

GNS    
Manager.com

Business Management Software – Design and Sale

 **SMB
MANAGER
Canada.com**

SOFTWARE OVERVIEW



Designed specifically for Small and Medium Businesses.
Research & development by the multidisciplinary team of
G.N.S. SERVICE inc.



SMB MANAGER CANADA THE SOLUTION!




Business and Customer Management Software
Designed for Small and Medium Businesses

Save Time! Build your Business!

- ✓ Quick, easy to use and efficient !
- ✓ Contact manager and address book.
- ✓ Eases business management for SMB.
- ✓ Files for scanned documents (virtual filing cabinet).
- ✓ Financial calculator (personal loan, car loan, mortgage loan).
- ✓ Invoices, quotations and statements comply with window envelopes.
- ✓ Respects canadian taxes for every province.
- ✓ Bilingual software : English and French.
- ✓ Trilingual products and categories : English, French, Spanish.
- ✓ Software update **Online** with LiveUpdate.
- ✓ Colored **User's Guide** with images ± **320** pages.
- ✓ Training **Videos Online** and on CD.

Software Navigation Bar

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

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

Maximize your income / Optimize your time / Reduce your efforts

Maintain V.I.P. relationships with your customers

- Customer files individuals and corporations
- Managing follow up files
- Cumulative record of your sales by customer
- Address labels for birthday cards
- Address labels for customer, prospect and/or by city
- Suppliers file
- Products file and inventory management
- Personalized bilingual invoice and quotation with logo
- Report of the products and quantities sold per period
- Access your data at all times **and more!**

Print out a multitude of reports

- Sales and purchasing journals
- Sales history by customer, by representative and by category
- List of accounts receivable, payable and statements
- Detailed list of receipts, payments, deposits and profits
- 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 ± **317** pages
- Training **Videos Online** and on **CD**

SMB Manager Canada
Your SOLUTION !



Your Financial Health

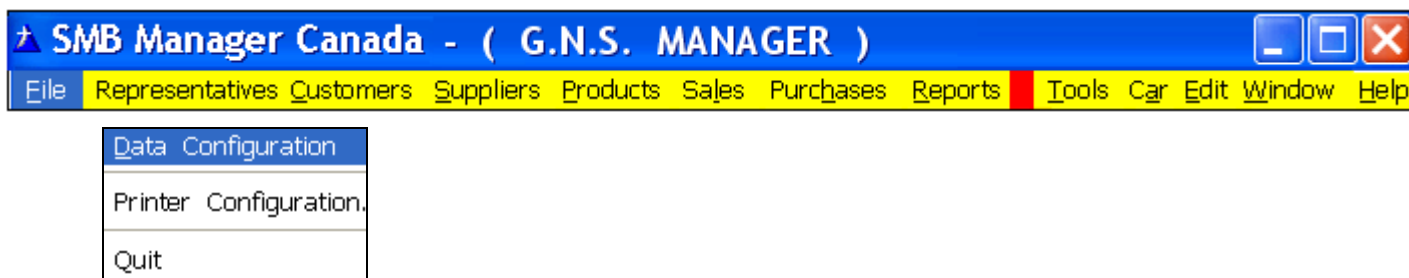
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819 564-1728

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

CHAPTER 1 « FILE Menu »



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

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

Spanish: We have added a **Spanish description** for the categories and the products.

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

« Country Table » Tab:

Company Modification

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

By Name

NAME
CANADA
FRANCE
MEXIQUE
U.S.A.

Provinces / States

By Abbreviation | By Name

ABV	NAME	G.S.T.	P.S.T.
AB	ALBERTA	6.00	0.00
BC	BRITISH COLUMBIA	6.00	7.00
MB	MANITOBA	6.00	7.00
NB	NEW BRUNSWICK	14.00	0.00
NL	NEWFOUNDLAND	14.00	0.00
NS	NOVA SCOTIA	14.00	0.00
NT	NORTH WEST TERRITORY	6.00	0.00
NU	NUNAVUT	6.00	0.00
ON	ONTARIO	6.00	8.00
PE	PRINCE EDWARD ISLAND	6.00	10.00
QC	QUEBEC	6.00	7.50
SK	SASKATCHEWAN	6.00	7.00
YT	YUKON	6.00	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 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 | Logo & Wallpaper | Country Table | **Sales Taxes**

Country: CANADA

Province: QUEBEC

	Federal	Provincial
Tax rate:	G.S.T.	P.S.T.
	6.00	7.50

Registration date (Taxes): 7/01/2006

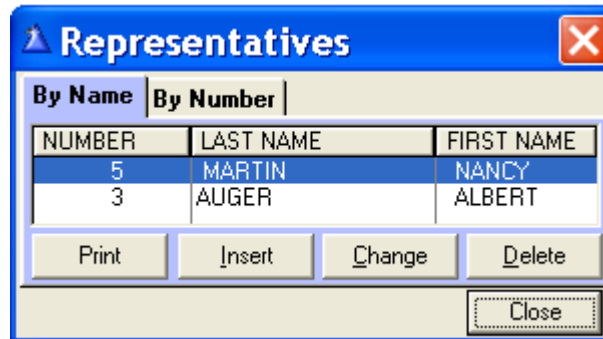
Tax #: 0101010101 RT0001 0202020202 TQ0001

OK Cancel

CHAPTER 2 « REPRESENTATIVES Menu »



The **Representatives** screen: Is directly related to the customer database in the « **Customers** », « **Sales** » and « **Reports** » menu.



Names are displayed in alphabetical order in all screens.
If you want a name to appear in 1st place (for an easier search), put a space in front of the 1st letter of the name.

Ex: See **MARTIN** in the Representatives screen.

- 1) Click « **Insert** »: The number is assigned automatically, enter the first and last name.
- 2) Type **your name** as a Representative.
- 3) Type your Representatives.
- 4) Click « **Delete** »: The number assigned to the selected Representative will be lost.
Only the last number listed can be recovered.

Example:

In the above screen, there were **5** entries and you « **Delete** » Representatives # **1, 2, & 4**.

If you « **Insert** » a new Representative, the new number will be # **6** because # **1, 2, & 4** can no longer be used.

If you « **Delete** » Representative # **5** and you « **Insert** » a new Representative, the new number will be # **5** because # **5** 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 **Representative** properly?

This will be useful in the Customers and Sales « **Reports** » menu.

You will have the option of printing customer lists and address labels by a **selected Representative** or all **Representatives**.

CHAPTER 3 « CUSTOMERS Menu »



CUSTOMERS FILE (Individuals)

Customer #: 8198889999 **Cat.:** CUSTOMER INDIVIDUAL **Language:** English Birthday card Inactive

Rep.: MARTIN NANCY **Begin:** 8/05/2003 **End:**

Last name: AUGER **Last name (Spouse):** AUGER

First name: ALBERT **First name (Spouse):** CLAIRE

D.O.B.: 8/02/1951 **Age:** 55 **D.O.B. (Spouse):** 10/16/1953 **Age:** 53

Address: 1955, PRINCIPAL STREET **Telephone #**

City: MAGOG **Home:** 819 888-9999

Province: QUEBEC **Office:** 418 888-9999

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

Email: INFO@AUGER.COM **Fax:** 514 888-9999

Other: 602 777-8899

Note: TEST TEST TEST TEST TEST TEST TEST OK
TEST TEST

CHILDREN	First name:	D.O.B.:	M/D/Y	AGE
	ALEX	1/01/1984		23
	ANNE	2/02/1986		21
	BENOIT	3/03/1991		16
	CAROLE	4/04/1994		13

Print **OK** **Cancel**

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

Category: Other, Prospect Customer, etc., select from the drop down list.

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

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.

Rep.: Your Representatives. Select from the drop down list.

Start: The date when the entry became a customer.

End: When it becomes inactive.

D.O.B.: Date of birth.

Province: The default is the province you selected in the « File » menu - Data Configuration - « Sales Taxes » tab.
If you wish to use another province, choose it from the drop down list.

Country: Canada is the default entry. If you wish to use another country, choose it from the drop down list.
When a country is not listed, go to the « File » menu - Data Configuration - « Country table » tab.

Print: Prints this customer information for your files.

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

Print date: 7/23/2007 9:38

Customer #: 8198889999 Cat.: CUSTOMER INDIVIDUAL Birthday Inactive
 Rep.: MARTIN NANCY Begin.: 8/05/2003
 Language: ENGLISH End: / /

Last name: AUGER Last name (Spouse): AUGER
 First name: ALBERT First name (Spouse): CLAIRE
 D.O.B.: 8/02/1951 55 D.O.B. (Conjoint): 10/16/1953 53

Address: 1955, PRINCIPAL STREET Home: 819 888-9999
 City: MAGOG Office: 418 888-9999
 Province: QC Cell phone: 450 888-9999
 Country: CANADA Fax: 514 888-9999
 Postal Code: H0H 0H0 Other: 602 777-8899
 Email: INFO@AUGER.COM

Telephones #

CHILDREN

First name:	D.O.B.:	M/D/Y	AGE
ALEX	1/01/1984		23
ANNE	2/02/1986		21
BENOIT	3/03/1991		16
CAROLE	4/04/1994		13

Note: TEST TEST TEST TEST TEST TEST TEST OK
 TEST TEST

« Managing Follow-Ups » Tab:

Changing a Customer (Individual)

Details | **Managing Follow-Ups** | Cumulative Sales | Scanned Documents

All Follow-Ups | Opened Follow-Ups | Closed Follow-Ups

DATE		CALL BACK		HOURS	DESCRIPTION
CALL	CLOSED	DATE	TIME		
4/02/07	/ /	4/15/07	13:00	4.00	WORK OCCURED AT THE RESIDENCE
4/01/07	4/02/07	4/15/07	2:00	0.50	SERVICE CALL

Print Insert Change Delete

OK Cancel

« Cumulative Sales » Tab:

Changing a Customer (Individual)

Details | Managing Follow-Ups | **Cumulative Sales** | Scanned Documents

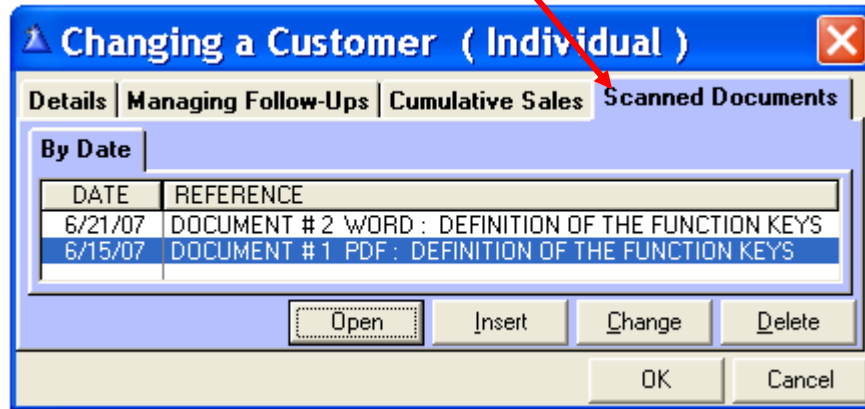
By Year

YEAR	YEARLY CUMULATIVE	JANUARY JULY	FEBRUARY AUGUST	MARCH SEPTEMBER	APRIL OCTOBER	MAY NOVEMBER	JUNE DECEMBER
2007	23,355.66	1,237.65 145.35	5,073.26 5,210.00	1,336.77 (1,009.20)	4,253.68 0.00	420.00 894.96	3,750.00 2,043.19
2006	1,348.89	0.00	0.00	0.00	0.00	0.00	75.00
2005	1,800.00	0.00	0.00	953.99	319.90	0.00	0.00
		0.00	0.00	0.00	1,800.00	0.00	0.00

Print

OK Cancel

« Scanned Documents » Tab :

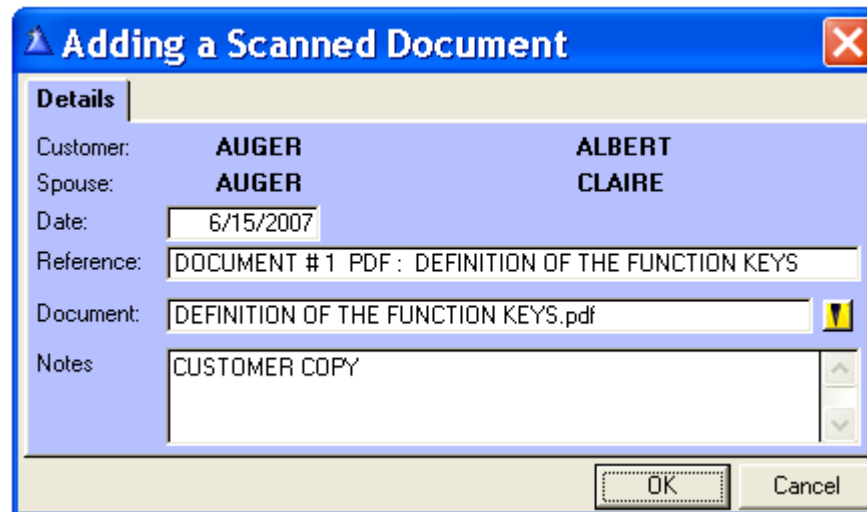


The screenshot shows a dialog box titled "Changing a Customer (Individual)" with a close button (X) in the top right corner. It has four tabs: "Details", "Managing Follow-Ups", "Cumulative Sales", and "Scanned Documents". The "Scanned Documents" tab is active. Below the tabs is a "By Date" label and a table with two columns: "DATE" and "REFERENCE". The table contains two rows: one with date "6/21/07" and reference "DOCUMENT # 2 WORD : DEFINITION OF THE FUNCTION KEYS", and another with date "6/15/07" and reference "DOCUMENT # 1 PDF : DEFINITION OF THE FUNCTION KEYS". Below the table are buttons for "Open", "Insert", "Change", and "Delete". At the bottom of the dialog are "OK" and "Cancel" buttons. A red arrow points from the text above to the "Scanned Documents" tab.

DATE	REFERENCE
6/21/07	DOCUMENT # 2 WORD : DEFINITION OF THE FUNCTION KEYS
6/15/07	DOCUMENT # 1 PDF : DEFINITION OF THE FUNCTION KEYS

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, received emails, received letters, invoices, etc...



The screenshot shows a dialog box titled "Adding a Scanned Document" with a close button (X) in the top right corner. It has a "Details" tab. The form contains the following fields: "Customer:" with values "AUGER" and "ALBERT"; "Spouse:" with values "AUGER" and "CLAIRE"; "Date:" with a text box containing "6/15/2007"; "Reference:" with a text box containing "DOCUMENT # 1 PDF : DEFINITION OF THE FUNCTION KEYS"; "Document:" with a text box containing "DEFINITION OF THE FUNCTION KEYS.pdf" and a file icon; and "Notes" with a text box containing "CUSTOMER COPY". At the bottom are "OK" and "Cancel" buttons.

MENU - CUSTOMERS
Customers (Individuals)
Customers (Corporations)
Customer Categories (Individuals / Corporations)
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, to send information or advertising according to a specific category of customers.

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:

Customer type: **Individual**

Description:

By Name

NAME	FIRST NAME	TYPE
AUGER	ALBERT	Customer
AUGER	CLAIRE	Spouse
BEAUCHER	NORMAND	Customer
BORDEAU	LUC	Customer
GAGNON	DENIS	Both

Number of Customers: **4**

Special Mailing Lists

By Sequence

SEQUENCE	TYPE	DESCRIPTION
1	INDIVIDUAL	CUSTOMER LIST
2	INDIVIDUAL	PROSPECT LIST

CHAPTER 4 « SUPPLIERS Menu »



SUPPLIERS

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.

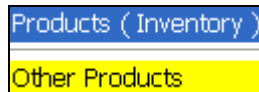
Print date: 7/24/2007 10:41

Supplier #:	4181234567	<input checked="" type="checkbox"/> Birthday Card
Category:	INSURANCE	<input type="checkbox"/> Inactive
Name:	INSURANCE ABC	Start: 1/01/2007
C/O:	M. WILLIAM T. SMITH	End: //
D.O.B.:	8/15/1953 53	
Telephones #		
Address:	123, PRINCIPAL AV., # 250	Office: 418 123-4567
City:	TORONTO	Toll free: 800 123-4567
Province:	ON	Cell phone: 418 989-4567
Country:	CANADA	Fax: 418 987-6543
Postal Code:	HOH OH0	Other:
Email:	WTSMITH@INSURANCEABC.COM	Other:
Note:	LIFE AND PLACEMENT GARANTY	

CHAPTER 5 « PRODUCTS Menu »



PRODUCTS (Inventory)



Adding a Product (Inventory)

Details

Product #: 00053

English description: CAR WAX

French description: CIRE POUR AUTO

Spanish description: CERA PARA COCHE

Retail price: 21.00

Cost price: 14.98

Quantity in stock: 15

G.S.T. P.S.T.

OK Cancel

Products (Inventory)

By Product # | By Description

PRODUCT #	DESCRIPTION	DETAIL	COST	QUANTITY
00053	CAR WAX	21.00	14.98	15
00220	FLASHLIGHT	9.99	4.29	15
0044-CDN	PULLOVER	39.99	17.29	3
0061JF3638404244	TROUSERS JEANS	31.99	21.29	6
1234567890AB12	HAMMER	11.99	7.25	4
1330	PACKING PAPER	3.99	1.05	13
22113	SHAMPOO	6.99	4.98	-6
22467	BRUSH HAIR	7.39	3.79	10
3444	COLOR PENCILS	9.69	6.00	10
55000	COMPUTER	699.00	510.00	10
AB-23	PERFUME	34.00	19.36	-3
ABCDEFGHIJKLM	CURTAIN LACE	70.59	49.49	10
B0061	BATTERY	6.29	2.79	39
CH-4412	CHAIR	40.79	28.78	0
LT-66	TABLE LAMP	36.59	24.55	10

Insert Change Delete

Print Close

In the **Product #** field, there is 16 spaces to enter **numbres** and/or **letters**.

Enter all the products in your inventory along with the quantities related to them.

Quantity in stock: may be edited at all times.

Automatically, the products sold are (-) removed from the inventory and the products purchased are added (+) to the inventory.

G.N.S. MANAGER Product List (Inventory)				
Print date:	7/24/2007 - 13:15			
PRODUCT NO.	DESCRIPTION	RETAIL	COST	QUANTITY
00053	CAR WAX	21.00	14.98	15
00220	FLASHLIGHT	9.99	4.29	15
0044-CDN	PULLOVER	39.99	17.29	3
0061JF3638404244	TROUSERS JEANS	31.99	21.29	6
1234567890AB12	HAMMER	11.99	7.25	4
1330	PACKING PAPER	3.99	1.05	13
22113	SHAMPOO	6.99	4.98	-6
22467	BRUSH HAIR	7.39	3.79	10
3444	COLOR PENCILS	9.69	6.00	10
55000	COMPUTER	699.00	510.00	10
AB-23	PERFUME	34.00	19.36	-3
ABCDEFGHIJKLM	CURTAIN LACE	70.59	49.49	10
B0061	BATTERY	6.29	2.79	39
CH-4412	CHAIR	40.79	28.78	0
LT-66	TABLE LAMP	36.59	24.55	10

OTHER PRODUCTS

In the Other Products screen, the prices and taxes can be entered in advance.

Description Examples: Memos, Courses, Consultation, Training etc.

This will save you time when invoicing a product in the Other Sale / Revenue invoices section of the « Sales » menu.

G.S.T. /P.S.T.: If you are not registered for taxes, the boxes will be deactivated.

If a product is not taxable, remove the check of the tax boxes.

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.

PRODUCT #	DESCRIPTION	RETAIL
0001	CONSULTATION	50.00
003	TELEPHONE CONVERSATION	0.00
004	CUSTOMER SERVICES	65.00
005	SECRETARIAL SERVICES	25.00
007-CD	INSTALLATION	75.00
008-ABCDEF	TRAINING	50.00
009	PRODUCTS	0.00
ABCD	TANK YOU	0.00
PR-0689	REPLACEMENT PARTS	0.00
R-27	REPAIR	65.00

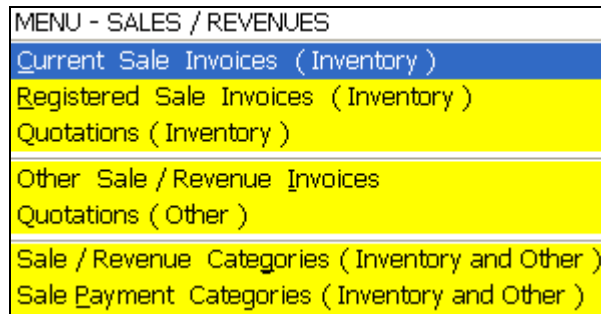
G.N.S. MANAGER

Other Product List

-Print date: 7/24/2007 - 13:39

PRODUCT NO.	DESCRIPTION	PRICE
0001	CONSULTATION	50.00
003	TELEPHONE CONVERSATION	0.00
004	CUSTOMER SERVICES	65.00
005	SECRETARIAL SERVICES	25.00
007-CD	INSTALLATION	75.00
008-ABCDEF	TRAINING	50.00
009	PRODUCTS	0.00
ABCD	TANK YOU	0.00
PR-0689	REPLACEMENT PARTS	0.00
R-27	REPAIR	65.00

CHAPTER 6 « SALES / REVENUES Menu »



Adding a Current Sale (Inventory)

Details | Payments | Profit Summary

Date: 2/17/2007 Language: English Discount: 0.00

Category: INVENTORY PRODUCT

Customer: AUGER

First Name: ALBERT

Address: 1955, PRINCIPAL STREET

City: MAGOG

Province: QUEBEC

Country: CANADA

Postal code: H0H 0H0

Reference: COMPUTER

Representative: NANCY MARTIN

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL PRICE
55000	1.000	COMPUTER	699.00	699.00
CH-4412	1.000	CHAIR	40.79	40.79

Subtotal: 739.79
Shipping: 0.00
G.S.T.: 44.39
P.S.T.: 58.81
Total: 842.99
Balance: 842.99

Insert Change Delete

OK Cancel

Date: By default today's date appears and can be modified.

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

Discount: Your choice. Example 15 %.

Category: Select the category from the drop down list.

Customer: The **yellow** search button calls up the Selecting a Customer screen.

Select the individual or the corporation, choose the customer and click « **Select** ».

Or enter the name and address manually.

Reference: Type a purchase order number or a note/memo etc.

Representative: Your Representatives. Select from the drop down list.

Adding a Current Sale (Inventory)

Details | Payments | Profit Summary

Date: 2/17/2007 Language: English **Discount: 25.00**

Category: INVENTORY PRODUCT

Customer: AUGER

First Name: ALBERT

Address: 1955, PRINCIPAL STREET

City: MAGOG

Province: QUEBEC

Country: CANADA

Postal code: HOH 0H0

Representative: NANCY MARTIN

Subtotal: 554.84

Shipping: 0.00

G.S.T.: 33.29

P.S.T.: 44.11

Total: 632.24

Balance: 0.00

Reference: **DISCOUNT**

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL PRICE
55000	1.000	COMPUTER	699.00	524.25
CH-4412	1.000	CHAIR	40.79	30.59
THANK YOU !				

Enter a discount in the appropriate box and enter the reason for this discount in the « **Reference** » field.
Click « **OK** » when the invoice is final.

G.N.S. MANAGER

100, PRINCIPAL STREET, SHERBROOKE, QC. HOH 0H0

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

ALBERT AUGER
1955, AVE. PRINCIPAL
MAGOG, QC
CANADA HOH 0H0

INVOICE #: **DRAFT**

DATE: **2/17/2007**

Reference: **DISCOUNT**

DISCOUNT: **25 %**

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL
55000	1.000	COMPUTER	699.00	524.25
CH-4412	1.000	CHAIR	40.79	30.59
THANK YOU !				

2.000

G.S.T. #: 0101010101 RT0001

P.S.T. #: 0202020202 TQ0001

SUBTOTAL: 554.84 \$

Shipping: 0.00

G.S.T.: 33.29

P.S.T.: 44.11

TOTAL: 632.24 \$

PAYMENT: 632.24

BALANCE: 0.00

PAID

PRINTING A REGISTERED SALES INVOICE (Inventory)

Registered Sales (Inventory) X

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

DATE	LAST NAME	FIRST NAME	DISC.	CATEGORY	INV. #	TOTAL	BALANCE	DEPOSIT
2/17/07	AUGER	ALBERT	0.00	INVENTORY PROD	1	842.99	0.00	2/17/07

Print
View

Close

Click « Print » to print the invoice.

The Invoice

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

ALBERT AUGER
 1955, AVE. PRINCIPAL
 MAGOG, QC
 CANADA HOH 0H0

INVOICE # 1
 DATE: 2/17/2007
 Reference: **COMPUTER**

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL
55000	1.000	COMPUTER	699.00	699.00
CH-4412	1.000	CHAIR	40.79	40.79
2.000				

G.S.T. #: 0101010101 RT0001
 P.S.T. #: 0202020202 TQ0001

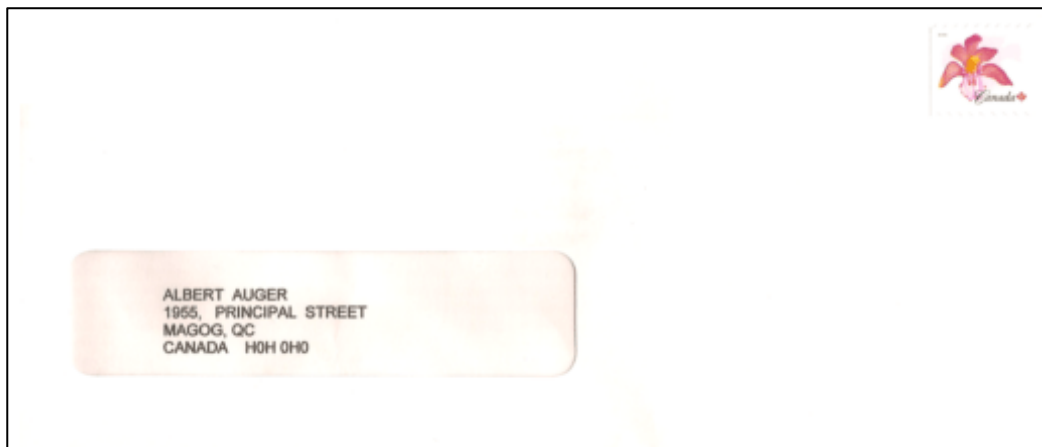
SUBTOTAL: 739.79 \$
 Shipping: 0.00
 G.S.T.: 44.39
 P.S.T.: 58.81

TOTAL: 842.99 \$
PAYMENT: 842.99
BALANCE: 0.00

PAID

N.B.: The Invoice # is 1 since the invoice is now registered.

When you fold your sheet in three, you will be able to use envelopes with a window.



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

QUOTATIONS (Inventory)

Here is an example of a printed quotation.

G.N.S. MANAGER
 100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO
 OFF: (819) 222-3333 FAX: (819) 111-4444
 QUOTATION # **S-1**
 DATE: **2/17/2007**
 Reference: **PERS. COMPUTER**
HOME: 819 888-9999
OFF.: 418 888-9999
CELL: 450 888-9999
FAX: 514 888-9999

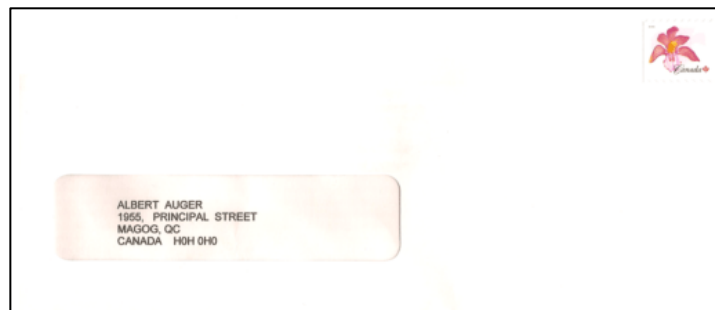
ALBERT AUGER
1955, AVE. PRINCIPAL
MAGOG, QC
CANADA HOH OHO

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL
55000	1.000	COMPUTER	699.00	699.00
CH-4412	1.000	CHAIR	40.79	40.79
2.000				
			SUBTOTAL:	739.79 \$
			G.S.T.:	44.39
			P.S.T.:	58.81
			TOTAL:	842.99 \$

G.S.T. #: 0101010101 RT0001
 P.S.T. #: 0202020202 TQ0001

QUOTATION

When you fold your sheet in **three**, you will be able to use envelopes with a window.



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

OTHER SALE / REVENUE INVOICES

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	AUGER	ALBERT	CONSULTATION	A-1	598.24	0.00	3/15/07
2/26/07	BORDEAU	LUC	TRAINING	A-2	113.95	0.00	2/26/07

Print | Insert | Change | Delete

Close

Adding an Other Sale / Revenue

Details | Payments

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

Category: CONSULTATION

Customer: AUGER

First Name: ALBERT

Address: 1955, PRINCIPAL STREET

City: MAGOG

Province: QUEBEC

Country: CANADA

Postal code: HOH 0H0

Reference: RECOMMENDATION

Representative: NANCY MARTIN

Subtotal: 525.00
G.S.T.: 31.50
P.S.T.: 41.74
Total: 598.24


Balance: 598.24

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL PRICE
0001	10.500	CONSULTATION	50.00	525.00

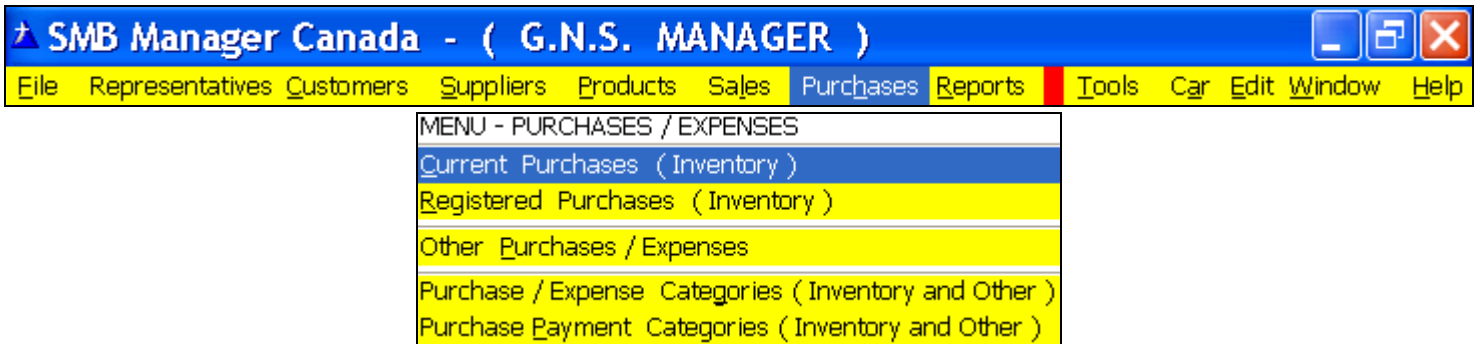
Insert | Change | Delete

OK | Cancel

Here is an example of an invoice with a line break and memo.

		G.N.S. MANAGER 100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO OFF: (819) 222-3333 FAX: (819) 111-4444		
		ALBERT AUGER 1955, AVE. PRINCIPAL MAGOG, QC CANADA HOH OHO		INVOICE # DRAFT DATE: 2/17/2007 Reference: DISCOUNT DISCOUNT: 25 %
PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL
55000	1.000	COMPUTER	699.00	524.25
CH-4412	1.000	CHAIR	40.79	30.59
THANK YOU!				
2.000				
G.S.T. #:	0101010101	RT0001	SUBTOTAL:	554.84 \$
P.S.T. #:	0202020202	TQ0001	Shipping:	0.00
			G.S.T.:	33.29
			P.S.T.:	44.11
			TOTAL:	632.24 \$
			PAYMENT:	632.24
PAID			BALANCE:	0.00

CHAPTER 7 « PURCHASES / EXPENSES Menu »



CURRENT PURCHASES (Inventory)

Adding a Current Purchase (Inventory)

Details | Manual Adjustment | Payments

Order Date: 2/24/2007

Supplier: GENIUS COMPUTERS INC.

Category: DATA PROCESSING

Order #: C-0001

Shipping method: FEDEX

Invoice #: F-0001

Invoice date: 2/24/2007

Subtotal: 538.78

Shipping: 10.00

G.S.T.: 32.93

P.S.T.: 43.63

Total: 625.34

Balance: 0.00

Details Representative: ALBERT AUGER

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL
55000	1.000	COMPUTER	510.00	510.00
CH-4412	1.000	CHAIR	28.78	28.78

Insert Change Delete

OK Cancel

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

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.

Order #: Enter the supplier purchase order number if you have one.

Shipping method: Enter the shipping method. EX: Canada Post, FedEx, UPS, Purolator, etc.

Invoice #: Enter the invoice number.

Invoice date: Enter the invoice date.

Representative: Choose from the drop down list.

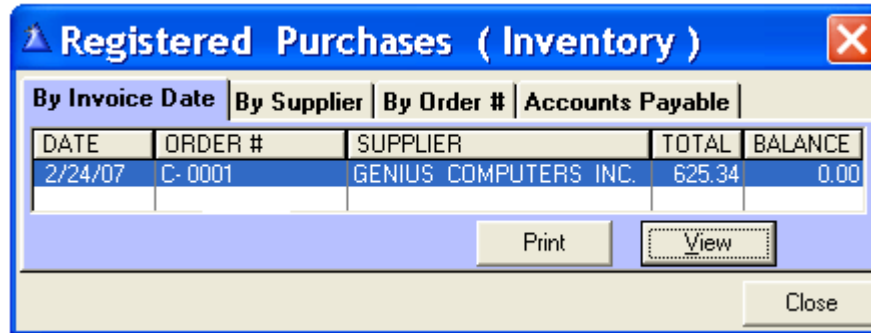
Shipping: Enter the shipping fees of the invoice.

Taxes: The GST/PST amounts are automatically calculated.

OK: Click to save this purchase.

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

REGISTERED PURCHASES (Inventory)

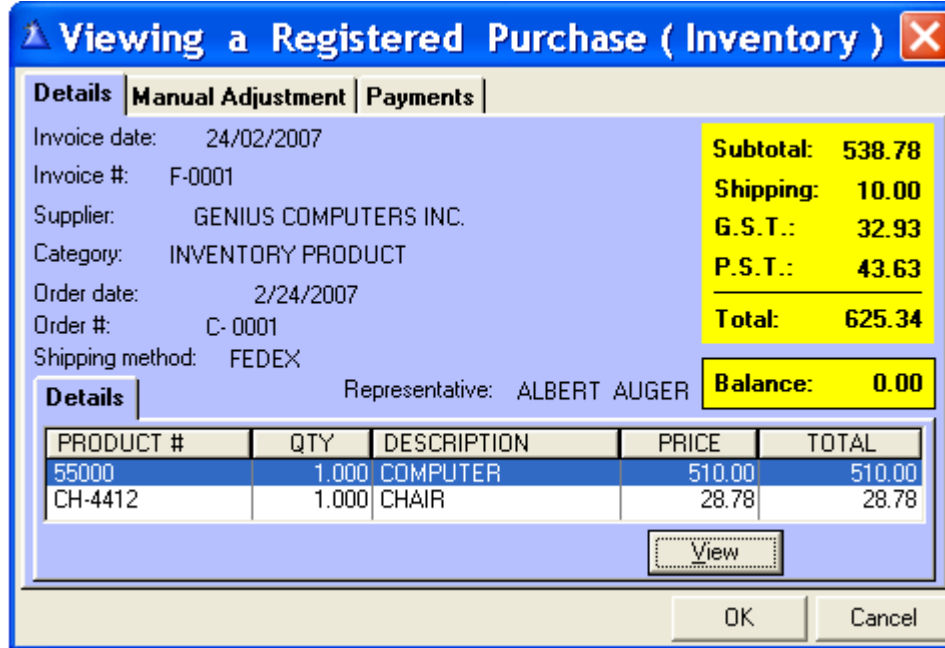


Registered Purchases (Inventory)

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

DATE	ORDER #	SUPPLIER	TOTAL	BALANCE
2/24/07	C-0001	GENIUS COMPUTERS INC.	625.34	0.00

Print View Close



Viewing a Registered Purchase (Inventory)

Details | Manual Adjustment | Payments

Invoice date: 24/02/2007
 Invoice #: F-0001
 Supplier: GENIUS COMPUTERS INC.
 Category: INVENTORY PRODUCT
 Order date: 2/24/2007
 Order #: C-0001
 Shipping method: FEDEX
 Representative: ALBERT AUGER

Subtotal:	538.78
Shipping:	10.00
G.S.T.:	32.93
P.S.T.:	43.63
Total:	625.34
Balance:	0.00

PRODUCT #	QTY	DESCRIPTION	PRICE	TOTAL
55000	1.000	COMPUTER	510.00	510.00
CH-4412	1.000	CHAIR	28.78	28.78

View OK Cancel

When you Registered a Current Purchase Invoice :

- N.B.:** - The products purchased are added (+) to the inventory.
- The purchase is automatically carried over to the following reports of the « Reports » menu:
 - All reports on Products (Inventory)
 - All reports on Purchases / Expenses
 - The Income and Expense Summary
 - The Tax Report
- **A registered purchase can not be deleted**

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

OTHER PURCHASES / EXPENSES

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.

Representative: 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.

DATE	SUPPLIER	CATEGORY	INVOICE #	TOTAL	BALANCE
3/17/07	BELL CANADA	CELL PHONE	F-0002	56.98	0.00
3/15/07	GENIUS COMPUTERS INC.	DATA PROCESSING	F-0001	513.95	413.95

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 :				\$ 11,100.00	\$ 1,110.00

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.

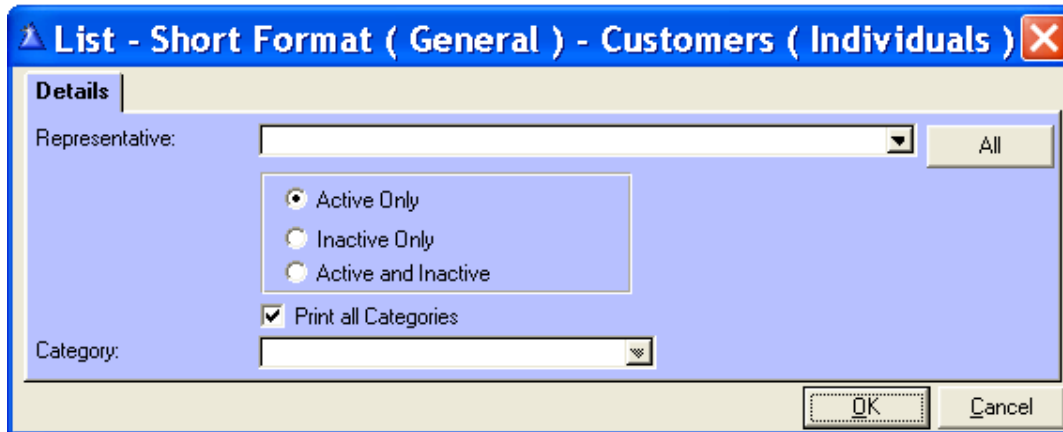
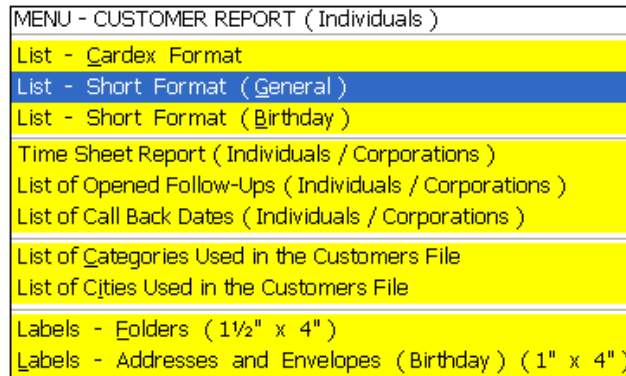
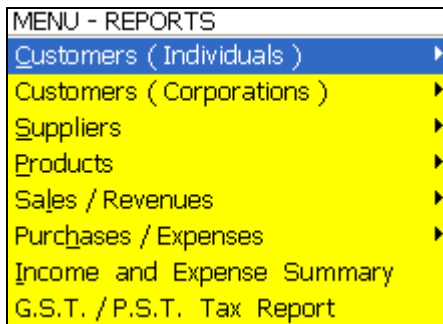
Residential example: 1 - 1 floor 1000 sq.ft., the office 100 sq.ft. = 10 %
 2 - 1 floor with a basement, 800 livable sq.ft. = 1800 sq.ft. = 6 % ($100 \div 1800 \times 100 = 5.55$)
 3 - 2 floors with basement 2800 sq.ft. = 4 %

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.)

2nd 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 »



Representative: The list of customers of a selected representative. If no representative 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.

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 LIST (INDIVIDUALS) - SHORT FORMAT			
Representative: ALL - Category: ALL			
Print date:	3/14/2007	15:52	
CUSTOMER SPOUSE	ADDRESS CITY, PROVINCE (STATE) COUNTRY, P.C. (ZIP)	HOME CELL PHONE OTHER	OFFICE FAX
AUGER ALBERT	1955, PRINCIPAL STREET	819 888-9999	418 888-9999
AUGER CLAIRE	MAGOG, QC CANADA H0H 0H0	450 888-9999 602 777-8899	514 888-9999
BORDEAU LUC	1955, KING STREET	819 888-7777	403 777-8855
BORDEAU LISE	TORONTO, ON CANADA H0H 0H0		403 777-8856
BROWN DAVIS	1234, MAIN STREET HULL, QC CANADA H0H 0H0	418 123-4567	

- MENU - CUSTOMER REPORT (Individuals)
- 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.

Representative: The list of customers of a selected representative.
If no representative 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.

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)= 25 customers per page.

G.N.S. MANAGER			
CUSTOMER (INDIVIDUALS) - SHORT FORMAT (Birthday)			
Representative: ALL - Category: ALL			
Print date:	3/14/2007 15:56		
CUSTOMER	BIRTHDAY DATE - AGE	HOME	OFFICE
SPOUSE	BIRTHDAY DATE - AGE	CELL PHONE	FAX
MARTIN PIERRE	8/01/1950 - 56	819 888-5555	418 888-9999
TRUDEAU NANCY		450 888-9999	514 888-9999
AUGER ALBERT	8/02/1951 - 55	819 888-9999	418 888-9999
AUGER CLAIRE		450 888-9999	514 888-9999
DAVIS JOHN	8/07/1963 - 43	222 888-9999	
CARTER MARY	8/20/1961 - 45		

MENU - CUSTOMER REPORT (Individuals)
Time Sheet Report (Individuals / Corporations)
List of Opened Follow-Ups (Individuals / Corporations)
List of Call Back Dates (Individuals / Corporations)

LIST OF OPENED FOLLOW-UPS (Individuals / Corporations)

G.N.S. MANAGER				
LIST OF OPENED FOLLOW-UPS (INDIVIDUALS AND CORPORATIONS)				
Print Date:	3/14/2007 16:07			
CUSTOMER	SPOUSE	TELEPHONE	DATE	
			CALL	RECALL
AUGER ALBERT	AUGER CLAIRE	819 888-9999	4/02/07	4/15/07
BORDEAU LUC	BORDEAU LISE	819 888-7777	4/12/07	4/15/07
CUSTOMER	C/O	TELEPHONE	DATE	
			CALL	RECALL
4567 CANADA INC.	JEAN SAVARD	819 123-4444	4/05/07	4/12/07

MENU - CUSTOMER REPORT (Individuals)
Time Sheet Report (Individuals / Corporations)
List of Opened Follow-Ups (Individuals / Corporations)
List of Call Back Dates (Individuals / Corporations)

LIST OF CALL BACK DATES (Individuals / Corporations)

Enter the Start and End date: click « **OK** » to print.

G.N.S. MANAGER					
LIST OF CALL BACK DATES (INDIVIDUALS AND CORPORATIONS)					
Up to 12/31/07 - Uncompleted only					
Print Date:	4/22/2010 11:46				
CUSTOMER	HOME	DATE	TIME	DESCRIPTION	
	SPOUSE				
	CELL PHONE				
ALBERT AUGER	819 888-9999	4/15/07	13:00	WORK OCCURED AT THE RESIDENCE	
CLAIRE AUGER	450 888-9999				
CUSTOMER	HOME	DATE	TIME	DESCRIPTION	
	C/O				
	CELL PHONE				
4567 CANADA INC.	819 123-4444	4/12/07	10:20	CONSULTATION FOR THE SALE OF BUSINESS	
JEAN SAVARD					

MENU - CUSTOMER REPORT (Individuals)
 Labels - Folders (1½" x 4")
 Labels - Addresses and Envelopes (Birthday) (1" x 4")

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

Envelope: Please note the envelopes you can use are envelopes # 8, 9 and 10.
 # 8 : 3 5/8 x 6 1/2 - # 9 : 3 7/8 x 8 7/8 - # 10 : 4 1/8 x 8 7/8

Address labels: 1" x 4" ex.: Avery Laser # 5261 / Avery Ink Jet # 8161

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 (# 1). Choose the customer and click « Select ». Add as many names as you wish and click « OK » to print. If left blank, All will print.

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.

Representative: The list of customers of a selected representative. If no representative is selected, 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 categories drop down list.

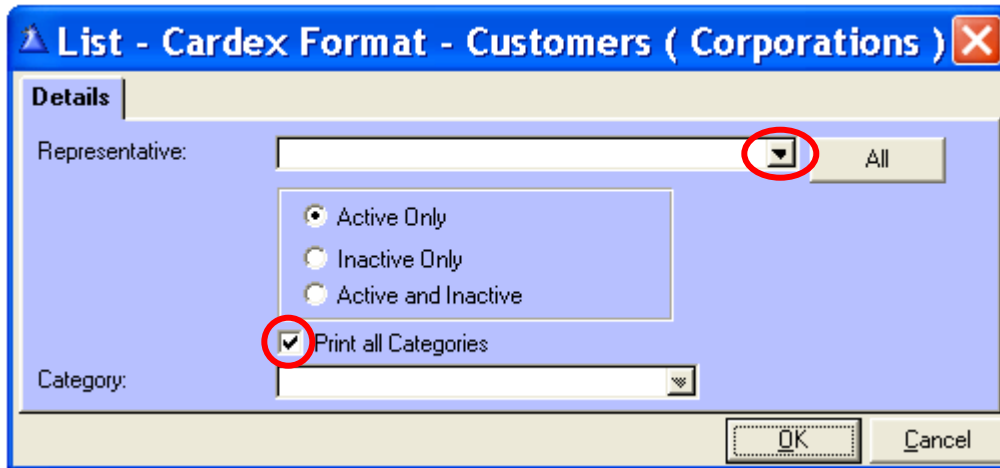
For the Customers Having Sales for the Period of: If you check this box, the start and end date boxes will be available.

Envelope
 Laser (1 col.)
 Laser (2 col.)
 Continuous
 Envelope

MENU - REPORTS
Customers (Individuals)
Customers (Corporations)
Suppliers
Products
Sales / Revenues
Purchases / Expenses
Income and Expense Summary
G.S.T. / P.S.T. Tax Report

MENU - CUSTOMER REPORT (Corporations)
List - Cardex Format
List - Short Format (General)
List - Short Format (Birthday)
Time Sheet Report (Individuals / Corporations)
List of Opened Follow-Ups (Individuals / Corporations)
List of Call Back Dates (Individuals / Corporations)
List of Categories Used in the Customers File
List of Cities Used in the Customers File
Labels - Folders (1 1/2" x 4")
Labels - Addresses and Envelopes (Birthday) (1" x 4")

CUSTOMERS (Corporations) - LIST - CARDEX FORMAT



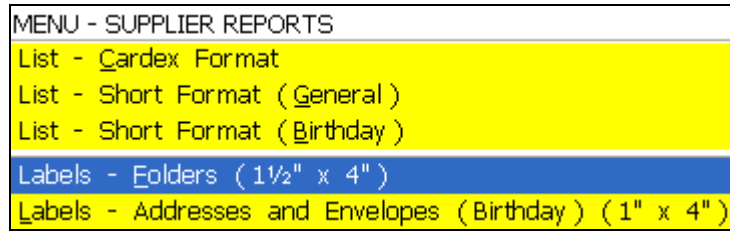
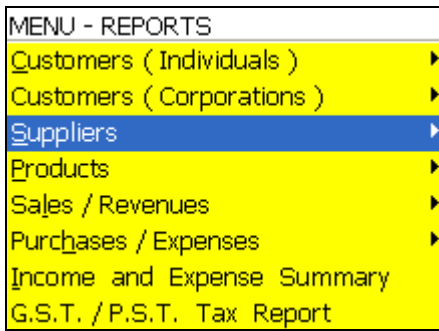
Representative: The list of customers of a selected representative. If no representative is selected, **All** will print.

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

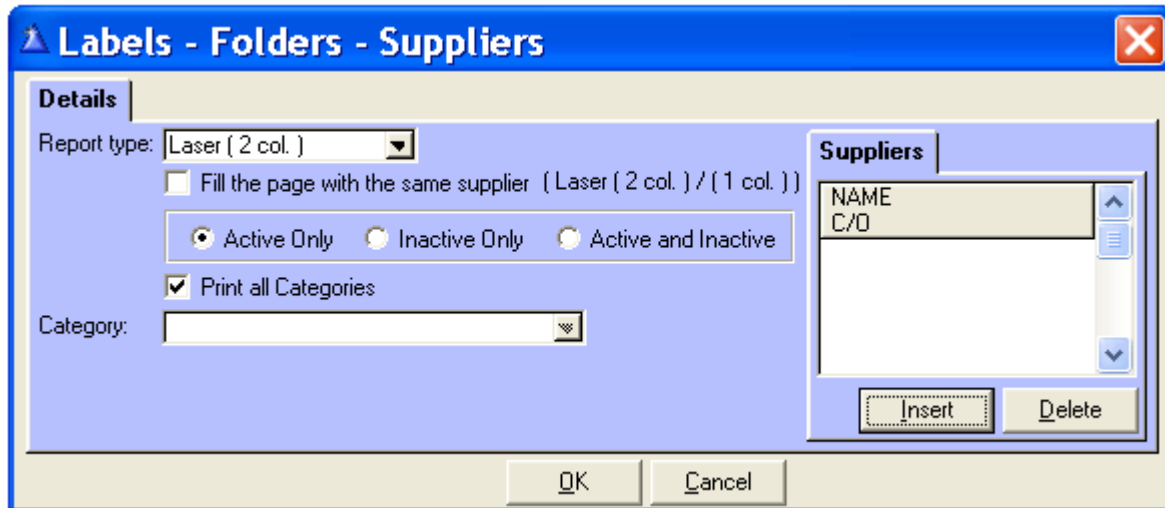
Print all Categories: If this box is not clicked, you can access the categories drop down list.

Cardex Format = 8 customers per page.

Active 8191234567 1234 QUEBEC INC. LUC POIRIER 234, KING STREET SHERBROOKE, QC, CANADA H0H 0H0 OFF.: 819 123-4567 CELL: 819 123-8765 REP.: AUGER ALBERT INFO@LPOIRIER.COM TEST	Begin: 1/01/04 End: / / 5/12/58 AGE: 49	Active 8191235555 ABC MANAGEMENT INC. GERRY THOMPSON 123, PRINCIPAL AVE., B. 300 MAGOG, QC, CANADA H0H 0H0 OFF.: 819 123-5555 FAX: 819 234-5678 REP.: MARTIN NANCY XXXXXXXX	Begin: 1/01/01 End: / / 7/07/49 AGE: 58
Active 5141235678 INSURANCE ABC INC. PAUL HÉBERT 123, MAIN STREET, B. 345 MONTRÉAL, QC, CANADA H0H 0H0 OFF.: 514 123-5678 FAX: 514 234-5678 REP.: MARTIN NANCY	Begin: 3/03/03 End: / / 5/17/61 AGE: 46	Active 1112349876 MNOP GROUP INC. CHARLES SMITH 123, KING AVE., B. 34 OTTAWA, ON, CANADA H0H 0H0 OFF.: 111 234-9876 REP.: AUGER ALBERT	Begin: 2/02/02 End: / / 4/17/51 AGE: 56



SUPPLIERS



Report type: Laser (1 col.), 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.

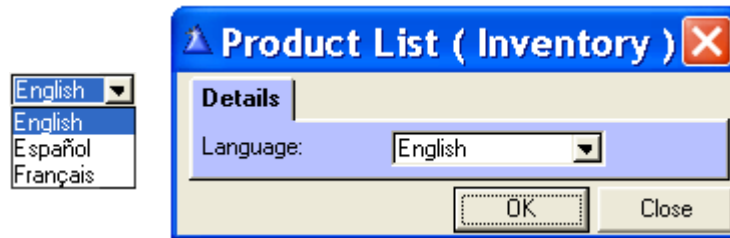
Labels for folders: 1½" X 4" ex.: Avery Laser # 5259 / Avery Ink Jet # 8162

MENU - REPORTS
Customers (Individuals) ▶
Customers (Corporations) ▶
Suppliers ▶
Products ▶
Sales / Revenues ▶
Purchases / Expenses ▶
Income and Expense Summary
G.S.T. / P.S.T. Tax Report

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

PRODUCTS

PRODUCT LIST (Inventory)

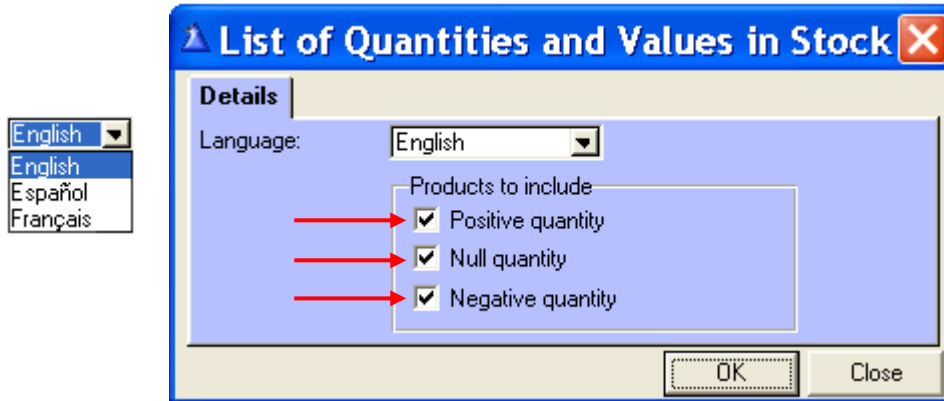


Choose the language from the drop down list: click « **OK** » to print.

G.N.S. MANAGER				
Product List (Inventory)				
Print date:	7/24/2007 - 13:15			
PRODUCT NO.	DESCRIPTION	RETAIL	COST	QUANTITY
00053	CAR WAX	21.00	14.98	15
00220	FLASHLIGHT	9.99	4.29	15
0044-CDN	PULLOVER	39.99	17.29	3
0061JF3638404244	TROUSERS JEANS	31.99	21.29	6
1234567890AB12	HAMMER	11.99	7.25	4
1330	PACKING PAPER	3.99	1.05	13
22113	SHAMPOO	6.99	4.98	-6
22467	BRUSH HAIR	7.39	3.79	10
3444	COLOR PENCILS	9.69	6.00	10
55000	COMPUTER	699.00	510.00	10
AB-23	PERFUME	34.00	19.36	-3
ABCDEFGHIJKLM	CURTAIN LACE	70.59	49.49	10
B0061	BATTERY	6.29	2.79	39
CH-4412	CHAIR	40.79	28.78	0
LT-66	TABLE LAMP	36.59	24.55	10

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

LIST OF QUANTITIES AND VALUES IN STOCK



Choose the language from the drop down list.
Tick the boxes to view the desired list. Click « **OK** » to print.

G.N.S. MANAGER				
<u>List of Quantities and Values in Stock (without taxes)</u>				
<u>Positive, null and negative quantity</u>				
Print date:	8/03/2007 - 10:32			
PRODUCT #	DESCRIPTION	COST	QUANTITY	VALUE
00053	CAR WAX	14.98	15	224.70
00220	FLASHLIGHT	4.29	15	64.35
0044-CDN	PULLOVER	17.29	3	51.87
0061JF3638404244	TROUSERS JEANS	21.29	6	127.74
1234567890AB12	HAMMER	7.25	4	29.00
1330	PACKING PAPER	1.05	13	13.65
22113	SHAMPOO	4.98	-6	-29.88
22467	BRUSH HAIR	3.79	10	37.90
3444	COLOR PENCILS	6.00	10	60.00
55000	COMPUTER	510.00	10	5,100.00
AB-23	PERFUME	19.36	-3	-58.08
ABCDEFGHIJKLM	CURTAIN LACE	49.49	10	494.90
B0061	BATTERY	2.79	39	108.81
CH-4412	CHAIR	28.78	0	0.00
CREDIT	X	-10.00	0	0.00
LT-66	TABLE LAMP	24.55	10	245.50
SUBTOTAL:				6,470.46
G.S.T.:				388.23
P.S.T.:				514.40
TOTAL VALUE :				7,373.09

MENU - REPORTS	
Customers (Individuals)	▶
Customers (Corporations)	▶
Suppliers	▶
Products	▶
Sales / Revenues	▶
Purchases / Expenses	▶
Income and Expense Summary	
G.S.T. / P.S.T. Tax Report	

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

SALES / REVENUES

Start date and End date: Enter the desired dates

Include: Choose whether you want to include the Inventory and/or Other in the report.

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

Sales Category: Choose a specific category from the drop down list; otherwise, **All** categories will print.

Representative: Choose a specific representative from the drop down list; otherwise, **All** representatives will print.

G.N.S. MANAGER										
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO										
OFF: 819-222-3333 FAX: 819-111-4444										
Detailed Sales Report - Inventory and Other from 2/01/07 to 2/28/07										
Customer: ALL - Category: ALL										
Representative: ALL										
Print date: 4/18/2007 - 10:00										
DATE	CUSTOMERS	INVOICE	CATEGORY	SUBTOTAL	G.S.T.	P.S.T.	TOTAL	BALANCE	METHOD OF PAYMENT	DATE
2/02/07	NORMAND B	A-5	PRODUCTS	150.00	9.00	11.93	170.93	0.00	CASH	2/02/07
2/05/07	LUC BORDEAU	A-6	CUSTOMER SERVICES	146.25	8.78	0.00	155.03	0.00	CASH	2/05/07
2/12/07	ALBERT AUGER	A-7	TRAINING	950.00	57.00	75.53	1,082.53	0.00	VISA 4505 XXXXXX	2/12/07
2/14/07	ALBERT AUGER	A-8	INSTALLATION	12,800.00	768.00	1,017.60	14,585.60	0.00	MASTERCA 5258	2/14/07
2/17/07	ALBERT AUGER	1	INVENTORY PRODUCT	739.79	44.39	58.81	842.99	0.00	CHECK # 0099	2/17/07
2/21/07	DAVIS BROWN	4	INVENTORY PRODUCT	920.35	55.22	73.17	1,048.74	0.00	CHECK # 0088	2/21/07
TOTALS:				15,706.39	942.39	1,237.04	17,885.82	0.00		

MENU - SALE / REVENUE REPORTS
Detailed Profit Report - Inventory
Monthly Profit Report - Inventory
Profit Report by Category - Inventory
Accounts Receivable List
Customer Statements
Payments List
Deposits List

ACCOUNTS RECEIVABLE LIST

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


Enter the desired date click « OK » to print.

G.N.S. MANAGER								
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO								
OFF: 819-222-3333 FAX: 819-111-4444								
Accounts Receivable List as of 12/31/2007								
Print date:		4/26/2007 - 16:04						
DATE	CUSTOMER	INVOICE	CATEGORY	SUBTOTAL	G.S.T.	P.S.T.	TOTAL	BALANCE
11/21/07	JOHN DAVIS	A-34	TRAINING	1,100.00	66.00	87.45	1,253.45	1,253.45
12/03/07	JOHN DAVIS	A-35	REPAIR	243.75	14.63	19.38	277.76	277.76
12/17/07	ALBERT AUGER	A-36	TRAINING	750.00	45.00	59.63	854.63	854.63
TOTALS:				2,093.75	125.63	166.46	2,385.84	2,385.84

MENU - SALE / REVENUE REPORTS
Detailed Profit Report - Inventory
Monthly Profit Report - Inventory
Profit Report by Category - Inventory
Accounts Receivable List
Customer Statements
Payments List
Deposits List

CUSTOMER STATEMENTS

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



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

CUSTOMER STATEMENT

As of 12/31/2007

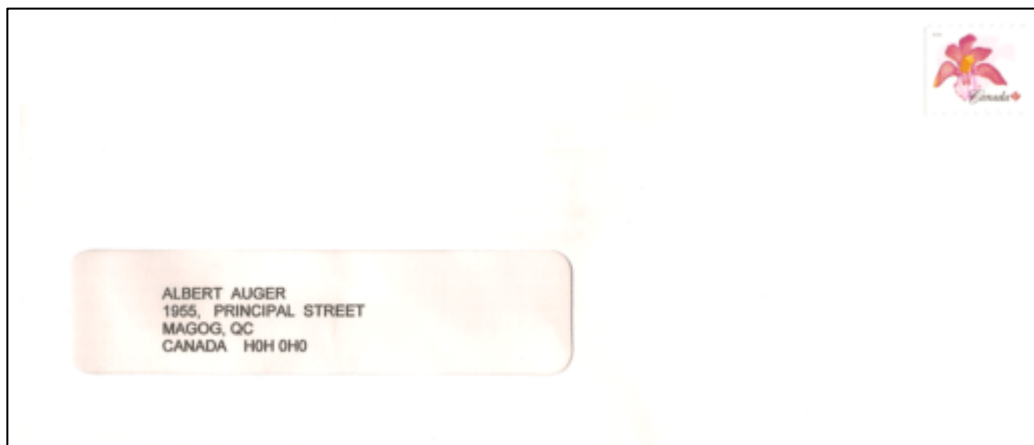
ALBERT AUGER
 1955, PRINCIPAL STREET
 MAGOG, QC
 CANADA H0H 0H0

DATE	INVOICE	TOTAL	PAYMENT	BALANCE
12/17/07	A-36	854.63	0.00	854.63
			DUE AMOUNT:	854.63

You will have the statements of all the customers that have a balance to pay.

One customer printed per page.

When you fold your sheet in three, you will be able to use envelopes with a window.



MENU - REPORTS
Customers (Individuals) ▶
Customers (Corporations) ▶
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 - Inventory and/or Other
Monthly Purchase Report - Inventory and/or Other
Purchase Report by Category - Inventory and/or Other
Accounts Payable List
Payments List

PURCHASES / EXPENSES

DETAILED PURCHASE REPORT (Inventory and/or Other)

Start date and End date: Enter the desired dates.

Include: Choose whether you want to include the Inventory and/or Other in the report.

Supplier: Choose a specific supplier with the **yellow** search button; otherwise, **All** suppliers will print.

Purchase Category: Choose a specific category from the drop down list; otherwise, **All** categories will print.

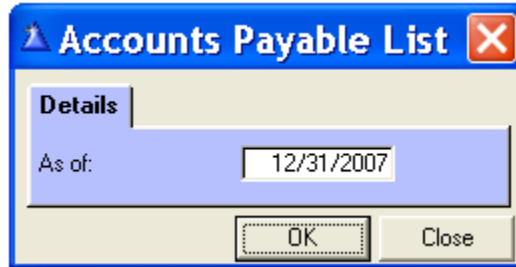
Representative: Choose a specific representative from the drop down list; otherwise, **All** representative will print.

G.N.S. MANAGER									
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO									
OFF: 819-222-3333 FAX: 819-111-4444									
Detailed Purchase Report - Inventory and Other from 2/01/07 to 2/28/07									
Supplier: ALL - Category: ALL									
Representative: ALL									
Print date: 4/18/2007 - 10:17									
DATE	SUPPLIER	INVOICE	CATEGORY	SUBTOTAL	G.S.T.	P.S.T.	TOTAL	METHOD OF PAYMENT	DATE
2/01/07	REAL ESTATE	FEV.	RENT OFFICE	400.00	24.00	31.80	455.80	CHECK #02	2/01/07
2/01/07	STAPLES BUSINESS	1504	INVENTORY PRODUCT	120.48	7.23	9.58	137.29	CHECK #02536	4/15/07
2/15/07	BELL CANADA	FEBRUARY	INTERNET	199.50	13.97	16.01	229.48	CHECK # 0100	2/15/07
2/15/07	GENIUS COMPUTERS	F- 003	INVENTORY PRODUCT	538.78	32.33	42.83	613.94	CHECK #0077	2/15/07
2/21/07	ABC PRODUCTS	F- 004	INVENTORY PRODUCT	514.15	30.85	40.88	585.88	CHECK #0088	2/21/07
2/21/07	CANTEL CELL PHONE	CELL	CELL PHONE	59.95	3.60	4.77	68.32	CHECK #0002	2/21/07
2/21/07	QUEBEC PRINTER	# 283240	PRINTED MATERIALS	1,250.00	75.00	99.38	1,424.38	MASTERCARD 5258	2/21/07
2/28/07	BANK ABC	FEBRUARY	BANK CHARGES	39.95	0.00	0.00	39.95	DEBIT CA	2/28/07
TOTALS:				3,122.81	186.98	245.25	3,555.04		

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

ACCOUNTS PAYABLE LIST

In the « **Purchases** » menu, all the invoices with a balance are an accounts payable.



Enter the desired date: click « **OK** » to print.

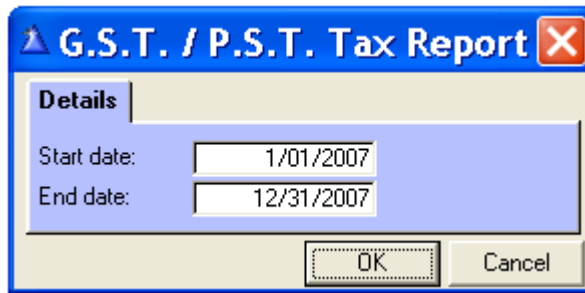
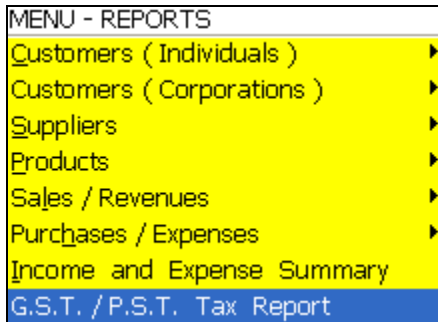
G.N.S. MANAGER								
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO OFF: 819-222-3333 FAX: 819-111-4444								
<u>Accounts Payable List as of 12/31/2007</u>								
Print date:		3/15/2007 - 16:06						
DATE	SUPPLIER	INVOICE	CATEGORY	SUBTOTAL	G.S.T.	P.S.T.	TOTAL	BALANCE
12/15/07	BELL CANADA	OFFICE	TELEPHONE	199.50	11.97	15.86	227.33	27.33
12/21/07	ALBERT AUGER	6 MONTH CAR KM	CAR EXPENSE ACCOUNT	3,900.00	234.00	310.05	4,444.05	2,444.05
12/21/07	CANTEL CELL PHONE	CELL	CELL PHONE	59.95	3.60	4.77	68.32	68.32
TOTALS:				4,159.45	249.57	330.68	4,739.70	2,539.70

MENU - REPORTS
Customers (Individuals)
Customers (Corporations)
Suppliers
Products
Sales / Revenues
Purchases / Expenses
Income and Expense Summary
G.S.T. / P.S.T. Tax Report

INCOME AND EXPENSE SUMMARY

Here is an example of your Income and Expense Summary

G.N.S. MANAGER	
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO OFF: 819-222-3333 FAX: 819-111-4444	
Income and Expense Summary - Inventory and Other from 6/30/2006 to 12/31/2007	
Representative: ALL	
(G.S.T. and P.S.T. not included after 6/30/06)	
INCOME	
CONSULTATION	6,585.00
CUSTOMER SERVICES	10,776.25
INSTALLATION	26,200.00
INVENTORY PRODUCT	19,867.36
PRODUCTS	5,325.00
REPAIR	7,442.50
TRAINING	9,455.00
Total income	85,651.11
EXPENSES	
BANK CHARGES	479.40
CAR EXPENSE ACCOUNT	7,850.00
CELL PHONE	719.40
INTERNET	199.50
INVENTORY PRODUCT	12,339.81
OFFICE RENT	4,800.00
PRINTED MATERIALS	5,114.00
TELEPHONE	1,795.50
TOLL FREE	399.00
Total expenses	33,696.61
Net income (Net loss):	51,954.50



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

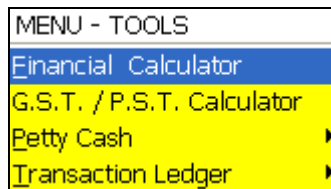
Example for Quebec only

G.N.S. MANAGER		
100, PRINCIPAL STREET, SHERBROOKE, QC. HOH OHO OFF: 819-222-3333 FAX: 819-111-4444		
G.S.T. / P.S.T. Tax Report from 1/01/07 to 12/31/07		
Print date: 3/15/2007 - 16:37		
CASE		CASE
# 101	Sales (before taxes) :	# 101
	85,651.11	
# 105	G.S.T. collected :	# 105
	4,851.54	
# 205	P.S.T. collected :	# 205
	6,082.34	
	Total collected taxes :	
	10,933.88	
	Purchases (before taxes) :	
	33,696.61	
# 108	G.S.T. paid :	# 108
	1,995.66	
# 208	P.S.T. paid :	# 208
	2,641.04	
	Total paid taxes :	
	4,636.70	
	Summary due taxes (to receive) :	
# 113	G.S.T. due (to receive) :	# 113
	2,855.88	
# 213	P.S.T. due (to receive) :	# 213
	3,441.30	
	Total due taxes (to receive) :	
	6,297.18	

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.

Loan / Investment		Mortgage Loan	
Initial capital:	75,000.00	Real interest rate:	4.51
Yearly interest rate:	4.550	Total interest amount:	38,949.60
Total number of periods:	240	Total amount:	113,949.60
Number of payments by year:	12		
Payment amount:	0.00	474.79	

Payment amount calculation completed...

Examples:

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

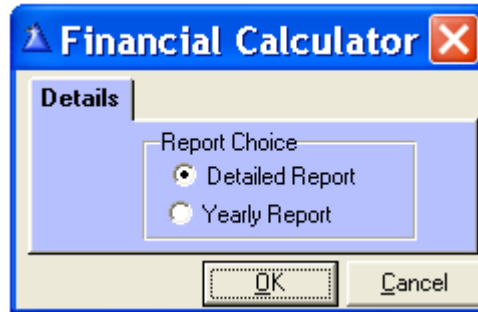
For: Your name or loan detail. (Make sure you enter something in this field otherwise the calculations will not be saved when you will click « **OK** »)

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** ».

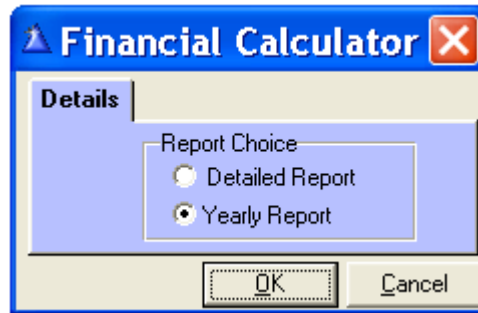
CONDOMINIUM PROJECT					
REIMBURSEMENT OF MORTGAGE LOAN					
FOR:		CONDO DU PORT		DATE: 5/17/2007	
		MONTREAL, QC			
		BY ABC BANK			
AMOUNT:	75,000.00			PAYMENT/YEAR QTY:	12
PAYMENT:	474.79	RATE:	4.550 %	AMORTIZATION:	240
				TOTAL INTEREST:	38,949.60
#	DATE	CAPITAL	INTEREST	#	BALANCE
1	6/17/2007	193.07	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					
FOR:	CONDO DU PORT MONTREAL, QC BY ABC BANK		DATE: 5/17/2007		
			END YEAR MONTH: DECEMBER		
AMOUNT:	75,000.00		PAIEMENT/YEAR QTY:	12	
		RATE: 4.550 %	AMORTIZATION:	240	
PAYMENT:	474.79		TOTAL INTEREST:	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
TOTALS:		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 Loan / Investment date: 6/21/2007

(GIA) GUARANTEED INTEREST ACCOUNT

ABC INVESTMENT

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...

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	DATE: 6/21/2007	
(GIA) GUARANTEED INTEREST ACCOUNT		
ABC INVESTMENT		
	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	
Futur value (FV):	0.00	12,841.18

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- MENU - TOOLS
- Financial Calculator
- G.S.T. / P.S.T. Calculator
- Petty Cash
- 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:

G.S.T.: 6.00

Q.S.T.: 7.95

Amount after Taxes: **113.95**

Close

$$100.00 \times 1.1395 = 113.95$$



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:

Close

$$113.95 \div 1.1395 = 100.00$$

ONTARIO

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

Details

Amount before Taxes:

G.S.T.: 6.00

R.S.T.: 8.00

Amount after Taxes: **114.00**

Close

$$100.00 \times 1.1400 = 114.00$$



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

Details

Amount before Taxes:

G.S.T.: 6.00

R.S.T.: 8.00

Amount after Taxes: **114.00**

Close

$$114.00 \div 1.1400 = 100.00$$

NEW-BRUNSWICK

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

Details

Amount before Taxes:

H.S.T.: 14.00

P.S.T.: 0.00

Amount after Taxes: **114.00**

Close

$$100.00 \times 1.1400 = 114.00$$



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

Details

Amount before Taxes: **100.00**

H.S.T.: 14.00

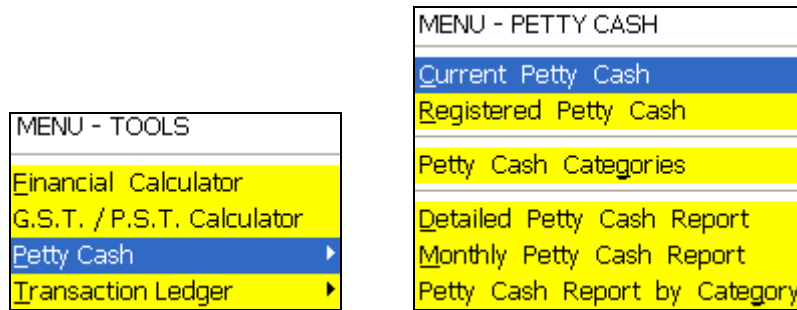
P.S.T.: 0.00

Amount after Taxes:

Close

$$114.00 \div 1.1400 = 100.00$$

PETTY CASH



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).

The screenshot shows a dialog box titled 'Adding a Current Petty Cash Entry'. The 'Details' tab is selected. The form contains the following information:

- Category: **MEAL CASH**
- Date: 5/21/2007
- Description: ST-HUBERT, 2 PEOPLES
- Total amount without TIP: 38.95
- TIP: 5.05
- Calculations:
 - Subtotal before taxes and TIP: 36.56
 - G.S.T. amount: 1.03
 - P.S.T. amount: 1.36
 - TIP: 5.05
 - Grand total: **44.00**

Buttons for 'OK' and 'Cancel' are visible at the bottom right.

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.

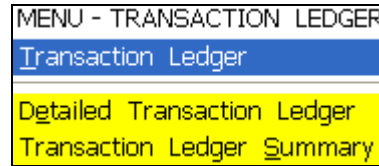
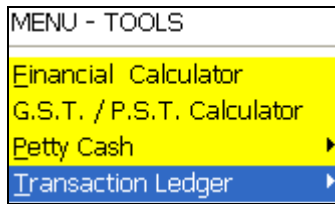
When the Meal category is selected, type in the total amount taxes included and the software will calculate the **50%** portion of the taxes you can claim.

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.



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.

Adding Ledger Headings

Details

Name: EXPENSE LEDGER

Column name

Main column: BY CHECK \$ =

Column No 1: REFUND ON ADV.

Column No 2: DIVIDENDS

Column No 3: G.S.T. / P.S.T.

Column No 4: INCOME TAX

Column No 5: PROV. DEPOSIT

Column No 6: **Miscellaneous**

OK Cancel

Adding Ledger Headings

Details

Name: INCOME LEDGER

Column name

Main column: BANK DEPOSIT \$ =

Column No 1: ADMINIS. ADVANCE

Column No 2: CREDIT MARGIN

Column No 3: REFUND G.S.T.

Column No 4: REFUND P.S.T.

Column No 5: BONIS U.S.A.

Column No 6: **Miscellaneous**

OK Cancel

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 (Income Ledger) = (Deposits for the selected period) | XXX |
| c) Minus: Expense Ledger from January to December 2007 = (Expenses for the selected period) | XXX |
| d) Minus: Total of the Purchases report 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 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 1st to December 31st.

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

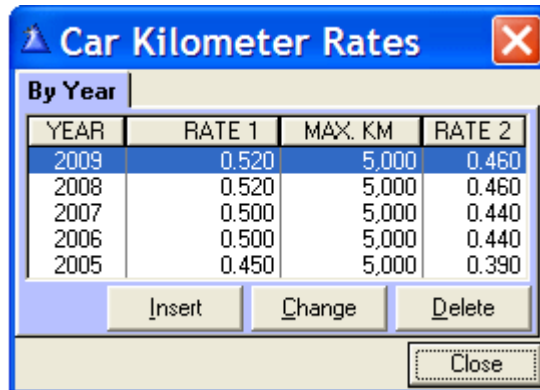
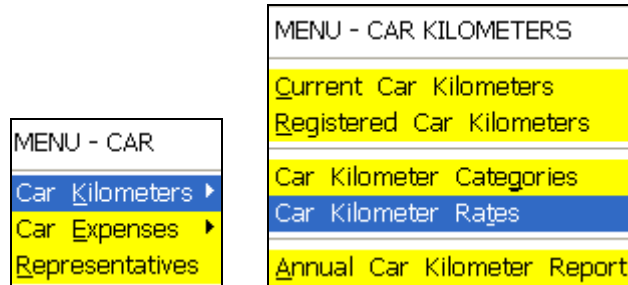
The Honourable Jim Flaherty, Minister of Finance, announced today that the automobile expense deduction limits and prescribed rates for the automobile operating expense benefit that applied in 2009 will apply in 2010. Specifically:

- 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 or 1-800-959-7775

CHAPTER 10 « CAR Menu »



- 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**).
- 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.
- The fees and calculations of the kilometers are from : January 1st to December 31st (calendar year).
 Example of calculations:
 - 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
- 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 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

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

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

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		AMOUNT
		ONE WAY	TOTAL	
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		AMOUNT
		ONE WAY	TOTAL	
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.:
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
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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.

Adding a Car Expense Category

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

Adding a Car Expense Category

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** ».

Example 1-

Example 2-

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
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Car Expense Report by Category
Annual Fiscal Car Expense Report

ANNUAL FISCAL CAR EXPENSE REPORT

2007
2007
2006
2005

Annual Fiscal Car Expense Report ✖

Details

Year:

Representative:

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. H0H 0H0				
OFF: 819-222-3333 FAX: 819-111-4444				
<u>ANNUAL FISCAL CAR EXPENSE REPORT FOR 2007</u>				
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	19,200	6,400	25,600	
PRO RATA:	75.00 %	25.00 %	100 %	
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
TOTALS:	7,811.51	424.26	562.18	8,797.95
TOTAL (Business):	5,858.63	318.20	421.64	6,598.46

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

NAME	FIRST NAME	TYPE
CARTER	NANCY	Pro rata
SMITH	PETER	Km

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)

Last Name: CARTER
First Name: NANCY

Pro Rata Car Expenses

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

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)

Last Name: SMITH
First Name: PETER

Pro Rata Car Expenses

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

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 »

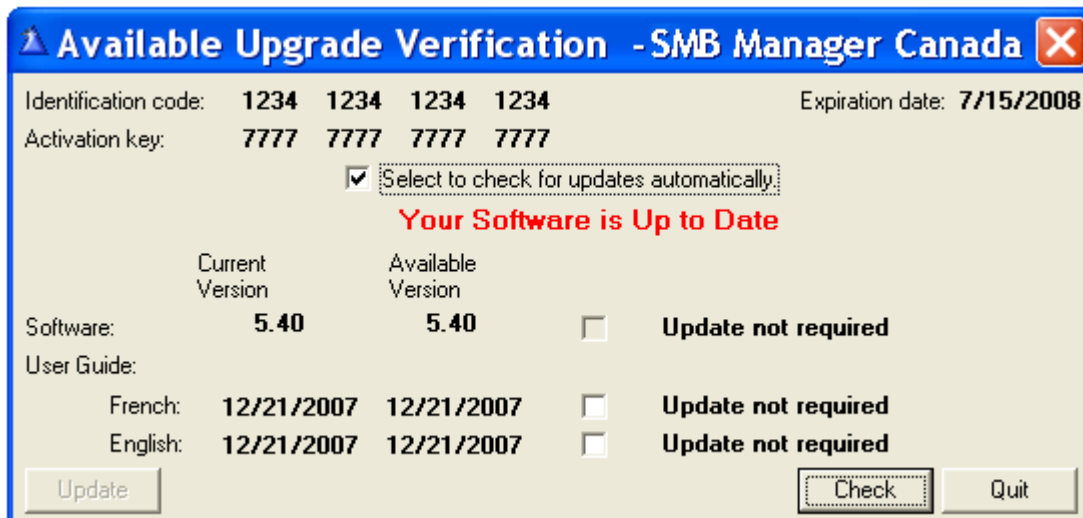


SMBManagerCanada.com ONLINE



LIVE UPDATE ONLINE

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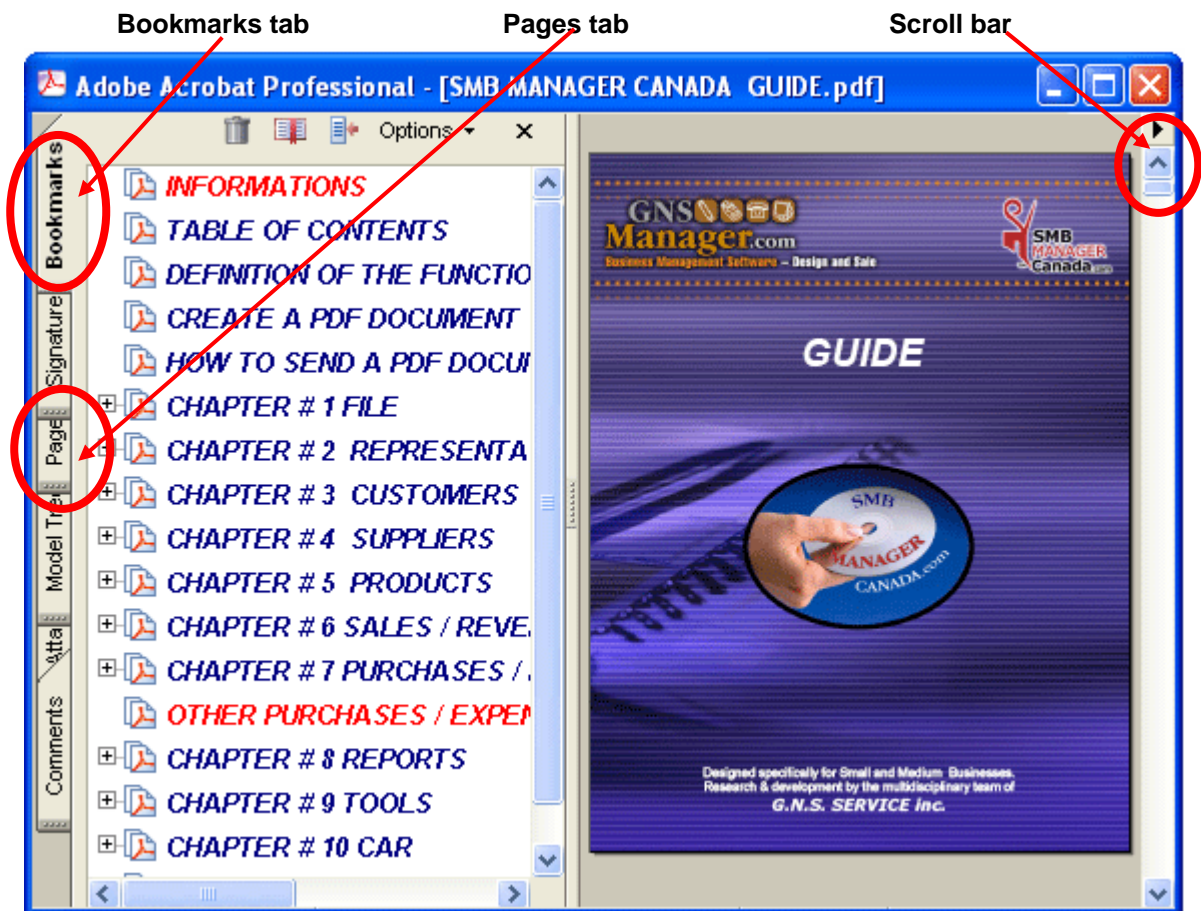


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English User's Guide
Online Training Video (French)
Online Training Video (English)
About SMB Manager Canada

ENGLISH USER'S GUIDE

When you click on English User's Guide: The colored *SMB 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.

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Online Training Video (English)
About SMB Manager Canada

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Version française

BACK TO GNSMANAGER

Informational video

Information on the main menus of the SMBManager Canada software

<p>File Menu Size : 4.2 MG Length : 4.48 MIN.</p> <p>Representative Menu Size : 2 MG Length : 1.16 MIN.</p> <p>Customers Menu Size : 6.2 MG Length : 7.37 MIN.</p> <p>Suppliers Menu Size : 2.8 MG Length : 2.26 MIN.</p> <p>Products Menu Size : 2.3 MG Length : 2 MIN.</p> <p>Sales Menu Size : 4 MG Length : 4.7 MIN.</p>	<p>Purchases Menu Size : 3 MG Length : 2.50 MIN.</p> <p>Reports Menu Size : 5.4 MG Length : 5.27 MIN.</p> <p>Tools Menu Size : 7.1 MG Length : 8.12 MIN.</p> <p>Car Menu Size : 13 MG Length : 17.18 MIN.</p> <p>Help Menu Size : 3.9 MG Length : 3.52 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.
Informational Video of the different menus of the **SMB Manager Canada** software.
For more detailed information, see your **SMB Manager Canada Guide**.

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

ABOUT SMB Manager Canada

Indicates the current version of your software.



Business Management Software
Design and Sale
Since 1986

G.N.S.
Service inc. *Group National System*

SMB Manager Canada Version 5.00

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