [office@teischl.com](mailto:office@teischl.com)
- Web: <http://www.teischl.com/booknkeep/support.html>
- Facebook: <http://www.facebook.com/booknkeep>