

Service Mate for Small Business Accounting Version 2.0 User's Guide

Summary:

Service Mate for Small Business Accounting (SBA) enables business owners to track time, material, expenses, and travel by employee. All service and item type information is pulled directly from SBA. There is no need to add item or service information. Also all accounts are pulled directly from SBA. These pulls reduce errors associated through missing accounts or item numbers. This user's guide details the functionality of Service Mate for Small Business Accounting.

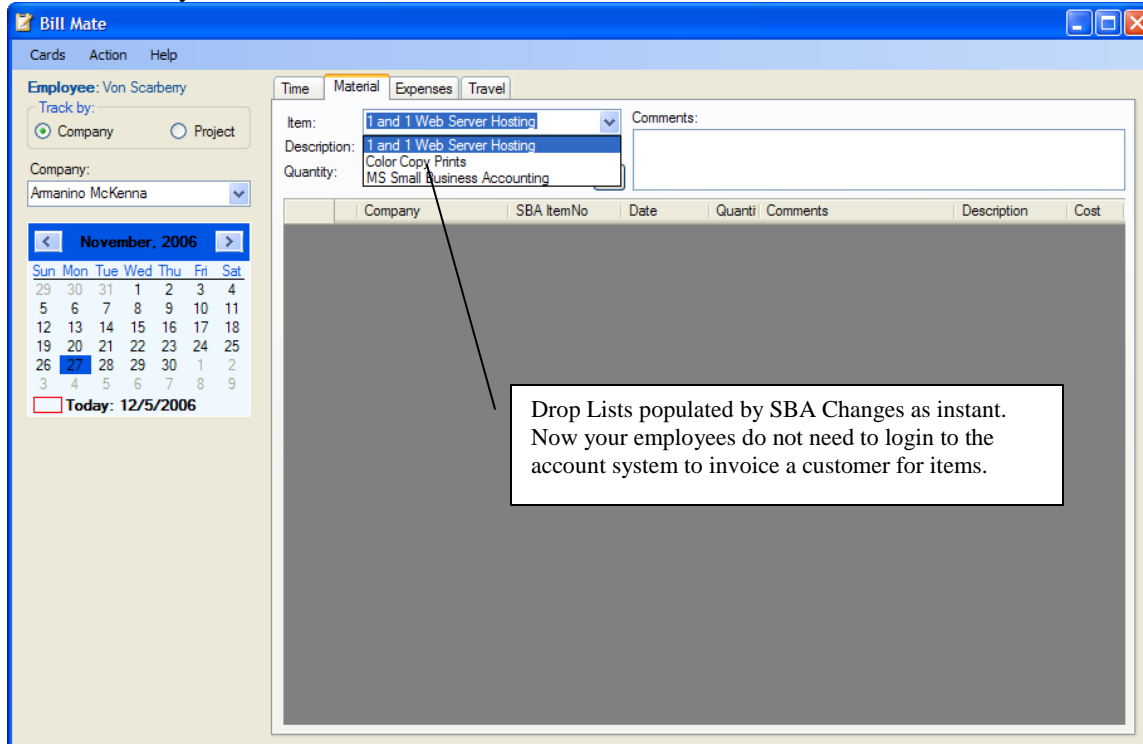
Time Entry:

The screenshot shows the 'Bill Mate' application window. The 'Employee' is set to 'Von Scarberny'. The 'Track by' option is set to 'Company'. The 'Company' is 'Amanino McKenna'. A calendar for December 2006 is visible, with the date '12/5/2006' highlighted. The 'Time' tab is active, showing a 'Task' dropdown menu with options like 'Desktop Support', 'Meetings PA', 'Partner Programming Rate', 'Programming GP CA', 'Programming PA', 'Programming Web PA', 'SQL Programming Contract', and 'Software Installation'. A table below shows time entries for 'GP CA' on '12/4/2006' with '2.00' hours and comments like 'Item notes report for Jan.' and 'Upgrade Test Data to 90.'. Callouts explain: 'Drop Lists populated by SBA Changes as instant. Service type specific to your employee's billing rate.', 'Global Customer or Company to bill to work on a single client', 'Global Calendar Set the Calendar and work in a single date', and 'Preview all entries made. Also discount billing 100% through non-billable'.

	Date	Hours	Comments	NonBill
GP CA	12/4/2006	2.00...	Item notes report for Jan.	<input type="checkbox"/>
GP CA	12/4/2006	2.00...	Upgrade Test Data to 90.	<input type="checkbox"/>

The time entry table tracks time by employee. These rates are setup through Cards>>Rates>Employee. With Service Mate you can set individual rates for your employees by the service item in SBA. These rates will carryover to all invoices created by Service Mate.

Material Entry:



Bill Mate

Cards Action Help

Employee: Von Scarbery

Track by:
 Company Project

Company:
Amanino McKenna

November, 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Today: 12/5/2006

Time Material Expenses Travel

Item: 1 and 1 Web Server Hosting

Description: 1 and 1 Web Server Hosting

Quantity: Color Copy Prints
MS Small Business Accounting

Comments:

Company	SBA ItemNo	Date	Quantity	Comments	Description	Cost
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Drop Lists populated by SBA Changes as instant. Now your employees do not need to login to the account system to invoice a customer for items.

The material entry table tracks items for customers. With Service Mate you can change to price of an item or default the price to SBA before billing. Also when the description is changes, it will change the description in on the invoice. These changes will carryover to all invoices created by Service Mate.

Expense Entry:

The screenshot shows the 'Bill Mate' application window with the 'Expense Entry' form. The form is titled 'Employee: Von Scarbery' and has a 'Track by:' section with 'Company' selected. The 'Company:' dropdown is set to 'Amanino McKenna'. A calendar for November 2006 is visible, with the 27th selected. The 'Expenses' tab is active, showing input fields for 'Tolls: 0', 'Meals: 0', 'Parking: 0', 'Air Fare: 0', and 'Other: 0'. A 'Comments:' text area is also present. Below these fields is a table with columns 'Company', 'Type', 'Cost', and 'Comments', which is currently empty.

Company	Type	Cost	Comments
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The expense entry table tracks expenses for employees. Expenses are added as account line items to imported invoices. You can change these accounts through Cards>>Expense Accounts.

Travel Entry:

The screenshot shows the 'Bill Mate' software interface. The window title is 'Bill Mate'. The menu bar includes 'Cards', 'Action', and 'Help'. The main area is divided into several sections:

- Employee:** Von Scarbery
- Track by:** Company Project
- Company:** Advanta Soft (dropdown menu)
- Calendar:** A calendar for November 2006. The date 27 is highlighted. Below the calendar, it says 'Today: 12/5/2006'.
- Travel Entry Form:** This section has tabs for 'Time', 'Material', 'Expenses', and 'Travel' (which is selected). It contains:
 - From: [text box]
 - To: [text box]
 - Time: 0
 - Miles: 0
 - Comments: [text box]
 - Round Trip
 - [Save icon]
- Table:** A table with columns: Company, From, To, Hours, Miles, Comments, RdTrip. The table body is currently empty.

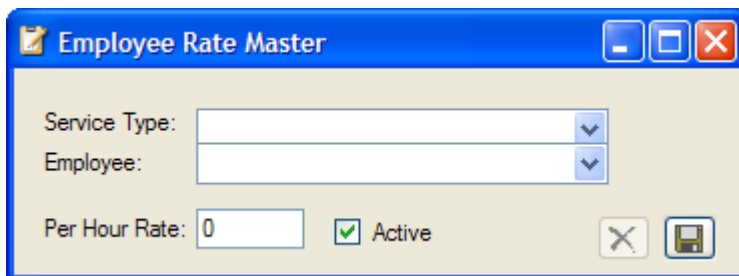
The travel entry table tracks expenses for employees travel. These expenses accounts are identified through two cards options Cards>>Rates>>Mileage and Cards>>Rates>>Travel. These Cards identify per mile charge and the time rate by employee. All these entries are added as a invoice line item in SBA.

Setup:



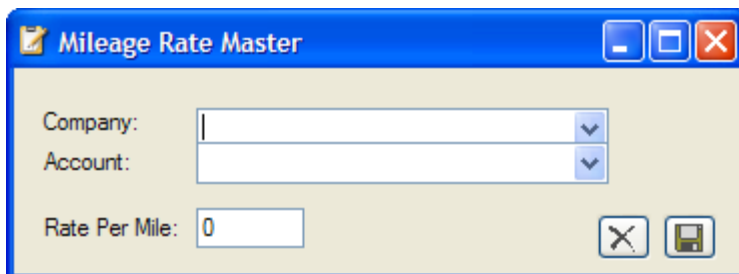
The Expense Accounts window displays a list of expense categories with corresponding dropdown menus. The categories and their selected values are: Tolls: Parking, Meals: Meals & Entertainment, Parking: Parking, Air Fare: Travel, and Other: Professional Fees. A save icon is located at the bottom right of the window.

These accounts are pulled from SBA. They are used to identify accounts for Expense Entry.



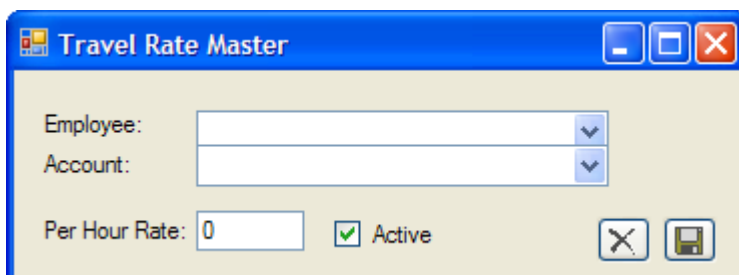
The Employee Rate Master window contains fields for Service Type, Employee, and Per Hour Rate. The Per Hour Rate is set to 0. There is a checked checkbox for Active and a save icon at the bottom right.

This window is used to identify the employee and service type rates.



The Mileage Rate Master window includes fields for Company, Account, and Rate Per Mile. The Rate Per Mile is set to 0. There is a save icon at the bottom right.

This window identifies the mileage charge and expense account used for company mileage charge.



The Travel Rate Master window features fields for Employee, Account, and Per Hour Rate. The Per Hour Rate is set to 0. There is a checked checkbox for Active and a save icon at the bottom right.

This window identifies the rate for travel by employee and the expense account to track to.

Invoicing:

The screenshot shows the 'Project Billing' application window. At the top left, there is a 'Batch' section with a 'Rebuild' checkbox, 'Begin' and 'End' date fields (with '12/5/2006' in the 'End' field), and a 'Build' button. To the right is a list of customer checkboxes: Advanta Soft, Panamax, Signature Hill, Bob Root, and California Radiographics Inc. (all checked). An 'Invoice' button is located at the top right.

The main area displays a 'Projected Billing' report. The report is organized into sections for each customer: Signature Hill, Panamax, and California Radiographics Inc. Each section lists projects with columns for 'Non-Billable', 'Round Trip', 'Project', 'Employee ID', and 'Hours/Quar'. A 'Company Total' and 'Grand Total' are shown at the bottom.

Callouts provide additional context:

- 'Billing up to date' points to the 'End' date field.
- 'List is specific to customers that have been tracked' points to the customer selection list.
- 'Create invoices in SBA.' points to the 'Invoice' button.
- 'Projected billing report with excel extract.' points to the project list.

Customer	Project	Non-Billable	Round Trip	Project	Employee ID	Hours/Quar
Signature Hill	Programming Web PA	False				
	Meetings PA	False	False		356	
Company Total:						
Panamax	Programming GP CA	False			356	
Company Total:						
California Radiographics Inc.	Programming GP CA	False	False		356	
Company Total:						
Grand Total:						11

This is the final stage for billing through Service Mate. All employee entries will be grouped by customer and totaled through the Build option. A report will also be made available at this time. After which, pressing invoice will create new invoices in SBA and update the tracking status to prevent double billing.

Service Mate:

Service mate was created by Virtual Sails LLC. A New Castle, Pennsylvania based IT firm. This product is copyrighted and protected by local and international law. For Service Mate support contact support@virtualsails.net or call our support line at 1-877-893-6297.

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