

# SOFTWARE OVERVIEW



Designed specifically for independent Herbalife distributors.  
Research & development by the multidisciplinary team of  
***G.N.S. SERVICE inc.***



## HERBA MANAGER THE SOLUTION !

Business and Customer Management Software  
 Designed for Independent Herbalife Distributors  
**Save Time! Build your Business!**



- ✓ Quick, easy to use and efficient !
- ✓ Contact manager and address book.
- ✓ Files for scanned documents ( virtual filing cabinet ).
- ✓ Respects Canadian taxes for every province.
- ✓ Bilingual software : English and French.
- ✓ Trilingual Canadian price list : English, French, Spanish.
- ✓ Bilingual American price list : English, Spanish.
- ✓ The Software and the Canadian and American products are updated **Online** according to the Herbalife price changes.
- ✓ Colored **User's Guide** with images ± **380** pages.
- ✓ Training **Videos Online** and on CD.

### Software Navigation Bar

**File Sponsors Customers Suppliers Products Sales Purchases Reports Tools Car Edit Window Help**

DID YOU KNOW *Herba Manager Canada* ALLOWS YOU TO...?

Maximize your income / Optimize your time / Reduce your efforts

Maintain V.I.P. relationships with your customers, prospects, distributors, supervisors, etc...

- Prospect files (customer, weight, health and business)
- Complete customer files and scanned documents
- Managing Follow up files
- 12-month sold product file
- Volume point sales history
- Team volume point history
- Sponsoring line
- Team promotion management
- Address labels for birthday cards
- Address labels for customer, prospect and/or by city
- Inventory management
- Access your profits at all times and more!

Print out a multitude of reports

- Personalized invoice with logo and/or print Herbalife Retail order form
- Sales and purchasing journals
- List of accounts receivable and payable
- Bookkeeping management
- Quick volume point calculations
- 10-customer form
- Petty cash ledger ( meal and other )
- Transaction ledger ( income and expense )
- Annual car kilometer report and log book
- Annual fiscal car expense report and car expense account
- Income and expense summary
- GST/PST tax reports and more!

*Gain freedom and add professionalism to your business.*

\* TM: Trademark

- Interactive program
- Internet Explorer version 5.0 or better
- Acrobat Reader version 6.0 or better (for the user's guide)
- Application entirely in « Windows » mode
- Minimum resolution 800 X 600
- Space required: 250 MEG
- Software updated **Online** with LiveUpdate
- Colored **User's Guide** with images ± **369** pages
- Training **Videos Online** and on CD

### Testimonial

« We have been using Herba Manager Canada since **2003**. It allows us to easily and efficiently stay in contact with our customers and prospects. It is the perfect tool to manage our business and makes us save time and money. We recommend it to all of our team members. »

**Serge S. Boyer & Sylvie Charbonneau**  
 St Bruno, Quebec  
 Global Expansion Team (Get Team)

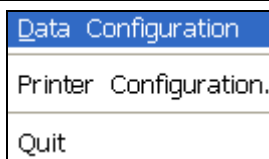
Office  
 819 564-1728

[www.GNS-Service.com](http://www.GNS-Service.com)

Toll Free  
 1 877 564-1777

1955, Belvedere South, office 200, Sherbrooke, Quebec Canada J1H 5Y3 E-mail : [info@GNS-Service.com](mailto:info@GNS-Service.com)

# CHAPTER 1 « FILE Menu »



**Company Modification**

**Details** | Supervisor | Herbalife | Logo & Wallpaper | Country Table | Sales Taxes

Company: G.N.S. MANAGER  
 100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0  
 OFF: (819) 222-3333 FAX: (819) 111-4444

Fiscal year begins ( Month ): January

Language: English

Date format: MM / DD / YY

Default shipping method ( Herba Current Purchases ): FEDEX ( UPS - GREYHOUND )

Default payment method ( Herba Current Purchases ): VISA 0000-1111-2222-3333 EXP:01/09

Rounding: Retail Price and Price List: None Amount: 0.00

Last Price Update: 5/28/2007

OK Cancel

**Company:**  
 Your personal information will appear on the invoices in the « Sales » menu, the different reports and in the title Bar at the top of the screen.

Language: English

Date format: MM / DD / YY

Rounding: None

**Fiscal year begins ( Month ):** Default month is January ( may be edited ).

**Language: French or English, entirely automated.**

The documentation and description of the Canadian Herbalife products are only in French and English.

**Spanish:** We have added a **Spanish description** for the product groups, the (Herba) product descriptions, the categories and the Other products.

**Date format:** Select the date format that you wish to use. ( In this guide we are using the **MM/ DD / YY format** )

**Default payment method:** Type the payment method you use most often. It will be possible to edit this in the « Sales » and « Purchases » menus.

**Rounding: Retail price and Price list:** Applicable to all discount % **except** the **H.A.P.** and the **50 %**.

**Round up** = + 0.05 \$ Example: 1.92 = 1.95, 1.90 = 1.90, and 1.95 = 1.95.

**Round Off** = 0.05 \$ Example: 1.92 = 1.90, 1.93 = 1.95.

**None** = exact price, the amount box is deactivated.

**Last price update:** When the last update or change of the products list occurred.

« Supervisor » Tab:

Type your name, Herbalife ID # and your address as registered with Herbalife.

**Company Modification**

**Details Supervisor Herbalife Logo & Wallpaper Country Table Sales Taxes**

First name: LOUIS  
Last name: HERBA  
Herbalife #: 04-0000001  
☒ Qualified Supervisor  
Qualification month\_year (MM/YYYY): 02/2000

**Ship to:**  
Address: 100, PRINCIPAL STREET  
City: SHERBROOKE  
Province: QUEBEC  
Country: CANADA  
Postal Code: H0H 0H0

**Customer Invoice Information ( RETAIL ORDER FORM )**  
Distributor name: LOUIS HERBA  
Address: 100, PRINCIPAL STREET  
City: CALGARY  
Province: ALBERTA  
Country: CANADA  
Postal code: H0H 0H0 Telephone: (888) 999-7777

OK Cancel

Type your information that will print on the customer invoices in the « Sales » menu Current Invoices ( Herba ) for the **Herbalife Retail Order Form #: 5007, 5010 & 5001.**



« Herbalife » Tab:

Herbalife Calgary's address (Below are the other details about this screen)

**Company Modification**

Details | Supervisor | **Herbalife** | Logo & Wallpaper | Country Table | Sales Taxes

Name: HERBALIFE CALGARY  
Address: 120, 4550 - 25th STREET S.E.  
City: CALGARY  
Province: ALBERTA  
Country: CANADA  
Postal Code: T2B 3P1  
Telephone: (866) 622-1222  
Fax: (403) 204-7705  
Email: CANORDERLINE@HERBALIFE.COM

Default purchasing type: Telephone

Herbalife #: 04-0000001 Discount: 50.00

	Calgary	Warehouse	H.A.P.	Minimum Amount for Order at Herbalife Calgary Only
Freight Rate:	4.00	3.50	3.00	Minimum Freight: 8.00
Handling Rate:	7.00	7.00	7.00	Minimum Handling: 0.00

OK Cancel

**Default purchasing type:** By Telephone, Warehouse, Internet or Fax.

**Herbalife #:** Your distributor ID number.

**Discount:** 50 % or other. This will be the default value in the  
« Purchases » and « Products » menus.

### New Codes and Prices! Dated the January 01, 2008.

Herbalife of Canada is no longer offering the Purolator service for shipping orders.  
Herbalife of Canada has partnered with FedEx.

**Freight rate:** West air: 3.00 % FedEx

West air: 3.25 % UPS

East air: 4.00 % FedEx

East ground: 3.00 % PAH order by FedEx

East ground: 4.75 % UPS

**N.B.:** There is always a minimum freight charge of **8.00\$** applicable.

Montreal warehouse: 3.50 %

Calgary warehouse: 3.50 %

« Country table » Tab:

**Company Modification**

Details | Supervisor | Herbalife | Logo & Wallpaper | **Country Table** | Sales Taxes

**By Name**

NAME
CANADA
FRANCE
ITALIE
MEXIQUE
U.S.A.

**Provinces / States**

**By Abbreviation** | **By Name**

ABV	NAME	G.S.T.	P.S.T.
AB	ALBERTA	5.00	0.00
BC	BRITISH COLUMBIA	5.00	7.00
MB	MANITOBA	5.00	7.00
NB	NEW BRUNSWICK	13.00	0.00
NL	NEWFOUNDLAND	13.00	0.00
NS	NOVA SCOTIA	13.00	0.00
NT	NORTH WEST TERRITORY	5.00	0.00
NU	NUNAVUT	5.00	0.00
ON	ONTARIO	5.00	8.00
PE	PRINCE EDWARD ISLAND	5.00	10.00
QC	QUEBEC	5.00	7.50
SK	SASKATCHEWAN	5.00	7.00
YT	YUKON	5.00	0.00

Insert Change Delete Taxes Insert Change Delete

OK Cancel

Canada and its Provinces, United States (U.S.A.) and its States are programmed and are editable for the Taxes.

**Country and Provinces / States by default:** Select Canada and the Canadian provinces will be displayed.  
Select U.S.A. and the American states will be displayed.

**Add as many Countries as you wish.**

**Ex.:** A customer's country is not in the country table.

Add as many countries as you wish by clicking the « **Insert** » button and type the states, provinces or counties according to the country.

You have a new customer or a new distributor in **Sweden** you want to enter them in your database from the « **Customers** » menu.

In order to have the country **Sweden** listed in the Country box, you will first need to enter **Sweden** in the Country table in the « **Customers** » menu.

Also enter the Province / State, or County according to the country.

« Sales Taxes » Tab:

**Company Modification**

Details | Supervisor | Herbalife | Logo & Wallpaper | Country Table | **Sales Taxes**

Country: CANADA

Province: QUEBEC

Tax exemption #:

**Federal** **Provincial**  
**G.S.T.** **P.S.T.**

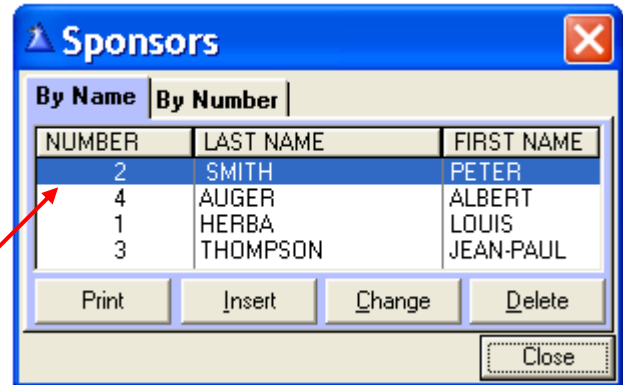
Tax rate: 5.00 7.50

Registration date ( Taxes ): 7/01/2006

Tax #: 0101010101 RT0001 0202020202 TQ0001

OK Cancel

## CHAPTER 2 « SPONSORS Menu »



Names are displayed in alphabetical order in all screens.  
If you want a name to appear in 1<sup>st</sup> place (for an easier search), put a space in front of the 1<sup>st</sup> letter of the name.  
Ex: See **SMITH** in the Sponsors screen.

3 Options: « Insert » « Change » « Delete ».

**The Sponsors screen:** Is directly related to the customer database in the « Customers » menu.

- 1) Click « Insert »: The number is assigned automatically, enter the first and last name.
- 2) Type **your name** as a sponsor.
- 3) **Only** list your **1st level** distributors who are sponsoring a distributor.
- 4) Click « Delete »: The number assigned to the selected sponsor will be lost.  
Only the last number listed can be recovered.

**A sponsor can be deleted only if it has not been selected in the Customer file.**

**Ex.:** In the above screen, there were 4 entries and you « Delete » sponsor # 2.

If you « Insert » a new sponsor, the new number will be # 5 because # 2 can no longer be used.

If you « Delete » sponsor # 4 and you « Insert » a new sponsor, the new number will be # 4 because # 4 was the last number listed and it can be recovered. **Only the last listed number can be recovered if it is deleted.**

### **Why** should we **Identify** each **Sponsor** properly?

This will be useful in the customer « Reports » menu.  
You will have the option of printing customer lists and address labels by a **selected sponsor** or all **sponsors**.

**Example:** You wish to print address labels for a promotional mail out, publicity or a communiqué to your team **by selected sponsor**.

You wish to have a different promotion for each of your lines to increase the sales of your team, send out the information on new products or mail out an important communiqué.  
For a weaker line, do larger mail outs to this specific line to help your team.

**Use the different Herbalife post cards to promote new products and increase your sales with your active or inactive customers and your prospects.**

**Ex.:** ShapeWorks, Total Control post cards.

## CHAPTER 3 « CUSTOMERS Menu »



MENU - CUSTOMERS / PROSPECTS / DISTRIBUTORS / SUPERVISORS  
 Customers / Prospects / Distributors / Supervisors  
 Customer / Prospect / Distributor / Supervisor Categories

### CUSTOMERS FILE

**Changing a Customer / Prospect / Distributor / Supervisor**

**Details** | Managing | Follow-ups | Cumulative V.P. | External V.P. | Herba Products Sold | Scanned Documents

Customer #: 8198889999 Herbalife #: 040000002 Category: DISTRIBUTOR ☒ Birthday card ☐ Inactive

Sponsor: HERBA LOUIS Start: 8/05/2002 End:

Language: English

Last name: AUGER Last name (Spouse): AUGER

First name: ALBERT First name (Spouse): CLAIRE

D.O.B.: 8/02/1951 Age: 56 D.O.B. (Spouse): 10/16/1953 Age: 53

Level: 2 ( Supervisor Only ) Tax exemption #:

Address: 1955, AVE. PRINCIPALE Telephone #

City: DRUMMONDVILLE Home: 819 888-9999

Province: QUEBEC Office: 418 888-9999

Country: CANADA Postal code: H0H 0H0 Cell phone: 450 888-9999

Email: ESPOIR@BELL.COM Fax: 514 888-9999

Other:

Note: TEST TEST TEST TEST TEST TEST TEST OK

**CHILDREN**

First name:	D.O.B.: M/D/Y	AGE
ALEX	1/01/1980	27
ANNE	2/02/1982	25
BENOIT	3/03/1984	23
CAROLE	4/04/1988	19

Print OK Cancel

**Customer #:** Type the area code and telephone number without spaces or the number of your choice.

**Herbalife #:** ID number.

**Category:** Other, Prospect, Customer, Distributor, Supervisor, etc. Select from the drop down list.

**Birthday Card:** Click if you want to mail out a birthday card.

**Inactive:** If clicked, the name will be displayed in **red** in the customer screen.

**Sponsor:** Enter only your 1st level distributors as sponsors. Select from the drop down list.

**Start:** The date when the entry became a customer or a distributor.

**End:** When it becomes inactive.

**Language:** Determines the default language that will print on the customers' invoices.

**D.O.B.:** Date of birth. / **Level:** The level of your supervisor.

**Level:** When you create yourself as a customer, type **999** to differentiate yourself from your team and for a quicker search when you'll print your report in the « **Reports** » menu, Customer section, External V.P. Report.

**Tax exemption #:** If a customer (Amerindian or other) has a tax exemption #, type it in this box.  
 When this customer will be selected in the « **Sales** » menu, the calculations of the taxes will be deactivated and, the tax exemption # will appear on the invoice.



Here is an example of the customer information printed for your files.

Print date: 10/04/2007 12:44

Cust. #	8198889999	Category:	DISTRIBUTOR	<input checked="" type="checkbox"/> Birthday	<input type="checkbox"/> Inactive
Herbalife #	040000002	Begin.:	8/05/2002	End:	
Sponsor:	HERBA LOUIS	Last name (Spouse):	AUGER		
Language:	ENGLISH	First name (Spouse):	CLAIRE		
Last name:	AUGER	D.O.B. (Spouse):	10/16/1953	53	
First name:	ALBERT	Tax exemption #			
D.O.B.:	8/02/1951	56		Telephone #	
Level:	2			Home:	819 888-9999
Address:	1955, AVE. PRINCIPALE			Office:	418 888-9999
City:	DRUMMONDVILLE	Province:	QC	Cell phone:	450 888-9999
Country:	CANADA	Postal Code:	H0H 0H0	Fax:	514 888-9999
				Other:	
Email:	ESPOIR@BELL.COM			CHILDREN	
Note:	TEST TEST TEST TEST TEST TEST TEST OK			First name:	D.O.B.: M/D/Y AGE
	TEST			ALEX	1/01/1980 27
	TEST			ANNE	2/02/1982 25
	TEST			BENOIT	3/03/1984 23
				CAROLE	4/04/1988 19

« Managing Follow-ups » Tab:

**Changing a Customer / Prospect / Distributor / Supervisor**

Details | **Managing Follow-ups** | Cumulative V.P. | External V.P. | Herba Products Sold | Scanned Documents

All Follow-ups | **Opened Follow-ups** | Closed Follow-ups

DATE		CALL BACK		HOURS	TYPE	DESCRIPTION
CALL	CLOSED	DATE	TIME			
4/15/07	/ /	/ /	0:00	1.40	A	MEETING FOR THE MANAGEMENT ( BUSINESS)
4/05/07	/ /	4/07/07	13:15	3.65	H	HOME TRAINING
4/02/07	4/03/07	/ /	0:00	0.50	H	WANTS TO PLACE A SUCCESS BUILDER ORDER
4/01/07	/ /	4/13/07	8:30	0.15	H	CONSTIPATION

Print Insert Change Delete OK Cancel

Fenêtre « Cumulatif P.V. »

**Changing a Customer / Prospect / Distributor / Supervisor**

Details | Managing Follow-ups | **Cumulative V.P.** | External V.P. | Herba Products Sold | Scanned Documents

By Year

YEAR	YEARLY CUMULATIVE	JANUARY JULY	FEBRUARY AUGUST	MARCH SEPTEMBER	APRIL OCTOBER	MAY NOVEMBER	JUNE DECEMBER
2007	5,158.49	569.17	406.12	406.12	406.12	406.12	406.12
		406.12	406.12	436.62	436.62	436.62	436.62
2004	2,684.85	335.05	272.90	329.35	624.65	907.60	59.40
		0.00	0.00	155.90	0.00	0.00	0.00
2003	1,218.85	159.00	177.65	66.90	88.50	0.00	203.10
		70.85	0.00	0.00	226.85	95.00	131.00

Print OK Cancel

« Herba Products Sold » Tab:

PROD.	DESCRIPTION	YR	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT	OCT.	NOV.	DEC.
0003	Dong Quai - (60)	12	1	1	1	1	1	1	1	1	1	1	1	1
0004	Herbal Aloe - Gallon - N.T	8	0	0	0	0	0	0	0	0	2	2	2	2
0006	Herbal Aloe Concentrate -	18	4	2	2	2	2	2	2	2	0	0	0	0
0024	Factor 1000 - (60)	13	2	1	1	1	1	1	1	1	1	1	1	1
0077	Total Control - (90)	12	1	1	1	1	1	1	1	1	1	1	1	1
0106	Herbal Tea Concentrate - (	10	2	2	2	2	2	0	0	0	0	0	0	0
0117	TJ Yellow - (60)	12	1	1	1	1	1	1	1	1	1	1	1	1
0139	RoseOx - (30)	12	1	1	1	1	1	1	1	1	1	1	1	1
0188	Herbal Tea Concentrate - l	14	0	0	0	0	0	2	2	2	2	2	2	2
0194	Formula 3 - Protein Powde	12	1	1	1	1	1	1	1	1	1	1	1	1
0364	Protein Bar Deluxe Vanilla	12	1	1	1	1	1	1	1	1	1	1	1	1
0378	Herbal Aloe Soothing Hanc	12	1	1	1	1	1	1	1	1	1	1	1	1
1210	A - Pack - ( 3115 - 0111 -	13	2	1	1	1	1	1	1	1	1	1	1	1
3106	Formula 1 - French Vanilla	1	1	0	0	0	0	0	0	0	0	0	0	0
3107	Formula 1 - Dutch Chocola	24	2	2	2	2	2	2	2	2	2	2	2	2

Print Year: 2007

OK Cancel

« Scanned Documents » Tab :

DATE	REFERENCE
6/21/07	DOCUMENT # 2 WORD: DEFINITION OF THE FUNCTION KEYS
6/17/07	DOCUMENT # 1 PDF: DEFINITION OF THE FUNCTION KEYS

Open Insert Change Delete

OK Cancel

### Why have Scanned Documents ?

You can scan all documents related to your customers and keep them in their file (virtual filing cabinet). Examples of documents: Business card, memos, emails, letters, invoices, etc...

Customer: AUGER ALBERT  
Spouse: AUGER CLAIRE  
Date: 6/17/2007  
Reference: DOCUMENT # 1 PDF: DEFINITION OF THE FUNCTION KEYS  
Document: DEFINITION OF THE FUNCTION KEYS 1.pdf  
Notes: COPY SENT TO THE CUSTOMER

OK Cancel

MENU - CUSTOMERS / PROSPECTS / DISTRIBUTORS / SUPERVISORS
Customers / Prospects / Distributors / Supervisors
Customer / Prospect / Distributor / Supervisor Categories
Special Mailing Lists

## SPECIAL MAILING LISTS

### Why make a special mailing list?

This list will enable you to send a targeted mailing to your **customers, business prospects, customer prospects, health prospects, your distributors or, your different down lines**. To send information concerning advertising concerning **new products, HOM, STS**, etc.

You will be able to choose a list of customers according to the requirements of your mailing.

You will save time and be more efficient.

**Adding a Special Mailing List**

**Details**

Sequence: 1  
Description: CUSTOMERS LIST

**By Name**

NAME	FIRST NAME	TYPE
AUGER	ALBERT	Customer
AUGER	CLAIRE	Spouse
HERBA	LOUIS	Both
BEAUCHER	NORMAND	Customer
BORDEAU	LUC	Customer

Number of Customers: 5    Insert    Change    Delete

OK    Cancel

**Special Mailing Lists**

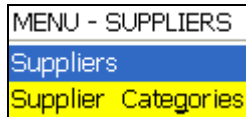
**By Sequence**

SEQUENCE	DESCRIPTION
1	CUSTOMERS LIST
2	PROSPECTS LIST

Print    Labels / Envelopes    Insert    Change    Delete

Close

## CHAPTER 4 « SUPPLIERS Menu »



### SUPPLIERS

**Changing a Supplier**

**Details** | Scanned Documents

Supplier #: 8666221222 ☐ Birthday card ☐ Inactive Start: 1/01/2003  
 Category: HERBALIFE End:   
 Name: HERBALIFE CANADA  
 C/O: CUSTOMER SERVICE D.O.B.: Age: 0  
 Address: 120, 4550 - 25 STREET S.E. Telephone #  
 City: CALGARY Office: 403 204-7700  
 Province: ALBERTA Toll free: 866 622-1222  
 Country: CANADA Postal code: T2B 3P1 Cell phone:   
 Email: CANORDERLINE@HERBALIFE.COM Fax: 403 204-7705  
 Note: WAREHOUSE OF MONTREAL Other:   
 7075, PLACE ROBERT JONCAS # 118  
 ST-LAURENT, CITY, (QUEBEC)  
 H4M 2Z2  
 Print OK Cancel

**Supplier #:** Type the area code and telephone number without spaces or the number of your choice. ( Optional )

**Birthday Card:** Click if you want to mail out a birthday card.

**Inactive:** If clicked, the name will be displayed in **red** in the supplier screen.

**Start:** The date when the entry became a supplier. / **End:** When it becomes inactive.

**Category:** Bank, Insurance, Cellular, etc. Select from the drop down list.

**Name:** The name of the company.

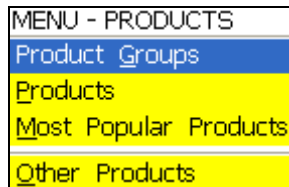
**C/O:** The name of your contact. / **D.O.B.:** His birth date.

**Print:** This supplier information for your files.

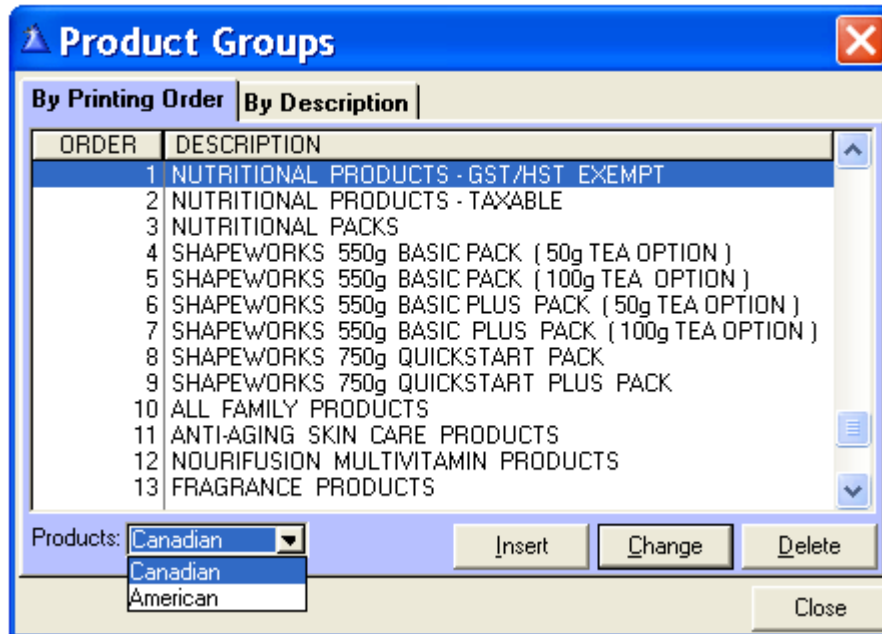
Print date: 5/18/2007 10:50

Supplier #: 8666221222 ☐ Birthday Card ☐ Inactive Start: 1/01/2003  
 Category: HERBALIFE End: / /  
 Name: HERBALIFE CANADA D.O.B.: / / Age: 0  
 C/O: CUSTOMER SERVICE Telephones  
 Address: 120, 4550 - 25 STREET S.E. Office: 403 204-7700  
 City: CALGARY Province: AB Toll free: 866 622-1222  
 Country: CANADA Postal Code: T2B 3P1 Cell phone:   
 Email: CANORDERLINE@HERBALIFE.COM Fax: 403 204-7705  
 Note: WAREHOUSE OF MONTREAL Other:   
 7075, PLACE ROBERT JONCAS # 118  
 ST-LAURENT, CITY, (QUEBEC)  
 H4M 2Z2 Other:

## CHAPTER 5 « PRODUCTS Menu »



### PRODUCT GROUPS



NOT ROUNDED		HERBALIFE PRODUCTS (CANADA) - 27/06/2005											Page 1	
WHOLESALE PRODUCT PRICE LIST ( QUÉBEC ) - ( from Calgary only )														
Stock No.	Product Name	Volume Points	HERBA PRICE	Earned Base	RETAIL	25%	30%	35%	38%	40%	41%	42%	HAP	50%
99 STOCK No. & PRODUCTS CANADIAN DISCONTINUED ENGLISH														
0021	ML - Marine Lipid Complex = 90	24.75	37.75	37.75	48.51	37.66	35.50	33.33	32.02	31.15	30.71	30.28	33.22	26.81
0026	Formula 2 - vitamin/mineral = 180	20.10	26.00	26.00	33.42	25.95	24.46	22.96	22.06	21.47	21.17	20.87	22.88	18.47
0171	Extreme C = 60	4.60	10.60	7.00	13.62	11.61	11.20	10.80	10.56	10.40	10.32	10.23	10.78	9.59
0242	Protein Performance Powder = 240g	17.95	27.75	27.75	35.67	27.68	26.10	24.50	23.54	22.90	22.58	22.27	24.42	19.72
0285	ShapeWorks Drink Vanilla 504g (Can	27.95	41.50	41.50	53.35	41.42	39.03	36.65	35.21	34.25	33.79	33.30	36.53	29.48
0286	ShapeWorks Drink Chocolate 504g (I	27.95	41.50	41.50	53.35	41.42	39.03	36.65	35.21	34.25	33.79	33.30	36.53	29.48
0287	ShapeWorks Drink Vanilla (14 pack)	27.95	41.50	41.50	53.35	41.42	39.03	36.65	35.21	34.25	33.79	33.30	36.53	29.48
0288	ShapeWorks Drink Chocolate (14 Pa	27.95	41.50	41.50	53.35	41.42	39.03	36.65	35.21	34.25	33.79	33.30	36.53	29.48
0302	Skin Care Survival Kit	108.00	160.75	160.75	206.63	160.40	151.17	141.92	136.37	132.67	130.82	128.98	141.45	114.19



MENU - PRODUCTS
Product Groups
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## PRODUCTS FILE

In order to view the discontinued products,  
click the **Check to display discontinued products** box.

**Products**

By Herbalife # | By Description | By Group

NUM	DESCRIPTION	DETAIL	BASE	V.P.
0002	Herbal Aloe - Quart - 32oz N.T.	17.75	17.75	13.75
0003	Dong Quai - (60)	16.00	16.00	12.50
0004	Herbal Aloe - Gallon - N.T.	51.50	51.50	40.20
0006	Herbal Aloe Concentrate - 16 oz	31.95	31.95	24.95
0020	Nutri 9 - (90)	13.25	13.25	10.25
0021	MLC - Marine Lipid Complex = 90	37.75	37.75	24.75
0023	Florafibre - (90)	16.00	16.00	12.50
0024	Factor 1000 - (60)	52.50	52.50	41.00
0026	Formula 2 - vitamin/mineral = 180	26.00	26.00	20.10
0027	Canola Oil Capsules - (90)	4.75	4.75	3.70
0032	Mega Garlic Plus - (30)	16.60	16.60	12.95
0036	Niteworks - 300g / 10.6 oz.	115.95	115.95	89.95
0065	Herbalifeline Oméga-3 (90)	33.00	33.00	25.75
0075	Probiotic Complex (30)	26.25	26.25	20.50

Products: Canadian [Insert] [Change] [Delete]

☒ **Check to display discontinued products** [Close]

The discontinued products appear in red.

**Changing a Product**

**Details** | Products in Kit

Product #: 0003 ☐ **Discontinued products**

English description: Dong Quai - (60)

French description: Dong Quai - (60)

Spanish description: Dong Quai (Suplemento el pms y el estres) - (60)

Group: NUTRITIONAL PRODUCTS - TAXABLE

Retail price: 16.00 Taxable amount: 16.00

Earn Base: 16.00

Volume Point: 12.50

Quantity: 1 Quantity in stock: 7.00

☒ G.S.T. ☒ P.S.T. ☒ Handling ☒ Freight ☐ Product kit

**Product Language:**

☒ French ☒ English ☒ Spanish

**Price Calculations**

Discount %: 50.00

	Suggested Retail	Distr. Cost
Price:	16.00	8.00
Handling:	1.12	1.12
Freight:	0.64	0.64
G.S.T.:	0.89	0.80
P.S.T.:	1.40	1.26
Total:	20.05	11.82
Rounded:	20.05	11.82

Dong Quai

[OK] [Cancel]

# PRODUCTS: PRICE LIST – GENERAL ( Sales ) - Canadian Products

**Price List - General ( Sales )**

**Details**

☒ Include taxes in prices

☒ Include handling and freight in prices

Language:

Products:

**Product Groups to Print**

First group:

Last group:

**Language:** French, English & Spanish

**Products:** Canadian or American

**Product groups to print:**  
(print the complete list = 1 to 99)

Examples: groups 1 & 2

NOT ROUNDED					HERBALIFE PRODUCTS (CANADA) - 10/19/2007											Page 1	
WHOLESALE PRODUCT PRICE LIST ( QUÉBEC )																	
Stock No.	Product Name	Volume Points	Earned Base	HERBA PRICE	RETAIL	25%	30%	35%	38%	40%	41%	42%	HAP	50%	Stock No.		
<b>1 - NUTRITIONAL PRODUCTS - GST/HST EXEMPT</b>																	
0002	Herbal Aloe - Quart - 32oz N.	13.75	17.75	17.75	19.83	15.39	14.51	13.62	13.09	12.73	12.55	12.38	13.58	10.96	0002		
0004	Herbal Aloe - Gallon - N.T.	40.20	51.50	51.50	57.56	44.69	42.11	39.54	37.99	36.96	36.45	35.93	39.41	31.81	0004		
0102	Brazilian Herbal Tea - (60g)	14.75	18.95	18.95	21.18	16.44	15.50	14.55	13.98	13.60	13.41	13.22	14.50	11.71	0102		
0105	Herbal Tea Concentrate - (50g)	19.95	25.75	25.75	28.77	22.33	21.05	19.76	18.99	18.47	18.21	17.96	19.70	15.90	0105		
0106	Herbal Tea Concentrate - (100g)	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0106		
0141	Formula 1 - French Vanilla - (100g)	23.95	30.75	30.75	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	23.52	18.99	0141		
0142	Formula 1 - Dutch Chocolate - (100g)	23.95	30.75	30.75	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	23.52	18.99	0142		
0143	Formula 1 - Wild Berry - (550g)	23.95	30.75	30.75	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	23.52	18.99	0143		
0188	Herbal Tea Concentrate - Lemon	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0188		
0189	Herbal Tea Concentrate - Raspberry	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0189		
0190	Herbal Tea Concentrate - Peach	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0190		
0291	ShapeWorks Soup Mix Cream	9.85	12.58	14.00	15.65	12.51	11.88	11.25	10.87	10.62	10.49	10.37	11.21	9.36	0291		
3106	Formula 1 - French Vanilla - (750g)	32.75	41.95	41.95	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	32.10	25.91	3106		
3107	Formula 1 - Dutch Chocolate - (750g)	32.75	41.95	41.95	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	32.10	25.91	3107		
3108	Formula 1 - Wild Berry - (750g)	32.75	41.95	41.95	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	32.10	25.91	3108		
<b>2 - NUTRITIONAL PRODUCTS - TAXABLE</b>																	
0003	Dong Quai - (60)	12.50	16.00	16.00	20.37	15.81	14.90	14.00	13.45	13.08	12.90	12.72	13.94	11.26	0003		
0006	Herbal Aloe Concentrate - 16oz	24.95	31.95	31.95	40.69	31.58	29.78	27.95	26.85	26.13	25.77	25.40	27.86	22.49	0006		
0020	Nutri 9 - (90)	10.25	13.25	13.25	16.88	13.10	12.35	11.59	11.15	10.84	10.69	10.55	11.56	9.33	0020		
0023	Florafibre - (90)	12.50	16.00	16.00	20.37	15.81	14.90	14.00	13.45	13.08	12.90	12.72	13.94	11.26	0023		
0024	Factor 1000 - (60)	41.00	52.50	52.50	66.85	51.90	48.91	45.92	44.12	42.92	42.33	41.73	45.77	36.95	0024		
0027	Canola Oil Capsules - (90)	3.70	4.75	4.75	6.05	4.70	4.43	4.16	4.00	3.88	3.83	3.78	4.14	3.35	0027		
0032	Mega Garlic Plus - (30)	12.95	16.60	16.60	21.13	16.40	15.46	14.51	13.94	13.57	13.37	13.19	14.47	11.69	0032		
0036	Niteworks - 300g / 10.6 oz.	89.95	115.95	115.95	147.65	114.63	108.03	101.42	97.45	94.80	93.48	92.16	101.08	81.60	0036		
0065	Herbalifeline Oméga-3 (90)	25.75	33.00	33.00	42.02	32.63	30.75	28.86	27.74	26.98	26.61	26.23	28.78	23.22	0065		
0075	Probiotic Complex (30)	20.50	26.25	26.25	33.43	25.96	24.47	22.96	22.07	21.47	21.17	20.88	22.88	18.48	0075		
0077	Total Control - (90)	32.95	42.25	42.25	53.80	41.77	39.37	36.96	35.52	34.55	34.07	33.59	36.83	29.75	0077		
0100	Tri-Shield - (30)	35.50	45.50	45.50	57.94	44.99	42.39	39.81	38.24	37.21	36.69	36.16	39.68	32.02	0100		
NOTE: All prices include freight (4.75 %), handling (7 %), G.S.T. (6 %) and P.S.T. ( 7.5 %)																	

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## MOST POPULAR PRODUCTS FILE

Here you can make groups with the products you sell most often.

We called them **Most Popular Products**.

To help you understand, we recommend you view and print a **Most Popular Products price list - 25 / 50%** and a **Most Popular Products - Sales Form** from the products section of the « **Reports** » menu.

You will find there a list we created to help you with this.

Have fun creating your own groups, price lists and even your own Sales Form if you wish.

**Most Popular Product Groups**

By Name

DESCRIPTION  
PRODUCTS  
ARTICLES PROMO  
BODY CARE

Insert Change Delete

Close

**Changing a Most Popular Product Group**

Details

English name: PRODUCTS  
French name: PRODUITS  
Spanish name: PRODUCTOS

By Printing Order	By Herbalife #		
POSITION	ORD.	PROD. #	DESCRIPTION
NORMAL	41	0024	Factor 1000 - (60)
NORMAL	43	0139	RoseOx - (30)
NORMAL	44	0102	Brazilian Herbal Tea - (60g) N.T.
NORMAL	45	3151	Liftoff Ignite-Me Orange ( 10 tab )
NORMAL	46	3152	Liftoff Lemon-Lime Blast ( 10 tab )
BOTTOM OF PAGE	1	3195	Protein Drink Mix Vanilla (504g) (canister)
BOTTOM OF PAGE	2	0290	ShapeWorks Bar Chocolate/Coconut (14 bars)
BOTTOM OF PAGE	3	0291	ShapeWorks Soup Mix Cream Chicken (7 packets) N.T.
BOTTOM OF PAGE	4	0293	ShapeWorks Protein Beverage Mix Peach Mango (7 packets)
BOTTOM OF PAGE	5	3755	Snack Pack- Shake- Soup- Beverage Mix- Bars

Insert Change Delete

OK Cancel

## MOST POPULAR PRODUCTS - PRICE LIST 25 / 50 % ( Sales )

**Most Popular Products - Price List 25 / 50 % ( Sales )**
✕

**Details**

☒ Include taxes in price

☒ Include handling and freight in price

Language: English

Group: PRODUCTS

OK
Close

**Language:** English, Français & Espagnol

**Group:** According to the information in the Most Popular Products' file in the « Products » menu.

PRODUCTS ( SALES )			25 %		to	50 %		10/19/2007			
V.P.	Order TEL.: (866) 622-1222	RETAIL	0-399	400-424	425-549	550-799	800-999	1000-2000	2000-4000		
	FAX: (403) 204-7705	PRICE	25%	30%	35%	38%	40%	41%	42%	50%	
23.95	0141 Formula 1 - French Vanilla - (550g)	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	18.99	
23.95	0142 Formula 1 - Dutch Chocolate - (550g)	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	18.99	
23.95	0143 Formula 1 - Wild Berry - (550g)	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	18.99	
100.80	4411 Basic Vanilla-F1(550g)- F2-Cell Ac	154.37	120.12	113.27	106.42	102.30	99.57	98.19	96.82	85.86	
100.80	4412 Basic Chocolate-F1(550g)-F2-Cell	154.37	120.12	113.27	106.42	102.30	99.57	98.19	96.82	85.86	
100.80	4413 Basic Wild Berry-F1(550g)- F2-Cell	154.37	120.12	113.27	106.42	102.30	99.57	98.19	96.82	85.86	
120.25	4794 Basic Plus Vanilla F1 550g+(3115-	186.21	144.83	136.56	128.29	123.32	120.00	118.36	116.70	103.45	
120.25	4795 Basic Plus Chocolate F1 550g+(3115-	186.21	144.83	136.56	128.29	123.32	120.00	118.36	116.70	103.45	
120.25	4796 Basic Plus Wild Berry F1 550g+(3115-	186.21	144.83	136.56	128.29	123.32	120.00	118.36	116.70	103.45	
32.75	3106 Formula 1 - French Vanilla - ( 750g )	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	25.91	
32.75	3107 Formula 1 - Dutch Chocolate - ( 750g )	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	25.91	
32.75	3108 Formula 1 - Wild Berry - ( 750g )	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	25.91	
81.20	4611 QuickStart French Vanilla F1 (750g)	126.83	98.62	92.97	87.32	83.93	81.68	80.55	79.42	70.39	
81.20	4612 QuickStart Dutch Chocolate F1 (750g)	126.83	98.62	92.97	87.32	83.93	81.68	80.55	79.42	70.39	
81.20	4613 QuickStart Wild Berry F1 (750g)	126.83	98.62	92.97	87.32	83.93	81.68	80.55	79.42	70.39	
142.45	4602 QuickStart Plus Vanilla 2 X F1 (750g)	220.89	171.78	161.97	152.14	146.24	142.32	140.35	138.40	122.68	
142.45	4603 QuickStart Plus Chocolate 2 XF1 (750g)	222.46	173.36	163.54	153.70	147.82	143.89	141.92	139.97	124.26	
142.45	4604 QuickStart Plus Wild Berry 2 XF1 (750g)	222.46	173.36	163.54	153.70	147.82	143.89	141.92	139.97	124.26	
39.40	1210 A - Pack - ( 3115 - 0111 - 0027 )	64.62	50.16	47.28	44.39	42.66	41.48	40.90	40.33	35.71	
19.95	3115 Formula 2 - Multivitamin Mineral	32.79	25.45	23.98	22.52	21.64	21.05	20.75	20.47	18.11	
15.75	0111 Mineral Complex with Vitamin C	25.79	20.02	18.87	17.71	17.03	16.56	16.33	16.10	14.25	
3.70	0027 Canola Oil Capsules - (90)	6.05	4.70	4.43	4.16	4.00	3.88	3.83	3.78	3.35	
28.50	0194 Formula 3 - Protein Powder - (360g)	46.48	36.09	34.00	31.93	30.68	29.84	29.43	29.01	25.68	
24.95	0006 Herbal Aloe Concentrate - 16 oz	40.69	31.58	29.78	27.95	26.85	26.13	25.77	25.40	22.49	
40.20	0004 Herbal Aloe - Gallon - N.T.	57.56	44.69	42.11	39.54	37.99	36.96	36.45	35.93	31.81	
13.75	0002 Herbal Aloe - Quart - 32oz N.T.	19.83	15.39	14.51	13.62	13.09	12.73	12.55	12.38	10.96	

**NOTE: All price include freight (4.75 %), handling (7 %), G.S.T. (6 %) and P.S.T. ( 7.5 %)**

NOT ROUNDED

Page 1

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## OTHER PRODUCTS

In the Product # field, there is **16 spaces** to enter **numbres** and/or **letters**.  
You will be able to create as many product and memos as you wish.

### **Why** should you clearly **Identify** every **Product Description** ?

Because when you will print your list of quantities sold and your income and expense summary you will be able to analyze the origin of your income by product description.

The image shows two windows from the Herba Manager software. The 'Other Products' window on the left has two tabs: 'By Product #' and 'By Description'. The 'By Description' tab is active, showing a table with columns NUM, DESCRIPTION, and RETAIL. The table lists various products, with '0009 U.S.A. BONUS' selected. Below the table are buttons for Print, Insert, Change, Delete, and Close. The 'Changing an Other Product' window on the right has a 'Details' tab with fields for Product # (0009), English description (U.S.A. BONUS), French description (BONIS U.S.A.), Spanish description (PRIMA U.S.A.), and Retail price (0.00). There are also checkboxes for G.S.T. and P.S.T., and buttons for OK and Cancel.

NUM	DESCRIPTION	RETAIL
0001	CONSULTATION	50.00
0002	SPECIAL TRAINING	75.00
0003	MEETING	100.00
0004	SHIPPING CHARGES	0.00
0005	HERBA COMMISSIONS	0.00
0006	SUPERVISOR BONUS	0.00
0007	TAB TEAM BONUS	0.00
0008	PROMOTION BONUS	0.00
0009	U.S.A. BONUS	0.00
0010	EURO BONUS	0.00

**Examples of descriptions:** Commissions: The difference between 25 to 50 % that you get from Herbalife.

Supervisor Bonus = Supervisor\_benefits: 5 % of your Herbalife Supervisors.

Tab Team Bonus: Production bonus: 2 % + of your Herbalife Team.

Promotion Bonus: Promotion or contest that you get from Herbalife.

U.S.A. Bonus: In Canada there is no GST/PST on the U.S.A. Bonuses.

Euro Bonus: In Canada there is no GST/PST on the Euro Bonuses.

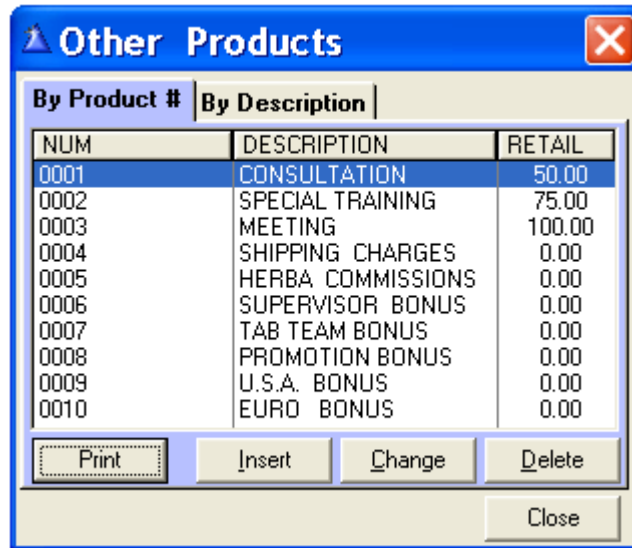
Consultation, Training, Class, etc.

Memo, note. (see chapter 6 for examples of memos or notes).

**Since January 1, 2007, Herbalife Canada has issued new rules.**  
**The bonuses and commissions received by Herbalife no longer apply to GST and PST.**



## PRINTING AN OTHER PRODUCT LIST



NUM	DESCRIPTION	RETAIL
0001	CONSULTATION	50.00
0002	SPECIAL TRAINING	75.00
0003	MEETING	100.00
0004	SHIPPING CHARGES	0.00
0005	HERBA COMMISSIONS	0.00
0006	SUPERVISOR BONUS	0.00
0007	TAB TEAM BONUS	0.00
0008	PROMOTION BONUS	0.00
0009	U.S.A. BONUS	0.00
0010	EURO BONUS	0.00

Click « **Print** » the Other Product List appears.



Choose the language to print in and click « **OK** »

G.N.S. MANAGER		
Other Product List		
Print date:	10/05/2007 - 12:09	
PRODUCT NO.	DESCRIPTION	PRICE
0001	CONSULTATION	50.00
0002	SPECIAL TRAINING	75.00
0003	MEETING	100.00
0004	SHIPPING CHARGES	0.00
0005	HERBA COMMISSIONS	0.00
0006	SUPERVISOR BONUS	0.00
0007	TAB TEAM BONUS	0.00
0008	PROMOTION BONUS	0.00
0009	U.S.A. BONUS	0.00
0010	EURO BONUS	0.00

## CHAPTER 6 « SALES / REVENUES Menu »

**Herba Manager Canada - ( G.N.S. MANAGER )**

File Sponsors Customers Suppliers Products Sales Purchases Reports Tools Car Edit Window Help

MENU - SALES / REVENUES

Current Sale Invoices (Herba)

Registered Sale Invoices (Herba)

Other Sale / Revenue Invoices

Other Quotations

Other Sale / Revenue Categories

Sale Payment Categories (Herba and Other)

**Adding a Current Sale ( Herba )**

**Details** | Address and Comments | PROFIT Summary | Payments

Last N.: AUGER Herbalife #: 040000002

First N.: ALBERT Invoice: ☐ Customer ☒ Distributor

Discount: 25.00 Reference: DISTRIBUTOR

Invoice date: 11/29/2007 Tax exemption #:

Language: English

Adjustment: 0.00

Shipping: 0.00

G.S.T.: 0.00

P.S.T.: 0.00

Total: 223.45

Balance: 223.45

PREVIOUS V.P. 0.00 CURRENT V.P. 0.00 TOTAL V.P. 0.00

**By Order of Entry** | By Product #

NUM	QTY	DESCRIPTION	RETAIL	PRICE	TOTAL	BASE	V.P.
0004	5	Herbal Aloe - Gallon - N.T.	57.56	44.69	223.45	257.50	201.00

**SUBTOTAL:** \$ 223.45 **V.P.:** 201.00

Insert Change Delete

Ok Cancel

**Invoice: Customer / Distributor** = Click the box of your choice to have the right invoice form when printing.

**Customer:** Prints the **Herbalife Retail Order Form** on which you can find the Consumer Protection Act according to the selected Canadian province.

**Distributor:** Prints an invoice **without** the consumer protection act.

**Discount:** Default is 0.00 % or enter the discount of your choice manually.

**Reference:** Type in a number, a date, special, promotion or personal, etc. This information will appear in the reference column of your Current Invoices (Herba) screen therefore enabling a quicker search.

**Adjustment / Shipping:** For these two amounts, an amount can be entered manually.

**Total:** The shipping and handling fees are included in the before and after taxes amount.

**Tax exemption #:** Will appear automatically if you already entered the information in the customer file. Otherwise, type in the information to deactivate the taxes.

**Language:** The descriptions of the products will print out on the invoice according to the language choice.

**Previous V.P.:** Displays the V.P.'s for the current month only for the registered sales IF the name of the customer was chosen from the customer database with the yellow search button. The VP's will carry over to the « Cumulative V.P. » file for the customer and, the products sold will carry over to the « Herba Products Sold ».

**Current V.P.:** Displays the V.P.'s for the current sale.

**Total V.P.:** Displays the total of the previous and the current VP's.

**Modification d'une Vente Courante ( Herba )**

**Détails** | Adresse et Commentaires | Sommaire du PROFIT | Encaissements

Nom: HERBA No Herbalife: 04070707

Prénom: LOUIS Facture: ☐ Client ☒ Distributeur

Escompte: 50.00 Référence: PROMOTION

Date de facture: 13/09/2007 No. d'exemption de taxes:

Langue: Français

Ajustement: 0.00  
Expédition: 0.00  
T.P.S.: 4.66  
T.V.P.: 6.18  
Total: 153.80

Par Séquence | Par # Produit | P.V. PRÉCÉDENT 360.15 | P.V. COURANT 150.64 | P.V. TOTAL 510.79 | Solde: 0.00

NO	QTE	DESCRIPTION	DETAIL	PRIX	TOTAL	BASE	P.V.
0102	1	Boisson du Brésil - (60g) N.T.	21.18	11.71	11.71	18.95	14.75
3106	1	Formule 1 - Vanille Française - (750g)	46.88	25.91	25.91	41.95	32.75
0293	1	ShapeWorks Boisson Pêche/mangue (7 :	15.65	9.36	9.36	12.58	9.85
3151	1	Liftoff Amorce Orange ( 10 tab )	22.91	12.66	12.66	20.50	15.95
0188	1	Thé Concentré aux Herbes - Citron (100g)	50.01	27.64	27.64	44.75	34.95
3152	1	Liftoff Explosion Lime ( 10 tab )	22.91	12.66	12.66	20.50	15.95
0364	2	Tablettes Protéique Deluxe Vanille et Am	29.97	21.51	43.02	33.84	26.44

**SOUS-TOTAUX:** \$ 142.96 P.V.: 150.64

Ajouter Modifier Radier

Ok Abandonner



### GESTION G.N.S.

100 RUE PRINCIPALE, SHERBROOKE, QC, H0H 0H0  
BUR: (819) 222-3333 FAX: (819) 111-4444

DISTRIBUTEUR: 04070707 819 999-7777 # FACTURE: BROUILLON  
LOUIS HERBA DATE: 13/09/2007  
1955, RUE PRINCIPALE RÉFÉRENCE: PROMOTION  
SHERBROOKE, QC **50 %**  
CANADA H0H 0H0

PROD.	QTÉ		P.V.	P.V. TOTAL	DÉTAIL	PRIX	TOTAL
0102	1	Boisson du Brésil - (60g) N.T.	14.75	14.75	21.18	11.71	11.71
3106	1	Formule 1 - Vanille Française - (750g) N.T.	32.75	32.75	46.88	25.91	25.91
0293	1	ShapeWorks Boisson Pêche/mangue (7 sachets)	9.85	9.85	15.65	9.36	9.36
3151	1	Liftoff Amorce Orange ( 10 tab )	15.95	15.95	22.91	12.66	12.66
0188	1	Thé Concentré aux Herbes - Citron (100g) N.T.	34.95	34.95	50.01	27.64	27.64
3152	1	Liftoff Explosion Lime ( 10 tab )	15.95	15.95	22.91	12.66	12.66
0364	2	Tablettes Protéique Deluxe Vanille et Amande	13.22	26.44	29.97	21.51	43.02

8

150.64 P.V.

No T.P.S.: 0101010101 RT0001

SOUS-TOTAL:

142.96 \$

No T.V.P.: 0202020202 TQ0001

T.P.S.:

4.66

T.V.P.:

6.18

Montant taxable: 77.70

**TOTAL:**

**153.80 \$**

**PAIEMENT:**

**153.80**

**SOLDE:**

**0.00**

**Tableau des Ventes Courantes ( Herba )**

DATE	NO HERBA	PRENOM	NOM	ESC.	REFERENCE	TOTAL	SOLDE	DEPOT
11/09/07	040000002	ALBERT	AUGER	25.00	CLIENT	223.45	0.00	11/09/07

Enregistrer la Facture Finale Imprimer Ajouter Modifier Radier Quitter

Click « Print » to print the invoice.

Example of an invoice where the Customer box was selected = Herbalife Retail Order Form.  
**No date entered** = Final invoice not registered.

**HERBALIFE DU CANADA LTÉE** **BULLETIN DE COMMANDE AU DÉTAIL**

Numéro de permis du commerçant itinérant : 111658

Si vous avez des questions ou commentaires, prière de les adresser à :

Herbalife du Canada Ltée **OU** Herbalife du Canada Ltée  
 120, 4550 - 25 Street, S.E. 7075 Place Robert Joncas  
 Calgary (Alberta) T2B 3P1 Local 118  
 Ville St-Laurent, Qc. H4M 2Z2

Mention exigée par la loi sur la protection du consommateur (contrat conclu par un commerçant itinérant).

1. Le consommateur peut annuler le présent contrat dans les dix (10) jours qui suivent celui où il prend possession d'un double du contrat.
2. Le commerçant ne peut percevoir aucun paiement avant l'expiration du délai de dix jours pour l'annulation, tel que mentionné ci-dessus sauf si le consommateur a déjà reçu le bien qui fait l'objet du contrat.
3. L'annulation du contrat par le consommateur dans le délai de dix jours s'effectue par l'une des trois façons suivantes: a) en remettant le bien au commerçant ou à son représentant; b) en retournant le «formulaire de résolution» dûment complété et signé, accompagné du double du contrat, au commerçant ou à son représentant; ou c) en faisant parvenir au commerçant ou à son représentant un avis écrit indiquant son intention d'annuler le contrat.
4. Le contrat est annulé, sans autre formalité, dès que le consommateur remet le bien ou aussitôt qu'il envoie le formulaire ou l'avis.
5. Dans les dix jours qui suivent l'annulation, le consommateur et le commerçant doivent se redonner ce qu'ils ont reçu l'un de l'autre. Le commerçant assume les frais de restitution.
6. Le commerçant assumera les risques de perte ou de détérioration, même par cas fortuit, du bien qui fait l'objet du contrat jusqu'à l'expiration du délai de dix jours, tel que prévu ci-dessus, pour la restitution du bien.
7. Le consommateur ne peut annuler le présent contrat si, par suite d'un fait ou d'une faute dont il est responsable, il ne peut redonner le bien au commerçant dans l'état où il l'a reçu.

Le consommateur aura avantage à consulter les articles 58 et 65 de la loi sur la protection du consommateur. (L.R.Q., c. P-40.1) et au besoin, à communiquer avec l'Office de la protection du consommateur.

Si vous désirez annuler cet accord, vous devez faire parvenir cet avis, ou le remettre en personne, au vendeur mentionné ci-dessus, dans les dix (10) jours accordés.

NOM DU DISTRIBUTEUR LOUIS HERBA DATE  
 RUE 100, RUE PRINCIPALE VILLE SHERBROOKE TÉLÉPHONE (888) 999-7777  
 CLIENT ALBERT AUGER  
 RUE VILLE QC TÉLÉPHONE

QUANTITÉ	DESCRIPTION	PRIX
5	0004 Boisson Herbes & Aloès- Gallon - N.T.	223.45
COMMENTAIRES <b>FÉLICITATION POUR VOS P.V.</b>		<b>TOTAL PARTIEL</b> 223.45
<b>S.T.S. PROCHAIN MOIS</b>		<b>TRANSPORT</b> 0.00
<b>FEUILLES EXPLICATIVES INCLUSES</b>		<b>TOTAL SANS TAXE</b> 223.45
Veuillez arranger une démonstration gratuite à la maison.		<b>TPS (6%)</b> 0.00
TVQ 0202020202 TPS 0101010101		<b>TOTAL</b> 223.45
		<b>TVQ (7.5%)</b> 0.00
		<b>TOTAL PAYABLE</b> 223.45

(Explanations in the Register a Current Invoice (Herba))

## PRINTING A REGISTERED SALES INVOICE ( Herba )

**Tableau des Ventes Enregistrées ( Herba )**

Par No Facture | Par Date | Compte à Recevoir

NO FACTURE	DATE	PRENOM	NOM	ESC.	REFERENCE	TOTAL	SOLDE	DEPOT
1	11/09/07	ALBERT	AUGER	25.00	DISTRIBUTEUR	223.45	0.00	11/09/07

Imprimer Consulter Quitter

Click « **Print** » to print the invoice.

**Printing an invoice**


Details

☒ By order of entry  
☐ By product #

OK Close

Click « **OK** »

### The Invoice

		<b>GESTION G.N.S.</b> 100 RUE PRINCIPALE, SHERBROOKE, QC, H0H 0H0 BUR: (819) 222-3333 FAX: (819) 111-4444	
DISTRIBUTEUR: 040000002 ALBERT AUGER 1955, AVE. PRINCIPALE DRUMMONDVILLE, QC CANADA H0H 0H0		819 888-9999	# FACTURE: 1 DATE: 11/09/2007 RÉFÉRENCE: DISTRIBUTEUR
		<b>25 %</b>	
PROD. QTÉ	P.V.	P.V. TOTAL	DÉTAIL PRIX TOTAL
0004 5 Boisson Herbes & Aloès- Gallon - N.T.	40.20	201.00	57.56 44.69 223.45
<b>5</b>		201.00 P.V.	
No T.P.S.: 0101010101	SOUS-TOTAL:		223.45 \$
No T.V.P.: 0202020202	T.P.S.:		0.00
	T.V.P.:		0.00
Montant taxable: 0.00	<b>TOTAL:</b>		<b>223.45 \$</b>
COMMENTAIRES : FÉLICITATION POUR VOS P.V.	<b>PAIEMENT:</b>		<b>223.45</b>
S.T.S. PROCHAIN MOIS	<b>SOLDE:</b>		<b>0.00</b>
FEUILLES EXPLICATIVES INCLUSES	<b>PAYÉ</b>		

N.B. : Le # FACTURE est 1 puisque la facture est maintenant enregistrée et comptabilisée.



MENU - SALES / REVENUES
Current Sale Invoices (Herba)
Registered Sale Invoices (Herba)
Other Sale / Revenue Invoices
Other Quotations
Other Sale / Revenue Categories
Sale Payment Categories (Herba and Other)

## OTHER SALE / REVENUE INVOICES

**Adding an Other Sale / Revenue**

**Details** | **Payments**

Date: 2/20/2007 Invoice #: A-1 Language: English

Category: SUPERVISOR BONUS

Customer: HERBALIFE First Name: CALGARY

Address: 120, 4550-25 STREET S.E.

City: CALGARY

Province: ALBERTA

Country: CANADA

Postal code: T2B 3P1

Reference: BONUS

Tax exemption #:

**Subtotal: 1,250.00**  
**G.S.T.: 0.00**  
**P.S.T.: 0.00**  
**Total: 1,250.00**  
**Balance: 1,250.00**

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL PRICE
0006	1.00	SUPERVISOR BONUS	1,250.00	1,250.00

Insert Change Delete

OK Cancel

**Date:** By default, today's date will appear but it can be changed.

**Invoice #:** Automatically assigned. (Ex.: A-1)

**Language:** The description of the products will print out on the invoice according to the language choice.

**Category:** Choose from the drop down list.

**Customer:** The search button calls up the Selecting a Customer screen, select Individuals or Corporations. Or enter the name and address manually.

**Reference:** Purchase order number or note/memo etc.

**Tax exemption # :** Will appear automatically if you already entered the information in the customer file. Otherwise, type in the information to deactivate the taxes.

**N.B.:** The data of this sale will automatically be carried over to the « Cumulative Sales » tab of the customer file only if the customer was selected with the search button.

The data from the invoice will automatically be carried over the following reports of the « Reports » menu:

- All reports on Other Products
- All reports on Sales / Revenues
- The Income and Expense Summary
- The Tax Report

**Other Sales / Revenues**

By Invoice Date | By Customer | By Invoice Number | Accounts Receivable


DATE	LAST NAME	FIRST NAME	CATEGORY	INV. #	TOTAL	BALANCE	DEPOSIT
2/20/07	HERBALIFE	CALGARY	SUPERVISOR BONUS	A-1	1,250.00	0.00	2/20/07

Print Insert Change Delete

Close

- You have the choice to:
- Print the invoice
  - Insert a new invoice
  - Change or delete an invoice

### The Invoice



**G.N.S. MANAGER**

100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0  
OFF: (819) 222-3333 FAX: (819) 111-4444

CUST.: **CALGARY HERBALIFE** INVOICE # **A-1**  
**120, 4550- 25 STREET S.E.** DATE: **2/20/2007**  
**CALGARY** Reference: **BONUS**  
**AB**  
**CANADA**  
**T2B 3P1**

PROD.	QTY		PRICE	TOTAL
0006	1.00	SUPERVISOR BONUS	1,250.00	1,250.00
	<b>1.00</b>			
			SUBTOTAL:	1,250.00 \$
			G.S.T.:	0.00
			P.S.T.:	0.00
			<b>TOTAL:</b>	<b>1,250.00 \$</b>
			<b>PAYMENT:</b>	<b>1,250.00</b>
			<b>BALANCE:</b>	<b>0.00</b>

**PAID**

## CHAPTER 7 « PURCHASES / EXPENSES Menu »

**Herba Manager Canada - ( G.N.S. MANAGER )**

File Spnorsors Customers Suppliers Products Sales Purchases Reports Tools Car Edit Window Help

MENU - PURCHASES / EXPENSES

- Current Purchases ( Herba )
- Registered Purchases ( Herba )
- Other Purchases / Expenses
- Other Purchase / Expense Categories
- Purchase Payment Categories ( Herba and Other )

**CURRENT PURCHASES ( Herba )**

**Ajout d'un Achat Courant ( Herba )**

Détails Fournisseur et Expédition Ajustement Manuel Paiements

Fournisseur: Herbalife CAN HERBALIFE CALGARY

Type de commande: Téléphone No commande: D9-0219234

Date de la commande: 24/09/2007 Mois de commande: Septembre

Mode de paiement: VISA 0000-1111-2222-3333 EXP: 01/09

Escompte: 50.00 No d'exemption de taxes:

Mode de transport: FEDEX ( UPS - EXPÉDIBUS )

Manutention: 13.03  
Transport: 8.84  
T.P.S.: 5.00  
T.V.P.: 6.60  
Total: 126.44

Solde: 0.00

Par Séquence Par # Produit Ajustements Manuels Inclus ☐ Commande à l'entrepôt

NO	QTE	DESCRIPTION	DETAIL	EXT.	BASE	P.V.
0004	2	Boisson Herbes & Aloès- Gallon - N.T.	51.50	51.50	103.00	80.40
0027	3	Capsules d'huile de Canola - (90)	4.75	7.11	14.25	11.10
0077	1	Total Control - (90)	42.25	21.12	42.25	32.95
0020	2	Nutri 9 - (90)	13.25	13.24	26.50	20.50

**SOUS-TOTAUX: \$ 92.97 P.V.: 144.95**

Ajouter Modifier Radier

OK Abandonner

**Supplier:** The default is **Herbalife CAN** and you have access to the Canadian products only.

**Order type:** Select from the drop down list.

**Order #:** The Herbalife order # or type in the date of your payment or any other reference.

**Order date:** The default is today's date but it can be modified.

**Order month:** Use at the end of the month when Herbalife gives you a choice of the applicable month for the order.

**Method of Payment:** The default is what is entered in the data configuration of the « File » menu.

**Discount:** Default is 50.00 % or type in the discount of your choice.

**Tax exemption #:** Will automatically appear if you entered the information in the « File » menu data configuration, Sales Taxes tab. Otherwise, type in the information to deactivate the taxes.

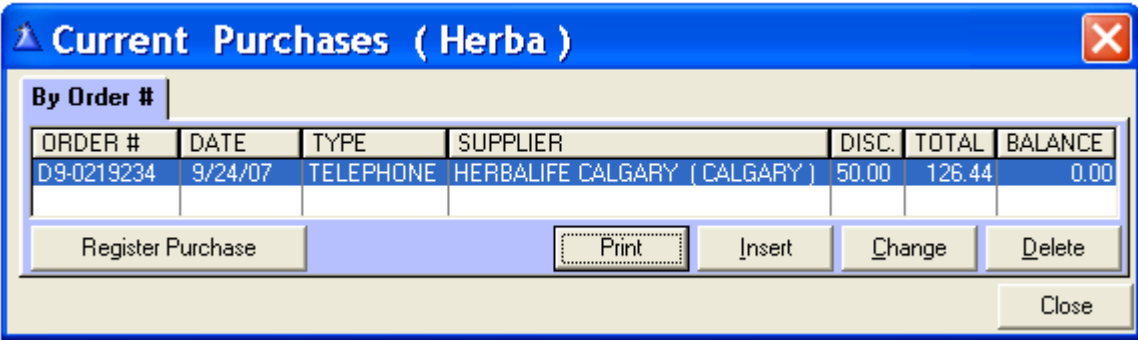
**Shipping method:** The default is what is entered in the data configuration of the « File » menu.

**Warehouse order:** Clicking this box will adjust the calculations relating to the shipping but only when you pick up products at the Montreal warehouse (3.50 %) and, the Calgary warehouse (3.50 %).

**V. P.:** Displays the V.P. of this order.

**N.B.:** When you use the « Manual adjustment » tab and you adjust an amount, the words «Manual Adjustments included» will appear in red in the Adding a Current Purchase ( Herba ) screen to remind you that this order was adjusted.

# PRINTING A CURRENT PURCHASE ( Herba )



**Current Purchases ( Herba )**

By Order #

ORDER #	DATE	TYPE	SUPPLIER	DISC.	TOTAL	BALANCE
D9-0219234	9/24/07	TELEPHONE	HERBALIFE CALGARY ( CALGARY )	50.00	126.44	0.00

Click « **Print** » to print the purchase.

**G.N.S. MANAGER**

100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0

OFF: (819) 222-3333 FAX: (819) 111-4444

Products: **CANADIAN**

Herbalife # **04-0000001**

Authorized Supervisor: **HERBA, LOUIS (04-0000001)**

Qualification Month and Year: **02/2000** Method of Payment: **VISA 0000-1111-2222-3333 EXP: 01/09**

Ordered with: **HERBALIFE CALGARY ( Calgary )**  
**120, 4550 - 25th STREET S.E.**  
**CALGARY, AB**  
**CANADA T2B 3P1**  
Telephone: **(866) 622-1222**  
Fax: **(403) 204-7705**

**50 %**

ORDER DATE: **9/24/2007**

ORDER MONTH: **SEPTEMBER**

ORDER # **D9-0219234**

Ship to: **LOUIS HERBA**  
**100, PRINCIPAL STREET**  
**SHERBROOKE**  
**CANADA H0H 0H0**  
Telephone: **(888) 999-7777**  
Shipping method: **FEDEX ( UPS - GREYHOUND )**

PROD.	QTY		V.P.	TOTAL V.P.	DETAIL	TOTAL
0004	2	Herbal Aloe - Gallon - N.T.	40.20	80.40	51.50	51.50
0027	3	Canola Oil Capsules - (90)	3.70	11.10	4.75	7.11
0077	1	Total Control - (90)	32.95	32.95	42.25	21.12
0020	2	Nutri 9 - (90)	10.25	20.50	13.25	13.24
<b>8</b>			<b>144.95 V.P.</b>			
SUBTOTAL:						92.97 \$
HANDLING:						13.03
SHIPPING:						8.84
G.S.T.:						5.00
P.S.T.:						6.60
Taxable amount:		83.00	TOTAL:			126.44 \$
			Payment			126.44
			Balance:			0.00

**PAID**

## PURCHASE OF AMERICAN PRODUCTS IN CALGARY

It is **strictly prohibited** to sell American Herbalife products in Canada.

However, if you are retailing in the United-States from Canada, you can order American products from Herbalife Calgary and have them shipped to a customer or distributor in the United-States.

No American product will be shipped to a Canadian address.

Herbalife will process the order only if it is shipped to an American address.

Otherwise, this message will be displayed.

### Herba Manager Canada



The selected customer does not live in the country where the products are ordered.  
Invalid shipping address!

Ok

**Adding a Current Purchase ( Herba )**

**Details** | **Supplier and Shipping Information** | **Manual Adjustment** | **Payments**

Supplier: Herbalife USA (HERBALIFE CALGARY)  
Order type: Telephone Order #:   
Order date: 9/24/2007 Order month: September  
Method of Payment:   
Discount: 50.00 Tax exemption #:   
Shipping method: FEDEX ( UPS - GREYHOUND )

**Handling: 0.00**  
**Shipping: 0.00**  
**G.S.T.: 0.00**  
**P.S.T.: 0.00**  
**Total: 0.00**

**Balance: 0.00**

**By Order of Entry** | **By Product #** | ☐ Warehouse order

NUM	QTY	DESCRIPTION	RETAIL	TOTAL	BASE	V.P.

**SUBTOTALS: \$ 0.00 V.P.: 0.00**

Insert Change Delete

OK Cancel

At the **Supplier** box: When you select **Herbalife USA** you only have access to the **Selecting an American product** screen and, the taxes are not included.

The **handling** fees are included and the shipping rate is adjusted according to the **value of the order**.



MENU - PURCHASES / EXPENSES
Current Purchases (Herba)
Registered Purchases (Herba)
Other Purchases / Expenses
Other Purchase / Expense Categories
Purchase Payment Categories (Herba and Other)

## REGISTERED PURCHASES ( Herba )

**Registered Purchases ( Herba )**

By Date | By Order #

DATE	ORDER #	SUPPLIER	DISC.	TOTAL	BALANCE
9/24/07	D9-0219234	HERBALIFE CALGARY ( CALGARY )	50.00	126.44	0.00

Print View

Close

**Viewing a Registered Purchase ( Herba )**

Details | Supplier and Shipping | Manual Adjustment | Payments

Supplier: Herbalife CA      HERBALIFE CALGARY

Order type: Telephone      Order #: D9-0219234

Order date: 9/24/2007      Order month: September

Method of payment: VISA 0000-1111-2222-3333 EXP: 01/09

Discount: 50.00      Tax exemption #:

Shipping method: FEDEX ( UPS - GREYHOUND )

**Handling: 13.03**  
**Shipping: 8.84**  
**G.S.T.: 5.00**  
**P.S.T.: 6.60**  
**Total: 126.44**

**Balance: 0.00**

By Order of Entry | By Product # | **Manual Adjustment Included** ☐ Warehouse order

NUM	QTY	DESCRIPTION	RETAIL	TOTAL	BASE	V.P.
0004	2	Herbal Aloe - Gallon - N.T.	51.50	51.50	103.00	80.40
0027	3	Canola Oil Capsules - (90)	4.75	7.11	14.25	11.10
0077	1	Total Control - (90)	42.25	21.12	42.25	32.95
0020	2	Nutri 9 - (90)	13.25	13.24	26.50	20.50

**SUBTOTALS: \$ 92.97      P.V.: 144.95**

OK Cancel

The data of this purchase is carried over to the Income and Expense Summary, the tax report and, the products are added (+) to the inventory automatically.

MENU - PURCHASES / EXPENSES
Current Purchases (Herba)
Registered Purchases (Herba)
Other Purchases / Expenses
Other Purchase / Expense Categories
Purchase Payment Categories (Herba and Other)

## OTHER PURCHASES / EXPENSES

**Adding an Other Purchase / Expense**

**Details** | Payments

Date: 3/15/2007

Supplier: GENIUS COMPUTERS INC.

Category: DATA PROCESSING

Invoice #: F-0001

Subtotal: 100.00

G.S.T.: 6.00

P.S.T.: 7.95

**Total: 113.95**

**Balance: 0.00**

Calculate

OK Cancel

**Date:** By default, today's date will appear but it can be changed.

**Supplier:** The yellow search button to call up the Selecting a Supplier screen, choose the Supplier and click « Select ».

Or enter the name manually.

**Category:** Choose from the drop down list.

**Invoice #:** Enter the invoice number.

**Taxes:** Enter the GST/PST amounts of the purchase or click the « Calculate » button.

**OK:** Click to save this purchase.

All transactions entered in the Purchases / Expenses sections are automatically transferred to the Income and Expense Summary report and to the GST/PST report.

**Other Purchases / Expenses**

By Invoice Date | By Supplier | By Invoice # | Accounts Payable

DATE	SUPPLIER	CATEGORY	INVOICE #	TOTAL	BALANCE
3/15/07	GENIUS COMPUTERS INC.	DATA PROCESSING	F-0001	113.95	0.00

Insert Change Delete

Close

## OTHER PURCHASES / EXPENSES FOR INFORMATION PURPOSES

### Self-Employed Workers

EXPENSES ARE DEDUCTIBLE UNDER CERTAIN CONDITIONS:  
If their purpose is to generate income and with a profit expectancy.

### SUMMARY OF EXPENSES FOR HOME BASED OFFICE

Pro rata % Used space	Non-commission Employee	Commission Employee	Self- Employed	Example of annual costs	Pro rata 10 % Used space
* Insurance	Not Deductible	Deductible	Deductible	300.00	30.00
Home Taxes	Not Deductible	Deductible	Deductible	1,200.00	120.00
Mortgage Interests	Not Deductible	Not Deductible	Deductible	6,000.00	600.00
* Amortizing	Not Deductible	Not Deductible	Deductible	0	0
Rent (if tenant)	Deductible	Deductible	Deductible	6,000.00	600.00
Electricity & Heating	Deductible	Deductible	Deductible	1,200.00	120.00
General Maintenance	Deductible	Deductible	Deductible	2,400.00	240.00
This example : Mortgage interests or Rent ( if tenant ) Total :				<b>\$ 11,100.00</b>	<b>\$ 1,110.00</b>

**Federal Deduction : 100 % of \$ 1,100.00 / Provincial (Quebec) : 50 % of \$ 1,100.00 = \$ 550.00**

\* Amortizing = is recovery at the sale of the building.

### HOUSE OR RENT = A DISTRIBUTION OF THE SERVICE EXPENSES FOR THE USE OF THE PREMISES.

**You can deduct the expenses of a room or work space used for commercial purposes in your home if:**

The room constitutes your main place of business or you use the room uniquely to generate your business income and you do this on regular basis to meet customers.

To deduct a portion of the expenses: Distribute your expenses between the personal and commercial usage, use a reasonable % rate like the dimension of the room divided by the total dimension of your home.

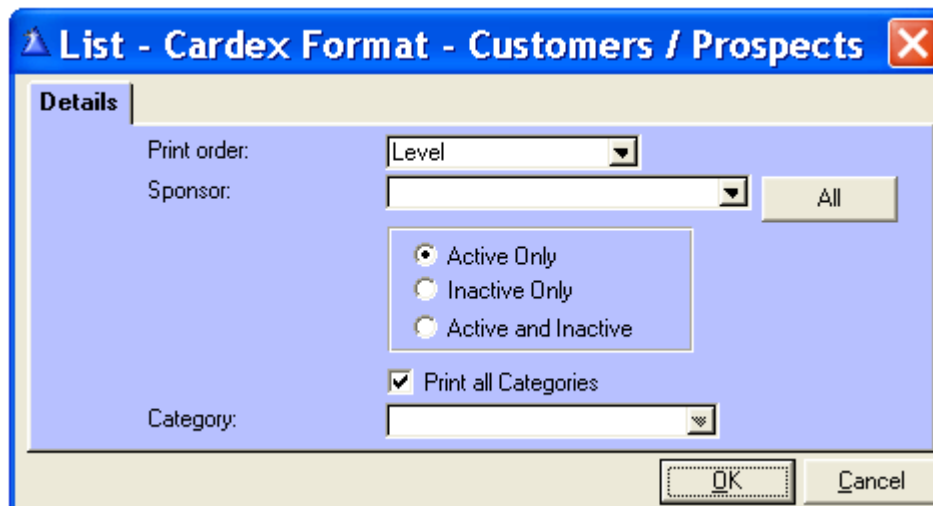
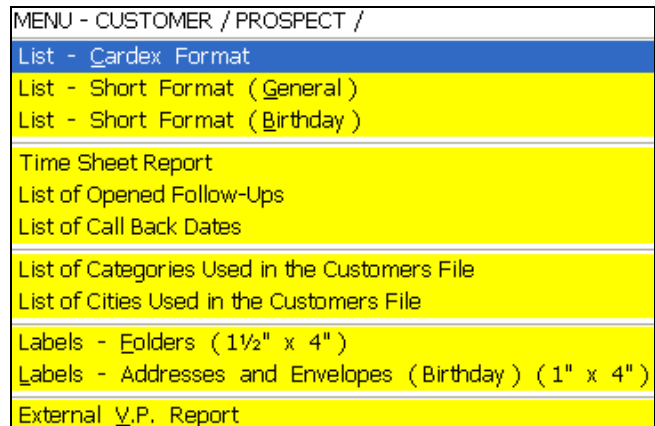
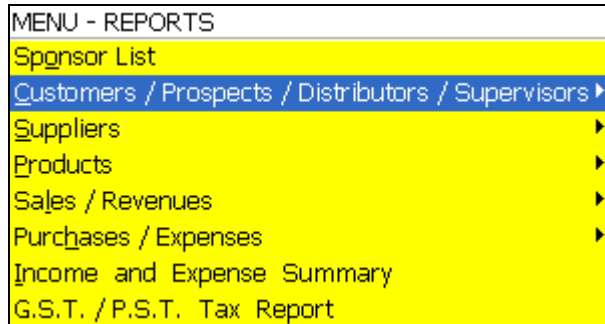
Residential example: 1 - 1 floor 1000 sq.ft., the office 100 sq.ft = 10 %  
 2 - 1 floor with a basement, 800 livable sq.ft. = 1800 sq.ft. = 6 % (  $100 \div 1800 \times 100 = 5.55$  )  
 3 - 2 floors with basement 2800 sq.ft. = 4 %

**Rent:** It is a distribution of the service expenses on the usage of the premises. It can vary between **8 % and 12%**.

\* Commercial Insurance : The additional cost is 100% deductible.  
 ( Let you insurance broker know the nature of your business. )

**2<sup>nd</sup>** phone line, internet and small office equipment of less than \$ 200.00 are 100% deductibles.  
 Always be clear and have paper work justifying you expenses (invoices / receipts). Be fair and reasonable for your expenses.

## CHAPTER 8 « *REPORTS Menu* »



**Print order:** By name or by level.

**Sponsor:** The list of customers and distributors of a selected sponsor.  
If no sponsor is selected, **All** will print.

**Click:** Active only, Inactive only or Active and Inactive.

**Print all categories:** If this box is not clicked, you can access the categories drop down list.  
(Customers, Prospects, Distributors, Supervisors, etc.).

**Cardex format = 8 names per page.**

<b>Active</b>	<b>040000002</b>	<b>Lev.: 2</b>	<b>Start: 8/05/02</b>	<b>Active</b>	<b>04 1234567</b>	<b>Lev.: 2</b>	<b>Start: 8/01/04</b>
AUGER ALBERT			8/02/51 AGE: 56	CLARK PETER			8/01/50 AGE: 57
AUGER CLAIRE			10/16/53 AGE: 54	SIMPSON JANE			9/15/51 AGE: 56
1955, AVE. PRINCIPALE				333, PRINCIPAL STREET			
DRUMMONDVILLE, QC, CANADA H0H 0H0				CALGARY, AB, CANADA H0H 0H0			
HOM: 819 888-9999	ALEX	1/01/80	AGE: 27	HOM: 403 123-4567	ALEX	1/01/80	AGE: 27
OFF: 418 888-9999	BENOIT	3/03/84	AGE: 25		STEVE	3/03/90	AGE: 25
CELL: 450 888-9999	ANNE	2/02/82	AGE: 23		AN	2/02/82	AGE: 17
FAX: 514 888-9999	CAROLE	4/04/88	AGE: 19		MARY	4/04/92	AGE: 15
SPONSOR: HERBA LOUIS				SPONSOR: SMITH PETER			
ESPOIR@BELL.COM							
TEST TEST TEST TEST TEST TEST TEST OK				TEST TEST TEST TEST TEST TEST TEST TEST			
TEST				TEST			

MENU - CUSTOMER / PROSPECT /
List - Cardex Format
List - Short Format (General)
List - Short Format (Birthday)

## LIST - SHORT FORMAT ( General )

**Print order:** By name or by level.

**Sponsor:** The list of customers and distributors of a selected sponsor.  
If no sponsor is selected, **All** will print.

**Click:** Active only, Inactive only or Active and Inactive.

**Print all categories:** If this box is not clicked, you can access the categories drop down list.  
(Customers, Prospects, Distributors, Supervisors, etc.).

### Why print a Short Format List ( General ) ?

This list will allow you to have your address book on hand at all times when you do not have access to your computer.

**Short format = 17 names per page.**

G.N.S. MANAGER			
CUSTOMER / PROSPECT / DISTRIBUTOR / SUPERVISOR LIST - SHORT FORMAT			
Sponsor: ALL - Category: ALL			
Print date:	12/29/2007 12:51		
CUSTOMER SPOUSE	ADDRESS CITY, PROVINCE (STATE) COUNTRY, P.C. (ZIP)	HOME CELL PHONE OTHER	OFFICE FAX
MARTIN PIERRE	1955, AVE. PRINCIPALE	450 888-9999	418 888-9999
TRUDEAU NANCY	SHERBROOKE, QC CANADA H0H 0H0	450 888-9999	514 888-9999
AUGER ALBERT	1955, AVE. PRINCIPALE	819 888-9999	418 888-9999
AUGER CLAIRE	DRUMMONDVILLE, QC CANADA H0H 0H0	450 888-9999	514 888-9999
CLARK PETER	333, PRINCIPAL STREET	403 123-4567	
SIMPSON JANE	CALGARY, AB CANADA H0H 0H0		
MILLER PETER	555, PRINCIPAL STREET	450 234-5678	
O'CONNOR KIM	LOS ANGELES, CA U.S.A. H0H 0H0		

MENU - CUSTOMER / PROSPECT /  
 List - Cardex Format  
 List - Short Format (General)  
 List - Short Format (Birthday)

## LIST - SHORT FORMAT ( Birthday )

**Birthday month:** Type in the birth month.

(Available only if the date of birth is entered in the customer file and if the Birthday card box is clicked).

**Sponsor:** The list of customers and distributors of a selected sponsor.

If no sponsor is selected, **All** will print.

**Click:** Active only, Inactive only or Active and Inactive.

**Print all categories:** If this box is not clicked, you can access the categories drop down list.

(Customers, Prospects, Distributors, Supervisors, etc.).

### Why print a Short Format List ( Birthday ) ?

This list allows you to print the birthdays of the month you requested.

**The names, birthdays and ages of the concerned individuals will appear in bold on the list.**

You can use this to indicate your customers' birthdays on your calendar and/or in your agendas to give them a call on their birthday or to send them a card.

**Is it not pleasant to hear "Happy Birthday" ?**

**Short format ( Birthday ) = 27 names per page.**

G.N.S. MANAGER			
CUSTOMER / PROSPECT / DISTRIBUTOR / SUPERVISOR LIST - SHORT FORMAT ( Birthday )			
Sponsor: ALL - Category: ALL			
Print date:	12/30/2007 11:10		
CUSTOMER	BIRTHDAY DATE - AGE	HOME	OFFICE
SPOUSE	BIRTHDAY DATE - AGE	CELL PHONE	FAX
CLARK PETER	8/01/1950 - 57	403 123-4567	
SIMPSON JANE			
MARTIN PIERRE	8/01/1950 - 57	450 888-9999	418 888-9999
TRUDEAU NANCY		450 888-9999	514 888-9999
AUGER ALBERT	8/02/1951 - 56	819 888-9999	418 888-9999
AUGER CLAIRE		450 888-9999	514 888-9999



## LIST OF OPENED FOLLOW-UP

MENU - CUSTOMER / PROSPECT /
Time Sheet Report
List of Opened Follow-Ups
List of Call Back Dates

Choose the Type of Subject, click « **OK** ».

G.N.S. MANAGER						
LIST OF OPENED FOLLOW-UPS						
Follow-up type: Herba and Others						
Print Date:		12/30/2007 11:20				
CUSTOMER	SPOUSE	TYPE	TELEPHONE	DATE CALL	DATE CALL BACK	
AUGER ALBERT	AUGER CLAIRE	H	819 888-9999	4/01/05	4/13/05	
AUGER ALBERT	AUGER CLAIRE	H	819 888-9999	4/05/05	4/07/05	
AUGER ALBERT	AUGER CLAIRE	O	819 888-9999	4/15/05		
CLARK PETER	SIMPSON JANE	O	403 123-4567	4/05/05	4/12/05	
DUVAL SUZIE		H	403 888-2222	4/11/05		
EVANS MARY		H	450 111-2222	5/26/05	8/01/05	

## LIST OF CALL BACK DATES

MENU - CUSTOMER / PROSPECT /
Time Sheet Report
List of Opened Follow-Ups
List of Call Back Dates

**Print a report:** by week, by month, by quarter, you choose.

Enter the Start and End date. Choose the Subject Type, click « **OK** ».

G.N.S. MANAGER						
LIST OF CALL BACK DATES						
Up to 12/31/07 - Uncompleted only						
Print Date:		4/21/2010 16:09				
CUSTOMER	HOME	DATE	TIME	TYPE	DESCRIPTION	
SPOUSE	CELL PHONE					
ALBERT AUGER	819 888-9999	4/07/05	13:15	H	HOME TRAINING	
CLAIRE AUGER	450 888-9999					
PETER CLARK	403 123-4567	4/12/05	14:00	O	OTHER MEETING	
JANE SIMPSON						
ALBERT AUGER	819 888-9999	4/13/05	8:30	H	CONSTIPATION	
CLAIRE AUGER	450 888-9999					

## LABELS – ADDRESSES AND ENVELOPES ( Birthday ) ( 1 " X 4 " )

**Report type: Envelope:** Please note the envelopes you can use are envelopes # 8, 9 and 10.

# 8: 3 <sup>5</sup>/<sub>8</sub>" x 6 <sup>1</sup>/<sub>2</sub>" - # 9: 3 <sup>7</sup>/<sub>8</sub>" x 8 <sup>1</sup>/<sub>8</sub>" - # 10: 4 <sup>1</sup>/<sub>8</sub>" x 9 <sup>1</sup>/<sub>2</sub>".

**Address labels:** 1" x 4" ex. : Avery Laser # 5259 / Avery Ink Jet # 8162

**Laser ( 1 col.):** Use this option to print **10** labels or less. To save on labels, we suggest that you take a **2** column sheet of labels, cut it down the middle and center it on your printer.

**Laser ( 2 col.):** **20** labels per page.

**Continuous:** Labels for continuous paper printer.

**Customer:** Click « **Insert** » the Selecting a Customer screen appears. Choose the customer and click « **Select** ». Add as many names as you wish and click « **Ok** » to print. If left blank, **All** will print.

**Print Order:** By level or by name.

**Fill the page with the same customer:** You can click this box only if you selected one of the Laser reports types. If left blank, **All** customers will print.

**Recipient:** Customer only, Spouse only or Both.

**City:** Type the chosen city according to the list used for your mailing.

**Sponsor:** Print labels of one or all distributors of a specific sponsor. If left blank, **All** will print.

**Birthday month:** Choose the month. (Available only if the date of birth is entered in the customer file and if the Birthday card box is clicked).

**Click:** Active Only, Inactive Only or Active and Inactive.

**Print all categories:** If this box is not clicked, you can access the **Category** drop down list. Ex.: Supervisors, Tab team.

MENU - REPORTS	
Sponsor List	
Customers / Prospects / Distributors	▶
Suppliers	▶
Products	▶
Sales / Revenues	▶
Purchases / Expenses	▶
Income and Expense Summary	
G.S.T. / P.S.T. Tax Report	

MENU - SUPPLIER REPORTS	
List - Cardex Format	
List - Short Format (General)	
List - Short Format (Birthday)	
Labels - Folders (1½" x 4")	
Labels - Addresses and Envelopes (Birthday) (1" x 4")	

## SUPPLIERS

**Report type:** Laser (1col.), Laser (2 col.) and Continuous.

**Fill the page with the same supplier:** You can click this box only if you selected one of the Laser reports types.  
If left blank, **All** suppliers will print.

**Click:** Active Only, Inactive Only or Active and Inactive

**Print all categories: Checked box:** By clicking « **OK** », you will print a list of all the categories you have used in the « **Suppliers** » File.

**If not checked:** Choose a specific category from the drop down list.

**Laser (1 col.):** Use this option to print 7 labels or less. To save on labels, we suggest that you take a 2 column sheet of labels, cut it down the middle and center it on your printer.

**Labels for folders:** 1 column laser gives 7 names per page and a 2-column laser gives 14 names per page.

**Labels for folders:** 1½" X 4" ex.: Avery Laser # 5259 / Avery Ink Jet # 8162

MENU - REPORTS	
Sponsor List	
Customers / Prospects / Distributors	▶
Suppliers	▶
Products	▶
Sales / Revenues	▶
Purchases / Expenses	▶
Income and Expense Summary	
G.S.T. / P.S.T. Tax Report	

MENU - PRODUCTS REPORTS	
Price List - General ( Sales )	
Most Popular Products - Price List 25 / 50 % ( Sales )	
Most Popular Products - Sales Form	
Price List - General ( Purchases )	
Most Popular Products - Price List 25 / 50 % ( Purchases )	
Most Popular Products - Purchases Form	
Product Group List	
List of Quantities and Values in Stock	
List of Quantities Sold for 12 Months (Herba )	
List of Quantities Sold per Period (Herba )	
Other Product List	
List of Other Quantities Sold for 12 Months	
List of Other Quantities Sold per Period	

## PRODUCTS: PRICE LIST – GENERAL ( Sales ) - Canadian Products

1-

Language: French, English & Spanish  
 Products: Canadian or American  
 Product groups to print: (print the complete list = 1 to 99)

### EXPLANATION OF SCREEN # 1 ABOVE

When the box **Include taxes in prices** is not clicked, the following note will appear on the price list:

NOTE: All prices include freight (4.75 %) and handling (7 %)

When the box **Include freight and handling in prices** is not clicked, the following note will appear on the price list. (This print option will give you the same figures as **Herbalife Calgary's price list**).

NOTE: Prices DO NOT INCLUDE freight, handling, G.S.T. and P.S.T.

Examples: groups 1 & 2

NOT ROUNDED		HERBALIFE PRODUCTS (CANADA) - 10/19/2007													Page 1	
WHOLESALE PRODUCT PRICE LIST ( QUÉBEC )																
Stock No.	Product Name	Volume Points	Entered Date	HERBA PRICE	RETAIL	25%	30%	35%	38%	40%	41%	42%	HAP	50%	Stock No.	
<b>1 - NUTRITIONAL PRODUCTS - GST/HST EXEMPT</b>																
0002	Herbal Aloe - Quart - 32oz N.	13.75	17.75	17.75	19.83	15.39	14.51	13.62	13.09	12.73	12.55	12.38	13.58	10.96	0002	
0004	Herbal Aloe - Gallon - N.T.	40.20	51.50	51.50	57.56	44.69	42.11	39.54	37.99	36.96	36.45	35.93	39.41	31.81	0004	
0102	Brazilian Herbal Tea - (60g)	14.75	18.95	18.95	21.18	16.44	15.50	14.55	13.98	13.60	13.41	13.22	14.50	11.71	0102	
0105	Herbal Tea Concentrate - (50g)	19.95	25.75	25.75	28.77	22.33	21.05	19.76	18.99	18.47	18.21	17.96	19.70	15.90	0105	
0106	Herbal Tea Concentrate - (100g)	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0106	
0141	Formula 1 - French Vanilla - (50g)	23.95	30.75	30.75	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	23.52	18.99	0141	
0142	Formula 1 - Dutch Chocolate - (50g)	23.95	30.75	30.75	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	23.52	18.99	0142	
0143	Formula 1 - Wild Berry - (550g)	23.95	30.75	30.75	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	23.52	18.99	0143	
0188	Herbal Tea Concentrate - Lemon	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0188	
0189	Herbal Tea Concentrate - Raspberry	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0189	
0190	Herbal Tea Concentrate - Peach	34.95	44.75	44.75	50.01	38.82	36.59	34.35	33.01	32.11	31.66	31.22	34.23	27.64	0190	
0291	ShapeWorks Soup Mix Cream	9.85	12.58	14.00	15.65	12.51	11.88	11.25	10.87	10.62	10.49	10.37	11.21	9.36	0291	
3106	Formula 1 - French Vanilla - (750g)	32.75	41.95	41.95	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	32.10	25.91	3106	
3107	Formula 1 - Dutch Chocolate - (750g)	32.75	41.95	41.95	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	32.10	25.91	3107	
3108	Formula 1 - Wild Berry - (750g)	32.75	41.95	41.95	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	32.10	25.91	3108	
<b>2 - NUTRITIONAL PRODUCTS - TAXABLE</b>																
0003	Dong Quai - (60)	12.50	16.00	16.00	20.37	15.81	14.90	14.00	13.45	13.08	12.90	12.72	13.94	11.26	0003	
0006	Herbal Aloe Concentrate - 16oz	24.95	31.95	31.95	40.69	31.58	29.78	27.95	26.85	26.13	25.77	25.40	27.86	22.49	0006	
0020	Nutri 9 - (90)	10.25	13.25	13.25	16.88	13.10	12.35	11.59	11.15	10.84	10.69	10.55	11.56	9.33	0020	
0023	Florafibre - (90)	12.50	16.00	16.00	20.37	15.81	14.90	14.00	13.45	13.08	12.90	12.72	13.94	11.26	0023	
0024	Factor 1000 - (60)	41.00	52.50	52.50	66.85	51.90	48.91	45.92	44.12	42.92	42.33	41.73	45.77	36.95	0024	
0027	Canola Oil Capsules - (90)	3.70	4.75	4.75	6.05	4.70	4.43	4.16	4.00	3.88	3.83	3.78	4.14	3.35	0027	
0032	Mega Garlic Plus - (30)	12.95	16.60	16.60	21.13	16.40	15.46	14.51	13.94	13.57	13.37	13.19	14.47	11.69	0032	
0036	Niteworks - 300g / 10.6 oz.	89.95	115.95	115.95	147.65	114.63	108.03	101.42	97.45	94.80	93.48	92.16	101.08	81.60	0036	
0065	Herbalifeline Oméga-3 (90)	25.75	33.00	33.00	42.02	32.63	30.75	28.86	27.74	26.98	26.61	26.23	28.78	23.22	0065	
0075	Probiotic Complex (30)	20.50	26.25	26.25	33.43	25.96	24.47	22.96	22.07	21.47	21.17	20.88	22.88	18.48	0075	
0077	Total Control - (90)	32.95	42.25	42.25	53.80	41.77	39.37	36.96	35.52	34.55	34.07	33.59	36.83	29.75	0077	
0100	Tri-Shield - (30)	35.50	45.50	45.50	57.94	44.99	42.39	39.81	38.24	37.21	36.69	36.16	39.68	32.02	0100	
NOTE: All prices include freight (4.75 %), handling (7 %), G.S.T. (6 %) and P.S.T. ( 7.5 %)																

## PRICE LIST – GENERAL ( Sales ) - American Products

Shipping Rates American Products	
Order Shipping Via UPS Ground Policy	
\$1,000 and Up	2.5%
\$700 - \$999	3%
\$400 - \$699	3.5%
\$125 - \$399	4%
Other Shipping Methods	
FedEx – 2 Day	6%
FedEx – 1 Day	10%
All Other Shipping Methods	COD

When you select **American products**, the taxes are not included but the **handling fees** are and you must enter the shipping rate. Otherwise the default is 4%.

Examples of American shipping rates according to the value (\$) of the order: 2.5%, 3%, 3.5%, 4%, 6% & 10% or COD.

NOT ROUNDED					HERBALIFE PRODUCTS (U.S.A.) - 10/19/2007											Page 1	
WHOLESALE PRODUCT PRICE LIST																	
Stock No.	Product Name	Volume Points	Earned Base	HERBALIFE PRICE	RETAIL	25%	30%	35%	38%	40%	41%	42%	HAP	50%	Stock No.		
<b>1 - PERSONALIZED WEIGHT MANAGEMENT SHAPEWORKS</b>																	
0141	Formula 1 - French Vanilla 550g	23.95	23.95	23.95	26.59	20.60	19.41	18.21	17.49	17.01	16.77	16.53	18.21	14.62	0141		
0142	Formula 1 - Dutch Chocolate	23.95	23.95	23.95	26.59	20.60	19.41	18.21	17.49	17.01	16.77	16.53	18.21	14.62	0142		
0143	Formula 1 - Wild Berry 550g	23.95	23.95	23.95	26.59	20.60	19.41	18.21	17.49	17.01	16.77	16.53	18.21	14.62	0143		
0144	Formula 1 - Tropical Fruit 550g	23.95	23.95	23.95	26.59	20.60	19.41	18.21	17.49	17.01	16.77	16.53	18.21	14.62	0144		
0145	Formula 1 - Strictly Kosher 550g	23.95	23.95	23.95	26.59	20.60	19.41	18.21	17.49	17.01	16.77	16.53	18.21	14.62	0145		
0146	Formula 1 - Cookies N' Cream 550g	23.95	23.95	23.95	26.59	20.60	19.41	18.21	17.49	17.01	16.77	16.53	18.21	14.62	0146		
0153	Formula 1 - Cookies N' Cream 16.40	16.40	16.40	22.00	24.42	20.32	19.50	18.68	18.19	17.86	17.70	17.53	18.68	16.22	0153		
0194	ShapeWorks Formula 3 Personalized	28.50	28.50	28.50	31.64	24.52	23.09	21.67	20.81	20.24	19.96	19.67	21.67	17.39	0194		
0285	Protein Drink Mix - Vanilla (14g)	27.95	27.95	27.95	31.03	24.04	22.65	21.25	20.41	19.85	19.57	19.29	21.25	17.06	0285		
0286	Protein Drink Mix - Chocolate (14g)	27.95	27.95	27.95	31.03	24.04	22.65	21.25	20.41	19.85	19.57	19.29	21.25	17.06	0286		
0287	Protein Drink Mix - Vanilla (14g)	27.95	27.95	27.95	31.03	24.04	22.65	21.25	20.41	19.85	19.57	19.29	21.25	17.06	0287		
0288	Protein Drink Mix - Chocolate (14g)	27.95	27.95	27.95	31.03	24.04	22.65	21.25	20.41	19.85	19.57	19.29	21.25	17.06	0288		
2776	Formula 1 - Instant Vanilla Caramel	35.90	35.90	35.90	39.85	30.88	29.08	27.29	26.21	25.49	25.13	24.77	27.29	21.90	2776		
2777	Formula 1 - Instant Chocolate Caramel	35.90	35.90	35.90	39.85	30.88	29.08	27.29	26.21	25.49	25.13	24.77	27.29	21.90	2777		
2778	Formula 1 - Instant Vanilla Pastry	39.95	39.95	39.95	44.35	34.36	32.37	30.37	29.17	28.37	27.97	27.57	30.37	24.38	2778		
2779	Formula 1 - Instant Chocolate Pastry	39.95	39.95	39.95	44.35	34.36	32.37	30.37	29.17	28.37	27.97	27.57	30.37	24.38	2779		
2794	Formula 1 - Instant Chocolate Caramel	35.90	35.90	35.90	39.85	30.88	29.08	27.29	26.21	25.49	25.13	24.77	27.29	21.90	2794		
2795	Formula 1 - Instant Vanilla Caramel	35.90	35.90	35.90	39.85	30.88	29.08	27.29	26.21	25.49	25.13	24.77	27.29	21.90	2795		
2796	Formula 1 - Instant Chocolate Pastry	39.95	39.95	39.95	44.35	34.36	32.37	30.37	29.17	28.37	27.97	27.57	30.37	24.38	2796		
2797	Formula 1 - Instant Vanilla Pastry	39.95	39.95	39.95	44.35	34.36	32.37	30.37	29.17	28.37	27.97	27.57	30.37	24.38	2797		
<b>NOTE: All prices (U.S.) include freight (4 %) and handling (7 %). Prices DO NOT INCLUDE taxes.</b>																	



MENU - PRODUCTS REPORTS
Price List - General ( Sales )
Most Popular Products - Price List 25 / 50 % ( Sales )
Most Popular Products - Sales Form

## MOST POPULAR PRODUCTS - PRICE LIST 25 / 50 % ( Sales )

**Most Popular Products - Price List 25 / 50 % ( Sales )**

Details

☒ Include taxes in price

☒ Include handling and freight in price

Language: English

Group: PRODUCTS

PRODUCTS  
PRODUCTS  
ARTICLES PROMO  
BODY CARE

OK Close

**Language:** English, Français & Espagnol

**Group:** According to the information in the Most Popular Products' file in the « Products » menu.

PRODUCTS ( SALES )			25 %		to 50 %		10/19/2007				
V.P.	Order TEL.: (866) 622-1222	RETAIL	0-399	400-424	425-549	550-799	800-999	1000-2000	2000-4000		
	FAX: (403) 204-7705	PRICE	25%	30%	35%	38%	40%	41%	42%	50%	
23.95	0141 Formula 1 - French Vanilla - (550g)	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	18.99	
23.95	0142 Formula 1 - Dutch Chocolate - (550g)	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	18.99	
23.95	0143 Formula 1 - Wild Berry - (550g)	34.36	26.67	25.14	23.60	22.68	22.06	21.75	21.45	18.99	
100.80	4411 Basic Vanilla-F1(550g)- F2-Cell Ac	154.37	120.12	113.27	106.42	102.30	99.57	98.19	96.82	85.86	
100.80	4412 Basic Chocolate-F1(550g)-F2-Cell	154.37	120.12	113.27	106.42	102.30	99.57	98.19	96.82	85.86	
100.80	4413 Basic Wild Berry-F1(550g)- F2-Cell	154.37	120.12	113.27	106.42	102.30	99.57	98.19	96.82	85.86	
120.25	4794 Basic Plus Vanilla F1 550g+(3115-	186.21	144.83	136.56	128.29	123.32	120.00	118.36	116.70	103.45	
120.25	4795 Basic Plus Chocolate F1 550g+(3115-	186.21	144.83	136.56	128.29	123.32	120.00	118.36	116.70	103.45	
120.25	4796 Basic Plus Wild Berry F1 550g+(3115-	186.21	144.83	136.56	128.29	123.32	120.00	118.36	116.70	103.45	
32.75	3106 Formula 1 - French Vanilla - ( 750g )	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	25.91	
32.75	3107 Formula 1 - Dutch Chocolate - ( 750g )	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	25.91	
32.75	3108 Formula 1 - Wild Berry - ( 750g )	46.88	36.39	34.30	32.20	30.94	30.10	29.68	29.26	25.91	
81.20	4611 QuickStart French Vanilla F1 (750g)	126.83	98.62	92.97	87.32	83.93	81.68	80.55	79.42	70.39	
81.20	4612 QuickStart Dutch Chocolate F1 (750g)	126.83	98.62	92.97	87.32	83.93	81.68	80.55	79.42	70.39	
81.20	4613 QuickStart Wild Berry F1 (750g)	126.83	98.62	92.97	87.32	83.93	81.68	80.55	79.42	70.39	
142.45	4602 QuickStart Plus Vanilla 2 X F1 (750g)	220.89	171.78	161.97	152.14	146.24	142.32	140.35	138.40	122.68	
142.45	4603 QuickStart Plus Chocolate 2 XF1 (750g)	222.46	173.36	163.54	153.70	147.82	143.89	141.92	139.97	124.26	
142.45	4604 QuickStart Plus Wild Berry 2 XF1 (750g)	222.46	173.36	163.54	153.70	147.82	143.89	141.92	139.97	124.26	
39.40	1210 A - Pack - ( 3115 - 0111 - 0027 )	64.62	50.16	47.28	44.39	42.66	41.48	40.90	40.33	35.71	
19.95	3115 Formula 2 - Multivitamin Mineral	32.79	25.45	23.98	22.52	21.64	21.05	20.75	20.47	18.11	
15.75	0111 Mineral Complex with Vitamin C	25.79	20.02	18.87	17.71	17.03	16.56	16.33	16.10	14.25	
3.70	0027 Canola Oil Capsules - (90)	6.05	4.70	4.43	4.16	4.00	3.88	3.83	3.78	3.35	
28.50	0194 Formula 3 - Protein Powder - (360g)	46.48	36.09	34.00	31.93	30.68	29.84	29.43	29.01	25.68	
24.95	0006 Herbal Aloe Concentrate - 16 oz	40.69	31.58	29.78	27.95	26.85	26.13	25.77	25.40	22.49	
40.20	0004 Herbal Aloe - Gallon - N.T.	57.56	44.69	42.11	39.54	37.99	36.96	36.45	35.93	31.81	
13.75	0002 Herbal Aloe - Quart - 32oz N.T.	19.83	15.39	14.51	13.62	13.09	12.73	12.55	12.38	10.96	

NOTE: All price include freight (4.75 %), handling (7 %), G.S.T. (6 %) and P.S.T. ( 7.5 %)

NOT ROUNDED

Page 1

## MOST POPULAR PRODUCTS - SALES FORM

### MENU - PRODUCTS REPORTS

Price List - General (Sales)  
 Most Popular Products - Price List 25 / 50 % (Sales)  
 Most Popular Products - Sales Form

Choose the % of discount:

0, 10, 15, 25, 30, 35, 40, 41, 42, 50. %

### Most Popular Products - Sales Form

**Details**

☒ Include taxes in prices  
☒ Include handling and freight in prices  
 Language: English  
 Discount: 25 % ( 0 - 25 - 30 - 35 - 38 - 40 - 41 - 42 - 50 )  
 Group: PRODUCTS

OK
Close

- From 0 % to 24 % the supervisor's telephone number will appear.

PRODUCTS ( SALES )					10/19/2007				
DISTRIBUTOR		#	IDENTITY		DETAIL #	ORDER	DATE		
#	Order TEL.:	(888) 999-7777	RETAIL PRICE	✓	#	\$\$\$ \$	V.P.	V.P.	Total
0141	Formula 1 - French Vanilla - (550g) N.T.		34.36				23.95		
0142	Formula 1 - Dutch Chocolate - (550g) N.T.		34.36				23.95		
0143	Formula 1 - Wild Berry - (550g) N.T.		34.36				23.95		
4411	Basic Vanilla-F1(550g)- F2-Cell Activator-T1		154.37				100.80		
4412	Basic Chocolate-F1(550g)-F2-Cell Activator		154.37				100.80		
4413	Basic Wild Berry-F1(550g)- F2-Cell Activator		154.37				100.80		
4794	Basic Plus Vanilla F1 550g+(3115-3123-106-		186.21				120.25		

- From 25 % to 50 % Herbalife Calgary's telephone and fax number will appear.

PRODUCTS ( SALES )					10/19/2007				
DISTRIBUTOR		#	IDENTITY		25 % #	ORDER	DATE		
#	Order TEL.:	(866) 622-1222	RETAIL PRICE	✓	#	25 % Distrib	\$\$\$ \$	V.P.	V.P.
	FAX:	(403) 204-7705					TOTAL	Total	
0141	Formula 1 - French Vanilla - (550g) N.T.		34.36			26.67		23.95	
0142	Formula 1 - Dutch Chocolate - (550g)		34.36			26.67		23.95	
0143	Formula 1 - Wild Berry - (550g) N.T.		34.36			26.67		23.95	
4411	Basic Vanilla-F1(550g)- F2-Cell Activator		154.37			120.12		100.80	
4412	Basic Chocolate-F1(550g)-F2-Cell Activa		154.37			120.12		100.80	
4413	Basic Wild Berry-F1(550g)- F2-Cell Activ		154.37			120.12		100.80	
4794	Basic Plus Vanilla F1 550g+(3115-3123-11		186.21			144.83		120.25	
4795	Basic Plus Chocolate F1 550g+(3115-312		186.21			144.83		120.25	
4796	Basic Plus Wild Berry F1 550g+(3115-312		186.21			144.83		120.25	
3106	Formula 1 - French Vanilla - ( 750g )		46.88			36.39		32.75	

NOTE: All prices include freight (4.75 %), handling (7 %), G.S.T. (6 %) and P.S.T. ( 7.5 %)

PAYMENT TYPE: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_ V.P.: \_\_\_\_\_

MENU - PRODUCTS REPORTS
Product Group List
List of Quantities and Values in Stock
List of Quantities Sold for 12 Months (Herba)
List of Quantities Sold per Period (Herba)

## LIST OF QUANTITIES AND VALUES IN STOCK

**List of Quantities and Values in Stock**

Details

Discount:  % ( 0 - 25 - 30 - 35 - 38 - 40 - 41 - 42 - 50 )

OK Close

This report will help you control your inventory and you will give it to your accountant at the end of the year.

You have the choice of the % of Discount.

G.N.S. MANAGER			
List of Quantities and Values in Stock ( without taxes )			
Print date:	12/30/2007 - 13:02		
PRODUCT #	DESCRIPTION	QUANTITY	VALUE
0003	Dong Quai - (60)	7	56.00
0004	Herbal Aloe - Gallon - N.T.	3	77.25
0006	Herbal Aloe Concentrate - 16 oz	12	191.64
0020	Nutri 9 - (90)	3	19.86
0023	Florafibre - (90)	3	24.00
0024	Factor 1000 - (60)	3	78.75
0036	Niteworks - 300g / 10.6 oz.	3	173.91
0065	Herbalifeline Oméga-3 (90)	5	82.50
0077	Total Control - (90)	9	190.08
0102	Brazilian Herbal Tea - (60g) N.T.	9	85.23
0104	Cell Activator - (120)	10	149.70
0106	Herbal Tea Concentrate - (100g) N.T.	9	201.33
0117	TJ Yellow - (60)	8	104.96
0139	RoseOx - (30)	3	45.75
0194	Formula 3 - Protein Powder - (360g)	6	109.50
0261	Flex Support ( Glucosamine ) - (60)	5	61.25
0290	ShapeWorks Bar Chocolate/Coconut (14 bars)	6	88.02
0293	ShapeWorks Protein Beverage Mix Peach Mango (7 packets)	4	30.84
1210	A - Pack - ( 3115 - 0111 - 0027 )	4	101.48
3106	Formula 1 - French Vanilla - ( 750g ) N.T.	8	167.76
3107	Formula 1 - Dutch Chocolate - (750g) N.T.	8	167.76
3108	Formula 1- Wild Berry - (750g) N.T.	8	167.76
4602	QuickStart Plus Vanilla 2 X F1 (750g) + F2, 2 X F3	2	182.64
4607	QuickStart Plus Vanilla/Chocolate 2 X F1- F2- 2 X F3	1	91.32
4611	QuickStart French Vanilla F1 (750g) + F2, F3	(1)	(52.10)
5402	International Business Packs (6)	1	546.25
SUBTOTAL:			3,143.44
HANDLING:			360.41
FREIGHT:			270.29
G.S.T.:			224.76
P.S.T.:			297.81
TOTAL VALUE :			4,296.71

MENU - PRODUCTS REPORTS
Product Group List
List of Quantities and Values in Stock
List of Quantities Sold for 12 Months (Herba)
List of Quantities Sold per Period (Herba)


## LIST OF QUANTITIES SOLD FOR 12 MONTHS ( Herba )

### Why print a List of Quantities Sold for 12 months ( Herba ) ?

This list will display all the quantities sold per month for the last 12 months for **All customers**.

**List of Quantities Sold for 12 Months ( Herba )** X

**Details**

Customer:  All

Start date: 1/01/2007

The report will compute the sales quantity for the last 12 month from the above start date.


OK Close

No Customers selected = All

G.N.S. MANAGER														
List of Quantities Sold for 12 Months ( Herba ) from 1/01/07 to 12/31/07														
Print date:		12/30/2007 - 13:09			Customer: ALL									
PROD.	DESCRIPTION	TOTAL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
0002	Herbal Aloe - Quart - 32	20	0	0	0	0	0	6	2	2	4	6	0	0
0003	Dong Quai - (60)	24	2	2	2	2	2	2	2	2	2	2	2	2
0004	Herbal Aloe - Gallon - N	53	3	3	8	3	3	9	2	2	6	3	5	6
0006	Herbal Aloe Concentrate	92	4	8	10	8	4	14	5	9	14	8	2	6
0024	Factor 1000 - (60)	75	4	6	8	6	4	10	4	6	9	6	4	8

**List of Quantities Sold for 12 Months ( Herba )** X

**Details**

Customer:  AUGER ALBERT All

Start date: 1/01/2007

The report will compute the sales quantity for the last 12 month from the above start date.

OK Close

Customer selected with the yellow button.

G.N.S. MANAGER														
List of Quantities Sold for 12 Months ( Herba ) from 1/01/07 to 12/31/07														
Print date:		Customer: ALBERT AUGER & CLAIRE AUGER												
		12/30/2007 - 13:11												
PROD.	DESCRIPTION	TOTAL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
0003	Dong Quai - (60)	12	1	1	1	1	1	1	1	1	1	1	1	1
0004	Herbal Aloe - Gallon - N	8	0	0	0	0	0	0	0	0	2	2	2	2
0006	Herbal Aloe Concentrate	16	2	2	2	2	2	2	2	2	0	0	0	0
0024	Factor 1000 - (60)	12	1	1	1	1	1	1	1	1	1	1	1	1

MENU - PRODUCTS REPORTS
Other Product List
List of Other Quantities Sold for 12 Months
List of Other Quantities Sold per Period

## LIST OF OTHER QUANTITIES SOLD FOR 12 MONTHS

### Why print a List of Other Quantities Sold for 12 Months ?

This list will display all the quantities sold per month for the last 12 months for **All customers**.

Choose a specific Customer with the **yellow** search button; otherwise, all customers will print.

Enter the desired date, click « **OK** ».

G.N.S. MANAGER														
List of Other Quantities Sold for 12 Months from 1/01/07 to 12/31/07														
Customer: ALL														
Print date: 12/30/2007 - 13:29														
PROD.	DESCRIPTION	TOTAL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
0001	SPECIAL TRAINING	19	1	6	1	0	0	0	0	0	6	0	0	5
0002	CONSULTATION	20	1	3	0	0	0	0	8	0	0	0	8	0
0003	MEETING	7	1	0	1	5	0	0	0	0	0	0	0	0
0005	HERBA COMMISSIONS	5	1	1	1	0	0	0	0	0	0	1	1	0
0006	SUPERVISOR BONUS	10	1	1	1	1	1	1	1	0	1	0	1	1
0007	TAB TEAM BONUS	8	1	1	1	0	1	1	1	1	0	1	0	0
0009	U.S.A. BONUS	1	0	0	0	0	0	1	0	0	0	0	0	0
0010	EURO BONUS	1	0	0	0	0	0	1	0	0	0	0	0	0

MENU - SALE / REVENUE REPORTS
Detailed Sales Report - Herba
Monthly Sales Report - Herba
Detailed Sales Report - Herba and/or Other
Monthly Sales Report - Herba and/or Other
Sales Report by Customer - Herba and/or Other
Sales Report by Category
Accounts Receivable List
Payments List
Deposits List

## SALES / REVENUES

### DETAILED SALES REPORT - Herba WITHOUT TAXES

To **consult your V.P. and your net profit.**

**Detailed** sales report Herba **excluding taxes.**

**Customer category:** Select a customer category or leave blank to print **All** categories.

**Customer:** Select a customer with the **yellow** button or leave blank to print **All** customers.

**Print a report:** by week, by month, by quarter, you choose.  
Enter the Start and End date.

G.N.S. MANAGER						
100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0						
OFF: (819) 222-3333 FAX: (819) 111-4444						
<u>Detailed Sales Report - Herba from 10/01/07 to 11/30/07</u>						
<u>Customer: ALL - Category: ALL</u>						
Print date:		12/31/2007 - 9:53				
DATE	CUSTOMERS	%	V.P.	SALE	COST	NET
11/27/07	PETER CLARK	RETAIL	629.63	946.56	542.93	403.63
11/21/07	ALBERT AUGER	RETAIL	436.62	636.48	356.71	279.77
11/15/07	LOUIS HERBA	42 %	360.15	321.98	285.08	36.90
10/27/07	PETER CLARK	RETAIL	591.58	892.40	512.99	379.41
10/24/07	JOHN DAVIS	30 %	690.55	723.90	546.84	177.06
10/21/07	ALBERT AUGER	RETAIL	436.62	636.48	356.71	279.77
10/15/07	LOUIS HERBA	42 %	360.15	321.98	285.08	36.90
<b>TOTALS:</b>			<b>3,505.30</b>	<b>4,479.78</b>	<b>2,886.34</b>	<b>1,593.44</b>

MENU - SALE / REVENUE REPORTS
Detailed Sales Report - Herba and/or Other
Monthly Sales Report - Herba and/or Other
Sales Report by Customer - Herba and/or Other
Sales Report by Category

## DETAILED SALES REPORT - Herba and/or Other WITH TAXES

**Detailed Sales Report - Herba and/or Other**
✕

**Details**

Start date:

End date:

Include

☒ Herba

☒ Other

Customer:

Sales Category:

Enter the Start and End date. You checked Herba and Other.

**Print a report:** by week, by month, by quarter, you choose.

**Include:** Other only, Herba only or both to print.

**Customer:** Print the sales of one or **All** customers.

**Sales Category:** Print sales by one or **All** categories.

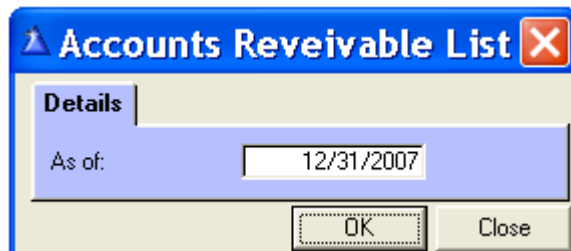
<b>G.N.S. MANAGER</b> 100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0 OFF: (819) 222-3333 FAX: (819) 111-4444									
<b>Detailed Sales Report <span style="border: 1px solid red; padding: 2px;">Herba and Other</span> from 9/01/07 to 11/30/07</b>									
Print date: <b>12/31/2007 - 10:02</b> Customer: <b>ALL</b> - Category: <b>ALL</b>									
DATE	CUSTOMER	INVOICE	CATEGORY	SUBTOTAL	G.S.T.	P.S.T.	TOTAL	METHOD OF PAYMENT	DATE
9/15/07	CALGARY HERBALIFE	A-29	SUPERVISOR BONUS	1,350.00	0.00	0.00	1,350.00	DIRECT DEPOSIT	9/15/07
9/15/07	LOUIS HERBA	31	HERBALIFE	321.98	12.06	15.98	350.02	CHECK #	9/15/07
9/21/07	ALBERT AUGER	32	HERBALIFE	636.48	19.65	26.04	682.17	VISA	9/21/07
9/27/07	PETER CLARK	33	HERBALIFE	924.04	22.43	0.00	946.47	MONEY ORDER	9/27/07
9/28/07	PIERRE MARTIN	34	HERBALIFE	1,496.97	53.72	71.18	1,621.87	CHECK #	9/28/07
9/29/07	JOHN DAVIS	A-28	TRAINING	450.00	27.00	0.00	477.00	MONEY ORDER	9/29/07
10/15/07	CALGARY HERBALIFE	A-30	HERBA COMMISSIONS	1,320.00	0.00	0.00	1,320.00	DIRECT DEPOSIT	10/15/07
10/15/07	LOUIS HERBA	35	HERBALIFE	321.98	12.06	15.98	350.02	CHECK #	10/15/07
10/21/07	ALBERT AUGER	36	HERBALIFE	636.48	19.65	26.04	682.17	VISA	10/21/07
10/21/07	CALGARY HERBALIFE	A-31	TAB TEAM BONUS	1,650.00	0.00	0.00	1,650.00	DIRECT DEPOSIT	10/21/07
10/24/07	JOHN DAVIS	37	HERBALIFE	723.90	30.54	0.00	754.44	CHECK #	10/21/07
10/27/07	PETER CLARK	38	HERBALIFE	892.40	25.32	0.00	917.72	MASTERCARD	10/27/07
11/15/07	CALGARY HERBALIFE	A-32	SUPERVISOR BONUS	635.00	0.00	0.00	635.00	DIRECT DEPOSIT	11/15/07
11/15/07	CALGARY HERBALIFE	A-34	HERBA COMMISSIONS	835.00	0.00	0.00	835.00	DIRECT DEPOSIT	11/15/07
11/15/07	LOUIS HERBA	39	HERBALIFE	321.98	12.06	15.98	350.02	CHECK #	11/15/07
11/21/07	ALBERT AUGER	40	HERBALIFE	636.48	19.65	26.04	682.17	VISA	11/21/07
11/27/07	PETER CLARK	41	HERBALIFE	946.56	29.72	0.00	976.28	CASH	11/27/07
11/27/07	PIERRE MARTIN	A-33	CONSULTATION	400.00	24.00	31.80	455.80	MONEY ORDER	11/27/07
<b>TOTALS:</b>				<b>14,499.25</b>	<b>307.86</b>	<b>229.04</b>	<b>15,036.15</b>		



MENU - SALE / REVENUE REPORTS
Accounts Receivable List
Payments List
Deposits List

## ACCOUNTS RECEIVABLE LIST

In the « Sales » menu, all the invoices with a balance are accounts receivable.



The dialog box titled "Accounts Receivable List" has a "Details" tab. It contains a label "As of:" followed by a text input field containing the date "12/31/2007". At the bottom, there are two buttons: "OK" and "Close".

Enter the desired date; click « OK » to print.

<p align="center"><b>G.N.S. MANAGER</b>  100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0  OFF: (819) 222-3333 FAX: (819) 111-4444</p>								
<b><u>Accounts Receivable List as of 12/31/2007</u></b>								
Print date: <b>12/31/2007 - 10:31</b>								
DATE	CUSTOMER	INVOICE	CATEGORY	S-TOTAL	G.S.T.	P.S.T.	TOTAL	BALANCE
12/17/07	MITCHELL	A-36	TRAINING	375.00	22.50	0.00	397.50	397.50
12/24/07	DAVIS	44	HERBALIFE	723.90	30.54	0.00	754.44	754.44
12/27/07	CLARK	45	HERBALIFE	1,399.67	40.56	0.00	1,440.23	1,440.23
<b>TOTALS:</b>				<b>2,498.57</b>	<b>93.60</b>	<b>0.00</b>	<b>2,592.17</b>	<b>2,592.17</b>

MENU - REPORTS
Sponsor List
Customers / Prospects / Distributors ▶
Suppliers ▶
Products ▶
Sales / Revenues ▶
Purchases / Expenses ▶
Income and Expense Summary
G.S.T. / P.S.T. Tax Report

MENU - PURCHASE / EXPENSE REPORTS
Detailed Purchase Report - Herba
Monthly Purchase Report - Herba
Detailed Purchase Report - Herba and/or Other
Monthly Purchase Report - Herba and/or Other
Purchase Report by Category
Accounts Payable List
Payments List

## PURCHASES / EXPENSES

### DETAILED PURCHASE REPORT - Herba WITHOUT TAXES

To **consult your V.P. and your net cost.**

**Detailed** purchase report Herba **excluding taxes.**

Select a supplier with the **yellow** button or leave blank to print **All** suppliers.

**Print a report:** by week, by month, by quarter, you choose.

Enter the Start and End date.

<b>G.N.S. MANAGER</b> 100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0 OFF: (819) 222-3333 FAX: (819) 111-4444				
<b>Detailed Purchase Report - Herba from 10/01/07 to 10/31/07</b>				
<b>Supplier: ALL</b>				
Print date:	<b>12/31/2007 - 10:49</b>			
DATE	SUPPLIER	%	V.P.	COST
10/21/07	HERBALIFE CALGARY	50 %	1,737.08	1,419.27
<b>TOTALS:</b>			<b>1,737.08</b>	<b>1,419.27</b>

MENU - REPORTS
Sponsor List
Customers / Prospects / Distributors ▶
Suppliers ▶
Products ▶
Sales / Revenues ▶
Purchases / Expenses ▶
<b>Income and Expense Summary</b>
G.S.T. / P.S.T. Tax Report

Here is an example of your Income and Expense Summary

G.N.S. MANAGER		
100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0		
OFF: (819) 222-3333 FAX: (819) 111-4444		
<b><u>Income and Expense Summary from 6/30/2006 to 12/31/2007</u></b>		
( G.S.T. and P.S.T. not included after 6/30/06 )		
<b><u>INCOME</u></b>		
HERBALIFE - PRODUCT SOLD	29,733.78	
CONSULTATION	1,575.00	
EURO BONUS	25.75	
HERBA COMMISSIONS	5,643.00	
SUPERVISOR BONUS	13,985.00	
TAB TEAM BONUS	9,864.00	
TRAINING	1,900.00	
U.S.A. BONUS	325.60	
<b><u>Total income</u></b>		<b>63,052.13</b>
<b><u>EXPENSES</u></b>		
HERBALIFE (CAN) - PRODUCT PURCHASED	17,031.24	
BANK CHARGES	479.40	
CAR EXPENSE ACCOUNT	7,850.00	
CELL PHONE	719.40	
INTERNET	199.50	
OFFICE RENT	4,800.00	
PRINTED MATERIALS	5,114.00	
TELEPHONE	1,795.50	
TOLL FREE	399.00	
<b><u>Total expenses</u></b>		<b>38,388.04</b>
<b><u>Net income ( Net loss):</u></b>		<b><u>24,664.09</u></b>

### ***FOR YOUR INFORMATION***

**Income and Expense Summary** : Portrayal of your sales and purchases that will help you in producing a financial statement.

**Income and Expense Summary** : It is **NOT** a financial statement or a balance sheet.

MENU - REPORTS	
Sponsor List	
Customers / Prospects / Distributors	▶
Suppliers	▶
Products	▶
Sales / Revenues	▶
Purchases / Expenses	▶
Income and Expense Summary	
G.S.T. / P.S.T. Tax Report	

## G.S.T. / P.S.T. TAX REPORT

### Since January 1, 2007

In the Tax Report, the Herba Manager Canada software does not take into account the taxes on sales and purchases of Herbalife products.

The report considers **only** the taxes on Other Sales and Other Purchases.

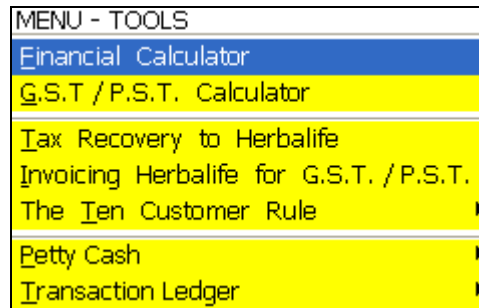
### Example for Quebec only

G.N.S. MANAGER			
100 PRINCIPAL STREET, SHERBROOKE, QC, H0H 0H0			
OFF: (819) 222-3333 FAX: (819) 111-4444			
<b>G.S.T. / P.S.T. Tax Report from 1/01/07 to 12/31/07</b>			
Print date: 12/31/2007 - 11:11			
<b>BOX</b>			<b>BOX</b>
# 101	Sales ( before taxes ) :	33,318.35	# 101
# 105	G.S.T. collected :	208.50	# 105
# 205	P.S.T. collected :	162.98	# 205
	<b>Total collected taxes :</b>	<b>371.48</b>	
<b>Purchases ( before taxes ) : 21,356.80</b>			
# 108	G.S.T. paid :	1,255.28	# 108
# 208	P.S.T. paid :	1,660.00	# 208
	<b>Total paid taxes :</b>	<b>2,915.28</b>	
<b>Summary due taxes ( to receive ) :</b>			
# 113	G.S.T. due ( to receive ) :	(1,046.78)	# 113
# 213	P.S.T. due ( to receive ) :	(1,497.02)	# 213
	<b>Total due taxes ( to receive ) :</b>	<b>(2,543.80)</b>	

Here is an example of the tax report to fill in the government form.

Write the amounts of the report in the box # of the remittance slip supplied with the government form.

## CHAPTER 9 « TOOLS Menu »



### FINANCIAL CALCULATOR ( Loan )

#### Why a Financial Calculator?

It will be useful to calculate a loan and an investment  
or to look for missing information like:

The initial capital, the interest rate, the number of payments per year  
and the monthly payment amount.

**Adding a Financial Calculation Item**

Title: CONDOMINIUM PROJECT

For: CONDO DU PORT Loan / Investment date: 5/17/2007

MONTREAL, QC

BY ABC BANK

Fiscal year ends ( Month ): December

**Loan** | Investment

**Car Loan** | Personal Loan | **Mortgage Loan** | General

Initial capital: 75,000.00 Real interest rate: 4.51

Yearly interest rate: 4.550

Total number of periods: 240 Total interest amount: 38,949.60

Number of payments by year: 12

Payment amount: 0.00 **474.79** Total amount: 113,949.60

Payment amount calculation completed...

Print OK Cancel

#### Examples:

**Title:** House, cottage, car, personal, etc.

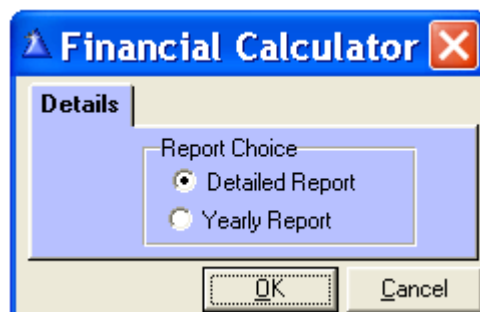
**For:** Your name or loan detail. ( Make sure you enter something in this field  
otherwise the calculations will not be saved when you will click « **OK** » )

**Loan / Investment date:** The date you signed the loan.

**Fiscal year ends ( Month ):** The end of your fiscal year ( The default is December )  
**For the Loan tab only.**

## EXAMPLE OF PRINTING DETAILED REPORT MONTH AFTER MONTH

**This report prints** the details of the loan, the payment number, the payment date, the capital, the interests paid and the balance after payment.



Select the box according to the report required. Click « **OK** ».

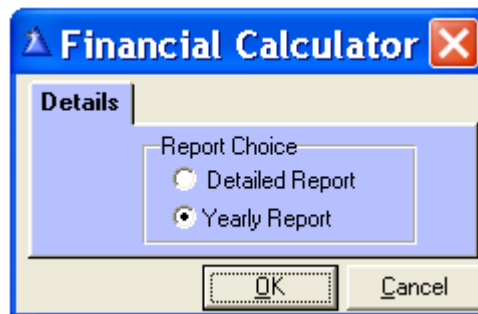
CONDOMINIUM PROJECT					
REIMBURSEMENT OF MORTGAGE LOAN					
<b>FOR:</b>		<b>CONDO DU PORT</b>		<b>DATE: 5/17/2007</b>	
		<b>MONTREAL, QC</b>			
		<b>BY ABC BANK</b>			
<b>AMOUNT:</b>		75,000.00		<b>PAYMENT/YEAR QTY:</b> 12	
		<b>RATE:</b> 4.550 %		<b>AMORTIZATION:</b> 240	
<b>PAYMENT:</b>		474.79		<b>TOTAL INTEREST:</b> 38,949.60	
#	DATE	CAPITAL	INTEREST	#	BALANCE
1	6/17/2007	193.07	281.72	1	74,806.93
2	7/17/2007	193.80	280.99	2	74,613.13
3	8/17/2007	194.53	280.26	3	74,418.60
4	9/17/2007	195.26	279.53	4	74,223.34
5	10/17/2007	195.99	278.80	5	74,027.35
6	11/17/2007	196.73	278.06	6	73,830.62
7	12/17/2007	197.47	277.32	7	73,633.15
8	1/17/2008	198.21	276.58	8	73,434.94
9	2/17/2008	198.95	275.84	9	73,235.99
10	3/17/2008	199.70	275.09	10	73,036.29
11	4/17/2008	200.45	274.34	11	72,835.84
12	5/17/2008	201.20	273.59	12	72,634.64
13	6/17/2008	201.96	272.83	13	72,432.68
14	7/17/2008	202.72	272.07	14	72,229.96
15	8/17/2008	203.48	271.31	15	72,026.48

## EXAMPLE OF PRINTING YEARLY REPORT

**For a loan admissible to tax expenditure it is preferable to choose the Yearly Report.**

**This report displays** the totals of the capital, the interests and the balance at the end of each year which will be useful for your accounting.

**This report prints** the detail of the loan, the number of payments, the date of the payment, the capital and the interest paid, the balance after the payment and the month of the year end.



Select the box according to the report required. Click « **OK** ».

CONDOMINIUM PROJECT					
REIMBURSEMENT OF MORTGAGE LOAN					
<b>FOR:</b>		<b>CONDO DU PORT</b>		<b>DATE:</b> 5/17/2007	
		<b>MONTREAL, QC</b>		<b>END YEAR MONTH: DECEMBER</b>	
		<b>BY ABC BANK</b>			
<b>AMOUNT:</b>	75,000.00	<b>PAIEMENT/YEAR QTY:</b> 12			
		<b>RATE:</b> 4.550 %	<b>AMORTIZATION:</b> 240		
<b>PAYMENT:</b>	474.79	<b>TOTAL INTEREST:</b> 38,949.60			
#	DATE	CAPITAL	INTEREST	#	BALANCE
1	6/17/2007	193.07	281.72	1	74,806.93
2	7/17/2007	193.80	280.99	2	74,613.13
3	8/17/2007	194.53	280.26	3	74,418.60
4	9/17/2007	195.26	279.53	4	74,223.34
5	10/17/2007	195.99	278.80	5	74,027.35
6	11/17/2007	196.73	278.06	6	73,830.62
7	12/17/2007	197.47	277.32	7	73,633.15
<b>TOTALS:</b>		1,366.85	1,956.68	73,633.15	
#	DATE	CAPITAL	INTEREST	#	BALANCE
8	1/17/2008	198.21	276.58	8	73,434.94
9	2/17/2008	198.95	275.84	9	73,235.99
10	3/17/2008	199.70	275.09	10	73,036.29
11	4/17/2008	200.45	274.34	11	72,835.84
12	5/17/2008	201.20	273.59	12	72,634.64
13	6/17/2008	201.96	272.83	13	72,432.68
14	7/17/2008	202.72	272.07	14	72,229.96
15	8/17/2008	203.48	271.31	15	72,026.48



## FINANCIAL CALCULATOR ( Investment )

Interest calculated (period):

ANNUALLY

ANNUALLY

BI-ANNUALLY

QUARTERLY

BIMONTHLY

MONTHLY

TWICE A MONTH

TWO WEEKS

WEEKLY

DAILY

Payment frequency:

ANNUALLY

UNIQUE

ANNUALLY

BI-ANNUALLY

QUARTERLY

BIMONTHLY

MONTHLY

TWICE A MONTH

TWO WEEKS

WEEKLY

DAILY

### Adding a Financial Calculation Item

Title: INVESTMENT (GIA)

For: ALBERT AUGER

(GIA) GUARANTEED INTEREST ACCOUNT

ABC INVESTMENT

Loan / Investment date: 6/21/2007

Fiscal year ends ( Month ): December

**Loan**

**Investment**

	Known values	Computed values
Present value (PV):	0.00	0.00
Yearly interest rate:	4.50	
Interest calculated (period):	ANNUALLY	4.5000
	<input checked="" type="checkbox"/> Compound interest	
Payment amount:	1,000.00	
Payment frequency:	ANNUALLY	
Payment done at the:	<input checked="" type="radio"/> Beginning of period <input type="radio"/> End of period	
Total number of payments:	10	
Future value (FV):	12,841.18	

Calculation completed...

Print

OK

Cancel

### Examples:

**Title:** Your name or the title of your choice.

**For:** Your name or other information about the investment.  
 ( Make sure you enter something in this field otherwise the calculations will not be saved when you will click « **OK** » )

**Loan / Investment date:** The date you signed the investment agreement.

**Fiscal year ends ( Month ):** For the Loan tab only.

**INVESTMENT (GIA)**

**PROFIT ON INVESTMENT**

**FOR: ALBERT AUGER**

**(GIA) GUARANTEED INTEREST ACCOUNT**

**ABC INVESTMENT**

**DATE: 6/21/2007**

	KNOWN VALUES	COMPUTED VALUES
Present value (PV):	0.00	
Yearly interest rate:	4.50	
Interest calculated (period):	ANNUALLY	4.5000
	<input checked="" type="checkbox"/> Compound interest	
Payment amount:	1,000.00	
Payment frequency:	ANNUALLY	
Payment done at the:	BEGINNING of period	
Total number of payments:	10	
Future value (FV):	0.00	12,841.18

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Transaction Ledger

## G.S.T. / P.S.T. CALCULATOR

HELPS YOU TO CALCULATE THE TAX AMOUNTS ( 2007 )  
BEFORE OR AFTER

Type in the **Amount before Taxes**:  
Click the TAB key on your keyboard

or

Type in the **Amount after Taxes**:  
Click the TAB key on your keyboard.

### QUEBEC

**G.S.T. / Q.S.T. Calculator**

Details

Amount before Taxes: 100.00

G.S.T.: 6.00

Q.S.T.: 7.95

Amount after Taxes: 0.00 **113.95**

Close

$100.00 \times 1.1395 = 113.95$

**G.S.T. / Q.S.T. Calculator**

Details

Amount before Taxes: 0.00 **100.00**

G.S.T.: 6.00

Q.S.T.: 7.95

Amount after Taxes: 113.95

Close

$113.95 \div 1.1395 = 100.00$

### ONTARIO

**G.S.T. / R.S.T. Calculator**

Details

Amount before Taxes: 100.00

G.S.T.: 6.00

R.S.T.: 8.00

Amount after Taxes: 0.00 **114.00**

Close

$100.00 \times 1.1400 = 114.00$

**G.S.T. / R.S.T. Calculator**

Details

Amount before Taxes: 100.00

G.S.T.: 6.00

R.S.T.: 8.00

Amount after Taxes: 0.00 **114.00**

Close

$114.00 \div 1.1400 = 100.00$

### NEW-BRUNSWICK

**H.S.T. / P.S.T. Calculator**

Details

Amount before Taxes: 100.00

H.S.T.: 14.00

P.S.T.: 0.00

Amount after Taxes: 0.00 **114.00**

Close

$100.00 \times 1.1400 = 114.00$

**H.S.T. / P.S.T. Calculator**

Details

Amount before Taxes: 0.00 **100.00**

H.S.T.: 14.00

P.S.T.: 0.00

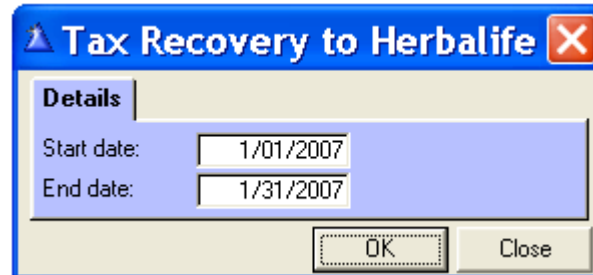
Amount after Taxes: 114.00

Close

$114.00 \div 1.1400 = 100.00$

MENU - TOOLS
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## TAX RECOVERY TO HERBALIFE



**Tax Recovery to Herbalife**

**Details**

Start date: 1/01/2007

End date: 1/31/2007

OK Close

Enter the Start and End date. Click « **OK** » to Print

<b>G.N.S. MANAGER</b> 100, PRINCIPAL STREET SHERBROOKE, QC, H0H 0H0 OFF: (819) 222-3333 FAX: (819) 111-4444								
<b><u>Tax Recovery Report to Herbalife from 1/01/07 to 1/31/07</u></b>								
Print date: <b>5/19/2007 - 9:40</b> Supervisor: <b>LOUIS HERBA (04-0000001)</b>								
DATE	CUSTOMER	INVOICE	P.V.	DISCOUNT	S-TOTAL	G.S.T.	P.S.T.	TOTAL
1/03/07	NORMAND BEAUCHER	100	163.05	25.00 %	181.40	8.70	11.53	201.63
1/15/07	ALBERT AUGER	98	163.05	35.00 %	160.51	7.70	10.20	178.41
1/16/07	LOUIS HERBA	99	203.25	42.00 %	181.79	7.00	9.27	198.06
<b>TOTALS:</b>			<b>529.35</b>		<b>523.70</b>	<b>23.40</b>	<b>31.00</b>	<b>578.10</b>
<b><u>SUMMARY OF PAID AND RECEIVED TAXES</u></b>								
Supervisor: <b>LOUIS HERBA (04-0000001)</b>								
		<b>PAID</b>	<b>RECEIVED</b>	<b>TO RECOVER</b>				
	<b>G.S.T.:</b>	<b>30.09</b>	<b>23.40</b>	<b>6.69</b>				
	<b>P.S.T.:</b>	<b>39.87</b>	<b>31.00</b>	<b>8.87</b>				
	<b>TOTAL:</b>	<b>69.96</b>	<b>54.40</b>	<b>15.56</b>				

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MENU - THE TEN CUSTOMER RULE
Herbalife Earning Certification Forms
Monthly Report for the 10 Customer Rule

## THE TEN CUSTOMER RULE

**The Ten Customer Rule** is very **important**. We recommend you always keep a copy of the Herbalife Earning Certification form for your files.

You have **2 options** to submit your Certification form to Herbalife:

**1 - Directly** from the herbalifecentral.com or myherbalife.com web sites.

Do not forget to **print it** before you click « **OK** ».

For monitoring purposes, enter the same data in the Herbalife Earning Certification Forms screen.

or

**2 - By mail or fax:** Enter your data in the Herbalife Earning Certification screen, print it and send it to Herbalife Calgary.

**N.B.:** When you do 2 invoices or more in a month for **the same customer** = **1** sale (for the ten customer rule)

DATE	YEAR	MONTH	AMOUNT
4/30/07	2007	4	4,491.53
10/01/06	2006	10	382.69
9/01/06	2006	8	1,200.00

« **Insert** »: By default, it displays the name on the last report, today's date, the month and the year are also filled out but may be edited.

**Details**

Distributor: LOUIS HERBA

Address: 100, PRINCIPAL STREET

City: SHERBROOKE

Province: QUEBEC

Country: CANADA

Postal code: H0H 0H0

Report date: 4/30/2007

Sales report for 10 different customers for the month of: April Year: 2007

Total personal retail sales: 4,491.53

## PETTY CASH

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Petty Cash	▶
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MENU - PETTY CASH	
Current Petty Cash	
Registered Petty Cash	
Petty Cash Categories	
Detailed Petty Cash Report	
Monthly Petty Cash Report	
Petty Cash Report by Category	

You use the Petty Cash to enter miscellaneous expenses.

Each expense is classified in a category (grocery, stationary, hardware, etc.)

**Example:** You buy dinner for a customer.

This becomes a business expense.

To have proof of this expense, you will enter this expense in the Current Petty Cash screen.

If you paid cash, this particular case will be classified in the category Meal (cash).

**Date:** The date on your receipt.

**Description:** Enter a description for the expense (ex: dinner with XYZ customer).

**Total amount without TIPS:** Please note that meals are only **50%** deductible therefore, you can only claim **50%** of the GST & PST.

When the Meal category is selected, type in the total amount taxes included and the software will calculate the **50%** portion of the taxes you can claim.

The other **50%** part of the taxes (the part you cannot claim), will be added to the amount indicated in the line **s.-total before taxes and TIPS**.

**TIPS:** When the meal category is selected, enter the TIPS and the amount will be added to the Grand Total.

**For Quebec only:** Since **June 12, 2003**, the entertainment expenses are only **50%** deductible or, are equal to **1%** of the taxpayers' annual turnover.

**\* Meals:** Please note that meals are only **50%** deductible therefore, you can only claim **50%** of the GST & PST.

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MENU - TRANSACTION LEDGER
Transaction Ledger
Detailed Transaction Ledger
Transaction Ledger Summary

## TRANSACTION LEDGER

**For the Transaction Ledger, consult your accountant in order to determine your needs.**

Each Ledger has 7 columns: 1 Main, 6 secondary that you name according to your needs.

You can create all the Transaction Ledgers you require. **Examples:** Expense Ledger # 1, # 2, # 3 etc.  
Income Ledger # 1, # 2, # 3 etc.

### Why the Transaction Ledger ?

The transaction ledger is designed to enter all transactions that you were not able to enter in the « Sales » and/or « Purchases » menu of the software.

The ledgers that will be most useful to you are:

The Expense Ledger and the Income Ledger.

## FOR YOUR INFORMATION ONLY

Here are steps to follow in order to establish the bank balance of your bank statement at a chosen date.  
You can do this at any date or any time of year. (Week, month, year)

Here is an **example** for a 12-month financial year ending on December 31st 2007.

- |  |     |
|--|-----|
| a) Balance on statement in December 31, 2006 = (Beginning balance)   | XXX |
| b) Plus: Deposits from January to December 2007 ( <b>Income Ledger</b> ) = (Deposits for the selected period)          | XXX |
| c) Minus: <b>Expense Ledger</b> from January to December 2007 = (Expenses for the selected period)                     | XXX |
| d) Minus: Total of the <b>Purchases report</b> from January to December 2007 = (The purchases for the selected period) | XXX |
| e) Minus: Accounts payable on December 31, 2006 = (Beginning accounts payable)   | XXX |
| f) Plus: Accounts payable on December 31, 2007 = (Accounts payable in the end)   | XXX |
| The answer to this equation gives you the balance on your bank statement for the selected date =                       | YYY |

To get the right information, **you must print out an accounts payable list before you register a payment for the following year (in this example, year 2008.)**

## CHAPTER « CAR »

### FOR YOUR INFORMATION

#### FOR SELF-EMPLOYED INDIVIDUALS

#### EXPENSES RELATED TO YOUR AUTOMOBILE

##### KEEP A DETAILED LOG BOOK:

You can deduct only the expenses that are reasonable and supported by receipts. In order to be eligible for the maximum admissible, you must keep a log book indicating the kilometers traveled by vehicle and, the kilometers traveled for business purposes.

For every trip related to business, write down the date, the destination, the goal of the trip and the amount of kilometers traveled. Write down the kilometers of each vehicle in the beginning and at the end of the year.

If you change vehicle during the year, write down the date and the kilometers of each vehicle at the time of the sale, the purchase or at the time you changed vehicle.

**You have two Car Expenses Categories: 1 - Car Expense account paid by Kilometer.**

**2 - Car Expense account paid on Pro rata of the business usage.**

#### **Category : 1- CAR EXPENSE ACCOUNT PAID BY KILOMETER**

**You may be eligible to be paid by kilometer if :**

- You are a salary employee for a company (incorporated or not) or in the business of your spouse.
- You are a shareholder in an incorporated company even without salary.

Note that a car expense account paid by kilometer is a fiscal expense for the individual that pays the invoice and the GST/PST can be claimed.

For the individual who receives the car expense account paid by kilometer, it is not taxable and there is no GST/PST to claim.

#### FOR YOUR INFORMATION

There are maximum deductions instigated by the Department of Finance Canada :

Year **2010** : « **Rate 1** » 0 to 5,000. Km = **52 cents** / « **Rate 2** »: 5,001 Km and over **46 cents**  
Year **2009** : « **Rate 1** » 0 to 5,000. Km = **52 cents** / « **Rate 2** »: 5,001 Km and over **46 cents**  
Year **2008** : « **Rate 1** » 0 to 5,000. Km = **52 cents** / « **Rate 2** »: 5,001 Km and over **46 cents**  
Year **2007** : « **Rate 1** » 0 to 5,000. Km = **50 cents** / « **Rate 2** »: 5,001 Km and over **44 cents**

The government re-evaluates these rates and maximums on an annual basis.  
The changes are announced before the end of the calendar year (**December**).

REF : [www.fin.gc.ca](http://www.fin.gc.ca) or 1-800-959-7775

#### **Category : 2- CAR EXPENSE ACCOUNT PAID ON PRO RATA OF THE BUSINESS USAGE**

If you are not part of category # 1, you are eligible to be paid on pro rata of the business usage. In this case, it is necessary to write down the kilometers in the **beginning** and at the **end** of the year to calculate the % of your business usage.

**Ex.** The calendar year is January 1<sup>st</sup> to December 31<sup>st</sup>.

##### DEDUCTIBLE EXPENSES:

- Car registration - Gasoline and Oil - Insurance premium (non business portion)
- The interests on the money borrowed for the purchase of a vehicle - Car Rental - Maintenance and Repair
- Amortizing: **Ex.:** The value of the car in the beginning of the year is \$ 20,000 and at the end of the year \$ 17,000. The depreciation of \$ 3,000 is a Pro rata car expense.

Any **extra premium** related to business is a **100%** expense. **Ex.:** Car Insurance, F license, **lettering**, Parking fees etc.,



## FOR YOUR INFORMATION

### Government Announces 2010 Automobile Deduction Limits and Expense Benefit Rates for Business.

Ottawa, December 31, 2009

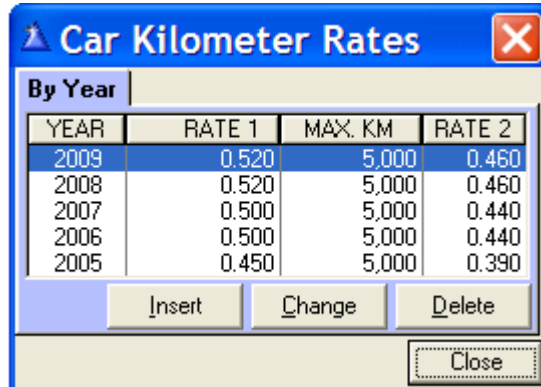
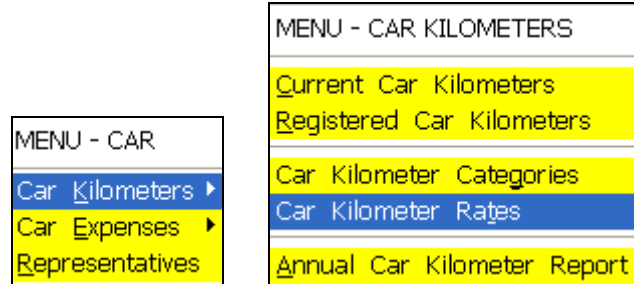
The Honourable Jim Flaherty, Minister of Finance, announced today that the automobile expense deduction limits and prescribed rates for the automobile operating expense benefit that applied in 2009 will apply in 2010. Specifically:

- The ceiling on the capital cost of passenger vehicles for **capital cost allowance (CCA)** purposes will remain at **\$30,000** (plus applicable federal and provincial sales taxes) for purchases after 2009. This ceiling restricts the cost of a vehicle on which **CCA** may be claimed for business purposes.
- The limit on deductible leasing costs will remain at **\$800** per month (plus applicable federal and provincial sales taxes) for leases entered into after 2009. This limit is one of two restrictions on the deduction of automobile lease payments. A separate restriction prorates deductible lease costs where the value of the vehicle exceeds the capital cost ceiling.
- The maximum allowable interest deduction for amounts borrowed to purchase an automobile will remain at **\$300** per month for loans related to vehicles acquired after 2009.
- The limit on the deduction of tax-exempt allowances paid by employers to employees using their personal vehicle for business purposes for 2010 will remain at **52** cents **per kilometre for the first 5,000 kilometres driven** and **46** cents **for each additional kilometre**. For the Yukon Territory, Northwest Territories and Nunavut, the tax-exempt allowance will remain at 56 cents for the first 5,000 kilometres driven and 50 cents for each additional kilometre.
- The general prescribed rate used to determine the taxable benefit relating to the personal portion of automobile operating expenses paid by employers for 2010 will remain at 24 cents per kilometre. For taxpayers **employed** principally in selling or leasing automobiles, the prescribed rate will remain at 21 cents per kilometre. The additional benefit of having an employer-provided vehicle available for personal use (i.e., the automobile standby charge) is calculated separately and is also included in the employee's **income**.

The Government reviews these rates and limits annually and announces any planned changes prior to the end of the calendar year (**December**). This practice ensures that businesses are aware of the new rates before the beginning of the year in which they apply.

REF : [www.fin.gc.ca](http://www.fin.gc.ca) or 1-800-959-7775

## CHAPTER 10 « CAR Menu »



- 1 - Every beginning or end of the year « **Insert** » the new Rates published by the Minister of Finance of Canada.  
The changes are usually announced before the end of the calendar year (**December**).
- 2 - Throughout the year, the software takes into account the rates **1** and **2** entered in the Car Kilometer Rates screen.  
ALL kilometer calculations are based on these Rates.  
In the beginning of the year, the kilometer counter is put back to zero to apply the new Rates entered.  
Click « **Insert** » to enter a new Car Kilometer Rate.

- 3 - The fees and calculations of the kilometers are from : January 1st to December 31<sup>st</sup> (calendar year).

Example of calculations:

- 1** - The total kilometers indicated are 6,000 km : 5,000 km are calculated with Rate **1** and 1,000 km with Rate **2**.

Example : Rate **1** 5000 km x **50** cents = \$ 2,500.00

Rate **2** 1000 km x **44** cents = \$ 440.00

Total = \$ 2,940.00

- 2** - Every year on January 1st the kilometer counter starts at zero for Rate **1**.

### FOR YOUR INFORMATION

According to the Minister of Finance of Canada

Year **2010** : « Rate **1** » 0 to 5,000. Km = **52** cents / « Rate **2** » : 5,001 Km and over **46** cents

Year **2009** : « Rate **1** » 0 to 5,000. Km = 52 cents / « Rate **2** » : 5,001 Km and over 46 cents

Year **2008** : « Rate **1** » 0 to 5,000. Km = 52 cents / « Rate **2** » : 5,001 Km and over 46 cents

Year **2007** : « Rate **1** » 0 to 5,000. Km = 50 cents / « Rate **2** » : 5,001 Km and over 44 cents

The government re-evaluates these rates and maximums on an annual basis.

The changes are announced before the end of the calendar year (**December**).

REF : [www.fin.gc.ca](http://www.fin.gc.ca) or 1-800-959-7775

MENU - CAR KILOMETERS
Current Car Kilometers
Registered Car Kilometers
Car Kilometer Categories
Car Kilometer Rates
Annual Car Kilometer Report

## CAR KILOMETER CATEGORIES

**Car Kilometer Categories:** Enter in advance the places you go most often. This will save time when adding an entry in the **Current Car Kilometers** screen. You will be able to choose the category with the **yellow** search button.

NAME	GOING	RETURN
CANADA POST	4	4
CUSTOMER M. LARRY THOMPSON	40	40
CUSTOMER M. PETER CLARK	22	22
CUSTOMER M. WILLIAM SIMPSON	15	15
CUSTOMER Mrs MARY SMITH	32	32
CUSTOMER Mrs WILSON	55	55
LOCAL H.O.M.	9	9
S.T.S. CALGARY	220	220
S.T.S. TORONTO	152	152
S.T.S. VANCOUVER	225	225
T.D. BANK	26	26

### **New entry:**

Click the « **Insert** » button and the Adding a Car Kilometer Category appears.

**Mandatory:** Enter the description of the category in all three boxes. You can enter them in the same language.

**Ex.:** English in all three boxes.

Enter the amount of kilometers in the fields Going km and Return km. Click « **OK** ».

**Add** a category: click « **OK** » to save or, click « **Cancel** ».

**Change** a category: click « **OK** » to save or; click « **Cancel** » to cancel.

## REGISTERED CAR KILOMETERS

MENU - CAR KILOMETERS
Current Car Kilometers
Registered Car Kilometers
Car Kilometer Categories
Car Kilometer Rates
Annual Car Kilometer Report

### Registered Car Kilometers

By Date
X

YEAR	DATE	REFERENCE	LAST NAME	FIRST NAME	KM	AMOUNT
2007	8/04/07		CARTER	NANCY	1,600	0.00
2007	7/27/07	CHECK # 0099	SMITH	PETER	1,600	704.00

Year: 2007 ▼  

2007  
2006  
2005

Print View

Close

1 - Select the year and the representative.

2 - To consult before printing, click « **View** » and the screen Viewing a Registered Car kilometer appears.

3 - Click « **Print** » for the Kilometer Report of the selected Representative.

**Expenses paid by kilometer:** The report lists the kilometers and the amounts before and after taxes (to claim the taxes.)

**Expenses paid pro rata:** The report lists the kilometers only.

Representative : **Kilometer Car Expenses**

Representative : **Pro rata Car Expenses**

### Viewing a Registered Car Kilometers

Details
X

Representative: SMITH  
PETER

Total KM: 1,600    Total amount: 704.00  
 G.S.T.: 37.07  
 P.S.T.: 49.12  
 Amount before taxes: 617.81

DATE	DESCRIPTION	GOING	RETURN	AMOUNT
1/25/07	S.T.S. VANCOUVER	225	225	198.00
1/24/07	S.T.S. TORONTO	152	152	133.76
1/23/07	S.T.S. CALGARY	220	220	193.60
1/22/07	CANADA POST	4	4	3.52
1/21/07	LOCAL H.O.M.	9	9	7.92
1/20/07	CUSTOMER Mrs WILSON	55	55	48.40
1/19/07	CUSTOMER Mrs MARY SMITH	32	32	28.16
1/18/07	CUSTOMER M. WILLIAM SIMPSON	15	15	13.20
1/17/07	CUSTOMER M. PETER CLARK	22	22	19.36
1/16/07	CUSTOMER M. LARRY THOMPSON	40	40	35.20
1/15/07	T.D. BANK	26	26	22.88

Print

OK Cancel

### Viewing a Registered Car Kilometers

Details
X

Representative: CARTER  
NANCY

Total KM: 1,600    Total amount: 0.00  
 G.S.T.: 0.00  
 P.S.T.: 0.00  
 Amount before taxes: 0.00

DATE	DESCRIPTION	GOING	RETURN	AMOUNT
1/25/07	S.T.S. VANCOUVER	225	225	0.00
1/24/07	S.T.S. TORONTO	152	152	0.00
1/23/07	S.T.S. CALGARY	220	220	0.00
1/22/07	CANADA POST	4	4	0.00
1/21/07	LOCAL H.O.M.	9	9	0.00
1/20/07	CUSTOMER Mrs WILSON	55	55	0.00
1/19/07	CUSTOMER Mrs MARY SMITH	32	32	0.00
1/18/07	CUSTOMER M. WILLIAM SIMPSON	15	15	0.00
1/17/07	CUSTOMER M. PETER CLARK	22	22	0.00
1/16/07	CUSTOMER M. LARRY THOMPSON	40	40	0.00
1/15/07	T.D. BANK	26	26	0.00

Print

OK Cancel

G.N.S. MANAGER				
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO				
OFF: (819) 222-3333		FAX: (819) 111-4444		
REGISTERED CAR KILOMETER REPORT PETER SMITH				
Print date: 8/03/2007 - 13:11				
DATE	DESCRIPTION	KILOMETERS ONE WAY	KILOMETERS TOTAL	AMOUNT
1/25/07	S.T.S. VANCOUVER	225	450	198.00
1/24/07	S.T.S. TORONTO	152	304	133.76
1/23/07	S.T.S. CALGARY	220	440	193.60
1/22/07	CANADA POST	4	8	3.52
1/21/07	LOCAL H.O.M.	9	18	7.92
1/20/07	CUSTOMER Mrs WILSON	55	110	48.40
1/19/07	CUSTOMER Mrs MARY SMITH	32	64	28.16
1/18/07	CUSTOMER M. WILLIAM SIMPS	15	30	13.20
1/17/07	CUSTOMER M. PETER CLARK	22	44	19.36
1/16/07	CUSTOMER M. LARRY THOMF	40	80	35.20
1/15/07	T.D. BANK	26	52	22.88
Date: 7/27/2007			TOTALS:	1,600 704.00
Reference: CHECK # 0099			G.S.T.:	37.07
			P.S.T.:	49.12
TOTAL ( Before taxes ):				617.81

G.N.S. MANAGER				
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO				
OFF: (819) 222-3333 FAX: (819) 111-4444				
REGISTERED CAR KILOMETER REPORT NANCY CARTER				
Print date: 8/03/2007 - 13:11				
DATE	DESCRIPTION	KILOMETERS ONE WAY	KILOMETERS TOTAL	AMOUNT
1/25/07	S.T.S. VANCOUVER	225	450	0.00
1/24/07	S.T.S. TORONTO	152	304	0.00
1/23/07	S.T.S. CALGARY	220	440	0.00
1/22/07	CANADA POST	4	8	0.00
1/21/07	LOCAL H.O.M.	9	18	0.00
1/20/07	CUSTOMER Mrs WILSON	55	110	0.00
1/19/07	CUSTOMER Mrs MARY SMITH	32	64	0.00
1/18/07	CUSTOMER M. WILLIAM SIMPS	15	30	0.00
1/17/07	CUSTOMER M. PETER CLARK	22	44	0.00
1/16/07	CUSTOMER M. LARRY THOMF	40	80	0.00
1/15/07	T.D. BANK	26	52	0.00
Date: 7/27/2007			TOTALS:	1,600 0.00
The expenses of this representative			G.S.T.:	0.00
are calculated on a pro rata basis.			P.S.T.:	0.00
TOTAL ( Before taxes ): 0.00				

## CAR EXPENSES

MENU - CAR
Car Kilometers ▶
Car Expenses ▶
Representatives

MENU - CAR EXPENSES
Current Car Expenses
Registered Car Expenses
Car Expense Categories
Detailed Car Expense Report
Monthly Car Expense Report
Car Expense Report by Category
Annual Fiscal Car Expense Report

This section only applies to the Representatives eligible for Car Expenses paid on PRO RATA of the business usage.

### VALIDATING BEFORE REGISTERING

#### A CURRENT CAR EXPENSE

Before registering you expenses, we recommend you print a **Current Car Expense Report** to make sure your computer entries match with your physical receipts.

Here is how you can view the information before registering it:

NAME	FIRST NAME	SUBTOTAL	G.S.T.	P.S.T.	TOTAL
CARTER	NANCY	7,811.51	424.26	562.18	8,797.95

A preview of the Current Car Expense Report will appear on your screen.

G.N.S. MANAGER					
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO					
OFF: 819-222-3333 FAX: 819-111-4444					
CURRENT CAR EXPENSE REPORT FOR NANCY CARTER					
Print date:		8/06/2007 - 11:15			
DATE	DESCRIPTION	SUBTOTAL	G.S.T.	P.S.T.	TOTAL
12/31/07	FORD CANADA 6 MONTHS, 373.83 / MONTH	1,968.25	118.09	156.48	2,242.82
12/31/07	GAS: JUNE, AUGUST, SEPT. OCT. NOV. & DEC.	1,259.08	75.54	100.10	1,434.72
10/15/07	REPAIR / MAINTENANCE	307.15	18.43	24.42	350.00
7/26/07	GAS PETRO CANADA SHERBROOKE	42.06	2.52	3.34	47.92
7/21/07	GAS SHELL CALGARY	42.06	2.52	3.34	47.92
7/19/07	GAS ESSO MONTREAL	42.06	2.52	3.34	47.92
7/15/07	GAS SHELL TORONTO	42.06	2.52	3.34	47.92
7/10/07	GAS SHELL QUEBEC	42.06	2.52	3.34	47.92
6/30/07	FORD CANADA 6 MONTHS, 373.83 / MONTH	1,968.24	118.09	156.48	2,242.81
5/30/07	GAS: JAN. FEB. MARCH, APRIL & MAY	1,051.34	63.08	83.58	1,198.00
4/28/07	REPAIR / MAINTENANCE	307.15	18.43	24.42	350.00
2/28/07	CAR REGISTRATION	255.00	0.00	0.00	255.00
1/31/07	ABC INSURANCE CAR	485.00	0.00	0.00	485.00
TOTALS:		7,811.51	424.26	562.18	8,797.95

MENU - CAR EXPENSES
Current Car Expenses
Registered Car Expenses
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Annual Fiscal Car Expense Report

## CAR EXPENSE CATEGORIES

The Car Expense Categories are used in the **Current Car Expenses** section.

NAME	G.S.T.	P.S.T.
AMORTIZING	6.00	7.50
CAR REGISTRATION	0.00	0.00
CAR RENTAL	6.00	7.50
GAS	6.00	7.50
INSURANCE (NON BUSINESS PORTION)	0.00	0.00
INTEREST ON CAR LOAN	0.00	0.00
MAINTENANCE / REPAIR	6.00	7.50

Buttons: Print, Insert, Change, Delete, Close

**New entry:** Click « **Insert** », the Adding a Car Expense Category screen appears.

Enter the description of the category in all three boxes.

By default, the taxes box is checked.

Remove the check if the category is not taxable.

**Details**

English Name:

French Name:

Spanish Name:

☒ Use tax rates according to data configuration

G.S.T. Rate:

P.S.T. Rate:

Buttons: OK, Cancel

**Details**

English Name:

French Name:

Spanish Name:

☒ Use tax rates according to data configuration

G.S.T. Rate:

P.S.T. Rate:

Buttons: OK, Cancel

**Mandatory:** Enter the description of the category in all three boxes.

You can enter them in the same language.

**Ex:** English description in all three boxes. Click « **OK** ».

**Adding a Car Expense Category**

**Details**

English Name: INSURANCE (NON BUSINESS PORTION)

French Name: ASSURANCE (PORTION NON AFFAIRES)

Spanish Name: DEL SEGURO (PORCION DEL NEGOCIO NO)

☐ Use tax rates according to data configuration

G.S.T. Rate: 0.00

P.S.T. Rate: 0.00

OK Cancel

Example 1-

**Adding a Car Expense Category**

**Details**

English Name: CAR REGISTRATION

French Name: IMMATRICULATION

Spanish Name: MATRICULACION

☐ Use tax rates according to data configuration

G.S.T. Rate: 0.00

P.S.T. Rate: 0.00

OK Cancel

Example 2-

**Adding a Car Expense Category**

**Details**

English Name: INTEREST ON CAR LOAN

French Name: INTÉRÊT SUR PRÊT AUTO

Spanish Name: PRÉSTAMA DE COCHE DEL INTERÉS

☐ Use tax rates according to data configuration

G.S.T. Rate: 0.00

P.S.T. Rate: 0.00

OK Cancel

Example 3-

- Examples: 1 - Car Insurance: The 5% tax is not GST/PST so remove the check.  
 2 - Registration: The 9% tax is not GST/PST so remove the check.  
 3 - The interest on a car loan is not taxable so remove the check.

**N.B.:** Car insurance: Any extra premium for business is a 100% expense.

Examples car insurance: The cost is \$ 500.00 + tax, divided into \$ 350.00 personal and \$ 150.00 business.  
 \$ 350.00 is a Pro rata Car Expense.  
 \$ 150.00 is a 100 % Expense.

Car Rental: The rental fees and taxes are a Pro rata Car Expense.

Car Loan: Only the interests and the amortizing are Pro rata Car expenses.

- \* Amortizing: The value of your car in the beginning of the year is \$ 20,000 and, at the end of the year is \$ 17,000.  
 The amortizing (depreciation) is of \$ 3,000.00 and is a Pro rata Car Expense.



MENU - CAR EXPENSES
Current Car Expenses
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Annual Fiscal Car Expense Report

## ANNUAL FISCAL CAR EXPENSE REPORT

2007

2007

2006

2005

Annual Fiscal Car Expense Report

Details

Year: 

2007

Representative: 

CARTER NANCY

All

OK

Close

Select a year and a representative from the drop down list; otherwise, **All** representatives will print. Click « **OK** » to print.

G.N.S. MANAGER

100, PRINCIPAL STREET, SHERBROOKE, QC. J0H 0H0  
OFF: 819-222-3333 FAX: 819-111-4444

ANNUAL FISCAL CAR EXPENSE REPORT FOR 2007

Print date: **8/06/2007 - 12:22**

Representative: **NANCY CARTER**  
Year: **2007**  
Beginning of year KM: **10,000**  
End of year KM: **35,600**  
Total KM: **25,600**

Calculations			
	BUSINESS	PERSONAL	TOTAL
KM	<b>19,200</b>	<b>6,400</b>	<b>25,600</b>
PRO RATA:	<b>75.00 %</b>	<b>25.00 %</b>	<b>100 %</b>

CATEGORY	SUBTOTAL	G.S.T.	P.S.T.	TOTAL
CAR REGISTRATION	255.00	0.00	0.00	255.00
CAR RENTAL	3,936.49	236.18	312.96	4,485.63
GAS	2,520.72	151.22	200.38	2,872.32
INSURANCE (NON-BUSINESS PORTION)	485.00	0.00	0.00	485.00
REPAIR / MAINTENANCE	614.30	36.86	48.84	700.00
<b>TOTALS:</b>	<b>7,811.51</b>	<b>424.26</b>	<b>562.18</b>	<b>8,797.95</b>
<b>TOTAL ( Business ):</b>	<b>5,858.63</b>	<b>318.20</b>	<b>421.64</b>	<b>6,598.46</b>

At the end of the year, enter the figures listed at the line **TOTAL (Business)** in the Purchases / Expenses section of the « **Purchases** » menu, in the Category Car Expenses. The data will be carried over to the Income and Expense Summary and the GST/PST report. Your accountant will use this Annual Fiscal Car Expense Report for your **income tax** file.

REPRESENTATIVES ( New entry )

MENU - CAR

- Car Kilometers ▶
- Car Expenses ▶
- Representatives

**Representative ( Car )**

By Name

NAME	FIRST NAME	TYPE
CARTER	NANCY	Pro rata
SMITH	PETER	Km

Insert Change Delete

Close

**TYPE:**

**Pro rata** = Pro rata Car Expense account.

**KM** = Expense account paid by Kilometer.

Click « **Insert** », the Adding a Representative (Car) screen appears.

**Car Expense Account Paid on Pro rata (Box Checked)**

**Adding a Representative ( Car )**

Details

Last Name: CARTER

First Name: NANCY

☒ Pro Rata Car Expenses

Kilometers

YEAR	RATE # 1		RATE # 2		TOTALS		KM FOR %	
	KM	AMOUNT	KM	AMOUNT	KM	AMOUNT	START	END

Change

OK Cancel

Enter Last Name, First Name; check the Pro Rata Car Expenses box only if the Representative is not Paid by Kilometer.

**Car Expense Account Paid by kilometer (Box Not checked)**

**Adding a Representative ( Car )**

Details

Last Name: SMITH

First Name: PETER

☐ Pro Rata Car Expenses

Kilometers

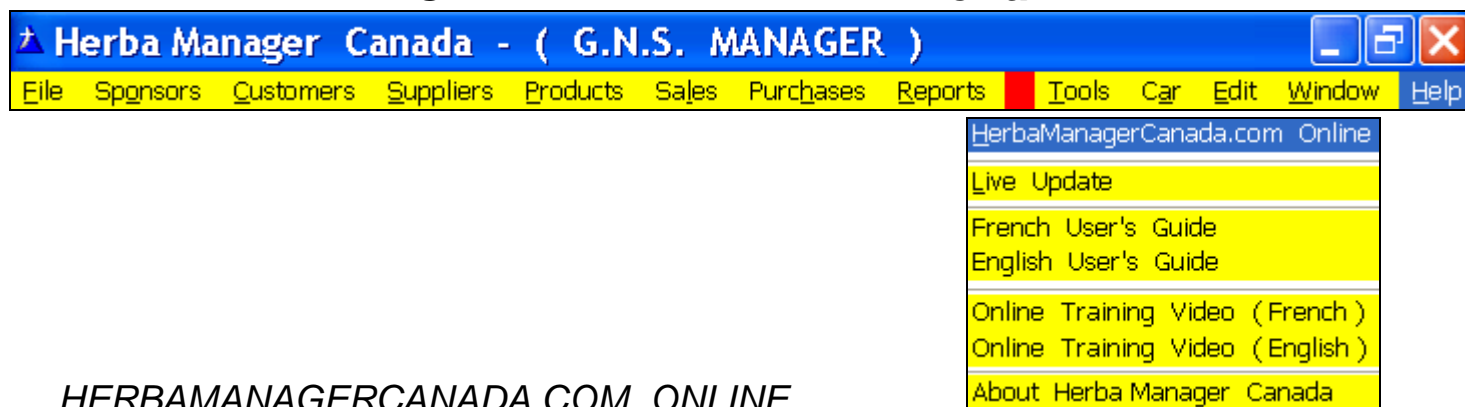
YEAR	RATE # 1		RATE # 2		TOTALS		KM FOR %	
	KM	AMOUNT	KM	AMOUNT	KM	AMOUNT	START	END

Change

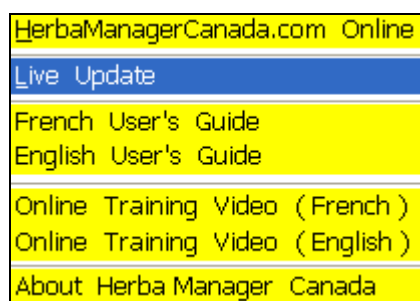
OK Cancel

Enter Last Name, First Name; do not check the Pro Rata Car Expenses box if the Representative is Paid by Kilometer. Please note that since the box is not checked and the Representative is Paid by Kilometer, the « **Change** » button will always be deactivated.

## CHAPTER 11 « *HELP Menu* »

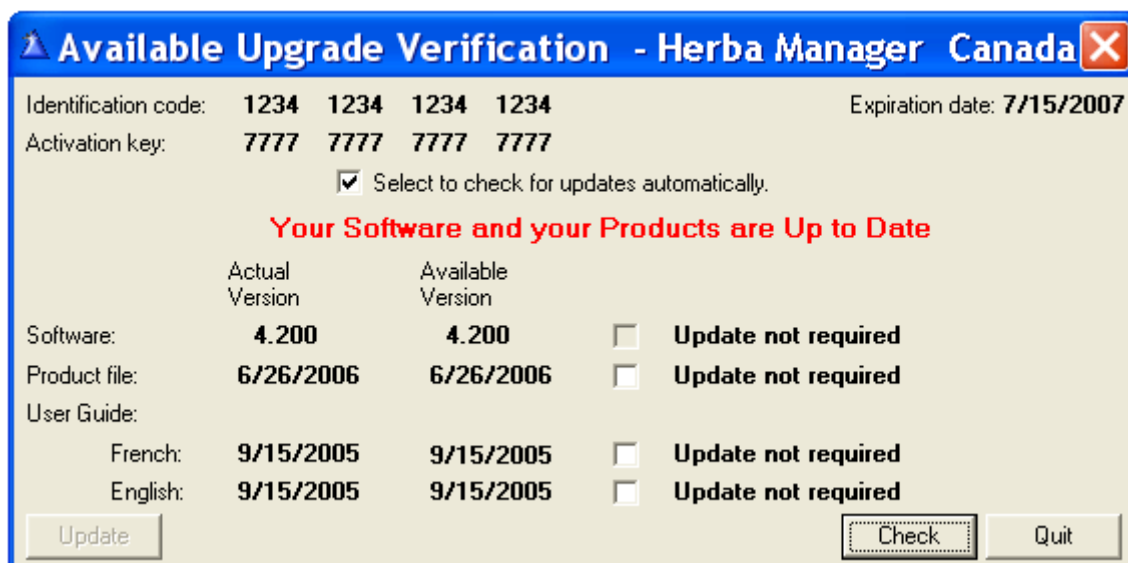


*HERBAMANAGERCANADA.COM ONLINE*



*LIVE UPDATE*

**Identification code & Activation key:** Automatic and cannot be edited.



HerbaManagerCanada.com Online
Live Update
French User's Guide
English User's Guide
Online Training Video (French)
Online Training Video (English)
About Herba Manager Canada

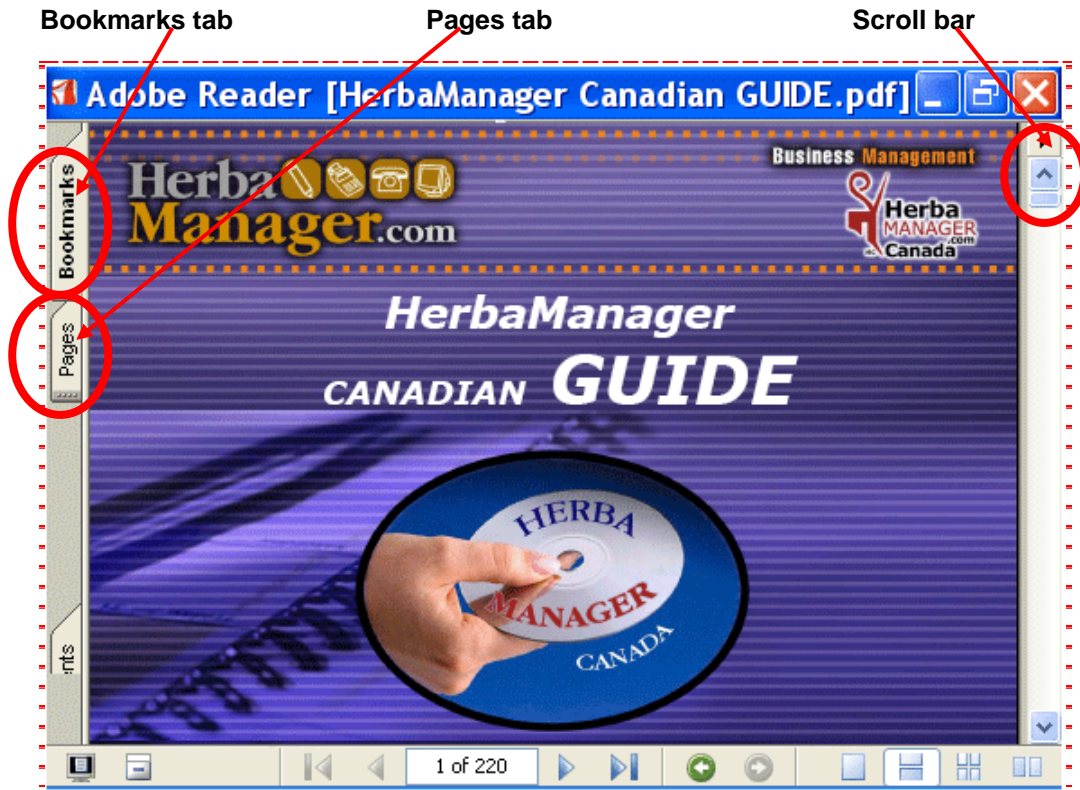
## ENGLISH USER'S GUIDE

When you click on *English User's Guide*:

The colored **Herba Manager Canada** user's guide is displayed in PDF format.

You have 3 choices of quick search:

- 1 - with the Bookmarks tab.
- 2 - with the Pages tab.
- 3 - with the Scroll bar.



By clicking on the Bookmarks tab, you have all the chapters of the guide.

<a href="#">HerbaManagerCanada.com Online</a>
<a href="#">Live Update</a>
<a href="#">French User's Guide</a>
<a href="#">English User's Guide</a>
<a href="#">Online Training Video ( French )</a>
<a href="#">Online Training Video ( English )</a>
<a href="#">About Herba Manager Canada</a>

## ONLINE TRAINING VIDEO ( English )

Click on Online Training Video ( English ) and the online video menu appears.

**HerbaManagerCanada.com**  
Business Management Software – Design and Sale

HOME VIDEO USEFUL DOWNLOAD TESTIMONIALS SUPPORT

Version française  
BACK TO GNSMANAGER

### Informational video

Information on the main menus of the HerbaManager software

<p><a href="#">File Menu</a> Size : 7.62 MG Length : 9.30 MIN.</p> <p><a href="#">Sponsors Menu</a> Size : 3.12 MG Length : 2.50 MIN.</p> <p><a href="#">Customers Menu</a> Size : 11.8 MG Length : 15.48 MIN.</p> <p><a href="#">Suppliers Menu</a> Size : 3.10 MG Length : 2.46 MIN.</p> <p><a href="#">Products Menu</a> Size : 7.4 MG Length : 7.44 MIN.</p> <p><a href="#">Sales Menu</a> Size : 14.6 MG Length : 17.38 MIN.</p>	<p><a href="#">Purchases Menu</a> Size : 7 MG Length : 8.25 MIN.</p> <p><a href="#">Reports Menu</a> Size : 7.5 MG Length : 7.50 MIN.</p> <p><a href="#">Tools Menu</a> Size : 9.5 MG Length : 11.11 MIN.</p> <p><a href="#">Car Menu</a> Size : 14.3 MG Length : 18.34 MIN.</p> <p><a href="#">Help Menu</a> Size : 5.4 MG Length : 4.10 MIN.</p>
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To save the file on your computer, right click and then choose **save target as**.

Choose the menu and click on it to view or register it on your desktop.

This is a brief overview of the different menus of the **Herba Manager Canada** software.

For more detailed information, see your **Herba Manager Canada Guide**.

<a href="http://HerbaManagerCanada.com">HerbaManagerCanada.com</a> Online
<a href="#">Live Update</a>
<a href="#">French User's Guide</a>
<a href="#">English User's Guide</a>
<a href="#">Online Training Video (French)</a>
<a href="#">Online Training Video (English)</a>
<a href="#">About Herba Manager Canada</a>

## ABOUT HERBA MANAGER CANADA

Indicates the current version of your software.

